



Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

## NEBRASKA STATE PENITENTIARY

### PROCEDURE

### VISITING

EFFECTIVE DATE  
December 31, 2025

NUMBER  
205.002.101

PAGE  
1 of 24

### STATEMENT OF AVAILABILITY

### Law Library Access

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REVIEWED: June 30, 2024  
REVIEWED: December 31, 2025

### SUMMARY of REVISION/REVIEW

Annual review. Update to include policy directives and other minor changes.

### APPROVED:

Staci Drescher for  
Staci Drescher for (Dec 22, 2025 14:40:21 CST)

Barbara Lewien, Warden  
Nebraska State Penitentiary

 <p>Good Life. Great Mission.</p> <p>DEPT OF CORRECTIONAL SERVICES</p>	NEBRASKA STATE PENITENTIARY		
	PROCEDURE	VISITING	
	EFFECTIVE DATE December 31, 2025	NUMBER 205.002.101	PAGE 2 of 24
	STATEMENT OF AVAILABILITY		
	Law Library Access		

## PURPOSE

Regulations governing incarcerated individual visiting are necessary in order to attain the Nebraska Department of Correctional Services' (NDCS) objectives to increase opportunities for individual self-development and to maintain a safe, secure, and humane environment for the incarcerated population, team members and the public.

## POLICY

It is the policy of the Nebraska State Penitentiary (NSP) to allow incarcerated individuals visiting privileges and retain such privileges as long as the incarcerated individual does not violate the rules and regulations governing visiting.

The NSP visiting procedures shall be made available to visitors, NSP team members, and incarcerated individuals so interested parties may be informed of the details of this program. Copies of the visiting procedure may be obtained from the pass clerk's desk or from the NDCS website [www.corrections.nebraska.gov](http://www.corrections.nebraska.gov).

The content of this procedure is intended primarily as a procedural guideline for team members to follow in implementing the NSP's visiting policies and procedures and informing visitors and incarcerated individuals of such. Further detailed information is also noted in Policy 205.02, *Visiting*, and is recommended for NSP team members, incarcerated individuals, and visitors to review. Nothing in these policies or procedures 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 incarcerated individuals, 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 public.

## APPLICABILITY

The Nebraska State Penitentiary will follow all instructions set forth in Policy 205.02, *Visiting*. The following information is specific to the Nebraska State Penitentiary. This procedure is applicable to all divisions, departments, and offices.

## DEFINITIONS

**Reasonable 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 their body for the purpose of transporting or attempting to transport such material (contraband) into the facility or attempting to visit under the influence of an unknown intoxicant.

## PROCESS

### I. WHO MAY VISIT

An NSP incarcerated individual may have visits from anyone they choose subject to the approval of the warden/designee. In making their determination, the warden shall consider the effect the presence of such visitors shall have on the NSP, its team members, and/or the incarcerated individuals confined within, and the probable effect such presence shall have upon the rehabilitative progress of the incarcerated individual to be visited. Actual administration of the visiting approval process is delegated to the warden/designee.

### II. VISITATION APPROVAL PROCESS



Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

## NEBRASKA STATE PENITENTIARY

### PROCEDURE

### VISITING

EFFECTIVE DATE  
December 31, 2025

NUMBER  
205.002.101

PAGE  
3 of 24

### STATEMENT OF AVAILABILITY

### Law Library Access

- A. It is the responsibility of each incarcerated individual to initiate the visiting process. Incarcerated individuals may obtain a Visitation Request Form (VRF) from a unit team member and mail them to those persons they desire to have placed on their approved visiting lists. Any VRF that is not returned directly to the office at the below address or is sent to the incarcerated individual will not be processed. Each prospective visitor must complete a VRF and return it to the following address for processing:  
Pass Clerk  
Nebraska State Penitentiary  
P.O. Box 22500  
Lincoln, NE 68542-2500
- B. The envelopes in which all VRFs are received by this facility shall be date-stamped by the mailroom team members after which they are forwarded to the pass clerk. The pass clerk will ensure the VRF is filled out correctly and completely. The pass clerk will complete the NCIC check, then forward the VRF to the respective housing unit.
  - 1. If the pass clerk receives a VRF that has incomplete information, such as missing the date of birth or signature, the VRF will be sent back to the visitor to correct any incorrect or missing information.
  - 2. The pass clerk will prepare a letter to the prospective visitor noted on the VRF, informing them of the information needed to complete the VRF. The letter will also inform them to mail the completed VRF to the NSP pass clerk.
- C. The pass clerk will run a NCIC teletype background check, and a computer check to ensure the visitor is not on another incarcerated individual's visiting list. The appropriate unit staff will approve or deny the VRF. Once this is complete, 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 for final processing and approval or denial. All VRF with NCIC attached will be transported in a sealed manilla envelope to the next required destination.
- D. The unit administrator will make the appropriate notation at the bottom of the form, initial it and send it to the pass clerk. All forms will be sent to records to be filed in the incarcerated individual's master file.
  - 1. The pass clerk will input all the necessary information into the computer system. The pass clerk will destroy all criminal history information.
  - 2. The pass clerk will utilize the GTL system to send a notification to the appropriate incarcerated individual on the approval or denial of their visitor(s). If denied, a brief explanation will be included. Once this is completed, the pass clerk will send the VRF to records for placement in their file.
- E. 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 warden/designee 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.
- F. All visitors must have their VRF approved/ disapproved by the unit administrator/designee.



Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

## NEBRASKA STATE PENITENTIARY

### PROCEDURE

### VISITING

EFFECTIVE DATE  
December 31, 2025

NUMBER  
205.002.101

PAGE  
4 of 24

### STATEMENT OF AVAILABILITY

### Law Library Access

- G. Whenever an incarcerated individual receives a VRF notification from the pass clerk indicating a particular visitor has been either approved or disapproved to visit him, it shall be the responsibility of the incarcerated individual to notify that person of that particular approval or disapproval decision.
- H. Any individual who has not been approved to visit may appeal that decision directly to the warden in writing.
- I. Any incarcerated individual may grieve the VRF decision through the grievance procedure.
- J. The warden/designee must approve all VRFs submitted by the victim of an offense committed by the respective incarcerated individual.

