

<b>NEBRASKA</b> Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>NEBRASKA CORRECTIONAL CENTER FOR WOMEN</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVIEW DATE</b> July 31, 2020	<b>NUMBER</b> 205.02.4.01	<b>PAGE</b> 1 of 25
<b>STATEMENT OF AVAILABILITY</b>			
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**AUTHORITY:**

Policy 205.02,

ACA Standards: 4-4150, 4-4275, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503 and 4-4504.

Nebraska Department of Correctional Services Rules and Regulations Manual – Chapter 4.

Nebraska Rev. Stat. – SS83 – 173 and 83 – 186.


**REVIEW/REVISION HISTORY:**


<b>Revised:</b> January 15, 1981	<b>Revised:</b> October 11, 2014
<b>Revised:</b> July 15, 2008	<b>Revised:</b> July 31, 2015
<b>Revised:</b> July 26, 2009	<b>Revised:</b> December 30, 2016
<b>Revised:</b> July 28, 2010	<b>Revised:</b> July 31, 2017
<b>Revised:</b> July 27, 2011	<b>Reviewed:</b> December 31, 2018
<b>Revised:</b> August 13, 2012	<b>Revised:</b> April 30, 2019
<b>Revised:</b> December 27, 2013	<b>Revised:</b> July 31, 2020

**SUMMARY OF REVISION/REVIEW:**

Changed formatting. Updated information regarding policy information.

APPROVED:

  
 Angela Folts-Oberle, Warden  
 Nebraska Correctional Center for Women

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**PURPOSE**

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

**POLICY**

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

The NCCW Visiting Regulations shall be made available to visitors, NCCW team members, and inmates so interested parties may be informed of the details of this program. Copies of the Visiting Procedure may be obtained from the Pass Clerk's desk or from the NDCS website [www.corrections.ne.gov](http://www.corrections.ne.gov).

The content of this Procedure is intended primarily as a procedural guideline for team members to follow in implementing the NCCW's visiting regulations and informing visitors and inmates of these procedures. Further detailed information is also noted in Policy 205.02, *Visiting*, and is recommended for NCCW team members, inmates and visitors to review. 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 visits by members of the public.


**APPLICABILITY**

The NCCW will follow all instructions set forth in Policy 205.02, *Visiting*. The following information is specific to the NCCW. This Procedure is applicable to all divisions, departments and offices.

**DEFINITIONS**

Reasonable 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 institution.

Immediate Family - spouse, parent, step-parent, person acting in the place of parent as documented in the facility file, sibling, step-brother, step-sister, half-brother, half-sister, child, step-child, grandparent, and grandchild.

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## **PROCEDURES**

### **I. WHO MAY VISIT**

An NCCW inmate may have visits from anyone they choose subject to the approval of the Warden/designee. In making their determination, the Warden shall consider the effect the presence of such visitors shall have on the NCCW, its team members, and/or the inmates confined within, and the probable effect such presence shall have upon the rehabilitative progress of the inmate to be visited. Actual administration of the visiting approval process is delegated to the Assistant Warden/designee.

### **II. ADDITIONAL VISITING REGULATIONS**

#### **A. Visitation Applications**

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


### **III. VISITATION APPROVAL PROCESS**

A. It is the responsibility of each inmate to initiate the visiting process. Inmates may obtain a Visitation Request Form (VRF) from a unit team member and mail them to those persons they desire to have placed on their approved visiting lists. Any VRF that is not returned directly to the office at the below address, is incomplete or is sent to the inmate will not be processed. Each prospective visitor must complete a VRF and return it to the following address for processing:

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

B. The envelopes in which all VRFs are received by this institution shall be date-stamped by the Mailroom team members after which they are forwarded to the Pass Clerk. The Pass Clerk will ensure the VRF is filled out correctly and completely. The Pass Clerk will run a computer check to ensure the visitor is not on another inmate's visiting list. The Pass Clerk will approve or deny the VRF. The Pass Clerk will then enter the VRF information into NiCAMs. This information is then forwarded to the Nebraska State Penitentiary to complete the NCIC criminal background check. Once this is complete, the completed criminal history check (whether a record was indicated or not) will be stapled to its respective original application and forwarded to the Assistant Warden/designee for final processing and approval or denial.

C. If the form is incomplete, the Pass Clerk will send a memo to the inmate instructing them to inform the visitor to complete a new VRF with the needed information and return it to the Pass Clerk.

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D. The Assistant Warden/designee will make the appropriate notation at the bottom of the form, initial it and send it to the Pass Clerk. The denied forms will be sent to Records to be filed in the inmate's master file.

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

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

E. All visitors must have their VRF approved/ disapproved by the Assistant Warden/designee.

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

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

H. Any inmate may grieve the VRF decision through the grievance procedure.


I. The Warden/designee must approve all VRF's submitted by the victim of an offense committed by the respective inmate.

#### **IV. SPECIAL, EMERGENCY AND EXTENDED VISIT PROCEDURES**

A. Whenever an inmate knows at least one working day (Monday through Friday excluding holidays) in advance that they are expecting a visitor who would fall under Special, Emergency, and Extended Visits Guidelines, they must request visiting consideration by submitting a Special/Extended/Emergency Visit Form (Attachment #1) to their Case Manager. The Case Manager will verify the information noted on the form and then forward it to the Warden who will make the final approval/disapproval decision. If approved, this form will be forwarded to the Pass Clerk where they will keep it on file until the requested visit day arrives. If the visitor does not arrive on the expected day, the Pass Clerk will note it on the form. The Pass Clerk will sign their name to the form, date it, and distribute as noted on the form. A special visit may be extended with the permission of the Unit Administrator.

