

**OPERATIONAL MEMORANDUM**  
**NE Dept. of Correctional Services**

**NUMBER: 205.02.4.01**  
**TITLE: INMATE VISITING**

**NEBRASKA CORRECTIONAL  
CENTER FOR WOMEN**

**REVISED: OCTOBER 11, 2014**  
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**AUTHORITY:**

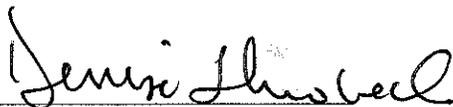
AR 205.01, ACA Standards:4-4150, 4-4275, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503 and 4-4504. Nebraska Department of Correctional Services Rules and Regulations Manual—Chapter 4. Nebraska Rev. Stat. - SS83-173 and 83-186.

**REVIEW/REVISION HISTORY:**

Revised:	January 15, 1981	Revised:	August 26, 1999
Revised:	March 2, 1981	Revised:	April 24, 2000
Revised:	June 17, 1981	Revised:	October 27, 2000
Revised:	September 28, 1981	Revised:	December 31, 2001
Revised:	September 28, 1982	Revised:	August 9, 2002
Revised:	June 1, 1984	Revised:	August 11, 2003
Revised:	June 6, 1987	Revised:	May 28, 2004
Revised:	July 6, 1987	Revised:	July 29, 2005
Revised:	August 17, 1990	Revised:	August 7, 2006
Revised:	February 10, 1992	Revised:	June 1, 2007
Revised:	July 22, 1993	Revised:	July 15, 2008
Revised:	May 18, 1994	Revised:	July 26, 2009
Revised:	July 13, 1995	Revised:	July 28, 2010
Revised:	March 9, 1996	Revised:	July 27, 2011
Revised:	December 13, 1997	Revised:	August 13, 2012
Revised:	August 21, 1998	Revised:	December 27, 2013
Revised:	September 1, 1998	Revised:	October 11, 2014

**SUMMARY OF REVISION/REVIEW:**

Changed Segregation Unit to Restrictive Housing Unit (RHU). In XII., incorporated Procedure Directive #014-06 regarding clarification of dress code for inmate visiting.



Denise Skrobecki, Warden  
Nebraska Correctional Center for Women

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**ATTACHMENTS:**

- #1 – Visitor Deletion Request DCS-A-adm 063 (04/06)
- #2 – Visitation Request Form
- #3 – Special/Extended /Emergency Visitation Form - DCS-A-adm. 034 (rev. 6/01)
- #4 – Inmate Interview Request Form - DCS-A-adm.013 (rev. 2/97)
- #5 – Clergy Visitor Application - NDCS
- #6 – Inmate Summary of Crimes Against Minors – DCS-A-adm-104-pc
- #7 – Crimes Against Minor Aged Victims Form – DCS-A-adm-105-pc (4/07)
- #8 – Inmate Property Form
- #9 – Search Policy
- #10 - Visit Suspension Notice
- #11 –Transportation Info, Map and Institutional Info

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PURPOSE:

This Operational Memorandum will establish and maintain regulatory procedures for administering a visiting program that will enhance rehabilitative efforts, establish a normalization of social relationships and satisfy mandatory security requirements.

GENERAL:

- I. The inmate visiting center is an area that requires close supervision and consistency in its operation. Visiting procedures are reviewed annually by the Major and Warden, and updated when appropriate.
  - A. It is the policy of the Nebraska Correctional Center for Women (NCCW) that inmates shall have visiting privileges and shall retain such privileges as long as the inmate does not violate the rules and regulations governing visiting.
  - B. It is the position of NCCW that supervised visits between inmates, families and friends can contribute significantly to the strengthening and maintenance of family ties, foster socially-acceptable behavior and assist in improving institutional stability. NCCW therefore encourages visits as a means of facilitating the rehabilitation and socialization process.
  - C. An inmate may receive visits from anyone she chooses, subject to the approval of the Warden. The Warden shall consider the effect that the presence of the visitors has on the staff and the inmates. Visitors may be refused admission to the facility or removed from a visiting list for violating visiting rules and regulations. The Warden/designee will advise a person removed from a visiting list of the removal in writing, stating the reasons for the removal, with a copy to the inmate who was to have been visited.
  - D. ***The number of visitors an inmate may receive and the length of visits may be limited only by the institution's schedule, space and personnel constraints or when there are substantial reasons to justify such limitations. (ACA 4-4498)*** NCCW shall provide a visiting room for inmates and their guests that allows ease and informality of communication in a natural environment as free from custody constraints as possible. ***The NDCS provides that inmate-visiting facilities permit informal communication, including opportunity for physical contact. Devices that preclude physical contact are not used except in instances of substantiated security risk. (ACA 4499-1.)*** It shall be arranged with the comfort and privacy of the visitor in mind and which allows for limited socially-acceptable physical contact during visiting.
  - E. Visiting privileges shall be suspended only by orders from the Shift Supervisor, Unit Administrator, Major, Officer-of-the-Day, the Assistant Warden or the Warden except where the suspension is imposed as part of a formal disciplinary decision.
  - F. Visitors introducing or attempting to introduce contraband into the facility or refusing to submit to any kind of a search (including canine-assisted searches) may permanently lose their visitation

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privileges at NCCW. Visitors who have been found introducing or attempting to introduce contraband into NCCW also may be subject to prosecution under Nebraska Law.

- G. The Administration reserves the right to withdraw the visiting privileges of any individual who refuses to comply with departmental rules and regulations. Any inmate may request that one or more persons listed on her approved visiting list be deleted from that list by completing a Visitor Deletion Request Form, Attachment #1, and submitting it to the Visitation Coordinator. The deleted visitor's name(s) will not be placed on another inmate's approved visiting list for six months. The deleted visitor's name(s) also will not be reinstated on an inmate's visiting list for six months (if the visitor's name was previously removed at that inmate's direction). In addition, visitors must re-submit a completed Visitation Request Form (VRF) Attachment #2.

A visitor may request deletion by submitting the request in writing to the Warden. Such visitor requested deletions require the visitor to wait six (6) months before he/she may be placed on another inmate's list. The six (6) month waiting period will also apply to **clergy status visitors**, however, the Warden may waive the six (6) month waiting period at the recommendation of the religious coordinator. In the event that the individual requesting deletion has not visited for a period of at least six months, the Warden may waive the six (6) month waiting period to be added to another inmate's visiting list.

- H. In the case of an inmate's spouse being deleted from an inmate's visiting list, the Warden may waive part of this six-month waiting period if doing such would aid in any family reconciliation process. Any spouse desiring such consideration may write the Warden directly and state the reasons why visiting privileges should be reinstated sooner than the normal waiting period.
- I. All sections of these visiting regulations shall be reviewed annually and updated as needed by the administrative staff and Warden, and they will be valid for the 12-month period following that review unless officially changed. **ALL VISITORS, STAFF, AND INMATES SHOULD MAKE SURE THAT THEY HAVE ACCESS TO OR ARE IN POSSESSION OF COPIES OF THE CURRENT VISITING REGULATIONS.**
- J. NCCW's Visiting Regulation (OM 205.02.4.01) shall be made available to visitors, staff, and inmates so that all interested parties may be informed of the details of this program. Copies of the Visiting OM are available in the lobby of the visitor processing area and in the visiting center. This OM is also available on the Nebraska Department of Correctional Services website.
- K. ***Written policy, procedure and practice provide that visitors register upon entry into the institution and specify the circumstances under which visitors may be searched. (ACA 4503) NCCW policy, procedure and practice provide that written information regarding procedures governing visitation be made available to the inmate within 24 hours after arrival at the facility. At a minimum, the information will include, but not be limited to, the following:***
- 1) ***facility address/phone number, directions to facility and information about local transportation***

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- 2) *days and hours of visitation*
- 3) *approved dress code and identification requirements for visitors*
- 4) *items authorized in visitation room*
- 5) *special rules for children*
- 6) *authorized items that visitors may bring to give to offender (for example, funds, pictures, etc.*
- 7) *special visits (for example, family emergencies) (ACA 4-4499)*

- L. Availability the NCCW Rule Book, which contains visiting rules and procedures shall be given to each inmate and staff member. Signed acknowledgement of receipt of the rulebook shall be maintained in the inmates file. When a literacy or language problem prevents an inmate from understanding the rulebook, a staff member or translator shall assist the inmate in understanding the rules. The NCCW Rule Book is distributed to new commitments immediately upon intake to the facility and provides the information for visiting as listed above.

