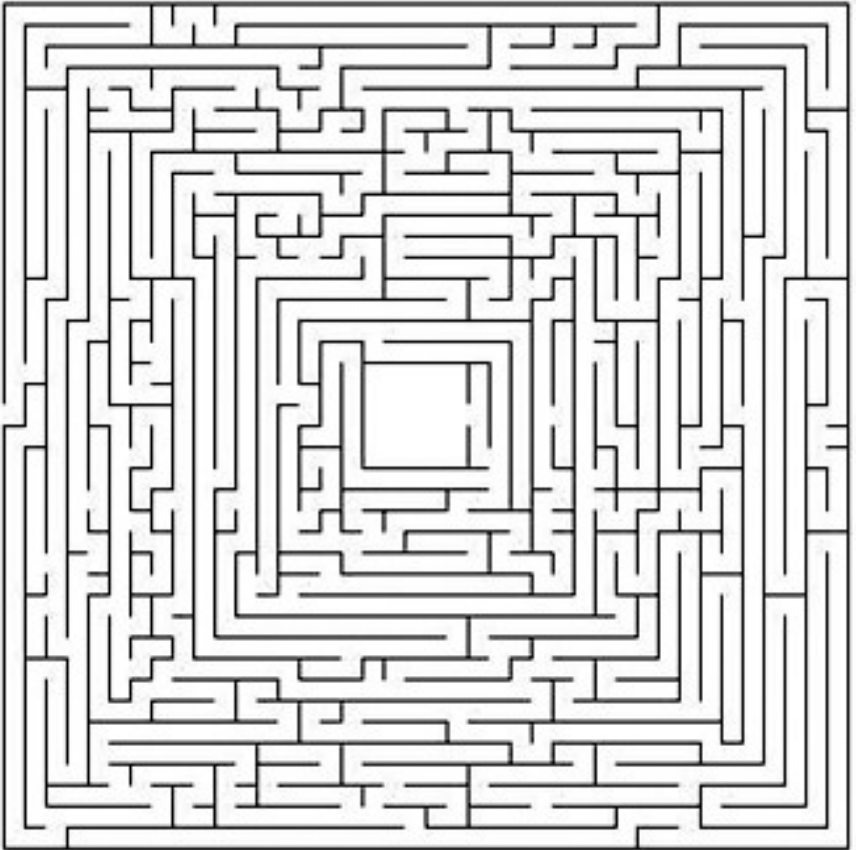


**NAVIGATING
THE CRIMINAL JUSTICE SYSTEM
OF OTSEGO COUNTY**



**National Alliance on
Mental Illness ~ Otsego County**

NAMI-NYS & NAMI OF Otsego County

NAMI-NYS is a grassroots, self-help, support and advocacy organization dedicated to improving the lives of all people who are affected by mental illnesses. NAMI strives to enable all individuals with a mental illness and their families to live the best life possible. NAMI-Otsego County is an affiliate of NAMI-NYS.

There are currently over 50 affiliates across the state. NAMI educates family members and the public about mental illness. NAMI provides support groups, promotes better treatment and supports services and advocates for research into causes and treatments of mental illnesses.

The NAMI of Otsego County support group meets on the second Wednesday of each month at 6:30 in the Dauley Room of the First Methodist Church on the corner of Church and Chestnut in Oneonta. Enter by the Church Street entrance. Call Allan at 607-437-5483 for more information.

In addition to offering support, NAMI of Otsego County sponsors educational programs throughout the year which are advertised in the local papers. In the past these have covered such topics as information on the major mental illnesses, medications, and the criminal justice system.

If you would like to become a member or would like more information, email namiofotsego@gmail.com .

NAMI of Otsego County has developed this booklet, "Navigating the Otsego County Criminal Justice System," to act as a supplement to NAMI NYS/Urban Justice Center booklet, *How To Help When a Person With Mental Illness Is Arrested* which is available online: www.naminys.org Click on Criminal Justice.

For more information and assistance locally contact (607) 783-2522 or email namiofotsego@gmail.com. For NAMI-NYS, call (518) 462-2000 or toll free help: (800) 950-3228. Online: www.naminys.org

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INTRODUCTION

What is the Criminal Justice Program? The NAMI-NYS Criminal Justice Program provides assistance to families when a family member with mental illness encounters the criminal justice system. Consultation, supportive assistance and direct intervention services are provided when a family member is arrested, faces court action or is incarcerated in a state or local correctional facility.