B. If a visitor arrives at the NCCW who was not expected by the inmate but who is otherwise eligible for special visits, the applicable Warden/designee or a higher authority will make the decision as to whether or not to allow that person to visit.

C. Visits for inmates housed in the SNF beds at NCCW or on a plan A or B status will be reviewed by the Administration and handled on a case-by-case basis.


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## V. RESTRICTIVE HOUSING (ACA 5-ACI-4B-21)

- A. Inmates assigned to restrictive housing will be required to visit in full restraints.
- B. Longer Term Restrictive Housing (LTRH) and Immediate Segregation (IS) Status
  - 1. Inmates on IS classified to LTRH will be permitted to have contact visiting privileges consistent with custody and security considerations. Visits shall be conducted in the Visiting Room at the designated times. Restrictive housing inmates may be denied visits for reasons of security or good order of the facility.
  - 2. Following placement on IS status and upon admission to Restrictive Housing, inmates may submit an Inmate Interview Request form to a staff member on duty, providing the name and telephone number of one person (who must be on the inmate's approved visiting list) to be notified concerning that inmate's status and living location change. The staff member will also inform the named visitor of the change in visiting days and hours.
  - 3. In the event the Caseworker is unable to establish contact with the inmate's requested visitor, such will be documented on the Inmate Interview Request. When contact cannot be established initially, the inmate may provide the staff member another name and phone number of a visitor on their approved list for a second attempt at notification. All initiated telephone contacts (to include both successful and unsuccessful attempts) will be documented on the Inmate Interview Request form retained in the respective inmate folder in the Inmate Management File.

## VI. CLERGY, ATTORNEYS AND PUBLIC OFFICIAL VISITS


- A. Attorney and Public Official Visits
  - 1. Attorneys and public officials may visit inmates at the NCCW at any time provided they do not interfere with counts, security measures, or emergencies, and that they occur during reasonable hours. Reasonable hours are defined as between 0800 and 1600 hours, Monday through Friday. This policy does not apply to public officials who by Statute (Section 83-186) are authorized to enter the institution at any time.
  - 2. Attorneys and public officials may visit without placement on an inmate's visiting list. Attorneys entering a facility on official business will be required to show a current photo ID along with a valid Bar Card. Attorneys will not be subject to a search of their person; however the attorney's belongings will be searched and they must pass through the metal detector. Team members will not read any legal materials during the search of the attorney's belongings.
  - 3. Attorneys are authorized to bring in a digital camera and laptop or tablet that does not have cellular capability. Attorneys will present these items for inspection, and a notation will be made in the log in the Control Center.

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4. Paralegals for Attorneys may visit to conduct legal research regarding an inmate's case after the Attorney submits a letter to the Warden and is approved identifying the paralegal, inmate client, and nature of the business to be conducted. No person acting in the capacity of a paralegal will be admitted into the institution without a letter of endorsement from their Attorney. Paralegals are required to submit a NCIC and must be approved prior to entry.

#### B. Clergy Visits

1. Inmates desiring approval of Clergy for visitation will request it to the Religious Coordinator on an Inmate Interview Request. The Religious Coordinator will mail a Clergy Visitation Request Form (C-VRF) to the requested Clergy along with a copy of the NDCS Information for Clergy and Lay Religious Visitors. Clergy members must visit on regular visiting days and hours only.
2. Clergy will return the completed C-VRF to the Religious Coordinator with a photocopy of their current clergy credentials. The Religious Coordinator will ensure no Clergy are approved for visitation without proper credentials/endorsement from their faith judicatory.
3. If the Religious Coordinator approves a C-VRF, the approved C-VRF will be sent to the Assistant Warden for final approval. The Religious Coordinator will make notation of the clergy's addition to the inmate's Visiting Record, notify the requesting inmate in writing, and provide a copy of the completed C-VRF to the Records Office for placement in the inmate's file.
4. Disapproval of a C-VRF will be done by the Religious Coordinator only after consulting with the Assistant Warden. The above steps will be followed after the decision to disapprove has been made, except addition of the clergy to the inmate's Visiting Record.
5. The Religious Coordinator will update the database of all approved clergy. The Pass Clerk will verify the visitor's clergy status in NiCAMS.
6. Clergy will be added to the visiting list of a particular inmate only by the request of that inmate.
7. Clergy may visit up to four inmates at the same time. Restrictive housing inmates are excluded without prior approval from the Assistant Warden/designee.
8. If a member of the clergy arrives at NCCW during other than "reasonable hours" and claims a need for a visit with an inmate due to an emergency, (e.g., death, injury or serious illness of an immediate family member), the clergy will relay complete background information to the Shift Supervisor through the Central Control team member by telephone. 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 administration building for the requested visit.
9. When processing a Clergy member into the institution, Pass Clerks and Front Entrance team members should check the person requesting to visit against the Clergy/Volunteer Database.

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- a. If the requesting clergy person is listed and they are authorized to visit the requested inmate, the visit will be processed according to normal procedures.
- b. If the Clergy visitor is active on the Clergy/Volunteer database but does not appear on the inmate's approved visiting list in NiCaMS, the visit will not be approved. The inmate will need to request the clergy be added to their approved visitor list.
- c. If the Clergy visitor is not active in the Clergy/Volunteer database then they need to inform the inmate so the inmate can submit an Inmate Interview Request to the Religious Coordinator to have that clergy person added to the Clergy/Volunteer database and inmate's list in NiCaMS.

10. Clergy may perform Communion during visitation. No wine will be introduced into the institution on clergy visit. Grape juice, in small quantity and contained in a factory sealed container, may be used. Only enough bread for those taking communion will be allowed into the institution. All unused portions must be taken out of the institution by the visiting clergy. Visiting clergy desiring to perform other pastoral acts including baptism and family counseling will be encouraged to contact the Religious Coordinator for information and scheduling.

