



MEMORANDUM

TO: Distribution
FROM: Alfaro Ortiz Jr. Director
Essex County Correctional Facility
DATE: April 8, 2022
SUBJECT: In Person Attorney Visit Resumption

This memorandum supersedes any previous directions issued regarding Covid-19 ECCF attorney visitation at ECCF.

Effective Monday, April 11, 2022, ECCF will resume Attorney In-Person client visits utilizing the below listed scheduling protocol.

(Please note: Because inmate family & friends window visits begin on Wednesday April 13, 2022, attorney window visits cease in its entirety at this time.)

The Covid safety protocol apply to all IN-PERSON client visits for all attorneys and any other person (i.e. interpreters, paralegal etc, no exceptions), who intend to participate in the scheduled attorney in-person visit. *The wearing of a mask is mandatory at all times during the visit.*

Attorneys must arrive at least 30 minutes prior to the scheduled in person visit and will be given a Rapid Antigen Covid-19 test before the visit start. The Attorney and other visitors must test negative, in order for the visit to occur. To be clear, any antigen result other than negative will result in the in person visit being cancelled. However, the attorney visitor can avail themselves of the below listed virtual alternative options.

Other Attorney alternative client interview opportunities include:

Video Visits via Zoom, WebEx & Teams VTC (conducted in the public lobby private area.)

**Unmonitored Legal Phone Calls, and
The Getting Out Application.**

How to schedule an attorney visit:

All attorney visits must be scheduled at least 24 hours in advance. **Specify whether you are scheduling in-person visit, video visit or getting out app.** Attorneys can schedule appointments between 8AM and 4PM either by phone or email as follows:

Step One:

Email: Professionalvisits@eccorrections.org

We continually monitor this email,

* Email is preferred, or call 973-274-7585 or 973-274-7763

Step Two (if necessary):

If there is no response within two hours window, escalate the request by calling my administrative assistant Ms. Makeba Davis in the Director's office 973-274-7818.

VTC scheduling please call 973-274-6246.

Unmonitored Legal Calls, please call 973-274-7801.

Legal documentation via email, please email ktdronke@eccorrections.org

Any questions or issue contact me directly at 201-259-6010. Ortiz