### III. SPECIAL, EMERGENCY AND EXTENDED VISIT PROCEDURES

#### A. Definitions

##### 1. Special Visits

- a. A special visit may be requested by an incarcerated individual for professionals not on the incarcerated individual's approved visiting list, to include prospective employers, members of the clergy, and social service representatives. Special visits must not interfere with counts, security measures or emergencies and must take place during regular business hours or normal visiting hours. All special visit requests are subject to the approval of the warden/designee; denials shall be based on safety/security concerns specific to the individual requesting to visit.
- b. Special visits are not permitted for family/friends of incarcerated individuals in advance of or in lieu of obtaining approval to visit through the established Visiting Request Form process. Family/friends of the incarcerated individual must be on the incarcerated individual's approved visiting list before they are permitted to visit.

##### 2. Extended Visits (7D-19)

An extended visit may be requested by an incarcerated individual for approved visitors who visit infrequently (less than one visit per month) because of long distance (more than 200 miles from the facility). Extended visits must not interfere with counts, security measures or emergencies and must take place during regular business hours or normal visiting hours. Extended visits and visiting hours are subject to the approval of the warden/designee; denials shall be based on safety/security concerns specific to the individual extended visit request.

##### 3. Emergency Visits (7D-18)

An emergency visit may be considered for instances of a verifiable death or critical illness to an incarcerated individual's immediate family and may include a visit during non-visiting hours and/or extended visits during regular visiting hours. Emergency visits are subject to the approval of the warden; denials shall be based on safety/security concerns specific to the individual emergency visit request.



Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

## NEBRASKA STATE PENITENTIARY

### PROCEDURE

### VISITING

EFFECTIVE DATE  
December 31, 2025

NUMBER  
205.002.101

PAGE  
5 of 24

### STATEMENT OF AVAILABILITY

### Law Library Access

- B. Whenever an incarcerated individual knows at least five working days (Monday through Friday excluding holidays) in advance that he is expecting a visitor who would fall under special visit guidelines (Special, Emergency, and Extended Visits), he must request visiting consideration by submitting a Special/Extended/Emergency Visit Form to their case manager. The case manager 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, this form will be forwarded to the pass clerk where they 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 it on the form. The pass clerk will sign their name to the form, date it, and distribute as noted on the form. An extended visit date may be changed with the permission of the unit administrator.
- C. If a visitor arrives at the NSP who was not expected by the incarcerated individual but who is otherwise eligible for special visits, the applicable unit administrator/designee or a higher authority will make the decision as to whether to allow that person to visit.
- D. Normally, special visits will be approved one time for those persons eligible for special visits. Absent extraordinary circumstances, the visitor must be listed on the incarcerated individuals approved visiting list to receive subsequent visits.

## IV. RESTRICTIVE HOUSING (4B-21)

- A. Incarcerated individuals assigned to restrictive housing will be required to visit in full restraints.
- B. Longer Term Restrictive Housing (LTRH) and Immediate Segregation (IS) Status
  - 1. Incarcerated individuals placed on IS will be permitted to have contact visiting privileges consistent with custody and security considerations. Visits shall be conducted in the Visiting Room at the designated times. Restrictive housing incarcerated individuals may be denied visits for reasons of security or good order of the facility.
  - 2. Following placement on immediate segregation status and upon admission to restrictive housing, incarcerated individuals may submit an inmate interview request form to the unit team member on duty, providing the name and telephone number of one person (who must be on the incarcerated individual's approved visiting list) to be notified concerning that incarcerated individual's status and living location change. The caseworker will also inform the named visitor of the change in visiting days and hours.
  - 3. In the event the caseworker is unable to establish contact with the incarcerated individual's requested visitor, such will be documented on the inmate interview request. When contact cannot be established initially, the incarcerated individual may provide the caseworker another name and phone number of a visitor on his approved list for a second attempt at notification. All initiated telephone contacts (to include both successful and unsuccessful attempts) will be documented on the inmate interview request form retained in the respective incarcerated individual folder in the incarcerated individual management file.

## V. CLERGY, ATTORNEYS AND PUBLIC OFFICIAL VISITS

- A. Attorney and Public Official Visits



Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

## NEBRASKA STATE PENITENTIARY

### PROCEDURE

### VISITING

EFFECTIVE DATE  
December 31, 2025

NUMBER  
205.002.101

PAGE  
6 of 24

### STATEMENT OF AVAILABILITY

### Law Library Access

1. Attorneys and public officials may visit incarcerated individuals 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 0800 and 2000 hours, 7 days a week. This policy does not apply to public officials who by Statute (Section 83-186) are authorized to enter the facility at any time.
2. Attorneys and public officials may visit without placement on an incarcerated individual's visiting list. Attorneys entering a facility on official business will be required to show a current photo ID along with a valid Bar Card. Attorneys will not be subject to a search of their person; however, the attorney's belongings will be searched. Team members will not read any legal materials during the search of the attorney's belongings.
3. Attorneys are authorized to bring in a digital camera and laptop or tablet that does not have cellular capability. Attorneys will present these items for inspection, and a notation will be made in the log at the front entrance.
4. Paralegals for attorneys may visit to conduct legal research regarding an incarcerated individual's case after the attorney submits a letter to the warden and is approved identifying the paralegal, incarcerated individual client, and nature of the business to be conducted. No person acting in the capacity of a paralegal will be admitted into the facility without a letter of endorsement from their attorney. Paralegals are required to submit a NCIC and must be approved prior to entry.
5. Anyone entering with an attorney (i.e. law student, court reporter, etc.), will require prior approval from the warden or designee. Any belongings or equipment will require prior approval and will be searched and logged upon entry.

