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**SUMMARY OF REVISION**

Delete 'Deputy Warden' and insert 'applicable staff' in section II.B.7. Add the last sentence to section II.B.8. Revise procedure V.B.1.c.(3). Delete 'their Case Manager' and insert 'floor Corporal' in section V.B.2. Delete 'Unit Administrator' and insert 'LCC Pass Clerk' in section V.B.2.c. Revise the last sentence of procedure V.B.2.d. Delete item V.B.2.f.(1). Re-write all of section V.B.3.a, b, & c. Add section V.B.5. Re-number remaining sections accordingly. Revise the second sentence of procedure V.B.6.a.(1). Add section V.B.6.c.(1) – (4). Add language to procedure V.B.8.b.(2). Re-title section V.B.8.e. Add section V.B.8.e.(6). Revise the second paragraph of section V.B.9.a. Add the third sentence to V.B.11.d.(2).(e). Revise the visitor dress code in section V.B.17. Add section V.B.18.b.(1) – (9) discussing electronic, cellular and digital devices. Add attachments 5, 6 & 12. Revise attachment 1.

APPROVED:



Taggart Boyd, Warden  
 Lincoln Correctional Center  
 Diagnostic and Evaluation Center

 <p>NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES</p>	<b>LINCOLN CORRECTIONAL CENTER/DIAGNOSTIC AND EVALUATION CENTER</b>		
	<b>OPERATIONAL MEMORANDUM</b> <b>INMATE VISITING</b>		
	<b>REVISION DATE</b> <b>April 30, 2019</b>	<b>NUMBER</b> <b>205.02.01</b>	<b>PAGE</b> <b>2 of 39</b>
	<b>STATEMENT OF AVAILABILITY</b> <b>This Procedure is approved for placement in the inmate law library.</b>		

I. Purpose. To set forth policy and establish regulatory procedures in order to attain the Nebraska Department of Correctional Service's (NDCS) objective to increase opportunities for inmate self-development and to maintain a safe, secure and humane environment for inmates, staff and the public.

II. Policy.

A. Written information regarding procedures governing visitation will be made available to inmates within 24 hours of their arrival at the facility (See Attachment 1). At a minimum, the information will include, but not be limited to, the following: **(4-4499)**

1. Lincoln Correctional Center (LCC) and Diagnostic and Evaluation Center (DEC) address/phone number, directions to the LCC/DEC and information about local transportation.
2. Days and hours of visitation.
3. Approved dress code and identification requirements for visitors.
4. Items authorized in visiting room.
5. Special rules for children.
6. Authorized items that visitors may bring.
7. Special visits (for example: family emergencies).

The NDCS Rules and Regulations Rule Book will be made available to each inmate and staff member. A signed acknowledgement of receipt will be maintained in each inmate file. Chapter 4 will be translated into languages spoken by a significant number of inmates. When literacy or language problems prevent an inmate from understanding the rulebook, a translator will be available to assist the inmate.

B. The following policy statements are the LCC and DEC applications of the NDCS policy statement:

1. 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 facility stability. The LCC therefore encourages visits as a means of facilitating the rehabilitation and socialization process. All inmates shall retain the visiting privileges described herein for the duration of their incarceration as long as they abide by the rules and regulations governing such activities.
2. The number of visitors an inmate may receive and the length of visits shall be limited only by the facility's schedule, its space limitations, personnel requirements, and security consideration. Inmates shall not be denied access to visitation with persons of their choice except where the Warden believes that a given visitor could jeopardize the safety and security of the facility. **(4-4498)**
3. The LCC shall provide a visiting room for inmates and their visitors that allows ease and informality of communication in a natural environment as free from custody constraints as possible. 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. Devices that preclude physical

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>LINCOLN CORRECTIONAL CENTER/DIAGNOSTIC AND EVALUATION CENTER</b>		
	PROCEDURE <b>INMATE VISITING</b>		
	REVISION DATE <b>September 1, 2019</b>	NUMBER <b>205.02.01</b>	PAGE <b>3 of 39</b>
	STATEMENT OF AVAILABILITY <b>This Procedure is approved for placement in the inmate law library.</b>		

contact are not used except in instances of substantiated security risk. **(4-4499-1)**

4. 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.
5. Visitors introducing or attempting to introduce contraband into the facility or refusing to submit to any kind of a search may permanently lose their visitation privileges at the LCC/DEC.

Visitors who have been found introducing or attempting to introduce contraband into the LCC/DEC may be subject to prosecution under Nebraska Law.

6. The Administration reserves the right to withdraw the visiting privileges of any individual who refuses to comply with NDCS Rules and Regulations. An inmate has the right to voluntarily delete anyone from his visiting list at any time by completing a Visitor Deletion Request form (attachment 2) and submitting it to his Unit Case Manager.
  - a. Any visitor, including clergy, who is removed from an inmate's visiting list, whether at the visitor's or the inmate's request, must wait for a period of six months from the date of removal before he/she again can be added to that inmate's visitor list or to another inmate's visitor list.
  - b. In addition, he/she must resubmit a completed Visitation Request form (attachment 3). In the event that the individual requesting deletion has not visited for a period of at least one year, the Warden may waive the six month waiting period to be added to another inmate's visiting list.

NOTE: 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 the family reconciliation process. Any spouse desiring such consideration may write to the Warden directly.

7. All sections of these visiting regulations shall be reviewed annually and updated as necessary by the applicable staff. ALL VISITORS, STAFF AND INMATES SHOULD MAKE SURE THAT THEY HAVE ACCESS TO OR ARE IN POSSESSION OF COPIES OF THE CURRENT VISITING REGULATIONS.
8. This Procedure 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 may be requested by writing to the Warden. Copies will cost 10 cents per page. NDCS visiting procedures are available to staff and the public on the agency website at [corrections.nebraska.gov](http://corrections.nebraska.gov).
9. "SPECIAL NOTE TO INMATES, VISITORS, AND ALL READERS OF THIS Procedure: The content of this Procedure is intended primarily as a procedural guideline for staff to follow in implementing the facility's visiting regulations and for informing visitors and inmates of these procedures. Nothing in these regulations should in any way be interpreted or construed to mean that visiting is an automatic "right" or that regulations governing the visiting process create any rights or benefits for inmates which are not explicitly stated in Section 83-186 of the Nebraska State Statutes.

In compliance with the content of that Statute, the Warden retains full authority to permit or deny

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>LINCOLN CORRECTIONAL CENTER/DIAGNOSTIC AND EVALUATION CENTER</b>		
	<b>PROCEDURE</b>		
	<b>INMATE VISITING</b>		
	<b>REVISION DATE</b> September 1, 2019	<b>NUMBER</b> 205.02.01	<b>PAGE</b> 4 of 39
<b>STATEMENT OF AVAILABILITY</b> This Procedure is approved for placement in the inmate law library.			

visits by members of the general public."

III. Applicability.

A. Chapter 4 of the NDCS Rules and Regulations, section 004.01 states:

The provisions of this rule shall apply to all facilities operated by the NDCS.

B. This Procedure, which is the LCC and DEC implementation of this requirement, is applicable to all divisions/departments/offices and will be maintained by the office of the Deputy Warden.

IV. Definitions. As used herein, the following definitions will apply:

A. Immediate Family. Spouse, parent, step-parent, sibling, grandfather, grandmother, grandchild, step-sibling, half-brother, half-sister, child and step-child or person acting in place of parent (as documented in the facility file).

B. Visiting Week. A period of time beginning on Wednesday and ending on Sunday.

C. Contraband. Any article not officially issued, lawfully purchased, or brought into LCC via authorized channels or which is introduced or attempted to be introduced by any person into the facility or its extended limits by a method other than one which is specified or promulgated in official LCC policy and procedures.

D. Real Suspicion. Objective, articulable fact(s) which would reasonably lead an experienced correctional employee to conclude that a particular visitor or individual is concealing something on his/her body for the purpose of transporting or attempting to transport such material (contraband) into the facility - which is contrary to the rules and regulations of the facility and the NDCS and which also is contrary to State and Federal Law(s).

V. Procedures.

A. Chapter 4 of the NDCS Rules and Regulations , section 004.05, states in part:

B. To comply with this policy, the LCC/DEC has implemented the following procedures:

1. WHO MAY VISIT

a. An inmate may have visits from anyone he chooses subject to the approval of the Warden/designee. In making the determination, the Warden/designee shall consider the effect that the presence of any given visitor might have on the facility, its staff, and/or the inmate(s) confinement within and probable effect such presence may have upon the rehabilitative progress of the inmate to be visited.

b. Any person 19 years of age or older may request to visit an inmate at the LCC/DEC by submitting a Visitation Request Form (VRF) to the Unit Administrator at the LCC. They may visit without a parent or guardian.

c. Persons 18 and under must:

(1) Submit a completed VRF to the Unit Administrator.

(2) Be accompanied by their parent, legal guardian, court appointed agent, or

another authorized adult (19 or older).

- (3) Anyone other than the parent, legal guardian or court appointed agent must submit a notarized permission from the parent, legal guardian or court appointed agent to accompany said minor while visiting.
- (4) The authorized adult, parent, legal guardian or court appointed agent must be on the inmate's approved visiting list with the exception of those person's authorized to accompany minors as part of their employment.
- (5) Minors 18 years of age or younger must present their birth certificate during their first visit at LCC.
- (6) All minors 16 years of age and older must present a picture I.D. every time they visit.

- d. Minors, who are married to the inmate they are visiting, do not need parental or legal guardian consent to visit their spouses, but must be approved visitors via the VRF process. They will also be required to present a copy of their marriage license along with the VRF.

## 2. VISITATION APPROVAL PROCESS

- a. It is the responsibility of each inmate to initiate the visiting process. Inmates may obtain VRF's (Spanish form available) from their unit staff at LCC or the Floor Corporals at DEC and mail them to those persons they desire to have placed on their approved visiting list. Each prospective visitor must complete a VRF and return it to the following address for processing:

To mail VRF's to LCC:

Unit Administrator's Office  
Lincoln Correctional Center  
P.O. Box 22800  
Lincoln, NE 68542-2800

To mail VRF's to DEC:

Pass Clerk  
Diagnostic and Evaluation Center  
P.O. Box 22800  
Lincoln, NE 68542-2800

Any VRF that is incomplete will not be processed.

- b. The envelopes in which VRF's are received by the LCC/DEC shall be date stamped by the mailroom staff and then forwarded to the Unit Administrator.
- c. Incoming VRF's not addressed to the Unit Administrator will be collected and forwarded to the LCC Pass Clerk by mailroom staff.
- d. VRF's will be forwarded to the DEC Central Control Center for NCIC record checks. After the NCIC reports are completed, it will be stapled to the respective original VRF and forwarded to the respective Unit Manager/Unit Case Manager for an approval/disapproval. NCIC checks will be completed on all adults and minors age 8 and up who wish to visit. Social security numbers are used only to run the NCIC computer check.

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>LINCOLN CORRECTIONAL CENTER/DIAGNOSTIC AND EVALUATION CENTER</b>		
	<b>PROCEDURE</b>		
	<b>INMATE VISITING</b>		
	<b>REVISION DATE</b> September 1, 2019	<b>NUMBER</b> 205.02.01	<b>PAGE</b> 6 of 39
<b>STATEMENT OF AVAILABILITY</b> This Procedure is approved for placement in the inmate law library.			

- e. The Unit Manager/Unit Case Manager will review the VRF, recommend approval or disapproval and forward the VRF along with the NCIC report to the Unit Administrator.