**PROCEDURE:**

- I. An inmate may receive visits from anyone she chooses, subject to the approval of the Warden. In making his/her determination, the Warden shall consider the effect that the presence of such visitors shall have on the facility, its staff, and/or the inmates confined within, and the probable effect such presence shall have upon the rehabilitative progress of the inmate to be visited.

A. **WHO MAY VISIT**

1. An NCCW inmate may have visits from anyone she chooses subject to the approval of the Warden's designee. Actual administration of the visiting approval process is delegated to the Visitation Coordinator or designee.
2. Minors 0 to 18 years of age – All minors 0 to 18 years of age must submit an INDIVIDUAL VRF. Parent's names need to be included on the minor forms. Once approved, the minor turns 19 years of age they must re-submit a VRF. They will be allowed to visit one time until the new form is approved. This information will be noted by the Visitation Coordinator in the visiting database. All persons 19 years and above must complete and submit an individual VRF to the Warden/designee for approval.
  - a. ALL minors under the age of 19 must be accompanied on visit by parent, legal guardian or court appointed agent or other authorized adult (age 19 or above).

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- b. All minors must provide a notarized permission letter from parent, guardian or court appointed agent to visit in company with another authorized adult, parent, legal guardian, court appointed agent or otherwise authorized adult to the Visiting Officer upon visiting.
- c. Any adult who accompanies said minor must also be on the inmate's approved visiting list. (Except those individuals who are authorized as part of their employment to accompany minors on visits are not required to be on a particular inmate's visiting list. Such individuals are required to submit a Visitation Request Form.) This information will be noted by the Visitation Coordinator on the database.
- d. All minors must be constantly supervised by the authorized adult accompanying the minor and minors.
- e. Minors who are married may visit without consent of parent, guardian or court appointed agent to visit their spouse, but must be approved visitors via the Visitation Request Form process. They will also be required to present a copy of their marriage license along with the Visitation Request.

B. **Criminal Records**

Persons with criminal records are not automatically excluded from visiting. In determining whether or not to approve a person with a criminal record the nature and extent of that person's total criminal record plus his/her history of recent criminal activity is weighed carefully against the benefits of visitation. The Warden will retain final authority to review, assess, and approve/disapprove applications to visit. Appeals of denials to visit must be submitted in writing to the Warden.

Note: Failure to list previous criminal convictions on the VRF can result in denial of visiting privileges.

1. Generally, parolees, probationers or persons having pending charges will not be granted permission to visit during service of sentence and ex-felons will not be granted permission to visit for three (3) years after expiration of sentence, except for immediate family who may be considered at the end of one (1) year.
2. Ex-misdemeanants will not be granted permission to visit for six (6) months after expiration of sentence. Immediate family may be considered after three (3) months.
3. Exception may be made for a spouse/immediate family member who may be allowed to visit once a month by special approval from the Warden. It will be the responsibility of the spouse/immediate family member seeking visiting privileges while on probation/parole to provide, with the VRF, a notarized letter from the supervising probation/parole officer sent directly to NCCW recommending either approval or denial of visiting privileges.

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4. The Warden or designee must review and approve/disapprove all Visitation Request Forms (VRF) submitted by the victim of a violent offense when that offense is committed by inmate being visited, if such information is known to facility staff.
5. Immediate family members having pending misdemeanor/felony charges may be considered for monthly special visits pending resolution of the charges.
6. Additional offspring (newborn or adopted) accompanied by a parent, legal guardian, court appointed agent or other authorized adult (19 years or older) may be permitted to visit ONCE prior to being officially added to the visiting list. A certified birth/adoption certificate must be presented upon first visit.
7. An NCIC (National Crime Information Center) computer check to verify visitor identity and to ensure the accuracy of VRF information will be done on all visit applicants submitting a VRF (both adults and minors).
8. Following the release of an inmate on parole, or when an inmate is placed on escape status, or bond the institution's records office will stamp all current visitor application forms in the classification file "Deleted". The records office will also delete these previously approved visitor names from any computer records of approved visitors for this inmate.
9. Generally, ex-employees will not be granted permission to visit except for immediate family members. This requires Warden approval.
10. Generally, departmental employees will not be approved to visit. Employees must make a written request to the Warden of the NDCS facility where the inmate is incarcerated to be considered as well as the Warden of the facility the employee is assigned.

**C. VISITATION APPROVAL PROCESS**

1. It is the responsibility of each inmate to initiate the visiting process. Inmates may obtain Visitation Request Forms, from their unit staff and mail them to those persons they desire to have placed on their approved visiting lists. Each prospective visitor must complete a VRF and return it to the following address for processing:

**Visitation Coordinator**  
**Nebraska Correctional Center for Women**  
**1107 Recharge Road**  
**York NE 68467**

Any VRF that is not returned directly to this office at the above address or is incomplete or if it is sent to the inmate will not be processed. False or incomplete information on this form will result in denial of visiting privileges.

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2. The envelopes in which all VRFs are received by this institution shall be date-stamped by the Mail Clerk after which they are forwarded to the Visitation Coordinator. The Visitation Coordinator will ensure that the VRF is filled out correctly and completely. The Visitation Coordinator will then arrange for criminal background checks to be completed. If the form is incomplete, the Visitation Coordinator will send a memo to the inmate instructing her to have the visitor complete a new VRF with the needed information and return it to the Visitation Coordinator.
3. A criminal history check will be completed and a computer check to ensure the visitor is not on another inmate's visiting list. The completed criminal history check (whether a record was indicated or not) will be stapled to its respective original application. Any questionable visiting requests will be referred to the Warden/ Asst. Warden for review.
4. The Visitation Coordinator will make the appropriate notation at the bottom of the form and initial it.
  - a. The Visitation Coordinator will input all the necessary information into the computer system. The Visitation Coordinator will destroy all criminal history information.
  - b. The visitation form will be separated by the Visitation Coordinator, who will forward the bottom section to the inmate (which is the inmate's official notification of a particular visitor's status) and the top section to Records Office to be filed in the inmate's institutional record.
5. The Visitation Coordinator will note at the bottom of the form the final decision and cite the reasons if denied.
6. Whenever an inmate receives a VRF notification slip from the Visitation Coordinator indicating that a particular visitor has been either approved or disapproved to visit her, it shall be the responsibility of the inmate to notify that person of that particular approval or disapproval decision.
7. Any individual who has not been approved to visit may appeal that decision directly to the Warden in writing.
8. Any inmate who is aggrieved by such action may appeal it through the regular grievance procedure.
9. The Warden or designee must approve all Visitation Request Forms submitted by the victim of an offense committed by the respective inmate.

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D. SPECIAL, EXTENDED AND EMERGENCY VISITS

1. **NCCW will provide for extended visits between inmates and their families. (ACA 4-4501)** These types of visits (i.e., allowing visits on consecutive days which may or may not be on regularly-scheduled visiting days, or for extended hours) may be granted to visitors in special circumstances when they:
  - a. are on the inmate's approval visiting list;
  - b. travel over 200 miles; and
  - c. visit less than once per month.
2. These types of visits also may be appropriate for reasons of hospitalization or for inmates in segregation status when the security or good order of the institution or community is not jeopardized.
3. Other persons not on an inmate's approved visiting list but who may be considered for special visiting privileges include prospective employers, community sponsors, parole officers, attorneys, members of the clergy and social service representatives. These individuals may be able to offer valuable assistance to an inmate and therefore shall be allowed to visit whenever possible.
4. **Written policy and procedure govern special visits. (ACA 4-4500).** Special/ extended visits are approved for a specific number of visits and will not count toward the inmate's regular visits. Visitors approved for a special visit are not allowed to attend the regular visits in addition to the approved special visit time.
5. Community custody inmates may be authorized to visit immediately family members incarcerated in NDCS facilities once every three (3) months.

E. SPECIAL, EMERGENCY AND EXTENDED VISIT PROCESSING PROCEDURES

1. Inmates should submit for a special, emergency or extended visit at least 24 hours prior to the date of requested visit. Inmates must request visiting consideration by submitting a Special/Extended/Emergency Visit Form, **Attachment #3**, to her Unit Manager/Unit Case Manager who will verify the information noted on the form and then forward it to the Visitation Coordinator who will forward to the Asst. Warden for final approval/disapproval decision. If approved, the "form" will be forwarded to the Visitation Coordinator and Master Control where it will keep it on file until the requested visit day arrives. If the visitor does not arrive on the expected day, Master Control and the Visitation Coordinator will note that fact on the form. The Visitation Coordinator will sign his/her name to the form, date it, and distribute as noted on the form. A special visit may be extended with the permission of the Warden.

