

 Good Life. Great Mission. <hr/> DEPT OF CORRECTIONAL SERVICES	<b>NEBRASKA STATE PENITENTIARY</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVISION DATE</b> July 31, 2020	<b>NUMBER</b> 205.002.101	<b>PAGE</b> 1 of 24
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Effective: October 10, 1983  
 Revised: March 17, 2014  
 Revised: April 15, 2014  
 Revised: January 24, 2015  
 Revised: September 30, 2015  
 Revised: August 31, 2016  
 Revised: July 31, 2017  
 Revised: August 18, 2017  
 Revised: October 30, 2018  
 Revised: April 30, 2019  
 Revised: September 1, 2019  
 Revised: July 31, 2020

**SUMMARY of REVISION/REVIEW**

Removed duplicate sections from Policy 205.02. Removed Attachments #1, #3, #4, #5, #6, #8, #9 and #16 and renumbered remaining attachments. Update Attachments #3 and #5.

**APPROVED:**



Michele Wilhelm, Warden  
Nebraska State Penitentiary

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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 State Penitentiary (NSP) to allow inmates visiting privileges and retain such privileges as long as the inmate does not violate the rules and regulations governing visiting.

The NSP Visiting Regulations shall be made available to visitors, NSP 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 NSP'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 NSP 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 Nebraska State Penitentiary will follow all instructions set forth in Policy 205.02, *Visiting*. The following information is specific to the Nebraska State Penitentiary. 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.

## PROCEDURES

### I. WHO MAY VISIT

An NSP inmate may have visits from anyone he chooses 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 NSP, 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 Deputy Warden – Operations/designee.

### II. 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

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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 State Penitentiary  
 P.O. Box 22500  
 Lincoln, NE 68542-2500

- 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 then forward the VRF to the respective housing unit. The unit staff will run a NCIC teletype background check and a computer check to ensure the visitor is not on another inmate's visiting list. The appropriate unit staff will approve or deny the VRF. 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 Unit Administrator for final processing and approval or denial. If the form is incomplete, the Pass Clerk will send a memo to the visitor instructing them to complete a new VRF with the needed information and return it to the Pass Clerk.
- C. The Unit Administrator 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.
- D. If there are any questions when the criminal history check indicates 'record', the Unit Administrator will consult with the Warden/designee for final approval or denial. The Unit Administrator will note at the bottom of the form the final decision and cite the reasons for the denial. The form will be forwarded to the Pass Clerk's office for computer input.
- E. The Pass Clerk will destroy all criminal history information. All visitors must have their VRF approved/ disapproved by the Unit Administrator/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 him, 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 in writing.
- H. Any inmate may grieve the VRF decision through the grievance procedure.
- I. The Warden/designee must approve all VRFs submitted by the victim of an offense committed by the respective inmate.

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### III. SPECIAL, EMERGENCY AND EXTENDED VISIT PROCEDURES

- A. Whenever an inmate knows at least one working day (Monday through Friday excluding holidays) in advance that he is expecting a visitor who would fall under special visit guidelines (Special, Emergency, and Extended Visits), he must request visiting consideration by submitting a Special/Extended/Emergency Visit Form (Attachment #1) to his Case Manager. The Case Manager will verify the information noted on the form and then forward it to the Unit Administrator who will make the final approval/disapproval decision. 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 NSP who was not expected by the inmate but who is otherwise eligible for special visits, the applicable Unit Administrator/designee or a higher authority will make the decision as to whether or not to allow that person to visit.
- C. Normally, special visits will be approved one time for those persons eligible for special visits. Absent extraordinary circumstances, the visitor must be listed on the inmates approved visiting list to receive subsequent visits.
- D. Visits for inmates housed in the Skilled Nursing NSP on a plan A or B status will be reviewed by the Administration and handled on a case-by-case basis.

### IV. 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 classified to LTRH and IS 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 Immediate Segregation status and upon admission to Restrictive Housing, inmates may submit an Inmate Interview Request form to the Caseworker 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 Caseworker 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 Caseworker another name and phone number of a visitor on his 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.