He/she will make the appropriate notation on the bottom of the form, initial it, and forward it to the Visiting Corporal. The Unit Administrator's "approval notation" and initials are authority for the Visiting Corporal to input the VRF information on the computer.

- (1) The Visiting Corporal will place the visitor's name, address, phone, valid I.D. #, social security number, birth date and relationship to the inmate on the inmate's visiting list.
- (2) The Visiting Corporal will then separate the lower portion of the VRF and forward it to the appropriate inmate - which is the inmate's official notification of the status of a particular visitor's application.

The Visiting Corporal will make copies of and then send the top section of the VRF to the Records Office for filing in the inmate's Master Record File.

- f. If the Unit Administrator/Unit Case Manager disapproves the VRF, he/she will make the appropriate notation on the VRF just below the Unit Manager's/Unit Case Manager's, initial it and state the reason for disapproval. The VRF will then be forwarded to the Visiting Corporal for computer entry. The Visiting Corporal fills out the bottom section and forwards it to the inmate. The top section will be forwarded to the Records Office to be filed in the inmate's Master Record file.
- g. Whenever an inmate receives a VRF notification slip from the Visiting Corporal indicating that a particular visitor has been either approved or disapproved to visit him, it shall be the inmate's responsibility to notify that person of that particular approval or disapproval decision.
- h. Any individual who has been disapproved to visit may appeal that decision directly to the Warden who shall provide a written response to that individual.
- i. Any inmate who is aggrieved by such action may appeal it through the regular grievance procedure.
- j. If a family member or friend on an inmate's visiting list arrives with a newborn (born after the completion of the visitors VRF), that visitor with the newborn will be allowed to visit for that first visit ONLY.
- (1) The child will not be denied. The visitor will be given a VRF and instructed to complete the form so the visit list can be updated.
  - (2) The visitor will be advised that they will not be allowed to visit the next time if the VRF is not received/approved (unless the inmate is allowed their two visits per week and the visiting form has not been approved).
- k. Persons with criminal records are not automatically excluded from visiting. The nature and extent of the individual's criminal record and any recent criminal activity will be weighed carefully against the benefits of visitation to determine the approval or denial of the visiting request. The Warden/designee retains final authority to review, assess and approve/deny applications for visitation. Appeals of denied VRF's must be submitted in

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>LINCOLN CORRECTIONAL CENTER/DIAGNOSTIC AND EVALUATION CENTER</b>		
	<b>PROCEDURE</b>		
	<b>INMATE VISITING</b>		
	<b>REVISION DATE</b> September 1, 2019	<b>NUMBER</b> 205.02.01	<b>PAGE</b> 7 of 39
<b>STATEMENT OF AVAILABILITY</b> This Procedure is approved for placement in the inmate law library.			

writing to the Warden.

### 3. SPECIAL/EXTENDED AND EMERGENCY VISITS

Inmates who would like to request a special/extended/emergency visit must submit a Special/Extended/Emergency Visit Request (attachment 4).

#### a. Special Visits

Inmates can request special visits for professional not on an inmates visiting list. This may include potential employers, attorneys, clergy members and social services representatives. Special visits will not interfere with counts, security measures or emergencies and must take place during regular business hours or normal visiting hours. All special visits are subject to the approval of the Warden and denials will be based on safety/security concerns specific to the individual requesting to visit. **(4-4500)**

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

#### b. Extended Visits

An extended visit may be requested by an inmate for individuals already on an inmates approved visiting list who visit infrequently (less than once a month) because of long distance (200 miles or more from the LCC/DEC). Extended 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 will be based on safety/security concerns specific to the individual requesting the extended visit. **(4-4501)**

#### c. Emergency Visits

An emergency visit may be considered for cases of a verifiable death or critical illness of an immediate family member 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 will be based on safety/security concerns specific to the individual requesting the emergency visit. In the case of a verifiable death or a critical illness of an immediate family member, the inmate will be notified as soon as possible (attachment 5).

### 4. RESTRICTIVE HOUSING

Inmates on restrictive housing will generally be permitted to have contact visits consistent with custody and security considerations. These visits will take place in the LCC visiting room. Inmates on this status may be denied visits for security precautions or good order of the LCC. **(4-4267)**

### 5. Inmates Who Have Committed Crimes Against Minor Aged Children (under 19 years of age)

- a. The inmate file will be reviewed to determine if the inmate meets the above criteria. Newly committed inmate files will be reviewed by staff at the DEC. If such a record exists, the staff reviewing the record will document the information on the Summary of Crimes

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>LINCOLN CORRECTIONAL CENTER/DIAGNOSTIC AND EVALUATION CENTER</b>		
	PROCEDURE <b>INMATE VISITING</b>		
	REVISION DATE <b>September 1, 2019</b>	NUMBER <b>205.02.01</b>	PAGE <b>8 of 39</b>
	STATEMENT OF AVAILABILITY <b>This Procedure is approved for placement in the inmate law library.</b>		

Against Minors form (attachment 6).

- b. Once the inmate has been identified, the NICaMS for “prior contact with minor” will be updated. This entry will automatically update the NICaMS Classification Study and visitor list database. Additionally, the records office will stamp the front of the inmate file with “contact with minor” in red ink.
- c. The Warden has the authority to impose visiting restrictions on inmates on a case-by-case basis. The Warden will identify restrictions on the Crimes Against Minor-Aged Victims form (attachment 7). Staff will ensure the inmate signs and receives a copy of this form. If the no physical contact with minor aged children restriction is imposed, additional actions may include restricting inmates to visiting children at designated times and areas, excluding visitors under the age of 19 from an inmates approved visiting list and/or suspension of all visiting privileges until the inmate has received treatment. These visits will be closely monitored by staff. Any violations of this policy will result in immediate termination of the visit, removal of the inmate and the visitor from the visiting area and a misconduct report. Penalties will be consistent with NDCS disciplinary procedures. Actions imposed on visitors will be administratively applied by the Warden as outlined in the Visiting Restriction Guidelines (attachment 8). Factors to be considered may include, but are not limited to the following:
  - Length of time since last child-related offense.
  - Seriousness of prior offense(s).
  - Number of prior offense(s).
  - Mental health status of the child and/or inmate.
  - Age of requested visitor and relationship to inmate.
  - Inmate history of violence.
- d. The Warden has the authority to modify or eliminate visiting restrictions as provided in this section. These modifications/elimination of restrictions will be in consultation with mental health, program and custody staff.

6. PROFESSIONAL, CLERGY, AND PUBLIC OFFICIAL VISITS

- a. The LCC/DEC 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: uncensored and confidential visits. **(4-4275)**
  - (1) Attorneys of record and public officials may visit inmates at the LCC/DEC without placement on an inmate’s visiting list. Public officials specified in State Statute 83-186 (a) (b) (c) and (d) may visit at any time, except during the 10:30 and 16:00 hour counts, emergency situations, and after deadlock.
  - (2) Attorneys of record who utilize paralegals 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 the paralegal will be admitted into the LCC/DEC without a letter of endorsement from his/her attorney of record.

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

If that option is not acceptable, the Attorney will be asked to wait until one of the interview rooms becomes available.

- (4) Whenever any of these interview rooms are in use, the Visiting Room Officer shall perform random security checks. No conversations between inmates and Attorneys shall be overheard, audio recorded or listened to in any manner. All reasonable precautions shall be taken to preserve the confidentiality of the Attorney/client relationship.
- (5) Attorneys entering the LCC/DEC on official business are required to show a current photo ID and a valid bar card. Attorneys are not subject to searches; however, an attorney's belongings will be searched and sent through the scanning machine. Staff will not read any legal materials during the search. The attorney will pass through the metal detector and will remain under escort if he/she visits anywhere outside the visiting room.

- b. When a religious leader of an inmate's faith is not represented through the chaplaincy staff or volunteers, the chaplain 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. **(4-4519)**

Members of the Clergy must be placed on the Special Clergy Visiting List maintained by the Religious Coordinators and must provide proper documentation of clergy status. Proper background checks will be conducted. (See also Procedure 208.01.01, 'Religious Programming'). The Visiting Corporal will be provided a list of all approved clergy.

- (1) Approved clergy visitors may visit an inmate(s) during reasonable hours. Reasonable hours are defined as between 8:00 a.m. and 8:00 p.m., 7 days a week (except during official counts, emergency situations and deadlock). This policy does not apply to public officials who by State Statute (Section 83-186) are authorized to enter the facility at any time.
  - (a) If a member of the Clergy arrives at the facility other than during these reasonable hours and claims a need for a visit with an inmate due to an emergency situation (e.g., death, injury, or serious illness of an immediate family member), the Clergy will relay complete background information to the Central Control Corporal/Officer by telephone.
  - (b) 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 area for the requested visit.
- (2) The interview rooms adjacent to the main visiting area are available for clergy visits. Members of the clergy may visit more than one inmate at a time (maximum of five people per visiting including clergy).

- c. Public Official Visits

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>LINCOLN CORRECTIONAL CENTER/DIAGNOSTIC AND EVALUATION CENTER</b>		
	<b>PROCEDURE</b>		
	<b>INMATE VISITING</b>		
	<b>REVISION DATE</b> September 1, 2019	<b>NUMBER</b> 205.02.01	<b>PAGE</b> 10 of 39
<b>STATEMENT OF AVAILABILITY</b> This Procedure is approved for placement in the inmate law library.			

Public official visits can include; Department of Health and Human Services (DHHS), staff, satellite agencies of DHHS that employ child advocacy specialists and family counseling specialists, Parole/Probation Officers, Law Enforcement and other similarly situated individuals.

All professional visits, i.e., attorneys, religious, DHHS family counselors, parole/probation, etc. and SNF visits will be held in the DEC visiting room:

- (1) These individuals will present a current drivers license and professional identification that identifies the individual and the agency he/she works with.
- (2) These individuals will state the purpose of their visit and which inmate they need to visit.
- (3) They may bring in paper, pens and files that must be taken out of the facility at the conclusion of the visit.
- (4) These visits will take place in an attorney/client room.

#### 7. INMATE TO INMATE VISITS

Inmate to inmate visits may occur when the following criteria are met:

- a. One inmate must be on community custody status.
- b. The visit request will be initiated by the community custody inmate.
- c. The inmates must be immediate family as defined by current NDCS guidelines.
- d. The visit must be approved by each facility Warden/designee.
- e. The visit will generally occur during regular visiting hours.
- f. The community custody inmate must produce his/her inmate I.D. prior to being allowed to visit a secure facility.
- g. The community custody inmate will be strip searched upon arrival and upon leaving the secure facility.
- h. Visits may be approved once every three months.
- i. If the facilities are in the same city, the visit may be done on a pass; if the facilities are in different cities, the visit may be done on furlough.
- j. If the visit occurs during a furlough, it will be considered one of the inmate's four hour daily approved itinerary activity.
- k. An approved volunteer sponsor will provide transportation.
- l. The approved volunteer sponsor may also participate in the visit if he/she is 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.

#### 8. VISITING DAYS AND HOURS

##### a. LCC General Population (1) Visiting Hours

###### (a) Week Days: Wednesday, Thursday, Friday

Morning Session 0800-10:45 a.m.  
Processing ends at 10:20 a.m.

Friday Afternoon Session 12:30-3:30 p.m.  
Processing ends at 3:05 p.m.

Wed, Thurs, Fri Evening Session 5:00-7:30 p.m.  
Processing ends at 7:05 p.m.

###### (b) Weekend: Saturday

Evening Session 5:00-7:30 p.m.  
Processing ends at 7:05 p.m.

###### (c) Weekend: Sunday

Morning Session 8:00-10:45 a.m.  
Processing ends at 10:20 a.m.