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2. If a visitor arrives at NCCW who was not expected by the inmate but who is otherwise eligible for special visits (as described in paragraphs D. and E. of this section), the Warden/designee will make the decision as to whether or not to allow that person to visit.
3. Normally, 'special visits' will be approved one time for those persons eligible for special visits (as described in paragraph 'E' of this section). Absent extraordinary circumstances, the visitor must be listed on the inmate's approved visiting list to receive subsequent visits.

F. **RESTRICTIVE HOUSING UNIT VISITS.** *Written policy, procedure and practice provide that inmates in segregation have opportunities for visitation unless there are substantial reasons for withholding such privileges. (ACA 4-4267)*

1. Inmates assigned to each of these classifications will be required to visit in full restraints because they will be visiting together in the visiting room.
2. **Disciplinary Segregation.** Inmates assigned to this type of segregation status generally will be permitted to have contact visiting privileges consistent with custody and security considerations. Inmates in this status may be denied visits for reasons of security or for the good order of the facility.
3. **Administrative Confinement.** Inmates classified to this type of segregation status generally will be permitted to have contact visiting privileges consistent with custody and security considerations. Inmates in this status may be denied visits for reasons of security or for the good order of the facility. Generally, these inmates shall have similar visiting privileges as those afforded to general population inmates.
4. **Immediate Segregation.**
  - a. Inmates placed on Immediate Segregation status generally will be permitted to have contact visits consistent with applicable security rules and regulations. Visits will be conducted only in prescribed visiting areas and at prescribed times.
  - b. Following placement on Immediate Segregation Status and upon placement to the Restrictive Housing Unit (RHU), it is the inmate's responsibility to initiate/write an Interview Request form, Attachment #4, to the Caseworker/Case Manager on duty providing them the name and telephone number of one person (who must be on the inmate's approved visiting list) to be notified concerning the change in their status and living location change. The Caseworker/Case Manager will also inform the named visitor of the change in visiting days and hours.

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- c. In the event that the Caseworker/Case Manager is unable to establish contact with the inmate's requested visitor, such will be documented on the Interview Request. When contact cannot be established initially, the inmate may give the Caseworker/Case Manager another name and phone number of a visitor on his approved list to affect a second attempt at notification. All initiated telephone contacts (to include both successful and unsuccessful attempts) will be documented on the Interview Request form retained in the treatment file on the segregation unit.
- d. Protective Custody visits are held during Special Management visits on Fridays.

G. **PROFESSIONAL, CLERGY AND PUBLIC OFFICIAL VISITS**

1. Visits will occur as listed:
  - Attorney/paralegals: Monday through Friday, 8 AM – 4 PM
  - Clergy – As requested, no limit
  - Public Officials - This policy does not apply to public officials who by Statute (Section 83-186) are authorized to enter the institution at any time.
2. Attorneys-of-record and public officials may visit without placement on an inmate's visiting list as long as they provide a current ID and a current Bar Association Card.
3. Paralegals for attorneys-of-record may visit to conduct legal research regarding an inmate's case **after** the attorney-of-record submits a letter to the Warden identifying the paralegal, the inmate- client, and the nature of the business to be conducted. No person acting in the capacity of a paralegal will be admitted into the institution without a letter of endorsement from her attorney of-record.
4. ***When a religious leader of an inmate's faith is not represented through the chaplaincy staff or volunteers, the chaplain or designated staff member assists the inmate in contacting a person who has the appropriate credentials from the faith judicatory. That person ministers to the inmate under the supervision of the chaplain. (ACA 4-4519)*** Inmates desiring approval of clergy for visitation will request same to the Religious Coordinator on an Inmate Interview Request. The Religious Coordinator will mail a Clergy Visitation Request Form to the requested clergy Attachment #5.
  - a. The clergy will return the completed Clergy Visitation Request Form (C-VRF) to the Religious Coordinator with a photocopy of his/her current clergy credentials. The Religious Coordinator will ensure no clergy are approved for visitation without proper credentials/ endorsement from their faith judicatory.
  - b. If the Religious Coordinator approves a C-VRF, he/she will notify the Visitation Coordinator of the clergy's addition to the inmate's Visiting Record, notify the

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requesting inmate in writing, and provide a copy of the completed Clergy Visitation Request form to the Records Office for placement in the inmate's master record.

- c. Disapproval of a C-VRF will be done by the Religious Coordinator only after consulting with the Warden. The above steps will be followed after the decision to disapprove has been made, except addition of the clergy to the inmate's Visiting Record.
- d. Responsibility to notify the visitor of approval or disapproval rests with the inmate.
- e. Any prospective visitor who has been disapproved for clergy visitation may appeal that decision in writing directly to the Warden.
- f. Any inmate who is aggrieved by such action may appeal it through the regular grievance procedures.
- g. The Religious Coordinator will update the database of all approved clergy.
- h. Clergy will be added to the visiting list of a particular inmate only by the request of that inmate.
- i. Clergy may visit during normal visiting hours and may use the clergy/attorney room if available.
- j. If a member of the clergy arrives at the institution during other than "reasonable hours" and claims a need for a visit with an inmate due to an emergency situation (e.g., death, injury or serious illness of an immediate family member), the clergy will relay complete background information to the Shift Supervisor through Master Control. The Shift Supervisor will verify the emergency information as received. Upon verification and approval, reasonable efforts will be made to escort the inmate to the visiting center for the requested visit.
- k. When processing a member of the clergy into the institution, the Visiting Coordinator should check the person requesting to visit against the Clergy/Volunteer Database.
- l. If the requesting clergy person is listed and he/she is authorized to visit the requested inmate, the visit will be processed according to normal procedures.
- m. If the clergy visitor is active on the Clergy/Volunteer database but does not appear on the inmate's approved visiting list in NiCams, the name can be added.

- n. If that clergy person's name is not listed on the clergy/visitor database, staff will inform the person that he/she needs to correspond with the inmate to request (from the inmate) a Clergy Visitation Request Form. That form will need to be processed by the institution before that clergy person will be approved to visit any inmates.
- o. Clergy may perform pastoral acts during visitation:
- (i.) Communion may be served during a clergy visit. Only enough bread for those taking communion will be allowed into the institution. All unused portions must be taken out of the institution by the visiting clergy. Full-time volunteer clergy, authorized religious volunteers and clergy visitors may bring sacramental wine for their own consumption. No more than one fluid ounce of wine may be brought to the facility. Wine must be in a plastic container. Inmates are not permitted to consume any alcoholic beverage.
  - (ii.) Inmates wishing to receive religious instruction requiring religious material may take one book containing the tenets of her faith to a clergy visit. Clergy visitors may bring two religious books. Clergy are not allowed to bring writing instruments to the visits.
  - (iii.) Visiting clergy may bring one book containing the tenets of his/her faith and one additional religious book for instructional purposes. These materials will be searched entering and exiting the institution. No materials may be left with an inmate during the visit. Paper currency is not authorized; however, clergy visitors may bring up to \$20.00 in silver coins of any denomination for use in the vending machines. Plastic containers will be provided by the institution to store the change, while visiting.
  - (iv.) Visiting clergy desiring to perform other pastoral acts including baptism and family counseling will be encouraged to contact the Religious Coordinator for information.
5. ***NCCW will ensure and facilitate inmate access to counsel and assist inmates in making confidential contact with attorneys and their authorized representatives; such contact includes, but is not limited to, telephone communications, uncensored correspondence and visits. (ACA 4-4275)*** Attorney-Client rooms located in the visiting area will be utilized for meetings with attorneys and/or clergy. If all of those rooms are in use, If all designated spaces are occupied, the visitor will be asked if he/she would like to visit in the general population visiting room. If that option is not acceptable, he/she will be asked to wait until one of the earlier mentioned spaces becomes available.

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- a. Whenever any of these visiting rooms are in use; the Visiting Room NCCW staff will perform random security checks. No conversations between inmates and attorneys shall be overheard, recorded, or listened to in any manner. All reasonable precautions shall be taken to preserve the confidentiality of the attorney/client relationship.
6. Any Restrictive Housing Unit (RHU) inmate who has been placed on a restriction involving placement of said inmate in full restraints, whenever out of her room, will be required to visit in full restraints in an Attorney-Client room. Restrictive Housing Unit staff must notify the escorting officer, Master Control and visiting room staff when an inmate of this type of restriction receives a visit.

