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Department of Correctional Services
NEBRASKA STATE PENITENTIARY

Visiting Regulations

This OM is to be made available in the law library and other inmate resource centers.

Revision History

Review History

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Revised: September 30, 2015

Summary of Revision

ANNUAL REVIEW. Incorporated new procedures for outside hospital visits and procedures regarding how coins are brought into a visit.



Robert Madsen
Acting Warden

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- I. **Purpose.** To set forth policy and 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.
- II. **Policy**
 - A. It is the policy of the Nebraska State Penitentiary (NSP) 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 the NSP 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. The NSP therefore encourages visits as a means of facilitating the rehabilitation and socialization process.
 - C. An inmate may receive visits from anyone he 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 NSP or removed from a visiting list for violating visiting rules and regulations. The Warden 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) NSP 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. NSP 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(s), Major, Captains, Officer-of-the-Day, Associate Wardens (2), Deputy 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 NSP or refusing to submit to any kind of a search (including canine-assisted searches) may permanently lose their visitation privileges at the NSP. Visitors who have been found introducing or attempting to introduce contraband into the NSP 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. An inmate has the right to voluntarily delete anyone from his visiting list at any time by completing a Visitor Deletion Request and submitting it to his unit case manager. Any visitor who is removed from an inmate's visiting list, whether at the visitor's or the inmate's request, must wait for a period

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of six months from the date of removal before he/she again can be reinstated to that inmate's visitor list or to any other inmate's visitor list. 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-month waiting period to be added to another inmate's visiting list. In addition, he/she must resubmit a completed Visitation Request Form (VRF).

- 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 Deputy 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. The NSP Visiting Regulations 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 may be obtained from the Pass Clerk's desk or by writing to the Warden or from the NDCS website www.corrections.ne.gov.
- K. Written information regarding procedures governing visitation be made available to the inmate within 24 hours after arrival at the NSP. At a minimum, the information will include, but not be limited to, the following:
 - 1) **NSP address/phone number, directions to NSP and information about local transportation**
 - 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 of NDCS Rule and Regulations Book, Chapter 4 which contains visiting rules and procedures shall be given to each inmate and staff member. Chapter 4 shall be translated into those languages spoken by significant number of inmates. 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.

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- M. "SPECIAL NOTE TO INMATES, VISITORS, AND ALL READERS OF THIS OM: The content of this OM is intended primarily as a procedural guideline for staff to follow in implementing the NSP's visiting regulations and for informing visitors and inmates of these procedures. Nothing in these regulations should in any way be interpreted or construed to mean that visiting is an automatic "right" or that regulations governing the visiting process create any rights or benefits for inmates, which are not explicitly stated in Section § 83-186 of the Nebraska State Statutes. In compliance with the content of that statute, the Warden retains full authority to permit or deny visits by members of the general public."

III. Applicability

- A. Chapter 4 , NDCS Rules and Regulations, titled VISITING states:

"The provisions of this rule shall apply to all facilities operated by the Nebraska Department of Correctional Services."

- B. This Operational Memorandum is applicable to all divisions, departments and offices and will be maintained by the office of the Deputy Warden.

IV. Definitions. As used herein, the following definitions will apply:

- A. Immediate Family: spouse, parent, step-parent, person acting in the place of parent (as documented in the master record), sibling, step-brother, step-sister, half-brother, half-sister, child, step-child, grandchild and grandparent.
- B. Visiting Week: A period of time beginning on Wednesday and ending on Sunday.
- C. Contraband: Any article not officially issued, lawfully purchased, or brought into the NSP via authorized channels or which is introduced or attempted to be introduced by any person into the NSP or its extended limits by a method other than authorized (one which is specified in official NSP policy and procedures).
- D. Real Suspicion: Objective, articulable fact(s) which would reasonably lead an experienced correctional employee to conclude that a particular visitor or individual is concealing something on his/her body for the purpose of transporting or attempting to transport such material (contraband) into the institution.

V. Procedures

A. Who May Visit

1. An NSP inmate may have visits from anyone he chooses subject to the approval of the Warden/designee. In making his/her determination, the Warden shall consider the effect that the presence of such visitors shall have on the NSP, 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. Actual administration of the visiting approval process is delegated to the Deputy Warden\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

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approved 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 Pass Clerk on 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).
 - 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 Pass Clerk 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 Pass Clerk 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 VRF process. They will also be required to present a copy of their marriage license along with the VRF.
4. 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/designee shall 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. 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 age 10 and above.
 5. 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.

B. Visitation Approval Process

1. It is the responsibility of each inmate to initiate the visiting process. Inmates may obtain VRF (Attachment 1) 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:

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Pass Clerk
Nebraska State Penitentiary
P.O. Box 2500
Lincoln, NE 68542-2500

Any VRF that is not returned directly to this office at the above address or is incomplete or is sent to the inmate will not be processed.

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 Pass Clerk. The Pass Clerk will ensure that the VRF is filled out correctly and completely. The Pass Clerk will then arrange for criminal background checks to be completed. In the event the Pass Clerk is on an extended absence, the Pass Clerk and/or Unit Administrator's secretary will process the Visiting Request Forms. The forms will then be sent to the appropriate housing unit for a background check. If the form is incomplete, the Pass Clerk will send a memo to the inmate instructing him to have the visitor complete a new VRF with the needed information and return it to the Pass Clerk.
3. Assigned staff will complete a criminal history check 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 and forwarded to the Unit Administrator. The Unit Case Manager will highlight significant information on the NCIC report and forward recommendations regarding approval or denial to the Unit Administrator.
4. The Unit Managers will review each visiting form and the attached information. The Unit Managers may approve all visiting forms with criminal history inquiries indicating "**no record**". The Unit Managers will make the appropriate notation at the bottom of the form, initial it and send it to the Pass Clerk. All denied forms will be reviewed by the Unit Administrator. After review, the denied forms will be sent to Records to be filed in the inmate's master file.
 - a. The Pass Clerk will input all the necessary information into the computer system. The Pass Clerk will destroy all criminal history information.
 - b. The visitation form will be separated by the Pass Clerk, 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 to be filed in the inmate's institutional record.
5. If there are any questions when the criminal history check indicates '**record**', the Unit Administrator will consult with the Warden/designee for final approval or denial. The Unit Administrator will note at the bottom of the form the final decision and cite the reasons for the denial. The form will be forwarded to the Pass Clerk's office for computer input.
6. The Pass Clerk will destroy all criminal history information. All visitors must have their VRF approved/ disapproved by the Unit Administrator/designee.

