

NEBRASKA

Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

COMMUNITY CORRECTIONS CENTER-OMAHA

PROCEDURE

VISITING

REVISION DATE
December 31, 2025

NUMBER
205.02.001

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SUMMARY OF REVISION/REVIEW

VRF process updated, VVP rules and VisNow process

APPROVED:



James Jansen, Warden
Community Corrections Center-Omaha

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PURPOSE

Procedure governing incarcerated individual visiting is necessary in order to attain the Nebraska Department of Correctional Services' (NDCS) and the Community Corrections Center-Omaha (CCC-O) 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. (ACRS-2A-02)

PROCESS


CCC-O will comply with the policy and subsequent attachments, in addition to the procedures herein as it applies to CCC-O.

CCC-O visiting regulations and hours are posted in the dayroom. Copies of these visiting regulations may be provided to incarcerated individuals and visitors upon request.


I. REQUEST DISPOSITION (ACRS-5A-17)

A. Visitation Applications

1. No visitors will be permitted to visit prior to submitting the authorized visiting forms and approval by the warden/designee. False or incomplete information on the form will result in a denial of visiting privileges.
2. It is the responsibility of each incarcerated individual to initiate the visiting process. Incarcerated individuals may obtain the *Visitation Request Form* (VRF) (Attachment A) from their assigned case manager or at the front desk and shall be mailed to those persons they desire to have placed on their approved visiting list or given to them during an approved "drop off/personal furlough". Each visitor must complete and mail the VRF back to CCC-O for processing. VRF's should be mailed to the attention of the Pass Clerk.
3. The VRF is to be returned to CCC-O via the U.S. Mail or interoffice mail and placed in the pass clerk's mailbox for processing.
4. The pass clerk will make a photocopy of the VRF and dispose of the original VRF for safety and security purposes.
5. Using the VRF, the visitor's information is entered into NICaMS – Visitor Tracking and marked as processing. CCC-O's pass clerk will also enter the visitor's information in an excel spreadsheet on CCC-O P drive for tracking purposes.
 - a. If the VRF is completed, the pass clerk sends the VRF to the Omaha Correctional Center (OCC) Central Control Corporal or designated National Crime Information Center (NCIC) operator for processing. The VRF will be processed as time permits.

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- b. **If the VRF is incomplete, the pass clerk will highlight and/or comment regarding the incomplete information and return the VRF to the individual requesting to visit.**
- c. For all the completed VRF's, the designated NCIC operator will complete an NCIC check. The VRF will be either marked "OK" or the NCIC printout of the visitor's record is attached. The VRF will be returned to CCC-O's pass clerk. CCC-O's pass clerk will enter the date the VRF was returned from OCC into the excel spreadsheet.
- d. **The pass clerk will give the VRF to CCC-O's Unit Manager (UM) for review and recommendation. The UM will review the entire VRF and the attached NCIC printout (if any) and will check to see if the applying visitor is on another incarcerated individual's visiting list and will approve or deny the VRF.**
 - 1) **If denial is recommended, the VRF will note the reason for denial and will be given to the warden for final decision. The VRF is then forwarded to the pass clerk for final processing to the incarcerated individuals visiting list in NICaMS – Visitor Tracking.**
 - a) **If denied, the pass clerk will return the receipt portion of the VRF to the incarcerated individual. It is the incarcerated individual's responsibility to notify the visitor of the denial.**
 - b) The VRF will be sent to OCC records to be placed in the incarcerated individual's main file. All NCIC documents relevant to the visitor will be destroyed and will not be maintained in the incarcerated individual's file
 - c) **The incarcerated individual has ten (10) working days after notification to appeal the VRF denial. The incarcerated individual may initiate this appeal by writing an *Inmate Interview Request (IIR)* to the warden/designee.**
 - 2) **If approval is recommended, the VRF is returned to the pass clerk who adds the approved visitor to the incarcerated individuals visiting list in NICaMS – Visitor Tracking.**
 - a) **If approved, the pass clerk will cut and return the receipt to the incarcerated individual. It is the incarcerated individual's responsibility to notify the visitor of the approval.**
 - b) The VRF will be sent to OCC records to be placed in the incarcerated individual's main file.