### B. Clergy Visits

1. Incarcerated individuals desiring to add a clergy visitor that is already approved within NDCS will send an inmate interview request to the pass clerk. The pass clerk will then check NICaMS and, if approved, add the clergy visitor to the incarcerated individual's visiting list in NICaMS. Clergy members will visit on regular visiting days and hours.
2. Incarcerated individuals desiring to add a new clergy visitor for visitation will send the prospective clergy visitor a Visitation Request Form (VRF). Upon receipt of a VRF from a prospective clergy visitor, the pass clerk will send a letter to the prospective clergy visitor requesting a photocopy of their current clergy credentials/proper endorsement from their faith judicatory (e.g. licensing, ordination and a letter of good standing). Upon receiving these documents, the pass clerk will upload them into NICaMS.
3. If the pass clerk approves a clergy visitor, they will make notation of the clergy's addition to the incarcerated individual's visiting record, notify the requesting incarcerated individual in writing, and provide a copy of the completed clergy visitation request form to the records office for placement in the incarcerated individual's master record.
4. Disapproval of a prospective clergy visitor will be done by the religious coordinator only after consulting with the external unit administrator. The above steps will be followed after the decision to disapprove has been made, except addition of the clergy to the incarcerated individual's visiting record.



Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

## NEBRASKA STATE PENITENTIARY

### PROCEDURE

### VISITING

EFFECTIVE DATE  
December 31, 2025

NUMBER  
205.002.101

PAGE  
7 of 24

### STATEMENT OF AVAILABILITY

### Law Library Access

5. The pass clerk will update the database of all approved clergy. The pass clerk will verify all clergy in the clergy database.
6. Clergy will be added to the visiting list of a particular incarcerated individual only by the request of that incarcerated individual.
7. Clergy may visit up to four incarcerated individuals at the same time. Two or more clergy visitors may attend the same visitation. If two or more clergy visitors attend the same visitation, the maximum number of incarcerated individuals is still four. Restrictive housing incarcerated individuals are excluded without prior approval from the deputy warden/designee.
8. If a member of the clergy arrives at NSP during other than "reasonable hours" and claims a need for a visit with an incarcerated individual due to an emergency, (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 post is not staffed, to the control center team member by telephone. The shift supervisor will verify the emergency information as received. Upon verification and approval, reasonable efforts will be made to escort the incarcerated individual to the administration building for the requested visit.
9. When processing a clergy member into the facility, pass clerks and front entrance team members should check the person requesting to visit against the clergy/volunteer database.
  - a. If the requesting clergy person is listed and they are authorized to visit the requested incarcerated individual, the visit will be processed according to normal procedures.
  - b. If the clergy visitor is active on the clergy/volunteer database but does not appear on the incarcerated individual's approved visiting list in NICaMS, the name can be added.
  - c. If the clergy visitor is not active in the clergy/volunteer database then they need to inform the incarcerated individual so the incarcerated individual can submit an inmate interview request to the religious coordinator to have that clergy person added to the incarcerated individual's list.
10. Clergy may perform communion during visitation. No wine will be introduced into the facility on a 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 facility. All unused portions must be taken out of the facility by the visiting clergy. Visiting clergy desiring to perform other pastoral acts including baptism and family counseling will be encouraged to contact the religious coordinator for information.
11. Religious Materials
  - a. Incarcerated individuals may take one religious book or one study sheet to a clergy visit



Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

## NEBRASKA STATE PENITENTIARY

### PROCEDURE

### VISITING

EFFECTIVE DATE  
December 31, 2025

NUMBER  
205.002.101

PAGE  
8 of 24

### STATEMENT OF AVAILABILITY

### Law Library Access

b. Visiting clergy may bring two faith-based religious texts, or two faith-based study sheets, or a combination of the two. These materials will be searched entering and exiting the facility. No materials may be left with an incarcerated individual during the visit. Clergy are allowed to bring one writing utensil. 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.

12. Native American Clergy Visitors

A Native American Clergy Visitor may bring a medicine bag, a sacred pipe and sacred bundles into the facility. Staff should not touch a medicine bag, sacred pipe, or sacred bundles. Medicine bags, sacred pipes, and sacred bundles will be visually searched and x-rayed.

C. Attorney/client rooms located in the visiting area will be utilized for meetings with attorneys and/or clergy. If all those rooms are in use, the following rooms shall be utilized (in the order specified):

1. Classroom 1A15
2. Classroom 1A16
3. If all designated spaces are occupied, the visitor will be asked if they would like to visit in the general population visiting room.
4. If that option is not acceptable, they will be asked to wait until one of the earlier mentioned spaces becomes available.

D. Whenever any of these rooms are in use, the visiting room and/or turnkey team members will perform random security checks. No conversations between incarcerated individuals and attorneys/clergy shall be overheard, recorded, or listened to in any manner. All reasonable precautions shall be taken to preserve confidentiality.

E. Any restrictive housing status incarcerated individual who has been placed on a restriction involving placement of incarcerated individual in full restraints whenever out of his room will be required to visit in full restraints in an attorney/client room. Restrictive housing team members must notify the escorting team member, turnkey and visiting room team members when an incarcerated individual of this type of restriction receives a visit.

F. Clergy, attorney, and regular visitors do not visit together unless approved by the unit administrator prior to the visit.

VI. VISITATION DAYS AND HOURS

A. In-Person Visiting Schedule

TIME	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
0800 – 1200 hours	General Population	Restrictive Housing	General Population	General Population	General Population
(*NO VISITS PROCESSED AFTER 1010 HOURS DUE TO COUNT)					
1300 – 1630 hours	General Population	General Population	General Population	General Population	General Population



Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

## NEBRASKA STATE PENITENTIARY

### PROCEDURE

### VISITING

EFFECTIVE DATE  
December 31, 2025

NUMBER  
205.002.101

PAGE  
9 of 24

### STATEMENT OF AVAILABILITY

### Law Library Access

(\*NO VISITS PROCESSED AFTER 1545 HOURS DUE TO COUNT)

1730 – 2030 hours	General Population	General Population	General Population	General Population	Restrictive Housing
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1. Visitors must sign up to visit seven days in advance through the NDCS website. Visitors can schedule up to 30 days in advance of the requesting visit.
2. 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 incarcerated individual already in visiting room.
3. Exceptions to any of these hours may be made if necessary due to special circumstances.

