

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	NEBRASKA CORRECTIONAL CENTER FOR WOMEN		
	PROCEDURE		
	VISITING		
	REVIEW DATE December 31, 2025	NUMBER 205.02.4.01	PAGE 1 of 11
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AUTHORITY:

Policy 205.02,

Nebraska Department of Correctional Services Rules and Regulations Manual – Chapter 4.

Nebraska Rev. Stat. – SS83 – 173 and 83 – 186.

REVIEW/REVISION HISTORY:

Revised:	January 15, 1981	Revised:	July 31, 2020
Revised:	July 31, 2015	Revised:	September 30, 2021
Revised:	December 30, 2016	Revised:	December 31, 2022
Revised:	July 31, 2017	Revised:	December 31, 2023
Reviewed:	December 31, 2018	Revised:	June 30, 2024
Revised:	April 30, 2019	Revised:	December 31, 2025

SUMMARY OF REVISION/REVIEW:

Removed duplicated policy information. Other updates throughout.

APPROVED:


Angela Folts-Oberle, Warden
Nebraska Correctional Center for Women

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PURPOSE

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

PROCESS

It is the procedure of the Nebraska Correctional Center for Women (NCCW) to allow visiting privileges and retain such privileges as long as the individual does not violate the rules and regulations governing visiting.

The NCCW Visiting Regulations shall be made available to visitors, NCCW 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.

Further detailed information is noted in Policy 205.02, *Visiting*, and is recommended for team members, incarcerated individuals and visitors to review. Nothing in these regulations should in any way be interpreted or construed to mean that visiting is an automatic "right" or that regulations governing the visiting process create any rights or benefits for 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.

NCCW will follow all guidelines set forth in policy 205.02, *Visiting*, the below information is specific to NCCW.

PROCESS

I. WHO MAY VISIT

An NCCW 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 NCCW, its team members, the individuals confined within, and the probable effect such presence shall have upon the rehabilitative progress of the individual to be visited. Actual administration of the visiting approval process is delegated to the Assistant Warden/designee.

II. VISITATION APPROVAL PROCESS

- A. It is the responsibility of each incarcerated individual to initiate the visiting process. Individuals may obtain a Visitation Request Form (VRF) (attachment #1) from a 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, is incomplete, stained 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:

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Pass Clerk
Nebraska Correctional Center for Women
1107 Recharge Rd
York, NE 68467

- B. Whenever an incarcerated individual receives a VRF notification slip from the Pass Clerk indicating a particular visitor has been either approved or denied visiting, it shall be the responsibility of the incarcerated individual to notify that person of that approval or denied decision.
- C. Any individual who has not been approved to visit may appeal that decision directly to the Warden/designee in writing.
- D. Any incarcerated individual may grieve the VRF decision through the grievance procedure.
- E. The Warden/designee must approve all VRF's submitted by the victim of an offense committed by the respective incarcerated individual.

III. SPECIAL, EMERGENCY AND EXTENDED VISIT PROCEDURES

- A. Whenever an incarcerated individual knows in advance that they are expecting a visitor who would fall under Special, Emergency, and Extended Visits Guidelines, they must request visiting consideration by submitting a Special/Extended/Emergency Visit Form (Attachment #1) to their Case Manager. It is required that forms for Extended visits be submitted at least seven working days (Monday through Friday excluding holidays) to their Case Manager. All completed Special, Emergency and Extended Visiting forms will be given to the Case Manager to verify the information noted on the form and then forward it to the Unit Administrator who will make the final approval/denial 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 it as noted on the form. A Special Visit may be extended with the permission of the Unit Administrator.
- B. If a visitor arrives at the NCCW who was not expected by the incarcerated individual, but who is otherwise eligible for Special Visits, the Warden/designee or a higher authority will make the decision as to whether or not to allow that person to visit.
- C. Visits for incarcerated individuals housed in the SNF beds at NCCW or on a plan A or B status will be reviewed by Administration, in advance, and handled on a case-by-case basis.
- D. For further information on Special, Emergency and Extended visits, please review NDCS policy 205.01 *Visiting*.

IV. CONTROLLED MOVEMENT (Behavior Intervention and Programming Unit (BIPU))

- A. Incarcerated individuals assigned to BIPU may be required to visit in restraints, according to their restraint level.

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B. Visits shall be conducted in the Visiting Room at the designated times. BIPU individuals may be denied visits for reasons of security or good order of the facility.