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All NCIC documents relevant to the visitor will be destroyed and will not be maintained in the incarcerated individual's file.

B. NCIC Check & Criminal Record

1. An NCIC check will be performed on all visiting applicants (both adults and minors from age 8 and up) who have submitted a VRF to verify visitor identity and to ensure the accuracy of the VRF information. The social security number will be used solely for the purpose of running the NCIC check.
2. Persons with criminal records will not automatically be excluded from visiting. The nature and extent of that person's total criminal record, plus his or her history of recent criminal activity, is weighed carefully against the benefits of visitation.
3. Generally, parolees, probationers or persons having pending charges will not be granted permission to visit during service of sentence and persons with a **felony** conviction will not be granted permission to visit for three (3) years after expiration of sentence, except for immediate family who may be considered at the end of one (1) year. Persons with a **misdemeanor** conviction will not be granted permission to visit for six (6) months after expiration of sentence. Immediate family may be considered after three (3) months.
4. An exception may be made for a spouse/immediate family member who may be allowed to visit once a month with approval from the warden. It will be the responsibility of the spouse/immediate family member seeking visiting privileges while on probation/parole to provide, with the VRF, a letter from the supervising probation/parole officer recommending either approval or denial of visiting privileges.
5. Immediate family members having pending misdemeanor/felony charges may be considered for monthly visits at the discretion of the warden pending resolution of the charges.
6. The warden must review and approve or deny all VRF's submitted by the victim of a violent offense when that offense is committed by the individual being visited, if such information is known to facility team members. Generally, the victim of a violent offense will not be granted permission to visit. Exceptions may be made with a spouse/adult immediate family member, who may be allowed to visit once a month with approval from the warden.
7. If a prospective visitor is denied visiting privileges, such reason(s) need not be divulged to the individual, the incarcerated individual, or other parties for the purposes of security, custody, and control.
8. Generally, former NDCS team members will not be granted permission to visit except with immediate family members. All VRF received from former NDCS team members must be submitted to the warden for review. The warden may deny the visitation request based on safety/security concerns specific to the individual requesting to visit.

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If the warden is not aware of any safety/security concerns specific to the individual requesting to visit, a recommended disposition shall be submitted to the NDCS director/designee for final approval. The NDCS director/designee may deny the visitation request based on safety/security concerns specific to the individual requesting to visit.

9. Generally, current NDCS team members will not be approved to visit except for immediate family. Team members must make a written request to the warden of the facility where the individual is incarcerated to be considered, as well as to the facility warden where the team member is assigned.

C. Scheduling a Visit

After approval of a visitation application, a visiting adult can schedule a visit.

1. To schedule a visit, go to the NDCS website at <https://www.corrections.nebraska.gov>.
2. From the home page, click on visiting hours or search "visitation" using the search feature.
3. Select the facility in which you wish to visit (CCC-O).
4. Click on the "Schedule a Visit" bar. The on-line form will appear. Complete the on-line form.
5. If you will be bringing any child(ren) to the visit, you must provide their names and the information requested in the on-line form. All children must have an approved visitation application on file.
6. Individuals wishing to visit as a clergy member are subject to application the general visitation application guidelines. Additionally, clergy members must provide a copy of their credentials and/or letter of good standing upon submission of a Visitation Request Form (VRM). Expired credentials are not valid.
7. Complete the visit preference dates including alternate dates/times and click "Submit".
8. All visitation requests must be submitted at least seven (7) days prior to the selected visit date.
9. Visits are scheduled on a first come, first serve basis. You will receive an email notification at least three (3) days in advance of your approved visit.
10. To cancel a scheduled visit for any reason, notify the facility as soon as possible.
11. You must arrive to the facility 15 – 30 minutes prior to your approved visit for processing. Late arrivals will not be processed.

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12. Be sure to read all the current visitation rules and updates on the website PRIOR to the date of your approved visit. If you have further questions about your visit, it is recommended you contact the facility prior to your approved visit.