#### B. Virtual Visiting Schedule

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
0800 – 0900		0800 – 0900	0800 – 0900	0800 – 0900
1030 – 1130		1030 – 1130	1030 – 1130	1030 – 1130
1315 – 1415	1315 – 1415	1315 – 1415	1315 – 1415	1315 – 1415
1430 – 1530	1430 – 1530	1430 – 1530	1430 – 1530	1430 – 1530
1800 – 1900	1800 – 1900	1800 – 1900	1800 – 1900	
1915 – 2015	1915 – 2015	1915 – 2015	1915 – 2015	

1. Incarcerated individuals are allowed two virtual visits per month in addition to in-person visits. Virtual visits are limited to 40 minutes.
2. Any incarcerated individual holding the virtual visit on a wall tablet will be subject to a misconduct report. If an incarcerated individual observes or knows of the person, they are visiting is violating the established rules, they must immediately inform the visitor of the violation. If the visitor does not immediately cease violation, the incarcerated individual must disconnect the visit. Participation in a visit after this point is a violation.

Participation in a visit after this point is a violation.

#### C. Visiting Options

1. During any given visiting week (beginning on a Wednesday and ending on a Sunday), incarcerated individuals shall be allowed to choose between the following two visiting options:
  - a. OPTION 1 – Two weekday (Wednesday, Thursday, or Friday) visits with no visits on the weekend (Saturday, Sunday).
    - (1) More than one visitor may visit with an incarcerated individual during any one visiting period subject to the following limitations:
      - (a) A maximum of four adults, each of whom may bring along a reasonable number of children and/or minors, may visit with an incarcerated individual at the same time during the same visiting



Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

## NEBRASKA STATE PENITENTIARY

### PROCEDURE

### VISITING

EFFECTIVE DATE  
December 31, 2025

NUMBER  
205.002.101

PAGE  
10 of 24

### STATEMENT OF AVAILABILITY

#### Law Library Access

period. A reasonable number of children and/or minors is considered to be four unless otherwise approved by the major or designee.

(b) Similarly, if an incarcerated individual has a visitor who arrives at 1300 hours and leaves at 1550 hours and a second visitor arrives just as the first visitor is leaving, the second visitor will be processed immediately into the visiting room. If the incarcerated individual has not yet left, he may stay and visit with the second visitor. If the incarcerated individual already has left the visiting room, he will be paged and notified he has a visitor waiting in the visiting room. This will count as a second visit.

(2) The same visitor may visit during any two visiting sessions as identified in on any Wednesday, Thursday, or Friday.

(3) An incarcerated individual may elect to have different persons visiting during any two visiting periods on a Wednesday, Thursday, or Friday.

b. OPTION 2 – One session on either a Saturday or Sunday with no visits on a weekday. An incarcerated individual may elect to have his week's one visit on a Saturday or Sunday, but not both.

c. Incarcerated individuals may not have a combination of visits where they have one visit on a weekday and one visit on a weekend during any one visiting week, except for an approved extended visit.

d. Any visits received while in restrictive housing will apply to the allotted number of visits an incarcerated individual can receive for any given week upon return to general population status.

#### D. Incarcerated Individuals Confined at Bryan West/East

##### 1. Emergency Room Visitors

Incarcerated individuals receiving emergency medical room treatment will not generally be permitted to have visitors. In the event the incarcerated individual's 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 incarcerated individual's family has been notified and there is a potential for unauthorized visitors to enter the hospital.

##### 2. Hospital Visitors

a. Incarcerated individuals 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 incarcerated individuals approved visiting list. These visits will be one-hour visits no more than twice a day. Visiting hours are between 0800 and 2000 hours.



Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

## NEBRASKA STATE PENITENTIARY

### PROCEDURE

### VISITING

EFFECTIVE DATE  
December 31, 2025

NUMBER  
205.002.101

PAGE  
11 of 24

### STATEMENT OF AVAILABILITY

### Law Library Access

- (1) Visitors will receive two copies of the visitor pass from NSP. The pass will not include the room number.
- (2) Visitors will be instructed to report to the information desk and ask for hospital security.
- (3) 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 team members will retain the other copy.
- (4) At the conclusion of the visit, NSP escort team members will contact hospital security and advise them the visit has ended.
- (5) Any questions/concerns will be forwarded to the shift supervisor and communicated to hospital security as necessary. NSP escort team members will contact hospital security immediately in the event of any emergency.

#### H. Holidays

When facility operational schedules and facility staffing allows, visits will be allowed on Thanksgiving Day, Christmas Day, and New Year's Day, regardless of the days upon which the holiday falls. All other holidays will be treated as any other day relative to whether or not visits are allowed. If these other holidays fall on regular visit days, then visits will be allowed, but if they are on non-visit days, then no visits will be allowed.

Notice of facility-specific visit schedules for Thanksgiving Day, Christmas Day, and New Year's Day will be posted on the NDCS website a minimum of two weeks prior to the holiday.

If a facility is on a modified operational schedule that does not allow for individual movement on whatever day Thanksgiving Day, Christmas Day, and New Year's Day falls, visits will not be allowed on these days.

Each of these three holidays is considered an additional authorized visiting day during the weeks they occur and will not count against an incarcerated individual's regular visits during those respective holiday weeks.

#### VII. VISITING LIMITATIONS

- A. Once an incarcerated individual completes a visit and leaves the visiting room, their visit for that visiting period is terminated. Once incarcerated individual leaves the session, the incarcerated individual must wait for the next session. The incarcerated individual can have multiple visits in the same day if it is an extended visit. The incarcerated individual will have to leave the visiting room after each visit is completed.
- B. Any person shown by substantial evidence to have had or who quite likely will present/impose a harmful or deleterious effect on an incarcerated individual or who is considered to pose a threat to the good order and security of the facility shall be excluded from any approved visiting list.



DEPT OF CORRECTIONAL SERVICES

## NEBRASKA STATE PENITENTIARY

### PROCEDURE

### VISITING

EFFECTIVE DATE  
December 31, 2025

NUMBER  
205.002.101

PAGE  
12 of 24

### STATEMENT OF AVAILABILITY

### Law Library Access

- C. Additional visiting restrictions may be imposed by the NSP due to 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 capacity of the visiting room is governed by the total of chairs assigned to the visiting room.
- D. All minors (age 18 and younger) must be supervised at all times by the authorized accompanying visitor. This includes while at the front entrance, visiting room, visiting room lobby, and restrooms. The incarcerated individual the minor is visiting is not permitted to be the supervising authority.

