



Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

## OMAHA CORRECTIONAL CENTER

### PROCEDURE

### VISITING

EFFECTIVE DATE  
December 31, 2025

NUMBER  
205.02.001

PAGE  
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### STATEMENT OF AVAILABILITY

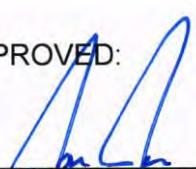
Law Library Access

Effective: February 13, 1985  
Revised: December 31, 2018  
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Revised: July 31, 2020  
Revised: September 30, 2021  
Revised: December 31, 2022  
Revised: December 31, 2023  
Revised: June 30, 2024  
Revised: December 31, 2025

### SUMMARY OF REVISION/REVIEW

Complete revision removed duplicate language that is included in Policy. Team Members should review Policy and this procedure thoroughly.

APPROVED:

  
James Jansen, Warden  
Omaha Correctional Center



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I. **Purpose** Regulations governing incarcerated individual visiting are necessary in order to attain the Nebraska Department of Correctional Services (NDCS) objectives to increase opportunities for incarcerated individual self-development and to maintain a safe, secure, and humane environment for incarcerated individuals, team members and the public. It is the policy of the Omaha Correctional Center (OCC) that incarcerated individuals within the facility shall have visiting privileges and shall retain such privileges for the duration of their incarceration so long as rules and regulations governing such activities are not violated. The provisions of Chapter 4 shall apply to OCC. Policies and procedures governing visiting will be reviewed annually and updated as necessary. This Procedure is applicable to all incarcerated individuals and team members and particularly to the Pass Clerk and visiting room team member. This Procedure will be maintained current by the Deputy Warden.

The Omaha Correctional Center (OCC) will follow all instructions set forth in Policy 113.20, Canteen Operations. The following information is specific to OCC

II. **Process**

A. Visiting Regulations

1. Posting visiting regulations

The warden/designee shall ensure copies of Procedure 205.02.001, *Visiting*, and other regulations of the facility concerning visiting are posted near the entrance of the facility and near the visiting area(s) within OCC. The warden/designee shall provide copies to any persons upon request.

2. Visiting Days and Hours

Wednesday, Thursday, Friday:

Session 1: 1:00 p.m. to 3:00 p.m. Processing starts at 12:45 p.m. and ends at 1:15 p.m.

Session 2: 3:30 p.m. to 5:30 p.m. Processing starts at 3:15 p.m. and ends at 3:45 p.m.

Session 3: 6:00 p.m. to 8:00 p.m. Processing starts at 5:45 p.m. and ends at 6:15 p.m.

Saturday, Sunday:

Session 1: 7:30 a.m. to 9:30 a.m. Processing starts at 7:15 a.m. and ends at 7:45 a.m.

Session 2: 10:00 a.m. to 12:00 p.m. Processing starts at 9:45 a.m. and ends at 10:15 a.m.

Session 3: 12:30 p.m. to 2:30 p.m. Processing starts at 12:15 p.m. and ends at 12:45 p.m.

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### 3. Visiting Records

The pass clerk shall ensure that every visit shall be recorded on the incarcerated individual's visiting card. A record of each visitor who enters the facility will be kept, which shall include: sufficient identification of the visitor, the dates and times of arrival and departure, and the names of incarcerated individuals visited by such person. This record shall not be revealed to the public without the written consent of the incarcerated individual.

### 4. Visiting Lists

An incarcerated individual may receive visits from anyone they choose, subject to the approval of the warden. In making this determination, the warden shall consider the effect that the presence of such visitors shall have on the facility, 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. Visitors may be refused admission to the facility for failing to abide by the rules and regulations. Such a failure by the visitor may also result in the visitor being removed from the visiting list. Such actions by OCC or NDCS shall be set forth in a written statement to the visitor or visitors and the incarcerated individual to be visited. Such statement shall also indicate the reasons for the action. Incarcerated individuals aggrieved by such action may appeal through the grievance process.