D. Conformation of Visit

All visits, virtual and in person, are scheduled online, through the NDCS website.


1. After a visiting request is submitted online, it is automatically forwarded to the designated team members at CCC-O via email. Once the designated team members receives the email, the designated team members will make sure the request meets the following parameters and will be added to the visiting excel schedule on CCC-O's P Drive.
 - a. Visitors are approved and, on the individuals visiting list
 - b. The request is for the appropriate day
 - c. The incarcerated individual does not already have a visit scheduled for that week.
2. A confirmation email will be sent to the requested visitor. If the visit is denied, an email detailing why it was denied will be sent to the visitor.
3. If the request was for a virtual visit, after the visit is scheduled on the visiting excel spreadsheet, a Zoom meeting will be created on the appropriate tablet, and a virtual invitation will be emailed to the requested visitor from the tablet. See Virtual Visiting section for more information on virtual visits.

E. Limitations

1. Number/Space

There is no limit to the number of visitors an incarcerated individual may have on their authorized visiting list, however all visitors must be approved by the warden/designee for visiting. Specific visiting procedures limiting visitation are as follows:


- a. Visitors will not be authorized to be on the visiting list of more than one (1) incarcerated individual housed within the NDCS. Exceptions to this policy are as follows:
 - 1) An "immediate family" member may be granted permission to be placed on more than one individual's visiting list if one person involved is a member of the individual's immediate family.
 - 2) Credentialed news media representatives and Credentialed clergy visitors may be allowed on more than one individual's visiting list at any time.

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- b. No more than four (4) adults may visit an individual during any one visiting period.
- c. Visitors who leave the facility will not be permitted to resume their visiting privilege for that session.
- d. **CCC-O will utilize its common area for visiting. The visiting area has the capacity to accommodate 76 people. Visitors will be required to wait outside the facility once the visiting area reaches capacity. The visiting area will be searched by CCC-O team members prior to and after visiting and search reports will be submitted to the security administrator. (ACRS-5A-23)**
- e. Visiting limitations may be imposed by the facility due to scheduling, space and personnel constraints.
- f. For the purpose of visiting, immediate family shall be defined as: spouse, parent, step-parent, person acting in place of parent (as documented in the master record), sibling, step-brother, step-sister, half-brother, half-sister, child, step-child, grandparent and grandchild.

2. Age Requirements

- a. Persons 19 years of age and older:
 - 1) Must complete and submit an individual VRF
 - 2) May visit without parent or guardian.
- b. Persons 18 years of age and younger:
 - 1) Must each have a completed VRF
 - 2) Must be accompanied on visit by parent, legal guardian or court appointed agent or other authorized adult (age 19 or above).
 - 3) Must submit notarized permission letter from parent, guardian or court appointed agent to visit in company with another authorized adult.
 - 4) Parent, legal guardian, court appointed agent or another authorized adult who accompanies said minor must also be on the individual's approved visiting list. (Except those individuals who are authorized as a part of their employment to accompany minors on visits are not required to be on a particular individual's visiting list. Such individuals are required to submit a VRF).
 - 5) Minors age 18 and younger must have a birth certificate to present to CCC-O's front desk team members during their first visit.

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- 6) All minors age 16 and older must also present a picture ID on all visits.

Minors who are married do not need parental or legal guardian consent to visit their spouse, but must be approved visitors via the VRF process. They also will be required to present a copy of their marriage license along with the VRF.