In addition, staff works with local NAMI affiliates to better understand the criminal justice system and advocate for the kind of reform that will provide the necessary treatment and service needs of persons with mental illness. Staff participates in educational training programs across the state to enhance the understanding of mental illness among those working in the criminal justice system and help decriminalize mental illness.

Why do we need the Criminal Justice Program?

Unfortunately, in New York State and across the country, large numbers of persons with mental illness pass through the criminal justice system and into jails and prisons every day. Estimates show that 10 to 15 percent of jail and prison inmates have a serious and persistent mental illness.

Inadequate availability of mental health services can lead to inappropriate care, and sometimes mistreatment of persons with mental illness. A growing body of research, information, and practical experience can help state and local governments and service providers properly treat and meet the needs of persons with mental illness. NAMI Criminal Justice Family Advocates will educate those who work in the justice system on understanding the difference between criminal behavior that usually involves a course of conduct and a person experiencing symptoms related to brain disorders.

How will the program help families?

- Provide direct assistance to families who have a loved one who is arrested, faces court action, or is confined in a state or local correctional facility.
- Provide technical assistance to NAMI affiliates interested in advocating for changes in the criminal justice and mental health systems response in serving the needs of persons with mental illness.

How will the program help change the system?

- Establish community partnerships and single focus coalitions that will advocate for jail diversion initiatives in local criminal justice and mental health systems across New York State.
- Provide educational material along with information on legislative initiatives across the country that showcase successful advocacy initiatives with the justice and mental health systems in New York State and across the country.
- Participate in training programs for those working in the justice system that promote a better understanding of the needs of people with mental illness and best practices in addressing those needs such as: Crisis Intervention Training (CIT) for all first responders.
- Work with community mental health agencies in strengthening services for persons with mental illness who are either diverted out of the justice system or released from state and local correctional facilities.
- Provide support, continuing education and quarterly meetings at regional sites across the state for NAMI Criminal Justice Family Advocates. These quarterly meetings will provide a unified voice in educating our local communities along with state legislators on what happens when a person with mental illness is caught in the justice system.

How else can we help? Families facing a criminal justice crisis should call the NAMI-NYS Office at (518) 462-2000 or call our toll free help line, (800) 950-3228.

For more information about our education, training or support programs, please call the NAMI-NYS Office at (518) 462-2000 or (800) 950-3228.

***NAMI-Otsego County excerpted this introduction from the NAMI NYS Criminal Justice, Educational Material section of their website www.naminys.org**

WHAT HAPPENS WHEN YOU GET ARRESTED IN OTSEGO COUNTY

If you want to advocate for someone in the criminal justice system, you need to understand what happens when a person is arrested. By understanding the process, you can figure out where a person in custody is likely to be located and what the most important advocacy goal is at that moment. The NAMI NYS Criminal Justice Handbook – *How to Help When a Person with Mental Illness is Arrested* which is located on their website at www.naminys.org offers a good discussion of the various stages of the criminal justice process. While of course each case is unique, the outline helps you to understand the different steps in the process and how you might help. The following information is offered as a supplement to the *How to Help* handbook and provides information specific to Otsego County. For ease of reference, the format of the *How to Help* handbook has been used and should be referred to for more detail about each stage listed below.

ARREST: Most arrests in Otsego County are made by police officers employed by the New York State Police, the Otsego County Sheriff, City of Oneonta Police Department or Village of Cooperstown Police Department. On occasion other federal or state agencies, including college security, make arrests. Contact information for the

agencies most likely to be involved in an arrest in Otsego County is as follows:

New York State Police, 199 Oneida Street, Oneonta, NY 13820 607-432-3211

Otsego County Sheriff, 172 County 33W, Cooperstown, NY 13326 607-547-4271

City of Oneonta Police Department, 79-81 Main Street, Oneonta, NY 13820 607-432-1111

Village of Cooperstown Police Department, 22 Main Street, Cooperstown, NY 13326 607-547-2500

THE POLICE STATION: When a person is arrested, the person is usually taken to the police station connected with the agency that made the arrest. At the police station, the person may be given an appearance ticket and released, or the person may remain in police custody. If the person is released with an appearance ticket, it is important that the person show up in court on the date and time on the ticket.

If the person remains in custody, most likely several hours will be spent at the police station while paperwork is completed. The person will usually be given an opportunity to make a telephone call, and the person's property including medications may be taken away at that time.

