

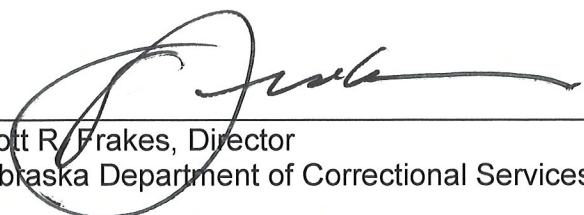
 NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	ADMINISTRATIVE REGULATION OFFICIAL VISITORS to CORRECTIONAL FACILITIES and PROGRAMS		
	REVIEW DATE April 30, 2017	NUMBER 120.01	PAGE 1 of 4
	STATEMENT OF AVAILABILITY *This Administrative Regulation is to be made available in law libraries or other resource centers		

EFFECTIVE: January 31, 1985
 REVISED: April 7, 2008
 REVIEWED: April 18, 2009
 REVIEWED: November 18, 2009
 REVIEWED: April 22, 2010
 REVIEWED: April 25, 2011
 REVISED: May 7, 2012
 REVISED: April 30, 2013
 REVISED: August 11, 2014
 REVISED: April 30, 2015
 REVISED: April 30, 2016
 REVIEWED: April 30, 2017

SUMMARY of REVISION/REVIEW

GENERAL Section, replaced chief executive officer with warden/program administrator. Added program throughout. Incorporated PD 016-021

APPROVED:


 Scott R. Frakes, Director
 Nebraska Department of Correctional Services

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PURPOSE

To provide guidelines for the identification and reception of official visitors to correctional facilities and programs.

GENERAL

Employees of the Nebraska Department of Correctional Services (NDCS) shall receive official visitors in a courteous and professional manner and be sensitive to their specific needs/purpose. State statute 83-186 defines certain public officials who shall be allowed to visit any facility in NDCS at any time. The Warden/Program Administrator of a facility/program may permit any other person to visit the facility/program.

PROCEDURE

I. OFFICIAL VISITORS:

Appointed/elected government officials

- A. Members of the Legislature
- B. Members of the judiciary
- C. Members of the Board of Pardons (Governor, Attorney General and the Secretary of the State)
- D. Members of the Board of Parole
- E. Members of the Ombudsman’s Office
- F. The Inspector General of the Nebraska Correctional System
- G. Clergy/Religious members (with approval of the Director)

II. IDENTIFICATION

- A. Each Warden or Program Administrator shall maintain a current listing of official visitors. Reference materials containing photographs of official visitors shall be accessible to facility staff. The Director’s Office shall assist in supplying this information.
- B. The listing and photographs shall be readily available to the Shift Supervisor and the employees involved in receiving visitors to the facility/program to aid in the identification of State officials or State Senators who arrive for facility/program visits.
- C. All Official Visitors will present official identification representing their respective position/agency.

III. RECEPTION

- A. Consistent with state statute, official visitors may visit any facility/program at any time and will be processed as expeditiously as possible. When circumstances allow, advanced notice of official visitors is requested to provide facility/program staff time to allocate necessary resources to facilitate the visit.

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- B. The Warden/Program Administrator or the Shift Supervisor on duty shall be notified immediately when the official visitor arrives. He or she will assist in the identification of the individual when necessary. All official visitors will be required to sign the visitor's register before entering and when departing the facility/program.
- C. The Warden/Program Administrator or ranking employee will attempt to ascertain the purpose of the visit and any other information, which may assist staff in facilitating the official visitor's request/movement within the facility/program.

IV. NOTIFICATION

- A. It will be requested that all official visitors provide at least 24 hours' notice, where appropriate, to allow time to accommodate and facilitate the visit.
- B. Key personnel throughout the facility or program shall be notified concerning the visitor's presence and appropriate security precautions taken where warranted.
- C. The appropriate Deputy Director and Director shall receive notice of all official visitors to include attendance at club/self-betterment functions. When circumstances allow, notification shall be completed prior to the visit. If the official visitor arrives on a weekend, holiday or after business hours, notification will be made to the Central Office OD who will then notify the Director and appropriate Deputy Director as soon as possible via e-mail. A summary of all official visitors shall be included in the facility monthly report.

V. SEARCHES

- A. All official visitors will have their property searched similar to that of any NDCS employee.
- B. All official visitors will walk through a metal detector and may be subject to a pat search by a trained NDCS staff of the same gender at the discretion of the Director/designee.

VI. ESCORTS

- A. All official visitors will be provided a staff escort who is equipped with a radio and TAC alert and keys to accommodate efficient movement based on the visitor's itinerary.
- B. The escorting staff's primary purpose is to provide for the safety and accountability of the visitor while inside an NDCS facility. If an emergency should occur, the visitor will immediately be moved to the closest safe and secure location and notification of their presence there will be communicated to Central Control.
- C. If an official visitor requests privacy with an inmate or staff (while in the secure side of the facility), then the escort will allow space without compromising the visitor's safety. Staff will stand at sufficient distance so as not to impede the confidentiality between the visitor and the person they are conversing with.

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VII. REPORTS

Written reports regarding the visit will be made, as needed, by the Warden/Program Administrator or Shift Supervisor. Particular attention shall be paid to any requests for additional information or follow-up requests or concerns expressed by the official visitor. The appropriate Deputy Director and Director shall receive copies of these reports.

REFERENCE

- I. Nebraska State Statute 83-186, 83-192, 29-2248, 81-1108.15, 47-911, 81-8,245
- II. ATTACHMENTS –
 - A. Entrance/Exit Procedures
- III. AMERICAN CORRECTIONAL ASSOCIATION STANDARDS - None noted