II. SPECIAL, EXTENDED, AND EMERGENCY VISITS

A. Special Visits (ACRS-5A-18)

1. A special visit may be requested by an incarcerated individual for professionals not on the individual's approved visiting list, to include prospective employers, attorneys, 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; denials shall be based on safety/security concerns specific to the individual requesting to visit. (ACRS-6A-01)
 - a. Attorney visits will be coordinated through each incarcerated individual's assigned case manager and approval by the warden by using the Special/Extended/Emergency Visit Request (Policy 205.02, Attachment B) form. The CCC-O conference room may be utilized for confidential visits if arranged in advance. (ACRS-6A-01)
2. A special visit may be requested by the Department of Health and Human Services (DHHS) team members for court ordered agency supervised visits. In these instances, DHHS officials must provide NDCS a copy of the court order, the name of the DHHS team member or contract service provider assigned to supervise the visit, the name(s) and age(s) of the child(ren) who will be visiting and the requested date/time for the court ordered visit. The *Special/Extended/Emergency Visit Request* (Policy 205.02, Attachment B) form will then be completed by the incarcerated individuals assigned case manager for approval by the warden/designee. These special visits will normally take place during normal visiting hours; however, so as not to unreasonably deny the special visit, DHHS team member/contract provider schedules may necessitate these visits occur outside of the normal visiting hours but within normal business hours. The DHHS team members/contract provider is required to present a DHHS/contracted service provider photo identification card at the time of the visit.
3. 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 VRF process. Family/friends of the individual must be on the individual's approved visiting list before they are permitted to visit.

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- a. The Special/Extended/Emergency Visit Request (Policy 205.02, Attachment B) form may be used for immediate family members whose VRF's have been denied. With warden's approval, immediate family members may be allowed to visit once (1) per month. It will be the responsibility of the immediate family member requesting the visiting privileges to initiate this request.

B. Extended Visits

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; denials shall be based on safety/security concerns specific to the individual extended visit request.


C. Emergency Visits

1. 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.
2. In cases of a verifiable death of critical illness to an individual's immediate family, the individual shall be notified as soon as possible, see *Incarcerated Individual Immediate Family Medical Notification Form* (Policy 205.02, Attachment C).

D. Incarcerated individual to Incarcerated Individual Visits (ACRS-5A-18)

With the approval of both wardens, CCC-O individuals may be authorized to visit immediate family members incarcerated in other NDCS facilities once every three months. Incarcerated individual to incarcerated individual visits may occur when the following criteria are met:

1. One individual must be on community custody status (CCC-O) and the visit request will be initiated by the CCC-O individual.
2. The individuals must be immediate family as defined by current NDCS guidelines.
3. The visit must be approved by each warden/designee.
4. The visit will generally occur during regular visiting hours.
5. CCC-O individuals must produce their NDCS-issued ID prior to being allowed to visit at a secure facility.

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6. CCC-O individuals will be safety searched upon arrival and upon leaving the secure facility.
7. Visits may be approved once every three months.
8. CCC-O individuals must request the special visit by using a personal needs furlough.

E. The CCC-O individual will initiate the process by either sending their assigned case manager an *Inmate Interview Request* (IIR) form requesting the visit with the immediate family member or by speaking with their assigned case manager. The individuals assigned case manager will have the individual complete the Special/Extended/Emergency Visit Request (Policy 205.02, Attachment B) form as much as possible. Once this is completed, the individuals assigned case manager will send notice/approval of the visit to the visiting facility. If approved (by both facility warden's), the individual will be notified and the individual will be instructed to complete a personal needs furlough. On the day of the visit, the CCC-O individual will check out of the facility with their ID and approved furlough.

III. VISITING DAYS AND HOURS (ACRS-5A-17)

The visiting hours at CCC-O are from 12:30 p.m. to 1:45PM for session 1 and from 2:45PM to 4:00PM for session 2. Saturdays are for incarcerated individuals with the last name A-L, and Sundays are for incarcerated individuals with the last name M-Z.


Holiday visits will occur only on New Year's Day, Fourth of July, Thanksgiving, and Christmas. Holiday visiting hours will be session 1, from 12:30PM to 1:45PM A-L incarcerated individuals and session 2, from 2:45PM to 4:00PM M-Z incarcerated individuals.

