NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	NEBRASKA CORRECTIONAL CENTER FOR WOMEN		
	PROCEDURE **VISITING**		
	REVIEW DATE April 30, 2019	NUMBER 205.02.4.01	PAGE 1 of 32
	STATEMENT OF AVAILABILITY **This Procedure is to be made available in the law library or other resource center.**		

AUTHORITY:

Policy 205.02, ACA Standards: 4-4150, 4-4275, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503 and 4-4504. Nebraska Department of Correctional Services Rules and Regulations Manual – Chapter 4. Nebraska Rev. Stat. – SS83 – 173 and 83 – 186.

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SUMMARY OF REVISION/REVIEW:

The terms Administrative Regulation and Operational Memorandum changed to Policy and Procedure respectively. Several changes throughout, read in its entirety.

APPROVED:

Angela Folts-Oberle

Angela Folts-Oberle, Warden
Nebraska Correctional Center for Women

Attachments:

#1 – Visitor Deletion Request, DCS-A-adm-063 (04/06)
#2 – Visitation Request Form, DCS-A-adm-012 (rev. 3/17)
#3 – Special/Extended/Emergency Visitation Form, DCS-A-adm-034 (rev. 6/01)
#4 – Inmate Interview Request Form, DCS-A-adm-013 (rev. 1/2017)
#5 – Clergy Visitor Application, DCS-A-rel-002-pc
#6 – Inmate Summary of Crimes Against Minors, DCS-A-adm-104-pc
#7 – Crimes Against Minor Aged Victims Form, DCS-A-adm-105-pc
#8 – Visiting Property Form, DCS-A-sec-004 (7/14)
#9 – Visit Suspension Notice
#10 – Visiting Brochure
#11 – Entrance/Exit Procedures (rev. 6/16/2016)
#12 – Hospital Agreement

PURPOSE:

This Procedure will establish and maintain regulatory procedures for administering a visiting program that will enhance rehabilitative efforts, establish normalization of social relationships and to satisfy mandatory security requirements.

I. **GENERAL:**

The inmate visiting center is an area that requires close supervision and consistency in its operation. Visiting procedures are reviewed annually by the Major and Warden, and updated when appropriate.

A. It is the policy of the Nebraska Correctional Center for Women (NCCW) that inmates shall have visiting privileges and shall retain such as long as the inmate does not violate the rules and regulations governing visiting.

B. It is the position of NCCW that supervised visits between inmates, families and friends can contribute significantly to the strengthening and maintenance of family ties, foster socially acceptable behavior and assist in improving institutional stability. NCCW therefore encourages visits as a means of facilitating and socialization process.

C. An inmate may receive visits from anyone she chooses, subject to the approval of the Warden. The Warden shall consider the effect that the presence of the visitors has on the staff and the inmates. Visitors may be refused admission to the facility or removed from a visiting list for violating visiting rules and regulations. The Warden/designee will advise a person removed from a visiting list of the removal in writing, stating the reasons for the removal, with a copy to the inmate who was to have been visited.

D. **The number of visitors an inmate may receive and the length of visits may be limited only by the institution's schedule, space and personnel constraints or when there are substantial reasons to justify such limitations. (ACA 4-4498)** NCCW shall provide a visiting room for inmates and their guests that allows ease and informality of communication in a natural environment as free from custody constraints as possible. **The NDCS provides that inmate-visiting facilities permit informal communication, including opportunity for physical contact. Devices that preclude physical contact are not used except in instances of substantiated security risk. (ACA 4-4499-1)** It shall be arranged with the comfort and privacy of the visitor in mind and which allows for limited socially-acceptable physical contact during visiting.

E. Visiting privileges shall be suspended only by orders from the Warden/designee except where the suspension is imposed as part of a formal disciplinary decision.

F. Visitors introducing or attempting to introduce contraband into the facility or refusing to submit to any kind of search (including canine-assisted searches) may permanently lose their visitation privileges at NCCW. Visitors who have been found introducing or attempting to introduce contraband into NCCW may also be subject to prosecution under Nebraska Law.

G. The Administration reserves the right to withdraw the visiting privileges of any individual who refuses to comply with departmental rules and regulations. Any inmate may request that one or more persons listed on her approved visiting list be deleted from that list by completing a Visitor Deletion request Form, Attachment

#1, and submitting it to the Pass Clerk. The deleted visitor's name(s) will not be placed on another inmate's approved visiting list for six months. The deleted visitor's name(s) also will not be reinstated on an inmate's visiting list for six months (if the visitor's name was previously removed at that inmate's direction). In addition, visitors must re-submit a completed Visitation Request Form (VRF) Attachment #2.

A visitor may request deletion by submitting the request in writing to the Warden. Such visitor requested deletions require the visitor to wait six (6) months before he/she may be placed on another inmate's list. The six (6) month waiting period will also apply to clergy status visitors, however, the Warden may waive the six (6) month waiting period and the recommendation of the religious coordinator. In the event that the individual requesting deletion has not visited for a period of at least six months, the Warden may waive the six (6) month waiting period to be added to another inmate's visiting list.

H. In the case of an inmate's spouse being deleted from an inmate's visiting list, the Warden may waive part of this six-month waiting period if doing such would aid in any family reconciliation process. Any spouse desiring such consideration may write the Warden directly and state the reasons why visiting privileges should be reinstated sooner than the normal waiting period.

I. All sections of these visiting regulations shall be reviewed annually and updated as needed by the administrative staff and Warden, and they will be valid for the 12-month period following that review unless officially changed. **ALL VISITORS, STAFF AND INNMATES SHOULD MAKE SURE THAT THEY HAVE ACCESS TO OR ARE IN POSSESSION OF COPIED OF THE CURRENT VITING REGULATIONS.**

J. NCCW'S Visiting Regulation (Procedure 205.02.4.01) shall be made available to visitors, staff and inmates so that all interested parties may be informed of the details of this program. Copies of the Visiting Procedure are available in the lobby of the visitor processing area and in the visiting center. This Procedure is also available on the Nebraska Department of Correctional Services Website.

K. **Written policy, procedure and practice provide that visitors register upon entry into the institution and specify the circumstances under which visitors may be searched. (ACA 4503)** NCCW policy, procedure and practice provide that written information regarding procedures governing visitation be made available to the inmate within 24 hours after arrival at the facility. At a minimum, the information will include, but not be limited to the following:

1. **Facility address, phone number, directions to facility and information about local transportation**
2. **Days and hours of visitation**
3. **Approved dress code and identification requirements for visitors**
4. **Items authorized in visitation room**
5. **Special rules for children**
6. **Special visits (for example family emergencies) (ACA 4-4499)**

L. The NCCW Rule Book, which contains visiting rules and procedures, shall be given to each inmate and staff member. Signed acknowledgement of receipt of the rulebook shall be maintained in the inmate's file. When a literacy or language problem prevents an inmate from understanding the rulebook, a staff member or

translator shall assist the inmate in understanding the rules. The NCCW Rule Book is distributed to new commitments immediately upon intake to the facility and provides the information for visiting as listed.

II. PROCEDURE

An inmate may receive visits from anyone she chooses, subject to the approval of the Warden. In making his/her determination, the Warden shall consider the effect that the presence of such visits shall have on the facility, its staff and/or the inmates confined within and the probably effect such presence shall have upon the rehabilitative progress of the inmate to be visited.

A. WHO MAY VISIT

1. An NCCW inmate may have visits from anyone she chooses, subject to the approval of the Warden's designee. Actual administration of the visiting approval process is delegated to the Pass Clerk/designee.

2. All minors 0 to 18 years of age must submit an INDIVIDUAL VRF. Parent's names need to be included on the minor forms. Once approved, when the minor turns 19 years of age they must re-submit a new VRF. They will be allowed to visit one time until the new form is approved. This information will be noted by the Pass Clerk in the visiting database. All persons 19 years and above must complete and submit an individual VRF to the Warden/designee for approval.

    a. ALL minors under the age of 19 must be accompanied by a parent, legal guardian or court appointed agent or other authorized adult (age 19 or above).

    b. All minors must provide a notarized permission letter from parent, guardian or court appointed agent to visit in company with another authorized adult, parent, legal guardian, court appointed agent or otherwise authorized adult to the visiting staff upon visiting.

    c. Any adult who accompanies said minor must also be on the inmate's approved visiting list. (Except those individuals who are authorized, as part of their employment, to accompany minors on visits). Such individuals are required to submit a VRF. This information will be noted by the Pass Clerk on the database.

    d. All minors must be constantly supervised by the authorized adult accompanying the minor(s).

    e. Minors who are married may visit their spouse without the consent of parent, guardian or court appointed agent, 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 visitation request.

B. CRIMINAL RECORDS

Persons with criminal records are not automatically excluded from visiting. 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 is weighed carefully against the benefits of visitation. The Warden will retain final authority to review, assess and approve/disapprove applications to visit. Appeals of denials to visit must be submitted in writing to the Warden.

Note: Failure to list previous criminal convictions on the VRF can result in denial of visiting privileges.

