

Rensselaer County Correctional Facility

Contact Visitation

Visitor Information Guide

January 17, 2026

Visitation Memorandum/Highlights

- Family members coming from near or far may have visits denied due to seating limitations.
- Visitation is limited to two, (1-hour) visits per week per inmate with two adult visitors at one time. Visitors four years and older will be considered an adult for these purposes.
- Visits are on a first-come first-served, signed in at least one-hour before visit scheduled.
- A visit may be canceled at any time for any inmate or visitor that does not follow rules and staff directions during visitation.
- Cooperation with correctional staff is expected during all visit times. Any inmate or family member creating a disturbance in the lobby or visitation or attempts to introduce contraband (defined below) will be denied in-person visitation access indefinitely- for the safety, security and good order of the facility.

WHEN ARE THE VISITATION DAYS AND TIME?

The Rensselaer County Correctional facility allows visitation seven (7) days a week during the following time periods: may be subject to change without notice based on needs of facility.

Contact Visitation Schedule

Limit of twelve (18) visits total per session. (2) sessions shall be scheduled daily.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00PM - 7:00PM	6:00PM - 7:00PM	6:00PM - 7:00PM	6:00PM - 7:00PM	6:00PM - 7:00PM	6:00PM - 7:00PM	6:00PM - 7:00PM
8:00PM - 9:00PM	8:00PM - 9:00PM	8:00PM - 9:00PM	8:00PM - 9:00PM	8:00PM - 9:00PM	8:00PM - 9:00PM	8:00PM - 9:00PM

HOW DO I SCHEDULE A VISIT?

It is not necessary to schedule a visit; the facility honors walk up visits on a "first-come, first-served" basis provided there is room. Inmates are responsible for informing their visitors about this program. Additionally, the same information will be available at the Rensselaer County Sheriff's Office website (<https://www.rensco.com/325/Sheriff>)

HOW MANY VISITS AM I ALLOWED?

Each inmate is allowed (2) one, (1) one hour visits weekly; the week runs Monday through Sunday. Subject to change without notice based on the needs of the facility.

WHO CAN VISIT AN INMATE?

Two adult visitors are allowed per visit, and one (1) additional minor child (four years and under) may accompany the adult. If visitor is under the age of eighteen (18), they must be accompanied by a parent / legal guardian or provide written and notarized permission from their parent / legal guardian and be accompanied by an adult. **THE WRITTEN PERMISSION MUST BE ABLE TO BE VERIFIED IN ADVANCE BEFORE ALLOWED VISIT.**

HOW DO I OBTAIN CONTACT VISITATION PRIVILEGES WITH AN INMATE?

You must provide the Visitation Control Officer with a valid government issued photo identification card. The Officer will enter your information into the inmates' visitor log as a permanent visitation record.

Visitation Rules (HIGHLIGHTS)

- Visitors must arrive schedule visits at least one (1) hours in advance to book a seat.
- All visit station surfaces will be disinfected prior to and after scheduled visitation period(s).
- All other visitation, policies, protocols, practices with regard to security and supervision shall remain in place.

CONTRABAND is defined as those articles:

1. Whose possession is prohibited under any law applicable to the general public.
2. Which are readily capable of being used to cause death or serious physical injury, including but not limited to handguns, shoulder guns, cartridges, knives, explosives, lighters, matches, marijuana, synthetics, and other dangerous drugs.
3. Which have been introduced into the Correctional Facility with the intent to transfer the items to an inmate without the permission of the Jail Administrator or designee.
4. Which are possessed and/or made by an inmate without authorization. All items are subject to censorship by the Jail Administrator based upon; legitimate penological interest, clear and present danger, and good correctional practice (see further information regarding contraband below).

****ANY VISITOR WHO IS FOUND WITH DRUGS OR CONTRABAND WILL BE ARRESTED AND PROSECUTED****

SPECIAL NOTES:

1. All visitors are required to be processed by electronic screening devices prior to entering the visitation area. Additionally, a trained K9 and Handling officer will be used for the purpose of control and contraband detection in the visitation area.
2. There will be no splitting of visits to accommodate additional visitors.
3. Once a visitor leaves the visitation area for any reason (bathroom, phone call, etc.), they will not be permitted to re-enter the area.
4. The facility reserves the right to refuse to admit any visitor to the facility who is not properly attired. Refer to the Visitation Rules and Regulations concerning visitor dress code.
5. **DO NOT** call the facility to leave personal messages.

