

OPERATIONAL MEMORANDUM

Department of Correctional Services

Community Corrections Center-Omaha

Number: 205.02.001*

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Subject: Visiting

***THIS OM IS AVAILABLE FOR INMATE REVIEW UPON REQUEST.**

Effective: October 7, 1999
Revised: October 27, 2000
Revised: December 31, 2001
Revised: August 9, 2002
Revised: August 11, 2003
Revised: May 28, 2004
Revised: July 29, 2005
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Revised: June 1, 2007
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Revised: July 27, 2011
Reviewed: August 13, 2012
Reviewed: August 2, 2013
Revised: October 11, 2014
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Revised: August 31, 2016

SUMMARY OF REVISION

Added first paragraph under Procedure; Deleted repetitive language contained in AR. & Added sentence under Procedure III.

Approved:



Warden, CCC-O

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PURPOSE

To set forth policy and visiting procedures for inmates at the Community Corrections Center-Omaha (CCC-O).

GENERAL

All persons desiring to visit an inmate residing at the CCC-O must be approved and listed in the visitor database. This requirement does not apply to attorneys, members of the media, or government officials. All regulations pertaining to visiting shall be made available to all inmates, visitors, and staff to explain all facets of this program.

PROCEDURE

Inasmuch as the Administrative Regulation details policy and procedure, CCC-O will comply with the regulation and subsequent attachments, in addition to the procedures herein as it applies to a community corrections facility.

The CCC-O visiting regulations and hours are posted near the front entrance lobby area. Copies of these visiting regulations may be provided to inmates and visitors upon request.

I. REQUEST DISPOSITION (5A-17)

The assistant warden or unit administrator will review the completed *Visiting Request* form for approval or denial. The assistant warden or unit administrator may initiate appropriate further background checks. If a prospective visitor is denied visiting privileges, such reason(s) need not be divulged to the individual, the inmate, or other parties for the purposes of security, custody and control.

A National Crime Information Center (NCIC) computer check to verify visitor identity and to ensure the accuracy of the VRF information will be performed on all visit applications. Persons with criminal records will not automatically be excluded from visiting. The nature and extent of that person's total criminal record, plus his or her history of recent criminal activity is weighed carefully against the benefits of visitation.

Parolees, probationers or persons having pending charges will not be granted permission to visit during service of sentence. Ex-felons will not be granted permission to visit for a minimum of three years after the expiration of sentence. Ex-misdemeanants will not be granted permission to visit for six months after expiration of sentence. Immediate family members may be considered after three months. The

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warden or designee shall retain the final authority to review, assess and approve or disapprove all applications to visit. Appeals of denials must be submitted in writing to the warden.

II. SPECIAL VISITS (5A-18)

Immediate family members whose V.R.F.'s have been denied may be allowed to visit once per month with the approval of the warden or designee. It will be the responsibility of the immediate family member requesting the visiting privileges to initiate this request. Special visits may also be granted to accommodate family visitors who are on the inmate's approved visiting list and visit infrequently because of long distance (more than 200 mile from the facility). Limitations may be imposed by the facility due to space or staffing restrictions. Special visits may be granted for reasons of hospitalization.

Persons not on an inmate's approved visiting list who may be considered for special visiting privileges include prospective employers, attorneys, members of the clergy and social service representatives. Special visits will be scheduled during regular visiting hours whenever possible. (6A-01)

III. VISITING AREA (5A-23)

The CCC-O will utilize its common area for visiting. The visiting area has the capacity to accommodate 76 people. Visitors will be required to wait outside the facility once the visiting area reaches capacity. Chairs from the dining area will not be used to exceed the visiting area capacity. The visiting area will be searched by staff prior to and after visiting and search reports will be submitted to the assistant warden.

IV. VISITING DAYS AND HOURS (5A-17)

The visiting hours at the CCC-O are 12:30 p.m. to 3:30 p.m. on Saturdays, Sundays and holidays. Holiday visiting will occur only on Thanksgiving, Christmas and New Year's Day.

V. INPROCESSING VISITORS

A. Visitor Identification (2A-02)

All adult visitors must have a photo identification card in order to visit.

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Only visitors of verified identity and listed on an inmate's authorized visiting list may visit. A driver's license without a picture is not acceptable. The following I.D. and/or documents may be used as proper identification:

- 1. Driver's license with photo**
- 2. Employee identification cards**
- 3. Military I.D. cards**
- 4. Passports**
- 5. Welfare Card (Must be current with SSN, signature and HEW issue)**

B. Visiting Log and Cards

All visitors will be required to sign in on the visitor's log with their full name, date, relationship and the name of the inmate they are visiting. Identification of all visitors will be carefully checked and compared with the visitor database list to ensure that they are authorized to visit a specific inmate. (2A-02) This list is confidential and is not revealed in whole or in part to the general public without the express written consent of the inmate.