1. Generally, parolees, probationers or persons having pending charges will not be granted permission to visit during service of sentence and ex-felons will not be granted permission to visit for three (3) years after expiration of sentence, except for immediate family who may be considered at the end of one (1) year.

2. Ex-misdemeanants will not be granted permission to visit for six (6) months after expiration of sentence. Immediate family may be considered after three (3) months.

3. Exception may be made for a spouse/immediate family member who may be allowed to visit once a month by special approval from the Warden. It will be the responsibility of the spouse/immediate family member seeking visiting privileges while on probation/parole to provide, with the VRF, a notarized letter from the supervising probation/parole officer sent directly to NCCW recommending either approval or denial of visiting privileges.

4. The Warden of designee must review and approve/disapprove all VRFs submitted by the victim of a violent offense when that offense is committed by the inmate being visited, if such information is known to facility staff.

5. Immediate family members having pending misdemeanor/felony charges may be considered for monthly special visits pending resolution of the charge.

6. Additional offspring (newborn or adopted) accompanied by a parent, legal guardian, court appointed agent or other authorized adult (19 years or older) may be permitted to visit ONCE prior to being officially added to the visiting list. A certified birth/adoption certificate must be presented upon first visit.

7. An NCIC (National Crime Information Center) computer check to verify visitor identity and to ensure the accuracy of VRF information will be done on all visit applicants submitting a VRF (both adults and minors from age 8 and up).

8. Following the release of an inmate on parole, or when an inmate is placed on escape status, or bond, the institution's records office will stamp all current visitor application forms in the classification file "Deleted." The records office will also delete these previously approved visitor names from any computer records of approved visitors for this inmate.

C. **EMPLOYEES/PRIOR EMPLOYEES**

1. Generally, prior employees will not be granted permission to visit except for immediate family members. This requires Warden's approval.

2. For instances where the prior employee is attempting to visit an inmate who is not an immediate family member the following will be considered:

   1) The nature of the prior employees relationship to the inmate

   2) The length of time the visitor has known the inmate

   3) Circumstances or reasons for employment separation including eligibility for re-hire, intelligence reports, investigations, and violations of work rules during employment

   4) Any investigation or intelligence information received after employment separation.

3. Generally, NDCS employees will not be approved to visit. Employees must make a written request to the Warden of the NDCS facility where the inmate is incarcerated to be considered as well as the Warden of the facility the employee is assigned.

D. VISTIATION APPROVAL PROCESS

1. It is the responsibility of each inmate to initiate the visiting process. Inmates may obtain VRFs from their unit staff and mail them to those persons they desire to have placed on their approved visiting lists. Each prospective visitor must complete a VRF and return it to the following address for processing:

   Pass Clerk
   Nebraska Correctional Center for Women
   1107 Recharge Road
   York, NE 68467
   Phone: (402) 362-3317

   Any VRF that is not returned directly to this office at the above address or is incomplete or if it is sent to the inmate will not be processed. False or incomplete information on this form will result in denial of visiting privileges.

2. The envelopes in which all VRFs are received by this institution shall be date stamped by the Mail Clerk after which they are forwarded to the Pass Clerk. The Pass Clerk will ensure that the VRF is filled out correctly and completely. The Pass Clerk will then arrange for criminal background checks to be completed. If the form is incomplete, the Pass Clerk will send a memo to the inmate instructing her to have the visitor complete a new VRF with the needed information and return it to the Pass Clerk.

3. A criminal history check will be completed and a computer check to ensure the visitor is not on another inmate's visiting list. The completed criminal history check (whether a record was indicated or not) will be stapled to its respective original application. Any questionable visiting requests will be referred to the Warden/Asst. Warden for review.

4. The Pass Clerk will make the appropriate notation at the bottom of the form and initial it.

   a. The Pass Clerk will input all the necessary information into the computer system. The Pass Clerk will destroy all criminal history information.

   b. The visitation form will be separated by the Pass Clerk, who will forward the bottom section to the inmate, (which is the inmate's official notification of a particular visitor's status) and the top section to Records Office to be filed in the inmate's institutional record.

5. The Pass Clerk will note at the bottom of the form the final decision and cite the reasons if denied.

6. Whenever an inmate receives a VRF notification slip from the Pass Clerk indicating that a particular visitor has been either approved or disapproved to visit her, it shall be the responsibility of the inmate to notify that person of that particular approval or disapproval decision.

7. Any individual who has not been approved to visit may appeal that decision directly to the Warden in writing.

8. Any inmate who is aggrieved by such action may appeal it through the regular grievance procedure.

9. The Warden or designee must approve all VRFs submitted by the victim of an offense committed by the respective inmate.

10. Inmates incarcerated at NCCW as county safe keepers and 90-day evaluators who discharge, and are subsequently sentenced to the Nebraska Department of Correctional Services and return to NCCW **within** 30 days will be allowed to have their approved visitors transferred to their newly assigned institutional number. Inmates must request this to be done via Inmate Interview Request to the Pass Clerk. Inmates returned **after** 30 days will be required to have their visitors submit new VRFs.

E. SPECIAL, EXTENDED AND EMERGENCY VISITS

1. NCCW will provide for extended visits between inmates and their families (ACA 4-4501). 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:

   a. are on the inmate's approval visiting list,
   b. travel over 200 miles and
   c. visit less than once per month.

2. These types of visits also may be appropriate for reasons of hospitalization or for inmates in restrictive housing when the security or good order of the institution or community is not jeopardized.

3. Other persons not on an inmate's approved visiting list but who may be considered for special visiting privileges include prospective employers, community sponsors and parole officers, attorneys, member of the clergy and social service representatives. These individuals may be able to offer valuable assistance to an inmate and therefore shall be allowed to visit whenever possible.

4. **Written policy and procedure govern special visits. (ACA 4-4500)** Special/extended visits are approved for a specific number of visits and will not count toward the inmate's regular visits. Visitors approved for a special visit are not allowed to attend the regular visits in addition to the approved special visit time.

5. Community custody inmates, with the approval of both Warden's, may be authorized to visit immediately family members incarcerated in NDCS facilities once every three (3) months.

F. SPECIAL EMERGENCY AND EXTENDED VISIT PROCESSING PROCEDURES

1. Inmates should submit for a special, emergency or extended visit at least 24 hours prior to the date of requested visit. Inmates must request visiting consideration by submitting a Special/Extended/Emergency Visit Form, (Attachment #3), to her Unit Manager/Unit Case Manager who will verify the information noted on the form and then forward it to the Pass Clerk who will forward it to the Asst. Warden for final approval/disapproval decision. If approved, the form will be forwarded to the Pass Clerk and Central Control where it will be kept on file until the requested visit day arrives. If the visitor does not arrive on the expected day, Central Control and the Pass Clerk will note that fact on the form. The Pass Clerk will sign his/her name to the form, date it and distribute as noted on the form. A special visit may be extended with the permission of the Warden.

2. If a visitor arrives at NCCW who was not expected by the inmate but who is otherwise eligible for special visits, as described in paragraphs D. and E. of this section, the Warden/designee will make the decision as to whether or not to allow that person to visit.

3. Normally, special visits will be approved one time for those persons eligible for special visits, as described in paragraph F. of this section. Absent extraordinary circumstances, the visitor must be listed on the inmate's approved visiting list to receive subsequent visits.

G. RESTRICTIVE HOUSING

Written policy, procedure and practice provide that inmates in restrictive housing have opportunities for visitation unless there are substantial reasons for withholding such privileges. (ACA4-4267)

1. Inmates assigned to Restrictive Housing Unit (RHU) will be required to visit in full restraints because they will be visiting together in the visiting room.

2. Immediate Segregation

a. Inmates placed on Immediate Segregation (IS) status generally will be permitted to have contact visits consistent with applicable security rules and regulations. Visits will be conducted only in prescribed visiting areas and at prescribed times.

b. Following placement in IS status, and upon placement in the Restrictive Housing Unit (RHU), it is the inmate's responsibility to initiate/write an Inmate Interview Request (IIR) (Attachment #4), to the Caseworker/Case Manager on duty providing them the name and telephone number of one person (who must be on the inmate's approved visiting list) to be notified concerning the change in their status and living location. The Caseworker/Case Manager will also inform the named visitor of the change in visiting days and hours.

c. In the event that the Caseworker/Case Manager is unable to establish contact with the inmate's requested visitor, such will be documented on the IIR. When contact cannot be established initially, the inmate may give the Caseworker/Case Manager another name and phone number of a visitor on her approved list to affect a second attempt at notification. All initiated telephone contacts (to include both successful and unsuccessful attempts) will be documented on the IIR retained in the treatment file on the segregation unit.

d. Protective Management visits are held during Special Management visits on Fridays.

III. PROFESSIONAL, CLERGY AND PUBLIC OFFICIAL VISITS

A. Visits will occur as listed:

1. Attorney/paralegals: Monday through Friday 8 AM – 4 PM
2. Clergy – as requested, no limit
3. Public Officials – this policy does not apply to public officials who by Statute (Section 83-186) are authorized to enter the institution at any time.

B. Attorneys-of-record and public official may visit without placement on an inmate's visiting list as long as they provide a current ID and a current Bar Association Card.

