

RECEPTION AND TREATMENT CENTER (RTC)

PROCEDURE

INCARCERATED INDIVIDUAL VISITING

REVISION DATE
August 31, 2023

NUMBER
205.02.01

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STATEMENT OF AVAILABILITY

This Procedure is approved for placement in the incarcerated individual law library.

Revision History:

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SUMMARY OF REVISION

Updated to reflect incentive visits for special management. Updated emergency visit language to match policy. Process for no-contact visits added.

APPROVED:



Taggart Boyd, Warden
Reception and Treatment Center

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PURPOSE

To set forth policy and establish regulatory procedures to attain the Nebraska Department of Correctional Service’s (NDCS) objective to increase opportunities for incarcerated individual self-development and to maintain a safe, secure and humane environment for incarcerated individuals, teammates and the public.

POLICY

Written information regarding procedures governing visitation will be made available to incarcerated individuals within 24 hours of their arrival at the facility (See Attachment 1). At a minimum, the information will include, but not be limited to, the following: **(5-ACI-7D-15)**

- A. Reception and Treatment Center (RTC) address/phone number, directions to the RTC and information about local transportation. **(5-ACI-7D-22)**
- B. Days and hours of visitation.
- C. Approved dress code and identification requirements for visitors.
- D. Items authorized in visiting room.
- E. Special rules for children.
- F. Authorized items that visitors may bring.
- G. Special visits (for example: family emergencies).

AVAILABILITY OF RULEBOOK

Nebraska Administrative Code, Title 68, (NDCS rulebook) Chapter 4 which contains visiting rules and procedures shall be given to each incarcerated individual and team members. Chapter 4 shall be translated into those languages spoken by significant numbers of incarcerated individuals. Signed acknowledgement of receipt of the rulebook shall be maintained in the incarcerated individual’s file. When a literacy or language problem prevents an incarcerated individual from understanding the rulebook, a team members or translator shall assist the incarcerated individual in understanding the rules.

PROCESS

I. Who May Visit

- A. An incarcerated individual may have visits from anyone they choose subject to the approval of the warden/designee. In making the determination, the Warden/designee shall consider the effect that the presence of any given visitor might have on the facility, its teammates, and/or the incarcerated individual(s) confinement within and probable effect such presence may have upon the rehabilitative progress of the incarcerated individual to be visited.
- B. Any person 19 years of age or older may request to visit an incarcerated individual at the RTC by submitting a Visitation Request Form (VRF) to the appropriate unit administrator at the RTC. They may visit without a parent or guardian.
- C. Persons 18 and under must:
 - 1. Submit a completed VRF to the unit administrator.
 - 2. Be accompanied by their parent, legal guardian, court appointed agent, or another authorized adult (19 or older).
 - 3. Must submit a notarized permission from the parent, legal guardian or court appointed agent to accompany said minor while visiting.
 - 4. The authorized adult, parent, legal guardian or court appointed agent must be on the incarcerated individual’s approved visiting list with the exception of those person’s authorized to accompany minors as part of their employment.

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5. They will submit a VRF to the RTC.
 6. Minors 18 years of age or younger must present their birth certificate during their first visit at RTC.
 7. All minors 16 years of age and older must present a picture I.D. every time they visit.
- D. Minors, who are married to the incarcerated individual they are visiting, do not need parental or legal guardian consent to visit their spouses, but must be approved visitors via the VRF process. They will also be required to present a copy of their marriage license along with the VRF.

II. Visitor Approval Process

- A. It is the responsibility of each incarcerated individual to initiate the visiting process. Incarcerated individuals may obtain VRF's (Spanish form available) in their housing units and mail them to those persons they desire to have placed on their approved visiting list. Each prospective visitor must complete a VRF and return it to the following address for processing:
- To mail VRF's to RTC:

Pass Clerk
Receptions and Treatment Center
P.O. Box 22800
Lincoln, NE 68542-2800
- B. Any VRF that is incomplete will not be processed.
- C. The envelopes in which VRF's are received by the RTC shall be date stamped by the mailroom teammate and then forwarded to the Unit Administrator.
- D. Incoming VRF's not addressed to the Pass Clerk will be collected and forwarded to the Pass Clerk by mailroom staff.
- E. VRF's will be forwarded to the RTC central control center for NCIC record checks. After the NCIC reports are completed, it will be stapled to the respective original VRF and forwarded to the respective Unit Manager/Unit Case Manager for an approval/disapproval. NCIC checks will be completed on all adults and minors of any age who wish to visit. Social security numbers are used only to run the NCIC computer check.
1. The visiting corporal will place the visitor's name, address, phone, valid I.D. #, social security number, birth date and relationship to the incarcerated individual on the incarcerated individual's visiting list.
 2. The visiting corporal will then separate the lower portion of the VRF, copy it and forward the copy to the appropriate incarcerated individual - which is the incarcerated individual's official notification of the status of a particular visitor's application.
 3. The visiting corporal will make copies of and then send the top section of the VRF to the records office for filing in the incarcerated individual's Master Record File.
- F. If the Unit Administrator/Unit Case Manager disapproves the VRF, they will make the appropriate notation on the VRF, initial it and state the reason for disapproval. The VRF will then be forwarded to the Visiting Corporal for computer entry. The Visiting Corporal fills out the bottom section, copies it and forwards the copy to the incarcerated individual. The top section will be forwarded to the Records Office to be filed in the incarcerated individual's Master Record file.
1. All VRF's, where the incarcerated individual to be visited is incarcerated for a sexual offense, shall contain the notation, "NOT THE VICTIM" OR "VICTIM OF THE OFFENSE", (whichever applies).

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- G. Whenever an incarcerated individual receives a VRF notification slip from the Visiting Corporal indicating that a particular visitor has been either approved or disapproved to visit him, it shall be the incarcerated individual's responsibility to notify that person of that particular approval or disapproval decision.
- H. Any individual who has been disapproved to visit may appeal that decision directly to the warden who shall provide a written response to that individual. Appeals will be in writing via mail.
- I. Any incarcerated individual who is aggrieved by such action may appeal it through the regular grievance procedure.
- J. If a family member or friend on an incarcerated individual's visiting list arrives with a newborn (born after the completion of the visitors VRF), that visitor with the newborn will be allowed to visit for that first visit ONLY.
 - 1. The child is not to be denied. The visitor will be given a VRF and instructed to complete the form so the visit list can be updated.
 - 2. The visitor will be advised that they will not be allowed to visit the next time if the VRF is not received/approved (unless the incarcerated individual is allowed their two visits per week and the visiting form has not been approved).
- K. Persons with criminal records are not automatically excluded from visiting. The nature and extent of the individual's criminal record and any recent criminal activity will be weighed carefully against the benefits of visitation to determine the approval or denial of the visiting request. The Warden/designee retains final authority to review, assess and approve/deny applications for visitation.