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7. Whenever an inmate receives a VRF notification slip from the Pass Clerk indicating that a particular visitor has been either approved or disapproved to visit him, it shall be the responsibility of the inmate to notify that person of that particular approval or disapproval decision.
8. Any individual who has not been approved to visit may appeal that decision directly to the Warden in writing.
9. Any inmate who is aggrieved by such action may appeal it through the regular grievance procedure.
10. The Warden/designee must approve all Visitation Request forms submitted by the victim of an offense committed by the respective inmate.

C. Special and Emergency Visits

1. Special visits of visits are intended primarily to accommodate immediate family visitors who visit less than once per month because of long distance (more than 200 miles from the NSP) or because of limitations imposed upon the NSP due to space or staffing restrictions. These types of visits may be appropriate for reasons of hospitalization or for special management inmates when the security or good order of the institution or community is not jeopardized.
2. 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.
3. All special visits must be requested and approved seven days in advance of the visit. Any exceptions must be approved by the Warden/designee.
4. 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 during the week of the scheduled special visit.

D. Extended Visits

1. NSP 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.

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2. These types of visits also may be appropriate for reasons of hospitalization or for inmates on special management when the security or good order of the institution or community is not jeopardized.

E. Special, Emergency and Extended Visit Processing Procedures

1. Whenever an inmate knows at least one working day (Monday through Friday excluding holidays) in advance that he is expecting a visitor who would fall under these "special visit" guidelines (Special, Emergency, and Extended Visits), he must request visiting consideration by submitting a Special/Extended/Emergency Visit Form (Attachment 2) to his Unit Case Manager who will verify the information noted on the form and then forward it to the Unit Administrator who will make the final approval/disapproval decision. If approved, the "form" will be forwarded to the Pass Clerk where he/she will keep it on file until the requested visit day arrives. If the visitor does not arrive on the expected day, the Pass Clerk will note that fact on the form. The Pass Clerk 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 Unit Administrator.
2. If a visitor arrives at the NSP who was not expected by the inmate but who is otherwise eligible for special visits (as described in paragraphs E. and F. of this section), the Unit Administrator or a higher authority 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 inmates approved visiting list to receive subsequent visits.
4. Visits for inmates housed in the Skilled Nursing NSP on a plan A or B status will be reviewed by the Administration and handled on a case basis.

F. Special Management Inmate Visits. Written policy, procedure and practice provide that inmates in Restrictive Housing 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 Restrictive Housing status generally will be permitted to have contact visiting privileges consistent with custody and security considerations. Visits shall be conducted only in prescribed visiting areas and at prescribed times. Inmates in this status may be denied visits for reasons of security or for the good order of the NSP. If granted, visits may be for duration of two hours. Longer visits may be approved by the Unit Administrator if the circumstances justify the need.
3. Administrative Confinement. Inmates classified to this type of Restrictive Housing status generally will be permitted to have contact visiting privileges consistent with

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custody and security considerations. Visits (which shall not exceed three hours) shall be conducted only in prescribed visiting areas and at prescribed times. Inmates in this status may be denied visits for reasons of security or for the good order of the NSP.

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 admission to Restrictive Housing, inmates may initiate/write an Interview Request form (Attachment 3) to the Unit Case Worker on duty providing the name and telephone number of one person (who must be on the inmate's approved visiting list) to be notified concerning that inmate's status and living location change. The Unit Case Worker will also inform the named visitor of the change in visiting days and hours.
 - c. In the event that the Unit Case Worker 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 Unit Case Worker 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 Restrictive Housing unit.
5. Special management visits are held on Sundays 0800-1050 hours and Wednesdays 1750-1950.

G. Professional, Clergy and Public Official Visits

1. Attorneys-of-record, members of the clergy (OM 208.001.101, *Religious Services*), and public officials may visit inmates at the NSP at any time provided they do not interfere with counts, security measures, or emergencies, and that they occur during reasonable hours. Reasonable hours are defined as between 8:00 a.m. and 8:00 p.m., 7 days a week. 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 his/her attorney-of-record.

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4. Inmates desiring approval of Clergy for visitation will request same to the Religious Coordinator on an Interview Request. The Religious Coordinator will mail a Clergy Visitation Request Form to the requested Clergy along with a copy of the "Policy for Clergy and Lay Religious Visitors" (Attachment 4).
 - a. 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 make notation of the clergy's addition to the inmate's Visiting Record, notify the 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 Unit Administrator. 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. The Pass Clerk will verify all clergy in the Clergy database.
 - h. Clergy will be added to the visiting list of a particular inmate only by the request of that inmate.
 - i. Clergy may visit up to four inmates at the same time. Restrictive housing inmates are excluded without prior approval from the Deputy Warden\designee.
 - j. Clergy may visit for one hour due to limited space during peak hours and more than one approved Clergy may attend the same visitation. Peak hours and space to be determined by the on duty Shift Supervisor.
 - k. If a member of the clergy arrives at NSP 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 the Front Entrance corporal or, if the Front Entrance

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post is not staffed, to the Control Center staff by telephone. 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 administration building for the requested visit.