C. Paralegals for attorney-of-record may visit to conduct legal research regarding an inmate's case **after** the attorney-of-record submits a letter to the Warden identifying the paralegal, the inmate- client, and the nature of the business to be conducted. No person acting in the capacity of a paralegal will be admitted into the institution without a letter of endorsement from her/his or their attorney-of-record.

D. When a religious leader of an inmate's faith is not represented through the chaplaincy staff or volunteers, the chaplain or designated staff member assists the inmate in contacting a person who has the appropriate credentials from the faith judicatory. That person ministers to the inmate under the supervision of the chaplain. (**ACA 4-4519**)

1. The clergy will return the completed Clergy Visitation Request Form (C-VRF) to the Religious Coordinator with a photocopy of his/her current clergy credentials. The Religious Coordinator will ensure no clergy are approved for visitation without proper credentials/endorsement from their faith judicatory.

2. If the Religious Coordinator approves a C-VRF, he/she will notify the Pass Clerk of the clergy's addition to the inmate's addition to the inmate's Visiting Record, notify the requesting inmate in writing, and provide a copy of the completed Clergy Visitation Request Form to the Records Office for placement in the inmate's master record.

3. Disapproval of a C-VRF will be done by the Religious Coordinator only after consulting with the Warden. The above steps will be followed after the decision to disapprove has been made, except addition of the clergy to the inmate's Visiting Record.

4. Responsibility to notify the visitor of approval or disapproval rests with the inmate.

5. Any prospective visitor who has been disapproved for clergy visitation may appeal that decision in writing directly to the Warden.

6. Any inmate who is aggrieved by such action may appeal it through the regular grievance procedures.

7. The Religious Coordinator will update the database of all approved clergy.

8. Clergy will be added to the visiting list of a particular inmate only by the request of that inmate.

9. If a member of the clergy arrives at the institution outside of "reasonable hours" and claims a need for a visit with an inmate due to an emergency (e.g., death, injury or serious illness of an immediate family member), the clergy will relay complete background information to the Shift Supervisor through Central Control. The Shift Supervisor will verify the emergency information as received. Upon verification and approval, reasonable efforts will be made to escort the inmate to the visiting center for the requested visit.

10. When processing a member of the clergy into the institution, the Pass Clerk should check the person requesting to visit against the ClergyVolunteer Database.

11. If the requesting clergy person is listed and he/she is authorized to visit the requested inmate, the visit will be processed according to normal procedures.

12. If the clergy visitor is active on the Clergy/Volunteer database but does not appear on the inmate's approved visiting list in NiCams, the name can be added.

13. If that clergy person's name is not listed on the Clergy/Volunteer database, staff will inform the person that he/she needs to correspond with the inmate to request (from the inmate) a C-VRF.

That form will need to be processed by the institution before that clergy person will be approved to visit any inmates.

14. Clergy may perform pastoral acts during visitation. Communion may be served during a clergy visit. Only enough bread for those taking communion will be allowed into the institution. The visiting clergy must take all unused portions out of the institution. Full-time volunteer clergy, authorized religious volunteers, and clergy visitors may bring sacramental wine for their own consumption. No more than one fluid ounce of wine may be brought to the facility. Wine must be in a plastic container. Inmates are not permitted to consume any alcoholic beverage.

    a. Inmates wishing to receive religious instruction requiring religious material may take one book containing the tenets of her faith to a clergy visit. Clergy visitors may bring two religious books. Clergy are not allowed to bring writing instruments to the visits.

    b. Visiting clergy may bring one book containing the tenets of his/her faith and one additional religious book for instructional purposes. These materials will be searched entering and exiting the institution. No materials may be left with an inmate during the visit. Paper currency is not authorized, however, clergy visitors may bring up to $20.00 in silver coins of any denomination for use in the vending machines. Plastic containers will be provided by the institution to store change while visiting.

    c. Visiting clergy desiring to perform other pastoral acts, including baptism and family counseling, will be encouraged to contact the Religious Coordinator for information.

15. NCCW will ensure and facilitate inmate access to counsel and assist inmates in making confidential contact with attorneys and their authorized representatives. Such contact includes but is not limited to telephone communications and uncensored correspondence and visits. Attorney-Client rooms located in the visiting area will be utilized for meetings with attorneys and/or clergy. If all designated spaces are occupied, the visitor will be asked if he/she would like to visit in the general population visiting room. If that option is not acceptable, he/she will be asked to wait until one of the earlier mentioned spaces becomes available.

    Whenever any of these visiting rooms are in use, the NCCW Visiting Room staff will perform random security checks. No conversations between inmates and attorneys shall be overheard, recorded or listened to in any manner. All reasonable precautions shall be taken to preserve the confidentiality of the attorney/client relationship.

16. Any Restrictive Housing Unit (RHU) inmate who has been placed on a restriction involving placement of said inmate in full restraints whenever out of her room, will be required to visit in full restraints in an Attorney-Client room. Restrictive Housing Unit staff must notify the escorting officer, Central Control, and Visiting Room Staff when an inmate of this type of restriction receives a visit.

IV. VISITING HOURS

THURSDAY: **6:30-8:00 PM**
- General Population Inmates
- SAU Inmates
- STAR Unit (Treatment/Maintenance) Inmates

FRIDAY: **12 PM-1:45 PM**
- D&E Inmates
- Special Management (Restrictive Housing and Protective Management) inmates
- STAR Unit (Stabilization/Motivational/Assessment) Inmates

SATURDAY: **8:00 AM-10:30 AM-Inmate last names beginning with N-Z**
1:00 PM- 3:30 PM-Inmate last names beginning with A-M
- General Population Inmates
- SAU Inmates
- STAR Unit (Treatment/Maintenance) inmates

SUNDAY: **8:00 AM-10:30 AM-Inmate last names beginning with N-Z**
1:00 PM-3:30 PM-Inmate last names beginning A-M
- General Population Inmates
- SAU Inmates
- STAR unit (Treatment/Maintenance) Inmates

V. VISITOR PROCESSING TIME

The processing of visitors will begin 30 minutes prior to when visiting begins. The processing of inmate visitors will cease one (1) hour after the start time of any designated visiting session. No visitors will be processed for visiting after this time. (i.e. if the start of visitation is 1:00 PM, no visitors will be processed after 2:00 PM.)

VI. INMATES CONFINED IN AN OUTSIDE HOSPITAL

As a general rule, visitors will not be approved for those inmates receiving emergency room treatment. In the event that family is notified of an emergency medical transport to a community hospital, supervisory staff shall advise the escorting staff of any authorized immediate family members. (See attachment # 13, Hospital Agreement for details.)

VII. SPECIAL HOLIDAYS: THANKSGIVING DAY, CHRISTMAS DAY AND NEW YEAR'S DAY

A. Thanksgiving Day. A special visiting schedule is developed on this holiday to allow all inmates visiting privileges.

B. Christmas Day and New Year's Day. If either of these holidays coincides with a non-visiting day, visiting will be allowed and a special schedule developed.

VIII. VISITING LIMITATIONS

A. There shall be no limit to the number of visitors an inmate may have on her authorized visiting list. Visitors will not, however, generally be granted permission to visit prior to their submittal of a VRF and prior to its subsequent approval through the normal VRF process.

B. Following the release of an inmate to parole or discharge, all visiting records will be available on the database in an inactive state for staff review. In the event the inmate returns to the Department, all visitors will have to resubmit a VRF to activate their visiting status.

C. Visitors will not be authorized to be on more than one inmate's visiting list at any one time without written authorization of the Warden. Specific exceptions to this policy are as follows:

1. Any visitor who is an "immediate" family member of one or more inmates housed at NCCW and who is otherwise approved for visiting may be placed on each respective "immediate" family member inmates' visiting lists. In addition, that visitor may also be placed on the visiting list of one other non-immediate family member's list, i.e. as long as that visitor is not the spouse of one of those immediate family members. The following examples demonstrate how this policy works.

   a. A mother may be placed on her two daughters' visiting lists and on one other non-immediate family member's list.

   OR

   b. A sister may be placed on her mother's and sisters' visiting lists and on one other non-immediate family member's visiting list.

2. When a visitor is approved on two or more inmate's visiting lists (i.e. two or more immediate family members and/or one non-immediate family member) they will not be allowed to visit the inmates together unless they are immediate family and written approval has been obtained from the Warden/designee prior to the visit. Inmates who are not related cannot visit together. If such approval is granted, this information will be forwarded to the Pass Clerk who will enter the information into the Visitor Database.

D. An inmate may have up to four adults (i.e., any combination of immediate family members and non-immediate family members) visiting her at any one time during any one visiting period. Each adult may bring along children and/or minors as long as they are able to supervise and control them. **For the purpose of visiting, immediate family shall be defined as: spouse, parent, step-parent, person acting in the place of a parent (as designated in Master Record), sibling, step-brother, step-sister, half-brother, half-sister, child, step-child, grandparent and grandchild.**

E. Visitors who leave the institution during a visit shall not be permitted to return and resume their visiting privilege during that same visiting period.