### 5. Visiting Procedures

a. Only those visitors listed on an incarcerated individual's authorized visiting list shall be permitted to visit. Visitors will not be allowed to loiter on facility grounds according to Nebraska Revised Statute 28-914. Visitors may arrive at the facility one-half hour prior to the beginning of a visitation session to begin processing in for visitation. Each visitor must bring with him/her at least one form of photo identification and must present this document to the Pass Clerk each time they enter the facility. Examples of acceptable photo identification cards are:

- (1) Valid state driver's license or state ID with photo.
- (2) Military Identification Card with photo.
- (3) A current, lawfully issued Passport with photo.

b. The pass clerk shall exercise good judgment in establishing that each visitor has provided sufficient identification. If there is a question concerning the adequacy of a visitor's identification, the pass clerk shall consult the shift supervisor who shall make the decision whether or not to deny a visit.

c. Each time a visitor enters the facility, they shall be required to register on a Visitor Registration Log (Attachment 1) provided for this purpose.



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Information asked for on this form shall include the name of the visitor, relationship of the visitor to the incarcerated individual, the date of the visit, and the time the visitor enters the facility.

- d. After each visitor registers, the pass clerk will prepare and sign a visiting permit. The visitor will be given the pass when allowed to enter the facility.
- e. After approving the visiting on the on-line system, the pass clerk will enter a pass into NICaMS system for the incarcerated individual to receive a pass for the visit.
- f. The warden may require visitors entering the facility to submit to a search of person and belongings prior to entrance.
- g. Visitors, once processed into the visiting room will be allowed to process out of the visiting room every half hour. Therefore, visitors will be allowed to process out of the visiting room at the top of the hour (00:00) and every 30 minutes thereafter until the end of the visiting session.

6. Visitation Applications

- a. No visitors will be permitted to visit prior to submittal of the authorized visiting forms and approval by the warden/designee. False or incomplete information on this form will result in a denial of visiting privileges.
- b. It is the responsibility of each incarcerated individual to initiate the visiting process. Incarcerated individuals may obtain Visitation Request Forms (VRF) (Attachment 2) from their unit case managers/unit caseworkers and mail them to those persons they desire to have placed on their approved visiting list. Each visitor must complete a VRF and return it to the facility for processing. VRF's should be mailed to the attention of the pass clerk.
- c. The VRF is to be returned to the facility via the U.S. Mail and will be date-stamped by the mail clerk. The mail clerk removes the VRF and gives them to the pass clerk.
  - (1) If complete, the pass clerk sends the VRF to the OCC Central Control Corporal or designated National Crime Information Center (NCIC) operator for processing. VRF will be processed as time permits.
  - (2) If incomplete, the pass clerk will highlight and/or comment regarding the incomplete information and return the VRF to the individual requesting to visit.
- d. For all completed VRF's, the designated NCIC operator will complete an NCIC check. The VRF are either marked "OK" or the NCIC printout of



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the visitor's record is attached. The VRF is returned to the OCC pass clerk.

- e. The pass clerk distributes the VRF to the appropriate units for review and recommendation.
  - (1) The unit case manager checks to see if the applying visitor is on another incarcerated individual's visitation list and makes a recommendation. The unit manager reviews the entire visitation request and approves or denies the request. If denial is recommended, the VRF is forwarded to the unit administrator, then to the warden for final decision. The visitation application is then forwarded to the pass clerk for final processing.
- f. If APPROVED by the unit manager: The pass clerk enters the new visitor on the incarcerated individual's visiting card. The pass clerk also updates the computer database and completes and signs the disposition section of the VRF, returning the receipt to the incarcerated individual. It is the incarcerated individual's responsibility to notify the visitor of the approval. The VRF is placed in the incarcerated individual's main file in the records office. All NCIC documents relevant to the visitor will be destroyed and will not be maintained in the incarcerated individual's file.
- g. If DENIED by the unit manager: a notification designating the reason for denial will be made on the form.
  - (1) The bottom receipt portion of the form is returned to the incarcerated individual. It is the incarcerated individual's responsibility to notify the visitor of the denial.
  - (2) The VRF is placed in the incarcerated individual's main file in the records office. All NCIC documents relevant to the visitor will be destroyed and will not be maintained in the incarcerated individual's file.
  - (3) The incarcerated individual has 10 working days after notification to appeal denials. They may initiate this appeal by writing an Inmate Interview Request (IIR) Form (Attachment 3) to the Warden.

### 7 Limitations

Only the facility's schedule, space limitations, personnel requirements, and security considerations shall limit the number of visitors an incarcerated individual may receive and the length of the visits. Incarcerated individuals shall not be denied access to visitation with persons of their choice except where there is clear and convincing evidence that such visitation would jeopardize the safety and security of the facility (ACI 7D-14).