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V. CLERGY, ATTORNEYS AND PUBLIC OFFICIAL VISITS

A. Attorney and Public Official Visits

1. Attorneys and public officials may visit inmates at the NSP 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 2000 hours, 7 days a week. 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. 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 at the front entrance.
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 judiciary.
3. If the Religious Coordinator approves a C-VRF, they 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 Unit Administrator. 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.

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5. The Religious Coordinator will update the database of all approved clergy. The Pass Clerk will verify all clergy in the Clergy database.
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 Deputy Warden – Operations/designee.
8. Clergy may visit for one hour due to limited space during peak hours and more than one approved Clergy may attend the same visitation. Peak hours and space to be determined by the on duty Shift Supervisor.
9. If a member of the clergy arrives at NSP 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 Front Entrance corporal or, if the Front Entrance post is not staffed, to the Control Center 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.
10. 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.
  - 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 name can be added.
  - c. If the Clergy visitor is not active in the Clergy/Volunteer database then they need to inform the inmate so he (the inmate) can submit an Inmate Interview Request to the Religious Coordinator to have that clergy person added to the inmate's list.
11. 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.
12. 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

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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 rooms shall be utilized (in the order specified):
1. Classroom 1A15
  2. Classroom 1A16
  3. If all designated spaces are occupied, the visitor will be asked if they would like to visit in the general population visiting room.
  4. 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 Turnkey 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.
- E. Any restrictive housing status inmate who has been placed on a restriction involving placement of inmate in full restraints whenever out of his room will be required to visit in full restraints in an Attorney-Client room. Restrictive housing team members must notify the escorting team member, Turnkey and Visiting Room team members when an inmate of this type of restriction receives a visit.
- F. Clergy, attorney and regular visitors do not visit together unless approved by the Unit Administrator prior to the visit.

**VI. VISITATION DAYS AND HOURS**

**A. Visiting Schedule**

TIME	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
0800 – 1200 hours	General Population	General Population	General Population	General Population	General Population
(*NO VISITS PROCESSED AFTER 1010 HOURS DUE TO COUNT)					
1300 – 1630 hours	General Population	General Population	General Population	General Population	General Population
(*NO VISITS PROCESSED AFTER 1545 HOURS DUE TO COUNT)					
1730 – 2030 hours	Restrictive Housing	General Population	General Population	General Population	Restrictive Housing

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1. Visiting options will remain the same. No visit will be processed within 40 minutes of the end of any visiting period. Exceptions would be made to those visitors who are visiting an inmate already in visiting room.
2. Exceptions to any of these hours may be made if necessary due to special circumstances.

**B. Visiting Options**

1. During any given visiting week (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 weekday (Wednesday, Thursday or Friday) visits with no visits on the weekend (Saturday, Sunday).**
    - (1) More than one visitor may visit with an inmate during any one visiting period subject to the following limitations:
      - (a) 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.
      - (b) Similarly, if an inmate has a visitor who arrives at 1300 hours and leaves at 1550 hours and a second visitor arrives just as the first visitor is leaving, the second visitor will be processed immediately into the Visiting Room. If the inmate has not yet left, he may stay and visit with the second visitor. If the inmate already has left the Visiting Room, he will be paged and notified he has a visitor waiting in the Visiting Room. This will count as a second visit.
    - (2) The same visitor may visit during any two visiting sessions as identified in on any 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.
  - b. **OPTION 2 – One session on either a Saturday or Sunday with no visits on a weekday. An inmate may elect to have his week's one visit on a Saturday or Sunday, but not both.**
  - c. Inmates may not have a combination of visits where they have one visit on a weekday and one visit on a weekend during any one visiting week, with the exception of an approved special visit.
  - d. Any visits received while in restrictive housing will apply to the allotted number of visits an inmate can receive for any given week upon return to general population status.

