

NEBRASKA

Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

NEBRASKA CORRECTIONAL CENTER FOR WOMEN

PROCEDURE

VISITING

REVIEW DATE
April 30, 2019

NUMBER
205.02.4.01

PAGE
1 of 32

STATEMENT OF AVAILABILITY

This Procedure is to be made available in the law library or other resource center.

AUTHORITY:

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

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Revised:	April 24, 2000	Reviewed:	December 31, 2018
		Revised:	April 30, 2019

SUMMARY OF REVISION/REVIEW:

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

APPROVED:



Angela Folts-Oberle, Warden
Nebraska Correctional Center for Women

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Attachments:

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

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PURPOSE:

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

I. GENERAL:

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

- A. It is the policy of the Nebraska Correctional Center for Women (NCCW) that inmates shall have visiting privileges and shall retain such as long as the inmate does not violate the rules and regulations governing visiting.
- B. It is the position of NCCW that supervised visits between inmates, families and friends can contribute significantly to the strengthening and maintenance of family ties, foster socially acceptable behavior and assist in improving institutional stability. NCCW therefore encourages visits as a means of facilitating and socialization process.
- C. An inmate may receive visits from anyone she chooses, subject to the approval of the Warden. The Warden shall consider the effect that the presence of the visitors has on the staff and the inmates. Visitors may be refused admission to the facility or removed from a visiting list for violating visiting rules and regulations. The Warden/designee will advise a person removed from a visiting list of the removal in writing, stating the reasons for the removal, with a copy to the inmate who was to have been visited.
- D. **The number of visitors an inmate may receive and the length of visits may be limited only by the institution's schedule, space and personnel constraints or when there are substantial reasons to justify such limitations. (ACA 4-4498)** NCCW shall provide a visiting room for inmates and their guests that allows ease and informality of communication in a natural environment as free from custody constraints as possible. **The NDCS provides that inmate-visiting facilities permit informal communication, including opportunity for physical contact. Devices that preclude physical contact are not used except in instances of substantiated security risk. (ACA 4-4499-1)** It shall be arranged with the comfort and privacy of the visitor in mind and which allows for limited socially-acceptable physical contact during visiting.
- E. Visiting privileges shall be suspended only by orders from the Warden/designee except where the suspension is imposed as part of a formal disciplinary decision.
- F. Visitors introducing or attempting to introduce contraband into the facility or refusing to submit to any kind of search (including canine-assisted searches) may permanently lose their visitation privileges at NCCW. Visitors who have been found introducing or attempting to introduce contraband into NCCW may also be subject to prosecution under Nebraska Law.
- G. The Administration reserves the right to withdraw the visiting privileges of any individual who refuses to comply with departmental rules and regulations. Any inmate may request that one or more persons listed on her approved visiting list be deleted from that list by completing a Visitor Deletion request Form, Attachment

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

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

- H. In the case of an inmate's spouse being deleted from an inmate's visiting list, the Warden may waive part of this six-month waiting period if doing such would aid in any family reconciliation process. Any spouse desiring such consideration may write the Warden directly and state the reasons why visiting privileges should be reinstated sooner than the normal waiting period.
- I. All sections of these visiting regulations shall be reviewed annually and updated as needed by the administrative staff and Warden, and they will be valid for the 12-month period following that review unless officially changed. **ALL VISITORS, STAFF AND INMATES SHOULD MAKE SURE THAT THEY HAVE ACCESS TO OR ARE IN POSSESSION OF COPIED OF THE CURRENT VITING REGULATIONS.**
- J. NCCW'S Visiting Regulation (Procedure 205.02.4.01) shall be made available to visitors, staff and inmates so that all interested parties may be informed of the details of this program. Copies of the Visiting Procedure are available in the lobby of the visitor processing area and in the visiting center. This Procedure is also available on the Nebraska Department of Correctional Services Website.
- K. **Written policy, procedure and practice provide that visitors register upon entry into the institution and specify the circumstances under which visitors may be searched. (ACA 4503)** NCCW policy, procedure and practice provide that written information regarding procedures governing visitation be made available to the inmate within 24 hours after arrival at the facility. At a minimum, the information will include, but not be limited to the following:
 1. **Facility address, phone number, directions to facility and information about local transportation**
 2. **Days and hours of visitation**
 3. **Approved dress code and identification requirements for visitors**
 4. **Items authorized in visitation room**
 5. **Special rules for children**
 6. **Special visits (for example family emergencies) (ACA 4-4499)**
- L. The NCCW Rule Book, which contains visiting rules and procedures, shall be given to each inmate and staff member. Signed acknowledgement of receipt of the rulebook shall be maintained in the inmate's file. When a literacy or language problem prevents an inmate from understanding the rulebook, a staff member or