F. Once an inmate completes a visit and leaves the Visiting Room, her visit for that visiting period is terminated. The exception to this rule is on all-day special visits. An inmate may leave and return to the Visiting Room more than once in this situation. The inmate can have multiple visits in the same day if it is a special / extended visit. The inmate will have to leave the Visiting Room after each visit is completed.

G. Any person shown by substantial evidence to have had or who quite like present/impose a harmful or deleterious effect on an inmate or who is considered to pose a threat to the good order and security of the institution shall be excluded from any approved visiting list.

H. Special visiting restrictions may be imposed by the facility because of scheduling, space and/or personnel constraints. The maximum capacity of the Visiting Room is limited by order of the State Fire Marshal. The maximum capacity of the Visiting Room is governed by the total of chairs assigned to the Visiting Room.

I. The Warden must approve all Visitation Request Forms submitted by the victim of an offense committed by the respective inmate.

IX. NO CONTACT WITH MINORS (UNDER 19 YRS. OF AGE)

A. The following procedures will affect inmates who have committed crimes in which the victims were minor aged children (under 19 years of age). This includes current and prior convictions and any verifiable plea agreements regarding the same. Arrests without convictions may be considered if a pattern of prior abuse exists. The following offenses committed against minor children shall be considered: murder, manslaughter, sexual assault, assault, incest, fondling, child abuse, pornography, contributing to the delinquency of a minor, terroristic threats, kidnapping, false imprisonment, or other related offenses.

1. The file of each inmate shall be reviewed to determine if any record entry exists, meeting the above criteria. If such a record entry exists, the staff member reviewing the record will list out the information on the Inmate Summary of Crimes Against Minors, Attachment #6.

2. Once an inmate has been identified, the NiCams database for "prior contact with minor" will be updated. This entry will automatically update the classification study. The entry will not automatically update the visitor's list databases and must be manually entered. The Records Office will red-ink stamp "Contact with Minor" on the front cover of the inmate file.

The Corporal Pass Clerk will notify the Visiting Room Corporal of a "No Contact with Minors" visit.

3. Once an inmate is put on a minor restriction, this is not automatically updated in the visitor database. This must be manually entered by the Pass Clerk upon receiving the Crimes Against Minors Aged Victims Sheet. Document is to be scanned and uploaded into the visitor database.

4. Identified inmates will receive written notice of their visiting status relating to minor children and the guidelines for visits involving minors.

5. Identified inmates will be allowed no physical contact with minor aged visitors. These visits shall be closely monitored by visiting room staff. Any violation of this policy will result in immediate termination of the visit, removal of the inmate and visitor(s) from the visiting area, and the issuance

of a misconduct report. Penalties imposed against inmates will be consistent with the agency's Code of Offenses. Actions imposed on visitors will be handled administratively as the Warden may direct.

6. The Warden or designee shall have the authority to impose visiting restrictions on identified inmates on a case-by-case basis. The Warden/designee will document restrictions on the Crimes Against Minor-Aged Victims Form, Attachment #7. Actions may include restricting these inmates to visiting children/youth at designated times and/or designated authorized areas, excluding visitors under the age of 19 from the inmate's approved visiting lists, and/or suspension of all visiting privileges until the inmate has received treatment intervention. The Warden/designee will notify the Pass Clerk if any of these additional restrictions are imposed. Factors considered in making the above determination may include, but are not limited to the following concerns:

   a. Length of time since last child related offense occurred.
   b. Seriousness of prior offense(s)
   c. Number of prior offense(s)
   d. Mental health status of minor child and/or inmate
   e. Age of requested visitor and relationship to inmate
   f. Inmate history of violence

7. The Warden has the authority to modify or eliminate visiting restrictions imposed as provided in this section. Such modification or elimination shall be in consultation with appropriate mental health, program and custody staff.

X. VISITS BETWEEN "IMMEDIATE" FAMILY MEMBERS INCARCERATED IN DIFFERENT FACILITIES OF THE DEPARTMENT OF CORRECTIONAL SERVICES

A. Community custody inmates who are members of the same "immediate" family as an NCCW inmate and as defined by current NDCS guidelines, may be allowed to visit one another at NCCW when the request is initiated by the community custody inmate.

B. Visits between inmate "immediate" family members will take place at the NCCW generally in accordance with regular visiting days in the visiting room. All inmates participating in said visits will be strip-searched upon entering and exiting the institution.

C. Community Custody inmate "immediate" family members must request visits through their unit staff. Inmate "immediate" family member visits must receive the approval of both participating institutions' Wardens.

D. Visits between inmate "immediate" family members will occur, no more than once every three (3) months.

E. The approved volunteer sponsor may also participate in the visit if the sponsor is on the visiting list of the inmate to be visited. If the approved volunteer sponsor is not on the visiting list, he/she will be required to wait in the lobby of the facility entrance.

XI. INMATE REQUESTS FOR A LIST OF VISITORS

Any inmate may request a list of the names of those persons appearing on her or their approved visiting list by submitting an Interview Request Form, Attachment #4, to the Pass Clerk.

XII. INMATE REQUESTS TO DELETE VISITORS

Any inmate may request that one or more persons listed on her approved visiting list be deleted from that list by completing a Visiting Deletion Request Form, Attachment #1, and submitting it to the Pass Clerk. Any visitor who is removed from an inmate's visiting list, regardless of whether or not it is at the request of a visitor or from an inmate, must wait for a minimum period of six months from the date of removal before he/she can again be added to that same inmate or to any other inmate's visiting list. If that visitor desires again to be placed on an inmate's visiting list, he/she must resubmit a completed VRF to the institution. Inmate spouses, under certain circumstances, may request that the Warden waive a portion of any six-month waiting period.

In the event the individual requesting deletion has not visited for a period of at least six months, the Warden may waive the six-month waiting period to be added to another inmates visiting list.

The six-month waiting period will also apply to clergy status visitors, however they may waive the six-month waiting period based on a recommendation of the Religious Coordinator.

XIII. PROCESSING VISITORS INTO THE INSTITUTION

A. NCCW shall ensure that a record of each visitor that enters the facility be kept, which shall include: a sufficient identification of the visitor, the dates and times of arrival and departure, and the names of inmates visited by such person.

B. The function of the assigned visiting staff is to facilitate authorized and "special" visitors in and out of the institution, preserve security and maintain records of visitor traffic. To ensure that the visiting process conducted with these points in mind, the following basic rules and procedures shall be followed closely:

1. All visitors will be required to sign in and out of the institution.
2. Only those visitors who are listed on an inmate's authorized visiting list shall be permitted to visit.

C. All visitors 16 years of age or older, must provide a photo identification and must present this document to the visiting staff each time he/she enters the institution. Minors will be required to bring a certified birth certificate upon their first visit. The visiting staff will scan the document into the visitor database and the visitor will not be required to bring the certified birth certificate again.

D. Examples of acceptable photo identification cards are:

1. Valid and current driver's license with photo
2. Current Armed Forces identification card with photo
3. Any official state ID with photo ID purposes

4. Any other current verifiable identification card with a photograph on it, such as a current or valid State, Governmental, ICE, Law Enforcement ID, or current passport.
5. If any questions, the shift supervisor will be contacted.

E. The following ID/documents normally will not be accepted as identification:
1. Social Security cards
2. Bank cards
3. Student ID cards without pictures
4. Business cards
5. Hunting/fishing licenses
6. Car registrations
7. Medicare cards

F. The Visiting Staff shall exercise good judgement in establishing that each visitor has provided sufficient proof to establish positive identification. If ever there is a question concerning the adequacy of a visitor's identification, the visiting staff shall consult the Shift supervisor who shall make the decision as to whether or not to allow a visit.

G. To reduce visitor-processing delays, the visiting staff will begin processing visitors one half hour (30 minutes) prior to each visiting session.

H. All civilian visitors entering NCCW for visits with inmates or for conducting business with NCCW and/or staff must lock up all personal property in the visitor lockers or in their vehicle.

I. The visiting staff will fill in the data on the computer and direct the visitor to the appropriate visiting area.

J. The visiting staff will then notify the inmate-housing unit to report that a particular inmate has a visitor.

K. Any person who appears at the institution and requests to visit an inmate on a professional basis but who is not listed as an authorized visitor will be requested to wait while the matter is referred to the Asst. Warden for a decision. During weekends and holidays, the Shift supervisor will handle all such referrals.

L. In certain circumstances, NCCW may consider granting one visitor permission to visit two or more inmates simultaneously (e.g., a mother may want to visit her two daughters during the same visiting period). Written approval must be obtained from the Warden prior to the visit. If such approval is granted, it will be communicated to the Pass Clerk who will input the information into the computer.

M. The dates of all visits with inmates shall be recorded into the computer database. There shall be no exceptions! This record shall not be revealed to the public without the written consent of the inmate.

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

O. The processing of inmate visitors will cease one (1) hour after the start time of any designated visiting session. No visitors will be processed for visiting after this time.