PRE ARRAIGNMENT CUSTODY: A person in police custody may be taken from the police station directly to see a judge or may be transported to another location to be held in custody until arraignment (the name for the first court appearance). In Otsego County, the only places with jail facilities are the Otsego County Jail and the Oneonta Police Station lockup facility. The City of Oneonta only keeps a person arrested on a short term basis (less than 24 hours) until the person is seen by a judge.

Generally, the entire process, from the moment of arrest to the moment the person sees the judge, should not take more than 24 hours.

GETTING A DEFENSE ATTORNEY: If someone is able to hire quickly an attorney for a person arrested, the lawyer may be able to talk to the person before arraignment. Otherwise, if a person does not have an attorney at arraignment, the person will have to hire an attorney. A person charged with a crime has a right to an attorney even if the person can't afford one. If the person cannot afford an attorney, the judge or other court personnel will explain how to qualify for a court appointed lawyer. Usually the person is required to complete a form listing their assets and income. This form is reviewed and if the person is found to be financially eligible, an attorney will be appointed to represent them.

In Otsego County, a person who is financially eligible for a court appointed attorney will either have an attorney from the Public Defender's office or an attorney from a court approved list of criminal defense attorneys appointed to represent him/her. Information about the Public Defender is as follows:

**RICHARD A. ROTHERMEL, OTSEGO COUNTY
PUBLIC DEFENDER , 48 Dietz Street, Suite E, Oneonta,
NY 13820**

Phone: 607-432-7410

See www.otsegocounty.com and click on Departments, then Public Defender where you will find information about the Public Defender's office, the names and telephone numbers of the assistant public defenders and other helpful links.

If an attorney from the approved list is appointed, then the person will be given the name and address of the attorney by court personnel.

THE ARRAIGNMENT: This is the first time the person arrested will see a judge in court. Arraignments usually take place in a town, city or village court, and they can occur at any time, day or night. If the person arrested calls you, be sure to find out when and where they are going to be arraigned so that you can find them in case the person is taken from the police station to the arraignment court before you are able to reach the person.

A list of the town, village and city courts is included at the end of this handbook. You can also find a list of these courts on the Otsego County District Attorney's website, at www.otsegocounty.com, click on departments, and then click on District Attorney.

At the arraignment, the judge will tell the arrestee of the charges, and decide whether to release the person from custody or keep them in jail. In addition, if the person does not have an attorney, the judge will appoint an attorney if the person is financially eligible as explained above. The judge may issue an order of protection if physical harm occurred or was threatened. Getting a copy of the order of protection is important so that the person fully understands what s/he is required to do or not do.

In some cases, the arrestee must post bail in an amount decided by the judge; in other cases, the person can be released without bail. In a small number of cases, the judge may deny bail. If the judge sets bail, a court official will explain to the arrestee how to pay it. If no one can pay it right away, or if the defendant is denied bail, the person will be taken to jail.

GOING TO JAIL: If the person must go to jail, the jail most likely will be the Otsego County Jail. The City of Oneonta facility is only for pre-arraignment custody. The County Jail houses people who have been convicted of crimes and sentenced to less than one year of incarceration, and also people who have not yet been tried, but who have

either been denied bail or cannot make bail . If the person can make bail at a later date before the trial, the person can be released from jail until the trial.

OTSEGO COUNTY JAIL, 172 County Hwy 33W,
Cooperstown, NY 13326

Richard Devlin, Otsego County Sheriff, Telephone:
607-547-4271

1st. Lt. Donald Lincourt, Jail Administrator, Telephone:
607-547-1611

The rules and regulations of the Otsego County Jail and the available services at the jail are listed later in this handbook. See also, www.otsegocounty.com, click on Departments, click on Sheriff.

HOW YOU CAN HELP: The NAMI NYS *How to Help* handbook contains valuable tips and information about how to advocate for a person in this situation. The most important thing you can do is to find the person right away. At whatever point you are able to speak to the person – whether on the phone right after arrest or later in the process- it is important that you tell the person not to talk to the police. This is a constitutional right, and generally, no matter what impression the police may give, the person will not be freed if they admit to the crime. The person should wait to talk to their attorney before saying ANYTHING to the police regarding the circumstances.

If you can be present at the arraignment, you may be able to help persuade the judge to release the person. You can also let the judge, attorney (if one has been assigned at that point), the police and jail personnel know about the person's mental health situation and what medications might be needed.