Afternoon Session 12:30-3:30 p.m.  
Processing ends at 3:05 p.m.

(d) Exceptions to any of these hours may be made if indicated by special circumstances (See Special and Emergency Visits).

(e) Whenever regularly scheduled visiting days coincide with State or National Holidays (e.g., Independence Day, Veterans Day, etc.), inmates will be allowed to visit on those days just as they are permitted to visit on any other regularly scheduled non-Holiday visiting day.

(f) Inmates generally will not be permitted to visit on non-regularly scheduled visiting days, with exception of Christmas Day, Thanksgiving Day and New Year's Day.

b. DEC General Population – Inmates housed at the DEC can choose one day a week to visit from the three available options for each unit outlined below.

Day	Times	Visiting Session	Housing Units
Wednesday	8:00 a.m. – 10:45 a.m.	General Population	Housing Units 2, 4, 8
Wednesday	5:00 p.m. – 7:30 p.m.	General Population	Housing Units 3, 7, 9
Thursday	8:00 a.m. – 10:45 a.m.	General Population	Housing Units 3, 7, 9
Thursday	5:00 p.m. – 7:30 p.m.	General Population	Housing Units 1, 5, 6
Friday	8:00 a.m. – 10:45 a.m.	General Population	Housing Units 1, 5, 6

Friday	5:00 p.m. – 7:30 p.m.	General Population	Housing Units 2, 4, 8
Saturday	5:00 p.m. – 7:30 p.m.	General Population	Housing Units 3, 7, 9
Sunday	8:00 a.m. – 10:45 a.m.	General Population	Housing Units 2, 4, 8
Sunday	5:00 p.m. – 7:30 p.m.	General Population	Housing Units 1, 5, 6

#### Holiday Visiting Schedule

Date	Protective Custody	Restrictive Housing	General Population
Thanksgiving Day	8:00 a.m. – 10:45 a.m.	12:30 a.m. – 3:30 p.m.	5:00 p.m. – 7:30 p.m.
Christmas Day	8:00 a.m. – 10:45 a.m.	12:30 a.m. – 3:30 p.m.	5:00 p.m. – 7:30 p.m.
New Year's Day	8:00 a.m. – 10:45 a.m.	12:30 a.m. – 3:30 p.m.	5:00 p.m. – 7:30 p.m.

- [1] When Christmas and New Year's Day holidays fall on non-regularly scheduled visiting days (i.e., Monday or Tuesday), inmates will be allowed to visit according to the Holiday Visiting Schedule.
- [2] Each of these three holidays (when they fall on non-regularly scheduled visiting days) is considered an additional authorized visiting day during the weeks they occur and will not count against an inmate's regular visits during those respective holiday weeks.
- [3] Exceptions to these hours also may be made for other holidays or other designated occasions. Whenever these occur, the Warden will issue a memorandum specifying the changes.

(2) Restrictive Housing Visits

Wednesdays and Saturdays (12:30-3:30 p.m.) Processing ends at 2:45 p.m. Inmates assigned to IS and LTRH status shall visit in full restraints (waist chain, cuffs, and leg irons). Inmates housed on C-2 at level one status will visit in restraints. Inmates on C-2 at level two status can visit without restraints.

(3) Visiting Options

During any given visiting week (i.e., defined as beginning on a Wednesday and ending on a Sunday), inmates shall be allowed to choose between the following two visiting options:

- (a) OPTION 1: Two week day visits with no visit on the weekend. More than one visitor may visit with an inmate during any visiting period subject to the following limitations:

- [1] A maximum of four adults, each of whom may bring along a reasonable number of children and/or minors may visit with an inmate at the same time during the same visiting period. Exceptions to this must be approved by the Unit Administrator or higher authority.

[2] The same visitor may visit twice in one day during sessions on any Wednesday, Thursday, or Friday, if there is two sessions available for that population status.

Or the visitor(s) may choose to visit during two separate sessions on different days on a Wednesday, Thursday, or Friday.

[3] An inmate may elect to have different persons visiting during any two visiting periods on a Wednesday, Thursday, or Friday. Inmates may not have more than two (visiting periods on a Wednesday, Thursday, or Friday during any one visiting week.

(b) OPTION 2: One afternoon or evening session on either Saturday or Sunday -- which will nullify weekday visiting privileges.

[1] An inmate may elect to have his week's visit on a Saturday or Sunday, but not both.

[2] INMATES MAY NOT HAVE COMBINATION VISITS WHERE THEY HAVE VISITS ON A WEEKDAY AND ON A WEEKEND DURING ANY ONE VISITING WEEK.

c. Protective Management

(1) Visiting Hours

Thursday (12:30 to 3:30 p.m.) Processing ends at 3:05 p.m.

Saturday (8:00 to 10:45 a.m.) Processing ends at 10:20 a.m.

Sunday (5:00 to 7:30 p.m.) Processing ends at 7:05 p.m.

(May visit once per week on either a Thursday or Saturday or Sunday).

(2) Exceptions to these hours may be made if indicated by special circumstances. (See Special and Emergency Visits).

(3) Whenever regularly scheduled visiting days coincide with State or National Holidays (e.g., Independence Day, Veterans Day, etc.), inmates will be allowed to visit on those days just as they are permitted to visit on any other regularly scheduled non-holiday visiting day.

(4) Inmates generally will not be permitted to visit on non-regularly scheduled visiting days, with the exception of Christmas Day, New Year's Day and Thanksgiving Day.

(a) When these holidays fall on non-regularly scheduled visiting days, inmates will be allowed to visit on those days during the same hours that they normally would be permitted to visit on a regular visiting day - those hours are specified in paragraph V.B.9.a.(1).

(b) Each of these three holidays (when they fall on non-regularly scheduled visiting days) is considered an additional authorized visiting day during the weeks they occur and will not count against an inmate's regular visits during those respective holiday weeks.

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>LINCOLN CORRECTIONAL CENTER/DIAGNOSTIC AND EVALUATION CENTER</b>		
	PROCEDURE		
	<b>INMATE VISITING</b>		
	REVISION DATE September 1, 2019	NUMBER 205.02.01	PAGE 14 of 39
STATEMENT OF AVAILABILITY This Procedure is approved for placement in the inmate law library.			

- (c) Exceptions to these hours also may be made for other holidays or other designated occasions. Whenever these occur, the Warden shall issue a memorandum specifying the changes.
- d. All LCC and DEC Inmates Confined in the Diagnostic and Evaluation Center (DEC) Hospital
  - (1) Visiting Hours  
 Inmates in this situation normally will have the same visiting privileges as general population inmates at the DEC and will visit in the DEC visiting room (i.e., they may visit during the same hours and on the same days) after being cleared for such visits by the Medical Department.
  - (2) Exceptions to these hours may be made if indicated by special circumstances. (See Special and Emergency Visits).
  - (3) Whenever regularly scheduled visiting days coincide with State or National Holidays (e.g., Independence Day, Veterans Day, etc.), inmates will be allowed to visit on those days just as they are permitted to visit on any other regularly scheduled non-holiday visiting day - if the Medical Department clears such visits.
  - (4) Inmates generally will not be permitted to visit on non-regularly scheduled visiting days, with the exception of Christmas Day, New Year's Day and Thanksgiving Day.
    - (a) When these three holidays fall on non-regularly scheduled visiting days (i.e., Monday or Tuesday), inmates will be allowed to visit during either an afternoon or evening session (if the Medical Department clears such a visit) - each session shall be defined as is described in paragraphs V.B.9.a.(1).
    - (b) Each of these three holidays (when they fall on non-regularly scheduled visiting days) is considered an additional authorized visiting day during the weeks they occur and will not count against an inmate's regular visits during those respective holiday weeks.
  - (5) Exceptions to these hours also may be made for other holidays or other designated occasions. Whenever these occur, the Warden shall issue a memorandum specifying the changes.
- e. Inmates Confined in an Outside Hospital with the Exception of Bryan West/East
  - (1) Visiting Hours
    - (a) Inmates in this situation will normally have the same visiting privileges as their current assigned population. They may visit during the same hours and on the same days but only if such a schedule is approved by the Deputy Warden or his/her designee; it does not conflict with hospital policy; and such visits are cleared by hospital medical staff.

NOTE: When these visits are approved and prior to traveling to the hospital to visit an inmate, visitors must come to the LCC to pick up their pass.

- (b) Whenever such visits are approved, the processing of visitors will end one hour before the close of the scheduled visiting period.
- (2) Exceptions to these hours may be made if indicated by special circumstances. (See Special and Emergency Visits).
- (3) Whenever regularly scheduled visiting days coincide with State or National Holidays (e.g., Independence Day, Veterans Day, etc.), inmates will be allowed to visit on those days just as they are permitted to visit on any other regularly scheduled non-holiday visiting day.
- (4) Inmates generally will not be permitted to visit on non-regularly scheduled visiting days, with the exception of Christmas Day, New Year's Day and Thanksgiving Day.
  - (a) When these three holidays fall on non-regularly scheduled visiting days (i.e., Monday or Tuesday), inmates will be allowed to visit during either an afternoon session or evening session - each session shall be defined as is described in paragraphs V.B.9.a.(1). **INMATES MAY NOT VISIT DURING BOTH SESSIONS.**
  - (b) Each of these three holidays (when they fall on non-regularly scheduled visiting days) is considered an additional authorized visiting day during the weeks they occur and will not count against an inmate's regular visits during those respective holiday weeks.
- (5) Exceptions to these hours also may be made for other holidays or other designated occasions. Whenever these occur, the Warden shall issue a memorandum specifying the changes.
- (6) Inmates Confined at Bryan West/East
  - (a) Emergency Room Visitors
 

Inmates receiving emergency medical treatment will not generally be permitted to have visitors. In the event the inmate's family was notified of the medical emergency, the Shift Supervisor will telephone the hospital switchboard (402-481-1111) and request to speak with hospital security. This notification will be completed as soon as possible. The Shift Supervisor will advise hospital security that the inmate's family has been notified and there is a potential for unauthorized visitors to enter the hospital.
  - (b) Visitors
 

Inmates will not be permitted to have visitors at the hospital when they have been admitted except in life-threatening situations. Exceptions to this must be approved by the Warden. Visits will be limited to two immediate family members at one time from the inmates approved visiting list. These visits will be one hour visits no more than twice a day.

Visiting hours are between 8:00 a.m. and 8:00 p.m. LCC/DEC staff will notify hospital security of any approved visits. The following provisions apply to outside hospital visits:

- [1] Visitors will receive two copies of the visitor pass from the LCC Pass Clerk.  
  
The pass will not include the room number. The visitor will be provided a copy of the community hospital visitation rules.
- [2] Visitors will be instructed to report to the information desk and ask for hospital security.
- [3] Hospital security staff will check the visitors photo ID against the visiting pass and escort the visitor(s) to the room. Hospital security will retain one copy of the pass and LCC and/or Dec staff will retain the other copy.
- [4] At the conclusion of the visit, LCC/DEC escort staff will contact hospital security and advise them the visit has ended.
- [5] All questions/concerns will be forwarded to the Shift Supervisor and communicated to hospital security as necessary.
- [6] LCC/DEC escort staff will contact hospital security immediately in the event of an emergency.

#### 9. VISITING LIMITATIONS

- a. There shall be no limit to the number of visitors an inmate may have on his authorized visiting list.

Visitors are not permitted to visit prior to their submittal of a VRF and prior to its subsequent approval through the normal VRF process.