III. Visiting Days and Hours.

- A. A current visiting schedule is available on the department website:
 - 1. <https://www.corrections.nebraska.gov/facilities/reception-and-treatment-center>
- B. All visits must be scheduled at least seven days in advance using the department website.
- C. Exceptions to any of these hours may be made if indicated by special circumstances (See Special and Emergency Visits).
- D. Whenever regularly scheduled visiting days coincide with State or National Holidays (e.g., Independence Day, Veterans Day, etc.), incarcerated individuals will be allowed to visit on those days just as they are permitted to visit on any other regularly scheduled non-Holiday visiting day.
- E. Incarcerated individuals generally will not be permitted to visit on non-regularly scheduled visiting days, with exception of Christmas Day, Thanksgiving Day and New Year's Day.
- F. Holiday Visiting Schedule (may be altered due to staffing/security needs)
 - 1. When facility operation schedules and facility staffing allows, visits will be allowed on Thanksgiving Day, Christmas Day and New Year's Day, regardless of the days upon which the holiday falls. All other holidays will be treated as any other day relative to whether or not visits are allowed. If these other holidays fall on regular visit days, then visits will be allowed, but if they are on non-visit days, then no visits will be allowed.
 - 2. If a facility is on a modified operational schedule that does not allow for inmate movement on whatever day Thanksgiving Day, Christmas Day and New Year's Day falls, visits will not be allowed on these days.
 - 3. Notice of facility-specific visit schedules for Thanksgiving Day, Christmas Day and New Year's Day will be posted on the NDCS website a minimum of two weeks prior to the holiday.

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IV. Types of Visits

A. Contact Visits

1. Generally, contact visits will occur in the visiting room.
2. Contact visits will be authorized for general population, skilled nursing facility patients, mental health units, treatment units and protective custody not assigned to high security (1-A custody).
 - a. Contact visiting may be suspended for an individual due to security concerns (contraband trafficking, inappropriate behavior in the visiting room, et.)

B. No contact visits

1. RTC visiting has two no contact visiting rooms available for use. These rooms may be used under the following conditions:
 - a. Restrictive housing incarcerated individuals receiving professional visits during a general population session.
 - b. RHU incarcerated individuals will remain in restraints during the visit. One arm will be removed from restraints so that they can utilize the wall mounted phone.
 - c. When approved as a sanction ordered by the warden.
 - d. When ordered by the Shift Supervisor due to security concerns with either a specific visitor or incarcerated individual. If ordered by the Shift Supervisor, the reason for use of the no contact room must be documented and forwarded to the major.

C. Video visits

1. Video visits on a closed-circuit television system. Visitor's will use one of the two video visit rooms located in the RTC front entrance for these visits.

D. Virtual visits

1. Virtual visits are a form of visiting that allows visitors to video call an incarcerated individual without being on-site.

E. Professional Visits / Official Visitors

1. The RTC will ensure and facilitate incarcerated individual access to counsel and assist incarcerated individuals in making confidential contact with attorneys and their authorized representatives; such contact includes but is not limited to: uncensored and confidential visits. **(5-ACI-3D-05)**
 - a. Attorneys of record and public officials may visit incarcerated individuals at the RTC without placement on an incarcerated individual's visiting list. Public officials specified in State Statute 83-186 (a) (b) (c) and (d) may visit at any time, except during official counts, emergency situations, and after deadlock.
 - b. Attorneys of record who utilize paralegals 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 the paralegal will be admitted into the RTC/RTC without a letter of endorsement from his/her attorney of record.

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- c. Special interview rooms located in the visiting areas will be utilized for visits with Attorneys. If all of these rooms are in use they will ask the visitor if he/she would like to visit in the 'inside' general population visiting room.

If that option is not acceptable, the Attorney will be asked to wait until one of the interview rooms becomes available.
- d. Whenever any of these interview rooms are in use, the visiting room corporal shall perform random security checks. No conversations between incarcerated individuals and Attorneys shall be overheard, audio recorded or listened to in any manner. All reasonable precautions shall be taken to preserve the confidentiality of the Attorney/client relationship.
- e. Attorneys entering the RTC on official business are required to show a current photo ID and a valid bar card. Attorneys are not subject to searches; however, an attorney's belongings will be searched and sent through the scanning machine. Staff will not read any legal materials during the search. The attorney will pass through the metal detector and will remain under escort if he/she visits anywhere outside the visiting room.

F. Clergy Visits

- 1. When a religious leader of an incarcerated individual's faith is not represented through the chaplaincy staff or volunteers, the chaplain assists the incarcerated individual in contacting a person who has the appropriate credentials from the faith judicatory. That person ministers to the incarcerated individual under the supervision of the chaplain. **(5-ACI-7F-06)**
 - a. Members of the Clergy must be placed on the Special Clergy Visiting List maintained by the religious coordinators and must provide proper documentation of clergy status. Proper background checks will be conducted. (See also Procedure 208.01.01, 'Religious Programming'). The visiting corporal will be provided a list of all approved clergy.
 - b. Approved clergy visitors may visit an incarcerated individual(s) during reasonable hours. Reasonable hours are defined as between 8:00 a.m. and 5:00 p.m., Monday through Friday. This policy does not apply to public officials who by State Statute (Section 83-186) are authorized to enter the facility at any time.
 - (1) If a member of the Clergy arrives at the facility other than during these reasonable hours and claims a need for a visit with an incarcerated individual due to an emergency situation (e.g., death, injury, or serious illness of an immediate family member), the Clergy will relay complete background information to the central control corporal by telephone.
 - (2) The shift supervisor will verify the emergency information as received. Upon verification and approval, reasonable efforts will be made to escort the incarcerated individual to the visiting area for the requested visit.
 - c. The interview rooms adjacent to the main visiting area are available for clergy visits. Members of the clergy may visit more than one incarcerated individual at a time (maximum of five people per visiting including clergy).