Once an attorney has been appointed, you can provide information to the attorney that may help the person's case. You should be aware, however, that ethical rules prohibit

the attorney from talking to you about the case unless the attorney has the person's permission. But even if the attorney can't talk to you directly, you could send the attorney a letter outlining the information that you think the attorney should have, whether about the crime itself or the person's mental health needs. Advocating for appropriate mental health treatment by the jail is also important, and again, even if the jail or medical personnel can't talk to you directly because of confidentiality regulations, providing them information in writing may be very helpful as far as the person's medical care is concerned.

Finally, you can also help make sure that the person, if released with or without bail, obeys all court orders, including any orders of protection, and that the person shows up in court every time required. If you and the person don't understand a court order, make sure you tell the person to get the advice of the attorney so the order isn't violated while waiting for the trial.

MENTAL HEALTH AND CHEMICAL DEPENDENCY SERVICES, SUPPORT & ADVOCACY

An excellent comprehensive resource, *Otsego County Guide To Mental Health Services*, is available online at <http://otsegocep.org/2011guide.pdf> or you may call Mountain View Social Club Community Education Project (607) 433-1714 ext.201 to request a copy of the guide.

Otsego County Jail Treatment Services and Support

The Otsego County Jail provides opportunities for mental health and substance abuse treatment and support. Once a person is incarcerated, s/he goes through an initial screening process that includes answering questions about his or her medical history in terms of mental health and substance abuse.

The Otsego County Jail has a supervising nurse on staff. Two social workers and a nurse-practitioner are on call to work with inmates who request help. These professionals will have access to the person's inpatient and outpatient medical records. Inmates will be able to continue prescribed medications under the supervision of the nursing staff. Prior to release from jail, the nurse-practitioner and social workers assist in discharge planning by making appointments with such agencies as the Otsego Mental Health Clinic, the Chemical Dependency Clinic, and Opportunities for Otsego. The SPOA (Single Point of Access) staff may be involved in this planning as well. Sometimes these discharge plans are in conjunction with the probation department which may require that probationers go to treatment appointments and support meetings.

Though there are privacy laws limiting what the facility can disclose, relatives and friends who wish to *give* mental health information, especially concerning medication, can call the Otsego County Corrections Supervising Facility Nurse, Lynn Baulch at (607) 547-4272. You may also contact the SPOA coordinator, Lorraine Bosma, at 547-1621.

Otsego County Community Services Single Point of Access

The Otsego County Community Services Single Point of Access (SPOA) is designed to assist individuals with mental disabilities and their families residing in the community to navigate the complex human services system.

SPOA is designed to use county resources wisely while meeting the unique needs of the individual. SPOA is designed to maximize coordination of human services and service delivery.

Any individual may be referred to SPOA by walking into the Mountain View Social Club during business hours. The Mountain View Social Club is located at 9 River St, Oneonta, N.Y. Hours of operation are Monday through Friday, 8am-3:30pm.

Referrals may also be made by calling the SPOA Clinical Coordinator or the Otsego County Community Services office. Lorraine Bosma, SPOA Clinical Coordinator Otsego Co. Community Services:
607-547-1621
Fax: 547-1618
140 County Highway 33W
Cooperstown, NY 13326

OUTPATIENT COUNSELING SERVICES FOR ADULTS

Otsego County Mental Health Clinic

(Ages 18 & up)

242 Main St

Third Floor

Oneonta, NY 13820 607 433-2343

Hours:

Monday-Thursday 8am-5:00pm

Friday 8am-4:30pm

Mary Imogene Bassett Hospital

Outpatient Psychiatry Services

1 Atwell Rd.

Cooperstown, NY 13326

607 547-3500

Hours:

Monday-Friday 8am-5pm

A comprehensive list of private counseling services is available online: <http://otsegocep.org/2011guide.pdf>

FAMILY SUPPORT

National Alliance on Mental Illness (NAMI) of Otsego County

NAMI members are concerned families and friends of people who suffer from psychiatric illnesses. It offers mutual support

to those coping with the issues and needs of a loved one who is mentally ill.