- b. Visitors shall not be authorized to be on more than one inmate's visiting list at any one time without the express written permission of the Warden. Two specific exceptions to this policy are the following:

- (1) An "immediate" family member may be granted permission to be placed on more than one inmate's visiting list if all persons involved are members of the same "immediate" family (e.g., a mother may be placed on her two sons' visiting lists or a sister may be placed on her father's and brother's visiting lists).
- (2) If a visitor is a member of a single "immediate" family (which includes being the spouse of one of those "immediate" family members) and he/she is listed on the visiting lists of several other members of that same "immediate" family, he/she may be granted permission to be placed on the visiting list of one other inmate who is not a member of this "immediate" family (e.g., a brother may be placed in his three other brothers' visiting lists and on one other non-family member's visiting list).

EXAMPLES: A sister may be placed on her father's and brothers visiting lists and on one other non-family member's visiting list. A spouse may be placed on

her husband's and father's and a brother's visiting lists and on one other non-family member's visiting list. A spouse may be placed on her husband's, fathers, and brother's visiting lists and on one other non-family member's visiting list.

- (3) Credentialed media representatives may be allowed on more than one inmate visiting list at a time. They are permitted to bring two pens and one legal size pad of paper for taking notes. These items will be searched but not read. The inmate is permitted to bring any items to this visit.
- c. An inmate may have up to four adults (i.e., any combination of immediate family members and non-immediate family members) visiting him 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. Exceptions to this must be approved the Unit Administrator or higher authority.
  - d. Visitors who leave the visiting area during a visit shall not be permitted to return and resume their visiting privilege during that same visiting period.
  - e. Once an inmate completes a visit by leaving the visiting room, his visits for that session are terminated. The exception to this rule is on an all day visit. An inmate may leave and return to the visiting room more than once in this situation.
  - f. Generally, prior employees will not be granted permission to visit except with immediate family members. Such visits require the Warden's approval. NDCS employees will also not be approved to visit except with the Warden's approval. To be considered for visiting privileges, employees must make a written request to the Warden of the facility where the inmate is incarcerated as well as the Warden of the facility the employee is assigned.
  - g. Generally, persons with pending misdemeanor or felony charges will not be allowed to visit. Exceptions may be made for immediate family members who may be considered for special visits pending resolution of the charges.
  - h. Generally, Parolees, Probationers or persons having pending charges will not be granted permission to visit during service of sentence and persons with a felony conviction will not be granted permission to visit for three years after the expiration of sentence, except for immediate family who may be considered at the end of one year. Persons with a misdemeanor or conviction will not be granted permission to visit for six (months) after expiration of sentence. Immediate family may be considered after three months.
- (1) It is the responsibility of the spouse/immediate family member seeking visiting privileges while on probation/parole to provide, with the VRF, a letter from the supervising probation/parole officer recommending either approval or denial of visiting privileges.
  - (2) In determining whether or not to approve a person with a criminal record, the nature and extent of that person's total criminal record plus his/her history of recent criminal activity will be weighed carefully against the benefits of visitation. The Warden shall retain final authority to review, assess and approve/disapprove such applications to visit whenever they are received.
  - (3) Failure to list previous criminal convictions on the VRF's can result in denial of visiting privileges.

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>LINCOLN CORRECTIONAL CENTER/DIAGNOSTIC AND EVALUATION CENTER</b>		
	<b>PROCEDURE</b>		
	<b>INMATE VISITING</b>		
	<b>REVISION DATE</b> September 1, 2019	<b>NUMBER</b> 205.02.01	<b>PAGE</b> 18 of 39
<b>STATEMENT OF AVAILABILITY</b> This Procedure is approved for placement in the inmate law library.			

(4) The Warden/designee must approve/deny all VRF's submitted by the victim of a violent/sexual offense, when that offense is committed by the inmate being visited, if such information is known to facility staff.

i. Following the release of an inmate on parole, or when an inmate is placed on escape status, or bond the facilities 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 visitor for this inmate.

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

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

**10. INMATE REQUESTS FOR A LIST OF VISITORS**

a. Any inmate may request a list of the names of those persons appearing on his approved visiting list by submitting an Inmate Interview Request Form to the Visiting Corporal.

b. 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 Request Form. A visitor may also request deletion by submitting the request in writing to the Warden.

(1) The deleted visitor's name will not be placed on another inmate's approved visiting list for six months.

(2) The deleted visitor's name will not be reinstated on an inmate's visiting list for six months if the visitor's name was originally removed at that inmate's direction.

(3) Visitor requested deletions require the visitor to wait six months before he/she may be placed on another inmate's list.

(4) 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.

(5) In the event that the individual requesting deletion had not visited the inmate for a period of at least six months, the facility Warden may waive the six-month waiting period to be added to another inmate's visiting list.

**11. PROCESSING VISITORS INTO THE FACILITY**

a. During processing, if a visitor becomes verbally or physically abusive, or argumentative, front entrance and/or visiting staff can deny the visitor entrance to the visiting room for that session. Staff will submit an incident report and notify the shift supervisor.

b. The Warden shall ensure that a record of each visitor that enters the facility is kept, which shall include: a sufficient identification of the visitor, the dates and times of arrival and

departure and the names of inmates visited by such person.

- c. Each adult visitor, upon admission to the LCC, will be required to verify his/her identity and provide other vital information requested by the Warden. In addition, operational procedures shall require that inmate visitors, including infants and children, entering the LCC shall be searched along with their belongings, to include canine searches, prior to entrance. Procedures also specify what items are allowable and how persons and property will be searched. **(4-4503)**
- d. Primary functions of the Visiting Corporal are to facilitate visitors in and out of the facility, preserve security and maintain records of visitor traffic. To ensure that the visiting process is conducted with these points in mind, the following basic rules and procedures shall be closely followed:
  - (1) All visitors, with the exception of professional visits taking place at DEC, will be required to sign in and out of the LCC.
  - (2) Only those visitors who are listed on an inmate's authorized visiting list shall be permitted to visit. Each visitor must bring with him/her at least one valid form of photo identification and must present this document to the Visiting Corporal each time he/she enters the facility.
    - (a) Only the following are acceptable photo identification cards:
      - [1] Valid Drivers license with photo.
      - [2] State identification card including a State of Nebraska employee identification card.
      - [3] City/County/State/Federal identification cards.
      - [4] Military identification.
      - [5] Passport.
    - (b) Other support documents may include:
      - [1] Marriage certificate.
      - [2] Certified copy of Birth certificate.

NOTE: Any of the documents listed in section (b), [1] and [2] above must be used in conjunction with at least one other form of acceptable photo identification cards listed in section (a), [1] – [5].

  - (c) The following identification/documents normally will not be accepted as identification:
    - [1] Social Security cards.
    - [2] Bank cards.
    - [3] Student identification cards.

- [4] Business cards.
  - [5] Hunting/fishing licenses.
  - [6] Car registrations.
  - [7] Medicare cards.
  - [8] Health club cards.
- (d) Visiting staff shall exercise good judgment in establishing that each visitor has provided sufficient identification. If ever there is a question concerning the adequacy of a visitor's identification, the Visiting Corporal shall consult the Shift Supervisor who shall make the decision as to whether to allow or deny a visit.
- (e) The Front Entrance Corporal will ask all LCC visitors to sign in and will notify the appropriate housing unit via telephone to inform them that a particular inmate has a visitor. DEC visitors will receive a pass but they will sign in at the DEC. The Pass Clerk will begin processing visitors one-half hour prior to each visiting session. The Visiting Staff will print out a Visiting Permit Pass, sign it and direct the visitor to the search area or to the DEC where they will be searched. The housing unit will promptly notify the inmate that he has a visit and make the necessary arrangements to send the inmate to the visiting area.
- (f) Immediate family who appear at the facility and request to visit an inmate on a non-professional basis but who are not listed as an authorized visitor will be requested to wait while the matter is referred the Shift Supervisor. He/she will report to the front entrance to make a decision. During weekends and holidays, the Shift Supervisor will handle all such referrals.
- (g) The Front Entrance Corporal will then record all information onto the Inmate Notification Log (attachment 9). Such as unit staff contacted and name of visitors. Time notified and name of staff who was called.
- (h) In certain circumstances, the Warden may consider granting one visitor permission to visit two or more inmates simultaneously (e.g., a mother may want to visit her two sons during the same visiting period). The visitor shall only visit verified immediate family members.
- (i) The dates of all visits with inmates shall be recorded on each respective inmate's visiting card and on the computerized visitor database. There shall be no exceptions. This record shall not be revealed to the public without the written consent of the inmate. All LCC business visitors must sign in and out on the Visitors Register which is located on the counter in front of the Visiting Corporal desk or the Front Entrance Corporal's desk. All DEC business visitors will sign in and out at the DEC. The visitors register will be located on the front entrance counter.

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>LINCOLN CORRECTIONAL CENTER/DIAGNOSTIC AND EVALUATION CENTER</b>		
	<b>PROCEDURE</b>		
	<b>INMATE VISITING</b>		
	<b>REVISION DATE</b> September 1, 2019	<b>NUMBER</b> 205.02.01	<b>PAGE</b> 21 of 39
<b>STATEMENT OF AVAILABILITY</b> This Procedure is approved for placement in the inmate law library.			

- (j) A separate visiting list, which contains the names of all individuals who have been approved to visit, shall be kept for each inmate. The Visiting Corporal shall update this list continuously and keep it accurate.

Each list is confidential and shall not be revealed in part or in whole to the general public without the express written consent of the inmate. As we transition to a cardless system, all facilities may continue to use the card and list as needed.

## 12. SEARCHES

- a. All persons visiting inmates, members of the clergy and groups including family members of staff touring the facility, shall be searched prior to being allowed entrance into the LCC or DEC. Appointed/elected officials of the State of Nebraska on official business are exempt from this policy (see Attachment 10, "Entrance/Exit Screening Procedures", for applicable conditions and persons to be searched.
  - (1) Pat searches of all visitors entering NDCS facilities shall be conducted by trained personnel.
  - (2) Canine searches of visitors may take place at any time it is considered advisable.
  - (3) After each visitor has been searched, he/she shall be stamped/marked by the Visiting Corporal with invisible skin marking ink. Each marking shall be placed on the underside of the left wrist approximately two to three inches above the area where a wristwatch would be worn.
- b. Persons refusing to be searched will not be admitted.
- c. The visitor's belongings will be searched prior to entering the visiting area. All individuals, including children, shall be searched. A visitor who brings a diaper-wearing child to visit must change the child's diaper in the presence of staff and place another diaper, which has been searched, on the child. All children's effects shall be searched prior to entering the visiting area.
- d. A sign will be posted and visible in the visitor processing area which states that: "ALL VISITORS AND STAFF AND THEIR BELONGINGS ARE SUBJECT TO BE SEARCHED PRIOR TO BEING ALLOWED ENTRY INTO THE FACILITY."
- e. Pat searches shall be routine for all visitors entering the LCC. This involves patting down the visitor's clothing and body without the physical removal of clothing other than hats, jackets, shoes, wigs and the emptying of pockets.

Visitors will be asked to open their mouth and lift their tongue.

- (1) When searching a visitor's head, visitors may be asked to run a comb through their hair. They also may be asked to remove any hairpiece/wig/toupee, etc. so that it may be examined for possible contraband.
- (2) In addition to being pat searched prior to entering the LCC, 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. This type of search does not require the Warden's authorization.

- (3) Female staff shall pat search female visitors while male staff shall pat search male visitors. If a male visitor has no objection, a female staff person may conduct the pat search. If/when a question arises as to the conduct of, or surrounding the circumstances of a pat search, the Shift Supervisor shall be consulted.
  
