

REVISED VISIT SCHEDULE COMMENCING 09/10/13

**ALBANY COUNTY CORRECTIONAL FACILITY
Visitor information**

ALL VISITORS ARE SUBJECT TO THE FACILITY'S RULES AND REGULATIONS. VIOLATION OF SUCH COULD RESULT IN TERMINATION OF, OR DENIAL OF, A VISIT. ALL VISITORS MUST PASS THROUGH A SCANNER. FAILURE TO PROPERLY CLEAR SCANNER WILL RESULT IN DENIAL OF ENTRY. THE ONLY ITEM THAT MAY BE IN THE POSSESSION OF A VISITOR IS THE FACILITY LOCKER KEY. NO OTHER ITEMS ALLOWED BEYOND THE LOBBY AREA.

NOTHING MAY BE GIVEN TO AN INMATE DURING A VISIT.

IDENTIFICATION REQUIREMENTS: ALL VISITORS must present proper identification in order to visit an inmate. Such identification must include visitor's name, address, photograph, date of birth, and signature. Acceptable forms of I.D. are: **Valid driver's license, or non-driver I.D., U.S. Armed Services I.D., or passport.** Visitors under the age of 18 must have their birth certificate and be accompanied by a parent or legal guardian. If not, the accompanying adult must possess a notarized letter from the parent or legal guardian authorizing such a visit. The letter must include the parent or legal guardian's name, address, and telephone number, the reason for the visit, the date and time of such visit, and the name of the inmate to be visited.

CONTACT VISIT SCHEDULE

Visit schedule is based on the first letter of the inmate's last name. Inmates are allowed two (2) visits per week, and two (2) visitors per visit.

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DAY TIMESLAST NAMES BEGINNING WITH

Tuesday	7:30 am-8:45 am	Letter H – O
	9:15 am-10:30 am	Letter P – Z
	12:30 pm-1:45 pm	Letter A – G
Wednesday	7:30 am-8:45 am	Letter P – Z
	9:15 am-10:30 am	Letter A – G
	12:30 pm-1:45 pm	Letter H – O
Thursday	3:30 pm-4:45 pm	Letter A – G
	6:15 pm-7:30 pm	Letter H – O
	8:00 pm-9:15 pm	Letter P - Z

- * You must clear the metal detector to enter the visit room. (It is strongly suggested you wear sneakers.)
- *You will need medical documentation for all medical devices on your person.
- * You may be required to submit to a K-9 search
- * You must dress appropriately – NO see through Clothing, hats, scarves, hoods or overly alluring, suggesting or revealing clothing.

The final decision as to the appropriateness of dress lies with the supervisor assigned to the visit area.

PACKAGES

In order for an inmate to receive a package s/he must fill out an inmate incoming property package form and submit it to a supervisor for approval. S/he must mail a copy to the person s/he intends to mail the package. The form will list what the inmate can have. The form must accompany the package when mailed to inmate.

TO DEPOSIT INMATE FUNDS

Click on link
www.touchpaydirect.com
or **MONEYORDERS WILL BE ACCEPTED**

MONEY ORDERS CAN BE MAILED TO:

Albany County Correctional Facility
840 Albany Shaker Rd.
Albany, NY 12211

PROPERTY PICKUP TIMES

8:30 -11:00 AM
7:00-9:30PM

ATTORNEY VISIT HOURS

8 – 11 AM
12 – 2:15 PM
3:30 – 5 PM
6 – 9:30 PM