V. CLERGY, ATTORNEYS AND PUBLIC OFFICIAL VISITS

A. Attorney and Public Official Visits

1. 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 institution without a letter of endorsement from their Attorney. Paralegals are required to submit a NCIC and must be approved prior to entry.
2. 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. The attorney will pass through the metal detector and will be under escort while in the facility. (ACI-3D-02)
3. 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, and a notation will be made in the log at the front entrance.
4. Clergy visits are conducted in accordance with this policy and Policy 208.01 *Religious Services*.

B. 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 options are available:

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

C. Whenever any of these rooms are in use, the Visiting Room and/or custody 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.

VI. VISITATION EXPECTATIONS

A. Visitors must arrive 15-30 minutes prior to their approved visit. Anyone arriving after the start of the scheduled visit will not be permitted to visit. Exceptions to this would be the visiting session starting

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late due to facility need. Team members must consult with the Shift Supervisor prior to denying a visit due to visitors arriving late.

B. See policy 205.02 *Visiting* for full details of expectation of conduct and behavior.

C. Incarcerated Individuals Confined to Community Hospital

1. 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 or childbirth. Exceptions to this must be approved by the Warden/designee. 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. These NCCW hospital visiting procedures regarding the number of visitors, length of visit and hours of visit apply unless more stringent visiting rules are implemented by the hospital. NCCW team members will notify hospital security of any approved visits. The following provisions apply to outside hospital visits:

- 1) Visitors will receive two copies of the visitor pass from NCCW. The pass will not include the room number.
- 2) Visitors will be instructed to report to the Information Desk and ask for the Charge Nurse on duty.
- 3) Hospital security will check the visitors photo ID against the visiting pass and escort the visitor(s) to the room. The Charge Nurse will retain one copy of the pass and NCCW assigned custody team members will retain the other copy.
- 4) At the conclusion of the visit, NCCW team members will contact the hospital security and advise them the visit has ended.
- 5) Any questions/concerns will be forwarded to the Shift Supervisor and communicated to hospital staff as necessary. NCCW team members will contact hospital staff immediately in the event of any emergency.

VII. PROCESSING VISITORS INTO THE INSTITUTION

- A. NCCW shall ensure a record of each visitor entering NCCW 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 institution, preserve security, and maintain records of visitor traffic. To ensure the visiting process is conducted with these points in mind, the following basic rules and procedures shall be followed closely:

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1. Only those visitors who are listed on an incarcerated individual's authorized visiting list shall be permitted to visit.
2. All visitors will be required to sign in and show photo ID when entering the facility.
 - 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
3. 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 Shift Supervisor who shall make the decision as to whether to allow a visit.
4. To reduce visitor processing delays, the Pass Clerk will begin processing visitors one half hour prior to each visiting session. The following process will occur at this time:
 - a. All visitors entering NCCW for visits or conducting business with NCCW and/or team member must lock up all personal property in the lockers provided at the Front Entrance or in their vehicle.
 - b. The Pass Clerk will fill in the data on the computer and direct the visitor to the appropriate visiting area.
 - c. The Pass Clerk will begin processing visitors entering 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, and pass through the metal detector.
 - d. In certain special circumstances, NCCW may consider granting one visitor permission to visit two or more incarcerated individuals simultaneously (e.g., a mother may want to visit her two daughters during the same visiting period). Written approval must be obtained

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from the Assistant Warden/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.

- e. 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.
- f. All business visitors must sign in and out on the Visitors Register, which is located at the Front Entrance desk/counter.

VIII. CHILDS PLAY AREA

The Visiting Center offers a child's play area for children ages 0-10 years to utilize during the visiting session. Incarcerated individuals and the child(ren) will be permitted to go to this area and use toys and games. The incarcerated individual and the child(ren) will be permitted to sit at tables or on the floor in this area. Toys from the play area shall remain in the play area unless the Pass Clerk authorizes the removal of the toy.

IX. VISITING LIMITATIONS

- A. Once an individual completes a visit and leaves the Visiting Room, the individual's visits for that visiting period are terminated. Once an individual leaves the session, the individual must wait for the next session. The individual can have multiple visits on the same day if it is a special/ extended visit. The 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 individual or who is considered to pose a threat to the good order and security of the institution shall be excluded from any approved visiting list.
- C. Special visiting restrictions may be imposed by NCCW due to scheduling, space, and/or personnel constraints. The maximum capacity of the Visiting Room is limited to 78 people 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. Virtual Visitation
 - 1. All visits must be scheduled via the NDCS website.
 - 2. All video visits will be conducted through the tablets in the visiting center.
 - 3. All visitors (adults and minors) must be approved visitors before they can schedule and participate in a video visit. If there is no contact with minors' restrictions in place, minors will not be allowed to participate in the video visit.
 - 4. All visitors, 16 and older, must provide a copy of a government issued ID to NCCW.