## **II. VISITING HOURS**

**THURSDAY: 7:00 PM – 8:30 PM**

- General Population Inmates
- SAU Inmates
- STAR Unit (Treatment/Maintenance) Inmates

**FRIDAY: 12PM – 1:45PM**

- Orientation / D&E Inmates
- Special Management (Disciplinary, Administrative Confinement and Protective Custody) Inmates
- STAR Unit (Stabilization/Motivational/Assessment) Inmates

**SATURDAY: 8:30 AM – 10:30 AM- Inmate last names beginning with A – M**  
**1:00 PM – 4:15 PM - Inmate last names beginning with N – Z**

- General Population Inmates
- SAU Inmates
- STAR Unit (Treatment/Maintenance) Inmates

**SUNDAY: 8:30 AM – 10:30 AM – Inmate last names beginning with N – Z**  
**1:00 PM – 4:15 PM – Inmate last names beginning with A – M**

- General Population Inmates
- SAU Inmates
- STAR Unit (Treatment/Maintenance) Inmates

A. **VISITOR PROCESSING TIME**

The processing of inmate visitors will cease one (1) hour after the start time of any designated visiting session. No visitors will be processed for visiting after this time. (i.e. If the start of visitation is 1:30 PM then no visitors will be processed after 2:30 PM.)

B. **INMATES CONFINED IN AN OUTSIDE HOSPITAL**

Inmates may have visits from individuals on their approved visiting list from 8 AM to 8 PM.

The staff assigned to the inmate in the hospital must verify the visitor's ID prior to allowing the visit to occur.

Exceptions to these hours may be approved by the Warden/designee if justified by special circumstances (see Special and Emergency Visits).

C. **SPECIAL HOLIDAYS: THANKSGIVING DAY, CHRISTMAS DAY AND NEW YEAR'S DAY**

1. Thanksgiving Day. A special visiting schedule is developed on this holiday to allow all inmates visiting privileges.
2. Christmas Day and New Years Day. If either of these holidays coincide with a non-visiting day, visiting will be allowed and a special schedule developed.

D. **VISITING LIMITATIONS**

1. There shall be no limit to the number of visitors an inmate may have on her authorized visiting list. Visitors will not, however, generally be granted permission to visit prior to their submittal of a VRF and prior to its subsequent approval through the normal VRF process.
2. Following the release of an inmate to parole, or discharge, all visiting records will be available on the database in an inactive state for staff review. In the event the inmate returns to the Department, all visitors will have to resubmit a VRF to activate their visiting status.
3. Visitors will not be authorized to be on more than one inmate's visiting list at any one time without written authorization of the Warden. Specific exceptions to this policy are as follows:
  - a. Any visitor who is an "immediate" family member of one or more inmates housed at the NCCW and who is otherwise approved for visiting may be placed on each respective "immediate" family member inmates visiting lists. In addition, that visitor also may be placed on the visiting list of one other non-immediate family

member's list, i.e., as long as that visitor is not the spouse of one of those immediate family members. The following examples demonstrate how this policy works:

- (i.) A mother may be placed on her two daughters visiting lists and on one other non-immediate family member's visiting list.

OR

- (ii.) A sister may be placed on her mothers' and sisters' visiting lists and on one other non-immediate family members' visiting list.

- (iii.) When a visitor is approved on two or more inmate's visiting lists (i.e. two or more immediate family members and/or one non-immediate family member) that they will not be allowed to visit the inmates together unless they are immediate family and written approval has been obtained from the Warden/designee prior to the visit. Inmates who are not related (immediate family) cannot visit together. If such approval is granted, this information will be forwarded to the Visitation Coordinator who will enter the information into the Visitor Database.

4. An inmate may have up to four adults (i.e., any combination of immediate family members and non-immediate family members) visiting her at any one time during any one visiting period. Each adult may bring along children and/or minors as long as they are able to supervise and control them. **For the purpose of visiting, immediate family shall be defined as: spouse, parent, step-parent, person acting in the place of parent (as designated in Master Record), sibling, step-brother, step-sister, half-brother, half-sister, child, step-child, grandparent and grandchild.**
5. Visitors who leave the institution during a visit shall not be permitted to return and resume their visiting privilege during that same visiting period.
6. Once an inmate completes a visit and leaves the Visiting Room, her visits for that visiting period are terminated. The exception to this rule is on all-day special visits. An inmate may leave and return to the Visiting Room more than once in this situation. The inmate can have multiple visits in the same day if it is a special/ extended visit. The inmate will have to leave the Visiting Room after each visit is completed.
7. Generally, Department ex-employees will not be granted permission to visit except with immediate family members. This requires Warden's approval. Current employees must make a written request to the Warden of the facility where the inmate is incarcerated and the Warden of the facility to which the employee is assigned, to be considered/approved. Employees approved to visit will be subject to all applicable provisions of OM 205.02.4.01.

8. Generally, **parolees and/or probationers** will not be granted permission to visit during service of sentence and ex-felons will not be granted permission to visit for **three years** after completion of sentence, except for **immediate family** who may be considered at the **end of one year**. Exception may be made for immediate family members who may be allowed to visit once a month by special approval from the Warden. Ex-misdemeanants will not be granted permission to visit for six months after expiration of sentence. Immediate family may be considered after three months. In determining whether or not to approve a person with a criminal record, the nature and extent of that person's total criminal record plus his/her history of recent criminal activity will be weighed carefully against the benefits of visitation. The Warden shall retain final authority to review, assess, and approve/disapprove such applications to visit whenever they are received.
9. Any person shown by substantial evidence to have had or who quite likely will present/impose a harmful or deleterious effect on an inmate or who is considered to pose a threat to the good order and security of the institution shall be excluded from any approved visiting list.
10. Special visiting restrictions may be imposed by the facility because of scheduling, space, and/or personnel constraints. The maximum capacity of the Visiting Room is limited persons by order of the State Fire Marshal. The maximum capacity of the Visiting Room is governed by the total of chairs assigned to the Visiting Room.
11. The Warden must approve all Visitation Request Forms submitted by the victim of an offense committed by the respective inmate.

E. **NO CONTACT WITH MINORS (UNDER 19 YRS. OF AGE)**

The following procedures will affect inmates who have committed crimes in which the victims were minor aged children (under 19 years of age). This includes current and prior convictions and any verifiable plea agreements regarding same. Arrests without convictions may be considered if a pattern of prior abuse exists. The following offenses committed against minor children shall be considered: murder, manslaughter, sexual assault, assault, incest, fondling, child abuse, pornography, contributing to the delinquency of minor, terroristic threats, kidnapping, false imprisonment, or other related offenses.

1. The file of each inmate shall be reviewed to determine if any record entry exists meeting the above criteria. If such a record exists, the staff member reviewing the record will list out the information on the **Inmate Summary of Crimes Against Minors, Attachment #6**.
2. Once the inmate has been identified, the NiCams database for "prior contact with minor" will be updated. This entry will automatically update the classification study. The entry

**OPERATIONAL MEMORANDUM**  
**NE Dept. of Correctional Services**  
**NEBRASKA CORRECTIONAL**  
**CENTER FOR WOMEN**

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will not automatically update the visitor's list databases and must be manually entered. The Records Office will red-ink stamp "Contact with Minor" on the front cover of the inmate file.