WHAT RULES AND REGULATIONS AM I EXPECTED TO FOLLOW DURING A CONTACT VISIT?

While in the facility for contact visitation, you are expected to conduct yourself in a manner consistent with reasonable standard of public decency. To assist you, we have attached a list of rules and regulations you are expected to follow during contact visitation. You must comply with all staff orders and direction.

VISITATION RULES AND REGULATIONS: (ALL RULES ARE STRICTLY ENFORCED)

1. Visitors must be checked in completely at least one-hour in advance of expected visit. Visitors who arrive late will not be allowed in for that visitation period.
2. Visitors are required to be screened by electronic devices prior to and after visitation. Visitors may be required to consent to a "pat-down" frisk and comply with other staff requests, if based upon reasonable suspicion as determined by staff during visitor processing or as a result of other provided information and evidence. If a visitor has a medical metal implant they must show medical documentation of such device. Failure to successfully clear the walk-through metal detector and/or a handheld metal detection device for any reason may result in a visitor being denied entry into the facility.
3. Visitors are required to place all personal property (Money, cell phones, wallets/purses) in the public lockers located in the Visitation Lobby area.
4. Loud talking, excessive noise or any other type of disruptive behavior will not be tolerated in the visitation area.

5. No photographs may be brought into the visitation area.
6. No phones, radios, tape recorders or electronic devices are allowed into the visitation area.
7. No items shall be passed between inmates and visitors.
8. Visitors and inmates are expected to follow all staff instructions and conduct themselves in a manner consistent with common decency.
9. Inmates and visitors are required to remain seated during visitation; no one shall be allowed to wander throughout the visitation room. All children and infants are to remain seated with the visitor and **MAY NOT** be passed over the glass or held by the inmate.
10. The dress code for all visitors is that they wear the proper clothing. The following items will not be permitted:

Short Shorts	See-Through Fabrics
Mini-Skirts	Hats or Headgear
Tube Tops	Hooded Clothing
Tank Tops	Coats and Jackets
Low Cut Tops	Swimwear (bikinis, etc.)

11. Visitors under sixteen (16) years of age must bring a signed and notarized copy of the facility's Minor Consent Form. They must also be accompanied by a parent or guardian. Exceptions / Deviations will require Administrative approval.
12. Visitors between the ages of sixteen (16) and eighteen (18) must also have a signed and notarized copy of the facility's Minor Consent form and be accompanied by an adult or parent/guardian. Written requests for a waiver of this requirement, (example a 17-yr. old spouse) may be made by an Administrator. The visitor shall provide the following information:
 - (a) A birth certificate must also be provided for visitors under the age of eighteen (18).
 - (b) The name, address and telephone number of his parents or legal guardian.
13. Each visitor who arrives at the facility shall be required to enter in a facility visitor log the following information:
 - (a) His / her name
 - (b) His / her address
 - (c) The date
 - (d) The time of entry
 - (e) The name of the inmate to be visited
 - (f) The time of exit
14. Any violation of the visitation rules and regulations by inmates or visitors may result in the termination of the visit, suspension of future contact visitation privileges and / or a formal discipline or arrest.
15. Inmates and visitors are responsible for familiarizing themselves with the visit times, rules and regulations.
16. Eating and drinking is prohibited in the visitation area. This includes gum and candy.

Visitors suspected of being under the influence of alcohol or drugs shall **NOT** be admitted.

All persons entering the facility will be subject to the following standards. If you are unsure of a policy, rule or regulation, please ask a staff member for clarification before entering the correctional facility. By signing-in you agree that you have read and understand the following rules and regulations.

DISCLAIMER

All visitors will be subject to a clearance process before being permitted entry. All visitors are subject to identity verification (valid, government issued photo-id card) medical questionnaire and screening. Inability to provide adequate identification/credentials will result in the request being denied. A face mask may be required to be worn at all times. We will do everything in our power to accommodate the request, however, detainees may be unavailable due

to medical, quarantine, disciplinary status etcetera. In the event of unforeseen circumstances or lock-down, security may take precedence, and visit may be delayed or cancelled without notice.