1. MARKING VISITORS WITH INVISIBLE, SKIN-MARKING INK

a. All approved inmate visitors will have their left wrist marked with invisible ink for identification purposes prior to admittance to the NCCW Visiting Center. Any visitor who refuses to allow the invisible ink marking will not be permitted to visit.

b. Visitors will check-in at the security desk, complete the verification process, pass through the metal detector and then will have their left wrist stamped with invisible ink.

c. At the conclusion of the visit, security staff will verify the presence of the invisible ink on the visitor by use of an ultraviolet light prior to exiting the Visiting Center. If the mark is intact, the visitor will be escorted out of the Visiting Center. If the mark appears altered or illegible, security staff will contact the Shift Supervisor for direction. The visitor will be escorted to the search area until the Shift Supervisor reviews the situation and verifies the visitor's identification.

XIV. PROCESSING AN INMATE INTO THE VISITING AREA

A. Inmates are to report to the visiting center when notified of a visit and will be issued an institutional pass by their housing unit staff. They will be strip-searched prior to being allowed to enter the visiting room. All items of clothing and personal items will be inventoried on an Inmate Property Form, Attachment #8. The form will be signed by the visiting staff conducting the strip search.

B. Inmates will also be strip-searched prior to leaving the visiting area. Their personal clothing/items will be verified against the Inmate Property Form that was completed prior to the visit.

XV. METHODS OF SEARCHING VISITORS

A. Each adult visitor, upon admission to the facility, will be required to verify his/her identity and may be asked to provide other vital information requested by the Warden.

B. All visitors (including infants and children) entering NCCW for the purpose of visiting inmates or conducting business will be required to submit to a search of their person and belongings prior to entrance. Public officials, as identified by Statute (Section 83-186), are discussed in OM 120.01.4.01, Official Visitors. Visitors will use the personal property lockers located in the front lobby to secure items of personal property not authorized in the visiting area or other approved destination. Visitors will enter a four (4)-digit combination, turn the dial to the locked position, and scramble the combination numbers. To retrieve items, visitors will enter their four-digit combination code and turn dial to the open position. Persons refusing to be searched and/or not permitting minors in their care to be searched will not be admitted.

C. Pat Searches of all visitors entering NCCW shall be conducted by trained personnel. Any personal items not secured outside the facility or in a visitor locker shall be searched (i.e., briefcases, purses, etc.) and applies to ALL visitors, including those identified/considered exempt from being pat searched.

D. All Infants who enter the institution either for regular visiting or for Parenting Program visits will have their diaper changed in the restroom by the accompanying adult. Staff will observe the diaper change and will then complete the normal pat search.

E. Clergy and Medicine Men shall be pat searched. Medicine Men shall be asked to open their medicine bags so that staff may examine the contents. Other individuals who shall be pat searched include drivers making deliveries to the facility, Community Involvement Committee members, contract vendors, and Board of Parole support staff. Exempt from search are Senators and other State Officials.

F. Credentialed media representatives approved to visit with an inmate are authorized to bring two pens and one pad of legal size paper for the purpose of taking notes. The pens and pad of paper will be inspected by staff prior to entering the visiting room, and at the end of the visit with the inmate (inspected, but not read). The inmate is not authorized to bring any documents to the visit session, or take any of the notes back to her cell.

G. Appointed/elected officials of the State of Nebraska will not be pat searched if they are under continuous escort by NDCS staff. If an appointed/elected official requests to move about the facility without an escort and such request is approved by the Warden or designee, then the appointed/elected official will be pat searched. Personal belongings (briefcase, purse, etc.) of appointed/elected officials will always be searched.

H. The Ombudsman will not be pat searched before entering the facility and will be allowed to move about the facility with an escort. Personal belongings (briefcase, purse, etc.) of the Ombudsman will always be searched.

I. All attorneys (including Assistant Attorney's General) will **not** be pat searched if they are under continuous escort and supervision from NDCS staff. If the attorney will not be under continuous supervision by NDCS staff, the attorney will be pat searched. All personal belongings (briefcase, purse, etc.) of attorneys will be searched.

J. Attorneys entering a facility on official business will be required to show a current photo ID along with a Bar Card. Attorneys will not be subject to a search of their person, however the attorney's belongings will be searched. Staff will not read any legal materials during the search of the attorney's belongings. The attorney will pass through the metal detector and will be under escort while in the facility.

K. Law enforcement personnel will not be pat searched prior to entering the facility. All personal belongings (briefcase, purse, etc.) will be searched. Law enforcement personnel will not be required to successfully pass through the metal detector due to the nature of the equipment they are required to carry.

L. Basic pat search procedures shall be routine for all visitors entering the institution. 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. Where infants are involved, the responsible adult will be asked to remove the child's diaper for inspection by the staff conducting the search procedure. When patting down a visitor's head, visitors may be asked to run a comb through their hair. They may also may be asked to remove any hair piece/wig/toupee, etc. so that it may be examined for possible contraband. Visitors will be asked to open their mouth and lift their tongue. In addition to being pat searched prior to entering the institution, a pat

search may be conducted at any time during the visit at the discretion of visiting room staff or as directed by a supervising staff member.

1. All visitors will be searched by trained NDCS staff. However, if approved by the visitor, female staff may pat search a male visitor. Under no circumstances will a male employee be permitted to search a female visitor.

2. Female visitors are encouraged to wear pants/slacks. Female visitors who choose to wear skirt/dress will be pat searched through the visitors clothing.

3. Staff shall refrain from deliberately searching a person's genital or anus. Any touching of these areas of the body should be brief and incidental.

4. 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 institution. 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.

    a. An indication by a canine during the screening of persons, property or areas constitutes probable cause to believe illegal drugs are present. At the discretion of the canine handler with the approval of Warden, the existence of probable cause may result in the visit being denied and law enforcement officials contacted.

Any refusal by a visitor of a visitor's minor to a canine search will result in their denial to visit that day and/or suspension of visiting privileges.

5. Each visitor also will be required to pass through a metal detector. In the event that the metal detector alarm is activated, the person will be required to remove all items from his/her pockets and walk through again. The only exception is if the visitor has a pacemaker, they will enter through the other doors away from the metal detector and back into the search room area to be searched.

6. Visitors/volunteers found with contraband after they have passed through the walk through metal detector, will result in the immediate termination of their visit.

    a. Such incidents will be immediately reported verbally and in writing to the Shift Supervisor. A copy will be forwarded to the Warden/Asst. Warden for final disposition of future visits.

    i. If, after being pat-searched or having passed through the metal detector, there still is reasonable suspicion that the person may be carrying contra-band, further consensual searches may be requested. Two other types of searches are: Strip Search and the Body Cavity Search.

M. Strip Search

1. This type of search requires and individual to remove all articles of clothing and a visual examination is made of the body. Staff SHALL NOT touch any part of the nude body nor shall they make intrusions into any body orifice; however, they shall be permitted to make a visual examination of hair, mouth, ears, and nose. In addition, visitors may be asked to bend over to expose their anal areas. Male visitors may be asked to lift their testicles.

2. Strip searches will occur ONLY when there is probable cause (probable suspicion) that a visitor is concealing contraband and ONLY after receiving a directive from the Warden or designee. This type of search shall occur ONLY when less offensive measures have proven ineffective to prevent the introduction of contraband.

N. Body Cavity Search

1. This type of search includes penetrating a visitor's body cavities in an effort to discover contraband. **ONLY AUTHORIZED MEDICAL PERSONNEL** shall be allowed to touch or make intrusions into body orifices.

2. Body cavity searches shall occur ONLY when there is probable cause (probable suspicion) that a visitor is concealing contraband and ONLY after receiving a directive from the Warden of designee. This type of search shall occur ONLY when less offensive measures have proven ineffective to prevent the introduction of contraband.

3. UNDER NO CIRCUMSTANCES will a visitor be physically searched unless he/she voluntarily consents. Whenever a visitor is requested to submit to a strip or body cavity search and the visitor consents to one of these searches, the Visiting Corporal will request another staff person to witness the visitor's consent. The Visiting Corporal will complete an Incident Report describing the whole incident which shall include the name of the person authorizing the search requested. If a visitor refuses to consent to any type of search, the visit shall be denied.

4. 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 and inmate and a visitor, the contraband shall be confiscated, the visit terminated, and Law Enforcement contacted. The visitor will be asked to have a seat in the lobby until law enforcement arrive. Visitors will not be held against their will. Mere suspicion is not sufficient. A correctional employee must actually see the contraband in the possession of the visitor or changing hands between the person or persons involved.

5. NCCW has the authority to order a private citizen to leave institutional grounds. If a citizen refuses to leave, the Sherriff's Office or State Patrol will be contacted and requested to provide their assistance in escorting the individual from State property.

XVI. CONDUCT DURING VISTIS

A. It is the responsibility of the visitor and the inmate to conduct themselves in a manner which will not bring discredit upon themselves or be disruptive to other visitors in the area.

B. Visiting areas are equipped to afford a comfortable environment in which to visit. These areas contain chairs, vending machines, adequate light and ventilation. In the interests of protecting the health and facilitating the comfort of visitors, inmates, and staff during visiting, smoking (which is defined as the carrying and/or use of any lighted cigarette, cigar, pipe, or any other tobacco product or smoking equipment) is prohibited for all individuals while on department property.

