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DEPT OF CORRECTIONAL SERVICES

OMAHA CORRECTIONAL CENTER

PROCEDURE

VISITING

REVISION DATE	NUMBER	PAGE
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STATEMENT OF AVAILABILITY

This Procedure is to be made available in law libraries or other resource centers

Effective:	February 13, 1985	Revised:	July 31, 2016
Revised:	August 13, 2012	Revised:	July 31, 2017
Revised:	August 2, 2013	Revised:	December 31, 2018
Revised:	October 11, 2014	Revised:	April 30, 2019
Revised:	July 31, 2015	Revised:	September 1, 2019

SUMMARY OF REVISION/REVIEW

Procedure has major revisions. The Procedure should be reviewed thoroughly.

APPROVED:

Rich Cruickshank, Warden
Omaha Correctional Center

I. Purpose Regulations governing inmate visiting are necessary in order to attain the Nebraska Department of Correctional Services (NDCS) objectives to increase opportunities for inmate self-development and to maintain a safe, secure and humane environment for inmates, staff and the public.

II. Policy It is the policy of the Omaha Correctional Center (OCC) that inmates within each facility shall have visiting privileges and shall retain such privileges for the duration of their incarceration so long as rules and regulations governing such activities are not violated. The provisions of Chapter 4 shall apply to OCC. Policies and procedures governing visiting will be reviewed annually and updated as necessary.

III. Authority Nebraska Administrative Code, Title 68 (NDCS Rulebook) Chapter 4; Policy 205.02.

IV. Applicability This Procedure is applicable to all inmates and staff and particularly to the Pass Clerk and visiting room staff. This Procedure will be maintained current by the Deputy Warden.

V. Procedure

A. Nebraska Administrative Code, Title 68 (NDCS Rulebook) Chapter 4 which contains visiting rules and procedures shall be given to each inmate and staff member. Chapter 4 shall be translated into those languages spoken by significant numbers of inmates. 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.

Written information regarding procedures governing visitation will be made available to inmates within 24 hours of their 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 the 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 the visiting room.

5. Special rules for children.

6. Authorized items that visitors may bring

7. Special visits (for example: family emergencies).

B. Visiting

1. Posting Visiting Regulations

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

2. Visiting Days and Hours

Wednesday, Thursday, Friday:

Session 1:	1:30 p.m. to 4:45 p.m.	Processing starts at 1:00 p.m. and ends at 3:00 p.m.
Session 2:	5:15 p.m. to 8:30 p.m.	Processing starts at 4:45 p.m. and ends at 6:45 p.m.

Saturday, Sunday:

Session 1:	7:45 a.m. to 10:45 a.m.	Processing starts at 7:15 a.m. and ends at 9:15 a.m.
Session 2:	12:00 p.m. to 3:00 p.m.	Processing starts at 11:00 a.m. and ends at 1:30 pm

3. Visiting Options:

OPTION 1: Two (2) weekday visits with no visit on the weekend.

OPTION 2: One (1) weekday visit plus one (1) half-day visit on the weekend. The half-day visit must occur during the first session only.

OPTION 3: Only one visit on either Saturday afternoon or Sunday afternoon which will nullify all other visiting privileges for the week.

OPTION 4: One weekday visit for both sessions, which will nullify all other visiting privileges for the week.

Visitors once processed into the visiting room will be allowed to process out of the visiting room every half hour. Therefore, visitors will be allowed to process out of the visiting room at the top of the hour (00:00) and every 30 minutes thereafter until the end of the visiting session.

4. Visiting Records

The Pass Clerk shall ensure that every visit shall be recorded on the inmate's visiting card. A record of each visitor who enters the facility will 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. This record shall not be revealed to the public without the written consent of the inmate.

5. Visiting Lists

An inmate may receive visits from anyone he chooses, subject to the approval of the Warden. In making this determination, the Warden shall consider the effect that the presence of such visitors shall have on the facility, its staff, and/or the inmates confined within, and the probable effect such presence shall have upon the rehabilitative progress of the inmate to be visited. Visitors may be refused admission to the facility for failing to abide by the rules and regulations. Such a failure by the visitor may also result in the visitor being removed from the visiting list. Such action by OCC or NDCS shall be set forth in a written statement to the visitor or visitors and the inmate to be visited. Such statement shall also indicate the reasons for the action. Inmates aggrieved by such action may appeal through the grievance process.

6. Visiting Procedures

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

(1) Valid State drivers license or state ID with photo, or a

(2) Military Identification Card with photo.

(3) A Current lawfully issued Passport with photo

b. The Pass Clerk shall exercise good judgement in establishing that each visitor has provided sufficient identification. If there is a question concerning the adequacy of a visitor's identification, the Pass Clerk shall consult the Shift Supervisor who shall make the decision whether or not to deny a visit.

c. Each time a visitor enters the institution, they shall be required to register on a Visitor Registration Log (Attachment 1) provided for this purpose. Information asked for on this form shall include the name of the visitor, relationship of the visitor to the inmate, the date of the visit, the time the visitor enters the institution

d. After each visitor registers, the Pass Clerk will prepare and sign a Visiting Permit. The visitor will be given the pass when allowed to enter the institution.

e. After preparing the Visiting Permit, the Pass Clerk will telephone the appropriate housing unit to inform them that an inmate has a visitor. The Pass Clerk will identify the individual contacted and note the time on the form.

f. The Warden may require visitors entering the facility to submit to a search of person and belongings prior to entrance.

7. Visiting Restrictions

Inmates who have been convicted of certain offenses against minors may be subject to visiting restrictions.

8. Visitor Dress Code

NDCS Policy 205.02 establishes a dress code for visitors.