IV. PROCESSING VISITORS

A. Visitor Identification (ACRS-2A-02)

All adult visitors must have a photo identification card in order to visit. Only visitors of verified identity and listed on an incarcerated individual's authorized visiting list may visit. All minor children must provide proper documentation, be accompanied by an approval adult who is also listed on the individuals' visiting list. A driver's license without a picture is not acceptable. The following I.D. and/or documents may be used as proper identification:

1. Driver's License (with photo)
2. Passport
3. Military I.D. Card
4. Employee Identification Card
5. Welfare Card (Must be current with SSN, signature and HEW issue)

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B. Visiting Log

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

C. Search of Visitors and/or Their Belongings

1. The security and control of the facility and the safety and welfare of all incarcerated individuals, team members and visitors are of concern to CCC-O. Searches are conducted to help maintain a safe environment for all and are done to discover and prevent the exchange of contraband or unauthorized articles between incarcerated individuals and other individuals, and discover hazards of fire, health, safety, and security. All searches will be conducted in the restrooms in the commons area of the facility.
2. **Visitors will be subjected to property searches prior to gaining access to the facility. (ACRS-2A-02)** All items being carried in by visitors will be closely checked for contraband. Visitors may be pat searched when searches are randomly conducted on team members, incarcerated individuals, or when ordered by the warden or designee based upon a reasonable suspicion that contraband is being concealed. Pat searches of visitors will always be conducted by a team member of the same gender. Safety searches of visitors may only be conducted with the approval of the warden.
3. Visitors may be subjected to unannounced pat search or search by metal detector. The intent of the searches is to detect drugs or other contraband.
4. 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.


D. Authorized and Unauthorized Items for Visitors

1. Authorized Items

All visitors are encouraged to secure their personal property in their vehicles; however, lockers are available in the commons area for limited storage of personal items while visiting. Visitors are provided with a locker where a quarter is exchanged for a key. The quarter is returned upon receipt of the key. Visitors will not be allowed to access the locker without prior approval.

Visitors are permitted the following items in the visiting area:

- a. Heart and asthma medication. Other medication may not be taken into the visiting area without approval from the warden or designee and must be in the original container.


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- b. Parents with infants may bring in two factory sealed single serving size ready to feed formula or two clear bottles (no glass), four disposable diapers, eight wet wipes inside a clear bag, one receiving blanket, one plastic teething instrument, and when not furnished by the facility, toys of a simple, non-weapon, plastic type for pre-school age children.
- c. Each visitor (adults and minors) may bring up to \$20.00 in change (example – one visitor with child would be allowed to bring up to \$40.00 in change) for use in the vending machines.
- d. Sufficient identification to verify the visitor status/relationship.
- e. One comb, one handkerchief, jewelry as appropriate, one religious medallion/headwear, and one pair of prescription glasses.
- f. **Legal materials needed for an attorney/client visit. (ACRS-6A-01)**
- g. Religious materials for a clergy visit in accordance with Policy 208.01 *Religious Services*.
- h. Credentialed media representatives approved to visit are authorized to bring two pens and one legal size pad of paper for the purpose of taking notes.

2. Unauthorized Items

- a. NDCS and CCC-O prohibits all persons from introducing an electronic communication device within an NDCS facility without prior authorization. Electronic communication devices are any device which, in its ordinary and intended use, transmits by electronic means writings, sounds, visual images, or data of any nature to another electronic communication device. (Neb. Rev. Stat. § 28-936)
- b. For the purposes of this Procedure, the definition of electronic communication device includes all cellular phones, tablets, or any other similar electronic devices intended to transmit writings, sounds, visual images, or data of any nature to another electronic device. Due to the ever-changing technological advances making it difficult to detect the functionality of transmission in many devices, the definition of electronic communication device shall include all smart-type and fitness-type watches with independent cellular or internet connectivity features.
- c. Attorneys are authorized to bring in the following items: digital camera, and laptop or tablet that does not have cellular capability. Attorneys will present these items for inspection.

A person who intentionally introduces within the facility or intentionally provides an incarcerated individual of the facility with any electronic communication device commits an offense for which they may be criminally charged under Neb. Rev. Stat. §28-936.

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

It is the responsibility of the visitor and the individual to conduct themselves in a manner that will not bring discredit upon them or be disruptive to other visitors.

1. Supervision of Children


It is the responsibility of the visitor to supervise and maintain control over accompanying children. Neither visitors nor incarcerated individuals are permitted to use corporal punishment on children or others when on NDCS property. If a child becomes disruptive during a visit and is not controlled by verbal direction from the supervising visitor or the individual being visited, the visit may be terminated.