- I. When processing a member of the clergy into the institution, Pass Clerks and Front Entrance staff should check the person requesting to visit against the Clergy/Volunteer Database.
- m. 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.
- n. 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. If the Clergy visitor is not active in the Clergy/Volunteer database then he/she needs to so inform the inmate so that he (the inmate) can submit a request to the Religious Coordinator to have that clergy person added to the inmate's list. (The inmate must submit that request - not the clergy person.)
- o. If the clergy person's name is not listed on the computer, inform the clergy person he/she needs to correspond with the inmate to request (from the inmate) a Clergy Visitation Request Form. The form will need to be processed by the institution before the clergy person will be approved to visit any inmates.
- p. Clergy may perform pastoral acts during visitation:
 - (1) Communion may be served during a clergy visit. No wine will be introduced into the institution on clergy visit. Grape juice, in small quantity and contained in a factory sealed container, may be used. 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.
 - (2) Inmates wishing to receive religious instruction requiring religious material may take one book containing the tenets of his faith and one additional religious book to a clergy visit.
 - (3) 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. Clergy are allowed to bring one writing utensils. Paper currency is not authorized; however, clergy visitors may bring up to \$20.00 in coins of any denomination for use in the vending machines. The following procedure will be provided:

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- (a) Clergy will give front entrance staff their ID card for 1 locker key and a container marked with the same number as the locker key.
 - (b) All change and locker key will be placed inside the container.
 - (c) Clergy will return the container and locker key after visit is complete and will receive their ID card back.
- (4) Visiting clergy desiring to perform other pastoral acts including baptism and family counseling will be encouraged to contact the Religious Coordinator for information.
5. **NSP 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, the following rooms shall be utilized (in the order specified): Classrooms 1A15 and 1A16 which are located next to Turnkey. 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.
- a. Whenever any of these visiting rooms are in use the Visiting Room and/or Turnkey officers 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 Control Unit inmate who has been placed on a restriction involving placement of inmate in full restraints whenever out of his room will be required to visit in full restraints in an Attorney-Client room. Control Unit staff must notify the escorting officer, Turnkey and Visiting Room staff when an inmate of this type of restriction receives a visit.

H. Days and Hours of Visitation

1. Visiting Schedule

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TIME	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8:00 a.m.-10:50 a.m.	General Population	General Population	General Population	General Population	Special Management Visits
11:50 a.m.-2:10 p.m.	General Population	General Population	General Population	General Population	General Population
2:40 p.m.-5:00 p.m. *	General Population	General Population	General Population	General Population	General Population
(* NO VISITS PROCESSED AFTER 4:00 P.M. DUE TO COUNT)					
5:30 p.m.-7:50 p.m.	Special Management Visits	General Population	General Population	General Population	General Population

- a. No visit will be processed within 40 minutes of the end of any visiting period. Exceptions would be made to those visitors who are visiting an inmate already in visiting room.
- b. Exceptions to any of these hours may be made if necessary due to special circumstances. (See 'Special and Emergency Visits').

2. Visiting Options

- a. During any given visiting week (i.e., defined as beginning on a Wednesday and ending on a Sunday), inmates shall be allowed to choose between the following two visiting options:
 - (1) **OPTION 1:** Two weekday (Wednesday, Thursday or Friday) visits with no visits on the weekend (Saturday, Sunday).
 - [a] More than one visitor may visit with an inmate during any one visiting period subject to the following limitations:
 - [1] A maximum of four adults, each of whom may bring along a reasonable number of children and/or minors, may visit with an inmate at the same time during the same visiting period.
 - [2] Similarly, if an inmate has a visitor who arrives at noon and leaves at 1:30 p.m. and a second visitor arrives just as the first visitor is leaving, the second visitor will be processed immediately into the Visiting

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Room. If the inmate has not yet left, he may stay and visit with the second visitor. If the inmate already has left the Visiting Room, he will be paged and notified he has a visitor waiting in the Visiting Room.

[b] The same visitor may visit during any two visiting sessions as identified in on any Wednesday, Thursday or Friday.

[c] An inmate may elect to have different persons visiting during any two visiting periods on a Wednesday, Thursday, or Friday.

(2) OPTION 2: One afternoon or evening session on either a Saturday or Sunday -- with no visits on a weekday. An inmate may elect to have his week's one visit on a Saturday or Sunday, but not both.

(3) INMATES MAY NOT HAVE COMBINATION VISITS WHERE THEY HAVE VISITS ON A WEEKDAY AND ON A WEEKEND DURING ANY ONE VISITING WEEK.

(4) Any visits received while on segregated status will apply to the allotted number of visits an inmate can receive for any given week upon return to general population status.

3. Inmates Confined in the Skilled Nursing NSP

a. Visiting Hours

(1) Inmates in this situation normally will have the same visiting privileges as general population inmates (i.e., they may visit during the same hours and on the same days) after being cleared for such visits by the Medical Department. Inmates on special management status must follow the days and times allowed for special management visits.

(2) Visits will normally occur in the visiting room unless the inmate's medical condition prohibits it, in which case arrangements will be made to a supervised visit in the hospital as approved by Health Services and the Shift Supervisor.

(3) Only 2 visitors are allowed to visit an inmate that is in the Skilled Nursing NSP.

(4) Visitors are allowed to use the vending machines in Visiting before going to the Skilled Nursing NSP.

(5) Exceptions to these hours may be approved by the Unit Administrator if justified by special circumstances (See Special and Emergency Visits).

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4. Inmates Confined at Bryan West/East

1. Emergency Room Visitors

Inmates receiving emergency medical room treatment will not generally be permitted to have visitors. In the event the inmates family was notified of the medical emergency, the Shift Supervisor will telephone the hospital switchboard (402-481-1111) and request to speak with Hospital Security. This notification will be completed as soon as possible. The Shift Supervisor will advise hospital security that the inmate's family has been notified and there is a potential for unauthorized visitors to enter the hospital.

2. Inmate Information Sheet

The Inmate Information Sheet (Attachment 5) must be presented to hospital security staff through onsite health providers at the time of all scheduled admissions. For unplanned admissions, this sheet will be provided to hospital security staff through onsite health care providers as soon as practical. The Inmate Information Sheet will be completed by Central Control staff and given directly to the escorting staff assigned to the travel order. Once the inmate is discharged from the community hospital, the Inmate Information Sheet will be destroyed by hospital personnel.