C. Additional Visiting Regulations

1. Visitation Applications

a. NO Visitors will be permitted to visit prior to submittal of the authorized visiting forms and approval by the Warden/designee. False or incomplete information on this form will result in a denial of visiting privileges.

b. It is the responsibility of each inmate to initiate the visiting process. Inmates may obtain Visitation Request Forms (VRF) (DCS-A-adm-012) (Attachment 2) from their Unit Case Managers/Unit Caseworkers and mail them to those persons they desire to have placed on their approved visiting list. Each visitor must complete a VRF and return it to the institution for processing. VRF's should be mailed to the attention of the Pass Clerk.

c. The VRF is to be returned to the institution via the U.S. Mail and will be date-stamped by the mail clerk. The mail clerk removes the VRF and gives them to the pass clerk.

(1) If complete, the pass clerk sends the VRF to the OCC Central Control Corporal or designated National Crime Information Center (NCIC) operator for processing. VRF will be processed as time permits.

(2) If incomplete, the Pass Clerk will highlight and/or comment regarding the incomplete information and return the VRF to the individual requesting to visit.

d. For all completed VRF's, the designated NCIC operator will complete an NCIC check. The VRF are either marked "OK" or the NCIC printout of the visitor's record is attached. The VRF is returned to the OCC Pass Clerk.

e. The pass clerk distributes the VRF to the appropriate units for review and recommendation.

(1) The Unit Case Manager checks to see if the applying visitor is on another inmate's visitation list, and makes a recommendation. The Unit Manager reviews the entire visitation request and approves or denies the request. The Visitation application is then forwarded to the Pass Clerk for final processing.

f. If APPROVED by the Unit Manager: The Pass Clerk enters the new visitor on the inmate's visiting card. The Pass Clerk also updates the computer database and completes and signs the disposition section of the VRF, returning the receipt to the inmate. It is the inmate's responsibility to notify the visitor of the approval. The VRF is placed in the inmate's main file in the records office. All NCIC documents relevant to the visitor will be destroyed and will not be maintained in the inmate's file.

g. If DENIED by the Unit Manager: a notification designating the reason for denial will be made on the form.

(1) The bottom receipt portion of the form is returned to the inmate. It is the inmate's responsibility to notify the visitor of the denial.

(2) The VRF is placed in the inmate's main file in the Records office. All NCIC documents relevant to the visitor will be destroyed and will not be maintained in the inmate's file.

(3) The inmate has 10 working days after notification to appeal denials. They may initiate this appeal by writing an Inmate Interview Request (IIR) Form (DCS-A-adm-013) (Attachment 3) to the Deputy Warden/designee.

2. Limitations

Only the institution's schedule, space limitations, personnel requirements, and security considerations shall limit the number of visitors an inmate may receive and the length of the visits. Inmates shall not be denied access to visitation with persons of their choice except where there is clear and convincing evidence that such visitation would jeopardize the safety and security of the institution (4-4498).

a. Number/Space

(1) There shall be no limit to the number of visitors an inmate may have on his authorized visiting list. Visitors will not be granted permission to visit prior to submitting a VRF and its approval. Exceptions can be made with approval of the Deputy Warden/designee.

(2) An inmate may have up to four adults visiting him during any one visiting period. There may be 4 minors present as long as they are supervised by one adult visitor. If it is necessary for more than four minors to visit, it must be approved in advance on a special visiting form. OCC reserves the right to impose reasonable restrictions on the number of visitors who may visit an inmate at any one time to prevent overcrowding in the visiting room or to eliminate difficulties in supervising the visits.

(3) Visitors who leave the institution during a visit shall not be permitted to return and resume their visiting privilege for that day.

(4) Once an inmate completes a visit by leaving the visiting room, his visits for that day are terminated.

(5) Visitors will not be authorized to be on the visiting list of more than one inmate housed within NDCS. Two exceptions to this policy are as follows:

(a) Immediate family member may be granted permission to be placed on more than one inmate's visiting list if one person involved is a member of the inmate's immediate family.

(b) Credentialed news media representatives may be allowed on more than one inmate visiting list at any time.

(c) For the purpose of visiting, immediate family shall be defined as: spouse, parent, step-parent, person acting in the place of a parent (as documented in the master record), sibling, step-brother, step-sister, half-brother, half-sister, child, step-child, grandparent and grandchild.

b. Physical Contact

Inmate visiting facilities permit informal communications, including opportunity for limited physical contact. Devices that preclude physical contact shall not be used except in instances of substantial security risk.

c. Age Requirements

(1) Persons 19 years of age and above: (1) must complete and submit an individual VRF to the Warden/or designee; (2) may visit without parent or guardian.

(2) 18 and under

(a) Must each have a completed VRF submitted to Warden/designee;

(b) Must be accompanied on visit by parent, legal guardian or court-appointed agent or other authorized adult (age 19 or above);

(c) Must submit notarized permission letter from parent, guardian or court-appointed agent to visit in company with another authorized adult;

(d) Any parent, legal guardian, court appointed agent or another authorized adult who accompanies said minor must also be on the inmate's approved visiting list. (Except those individuals who are authorized as a part of their employment to accompany minors on visits are not required to be on a particular inmates visiting list. Such individuals are required to submit a VRF. Minors age 18 and under must have a birth certificate to present to the visiting staff during their first visit. All minors age 16 and older must also present a picture ID to the Visiting staff on all visits.

(e) The escorting adult must remain with the minor throughout the entire visiting period.

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

d. Criminal Records

(1) Persons with criminal records will not automatically be 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 shall be weighed carefully against the benefits of visitation. The Warden shall retain final authority to review, assess and approve/deny 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.

(2) Generally, parolees, probationers, or persons having pending charges will not be granted permission to visit during service of sentence and persons with felony convictions will not be granted permission to visit for three years after expiration of sentence, except for immediate family who may be considered at the end of one year. Persons with a misdemeanor conviction will not be granted permission to visit for six months after expiration of

sentence. Immediate family may be considered after three months.