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5. Up to 4 adult visitors may appear in a video visit and there is no limit to the minors that can be in a video visit. All who appear in the video must be approved visitors.
6. The same dress code rules for contact visitation apply to both incarcerated individuals and visitors for video visits.
7. All video visits are subject to monitoring by NCCW staff. Behaviors that violate visiting rules will be addressed through misconduct reports. Video visitation can be suspended. Serious violations such as indecent exposure, illegal substance and/or weapons can lead to immediate termination of a video visit and suspension of all visiting privileges (contact and video visitation).
8. All other individuals in the visiting center cannot interfere with a video visit. This includes attempting to communicate with the individual and/or visitor participating in the visit. Please be respectful to those participating in the visits.
9. Incarcerated individuals are responsible for communicating with their visitors which visiting blocks they are available to visit.
10. Further information regarding Virtual Visitation Program and VisNow Video Chat can be found in NDCS policy 205.01, *Visiting*.

X. 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 under). 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, sexual assault of a child, assault, incest, fondling, child abuse, pornography, contributing to the delinquency of minor, terroristic threats, kidnapping, false imprisonment, or other related offenses.
- B. Once an 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 (Attachment #2) from the Unit Administrator. This document is to be scanned and uploaded into the visitor database.
- C. Identified individuals will receive written notice of their visiting status relating to minor children and the guidelines for visits involving minors.
- D. The Warden has the authority to modify or eliminate visiting restrictions imposed as provided in this section. Such modification or elimination shall be consulted with appropriate mental health, program and custody staff.

XI. INCARCERATED INDIVIDUAL REQUEST FOR VISITOR LIST

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Any incarcerated individual may request a list of the names of those people appearing on their approved visiting list by submitting an Incarcerated Individual Interview Request Form to their Case Manager or Pass Clerk.

XII. METHODS OF SEARCHING VISITORS

- A. Each adult visitor, upon arrival at NCCW, will be required to verify their identity and may be asked to provide other necessary information requested by the Warden/designee.
- B. All visitors entering NCCW 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 120.01.4.01, *Official Visitors to Correctional Facilities and Programs*. Attachment #4 covers Entrance/Exit Procedures for all NDCS visitors.
- 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. People 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 NCCW. This involves patting-down the visitor's clothing and body without the physical removal of clothing other than hats, jackets, shoes, wigs, and the turning inside-out after emptying pockets. 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, medical devices or medical assisted devices etc. so it may be examined for possible contraband. Visitors will be asked to open their mouth and lift their tongue. In addition to being pat searched prior to entering NCCW, 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 team member 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, including but not limited to bags, backpacks, computer bags, storage totes, boxes, etc., entering the NCCW through the Front Entrance to the secured side of the facility to include the Visiting Center, will be searched.
- G. Each visitor also will be required to pass through the metal detector, after removing all items from their pockets. In the event the metal detector alarm is activated, the person will be required to verify

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all items are removed, potentially remove belt, shoes, jewelry and walk through again. The only exception is if the visitor has a pacemaker. That individual will enter through the doors away from the metal detector and back into the search room area to be searched.

- H. All official visitors will walk through a metal detector and may be subject to a pat search by a trained NDCS staff of the same gender at the discretion of the Director/designee.
- I. Under no circumstances will a visitor be pat searched by the opposite gender team member unless they voluntarily consent, including minors. If a visitor refuses to consent to search, the visit shall be denied.
- J. 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 Major 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 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 NCCW via authorized channels or which is introduced or attempted to be introduced by any person into the NCCW or its extended limits by a method other than authorized (one that is specified in official NCCW policy and procedures).
- K. NCCW has the authority to order a private citizen to leave institutional grounds. If a citizen refuses to leave, law enforcement will be contacted and requested to provide their assistance in escorting the individual from State property.

XIII. CITY TRANSPORTATION INFORMATION FOR VISITORS

NCCW provides information to visitors about transportation to NCCW and facilitates transportation between NCCW and nearby public transit terminals. (ACA 5-ACI-7D-22). The Pass Clerk will maintain current information regarding public transportation available.