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C. Inmates Confined in the Skilled Nursing Facility (SNF) at NSP

1. Visiting Hours

- a. Inmates in this situation normally will have the same visiting privileges as general population inmates (i.e., they may visit during the same hours and on the same days) after being cleared for such visits by the Medical Department. Inmates in restrictive housing but housed in the SNF must follow the days and times allowed for restrictive housing.
- b. Visits will normally occur in the visiting room unless the inmate's medical condition prohibits it, in which case arrangements will be made to have a supervised visit in SNF as approved by Health Services and the Shift Supervisor.
- c. Only 2 visitors are allowed to visit an inmate in the SNF unless prior approval has been given.
- d. Visitors are allowed to use the vending machines in Visiting before going to the SNF.
- e. Exceptions to these hours may be approved by the Unit Administrator if justified by special circumstances (See Special and Emergency Visits).

D. Inmates Confined at Bryan West/East

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 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.

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. 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 NSP 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. NSP 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 NSP. The pass will not include the room number.

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- (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 NSP assigned security team members will retain the other copy.
- (4) At the conclusion of the visit, NSP escort team members will contact hospital security and advise them the visit has ended.
- (5) Any questions/concerns will be forwarded to the Shift Supervisor and communicated to hospital security as necessary. NSP escort team members will contact hospital security immediately in the event of any emergency.

#### H. 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.

- (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 Unit Administrator.
- (3) SNF inmates will be allowed to visit during either an afternoon or evening session if the Medical Department clears such a visit. Inmates may not visit during both sessions.
- (4) 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 Unit Administrator'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.

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- 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.
- 4. Exceptions to these hours may be authorized by the Warden for other holidays or other designated occasions.
- 5. Whenever these occur, the Warden/designee shall issue a memorandum specifying the changes.

**VII. VISITING LIMITATIONS**

- A. Once an inmate completes a visit and leaves the Visiting Room, his visits for that visiting period are terminated. Once 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 NSP due to scheduling, space, and/or personnel constraints. The maximum capacity of the Visiting Room is limited to 335 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 must approve all VRFs submitted by the victim of an offense committed by the respective inmate.

**VIII. 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: murder, manslaughter, sexual assault, 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). 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.

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**IX. 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 NSP inmate may be allowed to visit one another when the request is initiated by the Community Custody inmate.
- B. Visits between inmate immediate family members will take place at NSP 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.
- C. 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.
- D. Male Community Custody inmate visitors will wear only institutional-issue clothing with the exception of shoes (personal shoes may be worn). Female inmate visitors will wear clothing that is approved by the inmate's institution.
- E. Visits between inmate immediate family members will occur no more frequently than once each six months, this includes Community Custody inmates.

**X. INMATE REQUEST FOR VISITOR LIST**

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 his Case Manager or Pass Clerk.

**XI. PROCESSING VISITORS INTO THE INSTITUTION**

- A. NSP shall ensure a record of each visitor entering NSP 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. All visitors will be required to sign in when entering the institution.
  - 2. Only those visitors who are listed on an inmate's authorized visiting list shall be permitted to visit.
  - 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 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 drivers license with photo

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- (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.
  - (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
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 Unit Administrator or in their absence, 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 NSP for visits with inmates or conducting business with NSP 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 print a Visitor Pass, sign it, and direct the visitor to the appropriate visiting area.
  - c. The Pass Clerk will call Central Control to report a particular inmate has a visitor. Central Control will then call the appropriate housing unit to relay that message. The housing unit will promptly notify the inmate he has a visit, write a pass for the inmate and make the necessary arrangements to send the inmate to Turnkey.
  - 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, pass through the metal detector and items ran through the x-ray machine.
6. Any person who appears at the institution and requests to visit an inmate on a professional basis but who is not listed as an authorized visitor will be requested to wait while the matter is referred to the Unit Administrator for a decision. During weekends and holidays, the Shift Supervisor will handle all such referrals.

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7. In certain special circumstances, NSP 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). Written approval must be obtained from the Deputy Warden – Operations 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.
8. 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.
9. All business visitors must sign in and out on the Visitors Register, which is located at the Front Entrance desk/counter.

#### XII. MARKING VISITORS WITH INVISIBLE, SKIN-MARKING INK

Each visitor, with the exception of minors under 1 year of age, will pass through the metal detector and be pat searched. 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 Front Entrance Corporal will be responsible to ensure the visitor is properly stamped.