G. Special/extended and emergency visits

- 1. These types of visits (i.e., allowing visits on consecutive days which may or may not be on regularly scheduled visiting days, or for extended hours) may be granted to visitors in special circumstances when they have traveled a long distance (over 200 miles) to visit an incarcerated individual. These types of visits also may be

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appropriate for reasons of hospitalization or for incarcerated individuals in restrictive housing status when the security or good order of the facility or community is not jeopardized. Regular visits will be counted/used first. **(5-ACI-7D-19)**

2. Whenever an incarcerated individual knows at least three working days (Monday through Friday, excluding holidays) in advance that they are expecting a visitor who would fall under these "special visit" guidelines (i.e., Special, Emergency, and Extended Visit), he must request visiting consideration by submitting a Special/Extended/Emergency Visit Form (attachment 4) to his Unit Case Manager. The Case Manager will verify the information noted on the form and then forward it to the Unit Administrator who will make the final approval/disapproval decision.
 - a. If approved, the "form" will be forwarded to the visiting corporal where it will be kept on file until the requested visit day arrives. If the visitor does not arrive on the expected day, the visiting corporal will note that fact on the form. The visiting corporal then will sign and date the form and forward it to the Records Office to be filed in the incarcerated individual's Master Record File. The yellow copy will be sent to the unit administrator.
 - b. A special visit may be extended with the permission of the unit administrator.
3. 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. (ACI-7D-18)
 - a. In cases of a verifiable death of critical illness to an incarcerated individual's immediate family, the incarcerated individual shall be notified as soon as possible, see Incarcerated Individual Immediate Family Medical Notification Form (Policy 205.02 - Attachment C). (ACI-7D-18)
4. If a visitor arrives at the RTC who was not expected by the incarcerated individual but who is otherwise eligible for special visits (as described in paragraphs 3. and 4. of this section), the RTC unit administrator or higher authority will make the decision to allow or deny that person to visit.

H. Hospice Visits

1. When medical teammates advise that an incarcerated individual has been placed on hospice status, that incarcerated individual will be moved to one of the two hospice cells in the skilled nursing facility.
2. Incarcerated individuals requesting a special visit while on hospice, will have to submit a special/extended/emergency visit form.
3. If the visit is approved the hospice visit will occur in the hospice cell day area in the skilled nursing facility.
 - a. The visitor(s) will be processed for visiting under normal procedures. Security teammates will then escort the visitor(s) to the skilled nursing facility and remain with the visitor(s) throughout the visit.
 - b. At no time with the visitor(s) be left alone with the incarcerated individual
 - c. At the conclusion of the visit, security teammates will escort the visitor(s) back to the front entrance.

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- I. Incarcerated individual to Incarcerated individual Visits
 1. Incarcerated individual to incarcerated individual visits may occur when the following criteria are met:
 - a. One incarcerated individual must be on community custody status.
 - b. The visit request will be initiated by the community custody incarcerated individual.
 - c. The incarcerated individuals must be immediate family as defined by current NDCS guidelines.
 - d. The visit must be approved by each facility Warden/designee.
 - e. The visit will generally occur during regular visiting hours.
 - f. The community custody incarcerated individual must produce his/her incarcerated individual I.D. prior to being allowed to visit a secure facility.
 - g. The community custody incarcerated individual will be safety searched upon arrival and upon leaving the secure facility.
 - h. Visits may be approved once every three months.
 - i. If the facilities are in the same city, the visit may be done on a pass; if the facilities are in different cities, the visit may be done on furlough.
 - j. If the visit occurs during a furlough, it will be considered one of the incarcerated individual's four hour daily approved itinerary activity.
 - k. An approved volunteer sponsor will provide transportation.
 - l. The approved volunteer sponsor may also participate in the visit if on the visiting list of the incarcerated individual to be visited.
 - m. If the approved volunteer sponsor is not on the visiting list, he/she will be required to stay at the facility during the visit.
- J. Community Hospital Visits
 1. When incarcerated individuals are assigned to a community hospital or medical center, visits will not be approved unless the medical condition is considered potentially life threatening.
 2. If the incarcerated individual has a life-threatening condition, requests for a visit at the hospital will be made through the major's office.
 3. If a visit is approved, the visitor(s) will have to report to the facility first in order to receive a pass from the pass clerk. This pass will be taken to the hospital for the visit.
 4. Hospital administration/security have the authority to deny any visit.
- K. Special Management Incentive Visits
 1. Visit times and days
 - a. Visit days will be Monday, Wednesday and Thursday
 - b. Visiting days will work around parole board dates as needed.
 - c. A rotating schedule of visiting days will be maintained by the special management unit managers. This rotating schedule will allow for each group to have one visiting day offered approximately every 30 days.

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- d. Visits will occur from 1000 hours to 1200 hours. Movement to visiting will begin at 0945 hours.
- e. Visitors must be at the facility and checked in by 0940 hours. This is to prevent unnecessary movement to and from the special management units.

2. Requirements For Eligibility

- a. 30 consecutive days without a class I or class II misconduct report prior to requesting a visit.
- b. No more than 2 class III misconduct reports in the 30 days prior to request for visit. (Two class III is allowed for visiting. Three is not).
- c. Pending misconduct reports will count towards visit denial. Dismissed misconduct reports will not count towards denial.
- d. Misconduct / non-compliance with staff in route to visiting, while at visiting or in route to the housing unit from visiting will result in that visit being terminated and that individual being suspended from in-person incentive visits.

3. Requesting an Incentive Visit

- a. Fill out a special visiting form requesting an in-person visit during your groups next approved visiting day. Forms will be turned into the Unit Manager.
- b. Visitors must be on the incarcerated individual's approved visiting list.
- c. Once approved, the incarcerated individual will receive a copy of the special visiting form. It will be the incarcerated individual's responsibility to notify their visitor(s) of the approved visit.
- d. Request must be made at least two weeks prior to your scheduled visiting day.

V. Facility Specific Procedures

A. Visiting Limitations

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 their submittal of a VRF and prior to its subsequent approval through the normal VRF process.
2. Visitors shall not be authorized to be on more than one incarcerated individual's visiting list at any one time without the express written permission of the Warden. Exceptions to this policy are the following:
 - a. An "immediate" family member may be granted permission to be placed on more than one incarcerated individual's visiting list if all persons involved are members of the same "immediate" family (e.g., a mother may be placed on her two sons' visiting lists or a sister may be placed on her father's and brother's visiting lists).
 - b. If a visitor is a member of a single "immediate" family (which includes being the spouse of one of those "immediate" family members) and they are listed on the visiting lists of several other members of that same "immediate" family, they may be granted permission to be placed on the visiting list of one other incarcerated individual who is not a member of this "immediate" family (e.g., a brother may be placed in his three other brothers' visiting lists and on one other non-family member's visiting list).
 - c. Credentialed media representatives may be allowed on more than once incarcerated individual visiting list at a time. They are permitted to bring two

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pens and one legal size pad of paper for taking notes. These items will be searched but not read. The incarcerated individual is permitted to bring any items to this visit.