C. It is the responsibility of all visitors to supervise and maintain control over their accompanying children. NEITHER VISITORS NOR INMATES ARE PERMITTED TO USE CORPORAL PUNISHMENT ON CHILDREN OR OTHERS WHILE ON DEPARTMENT PROPERTY. If a child becomes disruptive during a visit and is not controlled by verbal direction from the supervising visitor or the inmate, the visit shall be terminated.

D. Visitors and inmates must obey officer instructions and all posted rules and regulations.

E. Visitors and inmates must accept joint responsibility for behaving in a mature, responsible manner that is respectful of the rights of other inmates and their visitors.

F. The only types of physical contact authorized are:

1. Physical contact between visitors and inmates is limited to a brief kiss and a short embrace at the beginning and end of the visit. Caressing is prohibited. Inmates on a "No Contact" status with a minor will have no contact at any time with a minor, including at the beginning and end of visitation.

2. Holding hands as long as the hands are in full view and the hand holding is not improper.

3. Inmates holding their children (age five and under) on their lap.

G. No other forms of physical contact are permitted. Examples of prohibited contact include, but are not limited to:

1. Either visitors or inmates sitting with an arm or their arms around each other.

2. Kissing

3. Caressing / massages

4. Fondling

5. Visitors sitting on each other's lap or straddling chairs.

H. All visitors will utilize those chairs provided in the Visiting Room for the duration of any visit period. Visitors or inmates with disabilities requiring the use of wheelchairs or scooters will be required to sit at the end of a row in the Visiting Room.

I. Inmates on "no contact" status with a minor will have no physical contact at any time with a minor, including at the beginning and end of visitation.

J. No materials such as blankets or any type of cloth may be used as a lap cover or draped over chairs in the visiting center.

K. Nursing mothers may breast feed in the visiting center; using the attorney/client room for privacy, a small blanket may be used.

L. At the conclusion of visiting, inmates and visitors share a responsibility for cleaning up the immediate area which was used for their visit.

XVII. TERMINATION AND SUSPENSION OF VISITS

A. Visitors may be refused admission to the facility for failing to abide by the rules and regulations. Such aggrieved by such action may appeal through the grievance procedure.

B. It is the policy of the NE Department of Correctional Services to encourage visits between members of the community and inmates as a means of promoting the rehabilitation process.

C. Inmates and visitors share a joint responsibility with the Department for conducting themselves properly during the visiting process (i.e., in such a manner that their behavior will not bring discredit upon themselves or be disruptive or offensive to other visitors in the area). A visit may be denied or terminated and visiting privileges suspended, either temporarily or permanently, under the following circumstances.

1. The consumption of or appearance/belief that the person is under the influence of alcohol.

2. The use of or being under the influence of illegal drugs.

3. The introduction of contraband or the attempt to introduce contraband into the facility. VISITORS WHO HAVE BEEN FOUND INTRODUCING OR ATTEMPTING TO BRING CONTRABAND INTO NCCW OR ITS EXTENDED LIMITS MAY BE SUBJECT TO CRIMINAL PROSECUTION UNDER NEBRASKA LAW.

4. The taking of unauthorized items or property from the facility (criminal prosecution under Nebraska law also is possible here).

5. Initiating or contributing to disruptive or improper behavior by either inmates or visitors, which infringes upon other visits.

6. Refusal to submit to any search in a cooperative manner.

7. Refusal to allow oneself to be marked with invisible skin-marking ink.

8. Refusal or failure to produce sufficient, current identification or the falsifying of identifying information by a visitor.

9. The violation of any posted visiting rule or regulation.

10. The failure to control or to prevent children from disturbing other persons in the visiting area.

11. The failure to follow staff instructions during the visiting process.

12. Leaving the vising area and proceeding into an unauthorized area.

13. Leaving the visiting area, then leaving the institution, and then returning to resume a visit. Visitors will not be permitted to resume visiting their original inmate or any other inmate during the same visiting period.

14. Excessive physical contact between visitors and inmates.

15. Physical contact with a minor by an inmate on "no contact" status with minors.

16. Refusal to clean up the area that was used for the visit.

17. The observation by the visiting staff, Central Control, or other institution staff of an illness related condition on a visitor's body which the observing employee reasonably believes indicates that the visitor is unfit to visit. Examples of such observable conditions include, but are not limited to, "open" or "running" sore and/or very poor sanitation/hygiene.

18. The Administration reserves the right to withdraw the vising privileges of any individual who refuses to comply with Departmental rules and regulations.

19. Visits also may be suspended or terminated for reasons beyond the institution's control, such as mechanical problems in the visitor areas or institutional emergencies making the area unsafe for visitors.

20. Leaving a minor unattended on NDCS property.

D. Prior to the termination of a visit or suspension of visiting privileges for any of the above visitor related reasons, less restrictive alternatives shall be attempted. Such alternatives may include warning the inmate and/or his visitor of their improper behavior.

E. If it is determined that the behavior on the part of the visitor was serious enough to merit some type of suspension of visiting privileges, all available information shall be submitted to the Asst. Warden. The Asst. Warden will confer with the Warden or designee regarding the incident. If it is determined that a suspension

is necessary, the Asst. Warden will so inform the visitor via a letter, which includes an explanation for the suspension. A copy will be sent to the involved inmate. The explanation may be omitted if it would jeopardize the security of the institution or the safety of any individual. The letter shall also specify the length of time that the suspension is to last (i.e. whether indefinitely or for a specified period of time). In case of an indefinite suspension, the letter shall include a date when that visitor may resubmit an application for visiting privileges. Visitors that are suspended from one NDCS facility are suspended from visiting at all NDCS facilities. Exceptions may be considered by the Warden if immediate family members are involved.

F. Any inmate aggrieved by the removal from her visiting list of one or more of her authorized visitors may appeal such action through the regular grievance process.

G. Whenever an inmate receives a Misconduct Report which alleges some type of violation of the Visiting Regulations, the appropriate Disciplinary Committee, after reviewing the case and determining that a violation(s) did in fact occur, may suspend all of that inmate's visits for a specified period of time after which the Shift Supervisor immediately will inform the inmate, in writing via a "Visit Suspension Notice", Attachment #9, that all of her visits with the exception of attorneys, public officials, and clergy persons have been suspended for a specific number of days. If an inmate's visits have been suspended prior to the completion of the disciplinary process, any existing restriction imposed by the Disciplinary Committee will be credited from the date of the original suspension.

H. The inmate involved will be responsible for notifying all persons on her visiting list of the restriction imposed. Visitors involved in the violation, if they were not previously suspended or terminated from visiting, may be permanently or temporarily removed from the inmate's visiting list by approval of the Warden or designee.

I. The Pass Clerk will maintain a list of all visitors who are currently suspended from visiting the Nebraska Correctional Center for Women. The Asst. Warden will forward a copy of all letters of suspension or reinstatement of visiting privileges to the Pass Clerk. The Computer database will be updated accordingly.

J. The Warden may modify the condition of the visit based on results of any part of the search procedures, for example, a positive indication from an ion scan or canine search. Additionally, behavior on the part of the inmate or the visitor may require modification.

XVIII. VISITOR DRESS CODE

A. When visiting, proper attire is expected. Clothing should not be distracting or offensive to inmates or other visitors and must be in good repair. Footwear in good repair is required. The following modes of dress are **INAPPROPRIATE** for visiting at NCCW:

1. Khaki colored clothing (tops or pants that are entirely khaki in color) will not be permitted. Visitors are not allowed to wear a combination of both khaki colored pants and a shirt at the same time when they visit. A visitor may wear either khaki pants or khaki shirt, but never both at the same time when visiting.

2. Shorts, sleeveless dresses or shirts, tights/leggings, stirrup pants, spandex/stretch pants (10 years of age and under are excluded). This is applicable to both male and female visitors.

3. Skirts/dresses/skorts/culottes, less than knee length (top of knee). If the skirt or dress has a slit in it, it must be below the knee.

4. Tight fitting shirts, halter tops, tube tops, crop tops, backless tops, low cut shirts (two (2) inches below the neck), tank tops, shirts with zippers, spaghetti string tied tops, or other clothing revealing bare shoulders, a bare midriff, backless tops, muscle shirts, tank tops, half shirts, crop tops, or any part of the breast, chest or back are not allowed.

5. See-through clothing (Must NOT be able to see skin, bra, or undershirt under clothing)

6. Torn clothing

7. Coats, jackets of any kind, sweaters, (without a tucked in undershirt or if the sweater is unable to be tucked in), or shirts, or other type of outerwear not permitted in the visiting room. This includes fleece jackets. Exception is blazer or suit jacket.

8. Not wearing undergarments (i.e. Females must wear panty hose and/or underwear and a bra. Males must wear underwear/undershorts.).

9. Any shoes with rollers or cleats (metal or rubber).

10. Children that are old enough to walk unassisted are required to wear shoes. Shoes are to remain on at all times.

11. With the exception of those persons conducting official business or in military uniform, visitors will not be permitted to wear any type of uniform such as medical, other state agency uniforms, UPS Postal, etc.