NAMI Support Meetings:

Second Wednesday of every month 6:30 to 8 PM

First United Methodist Church- Dauley Room (Church St. entrance, room on the left)

66 Chestnut St. Oneonta, NY 13820

Call Allan at 607-437-5483 for more information or email namiofotsego@gmail.com

CRISIS INTERVENTION

Mary Imogene Bassett Hospital-Crisis Center

1 Atwell Rd.

Cooperstown, NY 13326

24 Hour Hotline: 1 877-369-6699

Or

607 547-5502

- secure and confidential help
- face to face psychiatric evaluation
- voluntary and emergency hospital admissions
- referral to community and hospital services for counseling and therapy

CLINICAL SERVICES

NYS Hope-line 877-846-7369

Otsego County Chemical Dependency Clinic

242 Main St (2nd floor)

Oneonta, NY 13820

607 431-1030

Hours:

Monday- Wednesday 8:30am-6pm

Thursday & Friday 8:30am– 4:30pm

Provides counseling for individuals dependent

on alcohol or illegal drugs.

Detox: (Call to make sure they have a bed.)

SPARC – St. Peter’s Addiction Center (Troy, NY)

518-235-1100

Conifer Park (Glenville, NY)

800-989-6446

Delaware Valley Hospital—Rehab (Walton, NY)

607-865-2163

LEAF

**Leatherstocking Education on Alcoholism / Addictions
Foundation and Council on Alcoholism, Inc.**

80 Water St.

Oneonta, NY 13820

607 432-0090

Information, referral and education services for Alcoholism,
Gambling and Tobacco addictions

EMERGENCY HOUSING

24 Hour Hotline 607 433-8318

Otsego County Department of Social Services

Mailing Address: 197 Main St.

Cooperstown, NY 13326

607 547-1700 or 1 800 422-2512

Fax: 547-1721

Physical Address: The Meadows

140 County Hwy. 33W

Cooperstown, NY

Opportunities For Otsego

3 West Broadway

Oneonta, NY 13820

607 433-8000

24 hr. Homeless Hotline: 607 433-8318
Hours: Monday-Friday 8:00am-5:00pm

Family Service Association

277 Chestnut St.
Oneonta, NY 13820
607 432-2870

**Hours: Monday, Tuesday & Wed.
9:30am-12:30 & 1:30pm- 4:30pm
Thursday 1:30pm– 4:30pm
Friday by appointment only**

SUPPORT AGENCIES

Catholic Charities of Delaware & Otsego Counties

176 Main St.
Oneonta, NY 13820
Main office: 607 432-0061
SRO Housing: 607 432-1978
Crisis Intervention & Support 607 433-8038
Homeless Hotline: 607 433-8318
Housing, Employment & Energy Services Dept.: 607 433-8048

Rehabilitation Support Service

9 River St.
Oneonta, NY 13820
607-433-1714 Ex.201
433-00002 Ex.223

Jail Ministry of Otsego County

Goals:

-Develop a collaborative relationship with health and human service agencies to provide a resource network of services to help inmates

-Improve working relationships with churches in Otsego County to promote support for the Jail Ministry.

-Create a continuing care network of support services for freed persons that will provide encouragement, accountability, and needed services.

-Encourage alternatives to incarceration that are more consistently presented and accepted by the Court system, probation, and inmates.

Jail Ministry of Otsego County

P.O. Box 1023

Cooperstown, New York 13326

(315) 858-3131

www.jmoconline.org

OTSEGO COUNTY JAIL INFORMATION, RULES AND REGULATIONS

The following information was taken directly from the Otsego County Corrections Web site:

<http://otsegocounty.com/depts/shf/corrections>

ASSISTANCE PROGRAMS AT THE JAIL:

Otsego County Mental Health – If during incarceration the inmate feels the need to talk to someone from Otsego County Mental Health, he/she must request this, in writing, and an appointment will be set up with the Otsego County Mental Health Liaison Counselor.

Alcoholic Anonymous – If the inmate feels he/she has a problem regarding alcohol and wants help, it can be arranged by simply requesting this, in writing.

Special Problems Not Listed Above – If the inmate feels he/she has a special problem that cannot wait until release please notify someone on the staff, in writing, and the request will be passed on to an agency or person who may be able to assist.

Re: Medication – Inmates are not permitted to have or use any medication unless it is authorized or prescribed for them by the jail physician/nurse.

VISITING DAYS AND HOURS

Saturday

9:00 A.M. to 11:00 A.M.
1:00 P.M. to 4:00 P.M.
6:00 P.M. to 8:00 P.M.

Sunday

9:00 A.M. to 11:00 P.M.
1:00 P.M. to 4:00 P.M.
6:00 P.M. to 8:00 P.M..