3. Visitors

Inmates will not be permitted to have visitors at the hospital when they have been admitted except in life-threatening situations. Exceptions to this must be approved by the Warden. Visits will be limited to two immediate family members at one time from the inmates approved visiting list. These visits will be one hour visits no more than twice a day. Visiting hours are between 8:00 am and 8:00 pm. NSP staff will notify hospital security of any approved visits. The following provisions apply to outside hospital visits:

- (a) Visitors will receive two copies of the visitor pass from NSP. The pass will not include the room number. The visitor will be provided a copy of the community hospital visitation rules.
- (b) Visitors will be instructed to report to the Information Desk and ask for hospital security.
- (c) Hospital security staff will check the visitors photo ID against the visiting pass and escort the visitor(s) to the room. Hospital security will retain one copy of the pass and NSP assigned security staff will retain the other copy.
- (d) At the conclusion of the visit, NSP escort staff will contact hospital security and advise them the visit has ended.

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- (e) Any questions/concerns will be forwarded to the Shift Supervisor and communicated to hospital security as necessary. NSP escort staff will contact hospital security immediately in the event of any emergency.

I. Special Holidays: Thanksgiving Day, Christmas Day and New Year's Day

1. Thanksgiving Day. Even though Thanksgiving is always on a regular visiting day (Thursday), 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 (Monday or Tuesday), visiting will be allowed and a special schedule developed.
 - a. General Population inmates will be allowed to visit during either an afternoon or evening session. **INMATES MAY NOT VISIT DURING BOTH SESSIONS.**
 - b. Special management inmates will be allowed to visit in the visiting room on those days during the same hours that they normally would be permitted to visit on a regular visiting day.
 - c. Inmates confined in the SNF will be allowed to visit during either an afternoon or evening session if the Medical Department clears such a visit. **INMATES MAY NOT VISIT DURING BOTH SESSIONS.**
 - d. Each of these two holidays (when they fall on non regularly-scheduled visiting days) is considered an additional authorized visiting day during the weeks they occur and will not count against an inmate's regular visits during those respective holiday weeks. A memorandum will be issued by the Unit Administrator's office with the approved holiday visiting hours to the inmate population and visitors.
3. Other Holidays (e.g. Independence Day, Veteran's Day)
 - a. Whenever other state/national holidays coincide with regular visiting days (Wednesday – Sunday), the regular visiting schedule will be followed.
 - b. When these other holidays coincide with **NON** regularly scheduled visiting days (Monday and Tuesday), no visits will be allowed as usual on those days.
4. Exceptions to these hours may be authorized by the Warden for other holidays or other designated occasions.
5. Whenever these occur, the Warden shall issue a memorandum specifying the changes.

J. Visiting Limitations

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1. There shall be no limit to the number of visitors an inmate may have on his 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 NSP 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:
 - (1) A mother may be placed on her two sons' visiting lists and on one other non-immediate family member's visiting list.

OR
 - (2) A sister may be placed on her father's and brother's visiting lists and on one other non-immediate family members' visiting list.

OR
 - (3) A brother may be placed on his three other brothers' visiting lists and on one other non-immediate family members' visiting list.

OR
 - (4) A spouse may be placed on her husband's and father's and a brother's visiting list and on one other non-immediate family members' visiting list.

OR
 - (5) 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 Deputy Warden prior to the visit. Inmates who are not related (immediate family) cannot visit together. If such

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approval is granted, this information will be forwarded to the Pass Clerk 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 him 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.
5. Clergy and regular visitors do not visit together unless approved by the Unit Administrator prior to the visit.
6. Visitors who leave the institution during a visit shall not be permitted to return and resume their visiting privilege during that same visiting period.
7. Once an inmate completes a visit and leaves the Visiting Room, his 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.
8. Generally, NDCS ex-employees will not be granted permission to visit except with immediate family members. This requires Warden's approval. Generally, NDCS employees will not be approved to visit. Employees must make a written request to the Warden of the NSP where the inmate is incarcerated and the Warden of the NSP to which the employee is assigned, to be considered/approved. Employees approved to visit will be subject to all applicable provisions of OM 205.002.001
9. 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. Exceptions may be made for immediate family members who may be allowed to visit once a month by special approval from the Warden. Ex-misdemeanants (any misdemeanor violations other than minor traffic violations) 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.
10. 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.
11. Special visiting restrictions may be imposed by the NSP because of scheduling, space, and/or personnel constraints. The maximum capacity of the Visiting Room is limited to 335 persons by order of the State Fire Marshal. The maximum

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capacity of the Visiting Room is governed by the total of chairs assigned to the Visiting Room.

12. The Warden must approve all Visitation Request Forms submitted by the victim of an offense committed by the respective inmate.
13. No Contact with Minors: 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.
 - a. 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).
 - b. Once the inmate has been identified, the Siebel database for "prior contact with minor" will be updated. This entry will automatically update the classification study. The entry 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. In addition, the Pass Clerk will mark the visiting pass to alert the Visiting Room staff that the inmate on visit has been identified as 'no contact with minors' per this policy.
 - c. 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 Pass Clerk upon receiving the Crimes Against Minors Aged Victims Sheet. This document is to be scanned and uploaded into the visitor database.
 - d. Identified inmates will receive written notice of their visiting status relating to minor children and the guidelines for visits involving minors.
 - e. 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.
 - f. The Warden/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,

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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 Pass Clerk will be notified by the Unit Administrator 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:

- (1) Length of time since last child related offense occurred
- (2) Seriousness of prior offense(s)
- (3) Number of prior offense(s)
- (4) Mental health status of minor child and/or inmate
- (5) Age of requested visitor and relationship to inmate
- (6) Inmate history of violence.

K. Visits Between "Immediate" Family Members Incarcerated in Different Facilities of NDCS.

1. Community Custody inmates who are members of the same "immediate" family as an NSP inmate may be allowed to visit one another when the request is initiated by the Community Custody inmate.
2. Visits between inmate "immediate" family members will take place at NSP in accordance with regular visiting days (Wednesday through Sunday) in the visiting room. All inmates participating in these 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. Male Community Custody inmate visitors will wear only institutional-issue clothing with the exception of shoes (personal shoes may be worn). Female inmate visitors will wear clothing which is approved by the inmate's institution.
5. Visits between inmate "immediate" family members will occur no more frequently than once each six months, this includes Community Custody inmates.