## VIII. NO CONTACT WITH MINORS

- A. The following procedures will affect incarcerated individuals who have committed crimes in which the victims were minor aged children (age 18 and younger). This includes current and prior convictions and any verifiable plea agreements regarding it. 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.
- B. Once an incarcerated individual is placed on a minor restriction, the pass clerk must manually enter this information in the visitor database upon receiving the Crimes Against Minor-Aged Children. This document is to be scanned and uploaded into the visitor database.
- C. Identified incarcerated individuals will receive written notice of their visiting status relating to minor children and the guidelines for visits involving minors.

## IX. NDCS VISITS BETWEEN IMMEDIATE FAMILY MEMBERS INCARCERATED IN DIFFERENT NDCS FACILITIES

- A. Community custody incarcerated individuals who are members of the same immediate family as an NSP incarcerated individual may be allowed to visit one another when the request is initiated by the community custody incarcerated individual.
- B. Visits between incarcerated individual immediate family members will take place at NSP in accordance with regular visiting days in the visiting room. All community custody incarcerated individuals participating in these visits will be safety-searched upon entering and exiting the facility.
- C. Community custody incarcerated individual immediate family members must request visits through their unit team members. Incarcerated individual immediate family member visits must receive the approval of both facility Wardens.
- D. Male community custody incarcerated individual visitors will wear only facility issue clothing except for shoes (personal shoes may be worn). Female incarcerated individual visitors will wear clothing that is approved by the incarcerated individual's facility.
- E. Visits between incarcerated individual immediate family members will occur no more frequently than once each three months, this includes community custody incarcerated individuals.



Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

## NEBRASKA STATE PENITENTIARY

### PROCEDURE

### VISITING

EFFECTIVE DATE  
December 31, 2025

NUMBER  
205.002.101

PAGE  
13 of 24

### STATEMENT OF AVAILABILITY

### Law Library Access

## X. INCARCERATED INDIVIDUAL REQUEST FOR VISITOR LIST

Any incarcerated individual may request a list of the names of those persons appearing on his approved visiting list by submitting an inmate interview request form to his case manager or pass clerk.

## XI. PROCESSING VISITORS INTO THE FACILITY

A. NSP shall ensure a record of each visitor entering NSP be kept, to include sufficient identification of the visitor, dates and times of arrival and departure, and names of incarcerated individuals visited by such person.

B. The function of the pass clerk is to facilitate authorized and special visitors in and out of the facility, 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:

1. All visitors will be required to sign in when entering the facility.
2. Only those visitors who are listed on an incarcerated individual's authorized visiting list shall be permitted to visit.
3. All visitors 16 years of age or older, must provide a photo identification and must present this document to the pass clerk each time they enter the facility. Minors will be required to bring a certified birth certificate on their first visit. The pass clerk will scan the document into the visitor database and make a copy to file. The visitor will not be required to bring the certified birth certificate again.

a. Examples of acceptable photo identification cards are:

- (1) valid and current driver's license with photo
- (2) current Armed Forces identification card with photo
- (3) any official state ID with photo for ID purposes
- (4) 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.
- (5) If any questions, call shift supervisor.

b. The following ID/ documents normally will not be accepted as identification:

- (1) Social security cards
- (2) bank cards
- (3) student ID cards
- (4) business cards
- (5) hunting/fishing licenses
- (6) car registrations
- (7) Medicare cards

4. The pass clerk shall exercise good judgment in establishing each visitor has provided positive identification. If there is a question concerning a visitor's identification, the pass clerk shall consult the unit administrator or in their absence, the shift supervisor who shall make the decision as to whether to allow a visit.



Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

## NEBRASKA STATE PENITENTIARY

### PROCEDURE

### VISITING

EFFECTIVE DATE  
December 31, 2025

NUMBER  
205.002.101

PAGE  
14 of 24

### STATEMENT OF AVAILABILITY

### Law Library Access

5. To reduce visitor processing delays, the pass clerk will begin processing visitors one half hour prior to each visiting session, as long as the facility count is clear at this time. The following process will occur at this time:
  - a. All civilian visitors entering NSP for visits with incarcerated individuals or conducting business with NSP and/or team member must lock up all personal property in the visitor lockers provided at the front entrance or in their vehicle.
  - b. The pass clerk will fill in the data on the computer and print a visitor pass, sign it, and direct the visitor to the appropriate visiting area.
  - c. The pass clerk will begin processing visitors to enter the visiting room 15 minutes prior to the start of the visiting session. The following process will occur at this time:
    - (1) The visitors will be searched, to include being pat searched, pass through the metal detector and items ran through the x-ray machine.
6. Any person who appears at the facility and requests to visit an incarcerated individual 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.
7. In certain special circumstances, NSP may consider granting one visitor permission to visit two or more incarcerated individuals 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 or designee 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.
8. The dates of all visits with incarcerated individuals 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 incarcerated individual.
9. All business visitors must sign in and out on the visitors register, which is located at the front entrance desk/counter.
10. All visitors will be escorted by NSP staff from the front entrance to the visiting room, with no exceptions. If needed, shift will supply a staff member for the escort.

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

Each visitor, except for minors under 1 year of age, will pass through the metal detector and be pat searched. Each visitor shall be stamped 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 they are verifying identification. Each marking shall be placed on the underside of the left wrist approximately two to three inches above the area where a 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.

### XIII. PROCESSING AN INCARCERATED INDIVIDUAL INTO THE VISITING ROOM



Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

## NEBRASKA STATE PENITENTIARY

### PROCEDURE

### VISITING

EFFECTIVE DATE  
December 31, 2025

NUMBER  
205.002.101

PAGE  
15 of 24

### STATEMENT OF AVAILABILITY

### Law Library Access

- A. Each incarcerated individual will be given an incarcerated individual pass when they have a visit. They must take the incarcerated individual pass to turnkey. Once the visitor arrives in the visiting room, visiting staff will call turnkey to safety-search the incarcerated individual 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 #1). The form will be signed by the team member conducting the safety search and then stapled to the incarcerated individual's pass. Incarcerated individuals scheduled for a virtual visit will be processed in once they arrive to turnkey without the need of a call from the visiting room staff.

- B. Incarcerated individuals will also be safety-searched prior to leaving the visiting area.