11. Religious Materials


- a. Inmates wishing to receive religious instruction requiring religious material may take one book containing the tenets of his faith and one additional religious book to a clergy visit.
- b. Visiting clergy may bring one book containing the tenets of their faith and one additional religious book for instructional purposes. These materials will be searched entering and exiting the institution. No materials may be left with an inmate during the visit. Clergy are allowed to bring one writing utensil. Paper currency is not authorized; however, clergy visitors may bring up to \$20.00 in coins of any denomination for use in the vending machines.

C. Attorney-Client rooms located in the visiting area will be utilized for meetings with attorneys and/or clergy. If all of those rooms are in use, the following options are available:

- 1. If all designated spaces are occupied, the visitor will be asked if they would like to visit in the general population visiting room.
- 2. If that option is not acceptable, they will be asked to wait until one of the earlier mentioned spaces becomes available.

D. Whenever any of these rooms are in use, the Visiting Room and/or custody team members will perform random security checks. No conversations between inmates and attorneys/clergy shall be overheard, recorded, or listened to in any manner. All reasonable precautions shall be taken to preserve confidentiality.



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## VII. VISITATION DAYS AND HOURS

### A. Visiting Schedule

TIME	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8:00 am – 10:30 am *Visitor Processing starting at: 7:30 am			<ul style="list-style-type: none"> <li>• General Population</li> <li>• SAU Inmates</li> <li>• STAR Unit (Treatment/Maintenance) (Last names beginning with A-M for all inmates)</li> </ul>	<ul style="list-style-type: none"> <li>• General Population</li> <li>• SAU Inmates</li> <li>• STAR Unit (Treatment/Maintenance) (Last names beginning with N-Z for all inmates)</li> </ul>
*NO VISITS PROCESSED AFTER 9:00 am				
12:00 pm – 1:45 pm *Visitor Processing starting at the conclusion of count		<ul style="list-style-type: none"> <li>• RHU/PC Inmates</li> <li>• STAR Unit (Stabilization/Motivational /Assessment)</li> </ul>		
*NO VISITS PROCESSED AFTER 1:00 PM				
1:00 pm – 3:30 pm *Visitor Processing starting at: 12:30 pm			<ul style="list-style-type: none"> <li>• General Population</li> <li>• SAU Inmates</li> <li>• STAR Unit (Treatment/Maintenance) (Last names beginning with N-Z for all inmates)</li> </ul>	<ul style="list-style-type: none"> <li>• General Population</li> <li>• SAU Inmates</li> <li>• STAR Unit (Treatment/Maintenance) (Last names beginning with A-M for all inmates)</li> </ul>
*NO VISITS PROCESSED AFTER 2:00 PM				
6:30 pm – 8:00 pm *Visitor Processing starting at: 6:00 pm	<ul style="list-style-type: none"> <li>• General Population</li> <li>• SAU Inmates</li> <li>• STAR Unit (Treatment/Maintenance)</li> </ul>			
*NO VISITS PROCESSED AFTER 7:30 PM				


1. Processing will stop one (1) hour after the visiting session begins.
2. Exceptions to any of these hours may be made if necessary due to special circumstances with approval from the shift supervisor.

### B. Inmates Confined to Community Hospital

#### 1. Emergency Room Visitors

Inmates receiving emergency medical room 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 (York General Hospital) switchboard (402-362-6671) and request to speak with Hospital Security/Charge Nurse. This notification will be completed as soon as possible. The Shift Supervisor will advise the hospital that the inmate's family has been



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notified and there is a potential for unauthorized visitors to enter the hospital

## 2. Hospital Visitors

a. 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/designee. 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 0800 and 2000 hours. These NCCW hospital visiting procedures in regards to the number of visitors, length of visit and hours of visit apply unless more stringent visiting rules are implemented by the hospital. NCCW team members 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 NCCW. The pass will not include the room number.
- 2) Visitors will be instructed to report to the Information Desk and ask for the charge nurse on duty.
- 3) The hospital security will check the visitors photo ID against the visiting pass and escort the visitor(s) to the room. The charge nurse will retain one copy of the pass and NCCW assigned custody team members will retain the other copy.
- 4) At the conclusion of the visit, NCCW escort team members will contact the hospital security and advise them the visit has ended.
- 5) Any questions/concerns will be forwarded to the Shift Supervisor and communicated to hospital staff as necessary. NCCW escort team members will contact hospital staff immediately in the event of any emergency.


## C. Special Holidays

### 1. Thanksgiving Day

Even though Thanksgiving is always on a regular visiting day (Thursday), a special visiting schedule is developed on this holiday to allow all inmates visiting privileges.

### 2. Christmas Day and New Year's Day

- a. If either of these holidays coincide with a non-visiting day (Monday or Tuesday), visiting will be allowed and a special schedule developed.

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- 1) General population inmates will be allowed to visit during either an afternoon or evening session. Inmates may not visit during both sessions
- 2) Restrictive housing inmates will be allowed to visit in the visiting room on those days during a set visit time by the Captain.
- 3) Each of these two holidays 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. A memorandum will be issued by the Captain's office with the approved holiday visiting hours to the inmate population and visitors.

3. Other Holidays (e.g. Independence Day, Veteran's Day)


- a. Whenever other state/national holidays coincide with regular visiting days (Wednesday – Sunday), the regular visiting schedule will be followed.
- b. When these other holidays coincide with non-regularly scheduled visiting days (Monday and Tuesday), no visits will be allowed as usual on those days.