TELEPHONE USE

1. Phones will be available after booking for bail or attorney calls. (Admission Call)
2. All calls will be collect after free admission call.
3. All cell blocks have phones and are usually on between 9AM and 10 PM
4. Phones have a 15-minute limit.

(If you have any special calling features on your phone—Caller ID, Call Waiting, etc. -- the jail computer is likely to cut the phone call from the inmate off during your conversation. At the beginning of the call, the jail computer gives an 800 number you can call to find out more about this.)

MAIL RULES AND REGULATIONS

1. All mail coming into the facility will have all stamps and labels removed.
2. All incoming mail will be taken out of the envelope and checked for contraband, except legal mail.
3. All mail will be picked up once daily between the hours of 10 PM and 11 PM hrs and forwarded to the United States Postal Service.
4. All incoming and outgoing mail and packages will have:
 - a. Inmate's full name and address on envelope or package.
 - b. All incoming mail and packages will have sender's full name and address.

5. All packages will be opened and inspected at booking area, with exception of privileged mail, which will be opened and inspected in the presence of the inmate.
6. Any mail or package without sender's full name and address will not be given to inmate. It will be put in inmate's personal property locker until he or she is released
7. Indigent inmates will be given 2 stamped envelopes and 4 sheets of paper per week.
8. Privileged correspondence as defined in Minimum Standards 7004.3(a).
9. Any contraband found will be logged and a copy given to the inmate and a copy for inmates file. Contraband that is a crime will be given to the Road Patrol for charges.
10. No inmate-to-inmate correspondence within the facility or to and from another correctional facility.

VISITING RULES AND REGULATIONS

1. An Inmate will receive an order and will be let out of the cellblock and report to the visiting room for the visit. Inmates will be strip-searched before and after each visit and inmate must be dressed only in regulation jail uniform, briefs or boxer shorts, T-shirt, shoes and socks before entering and during the entire time in the visitation room.
2. Time allotted per visit is one (1) hour. Any part of one (1) hour equals one (1) hour. No more than two (2) visitors per visit. Children must remain on the visitor's lap and will not be permitted on visiting counter.
3. Inmates will not receive any items from visitor in the visiting room. Any and all items a visitor wishes to leave for an inmate will be left at the control room window in the visitors lobby to be checked and accepted or rejected by the staff.
4. General and Close Custody secured inmates will be allowed open visitation limited to two (2) one (1) hour visits per week.

5. Trustees will be allowed open visitation limited to three (3) one (1) hour visits per week.
6. Visitors 16 and 17 years of age must have written permission from parents or legal guardian. Parent or legal guardian must be accompanied by a visitor on first visit.

Parent or legal guardian must accompany visitors under 16 years of age. Only those children of inmates will be admitted that have been approved on the initial visit.

7. No visitor will be allowed to visit, if in the opinion of the staff, the visitor is under the influence of alcohol or drugs.

8. Inmates and visitors must conduct themselves in a quiet and orderly manner at all times. Profanity, vulgarity, loud or boisterous talking will not be tolerated, and will result in terminating of the visit.

9. Inmate may shake hands, kiss and/or embrace visitors at the beginning or at the end of each visit. At no time will fondling or prolonged embraces be allowed. Inmates and their visitors shall be required to conduct themselves in a manner consistent with reasonable standards of public decency.

10. Ex-inmates of this facility will be allowed visitation at the discretion of the Jail Administrator or his designee.

11. Inmates will remain seated and must keep their feet on the floor and their hands on the visiting counter.

12. Either an inmate or visitor, based on the discretion of the staff, may terminate a visit immediately and without question.

13. Should the need arise for an emergency visit it may be approved or denied by the Administrator or his designee based on the following:

- a. If inmate has prior knowledge of visitor coming it will not be considered an Emergency Visit.

14. All visitors will be attired properly for visitation. No hooded sweatshirts, pullovers or coats of any kind will be

allowed. Visitors will wear acceptable clothing deemed appropriate for visitation at a public building. No half shirts, miniskirts, short shorts or open shirts will be allowed.

Allowed time is charged:

- a. If it is on a normal visiting day and the inmate has time on the books that visit will be charged to the inmate.
- b. If it is on a non-visiting day and the inmate has time on the books that visit will also be charged to the inmate.
- c. If the inmate has no time left and the visit is approved then no time is charged to the inmate.