## XIV. METHODS OF SEARCHING VISITORS

- A. Each adult visitor, upon admission to the NSP, will be required to verify their identity and may be asked to provide other necessary information requested by the warden.

- B. All visitors entering the NSP for the purpose of visiting incarcerated individuals or conducting business will be required to submit to a search of their person and belongings prior to entrance. Searching public officials are discussed in Procedure 120.001.101, *Official Visitors to the Penitentiary*.

- C. Visitors will use the personal property lockers located at the front entrance to secure personal property items not authorized in the visiting room or other approved destination. Visitors will obtain a key from the pass clerk and in doing so will leave their driver's license with the pass clerk. Once the key is returned, the driver's 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.

- D. Any personal items not secured outside the facility or in a visitor locker shall be searched (i.e., briefcases, purses, etc.) and applies to all visitors, including those identified/considered exempt from being pat searched.

- E. 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 hair accessories, hats, jackets, shoes, wigs, and the turning inside-out after emptying pockets. These items are to be removed and placed in the bin to be x-rayed. Where infants are involved, the responsible adult will be asked to remove the child's diaper for inspection by the team member 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, 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 team members or as directed by a supervising team member.

1. All visitors will be searched by trained NDCS team members of the same gender. However, if approved by the visitor, female team members may pat search a male visitor. Under no circumstances will a male employee be permitted to search a female visitor.
2. Team members shall refrain from deliberately searching a person's genitals or anus. Any touching of these areas of the body should be brief and incidental.

- F. All containers entering the NSP through the front entrance will be processed through the x-ray machine.

- G. Each visitor also will be required to pass through the metal detector. In the event the metal detector alarm is activated, the person will be required to remove all items from their pocket and walk through again. The only exception is if the visitor has a pacemaker. That individual will enter through the double doors away from the metal detector and back into the search room area to be searched.
- H. Under no circumstances will a visitor be pat searched unless they voluntarily consent, to include minors. If a visitor refuses to consent to any type of search, the visit shall be denied.
- I. If contraband is found on a visitor through any part of the search process or if a team member witnesses a pass/attempted pass of contraband between an incarcerated individual and visitor, the visit will be terminated, the shift supervisor and unit administrator will be notified, and law enforcement will be contacted. If the visitor is in the visiting room, they will be escorted to the front entrance by a team member. 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. A team member must actually see the contraband in the possession of the visitor or changing hands between the persons involved. Contraband is considered 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 that is specified in official NSP policy and procedures).
- J. NSP has the authority to order a private citizen to leave facility grounds. If a citizen refuses to leave, the Nebraska State Patrol will be contacted and requested to provide their assistance in escorting the individual from State property.

**XV. CONDUCT DURING VISITS**

- A. It is the responsibility of the visitor and incarcerated individual to conduct themselves in a manner that will not bring discredit upon themselves or be disruptive to other visitors in the area.
- B. 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 comfort of visitors, incarcerated individuals, and team members 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.
- C. It is the responsibility of all visitors to supervise and maintain control over their accompanying children. Children may not be left alone in the visiting area with the incarcerated individual. Nor may they be in the vending machine area without the adult visitor. Neither visitors nor incarcerated individuals are permitted to use corporal punishment on children or others while on NDCS property. If a child becomes disruptive during a visit and is not controlled by verbal direction from the supervising visitor or the incarcerated individual, the visit shall be terminated.
- D. Authorized types of physical contact
  - 1. A short embrace and kiss when the incarcerated individual 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. Incarcerated individuals holding their small children (age 5 and under) on their lap.



Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

## NEBRASKA STATE PENITENTIARY

### PROCEDURE

### VISITING

EFFECTIVE DATE  
December 31, 2025

NUMBER  
205.002.101

PAGE  
17 of 24

### STATEMENT OF AVAILABILITY

### Law Library Access

**E. Unauthorized types of physical contact**

1. Either visitors or incarcerated individuals sitting with an arm or their arms around each other.
2. Kissing
3. Caressing
4. Fondling
5. Sitting on each other's lap or straddling chairs, benches, etc. Incarcerated individuals may be permitted to hold children, age five and under, during visits. No other exceptions to this provision shall be made.
6. Feeding each other
7. Massages
8. Incarcerated individuals 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.

**F. No talking to other visitors or incarcerated individuals during the session.**

**G. All visitors will utilize those chairs provided in the visiting room for the duration of any visit period. Visitors or incarcerated individuals 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 incarcerated individual or visitor to facilitate the visit more comfortably if there are medical issues that would prevent the individual from sitting forward. If the chairs at the ends of the rows are occupied, visiting room team members will instruct incarcerated individuals and visitors to move to other seats to allow the wheelchair to be positioned correctly. Visitors and incarcerated individuals must refrain from slouching or turning sideways in their chairs. (Children age 10 and under may utilize the floor.)**

**XVI. TERMINATION AND SUSPENSION OF VISITS**

- A. Visitors may be refused admission to the NSP for failing to abide by the policies and procedures. Such a failure by the visitor may also result in the visitor being removed from the incarcerated individual's visiting list. Such action by NSP shall be set forth in a written statement to the visitor(s) and incarcerated individual. The statement shall also indicate the reasons for the action. Incarcerated individuals may appeal this decision through the grievance procedure.**
- B. Visiting privileges shall be suspended only by orders from the shift supervisor, unit administrator(s), major, captain(s), associate wardens, deputy warden, or the warden, except where the suspension is imposed as part of a formal disciplinary decision.**
- C. A visit may be denied or terminated and visiting privileges suspended, either temporarily or permanently, under the following circumstances:**
- D.**
  - 1. The consumption of or appearance/belief the visitor is under the influence of alcohol or illegal drugs.**
  - 2. Possessing contraband, introducing contraband, or attempting to introduce contraband into the facility or its grounds.**
  - 3. The taking of unauthorized items or property from the NSP (criminal prosecution under Nebraska law also is possible here).**



Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

## NEBRASKA STATE PENITENTIARY

### PROCEDURE

### VISITING

EFFECTIVE DATE  
December 31, 2025

NUMBER  
205.002.101

PAGE  
18 of 24

### STATEMENT OF AVAILABILITY

### Law Library Access

4. Initiating or contributing to disruptive or improper behavior by either incarcerated individuals or visitors that infringes upon other visits.
5. Refusal to submit to any search in a cooperative manner
6. Inappropriate dress as defined in this policy.
7. Refusal to allow oneself to be marked with invisible skin-marking ink
8. Refusal or failure to produce sufficient, current identification or the falsifying of identifying information by a visitor.
9. False or incorrect information on the VRF or attempting to visit under a false identification.
10. The violation of any posted visiting rule and regulation.
11. Any circumstance that presents a threat to the security of the facility, team members, visitor and/or incarcerated individuals.
12. The failure to control or to prevent children from disturbing other persons in the visiting area.
13. The failure to follow an officer's instructions during the visiting process.
14. Leaving the visiting area and proceeding into an unauthorized area.
15. Leaving the visiting area, then leaving NSP, and then returning to resume a visit. This visiting session will be terminated, and visitors will not be permitted to resume visiting their original incarcerated individual or any other incarcerated individual during the same visiting period.
16. Excessive physical contact between visitors and incarcerated individuals.
17. Physical contact with a minor by an incarcerated individual on "no contact" status with minors.
18. Refusal to clean up the area that was used for the visit.
19. The observation by the pass clerk, front entrance corporal, or other team members 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.
20. The administration reserves the right to withdraw the visiting privileges of any individual who refuses to comply with departmental rules and regulations.
21. Visits also may be suspended or terminated for reasons beyond NSP's control, such as mechanical problems in the visitor areas or facility emergencies making the area unsafe for visitors.
22. Leaving a minor unattended on NDCS property.

 <p>Good Life. Great Mission.</p> <p>DEPT OF CORRECTIONAL SERVICES</p>	<b>NEBRASKA STATE PENITENTIARY</b>		
	<b>PROCEDURE</b>	<b>VISITING</b>	
	<b>EFFECTIVE DATE</b> December 31, 2025	<b>NUMBER</b> 205.002.101	<b>PAGE</b> 19 of 24
	<b>STATEMENT OF AVAILABILITY</b>		
	<b>Law Library Access</b>		

23. Leaving an animal locked in a vehicle on NDCS property

D. 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 incarcerated individual and/or his visitor of their improper behavior.

E. Whenever an incarcerated individual receives a misconduct report that alleges some type of violation of the visiting regulations, the appropriate disciplinary committee will review the case. If it has been determined a violation(s) did occur, the disciplinary committee will suspend that incarcerated individual's visits for a specified period. The unit administrator will inform the incarcerated individual in writing that all his visits, with the exception of attorneys, public officials, and clergy persons, have been suspended. Letters of warning/suspension are generated by the unit administrator and sent to the visitor and incarcerated individual. If an incarcerated individual'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 unit administrator will notify the pass clerk of all incarcerated individual visiting suspension and when it should be removed. Only the pass clerk or unit administrator will enter incarcerated individual restrictions/suspensions.

F. The incarcerated individual 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 incarcerated individual's visiting list by approval of the warden/designee.

G. The pass clerk will maintain a list of all visitors who are currently 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 database will be updated accordingly.

H. When a visitor is placed on a permanent visiting restriction, they will receive a letter stating they may send in a new VRF one year from the date of the letter for review of the restriction. This information will be entered in NICaMS in the "Comments about this Visitor" section for visibility purposes. If the visitor sends in a VRF prior to the date allowed for review, the pass clerk will return the VRF to the visitor stating that a VRF will not be reviewed until the date listed in the "Comments about this Visitor" section, and return the VRF to the visitor, noting the date they can resubmit a VRF.

I. 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 incarcerated individual or the visitor may require modification.

## XVII. VISITOR ATTIRE

A. When visiting, proper attire is expected. Clothing should not be distracting or offensive to incarcerated individuals or other visitors and must be in good repair. Footwear in good repair is required to be worn at all times; open toed shoes are allowed. A lightweight outer jacket/sweater without any pockets may be worn in the visiting area. Female visitors are encouraged to wear slacks/pants.

B. Inappropriate visiting attire



DEPT OF CORRECTIONAL SERVICES

## NEBRASKA STATE PENITENTIARY

### PROCEDURE

### VISITING

EFFECTIVE DATE  
December 31, 2025

NUMBER  
205.002.101

PAGE  
20 of 24

### STATEMENT OF AVAILABILITY

### Law Library Access

1. Khaki colored cloths. 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.
2. Short shorts, sleeveless dresses or shirts, tights/leggings, stirrup pants, spandex/stretch pants. Over 10 years of age, leggings, and stirrup pants, spandex and stretch pants or any tight-fitting pants such as "skinny" jeans or jeggings. This is applicable to both male and female visitors.
3. Skirts/dresses/shorts/skorts/culottes, less than knee length (top of knee when sitting). If the skirt or dress has a slit in it, it must be below the knee. Female visitors wearing skirts/dresses will not be required to lift the garment to their waist to facilitate an appropriate pat search; team members will perform the pat search through the aforementioned clothing.
4. Tight fitting or revealing shirts, halter tops, tube tops, crop tops, backless tops, low cut shirts (two inches below the neck), tank tops, half shirts, crop tops, sleeveless shirts or dresses, shirts with zippers, spaghetti string tied tops, or other clothing revealing bare shoulders, a bare midriff, or any part of the breast, chest or back. Clothing will be considered tight fitting if it reveals the outline of genitalia or the areola.
5. Shirts that come below 2 inches from the bottom of the neck. If the neck of the shirt has to be pulled up to achieve the appropriate height, it will be considered too low and not 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, so no part of the midsection shows while raising arms, stretching, bending over, etc. Shirts may not be pulled up to meet the dress code standards.
6. See-through clothing
7. Torn clothing
8. Heavy coats, to include fleece jackets or sweaters with oversized necks. Exception is blazer or suit jacket. Shirts with drawstrings and shirts with oversized necks will not be allowed. A light jacket or sweater may be worn.
9. Not wearing undergarments (i.e. Females must wear panty hose and/or underwear and a bra. Males must wear underwear/undershorts.). Visitors may not wear athletic supporters or multiple layers of undergarments. Females must wear only one bra and only one pair of underwear. Corsets and stomach wraps are not permitted. Males must wear only one pair of underwear/undershorts.
10. Any shoes with rollers or cleats (metal or rubber)
11. Except for 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.
12. Hats, caps, headbands, hooding clothing, or outerwear. Exceptions will be authorized with written administrative approval in advance for religious purposes only. In addition, hats may



Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

## NEBRASKA STATE PENITENTIARY

### PROCEDURE

### VISITING

EFFECTIVE DATE  
December 31, 2025

NUMBER  
205.002.101

PAGE  
21 of 24

### STATEMENT OF AVAILABILITY

### Law Library Access

be worn for medical reasons with a doctor's note (i.e., Chemotherapy patients). All hats and headgear will be removed and searched.