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a. Number/Space

- (1) There shall be no limit to the number of visitors an incarcerated individual may have on his authorized visiting list. Visitors will not be granted permission to visit prior to submitting a VRF and its approval. Exceptions can be made with approval of the deputy warden/designee.
- (2) An incarcerated individual may have up to four adults visiting him during any one visiting period. There may be 4 minors present as long as they are supervised by one adult visitor. If it is necessary for more than four minors to visit, it must be approved in advance on a special visiting request form. OCC reserves the right to impose reasonable restrictions on the number of visitors who may visit an incarcerated individual at any one time to prevent overcrowding in the visiting room or to eliminate difficulties in supervising the visits.
- (3) Visitors who leave the facility during a visit shall not be permitted to return and resume their visiting privilege for that day.
- (4) Once an incarcerated individual completes a visit by leaving the visiting room, his visits for that day are terminated.
- (5) Visitors will not be authorized to be on the visiting list of more than one incarcerated individual housed within NDCS. Three exceptions to this policy are as follows:
  - (a) Immediate family member may be granted permission to be placed on more than one incarcerated individual's visiting list if one person involved is a member of the incarcerated individual's immediate family. For the purpose of visiting, immediate family shall be defined as: spouse, parent, step-parent, person acting in the place of a parent (as documented in the master record), sibling, step-brother, step-sister, half-brother, half-sister, child, step-child, grandparent and grandchild.
  - (b) Credentialed news media representatives may be allowed on more than one incarcerated individual visiting list at any time.
  - (c) Credentialed Clergy visitors are authorized to be on more than one individual's visiting list at any time.

d. Criminal Records



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- (1) Immediate family members who have pending misdemeanor/felony charges may be considered for monthly visits pending resolution of the charges.
- (2) Any person shown by substantial evidence to have a harmful or deleterious effect on the incarcerated individual or who constitutes a threat to the good order and security of the facility shall be excluded from an approved visiting list.

### B. Special Visits, Extended and Emergency Visits

All visitors must be authorized by the warden.

#### 1. Special Visits

- a. Whenever an incarcerated individual knows at least one working day (Monday through Friday) in advance that he is expecting a visitor who would fall under these special visits, extended and emergency visits guidelines, he shall request visiting consideration by submitting a NDCS Special/Extended Emergency Visit Request (Attachment 4) to his unit case manager who will verify the information noted on the form.
- b. The unit administrator shall make the final approval/denial decision. If approved, the "form" will be forwarded to the pass clerk where it will be kept on file until the requested visiting day arrives. If denied, the white copy will be forwarded to the records department, the pink copy will be forwarded to the incarcerated individual's unit case manager, and the yellow copy forwarded to the incarcerated individual.
- c. If the visitor does not arrive on the expected day the pass clerk will note on the form that the visitor failed to show. The pass clerk shall then sign their name to the form, date it, and forward it to the records office for filing in the incarcerated individual's permanent file. The pass clerk will also add the information to the Visitor Tracking database for the record. A special visit may be extended with the permission of the unit administrator.
- d. If a visitor arrives at OCC who was not expected by the incarcerated individual but who is otherwise eligible for special visits, extended and emergency visits (as described above), the shift supervisor or higher authority shall make the decision whether or not to allow that person to visit.
- e. Approval for monthly special visits will have such annotated on NICaMS Visitor Tracking by the pass clerk and the Special Visitor Request form need not be submitted.

### C. Department of Health and Human Services (DHHS)



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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/OCC 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 of the court order visit. The Special Visit Form will then be completed by Accreditation Manager. 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. When facilitating a court ordered visit, it is not necessary for the DHHS team member/contract provider or the minor children to complete a VRF or present a birth certificate. The DHHS team members/contract provider is required to present a DHHS/contracted service provider photo identification card to OCC at the time of visit.