2. Posted Rules/Team Members Instructions

Visitors and incarcerated individuals must obey team members instructions and posted rules and regulations. Visits can be terminated at any time at the discretion of the shift supervisor for any violation of the posted visiting rules and regulations. (ACRS-5A-17)

3. Physical Contact

- a. CCC-O shall permit informal communications including the opportunity for limited physical contact. Devices that preclude physical contact shall not be used except instances of substantial security risk or as a sanction through the incarcerated individual disciplinary process.
- b. Visitors and incarcerated individuals must accept responsibility to behave in a mature, responsible manner and be respectful of the rights of others visiting.
- c. Physical contact between visitors and incarcerated individuals is limited to a brief kiss and a short embrace at the beginning and end of the visit. Caressing is prohibited. Individuals on "No Contact" status with a minor will have no contact at any time with a minor, including at the beginning and end of visitation.
- d. No materials such as blankets, cloth, etc., may be used as a lap cover, draped over tables, benches or chairs in the visiting area.
- e. Visitors and incarcerated individuals will not be allowed to sit on each other's laps or straddle 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.
- f. All visitors will use the restrooms in the commons area of CCC-O. All children must be accompanied to and from the restroom by their adult visitor.

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4. Visit Area

At the conclusion of the visit, incarcerated individuals and visitors share a responsibility for cleaning up the immediate area which was used for their visit and returning all items used during the visit (games, color pages etc).


V. VISITATION RESTRICTION/SUSPENSION (ACRS-5A-17)

A. Visit Restriction

It is the policy of CCC-O to encourage visits between members of the community and individuals as a means of promoting the rehabilitation process. However, individuals and visitors share a responsibility with the department for proper conduct during the visiting process. Some actions which may result in either temporary or permanent visiting restrictions are: (See *Visiting Restriction Guidelines* (Policy 205.02, Attachment H) for specific restriction time periods.)

B. Visit Suspension

1. The warden may suspend the visiting privileges of the visitor. Suspensions shall be in accordance with NDCS *Visiting Restriction Guidelines* (Policy 205.02, Attachment H). Based on the severity of the incident, the warden has the discretion to suspend visitation on the first offense for all rules violated. A violation that poses a significant risk to security or injury to another person can result in an immediate and indefinite restriction. Indefinite removal shall only occur with the written approval of the warden. Visiting suspensions shall occur by stating that fact in a letter to the person and citing the reasons for it.
2. The statement of reasons may be deleted if it would jeopardize the security of the facility or the safety of an individual. The individual involved will also receive a copy of the letter.
3. In that same letter to the visitor, the warden will 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 will include a date when that visitor may resubmit an application for visiting privileges.
Visitors that are suspended from visiting at one NDCS facility are suspended from visiting at all NDCS facilities. Exceptions may be considered by the warden if immediate family members are involved.
4. Any individual aggrieved by the removal from their visiting list of one or more of the approved visitors from their visiting list may appeal such action through the regular grievance procedure.
5. Within the visiting suspension letter shall also state that the visitor's volunteer/sponsorship status has also been suspended or terminated based on the severity of the incident.

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VI. VISITING ATTIRE

A. Visitor Attire


When visiting CCC-O, casual attire is appropriate. However, clothing should not be distracting or offensive to incarcerated individuals or to other visitors and must be in good repair. Footwear in good repair is required to be worn at all times; open toe 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.

No visitor shall be refused the opportunity to visit due to visitor dress code violations except as approved by the shift supervisor or higher authority.

