

**New York City Department of Correction**  
**Report on Annual Training Regarding**  
**the Treatment of Visitors**  
Calendar Year 2022

*Pursuant to Local Law 23 of 2019, the Department is required to implement annual training regarding the treatment of visitors for staff who interact regularly with visitors, and issue reports on these trainings. The following report provides an overview of the training and its methodology, descriptions of the training materials used, and the number of staff who received the training.*

On February 9, 2022, the Department resumed in-person visits after having suspended visits in December 2021 due to the surge in COVID-19 cases city-wide.

**The Visit Process Training**

As of December of 2022, all staff members identified as having frequent interactions with visitors have completed the Visit Process course. There were 217 staff members who completed the Visitor Process training course. Below are the course modules.

**1. Visiting Incarcerated Individuals**

This module explores the benefits of visits for both incarcerated individuals and visitors while providing strategies for facilitating successful visits. Benefits of visits include but are not limited to reduction in violence, motivation for incarcerated individuals to participate in programs, reduction of recidivism, and incentive for incarcerated individuals to work on issues that preceded/led to incarceration.

**2. NYC DOC Visitor Rules and Guidelines**

This module addresses the rules and guidelines that must be followed by visitors to incarcerated people at the Department.

**3. Visitor Searches**

This module addresses the types of searches a visitor might undergo during the visit process.

**4. Visitor Screening Process**

This module covers the process for screening a person who is visiting an incarcerated individual at the Department to ensure that they are not carrying or concealing any unauthorized items that may impact the safety of staff, other visitors, incarcerated individuals, or the facility itself.

**5. Visitor Pat Frisk Search**

This module addresses the procedure leading to a visitor pat frisk search conducted by a Correction Officer. The circumstances which require an Officer to conduct a visitor pat frisk search, and consequences of a visitor refusing a pat frisk search are discussed in depth.

**6. Performing a Visitor Pat Frisk Search**

This module describes appropriate search practices and clearly identifies improper conduct. During this training staff review the policy and are taught proper verbiage for instructing visitors while conducting a Department visitor pat frisk search. Proper procedure for conducting a visitor pat frisk search of special populations, which includes children and transgender, gender non-binary, and intersex visitors are discussed.

**7. Discovery of Visitor Contraband**

This module addresses the steps for handling contraband that is discovered during the visitor search process.

**8. Visitor Screening and Search Application**

This module provides an opportunity for learners to practice using the electronic screening equipment to screen a visitor. Learners also have an opportunity to practice performing a visitor pat frisk search. Demonstrations of the

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visitor electronic screening process using the line scan machine, magnetometer, transfrisker and L3 scanner are conducted.