3. Visitors who leave the visiting area during a visit shall not be permitted to return and resume their visiting privilege during that same visiting period.
4. Once an incarcerated individual completes a visit by leaving the visiting room, their visits for that session are terminated. The exception to this rule is on an all-day visit. An incarcerated individual may leave and return for the next session in this situation.
5. Generally, current or prior employees will not be granted permission to visit except with immediate family members. Such visits require the Warden's approval. NDCS employees will also not be approved to visit except with the Warden's approval. To be considered for visiting privileges, employees must make a written request to the Warden of the facility where the incarcerated individual is incarcerated as well as the Warden of the facility the employee is assigned.
6. Generally, persons with pending misdemeanor or felony charges will not be allowed to visit. Exceptions may be made for immediate family members who may be considered for special visits pending resolution of the charges.
7. 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 years after the expiration of sentence, except for immediate family who may be considered at the end of one year. Persons with a misdemeanor or conviction will not be granted permission to visit for six months after expiration of sentence. Immediate family may be considered after three months.
 - a. It is 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.
 - b. In determining whether or not to approve a person with a criminal record, the nature and extent of that person's total criminal record plus his/her history of recent criminal activity will be weighed carefully against the benefits of visitation. The Warden shall retain final authority to review, assess and approve / disapprove such applications to visit whenever they are received.
 - c. Failure to list previous criminal convictions on the VRF's can result in denial of visiting privileges.
 - d. The Warden/designee must approve/deny all VRF's submitted by the victim of a violent/sexual offense, when that offense is committed by the incarcerated individual being visited, if such information is known to facility staff.
8. Following the release of an incarcerated individual on parole, or when an incarcerated individual is placed on escape status, or bond the facilities records office will stamp all current visitor application forms in the classification file "deleted".
9. The records office will also delete these previously approved visitor names from any computer records of approved visitor for this incarcerated individual.
10. Any person shown by substantial evidence to have had or who quite likely will present/impose a harmful effect on an incarcerated individual or who is considered to pose a threat to the good order and security of the facility shall be excluded from any approved visiting list.

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11. Special visiting restrictions may be imposed by the facility because of scheduling, space and/or personnel constraints.

B. Incarcerated individual Request for a list of visitors

1. Any incarcerated individual may request a list of the names of those persons appearing on their approved visiting list by submitting an Incarcerated individual Interview Request Form to the Visiting Corporal.
2. Any incarcerated individual may request that one or more persons listed on his approved visiting list be deleted from that list by completing a Visitor Deletion Request Form. A visitor may also request deletion by submitting the request in writing to the Warden.
 - a. The deleted visitor's name will not be placed on another incarcerated individual's approved visiting list for six months.
 - b. The deleted visitor's name will not be reinstated on an incarcerated individual's visiting list for six months if the visitor's name was originally removed at that incarcerated individual's direction.
 - c. Visitor requested deletions require the visitor to wait six months before he/she may be placed on another incarcerated individual's list.
 - d. 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.
 - e. In the event that the individual requesting deletion had not visited the incarcerated individual for a period of at least six months, the facility Warden may waive the six-month waiting period to be added to another incarcerated individual's visiting list.

C. Visitor Dress Code

1. Rule 4 of the NDCS Rule Book, titled VISITING, paragraph 004.07 states:
The Warden of the facility may establish a dress code for visitors.
2. To comply with this policy directive, the RTC has implemented the following dress code:
 - a. When visiting, proper attire is expected. Clothing should not be distracting or offensive to incarcerated individuals or other visitors and must be in good repair. Footwear is required to be worn at all times. Footwear may be open toed but it must be in good repair. A lightweight outer jacket without any pockets may be worn into the visiting room. If the Visiting Corporal believes that a particular visitor's attire is inappropriate, he/she will contact the Unit Administrator or in his/her absence the Shift Supervisor to make a final determination. If judged inappropriate, the visitor may return to visit, however, after changing into a more appropriate item of dress.
 - (1) Visitors must wear undergarments. Visitors are not permitted to wear multiple layers of undergarments. Females must wear one bra and one pair of underwear (10 years or younger are not required to wear a bra). Males must wear one pair of undershorts.
 - (2) Visitors are not allowed to wear both khaki pants and khaki shirts at the same time. A visitor may wear khaki pants OR a khaki shirt but never at the same time.
 - (3) Shorts and skirts must be below the knee when standing/sitting.
 - (4) Shirts and dresses must cover the shoulders.

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- (5) Clothing with pictures, symbols or language that may be considered profane or offensive by current public standards is not allowed.
- (6) Tops of clothing shall be no lower than the collarbone in the front and back.
- (7) Children 10 years or younger may be allowed to visit if wearing shorts, skirts or rompers.
- (8) Clothing that is tight fitting (clothing will be considered tight fitting if it reveals the outline of the genitalia or the areola) revealing or made of see-through fabric will not be allowed.
- (9) Clothes are expected to be in good repair with no rips, tears or pockets that are torn to allow access beneath the garment.
- (10) Hats, headbands, hooded clothing or outerwear are not allowed. Clergy are permitted to wear religious headwear.
- (11) Watches, exercise trackers and similar devices are not permitted.
- (12) Female visitors are encourage to wear slacks/pants. Female visitors wearing skirts/dresses will not be required to lift the garment to their waist to facilitate an appropriate pat search; staff will perform the pat search over the aforementioned clothing.
- (13) No steel toed boots/shoes.