XIV. CONTACTS FOR VISITING QUESTIONS AND CONCERNS

- A. The Captain or Visiting Corporal is the individual to contact for problems or questions concerning visits.
- B. NCCW's mailing address and telephone number for questions specific to visiting regulations is:
 Nebraska Correctional Center for Women
 Attn: Visiting
 1107 Recharge Rd
 York, NE 68467

 402-362-3317

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REFERENCES

I. STATUTORY REFERENCES

1. Nebraska Revised Statute: SS83-173 and 83-186
2. DCS Rules and Regulations Title 68 – Chapter 4 – VISITING

II. NDCS POLICIES

1. Policy 205.02, *Visiting*
2. Policy 120.01, *Official Visitors to Correctional Facilities and Programs*

III. NCCW PROCEDURES

1. None.

IV. ATTACHMENTS

1. Special/Extended/Emergency Visit Request (DCS-A-adm-034)
2. Crimes Against Minor-Aged Victims Form (DCS-A-adm-105-pc)
3. Incarcerated Individual Property Form (DCS-A-sec-004)
4. NDCS Entrance/Exit Screening Procedures (Policy 205.02, Attachment F)
5. Visit Suspension Notice Example
6. York Transportation Information
7. Visiting Deletion Request (DCS-A-adm-063)
8. NDCS Policy 205.01 attachment I

Entrance/Exit Procedures (revised 11/2022)

1. All visitors will be searched by trained NDCS staff of the same gender. However, if approved by the visitor, a female staff person may pat search a male visitor, but a male staff person is not allowed to pat search a female visitor. Visitors will be screened/searched in accordance with the provisions identified in the chart below.
2. Visitors to community correctional centers will generally not be pat searched.
3. All personal property will be searched for contraband, and all visitors will be required to walk through a metal detector. The only exception is that the Medicine Man's bag will be visually searched, not touched.

POSITION	PAT SEARCH	PROPERTY SEARCH	ESCORT / SUPERVISION
Appointed/Elected governmental officials, normally official visitors as defined in Policy 120.01, <i>Official Visitors To Correctional Facilities And Programs</i> . (to include Parole Board Members, Ombudsmen)	NO	YES	See Policy 120.01 for details
Other State agency employees (except as listed below)	YES	YES	YES
All Attorneys on Official Business	NO	YES	YES
Clergy / Religious	YES	YES	YES
Contracted service providers (doctor, dentist, hygienist, contract psychiatrist, ACA External Auditors)	NO	YES	NO
Staff of Contracted service providers	YES	YES	NO
Contracted <u>vendors</u> (fire alarm inspector, pest control, candy vendor, pop vendor, etc.)	YES	YES	YES
Emergency Personnel (firefighter, ambulance, etc.)	NO - on emergency entry/exit	YES	YES
DMV staff members (on official business)	NO	YES	NO
NDCS staff members	NO	YES	NO
Assistant and Chief Deputy Fire Marshals	NO	YES	YES
Inmate Visitors	YES	YES	YES
Law Enforcement Officers	NO	YES	YES
Parole Board Staff Members	NO	YES	NO
Parole Officers/Probation Officers	NO	YES	NO
Press/News Reporters	YES	YES	YES
Legislative Aides	YES	YES	YES
Full-Time Volunteers*	No	Yes	No
Volunteers/Community Involvement Committees	YES	YES	YES
Consuls/Staff of other countries (on official business)	NO	YES	YES

Contracted Service Providers, NDCS staff, parole officers and visitors to community correctional centers are subject to pat search when periodic searches are done on all NDCS staff.

Exceptions to these procedures may be approved by the Deputy Director-Institutions or by the Director on a case-by-case basis.

REMEMBER, a visitor on "official Business" is not an official visitor unless she/he is defined as such in policy.

*Treated as facility employees.

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EFFECTIVE: February 12, 2021
REVISED: September 8, 2021

APPROVED:


Dawn Renee Smith, Deputy Director - Programs
Nebraska Department of Correctional Services


Robert Madsen, Deputy Director - Prisons
Nebraska Department of Correctional Services

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Program Overview

The Virtual Visitation Program (VVP) is designed to strengthen community supports 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. Conversation prompts may be provided to assist in positive, pro-social communication. 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 staff members.

Visitor Participation

Individuals who are approved visitors, in accordance Policy 205.02, *Visiting*, are eligible to request a virtual visit. Virtual visits are in addition to in-person visiting opportunities. Visitors who are approved only for Special Visits may have one virtual visit in place of an in-person visit.

The approved virtual visitor must present a copy of their driver's license/State ID as requested prior to the visit and upon entry to the virtual visiting room (this applies to adults and minors, age 16 and up).