- f. If, after being pat searched, there still is reasonable suspicion that a person may be carrying contraband, further consensual searches may be requested.
  - (1) Only with the approval of the Warden/designee, who shall evaluate the grounds asserted to justify the search, will a visitor be requested to submit to more stringent search(es).
  - (2) Two other types of searches that visitors may be asked for permission to conduct are the strip search and body cavity search.
    - (a) Strip Search: This type of search requires an individual to remove all articles of clothing and a visual examination is made of the body.
      - [1] Non-Medical 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 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 or his/her designee.
      - [3] This type of search shall occur ONLY when less offensive measures have not or would not render the facility secure against the introduction of contraband.
    - (b) Body Cavity Search: This type of search is an extension of a strip search and includes penetrating a visitor's body cavities in an effort to discover contraband.
      - [1] 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 or his/her designee.
      - [3] This type of search shall occur ONLY when less offensive measures have not or would not render the facility secure against the introduction of contraband.

- g. UNDER NO CIRCUMSTANCES will a visitor be physically searched unless he/she voluntarily consents.
- (1) 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.
  - (2) The Visiting Corporal will then complete an Incident Report describing the whole incident which shall include the name of the person authorizing the particular type of search requested.
  - (3) If a visitor refuses to consent to any type of search, the visit shall be denied.
- h. 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 LCC. 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.
- (1) 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 the Warden, the existence of probable cause may result in a strip search and/or body cavity search of a suspect(s) with their consent, an investigative interview of the suspect(s) or the attainment of a court ordered search warrant to facilitate a non-consensual search of a suspect(s) person, property or vehicle.
  - (2) Any refusal by a visitor or a visitor's minor to a canine search will result in their denial to visit that day and/or suspension of visiting privileges.
- i. 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 the Shift Supervisor shall be notified to suspend the visit. All contraband is to be confiscated and the Major's office shall contact the NDCS Investigator's office for further direction.
- j. The LCC staff have the authority to order a private citizen to leave the LCC grounds. If a citizen refuses to leave, the State Patrol will be contacted to request their assistance in escorting the individual from state property.
- k. Visitor's wrists will be checked with an ultraviolet light just prior to them leaving the visiting room.
- (1) Whenever visitors leave the visiting room and just prior to the Central Control Corporal permitting them to enter into the area between Doors 1 and 2, the Visiting Room Officer will inspect their ultraviolet ink stamps/markings under an ultraviolet light to determine if the original ultraviolet skin markings are still there.
  - (2) If the mark is intact, the Visiting Room Officer will signal the Central Control Corporal to open the visiting room door (Door 3) and allow the visitor to leave.
  - (3) If the marking appears illegible, altered, or "suspiciously different" from what was

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>LINCOLN CORRECTIONAL CENTER/DIAGNOSTIC AND EVALUATION CENTER</b>		
	<b>PROCEDURE</b>		
	<b>INMATE VISITING</b>		
	<b>REVISION DATE</b> September 1, 2019	<b>NUMBER</b> 205.02.01	<b>PAGE</b> 24 of 39
<b>STATEMENT OF AVAILABILITY</b> This Procedure is approved for placement in the inmate law library.			

originally stamped or written or if the mark is not visible at all, the Visiting Room Officer shall telephone Central Control and inform them of the problem and request that they notify the Shift Supervisor. The visitor in question shall not be permitted to enter the area between Doors 1 and 2 until the Shift Supervisor or a higher authority authorizes that person to pass through and leave the facility.

- (4) Any visitor who refuses to allow him/herself to be marked with invisible skin marking ink will not be permitted to enter the facility.

13. PROCESSING LCC INMATES INTO THE VISITING AREA

- a. Each inmate will 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 an Inmate Visitor's Property Form. The form will be signed by the Officer conducting the strip search. The inmate will be permitted to enter the visiting room as soon as he is processed.
- b. At the end of a visit, each inmate shall be strip-searched and a second inventory of his clothing and personal items is 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 with the exception of any authorized photographs which were taken while he was in the visiting room. All unauthorized items will be considered contraband and shall be confiscated immediately.

The Shift Supervisor or higher authority shall be consulted at anytime that an exception to this regulation appears necessary.

- c. Inmates refusing any portion of a strip search will be subject to a Misconduct Report and the visit will be denied.

14. PROCESSING DEC INMATES INTO THE VISITING AREA

- a. LCC staff will check the central monitoring before calling any DEC inmates to the LCC for a visit. Once that is complete, the Pass Clerk will call the DEC Central Control to have the inmate escorted to the LCC.

Inmates incarcerated at the DEC will be strip-searched in the DEC tunnel and then escorted to the LCC visiting room. DEC staff will come to the LCC to pick up or drop off inmates as needed or at the end of the visiting session.

- b. DEC inmates will be pat searched by DEC staff before they leave the visiting room. Once they reach the tunnel, DEC staff will strip search the inmate(s) before escorting them back to their unit.
- c. DEC inmates will be out-counted in the housing unit 1 holding area for the 1045 count on Sunday if needed.

15. VISITOR RESPONSIBILITY; CONDUCT AND BEHAVIOR DURING VISITS

- 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.

Visiting mothers may breast-feed their infant children in the visiting area provided the activity is done discretely.

- b. Visiting areas are equipped to afford a comfortable environment in which to visit. These areas contain chairs and tables in addition to adequate light and ventilation.

In the interests of protecting the health and facilitating the comfort of visitors, inmates and staff during visits, smoking (which is defined as the carrying and/or using of any lighted cigarette, cigar, pipe, or any lighted tobacco smoking equipment) is prohibited anywhere on state property. All tobacco, including electronic cigarette products and lighters must be secured in the visitor's vehicle.

- 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 staff instructions and all posted rules and regulations.
- e. The LCC shall permit informal communications including the opportunity for a short, limited physical contact. Devices that preclude physical contact will not be used except in situations of substantial security risk or as a sanction via inmate discipline.
- f. Visitors and inmates must accept joint responsibility to behave in a mature, responsible manner which is respectful of the rights of other inmates and their visitors.
- g. A short embrace and a brief kiss at the beginning and end of each visiting period are the only type of physical contact allowed. No other displays of affection (e.g., caressing, fondling, etc.) are permitted to accompany the beginning and ending short embrace and brief kiss.

(1) During visiting time, the only types of physical contact permitted are:

- (a) Visitors and inmates may hold hands as long as the hands are in full view.
- (b) Visitors and inmates may sit with an arm on the back of the adjacent chair.
- (c) Children five years of age and younger will be the only persons permitted to sit on the lap of an inmate.

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

- (a) Either visitors or inmates sitting with an arm or their arms around each other.
- (b) Kissing.

- (c) Caressing.
- (d) Fondling.

- (3) If a restrictive housing status inmate (IS) needs to use the restroom while in the Visiting Room, he will first be strip-searched then escorted to the inmate restroom in the Visiting Room. Custody staff will free one hand from the cuff if the inmate has to urinate and will remove belt and hand cuffs if inmate needs to have a bowel movement.

Once the inmate has completed using the restroom, he will be properly restrained and then escorted to a search room for a strip search prior to returning to his visit. One additional custody staff will be sent to the Visiting Room to assist each time a restrictive housing status inmate needs to use the restroom. The Shift Supervisor will designate one staff on the daily roster to be available to go to the Visiting Room to assist with the strip search of these inmates wishing to use the restroom.

- h. Inmates shall visit only the visitors on their approved visiting list and there shall be no cross-visiting between inmates. Visitors shall visit only the inmate they are approved to visit.
- i. Signaling or communicating through the compound windows is not permitted. Any visitor or inmate who is observed doing so is subject to having their visit terminated.
- j. Inmates and visitors shall remain seated during visits except when using the restroom or vending machines.
- k. Inmates and visitors will not have their feet on the tables.

**16. TERMINATION AND SUSPENSION OF VISITS**

It is the policy of the NDCS to encourage visits between members of the community and inmates as a means of promoting the rehabilitation process.

Inmates and visitors share a joint responsibility with NDCS 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. Rule 4 of the NDCS Rule Book, titled VISITING, paragraph 004.05 states in part:

Visitors may also 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 the facility 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 procedure.

- b. To comply with this policy directive, the LCC and DEC has implemented the following procedures:
  - (1) During the course of a visit, the Shift Supervisor, Unit Administrator, Major,

**STATEMENT OF AVAILABILITY**

**This Procedure is approved for placement in the inmate law library.**

Deputy Warden or Warden/designee may terminate a visit whenever an inmate and/or his visitor(s) fail to comply with NDCS rules and regulations or verbal instruction(s).

A visit may be denied or terminated and visiting privileges suspended, either temporarily or permanently, under the following circumstances:

- (a) The drinking of or being under the influence of alcohol.
- (b) The use of or being under the influence of illegal drugs.
- (c) 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 THE LCC/DEC OR ITS EXTENDED LIMITS MAY BE SUBJECT TO CRIMINAL PROSECUTION UNDER NEBRASKA LAW.

- (d) The taking of unauthorized items or property from the facility (criminal prosecution under Nebraska Law also is possible here).
- (e) Initiating or contributing to disruptive or improper behavior by either inmates or visitors which infringes upon other visits.
- (f) Refusal to submit to search procedures which include:
  - [1] Refusal to submit to a pat search.
  - [2] Refusal to submit to a strip search (when applicable).
  - [3] Refusal to submit to a body cavity search (when applicable).
  - [4] Refusal to pass through the metal detector.
  - [5] Refusal to allow oneself to be marked with invisible skin marking ink.
  - [6] Refusal to submit to a canine search (when applicable).
- (g) Insufficient visiting room space is available.
- (h) Refusal or failure to produce sufficient identification or the falsifying of identifying information by a visitor.
- (i) The violation of any posted visiting rule and regulation.
- (j) The failure to control or to prevent children from disturbing other persons in the visiting area.
- (k) The failure to follow an Officer's instructions during the visiting process.
- (l) Leaving the visiting area and proceeding into an unauthorized area.

- (m) Leaving the visiting area, then leaving the facility, 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.
  - (n) Excessive physical contact between visitors and inmates. The only authorized physical contact between inmates and their visitors is detailed in V.B.16.g.(1).(a) – (c).
  - (o) Refusal to clean up the area that was used for the visit.
  - (p) The observation by the Visiting Corporal or other facility staff of a medical 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 bleeding sores, poor sanitation and hygiene.
  - (q) Other reasons for denying, terminating, or suspending a visit as are reasonably necessary to preserve the security of the facility and good order in the visiting room.
  - (r) False or incomplete information on the VRF or visiting or attempting to visit under a false identification.
  - (s) Leaving minor children unattended anywhere on NDCS property.
- (2) Prior to the termination of a visit or 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.
  - (3) The Warden/designee may modify the condition of a 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.
  - (4) If a Visiting Room Officer observes behavior between an inmate and his visitor which he/she feels 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 as to whether or not to immediately terminate the visit.
  - (5) If visiting room staff determine that an inmate or his visitor pose a threat to other inmates or visitors by becoming verbally or physically abusive, visiting room staff may end the visit immediately. Visiting staff will submit an incident report and notify shift supervisor.
  - (6) If the Shift Supervisor determines that the behavior on the part of the visitor was serious enough to merit some type of suspension of visiting privileges, he/she shall document all available information on an Incident Report Form with a recommendation for a suspension of visiting privileges and submit it to the Warden/designee for a final decision.
    - (a) If the Unit Administrator agrees with the report, he/she may suspend the visiting privileges for the visitor by stating that fact in a letter, including the

reasons for it and sending it to the visitor. Suspensions will be consistent with the NDCS Visiting Restriction Guidelines. Based on the severity of the incident, the Warden/designee has the discretion to suspend visits on the first offense for all rules violated. A violation that poses a significant risk to security or injury to another person can result in an immediate and permanent restriction. Permanent removal will only occur with written approval from the Warden. Visiting suspensions shall occur by stating that fact in a letter to the person and citing the results for it. A copy of the report will also be sent to the involved inmate. The statement of reasons may be deleted if it would jeopardize the security of the facility or the safety of any individual.