**VIII. VISITING LIMITATIONS**

- A. Once an inmate completes a visit and leaves the Visiting Room, the inmate's visits for that visiting period are terminated. Once an inmate leaves the session, the inmate must wait for the next session. The inmate can have multiple visits in the same day if it is a special/ extended visit. The inmate will have to leave the Visiting Room after each visit is completed.
- B. Any person shown by substantial evidence to have had or who quite likely will present/impose a harmful or deleterious effect on an inmate or who is considered to pose a threat to the good order and security of the institution shall be excluded from any approved visiting list.
- C. Special visiting restrictions may be imposed by the NCCW due to scheduling, space, and/or personnel constraints. The maximum capacity of the Visiting Room is limited to 78 persons by order of the State Fire Marshal. The maximum capacity of the Visiting Room is governed by the total of chairs assigned to the Visiting Room.
- D. The Warden/designee must approve all VRF's submitted by the victim of an offense committed by the respective inmate.

**IX. NO CONTACT WITH MINORS**

- A. The following procedures will affect inmates who have committed crimes in which the victims were minor aged children (age 18 and under). This includes current and prior convictions and any verifiable plea agreements regarding it. Arrests without convictions may be considered if a pattern of prior abuse exists. The following offenses committed against minor children shall be considered:

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murder, manslaughter, sexual assault, sexual assault of a child, assault, incest, fondling, child abuse, pornography, contributing to the delinquency of minor, terroristic threats, kidnapping, false imprisonment, or other related offenses.


- B. Once an inmate is placed on a minor restriction, the Pass Clerk must manually enter this information in the visitor database upon receiving the Crimes Against Minor-Aged Children (Attachment #2) from the Unit Administrator. This document is to be scanned and uploaded into the visitor database.
- C. Identified inmates will receive written notice of their visiting status relating to minor children and the guidelines for visits involving minors.
- D. The Warden has the authority to modify or eliminate visiting restrictions imposed as provided in this section. Such modification or elimination shall be in consultation with appropriate mental health, program and custody staff.

**X. NDCS VISITS BETWEEN IMMEDIATE FAMILY MEMBERS INCARCERATED IN DIFFERENT NDCS INSTITUTIONS**

- A. Community Custody inmates who are members of the same immediate family as an NCCW inmate may be allowed to visit one another when the request is initiated by the Community Custody inmate.
- B. Community Custody inmate immediate family members must request visits through their unit team members. Inmate immediate family member visits must receive the approval of both facility Wardens.
- C. Visits between inmate immediate family members will take place at NCCW in accordance with regular visiting days in the visiting room. All Community Custody inmates participating in these visits will be strip-searched upon entering and exiting the institution.
- D. Visits between inmate immediate family members will occur no more frequently than once each three months.
- E. An approved volunteer sponsor will provide transportation. The approved sponsor may participate in the visit if the sponsor is not on the visiting list of the NCCW inmate. If the sponsor is not approved on the visiting list, they will be required to wait in the lobby during the visit.

**XI. INMATE REQUEST FOR VISITOR LIST**

Any inmate may request a list of the names of those persons appearing on their approved visiting list by submitting an Inmate Interview Request Form to their Case Manager or Pass Clerk.

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## **XII. INMATE REQUEST TO DELETE OF VISITOR**

Any inmate may request that one or more persons listed on their approved visiting list be deleted from that list by completing a Visiting Deletion Request form (Attachment #3) and submitting it to the Pass Clerk. Any visitor who is removed from an inmate's visiting list, regardless of whether or not it is at the request of a visitor or from an inmate, must wait for a minimum period of six months from the date of removal before they can again be added to that same inmate visiting list. The visitor must resubmit a complete VRF to the institution. Inmate spouses, under certain circumstances, may request that the Warden waive a portion of any six month waiting period

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


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

## **XIII. PROCESSING VISITORS INTO THE INSTITUTION**

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


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

1. Only those visitors who are listed on an inmate's authorized visiting list shall be permitted to visit.
2. All visitors will be required to sign in when entering the institution.
3. All visitors 16 years of age or older, must provide a photo identification and must present this document to the Pass Clerk each time they enter the institution. Minors (18 and under) will be required to bring a certified birth certificate upon their first visit. The Pass Clerk will scan the document into the visitor database and make a copy to file. The visitor will not be required to bring the certified birth certificate again.
  - a. Examples of acceptable photo identification cards are:
    - 1) valid and current driver's license with photo
    - 2) current Armed Forces identification card with photo
    - 3) any official state ID with photo for ID purposes
    - 4) any other current, verifiable identification card with a photograph on it, such as a current or valid State, Governmental, ICE, Law Enforcement ID or current passport

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5) If any questions, call Shift Supervisor.

- b. The following ID/ documents normally will not be accepted as identification:
- 1) Social Security cards
  - 2) bank cards
  - 3) student ID cards
  - 4) business cards
  - 5) hunting/fishing licenses
  - 6) car registrations
  - 7) Medicare cards
- c. 18 and under visitors must be accompanied on a visit by parent, legal guardian or court appointed agent or other authorized adult (age 19 or above). This adult must also be on the inmate approved visiting list.
4. The Pass Clerk shall exercise good judgment in establishing each visitor has provided positive identification. If there is a question concerning a visitor's identification, the Pass Clerk shall consult the Shift Supervisor who shall make the decision as to whether or not to allow a visit.
5. To reduce visitor processing delays, the Pass Clerk will begin processing visitors one half hour prior to each visiting session. The following process will occur at this time:
- a. All civilian visitors entering NCCW for visits with inmates or conducting business with NCCW and/or team member must lock up all personal property in the visitor lockers provided at the Front Entrance or in their vehicle.
  - b. The Pass Clerk will fill in the data on the computer and direct the visitor to the appropriate visiting area.
  - c. The Pass Clerk will call the appropriate housing unit to notify staff that a particular inmate has a visit. The housing unit will promptly notify the inmate that they have a visit, write a pass for the inmate and make the necessary arrangements to send the inmate to the Visiting Center.
  - d. The Pass Clerk will begin processing visitors to enter the Visiting Room 15 minutes prior to the start of the visiting session. The following process will occur at this time:
    - 1) The visitors will be searched, to include being pat searched, and pass through the metal detector.
  - e. In certain special circumstances, NCCW may consider granting one visitor permission to visit two or more inmates simultaneously (e.g., a mother may want to visit her two daughters during the same visiting period). Written approval must be obtained from the

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Assistant Warden/designee prior to the visit. If such approval is granted, it will be communicated to the Pass Clerk who will input the information into the computer.