#### XIII. PROCESSING AN INMATE INTO THE VISITING ROOM

- A. Each inmate will be given an inmate pass when he has a visit. He must take the inmate pass to Turnkey where he 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 he is processed. He 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.

#### XIV. METHODS OF SEARCHING VISITORS

- A. Each adult visitor, upon admission to the NSP, will be required to verify their identity and may be asked to provide other necessary information requested by the Warden.
- B. All visitors entering the NSP 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 120.001.101, *Official Visitors to the Penitentiary*. Attachment #4 covers Entrance/Exit Procedures for all NDCS visitors.
- 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. Visitors will obtain a key from the Pass Clerk and in doing so will leave their drivers license with the Pass Clerk. Once the key is returned, the drivers license will be returned to the visitor. Persons refusing to be searched and/or not permitting minors in their care to be searched will not be admitted.

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- 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 NSP. 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 NSP, 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 entering the NSP through the Front Entrance will be processed through the x-ray machine.
  
- 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 NSP. 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. 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.
  
- 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 double doors away from the metal detector and back into the search room area to be searched.
  
- I. Under no circumstances will a visitor 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.
  
- J. 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 Unit Administrator 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

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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 NSP via authorized channels or which is introduced or attempted to be introduced by any person into the NSP or its extended limits by a method other than authorized (one that is specified in official NSP policy and procedures).

- K. NSP 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.

**XV. 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. 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 team members during visiting, smoking (which is defined as the carrying and/or use of any lighted cigarette, cigar, pipe, or any other tobacco product or smoking equipment) is prohibited for all individuals while on NDCS property.
- C. It is the responsibility of all visitors to supervise and maintain control over their accompanying children. Neither visitors nor inmates are permitted to use corporal punishment on children or others while on 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.
- D. 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. Holding hands as long as the hands are in full view and the hand holding is not improper.
  - 3. Inmates holding their small children (age 5 and under) on their lap.
- E. 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.
  - 6. Feeding each other
  - 7. Massages
  - 8. 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.
- F. No talking to other visitors or inmates during the session.

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- G. All visitors will utilize those chairs provided in the Visiting Room for the duration of any visit period. Visitors or inmates with disabilities requiring the use of wheelchairs or scooters will be required to sit at the end of a row in the Visiting Room. Wheelchairs/scooters will be allowed to be turned toward the inmate or visitor to facilitate the visit more comfortably if there are medical issues that would prevent the individual from sitting forward. If the chairs at the ends of the rows are occupied, Visiting Room team members will instruct inmates and visitors to move to other seats to allow the wheelchair to be positioned correctly. Visitors and inmates must refrain from slouching or turning sideways in their chairs. (Children age 10 and under may utilize the floor.)

#### XVI. TERMINATION AND SUSPENSION OF VISITS

- A. Visitors may be refused admission to the NSP 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 NSP 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.
- B. Visiting privileges shall be suspended only by orders from the Shift Supervisor, Unit Administrator(s), Major, Captain(s), Associate Warden, Deputy Warden(s), or the Warden, except where the suspension is imposed as part of a formal disciplinary decision.
- C. A visit may be denied or terminated and visiting privileges suspended, either temporarily or permanently, under the following circumstances:
1. The consumption of or appearance/belief 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 NSP (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.

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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 NSP, 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.
  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, Front Entrance Corporal 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 NSP'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 Unit Administrator will inform the inmate in writing (See Attachment #5 for an example) that all of his 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

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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. The Unit Administrator will notify the Pass Clerk of all inmate visiting suspension and when it should be removed. Only the Pass Clerk or Unit Administrator will enter inmate restrictions/suspensions.

- G. The inmate 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 by approval of the Warden/designee.
- H. The Pass Clerk will maintain a list of all visitors who are currently suspended from visiting NSP. The Unit Administrator 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 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.