12. Hats or caps of any kind may not be worn while in the visiting area. Exceptions will be authorized with written Administrative approval in advance for religious purposes only. In addition, hats may be worn for medical reasons with a doctor's note (i.e. chemotherapy patients). All hats and headgear will be removed and searched.

13. Any clothing with offensive logos or messages or related Security Threat Group signs or symbols.

14. Hooded shirts sweaters, sweatshirts or other hooded apparel.

B. This is a professional working environment. Clothing with offensive or inappropriate messages/pictures (profanity, racial/gender bias, ethnic slurs, reference to drugs or alcohol or gang/violence) are not permitted. Pants are to be worn at the waist and shirts are to be tucked in. Clothing/accessories indicating/representing gang affiliation will not be allowed.

C. **Visitors are only allowed to wear the following jewelry:** 1 ring (wedding set included), 1 pair of earrings (or 2 facial piercings), and 1 necklace, 1 religious medallion and 1 med alert jewelry item.

D. The following clothing is **APPROPRIATE** for visiting at NCCW:

1. Attire for male visitors includes slacks, dress shirts, dress shoes, shoes/boots/sandals, neckties, sport coats, business suits, jeans, wind pants (non-breakaway style only), sweatpants. Socks are not required. **Coveralls and overalls are not allowed.**

2. Attire for female visitors includes shoes/boots/sandals, dresses, skirts, pant suits, slacks, jeans, wind pants (non-breakaway style only), sweatpants or crop and/or Capri pants provided they reach below the knee. Socks are not required. **Coveralls and overalls are not allowed.**

3. Female visitors are encouraged 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 through the aforementioned clothing.

E. Visitors must wear undergarments. Visitors may not wear athletic supporters or multiple layers of undergarments. Females must wear only one bra and only one pair of underwear (10 years of age or under are not required to wear a bra). Males must wear only one pair of underwear/undershorts.

F. Contractors/vendors cannot wear tank tops or offensive shirts while at the facility. These persons will be subject to the established search procedures and will be under constant escort while they are inside the institution.

XIX. AUTHORIZED VISITING ROOM ARTICLES

A. Visitors are permitted to take the following items into the visiting room/area:

1. Heart medication (e.g. Nitro) and asthma inhalers. Other medication may not be taken into the Visiting Room without prior approval from the Warden, Asst. Warden, Major or Shift Supervisor. Medication must be in the original container and limited to the amount needed to cover the length of the visiting time.

2. The following infant/child necessities will be permitted into the visiting room (when not provided by NCCW for Nursery Program participants):

   a. Four diapers
   b. One bottle of formula (formula must be in a clear baby bottle)
   c. One bottle of water/juice
   d. Sealed baby food (no glass containers)
   e. One change of clothes
   f. One pacifier
   g. One small container of paper towels or baby wipes
   h. Simple non-weapon, non-metal type toys, with no removable parts (dolls, stuffed toys, books and balls will not be permitted). Each child will be permitted to bring in one toy.

i. One child's cup (with lid) 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.

j. One small receiving blanket for children under 1 year old.

3. Where paper currency is not authorized, each visitor (adults and minors) may bring up to $20.00 in change (example: one visitor with child would be allowed to bring up to $40.00 in change) for use in the vending machines.

4. Visitors may not bring income tax forms into the institution at the time of their visit. The forms are to be mailed in directly to the inmate. The only exception to this is with prior written approval from the Warden or designee. The document must remain in the possession of the Visiting Corporal at all times and must be signed in the presence of staff.

5. Inmates shall not be allowed to handle or attempt to transport money out of the Visiting Room. Any money confiscated in a post visiting search will be disposed of in accordance with prescribed institutional regulations and the inmate shall receive a Misconduct Report.

6. Visitors are permitted to purchase candy/food and soft drinks from the vending machines located in the Visiting Room. All items purchased from these machines must be consumed prior to the conclusion of a visit period and before visitors leave the Visiting Room.

7. Inmates may not take vending machine items out of the visiting room.

8. Authorized photographs taken during the visiting session are allowed to be taken out of the visiting room by the visitor.

B. All items of personal property not specifically itemized in the following list must be secured in a visitor's personal vehicle or in the lockers provided by the facility. Non-listed articles shall not be permitted into the institution beyond the visiting processing area:

1. Sufficient identification to verify the visitor's identity, visiting status, and/or relationship to a particular inmate.

2. 1 handkerchief

4. 1 religious medallion or previously approved religious headgear.

5. 1 pair of prescription glasses

6. Reasonable amount of jewelry limited to 1 pair of earrings (or 2 facial piercings), 1 necklace and 1 ring (wedding set included). No bracelets will be allowed.

7. Medically-authorized prosthetic appliances (e.g.):

a. wheelchair or crutches/walkers
b. canes
c. asthma inhalers, hearing aids, no extra batteries
d. artificial limbs
e. med-alert jewelry
f. slings, knee braces (will be removed and searched prior to entry)
g. service animal (Service animal vests will be searched only upon entry. Also verification of service animal is required for entry.)
h. All types of headgear (e.g., hats, caps, sun visors, sweatbands, headbands, etc.) and/or articles which cover the head (e.g., bandannas, plastic shower caps, etc.) with the exception of recognized authorized religious headgear) also must be secured in a locker and will not be permitted to be worn or carried into the Visiting Room. In addition, visitors who have written documentation from a physician, which states that, for medical reasons, they (the visitor) must wear some type of headgear, bandage, or article, which covers the head, may be permitted to wear such items into the Visiting Room while visiting. **NCCW WILL NOT, HOWEVER, ASSUME THE RESPONSIBILITY FOR GARMENTS OR HEADGEAR LEFT AT NCCW.**
i. If questions relative to whether or not a particular type of headgear should be considered "recognized religious headgear" or that it is required for medical reasons, that officer shall request assistance from the Shift Supervisor.

XX. INMATE DRESS CODE/POSSESSIONS DURING VISITING

A. Inmates in general population will be required to be in possession of her inmate ID card.

B. The following items of clothing will be authorized for inmates on pass for visiting. (Soiled, torn, or otherwise inappropriate clothing shall not be worn in the visiting rooms/areas.):

1. Inmates are required to wear State issued khaki shirts and khaki pants to visiting.
2. The only additional shirts that must be worn under a khaki shirt is a state t-shirt or thermal wear (State issued).
3. Flannel Shirts, sweats, sweatshirts, etc. are not approved.
4. Undergarments (bras and panties) must be worn at all times.
5. The only footwear allowed to be worn in visiting are State issued shoes and personal tennis shoes.
6. Socks must be worn at all times.

C. Inmates are also permitted the following items:

1. One (1) ring
2. One (1) handkerchief
3. One (1) pair prescription glasses; no sunglasses
4. One (1) religious medallion/headgear
5. One (1) pair of earrings
6. One (1) necklace

7. One (1) comb
8. Legal materials for attorney visits
9. Authorized medical prosthetic appliances such as artificial limbs, wheelchairs, cane, hearing aids, health and asthma meds

Watches are not permitted for inmate visiting attire or during any other events in the visiting center that involve outside visitors who interact with the inmate population i.e. (graduation, attorney visits, etc.). This will also include child visits dropped off or picked up through the visiting center.

B. Religious Visits: One religious book containing the tenets of her faith for a religious visit is approved.

C. Medication and medical/prosthetic appliances

1. No inmate will be allowe4d to have medication of any kind on her person unless she presents a written authorization for such medication signed by the facility's ADON.
2. Only authorized medical/prosthetic appliances (artificial limbs, canes, hearing aids, crutches, etc.) will be permitted in the visiting area.

F. Outer garments

1. Cold weather headgear, jackets, vests, etc. will not be worn in the visiting area, but must be left in storage in the visiting entrance.
2. No other clothing other than that described above will be permitted in the visiting area.
3. Inmates and their respective visitors will not be allowed to wear or exchange each other's clothing while visiting.

G. Possessions

At the end of a visit, each inmate shall be strip-searched and a second inventory of her clothing and personal items made by the supervising officer. No inmate will be allowed to leave the visiting area with any item(s) not listed on the original inventory slip. All unauthorized items will be considered contraband and shall be confiscated immediately.

H. VISITOR PASS PROTOCOL

1. When these visits are approved and prior to traveling to the hospital to visit an inmate, visitors must report to NCCW to pick up their passes for visits at the York General Hospital.

2. The Central Control Corporal will contact the Shift Supervisor to process the visitor(s) and print the Inmate Visiting Pass for the approved visitor(s).

   a. Visitors must receive two copies of Visitor's Pass. Provided notification of rules applicable to community hospital visitor(s).

3. Shift Supervisor will then call the supervising staff to notify them of any special notes, or concerns regarding the visit.