- f. The dates of all visits with inmates shall be recorded in the computer database. There shall be no exceptions. This record shall not be revealed to the public without the written consent of the inmate.
- g. All business visitors must sign in and out on the Visitors Register, which is located at the Front Entrance desk/counter.

**XIV. MARKING VISITORS WITH INVISIBLE, SKIN-MARKING INK**


Each visitor will pass through the metal detector and be pat searched. Visitors with children under the age of one (1) year will be permitted to pass through the metal detector while holding the infant. Each visitor shall be stamped by the Pass Clerk with invisible skin-marking ink. The Pass Clerk is ultimately responsible for stamping the visitor(s) with invisible ink at the same time they are verifying identification. Each marking shall be placed on the underside of the left wrist approximately two to three inches above the area where a watch would be worn. If the Pass Clerk is not available or the visit occurs on a Monday or Tuesday, the team member conducting the visit will be responsible to ensure the visitor is properly stamped.

**XV. PROCESSING AN INMATE INTO THE VISITING ROOM**

- A. The Pass Clerk will call the housing unit to have staff verbally notify the inmate they have a visit. The inmate will report to the visiting center staging area where they will be strip-searched prior to being allowed to enter the visiting room. All items of clothing and personal items will be inventoried on an Inmate Property Form (Attachment #3). The form will be signed by the team member conducting the strip search and then stapled to the inmate's pass. The inmate will be permitted to enter the Visiting Room as soon as they are processed. The inmate will not have to wait for the scheduled starting time of the visiting period.
- B. Inmates will also be strip-searched prior to leaving the visiting area. The personal clothing/items will be verified on the Inmate Property form that was completed prior to their visit. \


**XVI. METHODS OF SEARCHING VISITORS**

- A. Each adult visitor, upon admission to the NCCW, will be required to verify their identity and may be asked to provide other necessary information requested by the Warden/designee.
- B. All visitors entering the NCCW for the purpose of visiting inmates or conducting business will be required to submit to a search of their person and belongings prior to entrance. Searching public officials are discussed in Procedure 120.01.4.01, *Official Visitors to Correctional Facilities and Programs*. Attachment #4 covers Entrance/Exit Procedures for all NDCS visitors.

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- C. Visitors will use the personal property lockers located at the Front Entrance to secure personal property items not authorized in the visiting room or other approved destination. Persons refusing to be searched and/or not permitting minors in their care to be searched will not be admitted.
- D. Any personal items not secured outside the facility or in a visitor locker shall be searched (i.e., briefcases, purses, etc.) and applies to all visitors, including those identified/considered exempt from being pat searched.
- E. Basic pat search procedures shall be routine for all visitors entering NCCW. This involves patting-down the visitor's clothing and body without the physical removal of clothing other than hats, jackets, shoes, wigs, and the turning inside-out after emptying pockets. Where infants are involved, the responsible adult will be asked to remove the child's diaper for inspection by the team member conducting the search procedure. When patting down 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 it may be examined for possible contraband. Visitors will be asked to open their mouth and lift their tongue. In addition to being pat searched prior to entering NCCW, a pat search may be conducted at any time during the visit at the discretion of visiting room team members or as directed by a supervising team member.
1. All visitors will be searched by trained NDCS team members of the same gender. However, if approved by the visitor, female team members may pat search a male visitor. Under no circumstances will a male employee be permitted to search a female visitor.
  2. Team members shall refrain from deliberately searching a person's genitals or anus. Any touching of these areas of the body should be brief and incidental.
- F. All containers, to include but not limited to: bags, backpacks, computer bags, storage totes, boxes, etc., entering the NCCW through the Front Entrance to the secured side of the facility to include the Visiting Center, will be searched.
- G. Visitors may be subjected to canine searches of their person and property. These will be utilized to augment searches at entrance/exit points of NCCW. 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. Any refusal by a visitor or a visitor's minor to a canine search will result in their denial to visit that day and/or suspension of visiting privileges.
- H. Each visitor also will be required to pass through the metal detector. In the event the metal detector alarm is activated, the person will be required to remove all items from their pocket and walk through again. The only exception is if the visitor has a pacemaker. That individual will enter through the doors away from the metal detector and back into the search room area to be searched.




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- I. All official visitors will walk through a metal detector and may be subject to a pat search by a trained NDCS staff of the same gender at the discretion of the Director/designee.
- J. Under no circumstances will a visitor be pat searched unless they voluntarily consent, to include minors. If a visitor refuses to consent to any type of search, the visit shall be denied.
- K. If contraband is found on a visitor through any part of the search process or if a team member witnesses a pass/attempted pass of contraband between an inmate and visitor, the visit will be terminated, the Shift Supervisor and Major will be notified, and Law Enforcement will be contacted. If the visitor is in the visiting room, they will be escorted to the Front Entrance by a team member. The visitor will be asked to have a seat at the Front Entrance until Law Enforcement arrives. Visitors will not be held against their will. A team member must actually see the contraband in the possession of the visitor or changing hands between the persons involved. Contraband is considered any article not officially issued, lawfully purchased, or brought into the NCCW via authorized channels or which is introduced or attempted to be introduced by any person into the NCCW or its extended limits by a method other than authorized (one that is specified in official NCCW policy and procedures).
- L. NCCW has the authority to order a private citizen to leave institutional grounds. If a citizen refuses to leave, the Nebraska State Patrol will be contacted and requested to provide their assistance in escorting the individual from State property.