**XVII. 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 lightweight outer jacket/sweater without any pockets may be worn in the visiting area. Females visitors are encouraged to wear slacks/pants.
- B. Inappropriate visiting attire
  - 1. Khaki colored cloths. 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. Short shorts, sleeveless dresses or shirts, tights/leggings, stirrup pants, spandex/stretch pants. Over 10 years of age, leggings, and stirrup pants, spandex and stretch pants or any tight fitting pants such as "skinny" jeans or jeggings. This is applicable to both male and female visitors.
  - 3. Skirts/dresses/shorts/skort/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

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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. Shirts must be long enough to be tucked in and remain tucked in while raising arms and bending over. Must be tucked in the entire visit. Shirts may not be pulled up to meet the dress code standards.

6. See-through clothing
  7. Torn clothing
  8. Heavy coats, to include fleece jackets. Exception is 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 and females will be asked to pull the elastic away from the skin at the bottom of the bra and shake it during the search (10 years of age or under are not required to wear a bra). 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. Any type of bracelet
  16. Coveralls and overalls
  17. Pants are to be worn at the waist and shirts are to be tucked in. Clothing/accessories indicating/representing gang affiliation will not be allowed.
- C. Visitors are only allowed to wear the following jewelry:
1. 1 ring (wedding set included)
  2. 1 pair of earrings (or two facial piercings)

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3. 1 watch (smart or multi function watches, exercise trackers or similar devices are not permitted),
4. 1 necklace
5. 1 religious medallion
6. 1 med alert jewelry item
7. Jewelry will be inventoried on a Jewelry Inventory Log (Attachment #6) prior to entry and exit. To facilitate ease of entry and exit, the visitor may wish to secure these items in their vehicle prior to entry.

D. 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. 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 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.

E. Contractors/Vendors

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

F. Volunteers/Coordinators/Guests

1. If a volunteer/coordinator/guest is attending an event/meeting scheduled to be held in the Administration Building, those persons will be required to lock up their outer garments, (i.e., coat, hat, gloves, etc.) at the front entrance.
2. If a volunteer/coordinator/guest is attending an event/ meeting scheduled to be held in another area outside of the Administration Building, those persons may wear their outer garments (i.e., coat, hat, gloves, etc.) to the event/meeting. No umbrellas will be permitted.

XVIII. INMATE ATTIRE DURING VISIT

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

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- B. Authorized clothing attire (Soiled, torn, or otherwise inappropriate clothing shall not be worn)
1. Pants (institutional issue or approved civilian-blue jeans only).
    - a. All pants will be kept neat and properly buttoned/zipped and ironed, not wrinkled at all times. (no patterns)
    - b. Pants will not be altered in any way (including the removal of pockets, etc.).
    - c. Pants will be worn with an institutional belt.
    - d. Boxers or underwear must be worn while visiting.
  2. Shirts (institutional issue or personal civilian)
    - 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. Either authorized long sleeve or short sleeve shirts may be worn at the discretion of the inmate.
    - c. All shirts must be tucked inside the pants at all times.
    - d. Colored T-shirts or T-shirts with slogans/pictures, etc. may be worn. No obscene printing or gang logos/ symbols will be permitted. No white T-shirts will be permitted.
    - e. Thermal underwear shirts may be worn under approved shirts. Thermal underwear shirts will not be permitted as an outer garment.
    - f. No sweatshirts/sweaters will be permitted.
    - g. No sleeveless shirts will be permitted.
  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 footwear.
  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 Deputy Warden – Operations or the Chief Medical Officer.
    - b. Hair ties, rubber bands, beads and like items are not authorized to be worn in the Visiting Room by inmates.
  5. Outer garments
    - a. Cold weather headgear, jackets, vests, etc. will not be worn in the visiting area but must be left in storage containers in the Turnkey area.
    - 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 while visiting.

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**XIV. INMATE POSSESSIONS DURING VISIT**

**A. Handkerchief, comb/ pic, glasses, and jewelry**

Inmates will be allowed to have one handkerchief and either a comb or pic and wear one necklace, two earrings (to be worn in the ears only), one wedding band while on a visit. Only prescription glasses will be authorized. No sunglasses, etc., except as may be authorized by the NSP physician.