D. Processing Visitors into the facility

1. Identifying / signing in

- a. The Warden shall ensure that a record of each visitor that enters the facility is kept, which shall include: a sufficient identification of the visitor, the dates and times of arrival and departure and the names of incarcerated individuals visited by such person.
- b. Each adult visitor, upon admission to the RTC, will be required to verify their identity and provide other vital information requested by the Warden. In addition, operational procedures shall require that incarcerated individual visitors, including infants and children, entering the RTC shall be searched along with their belongings, to include canine searches, prior to entrance. Procedures also specify what items are allowable and how persons and property will be searched. **(5-ACI-7D-21)**
- c. Primary functions of the visiting corporal are to facilitate visitors in and out of the facility, preserve security and maintain records of visitor traffic. To ensure that the visiting process is conducted with these points in mind, the following basic rules and procedures shall be closely followed:
 - (1) All visitors, with the exception of professional visits taking place at RTC, will be required to sign in and out of the RTC.
 - (2) Only those visitors who are listed on an incarcerated individual's authorized visiting list shall be permitted to visit. Each visitor must bring with him/her at least one valid form of photo identification and must present this document to the Visiting Corporal each time he/she enters the facility.
 - (3) Only the following are acceptable photo identification cards:
 - i. Valid Drivers license with photo.

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- ii. State identification card including a State of Nebraska employee identification card.
 - iii. City/County/State/Federal identification cards.
 - iv. Military identification.
 - v. Passport.
- (4) Other support documents may include (must be used in conjunction with at least one other form of acceptable photo identification cards listed in section (3)):
- i. Marriage certificate.
 - ii. Certified copy of birth certificate.
- (5) The following identification/documents normally will not be accepted as identification:
- i. Social Security cards.
 - ii. Bank cards.
 - iii. Student identification cards.
 - iv. Business cards.
 - v. Hunting/fishing licenses.
 - vi. Car registrations.
 - vii. Medicare cards.
 - viii. Health club cards.
- (6) staff shall exercise good judgment in establishing that each visitor has provided sufficient identification. If ever there is a question concerning the adequacy of a visitor's identification, the Visiting Corporal shall consult the Unit Administrator or, in their absence, the Shift Supervisor who shall make the decision as to whether to allow or deny a visit.
- (7) The Front Entrance Corporal will ask all visitors to sign in and will notify the appropriate housing unit via telephone to inform them that a particular incarcerated individual has a visitor. The Visiting Staff will print out a Visiting Permit Pass, sign it and direct the visitor to the search area. The housing unit will promptly notify the incarcerated individual that they have a visit and make the necessary arrangements to send the incarcerated individual to the visiting area.
- d. The Front Entrance Corporal will then record all information onto the Incarcerated individual Notification Log. Such as unit staff contacted and name of visitors. Time notified and name of staff who was called.
 - e. In certain circumstances, the Warden may consider granting one visitor permission to visit two or more incarcerated individuals simultaneously (e.g., a mother may want to visit her two sons during the same visiting period). The visitor shall only visit verified immediate family members.
 - f. The dates of all visits with incarcerated individuals shall be recorded on the computerized visitor database. There shall be no exceptions. This record shall not be revealed to the public without the written consent of the incarcerated individual.

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All RTC business visitors must sign in and out on the Visitors Register which is located on the counter in front of the Visiting Corporal desk or the Front Entrance Corporal's desk.

- g. All RTC business visitors will sign in and out at the RTC. The visitors register will be located on the front entrance counter.
- h. A separate visiting list, which contains the names of all individuals who have been approved to visit, shall be kept for each incarcerated individual. The Visiting Corporal shall update this list continuously and keep it accurate.
- i. Each list is confidential and shall not be revealed in part or in whole to the general public without the express written consent of the incarcerated individual

2. Searches

- a. All persons visiting incarcerated individuals, members of the clergy and groups including family members of staff touring the facility, shall be searched prior to being allowed entrance into the RTC or RTC. Appointed/elected officials of the State of Nebraska on official business are exempt from this policy (see Attachment 6, "Entrance/Exit Screening Procedures", for applicable conditions and persons to be searched.
 - (1) Pat searches of all visitors entering NDCS facilities shall be conducted by trained personnel.
 - (2) Canine searches of visitors may take place at any time it is considered advisable.
 - (3) After each visitor has been searched, the visitor shall be stamped/marked by the Visiting Corporal 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 worn.
- b. Persons refusing to be searched will not be admitted.
- c. The visitor's belongings will be searched prior to entering the visiting area. All individuals, including children, shall be searched.
- d. A visitor who brings a diaper-wearing child to visit must change the child's diaper in the presence of staff and place another diaper, which has been searched, on the child. All children's effects shall be searched prior to entering the visiting area.
- e. A sign will be posted and visible in the visitor processing area which states that: "ALL VISITORS AND STAFF AND THEIR BELONGINGS ARE SUBJECT TO BE SEARCHED PRIOR TO BEING ALLOWED ENTRY INTO THE FACILITY."
- f. Pat searches shall be routine for all visitors entering the RTC. 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. Visitors will be asked to open their mouth and lift their tongue.
 - (1) When searching a visitor's head, visitors may be asked to run a comb through their hair. They also may be asked to remove any hairpiece/wig/toupee, etc. so that it may be examined for possible contraband.
 - (2) In addition to being pat searched prior to entering the RTC, a pat search may be conducted at any time during the visit at the discretion of visiting

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room staff or as directed by a supervising staff member. This type of search does not require the Warden's authorization.

- (3) Female staff shall pat search female visitors while male staff shall pat search male visitors. If a male visitor has no objection, a female staff person may conduct the pat search. If/when a question arises as to the conduct of, or surrounding the circumstances of a pat search, the Shift Supervisor shall be consulted.
 - g. Visitors may be subjected to canine searches of their person and property. These will be utilized to augment searches at entrance/exit points of the RTC. Visitors will be asked to sit in a chair in the appropriate search room. The canine unit will be brought into the room. The visitor will sit still with their hands on their knees while the corporal directs the canine during the search. An indication by a canine during the screening of persons, property or areas constitutes probable cause to believe illegal drugs are present.
 - (1) Any refusal by a visitor or a visitor's minor to a canine search will result in their denial to visit that day and/or suspension of visiting privileges.
 - h. 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 the Shift Supervisor shall be notified to suspend the visit. All contraband is to be confiscated and the Major's office shall contact the NDCS Investigator's office for further direction.
 - i. The RTC staff have the authority to order a private citizen to leave the RTC grounds. If a citizen refuses to leave, the State Patrol will be contacted to request their assistance in escorting the individual from state property.
 - j. Visitor's wrists will be checked with an ultraviolet light just prior to them leaving the visiting room.
 - (1) Whenever visitors leave the visiting room the visiting room corporal will inspect their ultraviolet ink stamps/markings under an ultraviolet light to determine if the original ultraviolet skin markings are still there.
 - (2) If the mark is intact, the visiting room corporal will push the door button to notify central control and allow the visitor to leave.
 - (3) If the marking appears illegible, altered, or "suspiciously different" from what was originally stamped or written or if the mark is not visible at all, the visiting room corporal shall telephone Central Control and inform them of the problem and request that they notify the Shift Supervisor.