1. Visitors must wear undergarments. Visitors may not wear multiple layers of undergarments. Females must wear one bra and one pair of underwear. Males must wear one pair underwear/undershorts.
2. Visitors are not allowed to wear a combination of both khaki-colored pants and a shirt at the same time when they visit.
3. Shorts or skirts/dresses are permitted for adult visitors if they are at or below the knee when standing. Children 10 years or younger may wear shorts, skirts, or rompers provided that said clothing completely covers the child's buttocks.
4. Shirts and dresses must cover the shoulders. Shirts/dresses shall not be low-cut in the front (no cleavage may be visible) or unusually low-cut in the back.
5. Clothing with pictures, symbols, or language that may be considered profane or offensive by current public standards shall not be allowed.
6. Clothing that is tight fitting (clothing will be considered tight fitting if it reveals the outline of genitalia or the areola), revealing, or made of see-through fabric shall not be allowed
7. Clothes will be expected to be in good repair with no rips, tears, or pockets that are torn to allow access beneath the garment.
8. Hats, headbands, hooded clothing or outerwear are not allowed. Clergy are permitted to wear religious headwear.
9. Watches, exercise trackers, and similar devices are not permitted.

B. Incarcerated Individual Attire

CCC-O individuals are allowed to wear either state-issued clothing or their own personal clothing items to visit. Casual attire is appropriate; however, clothing should not be distracting and must be in good repair. Undergarments are required.

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VII. VISITOR DELETIONS

Any incarcerated individual may request that one or more persons listed on their approved visiting list be deleted from that list by completing a *Deletion Request Form* (Policy 205.02, Attachment G). The deleted visitors' name(s) will not be placed on another individual's approved visiting list for six months. The deleted visitor's name(s) also will not be reinstated on an individual's visiting list for six months (if the visitor's name was previously removed at that individual's direction).

A visitor may request deletion by submitting the request in writing to the warden/designee, or in conjunction with application to become an approved community partner by submitting the request in writing to the partnership program manager. Such visitor requested deletions require the visitor to wait six months before they may be placed on another individual's list. The six-month waiting period will also apply to clergy status visitors, however, the warden may waive the six-month waiting period at the recommendation of the religious coordinator. In the event that the individual requesting deletion has not visited for a period of at least six months, the warden may waive the six-month waiting period to be added to another individual's visiting list.

VIII. VIRTUAL VISITATION


The *Virtual Visitation Program* (VVP) is designed to strengthen community support to improve quality of life during and after incarceration. The program supplements the in-person visitation opportunities, offering incarcerated individuals and their family members and/or friends a virtual visit using an online platform (e.g., Zoom, Webex, Skype) to encourage communication and support. Program effectiveness will be measured by self-report using a post-visit-survey. Other measurable outcomes may include a decrease in negative behaviors and increased participation in recommended treatment/programming (i.e., accepting a recommendation previously refused). In addition, it is expected that participants will have improved interactions with their peers and team members. See the *Virtual Visitation Program* (Policy 205.02, Attachment I) for more information.

A. How to Schedule a Virtual Visit:

- Both tablet and hot spot will be turned on
- Unlock tablet (2320) and make sure the tablet connects to Wi-Fi
- Open the Zoom app and select the "schedule" icon
- The following information needs to be added; name, date, and time of meeting (only 40 minutes allowed), select done in the top right corner
- When you see the "pop-up" (You haven't added any attendees), select save
- G-mail app will automatically open with the link to e-mail. Enter the attendees e-mail address and select send. The visit is now scheduled.

B. How to Start a Virtual Visit:

- Turn on both tablet and hot spot

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2. Unlock the tablet (2320) and wait for Wi-Fi connection
3. Open the Zoom app and select “Meetings” on the left-hand side
4. Select “Start” to the appropriate meeting
5. The video screen will open. Select “Wi-Fi or Cellular data and start video
6. Visitors are required to be in the “Waiting Room” when the visit is initiated. Once the visitor has entered the video, the virtual visit is ready.