C. Search of Visitors and/or Their Belongings

The security and control of the institution and the safety and welfare of all inmates, staff and visitors are of concern to CCC-O. Searches are conducted to help maintain a safe environment for all and are done to discover and prevent the exchange of contraband or unauthorized articles between inmates and other individuals, and discover hazards of fire, health, safety and security. All searches will be conducted in the bathroom of the facility.

Visitors will be subjected to property searches prior to gaining access to the facility. (2A-02) All items being carried in by visitors will be closely checked for contraband. Visitors may be pat searched when searches are randomly conducted on staff, inmates, or when ordered by the warden or designee based upon a reasonable suspicion that contraband is being concealed. Pat searches of visitors will always be conducted by staff of the same gender. Female visitors will not be asked to lift their skirts or dresses. Strip searches of visitors may only be conducted with the approval of the warden.

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Visitors may be subjected to unannounced Ion scanner or canine search. The intent of the searches is to detect drugs.

E. Authorized Items for Visitors

All visitors are encouraged to secure their personal property in their vehicles; however, lockers are available in the administrative area for limited storage of personal items while visiting. Visitors are provided with a locker where a quarter is exchanged for a key. The quarter is returned upon receipt of the key.

F. Visitor Responsibilities, Conduct and Behavior (2A-02)

It is the responsibility of the visitor and the inmate to conduct themselves in a manner that will not bring discredit upon themselves or be disruptive to other visitors in the area. Visitors must obey posted rules and regulations.

It is the responsibility of the visitor to supervise and maintain control over accompanying children. Neither visitors nor inmates are permitted to use corporal punishment on children or others at the CCC-O. If a child becomes disruptive during a visit and is not controlled by verbal direction, the visit may be terminated.

Physical contact between visitors and inmates is limited to a brief kiss and a short embrace at the beginning and end of the visit. Caressing is prohibited. Inmates on “No Contact” status will not have contact with a minor at any time, including the beginning and end of visits. Visitors and inmates will not be allowed to sit on each other’s laps or straddle chairs, benches, etc. Children age four (4) and above are not allowed to sit on any inmate’s lap. Minor children must be accompanied by an adult and restricted from running about the unit. Visiting will occur only in areas reserved for visiting.

All visitors will use the public restrooms in the lobby area. All children must be accompanied to and from the restroom by their adult visitor.

VI. ATTORNEY VISITS (6A-01)

Attorney visits will be coordinated through each inmate’s case manager. Case managers will use the special visiting form to approve attorney visits. The CCC-O conference room may be utilized for confidential visits if arranged in advance with

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the case manager. Attorney visits that are not coordinated in advance may be conducted with the approval of the warden or designee.

VII. VISITATION RESTRICTION (5A-17)

It is the policy of the CCC-O to encourage visits between members of the community and the inmate population as a means to enhance the transition process. Inmates and visitors share a responsibility with the Nebraska Department of Correctional Services (NDCS) for proper conduct during the visiting process. Actions that may result in either temporary or permanent restrictions are detailed in the AR, Section VII.

VIII. VISITATION SUSPENSION (5A-17)

The warden may suspend the visiting privileges of a visitor by stating the fact in a letter to the person and citing the reasons for it. The statement of reasons may be deleted if it would jeopardize the security of the institution or the safety of any individual. The inmate involved will also receive a copy of the letter. The warden will also specify the duration of the suspension. Visitors that are suspended from visiting at one NDCS facility are suspended from visiting at all NDCS facilities. Exceptions may be considered by the warden if immediate family members are involved.

IX. VISIT TERMINATION (5A-17)

Visits can be terminated at any time at the discretion of the CCC-O staff on duty for any violation of the posted visiting rules and regulations.

X. VISIT DELETIONS

Any inmate may request that one or more persons be deleted from their approved visiting list by completing a "Visitor Deletion" form (AR attachment C). The deleted visitor will not be placed on another inmate's visiting list for six months. The deleted visitor will not be reinstated for six months. Visitors may also submit a letter to the warden requesting to be deleted from an inmate's visiting list. Visitor requested deletions will also require the visitor to wait six months before they may be placed on another inmate's visiting list. The warden may waive the six month waiting period in the event that a visitor requesting deletion has not visited for a period of six months. Visitors will be deleted from the visiting lists of those inmates placed on parole, escape, or walk-away status.

The records office will delete previously approved visitors from the computer files and stamp "Deleted" on the visitor application forms when an inmate is released, escapes, paroled or is put on bond.

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XI. INMATE TO INMATE VISITS (5A-18)

CCC-O inmates who have a member(s) of the same immediate family incarcerated in different NDCS facilities may be allowed to visit one another at that institution. The inmate must request the special visit on a personal need pass through their assigned case manager. The visit must be approved by both the warden and the facility/program administrator of the other institution or program. Inmate to inmate visits may be approved once every three months. CCC-O inmates will present their inmate ID to the pass clerk at the secure facility and be strip searched before entering and exiting the institution.

REFERENCE

- I. AR 205.02, Visiting
- II. Attachment(s): None
- III. ACA Standard(s): 4-ACRS-2A-02, 5A-17, 5A-18, 5A-23 & 6A-01