The visitor in question shall not be permitted to exit until the Shift Supervisor or a higher authority authorizes that person to pass through and leave the facility.
 - (4) Any visitor who refuses to allow themselves to be marked with invisible skin marking ink will not be permitted to enter the facility.
3. Visitor lockers
- a. Any visitor may use a property locker to store their personal effects (i.e., purses).
 - b. Visitors shall provide the same identification used to access the visit area to obtain a locker key.

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- c. Visiting staff shall place the identification card inside a portable key box in a corresponding drawer to match the locker number.
- d. Without the appropriate picture identification, (Drivers License with photo, State Identification Card including a State of Nebraska Employee Identification Card and City/County/State/Federal Identification Cards), a locker key will not be issued.
- e. Visitors shall provide Visiting staff the locker key to have their identification returned. If a locker key is lost by a visitor, visiting staff will attempt to locate the key. The Shift Supervisor will be notified of any lost key. If the key cannot be found, the Shift Supervisor will return the visitor's identification and obtain the master key to return the visitors affects. An Incident Report shall be made on the loss of any key. Visitor name and circumstances must be documented.

E. Authorized Visiting Room Articles

1. Visitors are permitted to take the following items into the visiting room/area:
 - a. Heart and asthma medication. Other medication may not be taken into the visiting room without prior approval from the Warden, Deputy Warden, Unit Administrator, Major or Shift Supervisor. Medication must be in the original container.
2. The following infant necessities will be permitted:
 - a. Four disposable diapers.
 - b. Two bottles of formula (formula must be in a clear baby bottle – no glass) or two sealed single serving ready to feed formula.
 - c. One receiving blanket.
 - d. One pacifier or plastic teething instrument.
 - e. Eight baby wipes in a clear bag.
 - f. Simple non-weapon, non-metal type toys, with no removable parts (dolls, stuffed toys, books and balls will not be permitted):
 - (1) Children under 4 years old will be allowed 2-3 small, individual toys.
 - (2) Children 4 years to 10 years old will be allowed 1 toy.
 - (3) Children 11 years and older will not be permitted to bring in a toy.
 - g. One sippy cup for children 3 years and younger only. The cup must be empty. A beverage in an unopened, store-sealed container may be brought into the search room, to be poured into the cup in front of staff. Any leftover product may be put into the visitor's locker or disposed of.
3. All other items including the diaper bag will be left in the visitor's vehicle or a property storage locker. The visiting corporal will provide a bag for the visitor to use in carrying the above items to the visiting room
 - a. Only the visitor will change the child's diaper and the incarcerated individual will remain seated. Visitors will be responsible for assuring that the area is cleaned following each use.
4. All items of personal property not specifically itemized in the following list must be secured in the visitor's personal vehicle. Articles not listed shall not be permitted into the facility beyond the Visiting Corporal Desk:
 - a. Sufficient identification to verify the visitor's identity, visiting status and/or relationship to a particular incarcerated individual.

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- b. One comb or pic.
 - c. One handkerchief.
 - d. One religious medallion or religious head gear (e.g., Kufee, Native American headband).
 - e. One pair of prescription glasses.
 - f. Reasonable amount of jewelry as appropriate.
 - g. Religious materials for a Clergy visit.
 - h. Legal materials for attorney visits. Laptop or any other electronic devices must be approved by the Warden/designee.
 - i. Credentialed media representatives approved to visit an incarcerated individual will be permitted to bring two pens and one pad of paper into the visiting room. Those items will be inspected by staff at the beginning and end of the visit. Notes will not be read. The incarcerated individual may bring documents to this visit and take notes back to his cell.
 - j. Medically authorized prosthetic appliances:
 - (1) Wheelchair or crutches.
 - (2) Canes.
 - (3) Hearing aids.
 - (4) Artificial limbs.
 - k. Medical alert jewelry.
 - l. One necklace.
 - m. U.S. coins (up to \$20.00 in change, nickels, dimes, & quarters) are allowed for each visitor (example one visitor with a child may bring \$40.00 in change) to access vending machines that dispense food and drink items.
 - (1) Incarcerated individuals are not allowed to use the vending machines.
 - (2) At no time should an incarcerated individual be in possession of any money.
 - (3) Only one incarcerated individual at a time is allowed to go to the glass in front of the vending machines.
 - (4) No vending machine items may be taken back to the housing unit by the incarcerated individual.
 - n. Photographs taken during a visiting session are allowed to be taken out of the RTC by the visitor.
5. Visitors choosing to wear a coat, jacket or cardigan (suit jacket or sport coat are acceptable attire), or other types of outer-wear up to the visiting room must hang them in the lobby area and will not be permitted to carry them into the visiting room.
- a. Recognized religious headgear may include, but not be limited to, a Kufee, a Native American headband, etc.
 - b. Visitors who have written documentation from a Physician which states that, for medical reasons, they (the visitor) must wear some type of headgear or bandage or

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article which covers the head, may be permitted to wear such items into the visiting room while visiting.

- c. NOTE: THE RTC WILL NOT, HOWEVER, ASSUME THE RESPONSIBILITY FOR GARMENTS OR HEADGEAR LEFT IN THE VISITING ROOM LOBBY AREA.