L. 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 to his Unit Case Manager or Pass Clerk.

M. Inmate Requests to Delete Visitors

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1. Any inmate may request that one or more persons listed on his approved visiting list be deleted from that list by completing a Visiting Deletion Request Form (Attachment 8) and submitting it to his 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. Sub-paragraph II.H. describes those circumstances and prescribes how to request such consideration.
2. 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.
3. The six-month waiting period will also apply to clergy status visitors, however, the Warden may waive the six- month waiting period based on a recommendation of the Religious Coordinator.

N. Processing Visitors into the Institution

1. The NSP shall ensure that a record of each visitor that enters the NSP 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 Pass Clerk is to facilitate authorized and "special" visitors in and out of the institution, preserve security, and maintain records of visitor traffic. To ensure 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.
 - c. All visitors 16 years of age or older, must provide a photo identification and must present this document to the Pass Clerk each time he/ she enters the institution. Minors will be required to bring a certified birth certificate upon their first visit. The Pass Clerk will scan the document into the visitor database and the visitor will not be required to bring the certified birth certificate again.
 - (1) 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

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- (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.
- (e) If any questions, call Shift Supervisor.
- (2) The following ID/ documents normally will not be accepted as identification:
 - (a) Social Security cards
 - (b) bank cards
 - (c) student ID cards
 - (d) business cards
 - (e) hunting/fishing licenses
 - (f) car registrations
 - (g) Medicare cards
- d. The Pass Clerk shall exercise good judgment in establishing each visitor has provided sufficient proof to establish positive identification. If there is a question concerning the adequacy of a visitor's identification, the Pass Clerk shall consult the Unit Administrator or in his/her absence the Shift Supervisor who shall make the decision as to whether or not to allow a visit.
- e. To reduce visitor processing delays, the Pass Clerk will begin processing visitors one half hour prior to each visiting session.
- f. All civilian visitors entering the NSP for visits with inmates or for conducting business with the NSP and/or staff must lock up all personal property in the visitor lockers provided at the Front Entrance or in their vehicle.
- g. The Pass Clerk will fill in the data on the computer and print up a Pass (Attachment 9), sign it, and direct the visitor to the appropriate visiting area.
- h. The Pass Clerk then will telephone the Control Center staff to report a particular inmate has a visitor. The Control Center in turn will telephone the appropriate housing unit to relay that message. The housing unit will promptly notify the inmate he has a visit and make the necessary arrangements to send the inmate to Turnkey.
- i. If a visitor arrives during "count", the inmate shall be released from his cell as soon as the count has been "cleared". At that time he will be allowed to

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take a shower, or go eat, or travel directly to the visiting area as he so chooses.

- j. 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 Unit Administrator for a decision. During weekends and holidays, the Shift Supervisor will handle all such referrals.
- k. In certain special circumstances, the NSP may consider granting one visitor permission to visit two or more inmates simultaneously (e.g., a mother may want to visit her two sons during the same visiting period). Written approval must be obtained from the Deputy Warden prior to the visit. If such approval is granted, it will be communicated to the Pass Clerk who will input the information into the computer.
- l. 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.
- m. All business visitors must sign in and out on the Visitors Register, which is located at the Front Entrance desk/counter.

O. Marking Visitors with Invisible, Skin-Marking Ink

- 1. Each visitor will pass through the metal detector and then be pat searched and then he/she shall be stamped/marked by the Pass Clerk with invisible skin-marking ink. The Pass Clerk is ultimately responsible for stamping the visitor(s) with invisible ink at the same time he/she is verifying identification. Each marking shall be placed on the underside of the left wrist approximately two to three inches above the area where a wrist watch would be worn. If the Pass Clerk is not available or the visit occurs on a Monday or Tuesday, the Front Entrance Corporal will be responsible to ensure the visitor is properly stamped.
- 2. Checking visitors with an ultraviolet light just prior to them leaving the institution.
 - a. Whenever visitors leave the Visiting Room and before the Control Center staff opens the sally port door, the Visiting Room Officer will inspect the visitor's ultraviolet ink stamps/markings under an ultraviolet light to insure the original ultraviolet skin-markings are still there.
 - b. If the mark is intact, the Visiting Room Corporal will signal the Control Center staff to open the sally port door and allow the visitor to leave.
 - c. If the marking appears illegible, altered, or "suspiciously different from what was originally stamped or written or if no mark is visible at all, the Visiting Room Corporal shall telephone the Control Center and inform them of the problem and request they notify the Shift Supervisor. The visitor in question shall not be permitted to enter the sally port until the Shift

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Supervisor or a higher authority confirms the person's identification and authorizes that person to pass through and leave the NSP.

- d. Any visitor who refuses to allow him/ herself to be marked with invisible skin-marking ink will not be permitted to enter NSP.
- e. During the search process a "black light" check of the stamp will be conducted by the staff person performing the search to ensure that the stamp is visible before leaving the front entrance area.

P. Processing an Inmate into the Visiting Area

1. Each inmate will be given a pass whenever he has a visit. He must take that pass to the visiting area where he 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 10). The form will be signed by the officer conducting the strip search and then stapled to the inmate's pass. The inmate will be permitted to enter the Visiting Room as soon as he is processed. He will not have to wait for the scheduled starting time of the visiting period.
2. Inmates will also be strip-searched prior to leaving the visiting area.

Q. Methods of Searching Visitors

1. Each adult visitor, upon admission to the NSP, 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 the NSP 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 120.001.101, *Official Visitors to NSP*. Visitors will use the personal property lockers located at the Front Entrance to secure items of personal property not authorized in the visiting area or other approved destination. Visitors will obtain a key from the Pass Clerk and in doing so will leave his/her drivers license with the Pass Clerk. Once the key is returned, the drivers license will be returned to the visitor. 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 the NSP shall be conducted by trained personnel. Any personal items not secured outside the NSP 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.
 - 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 NSP, Community Involvement Committee members (exempt from search are Senators and other State Officials), contract vendors, and Board of Parole support staff.

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- 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 NSP without an escort, and such request is approved by the Warden/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 NSP and will be allowed to move about the NSP 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
- e. Law Enforcement Personnel will not be pat searched prior to entering the NSP. 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. Attachment 11 clarifies the facilities search policies.
- f. Basic pat search procedures shall be routine for all visitors entering NSP. 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 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 NSP, 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.
 - (1) 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.
 - (2) 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.
 - (3) 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.