4. All visits will take place in the inmate's room. Staff will verify with photo ID the visitor on the inmate's approved visiting pass and sign the Inmate Visiting Pass.
   a. The hospital charge curse (York General Hospital) will check the visitor's photo identification against the Visitor Pass and after confirming this information escort the visitor(s) to the appropriate room. Hospital nursing staff will retain one copy of the Visitor Pass.

   b. The second copy of the Visitor Pass will be provided to NDCS facility security staff assigned to the community hospital post.

   c. At the conclusion of the visit, NDCS facility security staff will telephone the hospital charge nurse to advise them that the visit has concluded.

GIFTS: No gifts are allowed. Gifts will be disposed of or returned to the sender at the inmate's expense. No food items are allowed except those provided by YGH dietary service. (No vending machine item or food from visitors will be allowed.) Flowers delivered by a local florist will be allowed, but flowers will not be returned to NCCW upon an inmate's discharge.

XXI. WHO TO CONTACT FOR QUESTIONS REGARDING VISITS

A. The Pass Clerk is the person to contact for problems or questions concerning visits.

B. The institution's mailing address and telephone number for questions specific to visiting regulations is:

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

Phone: (402)-362-3317
Visiting information is also available on the NE Department of Corrections website: www.corrections.nebraska.gov

Visiting Hours

Thursday Evening 6:30PM- 8:00PM
General Population
SAU Inmates
STAR (Treatment/Maintenance) Inmates
Friday 12:00PM-1:45PM
Special management (restrictive housing, and protective custody)
Orientation/DEC inmates
Saturday 8:00AM-10:30AM
Inmate last name with A-M
General Population
SAU Inmates
STAR (Treatment/Maintenance) Inmates
Saturday 1:00PM-3:30PM
Inmates last name N-Z
General Population
SAU Inmates
STAR (Treatment/Maintenance) Inmates
Sunday 8:00AM-10:30AM
Inmates last name N-Z
General Population
SAU Inmates
STAR (Treatment/Maintenance) Inmates
Sunday 1:00PM-3:30PM
Inmates last name A-M
General Population
SAU Inmates
STAR (Treatment/Maintenance) Inmates

*During an emergency situation all visits may be cancelled without prior notice.

Directions to NCCW:

The facility is located on 1107 Recharge rd. off of the U.S. Highway #81 bypass on the west edge of York NE. From interstate 80, take exit #353, then northbound on US Highway 81. Travel 3.5 miles to Recharge Rd. Turn West onto Recharge Rd. approximately 1/2 mile. Visitor Parking is permitted in the lower parking lot.

Nebraska Correctional Center for Women

Visiting Rules

Angela Folts-Oberle, Warden
1107 Recharge Rd,
York NE 68467

Phone: 402-362-3317
Visiting Phone: 402-362-8924

Provide a safe environment that creates a culture of empowerment, hope and purpose.

NEBRASKA
Good Life. Great Mission.
DEPT OF CORRECTIONAL SERVICES

The rules and regulations are in place to help ensure that the time you are at the Nebraska Correctional Center for Women visiting your friend or family member will be pleasant.

We have confidence that you will cooperate with us in providing an appropriate, safe, secure and enjoyable visiting experience for everyone.

Scott R. Frakes, Director
Appointed: February 2, 2015
Nebraska Department of Correctional Services
P.O. Box 94661
Lincoln, NE 68509-4661

Physical Contact

- Visitors and inmates must obey staff instructions and all posted rules and regulations.
- Visitors and inmates must accept joint responsibility for behaving in a mature, responsible manner which is respectful of the rights of other inmates and their visitors.

Termination/Suspension of Visits

- Visitors may be refused admission to the facility for failing to abide by the rules and regulations. Such a failure by the visiting list. A visit may be denied or terminated and visiting privileges suspended, either temporarily or permanently, the following circumstances are some of the reasons:

1. The consumption of or appearance/belief that the person is under the influence of alcohol.
2. the use of or being under the influence of illegal drugs.
3. The introduction of contraband or the attempt to introduce contraband into the facility.
4. Refusal to submit to any search in a cooperative manner.
5. Corporal Punishment on children used at anytime.

Emergencies

In case of severe weather, tornado, fire or other such emergencies, please follow all directives given by staff. You may leave the grounds, however, if you take shelter inside the institution, you must remain in the designated areas so that staff can account for all inmates and visitors.

Dress Code

When visiting proper attire is expected.

Clothing should not be distracting or offensive to inmates or other visitors and must be in good repair The following modes of dress are **INAPPROPRIATE** for visiting at NCCW.

- Khaki top and pants at the same time is restricted. (May wear one or the other.)
- No shorts, tank tops or sleeveless shirts (unless 10 or younger during summer months.)
- No skirts/dresses/skorts, culottes less than knee length (top of knee, unless 10 or younger)
- No tight fitting shirts, halter tops, tube tops, crop tops, backless tops, low cut shirts (2 in below the neck), tank tops, sleeveless shirts or dress, anything that reveals bare shoulders or bare midriff.
- No torn clothing.
- No leggings, stirrup pants, spandex, or stretch pants.
- No sweaters (blazers or suit jackets are acceptable)
- No hooded shirts, sweaters or other hooded apparel.
- Visitors must wear undergarments.
- No shoes with rollers or cleats
- Footwear shall be worn at al times, be in good repair and have a firm sole.
- No uniforms unless military or they are on official business

Dress Code

- No headwear to include but not limited to hats, caps, scarves, shawls, headbands, unless for religious or medical purposes.
- No Clothing with offensive logos or messages (alcohol or drug, profanity, racial/gender bias/gang or violence
- 1 ring (wedding set), I pair of earrings (or 2 facial piercings), 1 necklace, 1 religious medallion, 1 medical alert jewelry and no bracelets.
- No coveralls or overalls
- No break away clothing
- No slippers
- No watches
- No scarfs
- Clothing which is sheer or transparent will only be permitted if non transparent articles are worn beneath and no undergarments are visible
- A lightweight outer jack/sweater without any pockets may be worn in visiting areas.

General Rules

- All other personal items (i.e. purses, wallets, vehicle keys, cell phones, diaper bags) must be secured in a locker located at the Front Entrance.
- Necessary medication (e.g. Nitro, inhaler) will be allowed in the visiting room.
- No more the (4) adults may visit at any one time.
- The following infant necessities will be permitted: 4 diapers, 6 wipes, 2 bottles or clear cups, one change of clothes, one pacifier, one blanket. Simple non weapon plastic type toys for preschool children. (3) toys per child.
- Conduct your visit in a manner that is not disruptive or discourteous to others and that does not jeopardize the safety, health or welfare of the other visitors. Nosie and conversation levels must be kept to a minimum.
- You are responsible for monitoring and keeping children in your care under control. Corporal Punishment will not be permitted to discipline children. If a child cannot be controlled by verbal instructions, the visit may be terminated.
- You must be an approved visitor in order to visit. All persons wanting to visit must complete/submit a Visitation Request Form. You will be required to sign in at the Front Entrance upon arrival.

General Rules

- You must be an approved visitor in order to visit. All persons wanting to visit must complete/submit a Visitation Request Form. You will be required to sign in at the Front Entrance upon arrival.
- Smoking and chewing tobacco are not permitted anywhere on NCCW property, including in the parking lot. All tobacco and tobacco related items must remain secured in your vehicle.
- Any member of the general public, including children and infants, as well as any employee of Nebraska Department of Correctional Services, is subject to a search at any time. All visitors will be stamped with invisible ink.
- Types of searches may include: canine, pat search, hand hold metal detector, or other searches as indicated and approved. You will be asked to open and possible change an infant's diaper.
- All visitors age 16 and older must present valid/current photo identification such as driver's license, State ID card, Military ID or Passport to the Pass Clerk. All minors must present a certified copy of birth certificate upon their first visit.
- Visitors are allowed to bring $20.00 in change per adult for the vending machines in the visiting area. Paper currency is not allowed.

NEBRASKA

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DEPT OF CORRECTIONAL SERVICES

Pete Ricketts, Governor

Date: April 30, 2019

Re: Visits at Community Hospitals – Visitor Information

The following information pertains to inmates receiving visitors while in community hospitals:

- Questions / concerns relative to visits will be directed to the NCCW shift supervisor and/or communicated to hospital security staff.
- All visits will take place in the inmate patient's room
- Staff will verify the visitor(s) photo ID with the approved visiting pass
- No more than two (2) visitors will be permitted to visit at the same time.
- Visits are limited to two (2) one-hour visiting sessions per day.
  - Visiting hours: 8:00 am – 8:00 pm
- Staff will be present in the room during the visit. All facility visiting rules apply.
- Personal property of visitors will be left in their vehicle; Visitors are allowed their photo ID and vehicle keys
- Visitors cannot use the restroom in the inmate patient's room
- Visitors may not bring good to the inmate patient, including items for the hospital vending machine
- Visitors may not bring gifts, flowers, or cards to deliver to the inmate patient.

If you have any further questions please contact Nebraska Correctional Center for Women at 402-362-3317 to speak with the Shift Supervisor.

Scott R. Frakes, Director

Dept of Correctional Services

NEBRASKA CORRECTIONAL CENTER FOR WOMEN

1107 Recharge Road York, NE 68467-8003

Phone: 402-362-3317 Fax: 402-362-3892

corrections.nebraska.gov