3. The Corporal Pass Clerk will notify the Visiting Room Corporal of a "No Contact with Minors" visit.
4. Once an inmate is put on a minor restriction, this is not automatically updated in the visitor database. This must be manually entered by the Visiting Coordinator upon receiving the Crimes Against Minors Aged Victims Sheet. Document is to be scanned and uploaded into the visitor database.
5. Identified inmates will receive written notice of their visiting status relating to minor children and the guidelines for visits involving minors.
6. Identified inmates will be allowed no physical contact with minor aged visitors. These visits shall be closely monitored by visiting room staff. Any violation of this policy will result in immediate termination of the visit, removal of the inmate and visitor(s) from the visiting area, and the issuance of a misconduct report. Penalties imposed against inmates will be consistent with the agency's Code of Offenses. Actions imposed on visitors will be handled administratively as the Warden may direct.
7. The Warden or designee shall have the authority to impose visiting restrictions on identified inmates on a case-by-case basis. The Warden/designee will document restrictions on the **Crimes Against Minor-Aged Victims Form, Attachment #7**. Actions may include restricting these inmates to visiting children/youth at designated times and/or designated authorized areas, excluding visitors under the age of 19 from the inmate's approved visiting lists, and/or suspension of all visiting privileges until the inmate has received treatment intervention. The Visiting Coordinator will be notified by the Warden/designee if any of these additional restrictions are imposed. Factors considered in making the above determination may include, but are not limited to the following concerns:
  - a. Length of time since last child related offense occurred
  - b. Seriousness of prior offense(s)
  - c. Number of prior offense(s)
  - d. Mental health status of minor child and/or inmate
  - e. Age of requested visitor and relationship to inmate
  - f. Inmate history of violence

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8. The Warden has the authority to modify or eliminate visiting restrictions imposed as provided in this section. Such modification or elimination shall be in consultation with appropriate mental health, program and custody staff.

F. **VISITS BETWEEN "IMMEDIATE" FAMILY MEMBERS INCARCERATED IN DIFFERENT FACILITIES OF THE DEPARTMENT OF CORRECTIONAL SERVICES.**

1. Community Custody inmates who are members of the same "immediate" family as an NCCW inmate may be allowed to visit one another at NCCW when the request is initiated by the Community Custody inmate.
2. Visits between inmate "immediate" family members will take place at the NCCW generally in accordance with regular visiting days in the visiting room. All inmates participating in said visits will be strip-searched upon entering and exiting the institution.
3. Community Custody inmate "immediate" family members must request visits through their unit staff. Inmate "immediate" family member visits must receive the approval of both participating institutions' Wardens.
4. Visits between inmate "immediate" family members will occur no more frequently than once every three (3) months.
5. The approved volunteer sponsor may also participate in the visit if the sponsor is on the visiting list of the inmate to be visited. If the approved volunteer sponsor is not on the visiting list, he/she will be required to wait in the lobby of the facility entrance.

G. **INMATE REQUESTS FOR A LIST OF VISITORS**

Any inmate may request a list of the names of those persons appearing on his approved visiting list by submitting an Interview Request Form, Attachment #4, to her Unit Manager/ Unit Case Manager.

H. **INMATE REQUESTS TO DELETE VISITORS**

Any inmate may request that one or more persons listed on her approved visiting list be deleted from that list by completing a Visiting Deletion Request Form, Attachment #1 and submitting it to her Unit Manager/Unit Case Manager. Any visitor who is removed from an inmate's visiting list, regardless of whether or not it is at the request of a visitor or from an inmate, must wait for a minimum period of six months from the date of removal before he/ she can again be added to that same inmate or to any other inmate's visiting list. If that visitor desires again to be placed on an inmate's visiting list, he/she must resubmit a completed VRF to the institution. Inmate spouses, under certain circumstances, may request that the Warden waive a portion of any

six-month waiting period.

In the event the individual requesting deletion has not visited for a period of at least six months, the Warden may waive the six-month waiting period to be added to another inmates visiting list.

The six-month waiting period will also apply to clergy status visitors, however, they may waive the six-month waiting period based on a recommendation of the Religious Coordinator.

In the event that an individual requesting deletion has not visited for a period of at least six (6) months, the Warden may waive the six (6) month waiting period to be added to another person's visiting list.

### **III. PROCESSING VISITORS INTO THE INSTITUTION**

1. NCCW shall ensure that a record of each visitor that enters the facility be kept, which shall include: a sufficient identification of the visitor, the dates and times of arrival and departure, and the names of inmates visited by such person.
2. The function of the assigned Visiting Officer is to facilitate authorized and "special" visitors in and out of the institution, preserve security and maintain records of visitor traffic. To ensure that the visiting process is conducted with these points in mind, the following basic rules and procedures shall be followed closely:
  - a. ALL visitors will be required to sign in and out of the institution.
  - b. Only those visitors who are listed on an inmate's authorized visiting list shall be permitted to visit.
3. All visitors 16 years of age or older, must provide a photo identification and must present this document to the Visiting Officer each time he/ she enters the institution. Minors will be required to bring a certified birth certificate upon their first visit. The Visiting Officer will scan the document into the visitor database and the visitor will not be required to bring the certified birth certificate again.
4. Examples of acceptable photo identification cards are:
  - a. valid and current drivers license with photo
  - b. current Armed Forces identification card with photo
  - c. any official state ID with photo for ID purposes
  - d. any other current, verifiable identification card with a photograph on it, such as a current or valid State, Governmental, ICE, Law Enforcement ID or current passport.

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- e. If any questions, the Shift Supervisor will be contacted.
5. The following ID/ documents normally will not be accepted as identification:
    - a. Social Security cards
    - b. bank cards
    - c. student ID cards without pictures.
    - d. business cards
    - e. hunting/fishing licenses
    - f. car registrations
    - g. Medicare cards
  6. The Visiting Officer shall exercise good judgment in establishing that each visitor has provided sufficient proof to establish positive identification. If ever there is a question concerning the adequacy of a visitor's identification, the Visiting Officer shall consult the Shift Supervisor who shall make the decision as to whether or not to allow a visit.
  7. To reduce visitor processing delays, the Visiting Officer will begin processing visitors one half hour prior to each visiting session.
  8. All civilian visitors entering NCCW for visits with inmates or for conducting business with NCCW and/or staff must lock up all personal property in the visitor lockers or in their vehicle.
  9. The Visiting Officer will fill in the data on the computer and direct the visitor to the appropriate visiting area.
  10. The Visiting Officer then will notify the inmate housing unit to report that a particular inmate has a visitor.
  11. Any person who appears at the institution and requests to visit an inmate on a professional basis but who is not listed as an authorized visitor will be requested to wait while the matter is referred to the Asst. Warden for a decision. During weekends and holidays, the Shift Supervisor will handle all such referrals.
  12. In certain special circumstances, NCCW may consider granting one visitor permission to visit two or more inmates simultaneously (e.g., a mother may want to visit her two daughters during the same visiting period). Written approval must be obtained from the Warden prior to the visit. If

such approval is granted, it will be communicated to the Visitation Coordinator who will input the information into the computer.

13. The dates of all visits with inmates shall be recorded in the computer database. There shall be no exceptions! This record shall not be revealed to the public without the written consent of the inmate.
14. All business visitors must sign in and out on the Visitors Register, which is located at the Front Entrance desk/counter.
15. The processing of inmate visitors will cease one (1) hour after the start time of any designated visiting session. No visitors will be processed for visiting after this time.

#### IV. MARKING VISITORS WITH INVISIBLE, SKIN-MARKING INK

1. All approved inmate visitors will have their left wrist marked with invisible ink for identification purposes prior to admittance to the NCCW Visiting Center. Any visitor who refuses to allow the invisible ink marking will not be permitted to visit.
2. Visitors will check-in at the security desk, complete the verification process, pass through the metal detector and then will have their left wrist stamped with invisible ink.
3. At the conclusion of the visit security staff will verify the presence of the invisible ink on the visitor by use of an ultraviolet light prior to exiting the Visiting Center. If the mark is intact the visitor will be escorted out of the Visiting Center. If the mark appears altered or illegible, security staff will contact the Shift Supervisor for direction. The visitor will be escorted to the search area until the Shift Supervisor reviews the situation and verifies the visitor's identification.

#### PROCESSING AN INMATE INTO THE VISITING AREA

1. Inmates are to report to the visiting center when notified of a visit and will be issued an institutional pass by their housing unit staff. They will be strip-searched prior to being allowed to enter the visiting room. All items of clothing and personal items will be inventoried on an **Inmate Property Form, Attachment #8**. The form will be signed by the visiting officer conducting the strip search.
2. Inmates will also be strip-searched prior to leaving the visiting area. Their personal clothing/items will be verified against the Inmate Property Form that was completed prior to the visit.

#### V. METHODS OF SEARCHING VISITORS

1. Each adult visitor, upon admission to the facility, will be required to verify his/her identity and may be asked to provide other vital information requested by the Warden.