(3) An exception may be made for a spouse/immediate family member who may be allowed to visit once a month by approval from the Warden. It will be the responsibility of the spouse/immediate family member on probation/parole to provide a letter from their supervising probation/parole officer recommending either approval or denial of visiting privileges. This letter must be submitted with the VRF.

(4) The Warden must approve/deny all VRF's submitted by the victim of a violent offense, if such information is known to institutional staff. Generally, the victim of a violent offense will not be granted permission to visit. Exceptions may be made with a spouse/adult immediate family member, who may be allowed to visit once a month with approval from the Warden.

(5) An NCIC check to verify identity and ensure the accuracy of the information will be done on all visitors (both adults and minors from age 8 and up).

(6) Immediate family members who have pending misdemeanor/felony charges may be considered for monthly visits pending resolution of the charges.

(7) Visiting lists of inmates who are paroled, or on escape status or on bond will be deleted from the record. The records office will stamp all current visitor application forms in the classification file "Deleted". If the parolee is revoked, he will be required to resubmit a VRF for processing.

(8) Any person shown by substantial evidence to have a harmful or deleterious effect on the inmate or who constitutes a threat to the good order and security of the institution shall be excluded from an approved visiting list.

e. Generally, prior employees will not be granted permission to visit except with immediate family members. All Visiting Request Forms received from prior employees must be submitted to the Warden for review. The Warden may deny the visitation request based on safety/security concerns specific to the individual requesting to visit. If the Warden is not aware of any safety/security concerns specific to the individual requesting to visit, a recommended disposition shall be submitted to the Director/designee for final approval. The Director/designee may deny the visitation request based on safety/security concerns specific to the individual requesting to visit.

f. 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 reason for employment separation including eligibility for re-hire, intelligence reports, investigations, and violations work rules during employment

(4) Any investigation or intelligence informant received after employment separation

g. Generally, NDCS employees will not be approved to visit except for immediate family. Employees must make a written request to the Warden of the institution where the inmate is incarcerated to be considered, as well as to the Warden of the institution where the employee is assigned.

(1) All visits will be conducted as special visits, since the employee will not be approved for placement on the regular visitation list. Both the employee and the inmate should be advised and confirmed in writing that the visits will be on a once per-month basis and will be scheduled at the institutions discretion.

D. Special Visits, Extended and Emergency Visits

All visitors must be authorized by the Warden.

1. Special Visits

A special visit may be requested by an inmate for professionals not on the inmate's approved visiting list, to include prospective employers, attorneys, members of the clergy, and social service representatives. Special visits must not interfere with counts, security measures or emergencies and must take place during regular business hours or normal visiting hours. All special visit requests are subject to the approval of the Warden; denials shall be based on safety/security concerns specific to the individual requesting to visit.

Special visits are not permitted for family/friends of inmates in advance of or in lieu of obtaining approval to visit through the established Visiting Request Form process. Family/Friends of the inmate must be on the inmate's approved visiting list before they are permitted to visit.

a. Whenever an inmate knows at least one working day (Monday through Friday) in advance that he is expecting a visitor who would fall under these "special visit" guidelines, he shall request visiting consideration by submitting a NDCS Special/Extended Emergency Visit Request (Attachment 4) to his Unit Case Manager who will verify the information noted on the form.

b. The Unit Administrator shall make the final approval/denial decision. If approved, the "form" will be forwarded to the Pass Clerk where it will be kept on file until the requested visiting day arrives. If denied, the white copy will be forwarded to the Records Department, they pink copy will be forwarded to the inmate's Unit Case Manager, and the yellow copy forwarded to the inmate.

c. If the visitor does not arrive on the expected day the Pass Clerk will note on the form that the visitor failed to show. The Pass Clerk shall then sign his/her name to the form, date it, and forward it to the Records Office for filing in the inmate's permanent record file. The Pass Clerk will also add the information to the Visitor Tracking database for the record. A special visit may be extended with the permission of the Unit Administrator.

d. If a visitor arrives at OCC who was not expected by the inmate but who is otherwise eligible for special visits (as described above), the Shift Supervisor or higher authority shall make the decision whether or not to allow that person to visit.

e. Approval for monthly special visits will have such annotated on NICaMS Visitor Tracking by the Pass Clerk and the Special Visitor Request form need not be submitted.

2. Extended Visits

An extended visit may be requested by an inmate for individuals on the inmate's approved visiting list who visit infrequently (less than one visit per month) because of long distance (more than 200 miles from the facility). Special visits must not interfere with counts, security measures or emergencies and must take place during regular business hours or normal visiting hours. Extended visits and visiting hours are subject to the approval of the Warden; denials shall be based on safety/security concerns specific to the individual extended visit request.

a. Whenever an inmate knows at least one working day (Monday through Friday) in advance that he is expecting a visitor who would fall under this extended visit guidelines, he shall request visiting consideration by submitting a NDCS Special/Extended Emergency Visit Request to his Unit Case Manager who will verify the information noted on the form.

b. The Unit Administrator shall make the final approval/denial decision. If approved, the "form" will be forwarded to the Pass Clerk where it will be kept on file until the requested visiting day arrives. If denied, the white copy will be forwarded to the Records Department, they pink copy will be forwarded to the inmate's Unit Case Manager, and the yellow copy forwarded to the inmate.

c. If the visitor does not arrive on the expected day the Pass Clerk will note on the form that the visitor failed to show. The Pass Clerk shall then sign his/her name to the form, date it, and forward it to the Records Office for filing in the inmate's permanent record file. The Pass Clerk will also add the information to the Visitor Tracking database for the record. A special visit may be extended with the permission of the Unit Administrator.

d. If a visitor arrives at OCC who was not expected by the inmate but who is otherwise eligible for extended visits (as described above), the Shift Supervisor or higher authority shall make the decision whether or not to allow that person to visit.

e. Approval for monthly special visits will have such annotated on NICaMS Visitor Tracking by the Pass Clerk and the Special Visitor Request form need not be submitted.