Conduct of Visitation:

- a. If the visit occurs during normal visitation contact visitation will be allowed.
- b. If the visit occurs on a non-visitation day or time, only non-contact visitation will be allowed.
- c. All visitors must have proper ID each time they visit. (NYS Drivers License, Military or DMV ID or other State issued Drivers License)

ANY VIOLATION OF ABOVE VISITING RULES WILL RESULT IN DISCIPLINARY SANCTIONS INCLUDING LOSS OF CONTACT VISITING AND/OR 1-HOUR VISITATION PER WEEK.*

ANY AND ALL OF THE ABOVE VISITATION RULES AND REGULATIONS ARE SUBJECT TO CHANGE BY THE CHIEF ADMINISTRATIVE OFFICER OR HIS DESIGNEE.

BAIL PROCEDURES

1. CASH BAIL - May be posted at this facility, to be forwarded to appropriate court. Bail must be in cash.
2. CREDIT CARD BAIL - Person having credit card must do all paperwork at the facility and have access to cell phone or a pay phone.

3. WESTERN UNION - Deposits are made to inmate's account thru Western Union. Call Facility for details at 607-547-4252.

4. BAIL BONDSMAN - Bail may be posted through a bondsman of your choice. All arrangements will be made through the bondsman.

AREA BAILBONDS:

a) Thomas E. Backus 607-844-8649, Dryden, New York

b) Lyle Aney, 315-866-1754, Capitol Area

c) Roberts Agency, 607-639-3142

d) W.A. Bernardo, 518-434-8118 \$5000 or more only

5. PAY BAIL ON-LINE

<http://www.otsegocounty.com/depts/shf/GPSBAIL.htm>

COMMISSARY

This facility offers you the opportunity to purchase certain items through a commissary store, as long as you accept your responsibility and conform to the rules and regulations governing your confinement.

1. Commissary store orders will be offered to you once a week. Inmates must have sufficient money in their accounts prior to turning in any order. Maximum food and beverage purchase is \$50.00. Consult your block officer for this information.

2. Commissary items and their prices are posted in each Housing Unit. Every Tuesday by 11 PM. orders will be handed to the Block Officer. Commissary will be handed out Thursday at 3 PM.

3. Inmates must sign commissary sheet prior to any order authorizing the Otsego County Correctional Facility to make purchases with money held in their accounts. Failure to sign will result in loss of commissary for that day.

4. Money transfers from one inmate to another is not allowed.

5. Upon release, a check will be made payable to the inmate. If less than \$1.00 you will be given cash.

6. No check will be drawn from your account to pay personal bills.

7. On admission you will be given certain personal hygiene items. (i.e. soap, comb, toothpaste, toothbrush)

8. Indigent inmates will be given above hygiene items as needed.

9. You will throw garbage in the wastebaskets, not flush it down the toilet.

10. Commissary items will be unwrapped by the inmate when received.

The commissary store is a privilege. Proper use of commissary items and disposal of such should be important to each individual inmate. Any violations or non-conformity with basic rules could result in loss of commissary.

For example:

- Gambling with items.
- Excessive storage of commissary items.
- Excessive garbage in cell area or housing unit floor.
- Etc. (BASIC RULES OF GOOD COMMON SENSE)

INTERMITTENT INMATE INFORMATION (WEEK-END SENTENCES)

You have been sentenced to weekend incarceration at the Otsego County Correctional Facility. The facilities staff is dedicated to assuring that all persons are treated fairly and that a safe environment is maintained within the facility.

Please review the following information prior to reporting:

As a weekend detainee, you will be required to follow all the rules and regulations of the Otsego County Correctional

Facility. Please remember that these rules have been developed to maintain a safe and secure environment for everyone. Weekenders are required to report to the lobby of the correctional facility on time. Failure to report on time will require us to notify the sentencing court documenting your lateness or failure to report as you have been ordered. If you take any medication or have medical concerns, you will need to contact the facility nurse prior to the start of your sentence. You can contact her by phone at 547-4272, Monday thru Thursday, 8:00 AM -4:00 PM. This needs be done, so your prescriptions can be filled by our pharmacy and your medical condition can be attended to by our staff.

Do not consume drugs or alcohol prior to starting your sentence. Upon arrival, you will be tested for intoxication. If you arrive intoxicated, a letter will be sent to the judge of the sentencing court as well as the department of probation (if applicable).

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