**XVII. CONDUCT DURING VISITS**

- A. It is the responsibility of the visitor and inmate to conduct themselves in a manner that will not bring discredit upon themselves or be disruptive to other visitors in the area.
- B. 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 NDCS 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.
- C. Authorized types of physical contact
  - 1. A short embrace and kiss when the inmate and visitor meet for the visit and again when the visitor is preparing to depart from the visit.
  - 2. Inmates holding their small children (age 5 and under) on their lap.
- D. Unauthorized types of physical contact
  - 1. Either visitors or inmates sitting with an arm or their arms around each other.
  - 2. Kissing
  - 3. Caressing
  - 4. Fondling
  - 5. Sitting on each other's lap or straddling chairs, benches, etc. Inmates may be permitted to hold children, age five and under, during visits. No other exceptions to this provision shall be made.

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6. Feeding each other
7. Massages
8. Holding hands
9. Inmates on “no contact” status with a minor will have no physical contact at any time with a minor, including at the beginning and end of visitation.

E. No talking to other visitors or inmates during the session.

F. No breast feeding will be permitted in the visiting center by a visitor or an inmate.

G. All visitors will utilize the chairs provided in the Visiting Room for the duration of any visit period.

1. Visitors or inmates with disabilities that require the aid of a wheelchair, walker or scooter will be accommodated to allow the visit as comfortably as possible. If the visitor or inmate is able to utilize a chair in the visiting center, the wheelchair, walker or scooter will be clear of all walkways.

H. Paper currency is not allowed in the visiting center. Each visitor (adult and minors) may bring up to \$20.00 in change (example – one visitor with a child would be allowed to bring up to \$40 in change) for use in the vending machines where condign machines are available.

I. No vending/canteen items may be taken back to the housing unit by the inmate.

J. Bathroom Use:


1. Visitors will use a separate restroom from inmates located in the visiting center.
2. Visitors will be pat searched prior to utilizing the restroom and upon exiting the restroom.
3. Inmates will be strip searched in the inmate restroom prior to utilizing the restroom.
4. Upon the inmate exiting the restroom, visiting team members will search the inmate restroom.

## **XVIII. CHILDS PLAY AREA**

The Visiting Center offers a child’s play area for children ages 0-5 years to utilize during the visiting session. Inmates and the child(ren) will be permitted to go to this area and use toys and games. The inmate and the child(ren) will be permitted to sit at tables or on the floor in this area. Toys from the play area shall remain in the play area unless the Pass Clerk authorizes the removal of the toy.

## **XIX. TERMINATION AND SUSPENSION OF VISITS**


A. Visitors may be refused admission to the NCCW 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 inmate’s visiting list. Such action by NCCW shall be set forth in a written statement to the visitor(s) and inmate. The statement shall also indicate the reasons for the action. Inmates may appeal this decision through the grievance procedure.

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B. Visits shall be suspended by Shift Supervisor or above due to rule violations during the visit.

C. Visiting privileges may be denied/terminated/suspended either temporarily or indefinitely by the Unit Administrator, Major, Captain, Assistant Warden or Warden under the following circumstances:

1. The consumption of or appearance/belief the visitor is under the influence of alcohol or illegal drugs.
2. Possessing contraband, introducing contraband or attempting to introduce contraband into the facility or its grounds.
3. The taking of unauthorized items or property from the NCCW (criminal prosecution under Nebraska law also is possible here).
4. Initiating or contributing to disruptive or improper behavior by either inmates or visitors that infringes upon other visits.
5. Refusal to submit to any search in a cooperative manner
6. Inappropriate dress as defined in this policy.
7. Refusal to allow oneself to be marked with invisible skin-marking ink
8. Refusal or failure to produce sufficient, current identification or the falsifying of identifying information by a visitor.
9. False or incorrect information on the VRF or attempting to visit under a false identification.
10. The violation of any posted visiting rule and regulation.
11. Any circumstance that presents a threat to the security of the institution, team members, visitor and/or inmates.
12. The failure to control or to prevent children from disturbing other persons in the visiting area.
13. The failure to follow an officer's instructions during the visiting process.
14. Leaving the visiting area and proceeding into an unauthorized area.
15. Leaving the visiting area, then leaving NCCW, and then returning to resume a visit. This visiting session will be terminated and visitors will not be permitted to resume visiting their original inmate or any other inmate during the same visiting period.
16. Excessive physical contact between visitors and inmates.

