



**SHERIFF'S DEPARTMENT**  
**NASSAU COUNTY CORRECTIONAL CENTER**  
100 Carman Avenue  
East Meadow, NY 11554

## Visiting Rules and Procedures

The Visiting rules and procedures of the Nassau County Correctional Facility have been instituted with the purpose of providing the Incarcerated Individuals in our custody with the opportunity to be visited by friends and family, while promoting a safe and secure environment for staff, visitors and Incarcerated Individuals.

Each Incarcerated Individual is entitled to two 1 hour visits each week.

Because of the nature of this facility these rules are strictly enforced. Any questions that you may have while at the facility can be answered by the Visiting Officers.

- 1- The Nassau County Sheriff's Department has pre-scheduled contact visits. Visitors may go to the Nassau County website below and click on the link to schedule a personal or attorney visit

<https://www.nassaucountyny.gov/sheriff>

- 2- Visiting is open Monday through Friday. Visiting will be closed on all County holidays.

There will be five visiting sessions a day. B building and D building visits will be Monday, Wednesday and Friday. E building Visits will be Tuesday and Thursday. **Check-in times** for those sessions are listed below. If you fail to make it during those check-in times you will forfeit your visit. Seating is on a first come first served basis. You may not get in during busy visiting days.

**Visitor Check in times:**

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
1	8:00 am- 8:30 am	8:00 am- 8:30 am	8:00 am- 8:30 am	12:00 pm – 12:30 pm	12:00 pm – 12:30 pm
2	9:15 am- 9:45 am	9:15 am- 9:45 am	9:15 am- 9:45 am	1:15 pm – 1:45 pm	1:15 pm – 1:45 pm
3	11:45 am – 12:15 pm	11:45 am – 12:15 pm	11:45 am – 12:15 pm	4:15 pm – 4:45 pm	4:15 pm – 4:45 pm
4	1:00 pm- 1:30pm	1:00 pm- 1:30pm	1:00 pm- 1:30pm	5:15 pm – 5:45pm	5:15 pm – 5:45pm
5	2:15pm- 2:45pm	2:15pm- 2:45pm	2:15pm- 2:45pm	6:15 pm – 6:45 pm	6:15 pm – 6:45 pm

- 3- Visits must be scheduled at least 24 hours in advance and may be scheduled as far as 5 days in advance. The times are listed above for your convenience. Visitors are permitted one visit each visiting day, except in cases where more than one immediate family member is incarcerated in the facility. Visiting sessions are limited. Each inmate is allowed up to 2 adults and 2 children visiting at a time.

- 4- All visitors must provide valid and proper identification in order to be admitted. The following items of identification will be accepted:

A. Valid driver's license with photograph.

- B. Valid non-driver's identification with photograph issued by Department of Motor Vehicle.
  - C. Valid passport with photograph and date of birth.
  - D. Valid Department of Social Service card with photograph and date of birth.
  - E. Temporary non-photograph driver's license must be accompanied with the expired license or legitimate photograph identification.
  - F. United States Military identification.
  - G. Original Birth certificates for persons under the age of 18 must be presented.
- 5- Order of Protections- If a visitor is named in an active order of protection, the order of protection must specifically state that visitation is allowed during incarceration.
- 6- Sign-in Procedure:
- A. Visitors will wait in the Visitor parking lot or visitor pavilion until called into visiting by staff.
  - B. You will then be called up to the counter to be checked in for your visit. Be sure to have your ID ready.
  - C. After being signed in, you will be issued a locker key and seat number. Your ID will be held by visiting staff until you return your key after your visit.
  - D. Secure all your belongings in the lockers provided. **\*\*All valuables, phones, purses, wallets, belts, loose change, keys, coats, jackets, hats, ties, sweaters, hair accessories (to include beads, barrettes, ties, bobby pins), jewelry, and piercings, must be secured in the lockers.**
  - E. After securing your belonging in your locker you will proceed to a screening process before being allowed into the visiting room. You will be required to successfully complete the screening process in order to enter the visiting room. Parents are always to remain with their children. Children are not permitted to run around in the lobby or visiting rooms.
  - F. All visitors are subject to search by correction staff and narcotic dogs while on facility property, at any time.
  - G. All visitors will be directed to walk through the metal detector, have your mouth visually checked, and then proceed to the visiting room. You may be turned away if you are unable to be cleared through the metal detection devices.
- Accommodations for visitors who are unable to successfully walk through and clear the metal detector due to a medical appliance/assistive device must download a [Visitor Requesting Accommodations form](#). This form is available for download on our website. The visitor's physician must complete, sign, and return the form via email to **NCSD\_Visiting@nassaucountyny.gov** for approval prior to the visitor being allowed entrance. You will be notified of the status of your request for accommodation within 48 hours of receipt from your physician.*
- H. Hairpieces, wigs, kufis, hijabs and yarmulkes will be subject to search.
  - I. Upon exiting the Visiting rooms, don't forget to remove your belongings from your locker. We will not be responsible for any belongings left behind. Please remember to return your key and check your identification when you receive it back.