F. Visitor/Incarcerated individual Responsibility; Conduct and Behavior

1. It is the responsibility of the visitor and the incarcerated individual to conduct themselves in a manner which will not bring discredit upon themselves or be disruptive to other visitors in the area. Visiting mothers may breast-feed their infant children in the visiting area provided the activity is done discretely.
2. Visiting areas are equipped to afford a comfortable environment in which to visit. These areas contain chairs and tables in addition to adequate light and ventilation.
3. Smoking is prohibited anywhere on state property. All tobacco, including electronic cigarette products and lighters must be secured in the visitor's vehicle.
4. It is the responsibility of all visitors to supervise and maintain control over their accompanying children. If a child becomes disruptive during a visit and is not controlled by verbal direction from the supervising visitor or the incarcerated individual, the visit shall be terminated. NEITHER VISITORS NOR INMATES ARE PERMITTED TO USE CORPORAL PUNISHMENT ON CHILDREN OR OTHERS WHILE ON DEPARTMENT PROPERTY.
5. Visitors and incarcerated individuals must obey Staff instructions and all posted rules and regulations. The RTC shall permit informal communications including the opportunity for a short, limited physical contact. Devices that preclude physical contact will not be used except in situations of substantial security risk or as a sanction via incarcerated individual discipline.
6. Visitors and incarcerated individuals must accept joint responsibility to behave in a mature, responsible manner which is respectful of the rights of other incarcerated individuals and their visitors.
7. A short embrace and a brief kiss at the beginning and end of each visiting period are the only type of physical contact allowed. No other displays of affection (e.g., caressing, fondling, etc.) are permitted to accompany the beginning and ending short embrace and brief kiss.
8. Incarcerated individuals and visitors may sit beside each other but maintain their position on the side of the table and away from the corner of the table.
9. During visiting time, the only types of physical contact permitted are:
 - a. Visitors and incarcerated individuals may hold hands if the hands are in full view.
 - b. Children five years of age and younger will be the only persons permitted to sit on the lap of an incarcerated individual.
 - c. No other forms of physical contact are permitted. Examples of prohibited contact include, but are not limited to:
 - (1) Either visitors or incarcerated individuals sitting with an arm or their arms around each other.
 - (2) Kissing.
 - (3) Caressing.
 - (4) Fondling.

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10. Incarcerated individuals shall visit only the visitors on their approved visiting list and there shall be no cross-visiting between incarcerated individuals. Visitors shall visit only the incarcerated individual they are approved to visit.
11. Incarcerated individuals and visitors shall remain seated during visits except when using the restroom or vending machines.
12. Incarcerated individuals and visitors will not have their feet on the tables.

G. Incarcerated individual Dress Code

1. The following items of clothing will be authorized for incarcerated individuals on pass to visit (Soiled, torn, or otherwise inappropriate clothing shall not be worn in the visiting rooms/areas):
 - a. Pants (state issued or personal)
 - (1) All pants will be kept neat and properly buttoned/zippered.
 - (2) Pants will not be altered in any way.
 - (3) Pants will be worn with a state-issued or personal belt.
 - (4) Undershorts must be worn while visiting.
 - b. Shirts
 - (1) All shirts will be clean and properly buttoned with the exception of the top collar button.
 - (2) Either authorized long sleeve or short sleeve shirts may be worn at the discretion of the incarcerated individual. No sleeveless shirts will be permitted.
 - (3) Colored t-shirts or t-shirts with slogans, pictures, etc. No obscene printing or gang related logos or symbols will be permitted. No white t-shirts worn as an outer garment will be permitted. White polo shirts will be permitted as an outer garment.
 - (4) Thermal underwear will not be permitted during visits.
 - c. Shoes and socks
 - (1) Shoes and socks will be worn at all times during a visit. The only exception to this would be medical authorization exempting the incarcerated individual from wearing normal footwear.
 - d. Headgear
 - (1) Recognized religious headgear (Kufee or Native American headband) may be worn by incarcerated individuals in the visiting area. Other hats/caps will not be authorized except by special permission of the Deputy Warden or the Chief Medical Officer.
 - e. Handkerchief, comb/pic, glasses and jewelry:
 - (1) Incarcerated individuals will be allowed to have one handkerchief and either a comb or pick and wear one wedding band, two earrings, and one necklace while on a visit.
 - (2) Only prescription glasses will be authorized. (No sunglasses, etc., except as may be authorized by the facility Physician).
 - f. Medication and Medical/Prosthetic Appliances:

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- (1) No incarcerated individual will be allowed to have medication of any kind on his person unless he presents a written authorization for such medication signed by the RTC Chief Medical Officer.
 - (2) Only authorized medical/prosthetic appliances (artificial limbs, canes, hearing aids, crutches, etc.) will be permitted in the visiting area.
- g. Other items
- (1) Legal work if the incarcerated individual is attending a legal visit.
 - (2) One religious book or religious study sheet if the incarcerated individual is attending a religious visit.
 - (3) Incarcerated individuals must have their ID on their person while they are in the visiting room.
- h. Incarcerated individuals and their respective visitors will not be allowed to wear or exchange each other's clothing or jewelry while visiting.
- i. No incarcerated individual will be allowed to return from a visit with any item(s) which he did not have in his possession at the time he commenced the visit.
- j. All unauthorized items are subject to immediate confiscation and will be considered contraband with the exception of photographs.
- k. The Shift Supervisor or higher authority must be consulted at any time that an exception to the preceding guidelines appears necessary.
- H. Processing Incarcerated individuals Into the Visiting Area
1. Visiting staff will check the central monitoring before calling any RTC 1 incarcerated individuals for a visit. Once that is complete, the Pass Clerk will call the RTC 1 Central Control to have the incarcerated individual escorted to the visiting room.
 2. Each incarcerated individual will be given a pass whenever they have a visit. they must take that pass to the visiting area where they will be safety searched prior to entering. All items of clothing and personal items will be inventoried on an Incarcerated individual Visitor's Property Form. The form will be signed by the Officer conducting the safety search. The incarcerated individual will be permitted to enter the visiting room as soon as they are processed.
 3. At the end of a visit, each incarcerated individual shall be safety searched and a second inventory of his clothing and personal items is made by the supervising Officer. No incarcerated individual will be allowed to leave the visiting area with any item(s) not listed on the original inventory slip with the exception of any authorized photographs which were taken while in the visiting room. All unauthorized items will be considered contraband and shall be confiscated immediately.
 4. The Shift Supervisor or higher authority shall be consulted at any time that an exception to this regulation appears necessary.
 5. Incarcerated individuals refusing any portion of a search will be subject to a Misconduct Report and the visit will be denied.
 6. Searches for no contact visits
 - a. RHU incarcerated individuals will be searched prior to leaving their assigned unit and again once they return. Restraints will not be removed in the search area to perform a safety search.