**B. Medication and medical/prosthetic appliances**

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

**C. At the end of a visit, each inmate shall be strip-searched and a second inventory of his 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 203.001.113, *Security and Control – Evidence Handling Procedures*, for specific details.**

**D. A wedding ring may be brought in by the spouse of the inmate during a scheduled visit with prior approval. See Policy 205.04, *Inmate Marriage Policy*, for specific details.**

**XV. CITY TRANSPORTATION INFORMATION FOR VISITORS**

**NSP provides information to visitors about transportation to NSP and facilitates transportation between NSP and nearby public transit terminals. (ACA 5-ACI-7D-22)** The Pass Clerk will maintain current information regarding public transportation available. This information along with a current bus schedule (Attachment #7) and an area street map showing the location of the NSP (Attachment #8) will be posted at the front entrance.

**XVI. CONTACTS FOR VISITING QUESTIONS AND CONCERNS**

**A. The Unit Administrator is the individual to contact for problems or questions concerning visits.**

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

Nebraska State Penitentiary  
 PO Box 22500  
 Lincoln, NE 68542-2500  
 (402) 471-3161

**REFERENCES**

**I. STATUTORY REFERENCES**

**A. Nebraska Revised Statute: SS83-173 and 83-186**

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B. DCS Rules and Regulations – Chapter 4 – VISITING

II. NDCS POLICIES

A. Policy 205.02, *Visiting*

B. Policy 205.04, *Inmate Marriage Policy*

III. NSP PROCEDURES

A. Procedure 120.001.101, *Official Visitors to the Penitentiary*

B. Procedure 203.001.113, *Security and Control – Evidence Handling 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. Jewelry Inventory Log

7. Lincoln Transportation Information

8. Lincoln Area Map

V. AMERICAN CORRECTIONAL ASSOCIATION (ACA)

A. Expected Practices for Adult Correctional Institutions (ACI) (5th edition): 5-ACI-4B-21, 5-ACI-7D-14, 5-ACI-7D-15, 5-ACI-7D-16, 5-ACI-7D-22

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 \_\_\_\_\_

## 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

Nebraska Department of Correctional Services  
Inmate Property Form

NAME: \_\_\_\_\_

NUMBER: \_\_\_\_\_

HU #: \_\_\_\_\_

\* THE ONLY ITEMS TAKEN WITH INMATE ON VISIT  
ARE AS FOLLOWS

WATCH \_\_\_\_\_

RING \_\_\_\_\_

HANDKERCHIEF \_\_\_\_\_

COMB \_\_\_\_\_

GLASSES \_\_\_\_\_

SHIRT: \_\_\_\_\_

RELIGIOUS MEDALLION \_\_\_\_\_

T-SHIRT \_\_\_\_\_

PANTS \_\_\_\_\_

SHORTS: \_\_\_\_\_

SOCKS: \_\_\_\_\_

SHOES: \_\_\_\_\_

BELT \_\_\_\_\_

OTHER \_\_\_\_\_

(MEDICAL PROSTHETIC DEVICES SUCH AS  
ARTIFICIAL LIMBS, CANES, HEARING AIDS,  
CRUTCHES, ETC.)

OFFICER "OUT" \_\_\_\_\_

OFFICER "IN" \_\_\_\_\_

DATE \_\_\_\_\_

Nebraska Department of Correctional Services  
Inmate Property Form

NAME: \_\_\_\_\_

NUMBER: \_\_\_\_\_

HU #: \_\_\_\_\_

\* THE ONLY ITEMS TAKEN WITH INMATE ON VISIT  
ARE AS FOLLOWS

WATCH \_\_\_\_\_

RING \_\_\_\_\_

HANDKERCHIEF \_\_\_\_\_

COMB \_\_\_\_\_

GLASSES \_\_\_\_\_

SHIRT \_\_\_\_\_

RELIGIOUS MEDALLION \_\_\_\_\_

T-SHIRT \_\_\_\_\_

PANTS \_\_\_\_\_

SHORTS \_\_\_\_\_

SOCKS \_\_\_\_\_

SHOES \_\_\_\_\_

BELT \_\_\_\_\_

OTHER \_\_\_\_\_

(MEDICAL PROSTHETIC DEVICES SUCH AS  
ARTIFICIAL LIMBS, CANES, HEARING AIDS,  
CRUTCHES, ETC.)