- 7- Persons under the age of 18:
  - A. At no time will children or pets be left unattended in the facility lobby, parking lot, or in a car.
  - B. Must be accompanied by a parent or person with proof of guardianship or have a notarized letter by a parent or person with proof of guardianship specifically stating they give permission for the non-guardian to bring the child to the Nassau County Correctional Facility to visit an inmate.
  - C. Must provide an original copy of birth certificate.
  
- 8- All visitors must be appropriately dressed. **Orange, Green and Yellow clothing are prohibited on the facility grounds.** Clothing with excessive metal (buttons, zippers, etc.) and underwire bras may not pass the metal detector. You may only wear one layer of clothes. Hooded clothing, crop tops, miniskirts, see through or mesh style garments, jackets, and clothing contrary to public decency, are prohibited. All hair items must be removed before entering the scan area. (Scrunches/ hair ties/bobby pins, beads etc.)
  
- 9- Visitors must supervise all children in their care. Children are to remain with the parent or legal guardian while waiting in the lobby and when entering the Visiting room. If your children become disruptive while in the facility, you may be asked to leave. The child must always remain on the visitor's side of the table.
  
- 10- Food, beverages, gum or candy are not permitted in the visiting room. No baby bottles, pacifiers or bibs are permitted inside the Visiting Room.
  
- 11- Visitors may briefly embrace, kiss and shake hands with the Incarcerated Individual they are visiting one time at the beginning of the visit and again at the end of the visit.
  
- 12- Visitors must remain in their assigned seats. Hands must always remain above the counter and in view.
  
- 13- Do not deface the seating numbers or counters. Intentionally damaging Jail property is a crime and will be prosecuted.
  
- 14- Hand holding or reaching over the top of the divider during a visit is strictly prohibited.
  
- 15- Children must remain seated on the chair during the visit. Children are not allowed to sit on the counter or run around the room. Children must always keep clothing and shoes on, or the visit will be terminated.
  
- 16- Loud, vulgar or obscene language is not permitted in the visiting lobby or visiting room.
  
- 17- Locker keys are to remain in your pocket or in view on the table when inside visiting room. Incarcerated Individuals and children may at no time be in possession of locker keys.
  
- 18- Cross-talking/gesturing is not permitted in the visiting room with either inmates or other visitors.
  
- 19- At the conclusion of the visit, an officer will give you a two-minute notification and permit you to say your goodbyes at that time. When the officer informs you that your time has completed you must stand up and exit the room.
  
- 20- Walkers, crutches, canes and other items needed to aid a medical condition are permitted. Such items will be visually checked and secured by the Officer once you are seated.

- 21- **Visitors may not attempt to introduce any contraband into the facility.** Absolutely nothing shall be given to any Incarcerated Individual inside the Visiting Room. This is a crime and will be prosecuted.
- 22- No loitering in the Lobby or outside the front of the building. There is no littering on Facility grounds. People who are visually impaired may have a service dog, but pets are not permitted on the premises.
- 23- During an emergency please remain quiet, calm and seated until given direction by Officers.
- 24- You will be denied your visit if you appear to be intoxicated or under the influence of drugs. Narcotic dogs patrol inside the facility and on facility grounds.
- 25- Visitors are expected to treat all correctional staff with respect and follow all lawful orders.

**FAILURE TO COMPLY WITH ANY OF THE RULES LISTED ABOVE WILL RESULT IN THE  
TERMINATION OF THE VISIT AND/OR THE SUSPENSION OF VISITATION PRIVILEGES**

**IMPORTANT:** If any visitor has knowledge, either direct or indirect, regarding an Incarcerated Individual threatening to harm themselves or commit suicide you are to immediately notify an Officer at the Nassau County Correctional Facility.

The following items will be accepted through visiting:

- 1- One set of civilian clothing for court appearances. No jogging suits, t-shirts, belts or jeans. Court clothing will be sent to the Incarcerated Individual Clothing Room
- 2- Medal or crucifix (no more than ¼ inch thickness, solid metal, no stones, removable parts, sharp edges, etc.) not to exceed 1 inch in diameter and not to exceed \$50 in cost.
- 3- Prescription eyeglasses (plastic) pre-approved by facility medical staff.