3. Emergency Visits

An emergency visit may be considered for instances of a verifiable death or critical illness to an inmate'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.

In cases of a verifiable death of critical illness to an inmate's immediate family, the inmate shall be notified as soon as possible (Attachment 3).

E. Restrictive Housing Inmate Visits

1. Immediate Segregation

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

Saturday 2:10 p.m. to 3:50 p.m. processing ends at 2:45

Inmate on Immediate Segregation-Pending Protective Custody

Sunday 2:10 p.m. to 3:50 p.m. processing ends at 2:45

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

F. Inmates who Have Committed Crimes in which Victim(s) were Minor aged Children (Under 19 Years of Age)

1. The file of each inmate shall be reviewed to determine if any record exists meeting the above criteria. Newly committed inmate files shall be reviewed by staff at the institution in which the inmate is housed. If such a record exists, the person reviewing the record will list the information on the Inmate Summary of Crimes Against Minors. (DCS-U/M-000-95) (Attachment 6).

2. Once the inmate has been identified, the NICaMS for "prior contact with a 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 inmate file. This information shall also be placed on the inmate visiting card.

3. The Warden shall have the authority to impose visiting restrictions on identified inmates on a case-by-case basis. The Warden will indicate restrictions on the Crimes Against Minor-Aged Children form (DCS-A-adm-105) (Attachment 7). Actions may include restricting these inmates to visiting minors at designated times and/or designated authorized areas, excluding visitors under the age of 19 from the inmate approved visiting list, and/or suspension of all visiting privileges until the inmate has received treatment intervention. Identified inmates will have **no** physical contact with minor-aged visitors. The 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 the visitor from the visiting area, and the issuance of a misconduct report. Penalties imposed against inmates will be consistent with agency disciplinary procedures. Actions imposed on visitors will be handled administratively by the Warden as referenced in the Visiting Restriction Guidelines. Factors considered in making the above determination may include, but are not limited to, the following considerations.

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.

4. Wardens have 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 and the review process should occur in conjunction with the scheduled custody review.

G. Inmate to Inmate Visits

1. Inmate to inmate visits may occur when the following criteria is met:

a. One inmate must be on community custody status.

b. The visit request must be initiated by the community custody inmate.

c. The inmates must be immediate family as defined by current departmental guidelines.

d. The visit must be approved by each Warden or designee.

e. The visit will generally occur during regular visiting hours.

f. The community custody inmate must produce his/her inmate I.D. prior to being allowed to visit.

g. The community custody inmate will be strip searched upon arrival and upon leaving the secure facility.

h. Visits may be approved once every 3 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 on a furlough, it will be considered one of the inmates 4 hours daily approved itinerary activities.

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 inmate 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.

H. Professional and Public Visits Official

1. Attorneys-of-record and public officials may visit inmates at OCC without formal placement on an inmate's visiting list. The institution requests to have **prior notice** of an attorney's visit. Attorneys shall be admitted to the institution during regular administrative or visiting hours after presenting proper credentials and identification. If special circumstances exist, they may be allowed to visit on non-visiting days and during non-visiting hours, but only with the prior approval of the Shift Supervisor or higher authority.

a. Attorneys-of-record who utilize paralegal services to conduct legal research regarding an inmate's case must first forward 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 shall be admitted into the institution without a letter of endorsement from his/her attorney-of-record.

b. Special rooms located in the visiting area shall be utilized for visits with attorneys. No more than four visitors may visit in these rooms with any one inmate at any given time. When these visiting rooms are in use, the Visiting Room Officer shall perform random security checks; the interval of time between checks shall not exceed 10 minutes. All conversations between inmates and attorneys may be observed by officers however, they shall not be overheard, recorded or listened to in any manner. All reasonable precautions shall be taken to preserve the confidentiality of the attorney/client relationship. Disciplinary and Immediate Segregation inmates will remain in restraints during attorney visits.

3. All professionals and public officials shall be pat-searched when visiting an inmate on **"non-official"** business.

H. Clergy Visits:

1. Clergy, defined as medicine man, imam, pastor, godhi, or priest, from the community may visit/minister under the supervision of the Religious Coordinator according to the following guidelines:

a. Inmates desiring approval of clergy for professional visitation status will forward their request to the Religious Coordinator on an IIR Form, listing the name, address, telephone number and church name.

b. The Religious Coordinator will mail a Clergy Visitation Request Form (CVRF) (DCS-A-pcc-006) (Attachment 8) to the requested clergy, which defines categories of clergy, a request for a copy of current credentials and a list of acceptable credentials. Also included will be an information sheet sharing the visiting hours for clergy, the facility's policy on sacramental ministry, and other information deemed important by that facility.

c. All religious program volunteers, including clergy, with criminal convictions within 18 months of application will not be permitted to provide services. These persons will be identified in the approval process using NCIC.

d. When the documentation for the clergy is received, the Religious Coordinator will review the documents and make a recommendation to approve or deny the CVRF and submit it to the Deputy Warden for approval/denial.

e. If approved, the Pass Clerk will make the addition to the Visiting Record. The Religious Coordinator will copy page one (1) of the CVRF to return to the inmate, to the Pass Clerk, to Records and to the Unit's inmate treatment file.

f. If disapproved, the inmate will be informed in writing of the decision.

g. The inmate is responsible for informing the clergy of approval or denial of his/her visiting application.

h. Any clergy who has been disapproved may appeal that decision in writing to the Warden.

i. Any inmate who disagrees with an action may appeal the decision by writing an IIR form to the Warden.

j. The Religious Coordinator will maintain a list of all approved clergy. The Pass Clerk may access the list through the computer terminal.

k. Clergy will only be added to an inmate's list via the personal request of the inmate.

l. Up to two clergy may visit with a maximum of four inmates at a time during regular visiting hours.

m. Clergy visits will not count against an inmate's regular visiting time for that week.

n. Emergency visits by clergy will be verified and approved prior to the arrival of the clergy, giving accurate details of the emergency to the Shift Supervisor or highest level administrator.

o. As with all visitors, clergy must present valid photo identification.