C. Expected Dress Code and Conduct

Family, friends and incarcerated individuals participating in VVP are expected to adhere to all dress code and conduct outlined in this procedure. In addition to those outlined, the below also apply to VVP:

1. No engagement in illegal activity or potentially illegal activity.
2. No gang signs, signals, or gestures, pictures, activity, and/or gang affiliation discussion or actions.
3. No violence or depiction of violence.
4. No sexual content, poses, or gestures at any time during the call.
5. No weapons may be visible during the call.
6. No drug/alcohol/paraphernalia use and/or no drug/alcohol/paraphernalia visible in the video.
7. No other incarcerated individual may participate in the call; only the incarcerated individual approved for video chat contact may be on the call.
8. Only authorized individuals will be visible on the visit.
9. Incarcerated individuals with restrictions of no-contact with minor-aged visitors (under 19 years of age) will not be permitted to engage in VisNow visits with such individuals.
10. Visitors are not permitted to record the video visit session in any capacity. This includes recording any video/audio or photos/screenshots from the video visit. No part of a video visit is allowed on any other platform or website (i.e. social media, streaming services, etc.)


IX. VIAPATH VIDEO CHAT (VisNow)

- A. VisNow is a feature available through the ViaPath tablet to assist incarcerated individuals with approved family, friends, and prosocial support to aid in reentry, family unification, and overall wellbeing.

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VisNow capabilities are being provided separately from the NDCS provided *Virtual Visitation Program* (VVP) and in person visitation at CCC-O. This service is a privilege, and violations will be managed appropriately.

- B. VisNow visiting is available to any person who is approved on both an incarcerated individual's approved telephone list and e-messaging service. Criteria to be on an individuals approved telephone list is in accordance with the process outlined in Policy 205.03 *Inmate Calling System*. Individuals may request additions as specified in that policy.
- C. Incarcerated Individuals will need to attach their tablet to one of mounted docking stations in the commons area of CCC-O to start the visit. Once a visit has started, the tablet will remain attached to the docking station until the visit is completed. Removing the tablet from the docking station and continuing to visit is not authorized. VisNow visits will be limited to 15 minutes in length, however there is no limit to the number of 15-minute visits per day.
- D. Family, friends and incarcerated individuals participating in video chat are expected to adhere to all dress code and conduct outlined in this procedure. In addition to those outlined, the below are specific to VisNow video visitation.
 1. Those on room restrictions are not allowed to do video chats.
 2. No engagement in illegal activity or potentially illegal activity.
 3. No gang signs, signals, or gestures, pictures, activity, and/or gang affiliation discussion or actions.
 4. No violence or depiction of violence.
 5. No sexual content, poses, or gestures at any time during the call.
 6. No weapons may be visible during the call.
 7. No drug/alcohol/paraphernalia use and/or no drug/alcohol/paraphernalia visible in the video.
 8. No other incarcerated individual may participate in the call; only the incarcerated individual approved for video chat contact may be on the call.
 9. Only authorized individuals will be visible on the visit.
 10. Incarcerated individuals with restrictions of no-contact with minor-aged visitors (under 19 years of age) will not be permitted to engage in VisNow visits with such individuals.
 11. Visitors are not permitted to record the video visit session in any capacity. This includes recording any video/audio or photos/screenshots from the video visit. No part of a video visit is allowed on any other platform or website (i.e. social media, streaming services, etc.)

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- E. All VisNow visits are subject to monitoring. Any incarcerated individual not adhering to the above rules will be issued a misconduct report and have their VisNow privileges immediately suspended pending the results of the disciplinary hearing. Additional restrictions may be imposed with the warden's approval. Visitors may be subject to suspension/termination of VisNow privileges.
- F. 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.
- G. Those incarcerated individuals on tablet restriction will not be able to use the VisNow app.

REFERENCE

- I. STATUTORY REFERENCE AND OTHER AUTHORITY
 - A. Neb. Rev. Stat. §29-818, §29-820, §29-936, §83-173, and §83-186
 - B. DCS Rules and Regulations – Chapter 4 – VISITING
- II. NDCS POLICIES
 - A. Policy 205.02 *Visiting*
 - B. Policy 208.01 *Religious Services*
- III. ATTACHMENTS – None
- IV. AMERICAN CORRECTIONAL ASSOCIATION (ACA)
 - A. Standards for Adult Community Residential Services (ACRS) (4th edition): 4-ACRS-2A-02, 4-ACRS-5A-17, 4-ACRS-5A-18, 4-ACRS-5A-23, 4-ACRS-6A-01