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- 17. Physical contact with a minor by an inmate on "no contact" status with minors.
  - 18. Refusal to clean up the area that was used for the visit.
  - 19. The observation by the Pass Clerk, Shift Supervisor, Central Control or other team members of an illness related condition on a visitor's body which the observing employee reasonably believes indicates that the visitor is unfit to visit. Examples of such observable conditions include, but are not limited to, "open" or "running" sores and/ or very poor sanitation/hygiene.
  - 20. The Administration reserves the right to withdraw the visiting privileges of any individual who refuses to comply with Departmental rules and regulations.
  - 21. Visits also may be suspended or terminated for reasons beyond NCCW's control, such as mechanical problems in the visitor areas or institutional emergencies making the area unsafe for visitors.
  - 22. Leaving a minor unattended on NDCS property.
  - 23. Leaving a pet locked in a vehicle on NDCS property
- D. Prior to the termination of a visit or suspension of visiting privileges for any of the above visitor related reasons, less restrictive alternatives shall be attempted. Such alternatives may include warning the inmate and/or his visitor of their improper behavior.
- E. Any inmate may appeal the decision to remove a visitor from his visiting list by following the grievance procedures.
- F. Whenever an inmate receives a Misconduct Report that alleges some type of violation of the Visiting Regulations, the appropriate Disciplinary Committee will review the case. If it has been determined a violation(s) did occur, the Disciplinary Committee will suspend that inmate's visits for a specified period of time. The Captain will inform the inmate in writing (See Attachment #5 for an example) that all of the inmate's visits with the exception of attorneys, public officials, and clergy persons have been suspended for a specific number of days. If an inmate's visits have been suspended prior to the completion of the disciplinary process, any existing restriction imposed by the Disciplinary Committee will be credited from the date of the original suspension. Captain will notify the Pass Clerk of all inmate visiting suspensions and when they should be removed. Only the Pass Clerk will enter inmate restrictions/suspensions.
- G. The inmate will be responsible for notifying all persons on their visiting list of the restriction imposed. Visitors involved in the violation, if they were not previously suspended or terminated from visiting, may be permanently or temporarily removed from the inmate's visiting list by approval of the Warden/designee.

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H. The Pass Clerk will maintain a list of all visitors who are currently suspended from visiting NCCW. The Captain will forward a copy of all letters of suspension or reinstatement of visiting privileges to the Pass Clerk. The computer database will be updated accordingly.


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

**XX. VISITOR ATTIRE**


A. When visiting, proper attire is expected. Clothing should not be distracting or offensive to inmates or other visitors and must be in good repair. Footwear in good repair is required to be worn at all times; open toed shoes are allowed. A sweater without any pockets or a hood may be worn in the visiting area. Female visitors are encouraged to wear slacks/pants.

B. Inappropriate visiting attire

1. Khaki colored clothes. Visitors are not allowed to wear a combination of both khaki colored pants and a shirt at the same time when they visit. A visitor may wear khaki pants or khaki shirt, but never at the same time when visiting.
2. Children 10 years or younger may wear shorts, skirts, or rompers provided that said clothing completely covers the child's buttocks.
3. Skirts/dresses/shorts/skorts/culottes, less than knee length (top of knee when sitting). If the skirt or dress has a slit in it, it must be below the knee. Female visitors wearing skirts/dresses will not be required to lift the garment to their waist to facilitate an appropriate pat search; team members will perform the pat search through the aforementioned clothing.
4. Tight fitting or revealing shirts, halter tops, tube tops, crop tops, backless tops, low cut shirts (two inches below the neck), tank tops, half shirts, crop tops, sleeveless shirts or dresses, shirts with zippers, spaghetti string tied tops, or other clothing revealing bare shoulders, a bare midriff, or any part of the breast, chest or back. Clothing will be considered tight fitting if it reveals the outline of genitalia or the areola.
5. Shirts that come below 2 inches from the bottom of the neck. If the neck of the shirt has to be pulled up to achieve the appropriate height, it will be considered too low and not allowed. The shirt needs to rest naturally at the bottom of your neck. Shirts that are too short are judged by raising the hands above the head and bending over. If any skin shows, the shirt is too short.
6. See-through clothing
7. Torn clothing, to include prewrapped jeans/pants

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8. Heavy coats, to include fleece jackets. Exception is a blazer or suit jacket. Shirts with drawstrings and shirts with oversized necks will not be allowed. A light jacket or sweater may be worn.
  9. Not wearing undergarments (i.e. Females must wear panty hose and/or underwear and a bra. Males must wear underwear/undershorts.). Visitors may not wear athletic supporters or multiple layers of undergarments. Females must wear only one bra and only one pair of underwear. Corsets and stomach wraps are not permitted. Males must wear only one pair of underwear/undershorts.
  10. Any shoes with rollers or cleats (metal or rubber)
  11. With the exception of those persons conducting official business or in Military uniform, visitors will not be permitted to wear any type of uniform such as medical, other state agency uniforms, UPS, Postal, etc.
  12. Hats, caps, headbands, hooding clothing or outerwear. Exceptions will be authorized with written Administrative approval in advance for religious purposes only. In addition, hats may be worn for medical reasons with a doctor's note (i.e. Chemotherapy patients). All hats and headgear will be removed and searched.
  13. Clothing with pictures, symbols or language that may be considered profane or offensive by current public standards
  14. Visitors may only wear one belt
  15. Watches, exercise trackers and similar devices are not permitted.
  16. Bracelets
  17. Coveralls and overalls
  18. Pants are to be worn at the waist Clothing/accessories indicating/representing gang affiliation will not be allowed.
- C. Visitors are only allowed to wear the following jewelry:
1. 1 ring (wedding set included)
  2. 1 pair of earrings (or two facial piercings)
  3. 1 necklace
  4. 1 religious medallion
  5. 1 med alert jewelry item
- D. Medical devices allowed:
1. Prosthetic devices

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2. Wheelchair/crutches/walker
3. Canes
4. Slings / knee braces (will be removed and searched prior to entry)
5. Service animals

E. Appropriate visiting attire

1. Males

Attire for male visitors includes slacks, dress shirts, dress shoes, shoes/boots/sandals, neckties, sport coats, business suits, jeans, wind pants (non-break-away style only), sweatpants, shorts (at the knee or below). Socks are not required.