#### E. Professional and Public Visits Official

1. Attorneys-of-record and public officials may visit incarcerated individuals at OCC without formal placement on an incarcerated individual's visiting list. The facility requests to have **prior notice** of an attorney's visit. Attorneys shall be admitted to the facility during regular administrative or visiting hours after presenting proper credentials and identification. If special circumstances exist, they may be allowed to visit on non-visiting days and during non-visiting hours, but only with the prior approval of the shift supervisor or higher authority.
2. Attorneys-of-record who utilize paralegal services to conduct legal research regarding an incarcerated individual's case must first forward a letter to the Warden identifying the paralegal, the incarcerated individual client, and the nature of the business to be conducted. No person acting in the capacity of a paralegal shall be admitted into the facility without a letter of endorsement from their attorney-of-record.
3. Special rooms located in the visiting area shall be utilized for visits with attorneys. No more than four visitors may visit in these rooms with any one incarcerated individual at any given time. When these visiting rooms are in use, the visiting room corporal shall perform random security checks; the interval of time between checks shall not exceed 10 minutes. All conversations between incarcerated individuals and attorneys may be observed by team members however, they shall not be overheard, recorded, or listened to in any manner. All reasonable precautions shall be taken to preserve the confidentiality of the attorney/client relationship. Immediate Segregation incarcerated individuals will remain in restraints during attorney visits.
4. All professionals and public officials shall be pat searched when visiting an incarcerated individual on "**non-official**" business.

#### F. Restrictive Housing Incarcerated Individual Visits

1. Immediate Segregation



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Immediate Segregation occurs when an incarcerated individual needs to be segregated due to the risk to the safety, security, and good order of the facility. Incarcerated individuals in this status shall have similar visiting privileges as those afforded to the general population. OCC shall allow these visits at the following times:

#### Immediate Segregation

Saturday        7:30 a.m. to 9:15 a.m. processing ends at 7:45 a.m.

#### Immediate Segregation-Pending Protective Custody (Only)

Sunday        7:30 a.m. to 9:15 a.m. processing ends at 7:45 a.m.

Visitors may be denied for reasons of security or for the good order of the facility.

### G. Visitation Restriction/Termination

#### 1. Visit Restriction/Termination

It is the policy of OCC to encourage visits between members of the community and incarcerated individuals as a means of promoting the rehabilitation process. However, incarcerated individuals and visitors share a responsibility with OCC for proper conduct during the visiting process. The shift supervisor shall be contacted for approval prior to the pass clerk denying any visitor entry into the facility for any reason. Some actions in addition to Policy 205.02 which may result in either temporary or permanent visiting restrictions are:

- a. Failure to prevent children from disturbing other persons in the visiting area.
- b. Excessive physical contact between visitors and incarcerated individuals. An incarcerated individual and a visitor may hold hands during the visit. Hands shall remain above the tables and visible to team members at all times. Arms shall not be wrapped, rested around visitors' shoulders/backs.
- c. Refusal to clean up the area that was used during the visit.
- d. Unauthorized visits with other incarcerated individuals or other incarcerated individual's visitors. The only exception would be when the visiting room is at capacity; incarcerated individuals may share their table with another incarcerated individual and his visitor.
- e. Taking pictures with other incarcerated individuals and/or his visitors.

#### 2. Visit Suspension



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- a. Prior to the termination of a visit/suspension of visiting privileges for any of the above reasons, less-restrictive alternatives may be considered. Such alternatives may include warning the incarcerated individual and/or his visitor of their improper behavior.
- b. If a visiting room corporal observes behavior between an incarcerated individual and a visitor which is inappropriate or disruptive, that team member shall contact the shift supervisor and inform them of the situation. The shift supervisor shall make the decision whether or not to terminate the visit. If the shift supervisor determines that the behavior on the part of the visitor was serious enough to merit suspension of visiting privileges, they shall cite available information on an Incident Report Form (Attachment 11) with a recommendation for suspension of visiting privileges and submit it to the major's office. If the major concurs, the report and recommendation will be forwarded to the unit administrator. The unit administrator will then forward all information to the deputy warden for a final decision.

### 3. Visitor Processing

- a. A sign will be posted and visible in the visitor processing area, which will state that: "ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO BEING ALLOWED TO VISIT INMATES." In addition, visitors will be subject to canine drug detection search of their person and belongings periodically.
- b. Each visitor shall be expected to submit to a search prior to entering the facility.
- c. All visitors shall be pat searched.

#### (1) Pat Search

This procedure shall be routine for all visitors entering the facility. This involves patting-down the visitor's clothing and body without the physical removal of clothing other than hats, jackets, shoes, wigs, and the emptying of pockets. In addition to being pat-searched prior to entering the facility, a pat-search may be conducted at any time during the visit at the discretion of visiting room team member or as directed by a supervising team member.