- (b) In that same letter, the Unit Administrator shall also specify the length of time that the suspension is to last (i.e., whether permanently or for a specified period of time).

In the case of an indefinite suspension, the letter shall include a date when that visitor may resubmit an application for visiting privileges.

- (7) Any inmate aggrieved by the removal from his visiting list of one or more of his authorized visitors may appeal such action through the regular grievance process.

- c. 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, will suspend all of that inmate's visits for a specified period of time.
  - (1) The Unit Administrator will immediately inform the inmate, in writing via a "Visiting Suspension Pending Investigation Notice" (Attachment 11) that all of his visits with the exception of Attorneys, public officials, and Clergy persons have been suspended for a specific number of days.
  - (2) The Unit Administrator may suspend an inmate's visiting privileges pending an investigation of an alleged visiting violation until the investigation has been completed.
  - (3) The Unit Administrator shall advise the affected inmate in writing when such visits are suspended and/or resumed.
- d. The inmate involved will be responsible for notifying all persons on his 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 on the recommendation of the Disciplinary Committee, Unit Administrator or Deputy Warden.
- e. The Visiting Corporal will maintain a list of all visitors who are currently suspended from visiting the LCC. The Unit Administrator will forward a copy of all letters of suspension or reinstatement of visiting privileges to the Visiting Corporal who will use this information to update the list.

**17. VISITOR DRESS CODE**

- a. Rule 4 of the NDCS Rule Book, titled VISITING, paragraph 004.07 states:

The Warden of the facility may establish a dress code for visitors.

b. To comply with this policy directive, the LCC has implemented the following dress code:

(1) 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 is required to be worn at all times. Footwear may be open-toed but it must be in good repair.

A lightweight outer jacket without any pockets may be worn into the visiting room. If the Visiting Corporal believes that a particular visitor's attire is inappropriate, he/she will contact the Unit Administrator or in his/her absence the Shift Supervisor to make a final determination. If judged inappropriate, the visitor may return to visit, however, after changing into a more appropriate item of dress.

- a. Visitors must wear undergarments. Visitors are not permitted to wear multiple layers of undergarments. Females must wear one bra and one pair of underwear (10 years or younger are not required to wear a bra). Males must wear one pair of undershorts.
- b. Visitors are not allowed to wear both khaki pants and khaki shirts at the same time. A visitor may wear khaki pants OR a khaki shirt but never at the same time.
- c. Shorts and skirts/dresses are permitted for adult visitors if they are at or below the knee when standing.

NOTE: Female visitors wearing skirts/dresses will be required to lift the garment to their waist to facilitate an appropriate pat search; staff will complete the pat search through the 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 in the back.
- e. Clothing with pictures, symbols or language that may be considered profane or offensive by current public standards is not allowed.
- f. Children 10 years or younger may wear shorts, skirts or rompers provided the clothing completely covers the buttocks.
- g. Clothing that is tight fitting (clothing will be considered tight fitting if it reveals the outline of the genitalia or the areola) revealing or made of see-through fabric will not be allowed.
- h. Clothes are expected to be in good repair with no rips, tears or pockets 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.

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

18. AUTHORIZED VISITING ROOM ARTICLES

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

- (1) Heart and asthma medication. Other medication may not be taken into the visiting room without prior approval from the Warden, Deputy Warden, Unit Administrator, Major or Shift Supervisor. Medication must be in the original container.
- (2) The following infant necessities will be permitted:
  - (a) Four disposable diapers.
  - (b) Two bottles of formula (formula must be in a clear baby bottle – no glass) or two sealed single serving ready to feed formula.
  - (c) One receiving blanket.
  - (d) One pacifier or plastic teething instrument.
  - (e) Eight baby wipes in a clear bag.
  - (f) Simple non-weapon, non-metal type toys, with no removable parts (dolls, stuffed toys, books and balls will not be permitted):
    - [1] Children under 4 years old will be allowed 2-3 small, individual toys.
    - [2] Children 4 years to 10 years old will be allowed 1 toy.
    - [3] Children 11 years and older will not be permitted to bring in a toy.
  - (g) One sippy cup for children 3 years and younger only. The cup must be empty. A beverage in an unopened, store-sealed container may be brought into the search room, to be poured into the cup in front of staff. Any leftover product may be put into the visitor's locker or disposed of.
- (3) All other items including the diaper bag will be left in the visitor's vehicle or a property storage locker. The Visiting Corporal will provide a bag for the visitor to use in carrying the above items to the Visiting Room.
  - (a) Two commercial diaper-changing stations are provided for those visitors with children wearing diapers. These are located in the front entrance search room and the parole board room next to the visiting room.
  - (b) Only the visitor will change the child's diaper and the inmate will remain

seated. Visitors will be responsible for assuring that the area is cleaned following each use.

- (4) 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 will be disposed of in accordance with the prescribed facility regulations.

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

- (5) All items of personal property not specifically itemized in the following list must be secured in the visitor's personal vehicle. Articles not listed shall not be permitted into the facility beyond the Visiting Corporal Desk:

- (a) Sufficient identification to verify the visitor's identity, visiting status and/or relationship to a particular inmate.
- (b) One comb or pic.
- (c) One handkerchief.
- (d) One religious medallion or religious head gear (e.g., Kufee, Native American headband).
- (e) One pair of prescription glasses.
- (f) Reasonable amount of jewelry as appropriate.
- (g) Religious materials for a Clergy visit.
- (h) Legal materials for attorney visits. Laptop or any other electronic devices must be approved by the Warden/designee.
- (i) Credentialed media representatives approved to visit an inmate will be permitted to bring two pens and one pad of paper into the visiting room. Those items will be inspected by staff at the beginning and end of the visit. Notes will not be read. The inmate may bring documents to this visit and take notes back to his cell.
- (j) Medically authorized prosthetic appliances:
  - [1] Wheelchair or crutches.
  - [2] Canes.
  - [3] Hearing aids.
  - [4] Artificial limbs.
- (k) Medical alert jewelry.
- (l) One necklace.

- (m) U.S. coins (up to \$20.00 in change, nickels, dimes, & quarters) are allowed for each visitor (example one visitor with a child may bring \$40.00 in change) to access vending machines that dispense food and drink items.
  - [1] Inmates are not allowed to pass the red line in front of the vending machines.
  - [2] At no time should an inmate be in possession of any money.
  - [3] No vending machine items may be taken back to the housing unit by the inmate.
- (n) Photographs taken during a visiting session are allowed to be taken out of the LCC by the visitor.
- (6) Visitors choosing to wear a coat, jacket or cardigan (suit jacket or sport coat are acceptable attire), or other types of outer-wear up to the visiting room must hang them in the lobby area and will not be permitted to carry them into the visiting room.
  - (a) Recognized religious headgear may include, but not be limited to, a Kufee, a Native American headband, etc.
  - (b) Visitors who have written documentation from a Physician which states that, for medical reasons, they (the visitor) must wear some type of headgear or bandage or article which covers the head, may be permitted to wear such items into the visiting room while visiting.
  - (c) NOTE: THE LCC WILL NOT, HOWEVER, ASSUME THE RESPONSIBILITY FOR GARMENTS OR HEADGEAR LEFT IN THE VISITING ROOM LOBBY AREA.
- (7) If ever the Visiting Corporal or Visiting Room Officer has a question relative to whether or not a particular type of headgear should be considered "recognized religious headgear" or that is required for medical reasons, that Officer shall request assistance from the Shift Supervisor.
- b. Electronic, Cellular or Digital Devices
  - (1) The Public Counsel or any employee of the Office of the Public Counsel (Ombudsman and Inspector General of the Nebraska Correctional System) are permitted to bring in the following items: cell phone, digital camera and a laptop. Employees of the Office of Public Counsel will present these items for inspection and a notation will be made in the log book located at the front entrance. All persons are prohibited from providing a cellphone/electronic communication device to an inmate of the facility.
  - (2) 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 to front entrance staff for inspection. Staff will make a notation in the front entrance log book.

- (3) NDCS prohibits all persons from introducing an electronic communication device within the LCC or DEC without prior authorization or as specifically permitted by NDCS policy/procedure.
- (4) No person is allowed to provide an inmate with an electronic communication device.
- (5) An electronic communication device is defined as any device in its ordinary and intended use, transmits by electronic means writing, sounds, visual images or data of any nature to another electronic communication device. Electronic devices does not include communication devices provided to inmates by NDCS.
- (6) A person who intentionally introduces or provides an inmate with any type of communication device commits an offense for which he/she can be criminally charged.
- (7) The following are exempt from prosecution for bringing in communication devices discussed in (1) and (2) above.
  - An attorney, attorney's agent visiting an inmate who is a client.
  - The Public Counsel or any employee of his/her office.
  - A Peace Officer acting under his/her authority.
  - An emergency responder or firefighter responding to emergency incidents at LCC/DEC.
  - A person acting with the permission of the Director.
- (8) An electronic communication device involved in a violation of Nebraska Revised Statute (NRS) 28-936 shall be subject to seizure by NDCS or a Peace Officer and disposition may be made in accordance with the method of disposition directed for contraband in NRS 28-818 and 29-820.
- (9) The procedure for obtaining approval to carry an electronic communication device into the LCC or DEC is as follows:
  - (a) A Cellular Device Institutional Use Request (attachment 12) must be completed and submitted to the Director. Only the Director or his/her designee can grant permission to carry an electronic device into the LCC or DEC.
  - (b) If approved, Central Office Human Resources will issue an institutional use card which includes the approved persons 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 front entrance at the LCC or DEC, the card and the device will be presented for verification. The card will remain at the front entrance in the approved communication device binder to ensure inventory and tracking control.
  - (d) Upon leaving the LCC or DEC, the device will be presented for

verification and the card will be returned to the individual.

- (e) If an electronic communication device is approved, individuals introducing such a device are required to follow all NDCS rules and regulations regarding photography inside the LCC or DEC. Taking photos or videos must be approved in advance by the Warden or communications office.

19. INMATE DRESS CODE DURING VISITING

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

- (1) Pants. (state-issue or personal)
  - (a) All pants will be kept neat and properly buttoned/zippered at all times.
  - (b) Pants will not be altered in any way (including the removal of pockets, etc.).
  - (c) Pants will be worn with a state-issued or personal belt.
  - (d) Undershorts must be worn while visiting.
- (2) Shirts. (state-issue or personal)
  - (a) All shirts will be clean and properly buttoned with the exception of the top collar button.
  - (b) Either authorized long sleeve or short sleeve shirts may be worn at the discretion of the inmate. No sleeveless shirts will be permitted.
  - (c) Colored t-shirts or t-shirts with slogans, pictures, etc. No obscene printing or gang related logos or symbols will be permitted. No white t-shirts worn as an outer garment will be permitted. White polo shirts will be permitted as an outer garment.
  - (d) Thermal underwear shirts may be worn under approved shirts. Thermal underwear shirts will not be permitted as an outer garment.
- (3) Shoes and Socks.
 

Shoes and socks will be worn at all times during a visit. The only exception to this would be medical authorization exempting the inmate from wearing normal footgear.
- (4) Headgear (hats, caps, etc.).
 