OFFICER "OUT" \_\_\_\_\_

OFFICER "IN" \_\_\_\_\_

DATE: \_\_\_\_\_

Nebraska Department of Correctional Services  
Inmate Property Form

NAME: \_\_\_\_\_

NUMBER: \_\_\_\_\_

HU #: \_\_\_\_\_

\* THE ONLY ITEMS TAKEN WITH INMATE ON VISIT  
ARE AS FOLLOWS

WATCH \_\_\_\_\_

RING \_\_\_\_\_

HANDKERCHIEF \_\_\_\_\_

COMB \_\_\_\_\_

GLASSES \_\_\_\_\_

SHIRT \_\_\_\_\_

RELIGIOUS MEDALLION \_\_\_\_\_

T-SHIRT \_\_\_\_\_

PANTS \_\_\_\_\_

SHORTS \_\_\_\_\_

SOCKS \_\_\_\_\_

SHOES \_\_\_\_\_

BELT \_\_\_\_\_

OTHER \_\_\_\_\_

(MEDICAL PROSTHETIC DEVICES SUCH AS  
ARTIFICIAL LIMBS, CANES, HEARING AIDS,  
CRUTCHES, ETC.)

OFFICER "OUT" \_\_\_\_\_

OFFICER "IN" \_\_\_\_\_

DATE \_\_\_\_\_

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES  
**Entrance/Exit Procedures (revised 02/28/2019)**

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 Policy 120.01, <i>Official Visitors To Correctional Facilities And Programs.</i> (to include Parole Board Members, Ombudsmen)	NO	YES	See Policy 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
Emergency Personnel (firefighter, ambulance, etc.)	NO - on emergency entry/exit	YES	YES
DMV staff members (on official business)	NO	YES	NO
NDCS staff members	NO	YES	NO
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.

**NEBRASKA**

Good Life. Great Mission.

**DEPT OF CORRECTIONAL SERVICES**



Pete Ricketts, Governor

**INTEROFFICE MEMORANDUM**

TO: #

FROM: , Unit Administrator

DATE:

SUBJECT: Visit Suspension

This is to inform you that all your visits have been suspended immediately, with the exception of attorney and religious visits, pending the outcome of the Institutional Disciplinary hearing that will be held due to the alleged violation of visiting rules, which took place on \_\_\_\_\_.

Please inform your visitor(s) of this decision.

XC: NICaMS

Scott R. Frakes, Director

**Dept of Correctional Services**

**NEBRASKA STATE PENITENTIARY**

P.O. Box 22500 Lincoln, NE 68542-2500  
Phone: 402-471-3161 Fax: 402-741-4326

[corrections.nebraska.gov](http://corrections.nebraska.gov)



# NEBRASKA

Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES



Pete Ricketts, Governor

## TRANSPORTATION INFORMATION TO THE NEBRASKA STATE PENITENTIARY

Location: 4201 South 14<sup>th</sup> Street (14<sup>th</sup> and Highway 2)  
Lincoln, NE 68502

Telephone: 402-471-3161

### Transportation to and from Lincoln

Trailway Bus System  
940 P. Street  
Lincoln, NE 68508  
402-474-1071

Transpiration within the city of Lincoln:

### City Bus Transportation

StarTran  
710 J Street  
Lincoln, NE 68508  
402-476-1234

City Bus Route #19 (Salt Valley) serves the Nebraska State Penitentiary. Buses run Monday through Saturday with no service on Sundays. Exact change at the time of boarding is required

### Cab Companies

Capital Cab  
320 West P Street  
Lincoln, NE 68528  
402-477-6074

Yellow Cab  
320 West P Street  
Lincoln, NE 68528  
402-477-4111

### Car Transportation

Directions to the Nebraska State Penitentiary are shown on the attached map.

Due to schedules and fares frequent changes, please contact these companies directly for detailed information. Phone numbers are subject to change, as well.

Scott R. Frakes, Director

Dept of Correctional Services

NEBRASKA STATE PENITENTIARY

P.O. Box 22500 Lincoln, NE 68542-2500

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