- (a) Female team members shall pat-search female visitors while male team members will pat-search male visitors. With permission, female team member may pat-search male visitor. If a question arises as to the conduct of, or surrounding the circumstances of a pat search, the Shift Supervisor shall be consulted.



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(b) Visitors may be requested to submit to a search by a certified drug detection canine. Declining to submit will constitute the refusal of a search.

(c) Pat searches of minors including infants and their belongings will be done with the verbal consent of the accompanying adult. In the event a minor visitor is wearing a diaper, the accompanying adult will be required to remove and replace the diaper with one that was previously searched to conclude the pat search.

(2) If contraband is found on the person or in the clothing of a visitor, or if there has been an attempt to pass contraband between an incarcerated individual and a visitor, the contraband shall be confiscated, and an attempt will be made to detain the visitor for law enforcement officials. NO FORCE or the locking of doors shall be used in attempting to detain an individual.

(3) OCC has the authority to order a private citizen to leave facility grounds. If a citizen refuses to leave, the Nebraska State Patrol or Omaha Police Department will be contacted to intervene.

(4) Marking Visitors with Invisible, Skin-Marking Ink

(a) After each visitor has been pat-searched, they shall be stamped/marked by the pass clerk with invisible skin-marking ink. Each marking shall be placed on the underside of the left wrist approximately two to three inches above the area where a wristwatch would be located. Any visitor who refuses to allow themselves to be marked with invisible skin-marking ink shall not be permitted to enter the facility. An incident report will be filed and sent to the security administrator's office.

(b) The pass clerk shall signal central control to open the sallyport door to allow the visitor(s) to enter.

(c) Whenever visitors leave the visiting room, they shall be allowed to enter the sallyport. However, while inside the sallyport with all doors closed, a team member shall shine the ultraviolet light on each visitor's wrist area (or other area if the wrist was not appropriate) to determine if the original invisible skin marking is still there. If the mark is intact, the pass clerk shall signal central control to open the sallyport door and allow the visitor(s) to leave. If the marking appears illegible, altered, or suspiciously different from what was originally stamped or marked, or if no mark is visible at all, the central



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control corporal shall immediately notify the shift supervisor and request instructions. The visitor(s) in question shall be detained inside the sallyport with all doors closed until the shift supervisor authorizes the person(s) to pass through.

#### 4. Incarcerated individual Processing.

- a. Each incarcerated individual shall be given a pass for a scheduled visit. He must take that pass to the visiting area where he will be safety searched prior to entering. All items of clothing and personal items will be inventoried on the Visiting Inmate Property Form.
- b. At the end of a visit, each incarcerated individual shall be safety searched and a second inventory of his clothing and personal items shall be made by the officer. No incarcerated individual shall be allowed to leave the visiting area with any item(s) not listed on the original inventory. All unauthorized items shall be considered contraband and shall be confiscated immediately. The shift supervisor or higher authority shall be consulted at any time that an exception to this regulation appears necessary. No items purchased from the vending machines will be allowed outside of visiting.

#### F. Approved Visit Items

##### 1. Incarcerated individual Items

Incarcerated individuals in general population will be required to be in possession of their incarcerated individual I.D. card. In addition to what is authorized in Policy 205.02, OCC incarcerated individuals are permitted the following items in the visiting room/area:

- a. five (5) photo tickets
- b. One pair of headphones if it is a virtual visit

##### 2. Visitor Items

In addition to the items authorized in Policy 205.02, OCC visitors are permitted to take the following items into the visiting area which will be documented prior to entering and verified upon departure.

- a. During inclement weather visitors are allowed to wear a clear plastic (see-through) bonnet/scarf or to use a see-through umbrella. These items must be left at the coat rack outside the visiting room.
- b. One pair of headphones if the visit is virtual.

- c. Authorized photographs taken during the visiting session are allowed to be taken out of the visiting room by the visitor.
- d. One change of clothing for an infant child.
- e. Authorized photographs taken during the visiting session are allowed to be taken out of the visiting room by the visitor.
- f. Money for the vending machines.
  - (1) Paper currency is not authorized; however, each visitor may bring up to \$20.00 in change of any denomination for use in the vending machines carried in a clear plastic coin purse or plastic baggie, which is preferred.
  - (2) Incarcerated individuals shall not be allowed to handle or attempt to transport any money out of the visiting room. Any money confiscated in a post-visiting search will be disposed of in accordance with prescribed facility regulations and the incarcerated individual shall receive a misconduct report.
  - (3) Visitors are permitted to purchase food items and soft drinks from the visiting room. The item must be opened in front of the visiting team members prior to consumption. All items purchased from these machines must be consumed prior to the conclusion of visit period and before visitors leave the visiting room.
  - (4) Incarcerated individuals may not take vending machine items out of the visiting room.