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4. All containers entering the NSP through the Front Entrance will be processed through the x-ray machine. In the event that contraband is detected, staff will immediately contact a supervisor.
5. Visitors may be subjected to canine searches of their person and property. These will be utilized to augment searches at entrance/exit points of NSP. 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 a strip search and/or body cavity search of a suspect(s) with their consent, an investigative interview of the suspect(s) or the attainment of a court ordered search warrant to facilitate a non-consensual search of a suspect(s) person, property or vehicle.
 - 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.
6. Each visitor also will be required to pass through a metal detector. In the event 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.
 - a. Visitors/Volunteers found with contraband after they have passed through the walk-through metal detector, will result in the immediate termination of their visit.
 - b. Such incidents will be immediately reported verbally and in writing to the Shift Supervisor. A copy will be forwarded to the Unit Administrator for final disposition of future visits.
7. 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 that visitors may be asked to consent to are the Strip Search and the Body Cavity Search.
 - a. Strip Search
 - (1) 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.

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- (2) 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\designee. This type of search shall occur ONLY when less offensive measures have proven ineffective to prevent the introduction of contraband.
- b. Body Cavity Search
 - (1) 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.
 - (2) 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\designee. This type of search shall occur ONLY when less offensive measures have proven ineffective to prevent the introduction of contraband.
8. 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 Pass Clerk will request another staff person to witness the visitor's consent. The Pass Clerk 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.
9. 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 at the Front Entrance 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.
10. The NSP has the authority to order a private citizen to leave institutional grounds. If a citizen refuses to leave, the State Patrol will be contacted and requested to provide their assistance in escorting the individual from State property.

R. 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.
 - a. Visiting areas are equipped to afford a comfortable environment in which to visit. These areas contain chairs and tables in addition to adequate light and ventilation. In the interests of protecting the health and facilitating the

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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 NDCS property.

- b. 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.
- c. Visitors and inmates must obey officer instructions and all posted rules and regulations.
- d. 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.
- e. The only types of physical contact authorized are: (1) 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; (2) holding hands as long as the hands are in full view and the hand holding is not improper; (3) inmates holding their small children (age 3 and under) on their lap.
 - (1) 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
 - (d) Fondling
 - (e) Visitors sitting on each other's lap or straddling chairs
 - (f) Inmates and visitors will not feed each other
 - (g) No talking to other visitors or inmates during the session
 - (h) 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. Wheelchairs/scooters will be allowed to be turned toward the inmate or visitor to facilitate the visit more comfortably if there are medical issues that would prevent

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the individual from sitting forward. If the chairs at the ends of the rows are occupied, Visiting Room staff will instruct inmates and visitors to move to other seats to allow the wheelchair to be positioned correctly. Visitors and inmates must refrain from slouching or turning sideways in their chairs. (Children age 10 and under may utilize the floor.)

(i) Massages

(2) 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.

S. Termination and Suspension of Visits

1. Visitors may be refused admission to the NSP for failing to abide by the rules and regulations. Such a failure by the visitor may also result in the visitor being removed from the visiting list. Such action by NSP shall be set forth in a written statement to the visitor or visitors and the inmate to be visited. Such statement shall also indicate the reasons for the action. Inmates aggrieved by such action may appeal through the grievance procedure.
2. It is the policy of the NDCS to encourage visits between members of the community and inmates as a means of promoting the habilitation process. 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 NSP. VISITORS WHO HAVE BEEN FOUND INTRODUCING OR ATTEMPTING TO BRING CONTRABAND INTO THE NSP OR ITS EXTENDED LIMITS MAY BE SUBJECT TO CRIMINAL PROSECUTION UNDER NEBRASKA LAW.
 - d. The taking of unauthorized items or property from the NSP (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

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- 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 NSP, 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 Pass Clerk, Front Entrance Corporal or other 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 NSP'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.
 - u. Leaving a pet locked in a vehicle on NDCS property
3. 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.
4. 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

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be submitted to the Unit Administrator. The Unit Administrator will confer with the Warden\designee regarding the incident. If it is determined that a suspension is necessary the Unit Administrator 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 NSP 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.

5. 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.
6. 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, will suspend all of that inmate's visits for a specified period of time after which the Unit Administrator immediately will inform the inmate, in writing via a "Visit Suspension Notice" (Attachment 12), that all of his 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. The Principle Hearing Officer will notify the Pass Clerk of all inmate visiting suspension and when it should be removed. Only the Pass Clerk or Unit Administrator will enter inmate restrictions\suspensions.
7. 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\designee.
8. The Pass Clerk will maintain a list of all visitors who currently are suspended from visiting NSP. The Unit Administrator will forward a copy of all letters of suspension or reinstatement of visiting privileges to the Pass Clerk. The computer data base will be updated accordingly.
9. 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 canine search. Additionally, behavior on the part of the inmate or the visitor may require modification.

T. 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

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repair is required. The following modes of dress are INAPPROPRIATE for visiting at the NSP:

- 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 khaki pants or khaki shirt, but never 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). (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. V-neck tops will not be permitted unless there is another top underneath the v-neck. The undershirt must be no lower than 2 inches below the neck. (10 years of age or under are excluded.)
- e. Tight fitting shirts, halter tops, tube tops, crop tops, backless tops, low cut shirts (two 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 (10 years of age or under are excluded).
- f. Undershirts must be tucked in. If the visitor is not wearing an undershirt, then the outer shirt must be tucked in. Women who are noticeably pregnant will not be required to tuck in their shirt while on visit.
- g. NO SHIRTS THAT COME BELOW 2 INCHES FROM THE BOTTOM OF THE NECK WILL BE ALLOWED. IF THE NECK OF THE SHIRT HAS TO BE PULLED UP TO GET TO THE APPROPRIATE HEIGHT, IT WILL BE CONSIDERED TOO LOW AND WILL NOT BE ALLOWED. The shirt needs to rest NATURALLY at the bottom of your neck. Shirts that are too short are judged by raising the hands above the head and bending over. If any skin shows, the shirt is too short. Shirts must be long enough to be tucked in and remain tucked in while raising arms and bending over. Must be tucked in the entire visit.
- h. See-through clothing. (Must NOT be able to see skin, bra or undershirt under clothing)
- i. Torn clothing. Any clothing with holes, wear and tear, whether there is something under it or not.
- j. Over 10 years of age, leggings, and stirrup pants, spandex and stretch pants or any tight fitting pants such as "skinny" jeans or jeggings.