2. Pastoral acts performed by clergy in addition to visitation include:

a. Communion may be served during a clergy/inmate visit. No wine will be introduced into the institution on clergy visitation. Grape juice, in small quantity and contained in a factory sealed container may be used. The visiting clergy must remove all unused portions from the institution upon their departure.

b. Visiting clergy may perform baptisms with prior approval. The request must be made to the Religious Coordinator. Baptisms requiring immersion will be allowed only in those institutions having proper facilities to accommodate same. Baptism by sprinkling will be performed in the room where the clergy visit normally occurs. All baptisms by immersion will be directly supervised.

c. Visiting clergy may provide religious instruction to inmates wishing to receive instruction. Clergy may take one book containing the tenets of her/his faith and one additional religious book to a visit. All materials will be searched by staff prior to entering the visit. Inmates are allowed to bring their own personal bibles to visiting.

d. Visiting Clergy may perform marriage and family counseling. Normally these sessions will take place during regular visits. The attorney/client room may be requested through the Religious Coordinator if privacy is required. The clergy must remain in the room during the entire visit.

e. Other requirements may be discussed with the Religious Coordinator.

J. Holidays

Visits will be allowed on Thanksgiving Day, Christmas Day and New Year's Day, regardless of the days upon which these holidays fall. 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. These visits will not affect the number of allowed visits during the rest of the week.

K. Visitor Deletions

1. Inmate-Initiated

Any inmate may request a list of the names of those persons appearing on his approved visiting list by submitting an IIR Form to the Pass Clerk. Any inmate may request that one or more persons listed on his approved visiting list be deleted from that list by completing a Visitor Deletion Form and submitting it to the Pass Clerk. In addition, the Visitor Deletion Form (DCS-A-adm-063) (Attachment 9) should be witnessed by an employee of OCC. The "deleted" visitor's name(s) shall not be placed on another inmate visiting list or re-instated for a period of 6 months. The six (6) month waiting period will also apply to clergy status visitors; however, the Warden may waive the six (6) month waiting period at the recommendation of the Religious Coordinator.

2. Visitor-Initiated

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. In the event that the individual requesting deletion has not visited for a period of six months, the Warden may waive the six-month waiting period to be added to another inmate's visiting list. The six-month waiting period will also apply to clergy status visitors; however the Warden may waive the six-month waiting period at the recommendation of the Religious Coordinator.

L. Visitor Responsibility, Conduct and Behavior

1. Each visitor must verify his/her identity. Visitors must register upon entry into the institution and may be subject to a search of persons and belongings as specified by written procedure, to include canine searches, prior to entrance. It is the responsibility of the visitor and the inmate to conduct themselves in a manner that will not bring discredit upon them or be disruptive to other visitors in the area.

2. Attorneys entering the facility on official business will be required to show a current photo ID along with a valid Bar Card. Attorneys will not be subject to a search of their person; however the attorney's belonging 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 institution.

3. Attorneys are authorized to bring in the following items: digital camera, and laptop or tablet that does not have cellular capability. Attorneys will present these items for inspection, and a notation will be made in the log at the front entrance.

4. NDCS prohibits all persons from introducing an electronic communication device within an NDCS facility without prior authorization, or as specifically authorized by NDCS policy.

5. No person is permitted to provide an electronic communication device to an inmate of the facility.

6. An Electronic Communication Device is any device which, in its ordinary and intended use, transmits by electronic means writing, sounds, visual images, or data of any nature to another electronic communication device. An electronic communication device does not include any device provided to an inmate by the Department of Correctional Services.

7. A person who intentionally introduces within a facility or intentionally provides an inmate of a facility with any electronic communication device commits an offense for which he/she may be criminally charged.

   a. The following individuals are exempt from prosecution for this offense:

      (1) An attorney or an attorney's agent visiting an inmate who is a client of the attorney;

      (2) The Public Counsel or any employee of his/her office;

      (3) A peace officer acting under his/her authority;

      (4) An emergency responder or firefighter responding to emergency incidents within a facility

      (5) A person acting with the permission of the NDCS Director. NRS 28-936.

8. An electronic communication device involved in a violation of NRS 28-936 shall be subject to seizure by the Department or a peace officer, and disposition may be made in accordance with the method of disposition directed for contraband in NRS 29-818 and 29-820.

9. The procedure for obtaining approval to introduce an electronic communication device within an NDCS facility is as follows:

   a. A Cellular Device Institutional Use Request (Attachment 13) must be completed and submitted to the NDCS Director. Only the Director or his/her designee can grant permission to introduce an electronic communication device within an NDCS facility.

   b. If approved, human resources at Central Office will issue an institutional use card which will include the approved person's photo, name, title, phone number, brand and model of the device. To be valid, the information on the card must be accurate.

   c. Prior to proceeding past the first institutional check point, the card and authorized device will be presented for verification. The card will be retained at the access point, providing inventory and tracking control.

   d. Upon exiting the institution, the device will be presented for verification, and the card returned to the individual.

   e. If an electronic communication device is approved, individuals introducing such a device are required to abide by all departmental and institutional restrictions regarding photography in NDCS facilities. The taking of photos/video must be approved, in advance, by the warden or communications office.