2. All visitors (including infants and children) entering NCCW for the purpose of visiting inmates or conducting business will be required to submit to a search of their person and belongings prior to entrance. Public officials, as identified by Statute (Section 83-186), are discussed in OM 120.01.4.01, Official Visitors. Visitors will use the personal property lockers located in the front lobby to secure items of personal property not authorized in the visiting area or other approved destination. Visitors will deposit a quarter and will obtain a key for the locker (quarter is returned when objects retrieved). Persons refusing to be searched and/or not permitting minors in their care to be searched will not be admitted.
3. Pat searches of all visitors entering NCCW shall be conducted by trained personnel. Any personal items not secured outside the facility or in a visitor locker shall be searched (i.e., briefcases, purses, etc.) and applies to ALL visitors, including those identified/considered exempt from being pat searched.

All infants who enter the institution either for regular visiting or Parenting Program visits, will have their diaper changed in the restroom by the accompanying adult. Staff will observe the diaper change and will then complete the normal pat search.

- a. Clergy and Medicine Men shall be pat searched. Medicine Men shall be asked to open their medicine bags so that staff may examine the contents. Other individuals who shall be pat searched include drivers making deliveries to the facility, Community Involvement Committee members, contract vendors, and Board of Parole support staff. Exempt from search are Senators and other State Officials
  - b. Appointed/elected officials of the State of Nebraska will not be pat searched provided that they are under continuous escort by NDCS staff. If an appointed/elected official requests to move about the facility without an escort, and such request is approved by the Warden or designee, then the appointed/elected official will be pat searched. Personal belongings (briefcase, purse, etc.) of appointed/elected officials will always be searched.
  - c. The Ombudsman will not be pat searched before entering the facility and will be allowed to move about the facility without an escort. Personal belongings (briefcase, purse, etc.) of the Ombudsman will always be searched.
  - d. All attorneys (including Assistant Attorneys General) will **not** be pat searched provided that they are under continuous escort and supervision from NDCS staff. If the attorney will not be under continuous supervision by NDCS staff, the attorney will be pat searched. All personal belongings (briefcase, purse, etc.) of attorneys will be searched
4. Law enforcement personnel will not be pat searched prior to entering the facility. All personal belongings (briefcase, purse, etc.) will be searched. Law enforcement personnel will not be required to successfully pass through the metal detector due to the nature of the equipment they are required to carry. **The Search Policy Attachment #9** clarifies the facilities search policies.

5. Basic pat search procedures shall be routine for all visitors entering the institution. This involves patting-down the visitor's clothing and body without the physical removal of clothing other than hats, jackets, shoes, wigs and the emptying of pockets. Where infants are involved, the responsible adult will be asked to remove the child's diaper for inspection by the officer conducting the search procedure. When patting down a visitor's head, visitors may be asked to run a comb through their hair. They also may be asked to remove any hairpiece/wig/toupee, etc. so that it may be examined for possible contraband. Visitors will be asked to open their mouth and lift their tongue. In addition to being pat searched prior to entering the institution, a pat search may be conducted at any time during the visit at the discretion of visiting room staff or as directed by a supervising staff member.
  - a. All visitors will be searched by trained NDCS staff of the same gender. However, if approved by the visitor, female staff may pat search a male visitor. Under no circumstances will a male employee be permitted to search a female visitor.
  - b. Female visitors are encouraged to wear pants/slacks. Female visitors who choose to wear a skirt/dress will be pat searched through the visitors clothing.
  - c. Visitors choosing to wear bib overalls or "jumpers" will be instructed to lower the bib of the garment to waist level to facilitate an electronic search with a hand-held metal detector. These searches will be conducted in the prescribed search rooms to afford the visitor privacy.
  - d. Staff shall refrain from deliberately searching a person's genitals or anus. Any touching of these areas of the body should be brief and incidental.
6. Visitors may be subjected to canine searches of their person and property. These will be utilized to augment searches at entrance/exit points of the institution. Visitors will be asked to sit in a chair in the appropriate search room. The canine unit will be brought into the room. The visitor will sit still with their hands on their knees while the corporal directs the canine during the search.
  - a. An indication by a canine during the screening of persons, property or areas constitutes probable cause to believe illegal drugs are present. At the discretion of the canine handler with the approval of Warden, the existence of probable cause may result in the visit being denied and law enforcement officials contacted.
  - b. Any refusal by a visitor or a visitor's minor to a canine search will result in their denial to visit that day and/or suspension of visiting privileges.
7. Each visitor also will be required to pass through a metal detector. In the event that the metal detector alarm is activated, the person will be required to remove all items from his/her pockets and walk through again. The only exception is if the visitor has a pacemaker, they will enter

through the other doors away from the metal detector and back into the search room area to be searched.

Visitors/volunteers found with contraband after they have passed through the walk through metal detector, will result in the immediate termination of their visit.

Such incidents will be immediately reported verbally and in writing to the Shift Supervisor. A copy will be forwarded to the Warden/Asst. Warden for final disposition of future visits.

8. If, after being pat-searched or having passed through the metal detector, there still is reasonable suspicion that the person may be carrying contraband, further consensual searches may be requested. Two other types of searches are: Strip Search and the Body Cavity Search.
9. Strip Search

This type of search requires an individual to remove all articles of clothing and a visual examination is made of the body. Staff SHALL NOT touch any part of the nude body nor shall they make intrusions into any body orifice; however, they shall be permitted to make a visual examination of hair, mouth, ears, and nose. In addition, visitors may be asked to bend over to expose their anal areas. Male visitors may be asked to lift their testicles.

Strip searches will occur ONLY when there is probable cause (probable suspicion) that a visitor is concealing contraband and ONLY after receiving a directive from the Warden or designee. This type of search shall occur ONLY when less offensive measures have proven ineffective to prevent the introduction of contraband.

10. Body Cavity Search

This type of search includes penetrating a visitor's body cavities in an effort to discover contraband. **ONLY AUTHORIZED MEDICAL PERSONNEL** shall be allowed to touch or make intrusions into body orifices.

Body cavity searches shall occur ONLY when there is probable cause (probable suspicion) that a visitor is concealing contraband and ONLY after receiving a directive from the Warden or designee. This type of search shall occur ONLY when less offensive measures have proven ineffective to prevent the introduction of contraband.

11. UNDER NO CIRCUMSTANCES will a visitor be physically searched unless he/she voluntarily consents. Whenever a visitor is requested to submit to a strip or body cavity search and the visitor consents to one of these searches, the Visiting Officer will request another staff person to witness the visitor's consent. The Visiting Officer will complete an Incident Report describing the whole incident which shall include the name of the person authorizing the search requested. If a visitor refuses to consent to any type of search, the visit shall be denied.

12. If contraband is found on the person or in the clothing of a visitor or if there has been an attempt to pass contraband between an inmate and a visitor, the contraband shall be confiscated, the visit terminated, and Law Enforcement contacted. The visitor will be asked to have a seat in the lobby until law enforcement arrives. Visitors will not be held against their will. Mere suspicion is not sufficient. A correctional employee must actually see the contraband in the possession of the visitor or changing hands between the person or persons involved.
13. NCCW has the authority to order a private citizen to leave institutional grounds. If a citizen refuses to leave, the Sheriff's Office or State Patrol will be contacted and requested to provide their assistance in escorting the individual from State property.

**VII. CONDUCT DURING VISITS**

1. Generally, it is the responsibility of the visitor and the inmate to conduct themselves in a manner which will not bring discredit upon themselves or be disruptive to other visitors in the area.
2. Visiting areas are equipped to afford a comfortable environment in which to visit. These areas contain chairs, vending machines, adequate light and ventilation. In the interests of protecting the health and facilitating the comfort of visitors, inmates, and staff during visiting, smoking (which is defined as the carrying and/or use of any lighted cigarette, cigar, pipe, or any other tobacco product or smoking equipment) is prohibited for all individuals while on department property.
3. It is the responsibility of all visitors to supervise and maintain control over their accompanying children. NEITHER VISITORS NOR INMATES ARE PERMITTED TO USE CORPORAL PUNISHMENT ON CHILDREN OR OTHERS WHILE ON DEPARTMENT PROPERTY. If a child becomes disruptive during a visit and is not controlled by verbal direction from the supervising visitor or the inmate, the visit shall be terminated.
4. Visitors and inmates must obey officer instructions and all posted rules and regulations.
5. Visitors and inmates must accept joint responsibility for behaving in a mature, responsible manner which is respectful of the rights of other inmates and their visitors.
6. The only types of physical contact authorized are:
  - a. A short embrace and kiss when the inmate and visitor meet for the visit and again when the visitor is preparing to depart from the visit
  - b. Holding hands as long as the hands are in full view and the hand holding is not improper

- c. Inmates holding their small children (age 3 and under) on their lap.
7. No other forms of physical contact are permitted. Examples of prohibited contact include, but are not limited to:
  - a. Either visitors or inmates sitting with an arm or their arms around each other.
  - b. Kissing
  - c. Caressing / massages
  - d. Fondling
  - e. Visitors sitting on each other's lap or straddling chairs
8. All visitors will utilize those chairs provided in the Visiting Room for the duration of any visit period. Visitors or inmates with disabilities requiring the use of wheelchairs or scooters will be required to sit at the end of a row in the Visiting Room.
9. **Inmates on "no contact" status with a minor will have no physical contact at any time with a minor, including at the beginning and end of visitation.**
10. No materials such as blankets, any type of cloth, may be used as a lap cover, draped over chairs in the visiting center.
11. Nursing mother's may breast feed in the visiting center; using the attorney/client room. for privacy, a small blanket may be used.
12. At the conclusion of visiting, inmates and visitors share a responsibility for cleaning up the immediate area which was used for their visit.