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- k. 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.
 - l. Not wearing undergarments (i.e. Females must wear panty hose and/or underwear and a bra. Males must wear underwear/undershorts.). Visitors must wear undergarments. Visitors may not wear athletic supporters or multiple layers of undergarments. Females must wear only one bra and only one pair of underwear (10 years of age or under are not required to wear a bra). Males must wear only one pair of underwear/undershorts.
 - m. Any shoes with rollers or cleats (metal or rubber).
 - n. Children are old enough to walk are required to wear shoes. Shoes are to remain on at all times.
 - o. 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.
 - p. 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.
 - q. Any clothing with offensive logos or messages or related security threat group signs or symbols.
 - r. Hooded shirts, sweaters or other hooded apparel.
 - s. Visitors may only wear one belt.
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 (smart or multi function watches are not allowed), one necklace, 1 religious medallion and 1 med alert jewelry item. **NO BRACELETS OF ANY KIND ARE ALLOWED TO BE WORN.** Jewelry will be inventoried on a Jewelry Inventory Log (Attachment 13) prior to entry and exit. To facilitate ease of entry and exit, the visitor may wish to secure these items in their vehicle prior to entry.
 4. The following clothing is APPROPRIATE for visiting at the NSP.

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- 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 while standing and sitting. Socks are not required. Coveralls and overalls are not allowed.
5. Contractors/Vendors will be allowed to wear the clothing items they have on at the time of their arrival at the NSP. These persons will be subject to the established search procedures and will be under constant escort while they are inside NSP.
 6. Volunteers/Coordinators/Guests
 - a. If a volunteer/coordinator/guest is attending an event/meeting scheduled to be held in the Administration Building, those persons will be required to lock up their outer garments, (i.e., coat, hat, gloves, etc.) at the front entrance.
 - b. If a volunteer/coordinator/guest is attending an event/ meeting scheduled to be held in another area outside of the Administration Building, those persons may wear their outer garments (i.e., coat, hat, gloves, etc.) to the event/meeting. No umbrellas will be permitted.

U. 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 Deputy Warden, Unit Administrator, 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. The following infant necessities will be permitted: four diapers, two bottles or sippy cup (formula, water/juice and must be in a clear baby bottle, one change of clothes, one pacifier, six paper towels or baby wipes, and 3 simple non-weapon plastic type toys for preschool children and 1 blanket. All other items, including the diaper bag and car seat, will be left at the Front Entrance. The Pass Clerk will provide a clear bag for the visitor to use in carrying these items to the Visiting Room.
 - c. Three toys per child may be taken to the Visiting Room. Weapon type toys, balls, stuffed animals, toys with batteries, and toys with detachable parts and games are prohibited. Books are allowed.

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- d. 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. The following procedure will be provided:
- (2) The visitor will give front entrance staff their ID card for 1 locker key and a container marked with the same number as the locker key.
 - (3) All change and locker key will be placed inside the container.
 - (4) Visitor will return the container and locker key after visit is complete and will receive their ID card back.
- e. Visitors may not bring income tax forms into NSP 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\designee. The document must remain in the possession of the Visiting Corporal at all times and must be signed in the presence of staff.
- f. 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.
- g. Visitors are permitted to purchase candy, sandwiches and soft drinks from the vending machines located in the Visiting Room lobby area. All visitors must refrain from spending excessive time in the lobby 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.
- h. Inmates may not take vending machine items out of the visiting room.
- i. All items of personal property not specifically itemized in the following list must be secured in a visitor's personal vehicle or in the Front Entrance lockers provided by the NSP. Non-listed articles shall not be permitted into NSP beyond the Front Entrance desk:
- (1) Sufficient identification to verify the visitor's identity, visiting status, and/or relationship to a particular inmate.
 - (2) 1 comb or pic
 - (3) 1 watch
 - (4) 1 handkerchief
 - (5) 1 religious medallion or previously approved religious headgear.
 - (6) 1 pair of prescription glasses

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- (7) Reasonable amount of jewelry as appropriate, 1 pair of earrings (or two facial piercings), 1 necklace and 1 ring (wedding set included). No bracelets will be allowed.
- (8) Medically-authorized prosthetic appliances (e.g.):
 - (a) wheelchair or crutches/walkers
 - (b) canes
 - (c) hearing aids, no extra batteries
 - (d) artificial limbs
 - (e) med-alert jewelry
 - (f) slings, knee braces (will be removed and searched prior to entry)
- j. All types of headgear (e.g., hats, caps, sunvisors, 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 at the Front Entrance 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. NSP WILL NOT, HOWEVER, ASSUME THE RESPONSIBILITY FOR GARMENTS OR HEADGEAR LEFT AT NSP.
- k. 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.

V. Inmate Dress Code/ Possessions During Visiting

- 1. Inmates in general population will be required to be in possession of his inmate ID card.
- 2. The following items of clothing will be authorized for inmates on pass to visit in the Administration Building. (Soiled, torn, or otherwise inappropriate clothing shall not be worn in the visiting rooms/areas.):
 - a. Pants (institutional issue or approved civilian-blue jeans only).
 - (1) All pants will be kept neat and properly buttoned/zipped and ironed, not wrinkled at all times. (no patterns)