Recognized religious headgear (Kufee or Native American headband) may be worn by inmates in the visiting area. Other hats/caps will not be authorized except by special permission of the Deputy Warden or the Chief Medical Officer.
- (5) Handkerchief, Comb/Pic, Glasses and Jewelry:

Inmates will be allowed to have one handkerchief and either a comb or pick and wear one wedding band, two earrings, and one necklace while on a visit. DEC inmates are not allowed to wear jewelry in the visiting room.

Only prescription glasses will be authorized. (No sunglasses, etc., except as may be authorized by the facility Physician).

(6) Medication and Medical/Prosthetic Appliances:

- (a) No inmate will be allowed to have medication of any kind on his person unless he presents a written authorization for such medication signed by the LCC Chief Medical Officer.
- (b) Only authorized medical/prosthetic appliances (artificial limbs, canes, hearing aids, crutches, etc.) will be permitted in the visiting area.

(7) Other Garments:

- (a) Cold weather headgear, jackets, vests, etc. will not be worn in the visiting area but must be left in the search area.
- (b) No other clothing other than that described above.
- (c) Inmates and their respective visitors will not be allowed to wear or exchange each other's clothing or jewelry while visiting.
- (d) No inmate will be allowed to return from a visit with any item(s) which he did not have in his possession at the time he commenced the visit.

All unauthorized items are subject to immediate confiscation and will be considered contraband with the exception of photographs.

(8) Inmates will not wear any clothing in such a way as to denote group identity or status. This includes, but is not limited to, flagging, wearing belt buckle to one side, turning collar in and hemming pants in any unusual manner.

(9) Other Items

- (a) Legal work if the inmate is attending a legal visit.
- (b) One religious book or religious study sheet if the inmate is attending a religious visit.
- (c) Inmates must have their ID on their person while they are in the visiting room.

(10) The Shift Supervisor or higher authority must be consulted at any time that an exception to the preceding guidelines appears necessary.

## 20. NOTIFICATION OF VISITORS

- a. Each inmate will be asked to designate an "immediate" family member or visitor to be contacted in the event of an emergency or major change of status and to coordinate the weekly desired visiting days.

	<b>LINCOLN CORRECTIONAL CENTER/DIAGNOSTIC AND EVALUATION CENTER</b>		
	<b>PROCEDURE</b>		
	<b>INMATE VISITING</b>		
	<b>REVISION DATE</b> September 1, 2019	<b>NUMBER</b> 205.02.01	<b>PAGE</b> 37 of 39
<b>STATEMENT OF AVAILABILITY</b>			
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If an inmate is unable or not allowed to personally notify someone, the Unit Administrator or his/her designee will notify a visitor of the change of status.

- (1) A major change of status shall be considered a transfer from one major facility to another (e.g., from the Nebraska State Penitentiary (NSP) to the LCC or from a Community Corrections facility back to a secure facility).
- (2) It is the responsibility of the inmate to notify any visitors of all intra-facility program changes such as a change in housing unit or from a housing unit to restricted housing.
- (3) If, after a reasonable effort, the Unit Administrator or his/her designee is unable to contact a visitor to relay a major change of status, then the inmate will be so notified.

- b. Visitors generally will not be permitted to visit prior to submitting a Visitation Request Form and having it approved by the Deputy Warden or his/her designee.
- c. Reasons for denying visiting privileges may include submitting an incomplete visiting form or falsifying any of the information on such a form.

## 21. TRANSPORTATION OF VISITORS

The institution provides information to visitors about transportation to the facility and accommodates, where possible, transportation between the facility and nearby public transit terminals. **(4-4504)**

## 22. WHO TO CONTACT FOR QUESTIONS REGARDING VISITS

- a. The Unit Administrator and Deputy Warden are the persons to contact for problems or questions concerning visits.
- b. Pertinent telephone numbers/addresses are as follows:
  - (1) Lincoln Correctional Center (LCC)  
P.O. Box 22800  
Lincoln, NE 68542-2800  
(402) 471-2861
  - (2) Diagnostic and Evaluation Center (DEC)  
P.O. Box 22800  
Lincoln, NE 68542-2800  
(402) 471-3330
  - (3) Nebraska State Penitentiary (NSP)  
P.O. Box 2500  
Lincoln, NE 68502  
(402) 471-3161
  - (4) Omaha Correctional Center (OCC)  
P.O. Box 11099

Omaha, NE 68111-0099  
(402) 595-3963

(5) Nebraska Correctional Center for Women (NCCW)  
Rt. 1, Box 33  
York, NE 68467  
(402) 362-3317

(6) Community Corrections Center – Lincoln (CCC-L)  
2720 W. Van Dorn  
Lincoln, NE 68542  
(402) 471-0740

(7) Community Corrections Center – Omaha (CCC-O)  
2320 E. Avenue J  
Omaha, NE 68102  
(402) 595-2010

(8) Nebraska Correctional Youth Facility (NCYF)  
2610 N. 20th  
Omaha, NE 68110  
(402) 595-2000

(9) Tecumseh State Correctional Institution (TSCI)  
P.O. Box 900  
Tecumseh, NE 68450  
(402) 335-5998

#### 23. POSTING AND AVAILABILITY OF VISITING REGULATIONS

a. Rule 4 of the NDCS Rule Book, titled VISITING, paragraph 004.03 states:

The Warden shall ensure that copies of this rule and other regulations of the facility concerning visiting are posted at and about the entrance of the facility and Warden shall provide copies to any persons upon request.

b. In compliance with this policy directive, this has been placed in the inmate Law Library and is posted in the lobby area and the visiting room. Visitors may request copies of this document by writing to the Warden.

#### 24. VISITORS USE OF LOCKERS IN THE LOBBY

a. Any visitor may use a property locker to store their personal effects (i.e., purses).

(1) Visitors shall provide the same identification used to access the visit area to obtain a locker key.

(2) Visiting staff shall place the identification card inside a portable key box in a corresponding drawer to match the locker number.

(3) Without the appropriate picture identification, (Drivers License with photo, State Identification Card including a State of Nebraska Employee Identification Card and City/County/State/Federal Identification Cards), a locker key will not be

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>LINCOLN CORRECTIONAL CENTER/DIAGNOSTIC AND EVALUATION CENTER</b>		
	<b>PROCEDURE</b>		
	<b>INMATE VISITING</b>		
	<b>REVISION DATE</b> September 1, 2019	<b>NUMBER</b> 205.02.01	<b>PAGE</b> 39 of 39
<b>STATEMENT OF AVAILABILITY</b> This Procedure is approved for placement in the inmate law library.			

issued.

- b. Visitors shall provide Visiting staff the locker key to have their identification returned. If a locker key is lost by a visitor, visiting staff will attempt to locate the key. The Shift Supervisor will be notified of any lost key. If the key cannot be found, the Shift Supervisor will return the visitor's identification and obtain the master key to return the visitors affects. An Incident Report shall be made on the loss of any key. Visitor name and circumstances must be documented.

VI. References:

- A. State Statute Section: 83-186 RRS 1943.
- B. NDCS Rule 4.
- C. Policies: 208.01 and 205.02.
- D. American Correctional Association (ACA) Standards: 4-4267, 4-4275, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503 4-4504 and 4-4519.

Attachments:

- 1. Visitation Orientation and Information Check List.
- 2. Visitor Deletion Request (DCS-A-adm-048).
- 3. Visitor Request Form (DCS-A-adm-012).
- 4. Special/Extended/Emergency Visit Request (DCS-A-adm-034).
- 5. Inmate Immediate Family Medical Notification form.
- 6. Summary of Crimes Against Minors form.
- 7. Crimes Against Minor-Aged Victims.
- 8. Visiting Restriction Guidelines.
- 9. Inmate Notification Log.
- 10. Entrance/Exit Procedures.
- 11. Visiting Suspension Pending Investigation Notice.
- 12. Cellular Device Institutional Request.



## NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES VISITOR DELETION

Inmate Name: \_\_\_\_\_ Number: \_\_\_\_\_ Unit: \_\_\_\_\_

### REQUEST

Visitor's Name: \_\_\_\_\_

Inmate's Reason for Request: \_\_\_\_\_

\_\_\_\_\_

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

Inmate: \_\_\_\_\_

(Signature)

Deletion Processed: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

(Unit Staff)

Any inmate may request that one or more persons listed on his/her approved visiting list be deleted from that list by completing a Deletion Request form. The deleted visitor's name(s) will not be placed on another inmate's approved visiting list for six (6) months. The deleted visitor's name(s) also will not be reinstated on an inmate's visiting list for six (6) months (if the visitor's name was previously removed at that inmate's direction). A visitor may request deletion by submitting a request in writing to the Facility Administrator.



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

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES  
 VISITATION REQUEST FORM

I, \_\_\_\_\_  
 INMATES NAME NUMBER LIVING LOCATION

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

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

Persons who are 18 years of age or younger - (1) must each have a completed VRF submitted to the Warden; (2) must be accompanied on visit by parent, legal guardian or court appointed agent or other authorized adult (age 19 or above); (3) must submit notarized permission letter from parent, guardian or court appointed agent to visit in company with another authorized adult; (4) parent, legal guardian, court appointed agent or another authorized adult who accompanies said minor must also be on the inmate's approved visiting list. **Minors must have birth certificate to present to pass clerk during first visit.**

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

Please Print Clearly or Type All Information Requested.

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

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

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

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

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

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

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

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

11) Present Address \_\_\_\_\_  
 Street/P.O. Box/Rural Route City  
 County State Zip Code 12) Telephone Number

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

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

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

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

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

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

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

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

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

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

**NOTE:** It is the responsibility of the inmate to notify you concerning the disposition of your request.

\_\_\_\_\_  
 (VISITOR'S SIGNATURE)

\* The disclosure of a social security number is mandatory for those persons who wish to be placed on an inmate's visiting list. This disclosure is requested by the chief executive officer of this facility to enable him/her to exercise the discretion granted by Neb. Rev. Stat. /83-166 (1981). Your social security number will be used solely for the purpose of running an NCIC (National Crime Information Center) computer check to verify your identity and to ensure the accuracy of the information you have disclosed on this form.

**PROGRAM USE ONLY**

UNIT CASE MANAGER/UNIT MANAGER'S RECOMMENDATION

Approve / Disapprove DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

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

ADMINISTRATOR'S DECISION

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

Signature \_\_\_\_\_

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

\_\_\_\_\_  
 Inmate's Name Number Living Location

VISITOR'S: \_\_\_\_\_  
 Last Name First Name Middle Name

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

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

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES

SPECIAL/EXTENDED/EMERGENCY VISIT REQUEST

(CIRCLE ONE)

SECTION 1. (TO BE COMPLETED BY INMATE)

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

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

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

NAME OF PERSON(S) WHO WANT TO VISIT:

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

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

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

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

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

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

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

SECTION 2: (OFFICE USE)

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

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

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

APPROVED / DENIED	# OF SESSIONS	APPROVED / DENIED
-------------------	---------------	-------------------

_____	_____	_____
CASE MANAGER/UNIT CASE MGT.		CASE MGT. SUPERVISOR/UNIT ADM.

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

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

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

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

Original - Institutional File

Canary - Case MGT. Supervisor/Unit Adm.