VI. References

A. STATUTORY REFERENCE

1. Nebraska Revised Statute: § 29-818, § 29-820, § 29-936, § 29-173, and § 29-186.

B. NDCS POLICIES

1. Policy 205.01, *Visiting*
2. Policy 208.01, *Religious Services*

C. ATTACHMENTS

1. Visitor Registration Log
2. Visitation Request Forms (VRF)
3. Interview Request Form
4. NDCS Special/Extended/Emergency Visit Request



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#### 5. Incident Report Form

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

1. Expected Practices for Adult Correctional Institutions (ACI) (5<sup>th</sup> edition): 5-ACI-3D-02, 5-ACI-7D-14 5-ACI-7D-15, 5-ACI-7D-16, 5-ACI-7D-17, 5-ACI-7D-18, 5-ACI-7D-19, 5-ACI-7D-21, 5-ACI-7D-22.

DATE:

## OCC VISITOR SIGN-IN SHEET

Day:

Session: 1st 2nd 3rd

**ATTENTION: THIS FORM WILL NOT BE  
PROCESSED IF MAILED TO THE INMATE**

I, \_\_\_\_\_ INCARCERATED INDIVIDUAL'S NAME \_\_\_\_\_ NUMBER \_\_\_\_\_ LIVING LOCATION \_\_\_\_\_

*Request to have the following person placed on my approved visiting list*

**PLEASE NOTE:** Persons 19 years of age and above - (1) must complete and submit an individual Visitation Request Form (VRF) to the Warden; (2) may visit without parent or guardian.

Persons who are 18 years of age or younger - (1) must each have a completed VRF submitted to the Warden; (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 inmate's approved visiting list. **Minors must have birth certificate to present to pass clerk during first visit.**

**THIS SECTION IS TO BE COMPLETED BY THE VISITOR AND NOT BY THE INMATE.**

Please Print Clearly or Type All Information Requested.

**PLEASE NOTE:** Failure to complete all information that is requested may result in a denial to visit.

1) Full Legal Name \_\_\_\_\_ **ADULT/MINOR**(Circle One)  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Alias Name \_\_\_\_\_ Relationship to above named inmate \_\_\_\_\_ (mother, father, friend, etc)

2) Date of Birth \_\_\_\_\_ 3) Gender M / F 4) Race \_\_\_\_\_ 5) Marital Status \_\_\_\_\_

**PLEASE NOTE: Social Security Number is mandatory and one form of ID is mandatory - (the acceptable forms of ID are 7-10)**

6) \*Social Security No. \_\_\_\_\_ 7) Driver's License No. \_\_\_\_\_ State: \_\_\_\_\_

8) State ID: \_\_\_\_\_ State of ID: \_\_\_\_\_ 9) Passport ID: \_\_\_\_\_ Country: \_\_\_\_\_

10) Military ID: \_\_\_\_\_

11) Present Address \_\_\_\_\_  
Street/P.O. Box/Rural Route \_\_\_\_\_ City \_\_\_\_\_

County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ 12) Telephone Number \_\_\_\_\_

13) Are you now or have you ever been employed by the Nebraska Department of Correctional Services? Yes / No

If "yes," please specify the dates and program/facility assignment.

14) Are you a media representative, in the business of gathering or reporting news? Yes / No If "yes" please complete the following:

Name of Organization/Business: \_\_\_\_\_ (Media Credentials required.)

15) Are you presently on the approved list of another inmate in Nebraska? Yes / No If "yes" please complete the following:

Inmate's Name \_\_\_\_\_ Number \_\_\_\_\_ Institution \_\_\_\_\_

Your Relationship to the Inmate \_\_\_\_\_ (brother, sister, daughter, spouse, etc.)

16) Have you ever been convicted of a felony or misdemeanor or do you currently have charges pending? Yes / No

If "yes," please complete the following for **all** convictions or pending charges. Use back of form if necessary.