No cell-phones, cameras, bags, brief cases or recording devices are permitted in the facility at any time. All persons and belongings are subject to search and electronic scanning to include clearing a magnetometer and or x-ray. Persons with embedded metal in their person or medical exceptions should bring medical certifications. There will be no transfer of property or paperwork to or from an inmate. Paperwork requiring original signatures may be permitted only with prior authorization. All legal paperwork must be mailed in to detainees' attention (identified as LEGAL MAIL) prior to legal visit to 4000 Main Street Troy, NY 12180.

ASSUMPTION OF RISK:

Entering a correctional facility for any purpose comes with the same inherent risks associated with entering any public place or building to include the risk of assault, illness, injury, death or exposure. By entering the facility, visitor assumes all risks. Notify a staff member immediately of any concerns.

PROFESSIONAL STANDARD

Visitors and detainees are expected to follow all staff directions, rules, policies and procedures and maintain a professional standard at all times during the visit. Disruptive or unprofessional behavior will result in the visit being terminated.

IMPORTANT – Introducing Contraband to a Correctional Facility is a CRIME!

RCCF is a Smoke/ Vape/ Tobacco/ Nicotine/ Synthetics/Alcohol & Illegal Drug Free Environment Tobacco or nicotine in any form (chewing/snuff etc.) and flame producing devices, such as matches, strikers, flints or lighters are strictly prohibited. Candy, gum and or medications of any kind are not permitted. All other drugs, prescriptions, alcohol, homemade intoxicants, stimulants, chemicals, spices or condiments and the like are considered dangerous contraband, which the possession of is considered a crime.

Warning: the possession of weapons, to include but not limited to; knives, razors, blades, firearms, zip-guns, sharp objects, tools, gun powder, fireworks, ammunition, flammable substances, chemicals, stun-gun, or parts or pieces of any such devices, or any device capable of releasing a chemical or projectile or that is capable of causing injury, or a facsimile of any such items; as well as any unauthorized or non-facility issued electronics or devices, battery or solar operated devices of any kind are strictly prohibited. Cellular, wireless or satellite phones, wireless transmitting and receiving devices, chargers, and devices capable of taking photos, audio, video and the like are strictly prohibited. Rubber, nitrile or plastic gloves, balloons, cellophane or the like is prohibited. Paper money, coins, credit/debit cards, gift-cards/certificates, checks, money orders or any other currency (counterfeit or otherwise), non-jail ID's, *paper clips, staples, plastic clips, rubber bands, plastic or metal straps, string, rope or items that could be fastened into a rope, metal pens, unauthorized plastic containers, plastic or glass bottles, cans and or any metal, wooden, plastic or glass objects of any size or shape, and or any object that can be used or fashioned into a weapon for any purpose is strictly prohibited. If contraband of this nature is discovered it should be reported to Security Staff immediately. Detainees, their attorneys, clergy or counsel found to be in possession of any of the above items may be subject to arrest by the Sheriff's Highway Patrol for criminal prosecution. Detainees may be subject to arrest and or internal charges. Any visitor found to be in violation of any of the above standards may be banned from facility grounds indefinitely.*

N.Y. Penal Law 205.20 – Promoting Prison Contraband in the Second Degree:

A person is guilty of promoting prison contraband in the second degree when: 1. they knowingly and unlawfully introduce any contraband into a detention facility; or 2. Being a person confined in a detention facility, they knowingly and unlawfully make, obtain or possess any contraband. Promoting prison contraband in the second degree is a Class A misdemeanor. A person found guilty of the above charge may be sentenced to a term of up to one-year in jail.

N.Y. Penal Law 205.25 – Promoting Prison Contraband in the First Degree: A person is guilty of promoting prison contraband in the first degree when: 1. they knowingly and unlawfully introduce any dangerous contraband into a detention facility; or 2. Being a person confined in a detention facility, they knowingly and unlawfully make, obtain or possesses any dangerous contraband. Promoting prison contraband in the first degree is a class D felony. A person found guilty of the above charge may be sentenced to up to seven-years in prison.

SEE SOMETHING SAY SOMETHING: *If a detainee claims that they or another detainee are the victim of a crime, abuse, threats, or any criminal activity, please consider notifying a staff member of your concerns immediately. If a detainee confides that they are feeling hopeless, depressed or suicidal at any time, please reach out to a staff member, officer or supervisor immediately. Please report any signs of suicidal behavior immediately. Your help may save a life.*