All minors under age 16 must have a birth certificate on file at the time of the scheduled virtual visit.

All visits must be scheduled via the NDCS [website](#).

Minors may participate in virtual visits but must be approved per policy and accompanied by the authorized guardian for the duration of the visit. At no time shall a minor initiate a virtual visit.

Attorneys and clergy may virtually visit if they are on the approved visiting list. Where private communication is required, in-person visiting is recommended because all virtual visits are subject to being monitored and privacy rules do not apply.

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Visitors must provide their own equipment and the necessary internet connection to participate in virtual visiting.

Visitors may not record or take photos/screen shots of the virtual visit. Violation may lead to loss of virtual or in-person visiting privileges.

Approved visitors who allow non-approved individuals to participate in virtual visits will be subject to suspension/termination of virtual visits and/or all visits. Violations of the program protocol or NDCS policy may result in a suspension of the visitor's virtual visiting privileges and may affect in-person visits. The suspension may be temporary or permanent depending on the nature of the violation. The staff member supervising visits has the discretion to terminate the visit at any time.

Incarcerated Participation

Incarcerated individuals are eligible to participate in VVP unless specific restrictions have been issued. Virtual visits will be conducted in the same manner as in-person visits (i.e., dress code, behavior, language, etc.). Individuals are expected to comply with all NDCS policies and procedures. Violations could result in immediate termination of the visit, misconduct report, disciplinary sanctions and/or suspension or termination of visiting privileges.

Virtual visits are provided in the designated area and require use of headphones, which the incarcerated person must bring to the visit. Staff will connect the visitor and the individual and will adjust the volume of the device as requested. At no time should the incarcerated individual touch the device without express permission.

Scheduling

The VVP schedule will be determined by the space and operational limitations of each facility. Virtual visits will, generally, be permitted at least once per month and will typically be during the same days and hours of in-person visiting. Each facility will develop and publish their schedule, to include length and frequency of visits.

Individuals will be notified via email of the virtual visit once it has been approved. Instructions will be provided via email to the visitor at least three days in advance of the virtual visit.

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Each facility will identify a process for preference to be given when multiple requests are received for the same time slot.

Monitoring

Designated team members will closely monitor all virtual visits for compliance with policy and procedure. This includes checking IDs at the beginning of the visit, observing to ensure additional people are not in view, and that both the incarcerated individual and the virtual visitor(s) are being appropriate and following established rules. The supervising staff member has the discretion to terminate the virtual visit at any time for any violation of the rules or misconduct; such must be reported to the shift supervisor immediately.

Suspensions/Terminations

Visitors and incarcerated individuals will receive written notification of suspensions/terminations, which will include the reason and duration of the suspension/termination.

A visitor who has been suspended/terminated and is found to be participating in virtual visits during a period of suspension may be terminated or have the suspension extended.

A visitor who is suspended or terminated from virtual visiting privileges may be suspended/terminated from other visiting privileges.

IN-PERSON VISITATION SCHEDULE

FRIDAY	SATURDAY	SUNDAY
8:30 AM - 10:30 AM  	8:00 AM - 10:30 AM   	8:00 AM - 10:30 AM  
1:00 PM - 3:30 PM    	1:00 PM - 3:30 PM  	1:00 PM - 3:30 PM   

 GENERAL POPULATION LAST NAMES A-M	 C2 POPULATION (Not including Protective Custody)
 GENERAL POPULATION LAST NAMES N-Z	
 RSU LAST NAMES A-M	 Protective Custody
 RSU LAST NAMES N-Z	 BIP-U

VIRTUAL VISITATION SCHEDULE

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
12:30 PM - 1:15 PM     	2:15 PM - 3:00 PM  	8:30 AM - 9:15 AM  	8:30 AM - 9:15 AM   	8:30 AM - 9:15 AM  
1:30 PM - 2:15 PM     	6:45 PM - 7:30 PM     	9:30 AM - 10:15 AM  	9:30 AM - 10:15 AM   	9:30 AM - 10:15 AM  
		1:30 PM - 2:15 PM    	1:30 PM - 2:15 PM  	1:30 PM - 2:15 PM   
		2:30 PM - 3:15 PM    	2:30 PM - 3:15 PM  	2:30 PM - 3:15 PM   

 GENERAL POPULATION LAST NAMES A-M	 BIP-U
 GENERAL POPULATION LAST NAMES N-Z	 RSU LAST NAMES N-Z
 Protective Custody	 C2 POPULATION (Not including Protective Custody)
 RSU LAST NAMES A-M	