10. Visitors may be denied access to visit for reasons including, but no limited to

a. A visitor refuses to show appropriate identification

b. A visitor refuses to submit to a search

c. A visitor appears to be under the influence of an intoxicating substance

d. Possession of contraband that is prohibited by department policy

e. Inappropriate dress and defined in this policy

f. Poor sanitation and Hygiene of visitor

g. False or incorrect information on the VRF or attempting to visit under a false identification

h. Any circumstance that presents a threat to the security of the institution, staff, visitor, and/or inmates.

11. Supervision of Children

a. It is the responsibility of the visitors to supervise and maintain control over accompanying children. Neither visitors nor inmates are permitted to use corporal punishment on children or others when 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 may be terminated.

b. Any abuse of a child shall be reported to the Department of Health and Human Services, Child Protective Services and/or the Nebraska State Patrol.

c. Only children 5 years of age or under will be allowed to sit on an inmate's lap or stand between the inmate's legs.

12. Posted Rules/Officer Instructions

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

13. Physical Contact

a. OCC shall permit informal communications including the opportunity for limited physical contact. Devices that preclude physical contact shall not be used except in instances of substantial security risk or as a sanction through the inmate disciplinary process.

b. Visitors and inmates must accept responsibility to behave in a mature, responsible manner, respectful of the rights of other inmates and their visitors.

c. 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 "No Contact" status with a minor will have no contact at any time with a minor, including at the beginning and end of visitation. Hands must stay visible to staff at all times.

d. No materials such as blankets, cloth etc. may be used as a lap cover, draped over tables, benches or chairs in the visiting area.

e. Visitors and inmates will not be allowed to sit on each other's laps or straddle chairs, benches, etc. Only children 5 years of age or under will be allowed to sit on an inmate's lap or stand between the inmate's legs. No other exceptions to this provision shall be made.

14. Visit Area

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

M. Visitation Restriction/Termination

1. Visit Restriction/Termination

It is the policy of OCC to encourage visits between members of the community and inmates as a means of promoting the rehabilitation process. However, inmates and visitors share a responsibility with OCC for proper conduct during the visiting process. Some actions which may result in either temporary or permanent visiting restrictions are:

a. Improper inmate or visitor conduct during the visiting process.

b. Disruptive behavior.

c. Introduction of contraband into the institution or taking unauthorized items or property from the institution. Visitors who have been found introducing or attempting to bring contraband into the OCC may be subject to criminal prosecution under Nebraska Law.

d. Drinking of alcohol/use of illegal drugs or being under the influence of alcohol/illegal drugs.

e. Refusal to submit to a search of any type. (Types of searches may include canine, pat search, or other searches as indicated/approved.)

f. Violation of any posted visiting rules and regulations or failure to follow staff instructions.

g. Leaving the visiting area and proceeding into an unauthorized area.

h. Doing anything that jeopardizes the safety and good order of the facility to include Refusal to allow oneself to be marked with invisible skin-marking ink.

i. False or incomplete information on VRF or visiting or attempting to visit under a false identification.

j. Physical contact with a minor by an inmate on "No Contact" status with minors.

k. Poor sanitation or hygiene of visitor or inmate.

l. Insufficient visiting room space available.

m. Failure to prevent children from disturbing other persons in the visiting area.

n. Excessive physical contact between visitors and inmates. An inmate and a visitor may hold hands during the visit. Hands shall remain above the tables and visible to staff at all times. Arms shall not be wrapped, rested around visitors' shoulders/backs.

o. Refusal to clean up the area that was used during the visit.

p. Unauthorized visits with other inmates or other inmate's visitors. The only exception would be when the visiting room is at capacity; inmates may share their table with another inmate and his visitor.

q. Taking pictures with other inmates and/or his visitors.

r. The Shift Supervisor shall be contacted for approval prior to the Pass Clerk disallowing any visitor entry into the institution for any reason.

2. Visit Suspension

a. The Warden may suspend the visiting privileges of the visitor. Suspensions shall be in accordance with NDCS Visiting Restrictions Guidelines (attachment 10). Based on the severity of the incident, the Warden/designee has the discretion to suspend visitation on the first offense for all rules violated (attached exclusions may range from denial of visiting for the day, suspension of visiting for a specified period, or permanent removal from the approved visiting list.) A violation that poses a significant risk to security or injury to another persona can result in an immediate and permanent restriction. Permanent removal shall only occur with the written approval of the Warden. Vising suspensions shall occur by stating that fact in a letter to the person and citing the reasons. The statement of reasons may be deleted if it would jeopardize the security of the institution or the safety of any individual. The inmate involved will receive a copy of the letter.

b. In that same letter to the visitor, the Warden will also specify the length of time that the suspension is to last (i.e. whether indefinitely or for a specified period of time). In the case of an indefinite suspension, the letter will include a date when that visitor may resubmit an application for visiting privileges. Visitors that are suspended from visiting at one NDCS institution are suspended from visiting at all NDCS institutions. Exceptions may be considered by the Warden if immediate family members are involved. Any inmate aggrieved by the removal from his visiting list of one or more of the approved visitors may appeal such action through the regular grievance procedure.

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

e. If a Visiting Room Officer observes behavior between an inmate and a visitor which is inappropriate or disruptive, that officer shall contact the Shift Supervisor and inform him/her of the situation. The Shift Supervisor shall make the decision whether or not to terminate the visit. If the Shift Supervisor determines that the behavior on the part of the visitor was serious enough to merit suspension of visiting privileges, they shall cite

available information on an Incident Report Form (DCS-A-adm-005) (Attachment 11) with a recommendation for suspension of visiting privileges and submit it to the Major's office. If the Major concurs the report and recommendation will be forwarded to the Unit Administrator. The Unit Administrator will then forward all information to the Deputy Warden for a final decision.

f. Modification

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 a canine search. Additionally, behavior on the part of the inmate or the visitor may require a modification.