#### VIII. TERMINATION AND SUSPENSION OF VISITS

1. Visitors may be refused admission to the facility for failing to abide by the rules and regulations. Such aggrieved by such action may appeal through the grievance procedure.
2. It is the policy of the NE Department of Correctional Services to encourage visits between members of the community and inmates as a means of promoting the rehabilitation process.
3. Inmates and visitors share a joint responsibility with the Department for conducting themselves properly during the visiting process (i.e., in such a manner that their behavior will not bring discredit upon themselves or be disruptive or offensive to other visitors in the area). A visit may be

denied or terminated and visiting privileges suspended, either temporarily or permanently, under the following circumstances:

- a. The consumption of or appearance/belief that the person is under the influence of alcohol.
- b. The use of or being under the influence of illegal drugs.
- c. The introduction of contraband or the attempt to introduce contraband into the facility. VISITORS WHO HAVE BEEN FOUND INTRODUCING OR ATTEMPTING TO BRING CONTRABAND INTO NCCW OR ITS EXTENDED LIMITS MAY BE SUBJECT TO CRIMINAL PROSECUTION UNDER NEBRASKA LAW.
- d. The taking of unauthorized items or property from the facility (criminal prosecution under Nebraska law also is possible here).
- e. Initiating or contributing to disruptive or improper behavior by either inmates or visitors which infringes upon other visits.
- f. Refusal to submit to any search in a cooperative manner.
- g. Refusal to allow oneself to be marked with invisible skin-marking ink,
- h. Refusal or failure to produce sufficient, current identification or the falsifying of identifying information by a visitor.
- i. The violation of any posted visiting rule and regulation.
- j. The failure to control or to prevent children from disturbing other persons in the visiting area.
- k. The failure to follow an officer's instructions during the visiting process.
- l. Leaving the visiting area and proceeding into an unauthorized area.
- m. Leaving the visiting area, then leaving the institution, and then returning to resume a visit. Visitors will not be permitted to resume visiting their original inmate or any other inmate during the same visiting period.
- n. Excessive physical contact between visitors and inmates.
- o. Physical contact with a minor by an inmate on "no contact" status with minors.
- p. Refusal to clean up the area that was used for the visit.

- q. The observation by the Visiting Officer, Master Control, or other institution staff of an illness related condition on a visitor's body which the observing employee reasonably believes indicates that the visitor is unfit to visit. Examples of such observable conditions include, but are not limited to, "open" or "running" sores and/ or very poor sanitation/hygiene.
  - r. The Administration reserves the right to withdraw the visiting privileges of any individual who refuses to comply with Departmental rules and regulations.
  - s. Visits also may be suspended or terminated for reasons beyond the institution's control, such as mechanical problems in the visitor areas or institutional emergencies making the area unsafe for visitors.
  - t. Leaving a minor unattended on NDCS property.
4. Prior to the termination of a visit or suspension of visiting privileges for any of the above visitor related reasons, less restrictive alternatives shall be attempted. Such alternatives may include warning the inmate and/or his visitor of their improper behavior.
  5. If it is determined that the behavior on the part of the visitor was serious enough to merit some type of suspension of visiting privileges, all available information shall be submitted to the Asst. Warden. The Asst. Warden will confer with the Warden or designee regarding the incident. If it is determined that a suspension is necessary, the Asst. Warden will so inform the visitor via a letter, which includes an explanation for the suspension. A copy will be sent to the involved inmate. The explanation may be omitted if it would jeopardize the security of the institution or the safety of any individual. The letter, shall also specify the length of time that the suspension is to last (i.e. whether indefinitely or for a specified period of time). In the case of an indefinite suspension, the letter shall include a date when that visitor may resubmit an application for visiting privileges. Visitors that are suspended from one NDCS facility are suspended from visiting at all NDCS facilities. Exceptions may be considered by the Warden if immediate family members are involved.
  6. Any inmate aggrieved by the removal from his visiting list of one or more of his authorized visitors may appeal such action through the regular grievance process.
  7. Whenever an inmate receives a Misconduct Report which alleges some type of violation of the Visiting Regulations, the appropriate Disciplinary Committee, after reviewing the case and determining that a violation(s) did in fact occur, may suspend all of that inmate's visits for a specified period of time after which the Shift Supervisor immediately will inform the inmate, in writing via a "Visit Suspension Notice" Attachment #10 that all of her visits with the exception of attorneys, public officials, and clergy persons have been suspended for a specific number of days. If an inmate's visits have been suspended prior to the completion of the disciplinary process, any existing restriction imposed by the Disciplinary Committee will be credited from the

date of the original suspension.

8. The inmate involved will be responsible for notifying all persons on his visiting list of the restriction imposed. Visitors involved in the violation, if they were not previously suspended or terminated from visiting, may be permanently or temporarily removed from the inmate's visiting list by approval of the Warden or designee. (See 6. above.)
9. The Visitation Coordinator will maintain a list of all visitors who currently are suspended from visiting the Nebraska Correctional Center for Women. The Asst. Warden will forward a copy of all letters of suspension or reinstatement of visiting privileges to the Visitation Coordinator. The computer data base will be updated accordingly.
10. The Warden may modify the condition of the visit based on results of any part of the search procedures, for example, a positive indication from an ion scan or canine search. Additionally, behavior on the part of the inmate or the visitor may require modification.

#### IX. VISITOR DRESS CODE

1. When visiting, proper attire is expected. Clothing should not be distracting or offensive to inmates or other visitors and must be in good repair. Footwear in good repair is required. The following modes of dress are **INAPPROPRIATE** for visiting at NCCW:
  - a. Khaki colored clothing (tops or pants that are entirely khaki in color) will not be permitted. Visitors are not allowed to wear a combination of both khaki colored pants and a shirt at the same time when they visit. A visitor may wear either khaki pants or khaki shirt, but never both at the same time when visiting.
  - b. Shorts (10 years of age or under are excluded; this is applicable to both male and female visitors).
  - c. Skirts/ dresses/ skorts/culottes, less than knee length (top of knee). Ten (10) years of age or under are excluded. If the skirt or dress has a slit in it, it must be below the knee.
  - d. Tight fitting shirts, halter tops, tube tops, crop tops, backless tops, low cut shirts (two (2) inches below the neck), tank tops, sleeveless shirts or dresses, shirts with zippers, spaghetti string tied tops, or other clothing revealing bare shoulders, a bare midriff, backless tops, muscle shirts, tank tops, half shirts, crop tops, or any part of the breast, chest or back are not allowed (10 years of age or under are excluded).
  - e. See-through clothing. (Must NOT be able to see skin, bra or undershirt under clothing)
  - f. Torn clothing.