13. Clothing with pictures, symbols or language that may be considered profane or offensive by current public standards
14. Visitors may only wear one belt
15. Any type of bracelet
16. Coveralls and overalls
17. Pants are to be worn at the waist. Clothing/accessories indicating/representing gang affiliation will not be allowed.
18. Rompers and bodysuits
19. Light up shoes
20. Shoes with Bluetooth capabilities.
21. Knee-high boots
22. Stilettos

C. Visitors are only allowed to wear the following jewelry:

1. 1 ring (wedding set included)
2. 1 pair of earrings (or two facial piercings)
3. 1 necklace
4. 1 religious' medallion
5. 1 med alert jewelry item
6. Jewelry will be inventoried on a Jewelry Inventory Log (Attachment #2) 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.

D. Appropriate visiting attire

1. Males

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.

2. Females

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.

 <p>Good Life. Great Mission.</p> <p>DEPT OF CORRECTIONAL SERVICES</p>	<b>NEBRASKA STATE PENITENTIARY</b>		
	<b>PROCEDURE</b>	<b>VISITING</b>	
	<b>EFFECTIVE DATE</b> December 31, 2025	<b>NUMBER</b> 205.002.101	<b>PAGE</b> 22 of 24
	<b>STATEMENT OF AVAILABILITY</b>		<b>Law Library Access</b>

3. Children

- a. Children who are old enough to walk are required to wear shoes. Shoes are to remain on at all times.
- b. Children 10 years or younger may be allowed to visit in shorts, skirts, or rompers provided that said clothing completely covers the child's buttocks.

E. Contractors/Vendors

Contractors and 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.

F. Volunteers/Coordinators/Guests

- 1. 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.
- 2. 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.

**XVIII. INCARCERATED INDIVIDUAL ATTIRE DURING VISIT**

- A. Incarcerated individuals in general population will be required to be in possession of their incarcerated individual ID card.
- B. Incarcerated individual attire for all visits will be state-issue clothing (khaki pants, khaki shirts, state-issue belt, socks, and state issue shoes).
- C. Undergarments are required. The state-issue clothing will be clean/unesoiled and in good condition (i.e., no tears).
- D. Incarcerated individuals and visitors will not be allowed to wear or exchange clothing while visiting.

**XIV. INCARCERATED INDIVIDUAL POSSESSIONS DURING VISIT**

A. Handkerchief, glasses, and jewelry

Incarcerated individuals 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.

B. Medication and medical/prosthetic appliances

- 1. No incarcerated individual will be allowed to have medication of any kind on his person unless he has written authorization for such medication signed by the NSP's chief medical officer.

 <p>Good Life. Great Mission.</p> <p>DEPT OF CORRECTIONAL SERVICES</p>	NEBRASKA STATE PENITENTIARY		
	PROCEDURE	VISITING	
	EFFECTIVE DATE December 31, 2025	NUMBER 205.002.101	PAGE 23 of 24
	STATEMENT OF AVAILABILITY		
	Law Library Access		

2. Only authorized medical/prosthetic appliances (artificial limbs, canes, hearing aids, crutches, etc.) will be permitted in the visiting area.
- C. At the end of a visit, each incarcerated individual shall be safety-searched, and a second inventory of his clothing and personal items made by the team member conducting the safety search. No incarcerated individual 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 Procedure 203.001.113, *Security and Control – Evidence Handling Procedures*, for specific details.
- D. A wedding ring may be brought in by the spouse of the incarcerated individual during a scheduled visit with prior approval. See Policy 205.04, *Incarcerated Individual Marriage Policy*, for specific details.

#### XV. 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 5-ACI-7D-22)** The pass clerk will maintain current information regarding public transportation available. This information along with a current bus schedule (Attachment #3) and an area street map showing the location of the NSP (Attachment #4) will be posted at the front entrance.

#### XVI. CONTACTS FOR VISITING QUESTIONS AND CONCERNS

- A. The unit administrator is the individual to contact for problems or questions concerning visits.
- B. NSP's mailing address and telephone number for questions specific to visiting regulations is:  
PO Box 22500  
Lincoln, NE 68542-2500  
(402) 471-3161

#### REFERENCE

- I. STATUTORY REFERENCES AND OTHER AUTHORITY
  - A. Neb. Rev. Stat. §§83-173 and §83-186
  - B. DCS Rules and Regulations – Chapter 4 – VISITING
- II. NDCS POLICIES
  - A. Policy 205.02, *Visiting*
  - B. Policy 205.04, *Incarcerated Individual Marriage Policy*
- III. NSP PROCEDURES
  - A. Procedure 120.001.101, *Official Visitors to the Penitentiary*
  - B. Procedure 203.001.113, *Security and Control – Evidence Handling Procedures*



Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

## NEBRASKA STATE PENITENTIARY

### PROCEDURE

### VISITING

EFFECTIVE DATE  
December 31, 2025

NUMBER  
205.002.101

PAGE  
24 of 24

### STATEMENT OF AVAILABILITY

### Law Library Access

#### IV. ATTACHMENTS

1. Inmate Property Form
2. Jewelry Inventory Log
3. Lincoln Transportation Information
4. Lincoln Area Map

#### V. AMERICAN CORRECTIONAL ASSOCIATION (ACA)

- A. Expected Practices for Adult Correctional Institutions (ACI) (5th edition): 4B-21, 7D-18, 7D-22

# 205.002.101 Visiting 2025

Final Audit Report

2025-12-22

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