2. Females

Attire for female visitors includes shoes/ boots/ sandals, dresses, skirts, pant suits, slacks, jeans, wind pants (non-break-away style only), sweatpants or crop and/or shorts/capri pants provided they reach below the knee while standing and sitting. Socks are not required.

3. Children

- a. Children who are old enough to walk are required to wear shoes. Shoes are to remain on at all times.
- b. Children 10 years or younger may be allowed to visit in shorts, skirts or rompers provided that said clothing completely covers the child's buttocks.

4. Infant/Child Necessities:


- a. Two (2) factory sealed single serving size ready to feed formula or two (2) clear bottles (no glass)
- b. Four (4) disposable diapers
- c. Eight (8) wet wipes inside a clear bag
- d. One (1) receiving blanket
- e. One (1) plastic teething instrument
- f. Toys of a simple, non-weapon, plastic type for pre-school age children when not furnished by the facility.

F. Contractors/Vendors

Contractors and vendors will be allowed to wear the clothing items they have on at the time of their arrival at the NCCW. These persons will be subject to the established search procedures and will be under constant escort while they are inside NCCW.

G. Volunteers/Coordinators/Guests



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1. If a volunteer/coordinator/guest is attending an event/ meeting scheduled to be held on the secure side of the facility those persons may wear their outer garments (i.e., coat, hat, gloves, etc.) to the event/meeting.

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

### **XXI. INMATE ATTIRE DURING VISIT**

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

B. Authorized clothing attire (Soiled, torn, or otherwise inappropriate clothing shall not be worn)

1. Pants (state issue only).

- a. All pants will be kept neat and ironed. (no patterns)
- b. Pants will not be altered in any way.
- c. Undergarments must be worn while visiting.
- d. No shorts will be worn under state issued pants.

2. Shirts (state issue only)

- a. All shirts will be clean and properly buttoned with the exception of the top collar button and they must be ironed, not wrinkled and may not have patterns.
- b. Thermal underwear shirts may not be worn under state issued shirts.
- c. No sweatshirts/sweaters will be permitted.
- d. Inmates will be permitted to wear a state issued t-shirt under their khaki shirt.

3. Shoes and socks


Closed toe 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 footwear. Personal athletic shoes are permitted.

4. Headgear (hats, caps, etc.)

- a. Recognized religious headgear that has been purchased through the proper channels may be worn. Any altered or unapproved headgear will be confiscated. Other hats/caps will not be authorized except by special permission of the Assistant Warden/designee or Medical team members if the headgear is needed due to medical purposes.

5. Outer garments

- a. Cold weather headgear, jackets, vests, etc. will not be worn in the visiting area but must be left in the Visiting Staging Area.

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b. No other clothing other than that described above (including white T-shirts, tank tops, bandannas, sweat clothing, gym shorts, etc.) will be permitted in the visiting area.

C. Inmates and visitors will not be allowed to wear or exchange clothing or jewelry while visiting.

## **XXII. INMATE POSSESSIONS DURING VISIT**

Inmates will be allowed to have two earrings (to be worn in the ears only), one documented wedding band and one necklace. Only prescription glasses will be authorized. No sunglasses, etc., except as may be authorized by the NCCW medical staff.

A. Medication and medical/prosthetic appliances

1. No inmate will be allowed to have medication of any kind on their person unless written authorization for such medication signed by the NCCW's Medical staff.
2. Only authorized medical/prosthetic appliances (artificial limbs, canes, hearing aids, crutches, etc.) will be permitted in the visiting area.

B. At the end of a visit, each inmate shall be strip-searched and a second inventory of their clothing and personal items made by the team member conducting the strip-search. No inmate will be allowed to leave the visiting area with any item(s) not listed on the original inventory slip. All unauthorized items will be considered contraband and shall be confiscated immediately. See Procedure 203.01.4.06, *Evidence Procedures*, for specific details.

## **XXIII. CITY TRANSPORTATION INFORMATION FOR VISITORS**

NCCW provides information to visitors about transportation to NCCW and facilitates transportation between NCCW and nearby public transit terminals. (ACA 5-ACI-7D-22). The Pass Clerk will maintain current information regarding public transportation available. .


## **XXIV. CONTACTS FOR VISITING QUESTIONS AND CONCERNS**

A. The Captain or Visiting Corporal is the individual to contact for problems or questions concerning visits.

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

Nebraska Correctional Center for Women  
1107 Recharge Rd  
York, NE 68467

402-362-3317

 Good Life. Great Mission. <hr/> DEPT OF CORRECTIONAL SERVICES	<b>NEBRASKA CORRECTIONAL CENTER FOR WOMEN</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVIEW DATE</b> July 31, 2020	<b>NUMBER</b> 205.02.4.01	<b>PAGE</b> 25 of 25
<b>STATEMENT OF AVAILABILITY</b> <p style="text-align: center;"><b>This Procedure is to be made available in the law library or other resource center.</b></p>			

## **REFERENCES**

### **I. STATUTORY REFERENCES**

1. Nebraska Revised Statute: SS83-173 and 83-186
2. DCS Rules and Regulations – Chapter 4 – VISITING

### **II. NDCS POLICIES**

1. Policy 205.02, *Visiting*

### **III. NCCW PROCEDURES**

1. Procedure 120.01.4.01, *Official Visitors to Correctional Facilities and Programs*
2. Procedure 203.01.4.06, *Evidence Procedures*

### **IV. ATTACHMENTS**

1. Special/Extended/Emergency Visit Request (NDCS-A-adm-034)
2. Crimes Against Minor-Aged Victims Form
3. Inmate Property Form
4. NDCS Entrance/Exit Screening Procedures
5. Visit Suspension Notice Example
6. York Transportation Information
7. Visiting Deletion Request