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- b. General population incarcerated individuals will still receive safety searches before and after no contact visits.
 - I. Termination and Suspension of Visits
 1. During the course of a visit, the Shift Supervisor or higher authority may terminate a visit whenever an incarcerated individual and/or their visitor(s) fail to comply with NDCS rules and regulations or verbal instruction(s).
 2. A visit may be denied or terminated and visiting privileges suspended, either temporarily or permanently, under the following circumstances:
 - a. The drinking of or being under the influence of drugs/alcohol.
 - b. The introduction of contraband or the attempt to introduce contraband into the facility.
 - (1) VISITORS WHO HAVE BEEN FOUND INTRODUCING OR ATTEMPTING TO BRING CONTRABAND INTO THE RTC OR ITS EXTENDED LIMITS MAY BE SUBJECT TO CRIMINAL PROSECUTION UNDER NEBRASKA LAW.
 - c. The taking of unauthorized items or property from the facility (criminal prosecution under Nebraska Law also is possible here).
 - d. Initiating or contributing to disruptive or improper behavior by either incarcerated individuals or visitors which infringes upon other visits.
 - e. Refusal to submit to search
 - f. Refusal to allow oneself to be marked with invisible skin marking ink.
 - g. Insufficient visiting room space is available.
 - h. Refusal or failure to produce sufficient identification or the falsifying of identifying information by a visitor.
 - i. The violation of any posted visiting rule and regulation.
 - j. The failure to control or to prevent children from disturbing other persons in the visiting area or leaving children unattended inside of the facility.
 - k. The failure to follow an Officer's instructions during the visiting process.
 - l. Other behavior deemed detrimental to facility security.
 3. The unit administrator may suspend the visiting privileges for visitors by preparing a letter, including the reasons for suspension, and sending it to the visitor. Suspensions will be consistent with the NDCS Visiting Restriction Guidelines (attachment 7). Based on the severity of the incident, the warden/designee has the discretion to suspend visits 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 permanent restriction. Permanent removal will only occur with written approval from the Warden. Visiting suspensions shall occur by stating that fact in a letter to the person and citing the results for it. A copy of the report will also be sent to the involved incarcerated individual. The statement of reasons may be deleted if it would jeopardize the security of the facility or the safety of any individual.
 4. In that same letter, the unit administrator shall also specify the length of time that the suspension is to last (i.e., whether permanently or for a specified period of time).
 5. Any incarcerated individual aggrieved by the removal from his visiting list of one or

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more of his authorized visitors may appeal such action through the regular grievance process.

- J. Incarcerated individuals Who Have Committed Crimes in Which the Victim(s) Were Minor Aged Children (Under 19 Years of Age)
1. The file of each incarcerated individual shall be reviewed to determine if any record exists meeting the above criteria. Newly committed incarcerated individual files shall be reviewed by each receiving facility staff at the facility in which the incarcerated individual is housed. If such a record exists, the person reviewing the record will list the information on the Incarcerated individual Summary of Minor Abuse Form.
 2. Once the incarcerated individual has been identified, the NICaMS for "prior contact with minor" will be updated. This entry will automatically update the NICaMS classification study and the visitor's list databases. In addition, the records office will have a red-inked stamp titled "contact with minor" and will stamp the front cover of the incarcerated individual file.
 3. The Warden shall have the authority to impose visiting restrictions on identified incarcerated individuals on a case-by-case basis.
 4. Identified incarcerated individuals will receive written notice via the "Crimes Against Minor Aged Victims" form (Attachment 8) of their visiting status relating to physical contact with minor children and the guidelines for visits involving minors.
 5. Identified incarcerated individuals will be allowed no physical contact with minor aged visitors.
 - a. Incarcerated 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. The visits shall be closely monitored by visiting room staff.
 - b. Any violation of this policy will result in immediate termination of the visit, removal of the incarcerated individual and the visitor from the visiting area, and the issuance of a misconduct report.
 - c. Penalties imposed against incarcerated individuals will be consistent with agency disciplinary procedures. Actions imposed on visitors will be handled administratively by the Warden.
 6. The Warden has the authority to modify or eliminate visiting restrictions imposed as provided in this section. Such modification or elimination shall normally be in consultation with appropriate mental health, program and security staff.
- K. Notification of Visitors
1. Each incarcerated individual will be asked to designate an "immediate" family member or visitor to be contacted in the event of an emergency or major change of status and to coordinate the weekly desired visiting days.
 2. If an incarcerated individual is unable or not allowed to personally notify someone, the Unit Administrator or designee will notify a visitor of the change of status.
 - a. A major change of status shall be considered a transfer from one major facility to another (e.g., from the Nebraska State Penitentiary (NSP) to the RTC or from a Community Corrections facility back to a secure facility).
 - b. It is the responsibility of the incarcerated individual to notify any visitors of all intra-facility program changes such as a change in housing unit or from a housing unit to restricted housing.

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- c. If, after a reasonable effort, the Unit Administrator or designee is unable to contact a visitor to relay a major change of status, then the incarcerated individual will be so notified.
3. Visitors generally will not be permitted to visit prior to submitting a Visitation Request Form and having it approved by the Deputy Warden or their designee.
4. Reasons for denying visiting privileges may include submitting an incomplete visiting form or falsifying any of the information on such a form.

VI. General Information

A. Who to Contact for Visitation Questions

1. The Unit Administrators
2. Pertinent telephone numbers/addresses are as follows:

a. Reception and Treatment Center (RTC)

P.O. Box 22800

Lincoln, NE 68542-2800

(402) 471-2861

B. Posting and Availability of Visiting Regulations

1. Rule 4 of the NDCS Rule Book, titled VISITING, paragraph 004.03 states:
 - a. The Warden shall ensure that copies of this rule and other regulations of the facility concerning visiting are posted at and about the entrance of the facility and Warden shall provide copies to any persons upon request.
2. In compliance with this policy directive, this has been placed in the incarcerated individual Law Library and is posted in the lobby area and the visiting room. Visitors may request copies of this document by writing to the Warden.

C. Transportation Information

1. RTC provides information to visitors about transportation to the facility and accommodates, where possible, transportation between the facility and nearby public transit terminals.
2. Transportation information (as of 12/31/2022)
 - a. Capital Cab (402) 477-6074
 - b. Servant Cab (402) 477-4111
 - c. Happy Cab (402) 202-2222
 - d. Bus Line:
 - (1) Startran (402) 441-7185

Attachments:

1. Visitation Orientation and Information Checklist
2. Visitor Deletion Request
3. Visitor Request Form
4. Special/Extended/Emergency Visit Request
5. Incarcerated individual Notification Log
6. Entrance/Exit Procedures
7. Visiting Restriction Guidelines
8. NDCS-Crimes against minor-aged victims

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This Procedure is approved for placement in the incarcerated individual law library.

- 9. Visit Notification Log
- 10. Sample Suspension Letter