N. Visiting Attire

1. Visiting Attire

When visiting OCC, casual attire is appropriate. However, clothing should not be distracting or offensive to inmates or to other visitors and must be in good repair. Footwear in good repair is required to be worn at all times: open toe shoes are allowed. A lightweight outer jacket/sweater without any pockets may be worn in the visiting area. Female visitors are encouraged to wear slacks/pants.

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

b. Visitors are not allowed to wear combination of both khaki colored pants and shirt at the same time when they visit. A visitor may wear khaki pants or khaki shirt, but never at the same time when visiting.

c. Shorts or skits/dresses are permitted for adult visitors if they are at or below the knee when standing. 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.

d. Shirts and dresses must cover the shoulders. Shirts/dresses shall not be low-cut in the front (no cleavage may be visible) or unusually low-cut in the back.

e. Clothing with pictures, symbols, or language that may be considered profane or offensive by current public standards shall not be allowed.

f. Children 10 years or younger may wear shorts, skits, or rompers provided that said clothing completely covers the child's buttocks.

g. Clothing that is tight flitting (clothing will be considered tight fitting if it reveals the outline of genitalia or the areola), revealing, or made of see through fabric shall not be allowed.

h. Clothes will be expected to be in good repair with no rips, tears, or packets that are torn to allow access beneath the garment.

i. Hats, headbands, hooded clothing or outerwear are not allowed. Clergy are permitted to wear religious headwear.

j. Watches, exercise trackers, and similar devices are not permitted.

k. During inclement weather, coats and hats may be worn to and from the visiting room but not in the visiting room and will be hung in the entrance of the visiting room. Exceptions for hats should be made for approved visiting clergy.

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

2. Visitor Processing

a. A sign will be posted and visible in the visitor processing area, which will state that: "ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO BEING ALLOWED TO VISIT INMATES." In addition, visitors will be subject to canine drug detection search of their person and belongings periodically.

b. Each visitor shall be expected to submit to a search prior to entering the institution.

c. All visitors shall be pat-searched.

(1) Pat-Search

This procedure 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. 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.

(a) Female staff shall pat-search female visitors while male staff will pat-search male visitors. If a question arises as to the conduct of, or surrounding the circumstances of a pat-search, the Shift Supervisor shall be consulted.

(b) Visitors may be requested to submit to a search by the DCS Canine handler. Declining to submit will constitute the refusal of a search.

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

(2) If, after being pat-searched there still is a reasonable suspicion that the person may be carrying contraband, a further consensual search may be requested.

The approval from the Warden or designee must be sought before a visitor is asked to submit to a further search of his/her person. Two other types of searches that visitors may be asked for permission to conduct are the Body Search and Strip Search.

(3) Body Search

This type of search requires an individual to remove all of his/her clothing except undergarments. The searching officer then shall inspect each item of clothing as they are removed. The officer shall observe the visitor in his/her undergarments.

(4) Strip Search

(a) All articles of clothing are removed 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 the hair, mouth, ear and nose. In addition the visitor may be asked to bend over to expose his or her anal area. Male visitors may be asked to lift their testicles.

(b) Strip searches shall occur only when there is reasonable 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 not or would not render the institution secure by the introduction of contraband.

(c) UNDER NO CIRCUMSTANCES will a visitor be physically searched unless they voluntarily consent, in writing. If a visitor refuses to consent to any type of search, the visit shall be denied and a report forwarded to the Security Administrator's office.

(5) 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 inmate and a visitor, the contraband shall be confiscated and an attempt will be made to detain the visitor for law enforcement officials. NO FORCE or the locking of doors shall be used in attempting to detain an individual.

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

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

(a) Any visitor who refuses to allow him/herself to be marked with invisible skin-marking ink shall not be permitted to enter the institution. An Incident Report will be filed and sent to the Security Administrator's office.

(b) After each visitor has been pat-searched, he/she shall be stamped/marked by the Pass Clerk with invisible skin-marking ink. Each marking shall be placed on the underside of the left wrist approximately two to three inches above the area where a wrist watch would be located.

(c) The Pass Clerk shall signal Central Control to open the sallyport door to allow the visitor(s) to enter.

(d) Whenever visitors leave the visiting room they shall be allowed to enter the sallyport. However, while inside the sallyport with all doors closed, an officer shall shine the ultraviolet light on each visitor's wrist area (or other area if the wrist was not appropriate) to determine if the original invisible skin marking is still there. If the mark is intact, the Pass Clerk shall signal Central Control to open the sallyport door and allow the visitor(s) to leave. If the marking appears illegible, altered, or suspiciously different from what was originally stamped or marked, or if no mark is visible at all, the Central Control Corporal shall immediately notify the Shift Supervisor and request instructions. The visitor(s) in question shall be detained inside the sallyport with all doors closed until the Shift Supervisor authorizes the person(s) to pass through.

3. Inmate Attire

a. Pants

Inmates will wear State-issued khaki pants. Pants will be kept neat and properly buttoned and zipped at all times. Inmates will wear underwear and may wear a belt. If worn, the belt will be secured at all times. Inmates may wear State-issued white pants if coming directly from work and if they are clean.

b. Shirts

Inmates may wear State-issued khaki shirts. Shirts will be tucked into the pants. Shirts will be properly buttoned with the exception of the top collar button, which is optional. Inmates may wear State-issued white shirts if coming directly from work and if they are clean.

c. Shoes and Socks

Inmates will wear State-issued shoes and socks, except when authorized, in writing, by OCC's Medical Department.

d. Inmates may wear cold weather outer garments to the visiting search room. These garments must be left in the search area.

e. Inmates housed on any segregated confinement status will visit in their State-issued jumpsuit, T-shirt, shorts, socks and shoes. The jumpsuit will be fully zipped/buttoned at all times and shall remain in restraints throughout the visit.

f. Inmates and their visitors shall not be allowed to wear or exchange each other's clothing or jewelry while visiting.