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- (2) Pants will not be altered in any way (including the removal of pockets, etc.).
 - (3) Pants will be worn with an institutional/personal belt.
 - (4) Boxers or underwear must be worn while visiting.
- b. Shirts (institutional issue or personal civilian)
- (1) All shirts will be clean and properly buttoned with the exception of the top collar button and they must be ironed, not wrinkled and may not have patterns.
 - (2) Either authorized long sleeve or short sleeve shirts may be worn at the discretion of the inmate.
 - (3) All shirts must be tucked inside the pants at all times.
 - (4) Colored T-shirts or T-shirts with slogans/pictures, etc. may be worn. No obscene printing or gang logos/ symbols will be permitted. No white T-shirts will be permitted.
 - (5) Thermal underwear shirts may be worn under approved shirts. Thermal underwear shirts will not be permitted as an outer garment..
 - (6) No sweatshirts/sweaters will be permitted.
 - (7) No sleeveless shirts will be permitted.
- c. Shoes and socks will be worn at all times during a visit. The only exception to this would be medical authorization exempting the inmate from wearing normal footwear.
- d. Headgear (hats, caps, etc.)
- (1) Recognized religious headgear (e.g. Kufee or Native American headband) may be worn by inmates in the visiting area. Other hats/caps will not be authorized except by special permission of the Deputy Warden or the Chief Medical Officer.
 - (2) Hair ties, rubber bands, beads and like items are not authorized to be worn in the Visiting Room by inmates.
- e. Handkerchief, comb/ pic, glasses, and jewelry. Inmates will be allowed to have one handkerchief and either a comb or pic and wear one necklace, two earrings (to be worn in the ears only), one wedding band while on a visit. Only prescription glasses will be authorized. (No sunglasses, etc., except as may be authorized by the NSP physician.)

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- f. Religious Visits. One religious book containing the tenets of his faith, and one additional religious book to a clergy visit.
- g. Medication and medical/prosthetic appliances
- (1) 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 NSP's Chief Medical Officer.
 - (2) Only authorized medical/prosthetic appliances (artificial limbs, canes, hearing aids, crutches, etc.) will be permitted in the visiting area.
- h. Outer garments
- (1) Cold weather headgear, jackets, vests, etc. will not be worn in the visiting area but must be left in storage containers in the Turnkey area.
 - (2) No other clothing other than that described above (including white T-shirts, tank tops, bandannas, sweat clothing, gym shorts, etc.) will be permitted in the visiting area.
 - (3) INMATES AND THEIR RESPECTIVE VISITORS WILL NOT BE ALLOWED TO WEAR OR EXCHANGE EACH OTHER'S CLOTHING WHILE VISITING.
- i. Possessions. At the end of a visit, each inmate shall be strip-searched and a second inventory of his 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. See OM 204.001.101, Evidence Handling Procedure, for specific details.
- (1) A wedding ring may be brought in by the spouse of the inmate during a scheduled visit under the following procedures:
 - (a). The inmate must send the Unit Manager an Inmate Interview Request requesting the wedding ring to be brought in by his spouse during a scheduled visit.
 - (b). The Unit Manager will verify the relationship to the inmate and that the inmate does not currently have a ring in his possession or listed on his property inventory.
 - (c). The Unit Manager will have the inmate sign a Registration of Personal Property Form and Limits for Liability Form, limiting the liability of NDCS to \$50.00 in the event that staff negligence results in the loss of the ring. The inmate must provide proof of the value of the ring.

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- (d). The Unit Manager will send a memo to the Deputy Warden requesting authorization to have the wedding ring brought in by the inmate's spouse on a specific visit date and given to the inmate.
- (e). Copies of the authorization will be sent the Front Entrance, Property Control, Visiting Room and Turnkey. The Authorization sent to the Front Entrance will have the inmate's signed Personal Property Form, Limits of Liability Form and proof of value attached.
- (f). Front Entrance staff will inspect the ring, enter the description on the Inmate's Personal Property Form and send the form and attachments to Property Control to be entered on the inmate's personal property inventory.
- j. Exceptions. The Shift Supervisor or higher authority must be consulted at any time that an exception to the preceding guidelines appears necessary.

W. City Transportation Information for Visitors

NSP provides information to visitors about transportation to NSP and facilitates transportation between NSP and nearby public transit terminals. (ACA 4-4504) The assigned Pass Clerk at the NSP will maintain current information regarding public transportation available to visitors upon request. This information along with a current bus schedule (Attachment 14) and an area street map showing the location of the NSP (Attachment 15) will be posted at the front entrance.

X. Who to Contact For Questions Regarding Visits

- 1. The Unit Administrator is the person to contact for problems or questions concerning visits.
- 2. NSP's mailing address and telephone number for questions specific to visiting regulations is:

NSP
P.O. Box 22500
4201 So. 14th St.
Lincoln, NE 68542-2500
(402) 471-3161

Y. Posting and Availability of Visiting Regulations

- 1. NDCS Rules and Regulations, Chapter 4, titled VISITING, states:

The Warden shall ensure that copies of this rule and other regulations of the NSP concerning visiting are posted at and about the entrance of the NSP and at and

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about the visiting areas within the NSP and Warden shall provide copies to any persons upon request.

2. In compliance with this policy directive, the NSP has placed copies of this Operational Memorandum in the inmate Law Library and has posted the same at the Front Entrance to the NSP as well as in the Visiting Room. Visitors may request copies of this document from the Pass Clerk, from the NDCS website or by writing to the Warden.

VI. **REFERENCES.** Section 83-186, R.R.S. 1943; NDCS Rule 4; AR 205.02; ACA STANDARDS 4-4267, 4-4275, 4-4498, 4-4499, 4499-1, 4-4500, 4-4501, 4-4503, 4-4504, and 4-4519.

ATTACHMENTS:

1. Visitation Request Form (NDCS-A-adm-012)
2. Special/Extended/Emergency Visit Request (NDCS-A-adm-034)
3. Inmate Interview Request Form (NDCS-A-adm-013)
4. Policy for Clergy and Lay Religious Visitors
5. Inmate Information Sheet
6. Inmate Summary of Crimes Against Minors
7. Crimes Against Minor-Aged Victims Form
8. Visiting Deletion Request (NDCS-A-adm-063)
9. Computer Generated Pass
10. Inmate Property Form (NDCS-A-sec-004)
11. NDCS Entrance/Exit Screening Procedures
12. Visit Suspension Notice
13. Jewelry Inventory Log
14. Lincoln Transportation Information
15. Lincoln Area Map
16. NDCS Protocol For Bryan Medical Center Hospitals