Nature of Offense/Charges \_\_\_\_\_ Date/Year Convicted and/or Charged \_\_\_\_\_

City and State Where Occurred \_\_\_\_\_ Disposition (Jail, Fine, Probation, Etc.) \_\_\_\_\_

I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I understand that falsification of this information may result in the denial of visitation privileges.

**NOTE:** It is the responsibility of the inmate to notify you concerning the disposition of your request. \_\_\_\_\_ (VISITOR'S SIGNATURE)

\* The disclosure of a social security number is mandatory for those persons who wish to be placed on an inmate's visiting list. This disclosure is requested by the chief executive officer of this facility to enable him/her to exercise the discretion granted by Neb. Rev. Stat. /83-186 (1981). Your social security number will be used solely for the purpose of running an NCIC (National Crime Information Center) computer check to verify your identity and to ensure the accuracy of the information you have disclosed on this form.

**PROGRAM USE ONLY**

UNIT CASE MANAGER/UNIT MANAGER'S RECOMMENDATION

Approve / Deny DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

If Disapprove, reason \_\_\_\_\_

ADMINISTRATOR'S DECISION

Approved / Denied DATE \_\_\_\_\_

Signature \_\_\_\_\_

**DO NOT REMOVE – FOR PROGRAM OFFICE USE ONLY**

Inmate's Name \_\_\_\_\_ Number \_\_\_\_\_ Living Location \_\_\_\_\_  
VISITOR'S: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

has been Approved / Denied to visit with you. It is the Inmate's responsibility to notify the proposed visitor of the disposition of this form.

REASON DENIED \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES  
**INMATE INTERVIEW REQUEST**

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

FROM: \_\_\_\_\_ NAME / NUMBER \_\_\_\_\_ FACILITY \_\_\_\_\_ LOCATION \_\_\_\_\_

WORK LOCATION: \_\_\_\_\_ UNIT STAFF: \_\_\_\_\_

MESSAGE: \_\_\_\_\_

ORIGINAL - DGS Employee

YELLOW - Inmate

YELLOW - inmate

Both copies need to be submitted for response.

---

Signature

Date

DCS-A-admin-013 (rev. 1/2017)

**Signature**

## Signature Procedure 205.02.001

Procedure 23  
Attachment 3

# NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES

## SPECIAL/EXTENDED/EMERGENCY VISIT REQUEST

(CIRCLE ONE)

SECTION 1: (TO BE COMPLETED BY INMATE)

INMATE NAME \_\_\_\_\_ DATE OF REQUEST \_\_\_\_\_

NUMBER \_\_\_\_\_ HOUSING LOCATION \_\_\_\_\_

DATE REQUESTED FOR VISIT: \_\_\_\_\_

NAME OF PERSON(S) WHO WANT TO VISIT:

1) \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

2) \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

3) \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

4) \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

MINOR(S) NAMES/AGES: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

REASON VISIT IS NEEDED: \_\_\_\_\_

SECTION 2: (OFFICE USE)

ON INMATE'S VISITING LIST: YES \_\_\_\_\_ NO \_\_\_\_\_

ON ANOTHER INMATE'S VISITING LIST: YES \_\_\_\_\_ NO \_\_\_\_\_

DATE OF LAST SPECIAL/EXTENDED/EMERGENCY VISIT: \_\_\_\_\_

APPROVED / DENIED

# OF SESSIONS

APPROVED / DENIED

CASE MANAGER/UNIT CASE MGT. \_\_\_\_\_

CASE MGT. SUPERVISOR/UNIT ADM. \_\_\_\_\_

IF DENIED, REASON \_\_\_\_\_

MUST SHOW OUT OF STATE IDENTIFICATION: YES \_\_\_\_\_ NO \_\_\_\_\_

MUST SHOW PROOF OF MARRIAGE (MARRIAGE CERTIFICATE): YES \_\_\_\_\_ NO \_\_\_\_\_

DID VISIT OCCUR?: YES \_\_\_\_\_ NO \_\_\_\_\_ DATE \_\_\_\_\_

**NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES**  
**INCIDENT REPORT**

Procedure 205.02.001  
Attachment 5

Date: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

Name: \_\_\_\_\_

Number:

Reporting Employee Name & Job Title (PRINT)

## Distribution

Name/Area	Date	Sender

---

Reporting Employee Signature  
Reviewed by:

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