4. Inmate Processing

a. Each inmate shall be given a pass whenever he has a visit. He must take that pass to the visiting area where he will be strip searched prior to entering. All items of clothing and personal items will be inventoried on the Visiting Inmate Property Form.

b. At the end of a visit, each inmate shall be strip-searched and a second inventory of his clothing and personal items shall be made by the officer. No inmate shall be allowed to leave the visiting area with any item(s) not listed on the original inventory. All unauthorized items shall be considered contraband and shall be confiscated immediately. The Shift Supervisor or higher authority shall be consulted at any time that an exception to this regulation appears necessary. No items purchased from the vending machines will be allowed outside of visiting.

O. Approved Visit Items

1. Inmate Items

Inmates in general population will be required to be in possession of his/her inmate I.D. card. In addition inmates are permitted the following items in the visiting room/area:

a. one ring,

b. one handkerchief,

c. one plastic comb,

d. one pair of prescription glasses,

e. one religious medallion/headwear,

f. one necklace,

g. two earrings,

h. one room key,

i. five (5) photo tickets.

J. one (1) religious book or (1) religious study sheet **for a clergy visit only**

k. **legal materials for an attorney visit,**

l Authorized medical prosthetic appliances such as artificial limbs, wheelchairs, canes, hearing aides, crutches, etc., heart and asthma medication.

m. Inmates may bring prescription medication into the visiting room if the inmate has written authorization from OCC's Medical Department.

2. Visitor Items

Visitors are permitted to take the following items into the visiting area.

a. Heart and asthma medication. Other medication may not be taken into the visiting room without prior approval from the Warden or facility physician. Medication must be in the original container.

b. Parents with infants may bring in:

(1) Two (2) factory sealed single serving size ready to feed formula or two (2) clear bottles (no glass)

(2) Four (4) disposable diapers

(3) Eight (8) wet wipes inside a clear bag

(4) One (1) receiving blanket

(5) One (1) plastic teething instrument,

(6) One (1) toy of a simple, non-weapon, plastic type for pre-school age children. The exception to this would be teething rings or a pacifier for infants.

c. Inmates shall not be allowed to transport or attempt to transport money out of the Visiting Room. Any money confiscated in a post-visiting search shall be handled in the following manner:

(1) Money shall be placed into a sealed envelope and turned over to the Business Manager, who shall place it on the inmate's confiscated account.

(2) Inmates leaving or attempting to leave the visiting room with ANY AMOUNT OF MONEY shall receive a Misconduct Report.

d. Visitors are allowed to take with them into the visiting area the following items which will be documented prior to entering and verified upon departure.

(1) Sufficient identification to verify the visitor status/relationship,

(2) One (1) comb/brush,

(3) One (1) handkerchief,

(4) Jewelry as appropriate

(5) One (1) religious medallion/headwear

(6) One (1) pair of prescription glasses,

(7) Medically-authorized prosthetic appliances, such as, prosthetic appliances, such as wheelchairs, canes, artificial limbs, hearing aids, crutches medical-alert jewelry, service animals, etc.

(8) Legal materials need for an attorney/client visit

(a) Cell phones/electronic communication devices needed for the attorney visit must be logged at the front entrance.

(9) Religious materials for a clergy visit

e. 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 rom, 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 his cell.

f. All personal belongings (not listed in the previous paragraphs) shall be secured in the visitor's vehicle, prior to entering the institution; or, placed in lockers provided by OCC. Tobacco products may not be used on department property and must be secured in the visitor vehicle. These products may not be brought into the facility.

g. During inclement weather visitors are allowed to wear a clear plastic (see-through) bonnet/scarf or to use a see-through umbrella. These items must be left at the coat rack outside the visiting room.

h. Authorized photographs taken during the vesting session are allow to be taken out of the visiting room by the visitor.

i. Money for the vending machines.

(1) Paper currency is not authorized; however, each visitor may bring up to $20.00 in change of any denomination for use in the vending machines carried in a clear plastic coin purse or plastic baggie, which is preferred.

(2) Inmates shall not be allowed to handle or attempt to transport any money out of the Visiting Room. Any money confiscated in a post-visiting search will be disposed of in accordance with prescribed institutional regulations and the inmate shall receive a misconduct report.

(3) Visitors are permitted to purchase candy and soft drinks from the visiting room. All items purchased from these machines must be consumed prior to the conclusion of visit period and before visitors leave the Visiting Room.

(4) Inmates may not take vending machine items out of the Visiting Room.

P. Inmate Change of Status

The inmate shall designate an immediate family member or visitor to be contacted in the event of an emergency or major change of status and to coordinate weekly desired visiting days. Where the inmate is unable or not allowed to personally notify someone, the Warden/designee shall notify a visitor of the change of status. Major change of status shall be considered transfer from one major facility to another, such as the OCC to the Nebraska State Penitentiary or from a Community Corrections Center back to an institution. It is the responsibility of the inmate to notify any visitor of intra-institution program changes such as change of housing unit or housing unit to segregation. If, after a reasonable effort, the Warden/designee is unable to contact a visitor to relay a major change of status, then the inmate will be so notified.

VI. References

ACA Standard 4-4267, 4-4275, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, and 4-4504.

Attachments:

1. Visitor Registration Log
2. Visitation Request Forms (VRF) (DCS-A-adm-012)
3. Interview Request Form (DCS-A-adm-013)
4. Inmate Immediate Family Medical Notification Form
5. NDCS Special/Extended/Emergency Visit Request (DCS-A-adm-034)
6. Summary of Crimes Against Minors
7. Crimes Against Minor-Aged Children (DCS-A-adm-105)
8. Clergy Visitation Request Form (DCS-A-pcc-006)
9. Visitor Deletion Form
10. Visiting Restriction Guidelines
11. Incident Report Form (DCS-A-adm-005)
12. Entrance/Exit Procedures
13.