Pink - Inmate

DCS-A-ach-034 (rev 0/01)

LINCOLN FACILITIES: Orders for this form must be processed through DCS Central Warehouse

Date/ Time: \_\_\_\_\_ Message Received by: \_\_\_\_\_  
PRINT STAFF NAME

**INMATE IMMEDIATE FAMILY MEDICAL NOTIFICATION FORM**

**INMATE TO BE NOTIFIED:** \_\_\_\_\_

**INMATE NUMBER:** \_\_\_\_\_ **LIVING LOCATION:** \_\_\_\_\_

**NAME OF NOTIFYING PERSON:** \_\_\_\_\_

**TELEPHONE NUMBER OF NOTIFYING PERSON:** \_\_\_\_\_

**DECEASED/ INJURED/ ILL (CIRCLE ONE) RELATIONSHIP TO INMATE** \_\_\_\_\_

**NAME OF IMMEDIATE FAMILY MEMBER** \_\_\_\_\_

**WHERE DEATH/ ILLNESS/INJURY OCCURRED:** \_\_\_\_\_

**WHERE BODY/ PERSON IS PRESENTLY LOCATED:** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE NUMBER OF FACILITY**      **STAFF WHO MADE VERIFICATION (PRINT)**      **TIME/DATE OF VERIFICATION**

\_\_\_\_\_

**INMATE NOTIFIED BY:** \_\_\_\_\_ **TIME:** \_\_\_\_\_  
PRINT STAFF NAME

**STAFF COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
UNIT ADMINISTRATOR SIGNATURE

**UNIT ADMINISTRATOR COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

- DISTRIBUTION:** WARDEN'S OFFICE  
DEPUTY WARDEN  
RELIGIOUS COORDINATOR  
MENTAL HEALTH  
HOUSING UNIT MANAGER  
RECORDS OFFICE  
SHIFT SUPERVISOR



**Nebraska Department of Correctional Services  
Crimes Against Minor-Aged Children**

Inmate Name: \_\_\_\_\_ Number \_\_\_\_\_

This form is to advise you that you have been identified as an inmate who has committed a crime in which the victim was a minor (under 19 years of age). This identification is based on the criteria in the Policy 205.02, Visiting.

Inmates identified as having committed a crime in which the victim was a minor will be closely monitored by visiting room staff during visitation. Any violation of this policy will result in immediate termination of the visit, removal of the inmate and visitor from the visiting area, and issuance of a Misconduct Report. Penalties imposed against inmates will be consistent with agency disciplinary procedures. Action imposed on visitors will be handled administratively by the Warden.

- \_\_\_\_\_ No restriction imposed.  
Warden Signature                      Date
- \_\_\_\_\_ You are to have no physical contact with  
Warden Signature                      Date                      minor aged visitors.
- \_\_\_\_\_ Other: \_\_\_\_\_  
Warden Signature                      Date

In addition to NO physical contact with minor-aged children, the Warden has the authority to impose further restrictions on identified inmates on a case-by-case basis. The boxes marked below indicate further restriction.

- \_\_\_\_\_ Restrict inmate to visiting minors at identified  
Warden Signature                      Date                      times and/or designated areas.
- \_\_\_\_\_ Exclude visitors under the age of 19 from the  
Warden Signature                      Date                      inmate's approved visiting list.
- \_\_\_\_\_ Suspend all visiting privileges until the inmate  
Warden Signature                      Date                      has received treatment intervention.
- \_\_\_\_\_ Other: \_\_\_\_\_  
Warden Signature                      Date

\_\_\_\_\_  
Inmate Signature and Number                      Date

\_\_\_\_\_  
Staff Witness Signature/Title                      Date

Distribution:  
Inmate  
Pass Clerk  
Inmate Record File  
Inmate Treatment File

**VISITING RESTRICTION GUIDELINES**

A	RULE(S) VIOLATED	TYPE OF RESTRICTION		LENGTH OF RESTRICTION				PERM.
		GENERAL VISITATION	VIDEO VISITATION**	3 MONTHS	6 MONTHS	1 YEAR		
	<b>POSSESSION/CONVEYANCE OF CONTRABAND</b>							
	Any act that constitutes a violation of Nebraska Revised Statute (NRS) 28.913. The illegal conveyance, or attempt to convey, (1) any deadly weapon or dangerous ordinance as defined by NRS 28.109, or any part of, or ammunition for use in such a deadly weapon or dangerous ordinance; (2) any drug of abuse as defined by NRS 28.416; (3) any intoxicating liquor as defined by NRS 53.103.01 – 53.103.02; (4) money, cellular telephones, two way radios and other electronic communication devices.	X						1 <sup>st</sup>
<b>1</b>								
<b>2</b>	Authorized or prescribed medication that is defined as a drug of abuse under NRS 71.2478 (concealed)	X						1 <sup>st</sup> 2 <sup>nd</sup>
<b>3</b>	Unauthorized or non-prescribed medication that is not defined as a drug of abuse under NRS 28.416 (not concealed)	X			1 <sup>st</sup>			2 <sup>nd</sup> 3 <sup>rd</sup>
<b>4</b>	Unauthorized or non-prescribed medication that is not defined as a drug of abuse under NRS 28.416 (concealed)	X						1 <sup>st</sup> 2 <sup>nd</sup>
<b>5</b>	Possession or conveyance of a pocket-knife (less than 3 inches long), or item that can be used as a weapon	X						1 <sup>st</sup> 2 <sup>nd</sup>
<b>6</b>	Possession of Tobacco products in any form (concealed)	X			1 <sup>st</sup>			2 <sup>nd</sup> 3 <sup>rd</sup>
<b>7</b>	Nuisance Contraband (i.e., Hemp Bracelets, Watch, unapproved items)	X			1 <sup>st</sup>			2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup>
	<b>INAPPROPRIATE BEHAVIOR/RELATIONSHIPS</b>							
<b>1</b>	Engaging in Sex Acts (Masturbation, Oral Sex, and Intercourse) during a personal visit.	X						1 <sup>st</sup>
<b>2</b>	Excessive physical contact with a child for sexual gratification or use of a child to block observation in the commission of a sex act.	X	X					Visitors present during violation restricted permanently. If found guilty by IDC or outside court, then inmate is restricted from receiving visits for one (1) year.
<b>3</b>	Excessive physical contact (out of anger or other) while on a visit that could or does result in an inmate disciplinary committee (IDC) conviction. Based on the severity of the event, a permanent restriction may be given on the first violation.	X						1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>
<b>4</b>	Any displays of nudity, pornography, sexual acts, sexual poses, violence, drug use, gang signs, weapons, general gang activity (including clothing) or any other illegal activity during a personal visit.	X						1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>
<b>5</b>	Attempting to visit while intoxicated, and exhibits uncooperative or disruptive behavior.	X						1 <sup>st</sup> 2 <sup>nd</sup>
<b>6</b>	Attempting to visit while intoxicated, and exhibits cooperative and non-disruptive behavior.	X				1 <sup>st</sup>		2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup>
<b>7</b>	Engaging in any behavior that is disrespectful or disruptive to staff, other visitors, or inmates while visiting an inmate (loud arguing, screaming across the visiting area, using profanity loudly with or without directing it at an individual). Based on the severity of the event, a permanent restriction may be given on the first violation.	X				1 <sup>st</sup>		2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup>
<b>8</b>	Any displays of nudity, pornography, sexual acts, sexual poses, violence, drug use, gang signs, weapons, general gang activity (including clothing) or any other illegal activity during a video visit.	X	X					1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup>
	<b>VIOLATION OF VISITATION PROCESSES/PROCEDURES</b>							
<b>1</b>	Falsification of information on a visiting application (VRF) or using false identification to visit an inmate.	X						1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>
<b>2</b>	Failure to follow dress code. Poor personal hygiene.	X				3 <sup>rd</sup> ++		4 <sup>th</sup> 5 <sup>th</sup> 6 <sup>th</sup>
<b>3</b>	Failure to comply with established shutdown procedures, including an authorized strip search.	X						1 <sup>st</sup> 2 <sup>nd</sup>
<b>4</b>	Failure to stay within a designated area of the institution.	X				1 <sup>st</sup>		2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup>

(Revised 12/07/2018)

\*\*Video visitation is not available at all facilities.

++For violations 1<sup>st</sup> & 2<sup>nd</sup>, verbal warning will be given.

MEMORANDUM

TO: \_\_\_\_\_  
FROM: Unit Administrator  
DATE: \_\_\_\_\_  
SUBJECT: Notification of Resumption of Visiting Privileges

This memorandum is to inform you that the investigation of your misconduct report dated \_\_\_\_\_ has been concluded and it has been determined that further suspension is not necessary. Your visits may be resumed as of this date.

xc: Affected inmate  
Pass Clerk  
Records File  
Major  
Unit Manager  
DCC Office  
File (Original)

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES  
**Entrance/Exit Procedures (revised 06/16/2016)**

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

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

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

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

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

\*Treated as facility employees.

MEMORANDUM

TO: \_\_\_\_\_  
FROM: Unit Administrator  
DATE: \_\_\_\_\_  
SUBJECT: Visiting Suspension Pending Investigation

This memorandum is to inform you that your visits have been suspended pending an investigation of a misconduct report you received dated \_\_\_\_\_. Only attorneys and ministers may visit during this suspension. You are responsible for notifying your visitors of this action. You will be notified when visits may resume.

xc: Affected inmate  
Pass Clerk  
Records File  
Major  
Unit Manager  
DCC Office  
File (Original)



**CELLULAR DEVICE INSTITUTIONAL USE REQUEST**

**DEPT OF CORRECTIONAL SERVICES**

Use this form to request use of a cellular device beyond the front entrance, vehicle sally port or other security access point of a secure institution (NSP, TSCI, LCC, DEC, NCCW, OCC, NCYF, WEC, CCC-L, CCC-O). Complete section A below (attach additional detail, if needed) and applicable section of B, C, D, or E. Print the completed form and submit to direct supervisor.

**SECTION A:**

**NEED** - Describe your need to use a cellular device in a secure institution. This request will **ONLY** be considered if a compelling business need is clearly articulated. Specifically, that the need cannot be met without the use of a cellular device. Phone and email availability is not sufficient justification.

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

Phone Number (10 digit): \_\_\_\_\_ Brand: \_\_\_\_\_ Model: \_\_\_\_\_

**IMPACT** - What would be the most significant impact if you were not able to use a cellular device in a secure institution?

---

**SECTION B. Multi-User Phone** (Check one category)

**OD Phone** Type of OD: \_\_\_\_\_

**Travel Order/Loaner** Storage Location: \_\_\_\_\_ # Phones in this location: \_\_\_\_\_

---

**SECTION C. Individually Assigned State Owned Phone** (Check one category)

**Special Team Use**  SORT  CERT  CNT Position on Team: \_\_\_\_\_

**Incident Command Team Member** Assigned Role: \_\_\_\_\_

### DEPT OF CORRECTIONAL SERVICES

**Primary Job Assignment in a Secure Institution** Title: \_\_\_\_\_

Assigned a landline  Yes  No Assigned a radio  Yes  No  
Assigned an office/work area  Yes  No Phone used for 24/7 contact  Yes  No

**Primary Job Assignment Not in a Secure Institution** (includes positions outside the secure perimeter)

Carry a radio at secure insitution  Yes  No Escorted by inst. staff at all times  Yes  No

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#### SECTION D: Other State Agency (submit directly to NDCS Director)

Agency: \_\_\_\_\_ Title: \_\_\_\_\_

Carry a radio at secure institutions  Yes  No Escorted by inst. staff at all times  Yes  No

---

#### SECTION E. Contractor Phone

**Contractor Phone** Start Date: \_\_\_ / \_\_\_ / 20\_\_\_ End Date: \_\_\_ / \_\_\_ / 20\_\_\_

Work assignment: \_\_\_\_\_ Institution: \_\_\_\_\_

---

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

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Denied

Warden/Prog Admin: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Denied

Director Review

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Denied

HR

Card Printed By: \_\_\_\_\_ Date: \_\_\_\_\_