- g. Leggings, and stirrup pants, spandex and stretch pants or any tight fitting pants.
  - h. Coats, jackets of any kind, sweaters (without a tucked in undershirt or if the sweater is unable to be tucked in), or shirts, or other type of outer-wear not permitted in visiting room. This includes fleece jackets. Exception is blazer or suit jacket.
  - i. Not wearing undergarments (i.e. Females must wear panty hose and/or underwear and a bra. Males must wear underwear/undershorts.).
  - j. Any shoes with rollers or cleats (metal or rubber).
  - k. Children that are old enough to walk unassisted are required to wear shoes. Shoes are to remain on at times.
  - l. With the exception of those persons conducting official business or in Military uniform, visitors will not be permitted to wear any type of uniform such as medical, other state agency uniforms, UPS, Postal, etc.
  - m. Hats or caps of any kind may not be worn while in the visiting area. Exceptions will be authorized with written Administrative approval in advance for religious purposes only. In addition, hats may be worn for medical reasons with a doctor's note (i.e. Chemotherapy patients). All hats and headgear will be removed and searched.
  - n. Any clothing with offensive logos or messages.
  - o. Hooded shirts, sweaters or other hooded apparel.
2. This is a professional working environment. Clothing with offensive or inappropriate messages/pictures (profanity, racial/gender bias, ethnic slurs, reference to drugs or alcohol or gang/violence) are not permitted. Pants are to be worn at the waist and shirts are to be tucked in. Clothing/ accessories indicating/representing gang affiliation will not be allowed.
3. **Visitors are only allowed to wear the following jewelry:** 1 ring (wedding set included), 1 pair of earrings (or two facial piercings), 1 watch, one necklace, 1 religious medallion and 1 med alert jewelry item.
4. The following clothing is **APPROPRIATE** for visiting at the NCCW:
- a. Attire for male visitors includes slacks, dress shirts, dress shoes, shoes/ boots/ sandals, neckties, sport coats, business suits, jeans, wind pants (non-break-away style only), sweatpants. Socks are not required. Coveralls and overalls are not allowed.
  - b. Attire for female visitors includes shoes/ boots/ sandals, dresses, skirts, pant suits, slacks, jeans, wind pants (non-break-away style only), sweatpants or crop and/or Capri

pants provided they reach below the knee. Socks are not required. Coveralls and overalls are not allowed.

5. Contractors/vendors cannot wear tank tops or offensive shirts while at the facility. These persons will be subject to the established search procedures and will be under constant escort while they are inside the institution.

#### X. AUTHORIZED VISITING ROOM ARTICLES

1. Visitors are permitted to take the following items into the visiting room/ area:
  - a) Heart medication (e.g. Nitro) and asthma inhalers. Other medication may not be taken into the Visiting Room without prior approval from the Warden, Asst. Warden, Major, or Shift Supervisor. Medication must be in the original container and limited to the amount needed to cover the length of the visiting time.
  - b) Infant necessities, when not purchased or furnished through NCCW, such as diapers, formula or infant food (factory sealed container). Simple, non-weapon non-electric, non-metal type toys with no removable parts, without wheels. (Dolls, stuffed toys, books, toys with parts will not be permitted.) One toy per child will be allowed for pre-school aged children only (infant to five (5) years.)
  - c) Paper currency is not authorized; however, visitors may bring up to \$20.00 in silver coins of any denomination for use in the vending machines. Plastic containers will be provided by the institution to store the change; while visiting.
  - d) Visitors may not bring income tax forms into the institution at the time of their visit. The forms are to be mailed in directly to the inmate. The only exception to this is with prior written approval from the Warden or designee. The document must remain in the possession of the Visiting Corporal at all times and must be signed in the presence of staff.
  - e) Inmates shall not be allowed to handle or attempt to transport money out of the Visiting Room. Any money confiscated in a post-visiting search will be disposed of in accordance with prescribed institutional regulations and the inmate shall receive a Misconduct Report.
  - f) Visitors are permitted to purchase candy and soft drinks from the vending machines located in the Visiting Room area. All items purchased from these machines must be consumed prior to the conclusion of a visit period and before visitors leave the Visiting Room.
  - g) Inmates may not take vending machine items out of the visiting room.

2. All items of personal property not specifically itemized in the following list must be secured in a visitor's personal vehicle or in the lockers provided by the facility. Non-listed articles shall not be permitted into the institution beyond the visiting processing area:
- a. Sufficient identification to verify the visitor's identity, visiting status, and/or relationship to a particular inmate.
  - b. 1 watch
  - c. 1 handkerchief
  - d. 1 religious medallion or previously approved religious headgear.
  - e. 1 pair of prescription glasses
  - f. Reasonable amount of jewelry limited to, 1 pair of earrings , or two facial piercings, 1 necklace and 1 ring (wedding set included). No bracelets will be allowed.
  - g. Medically-authorized prosthetic appliances (e.g.):
    - (i.) wheelchair or crutches/walkers
    - ii) canes
    - (iii) hearing aids, no extra batteries
    - (iv.) artificial limbs
    - (v.) med-alert jewelry
    - (vii.) slings, knee braces (will be removed and searched prior to entry)
    - (viii.) service animal (Service animal vests will be searched only upon entry. Also verification of service animal is required for entry.)
  - h. All types of headgear (e.g., hats, caps, sun visors, sweatbands, headbands, etc.) and/or articles which cover the head (e.g., bandannas, plastic shower caps, etc.) with the exception of recognized authorized religious headgear) also must be secured in a locker and will not be permitted to be worn or carried in to the Visiting Room. In addition, visitors who have written documentation from a physician which states that, for medical reasons, they (the visitor) must wear some type of headgear or bandage or article which covers the head, may be permitted to wear such items into the Visiting Room while visiting. NCCW WILL NOT, HOWEVER, ASSUME THE RESPONSIBILITY FOR GARMENTS OR HEADGEAR LEFT AT NCCW.

- i. If questions relative to whether or not a particular type of headgear should be considered "recognized religious headgear" or that it is required for medical reasons, that officer shall request assistance from the Shift Supervisor.

## XII. INMATE DRESS CODE/ POSSESSIONS DURING VISITING

1. Inmates in general population will be required to be in possession of her inmate ID card.
2. The following items of clothing will be authorized for inmates on pass for visiting. (Soiled, torn, or otherwise inappropriate clothing shall not be worn in the visiting rooms/areas.):
  - Inmates are required to wear State issued khaki shirts and khaki pants to visiting
  - The only additional shirts that may be worn under a khaki shirt is a state issued or personal t-shirt or thermal wear (State issued or personal).
  - Flannel shirts, sweats, sweaters, etc. are not approved.
  - Undergarments (bras and panties) must be worn at all times
  - The only footwear allowed to be worn in visiting: State issued books and tennis shoes
  - Socks must be worn at all times.
  -

Inmates are also permitted the following items:

- One (1) watch
- One (1) ring
- One (1) handkerchief
- One (1) pair prescription glasses; no sunglasses
- One (1) religious medallion/headgear
- One (1) pair of earrings
- One (1) necklace

Religious Visits. One religious book containing the tenets of her faith for a religious visit.

3. Medication and medical/prosthetic appliances
  - a. No inmate will be allowed to have medication of any kind on his person unless he presents a written authorization for such medication signed by the facility's ADON.
  - b. Only authorized medical/prosthetic appliances (artificial limbs, canes, hearing aids, crutches, etc.) will be permitted in the visiting area.
4. Outer garments
  - a. Cold weather headgear, jackets, vests, etc. will not be worn in the visiting area but must be left in storage in the visiting entrance.

OPERATIONAL MEMORANDUM  
NE Dept. of Correctional Services  
NEBRASKA CORRECTIONAL  
CENTER FOR WOMEN

NUMBER: 205.02.4.01  
TITLE: INMATE VISITING  
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- b. No other clothing other than that described above will be permitted in the visiting area.
- c. Inmates and their respective visitors will not be allowed to wear or exchange each other's clothing while visiting.

5. Possessions

At the end of a visit, each inmate shall be strip-searched and a second inventory of her clothing and personal items made by the supervising officer. No inmate will be allowed to leave the visiting area with any item(s) not listed on the original inventory slip. All unauthorized items will be considered contraband and shall be confiscated immediately.

VIII. CITY TRANSPORTATION INFORMATION FOR VISITORS

*NCCW provides information to visitors about transportation to the institution and facilitates transportation between the institution and nearby public transit terminals. (ACA 4-4504) Attachment #11 The NCCW Rule Book provides contains information regarding public transportation available to inmates. This information is also posted in the visiting center for visitors.*

IX. WHO TO CONTACT FOR QUESTIONS REGARDING VISITS

1. The Visiting Coordinator (Lt.) is the person to contact for problems or questions concerning visits.
2. The institution's mailing address and telephone number for questions specific to visiting regulations is:

Visitation Coordinator / Nebraska Correctional Center for Women  
1107 Recharge Road  
York NE 68467

Phone: (402) 362-3317 Ext. #232 Lieutenant's office or the PIO #267  
Visiting information is also available on the NE Department of Corrections website:  
[www.corrections.nebraska.gov](http://www.corrections.nebraska.gov)