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

II. **PROCEDURE**

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

A. **WHO MAY VISIT**

1. An NCCW inmate may have visits from anyone she chooses, subject to the approval of the Warden's designee. Actual administration of the visiting approval process is delegated to the Pass Clerk/designee.
2. All minors 0 to 18 years of age must submit an INDIVIDUAL VRF. Parent's names need to be included on the minor forms. Once approved, when the minor turns 19 years of age they must re-submit a new VRF. They will be allowed to visit one time until the new form is approved. This information will be noted by the Pass Clerk in the visiting database. All persons 19 years and above must complete and submit an individual VRF to the Warden/designee for approval.
 - a. ALL minors under the age of 19 must be accompanied by a parent, legal guardian or court appointed agent or other authorized adult (age 19 or above).
 - b. All minors must provide a notarized permission letter from parent, guardian or court appointed agent to visit in company with another authorized adult, parent, legal guardian, court appointed agent or otherwise authorized adult to the visiting staff upon visiting.
 - c. Any adult who accompanies said minor must also be on the inmate's approved visiting list. (Except those individuals who are authorized, as part of their employment, to accompany minors on visits). Such individuals are required to submit a VRF. This information will be noted by the Pass Clerk on the database.
 - d. All minors must be constantly supervised by the authorized adult accompanying the minor(s).
 - e. Minors who are married may visit their spouse without the consent of parent, guardian or court appointed agent, but must be approved visitors via the VRF process. They will also be required to present a copy of their marriage license along with the visitation request.

B. **CRIMINAL RECORDS**

Persons with criminal records are not automatically excluded from visiting. In determining whether or not to approve a person with a criminal record the nature and extent of that person's total criminal record plus

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his/her history of recent criminal activity is weighed carefully against the benefits of visitation. The Warden will retain final authority to review, assess and approve/disapprove applications to visit. Appeals of denials to visit must be submitted in writing to the Warden.

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

1. Generally, parolees, probationers or persons having pending charges will not be granted permission to visit during service of sentence and ex-felons will not be granted permission to visit for three (3) years after expiration of sentence, except for immediate family who may be considered at the end of one (1) year.
2. Ex-misdemeanants will not be granted permission to visit for six (6) months after expiration of sentence. Immediate family may be considered after three (3) months.
3. Exception may be made for a spouse/immediate family member who may be allowed to visit once a month by special approval from the Warden. It will be the responsibility of the spouse/immediate family member seeking visiting privileges while on probation/parole to provide, with the VRF, a notarized letter from the supervising probation/parole officer sent directly to NCCW recommending either approval or denial of visiting privileges.
4. The Warden of designee must review and approve/disapprove all VRFs submitted by the victim of a violent offense when that offense is committed by the inmate being visited, if such information is known to facility staff.
5. Immediate family members having pending misdemeanor/felony charges may be considered for monthly special visits pending resolution of the charge.
6. Additional offspring (newborn or adopted) accompanied by a parent, legal guardian, court appointed agent or other authorized adult (19 years or older) may be permitted to visit ONCE prior to being officially added to the visiting list. A certified birth/adoption certificate must be presented upon first visit.
7. An NCIC (National Crime Information Center) computer check to verify visitor identity and to ensure the accuracy of VRF information will be done on all visit applicants submitting a VRF (both adults and minors from age 8 and up).
8. Following the release of an inmate on parole, or when an inmate is placed on escape status, or bond, the institution's records office will stamp all current visitor application forms in the classification file "Deleted." The records office will also delete these previously approved visitor names from any computer records of approved visitors for this inmate.

C. EMPLOYEES/PRIOR EMPLOYEES

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

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2. For instances where the prior employee is attempting to visit an inmate who is not an immediate family member the following will be considered:
 - 1) The nature of the prior employees relationship to the inmate
 - 2) The length of time the visitor has known the inmate
 - 3) Circumstances or reasons for employment separation including eligibility for re-hire, intelligence reports, investigations, and violations of work rules during employment
 - 4) Any investigation or intelligence information received after employment separation.
3. Generally, NDCS employees will not be approved to visit. Employees must make a written request to the Warden of the NDCS facility where the inmate is incarcerated to be considered as well as the Warden of the facility the employee is assigned.

D. VISTIATION APPROVAL PROCESS

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

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

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

2. The envelopes in which all VRFs are received by this institution shall be date stamped by the Mail Clerk after which they are forwarded to the Pass Clerk. The Pass Clerk will ensure that the VRF is filled out correctly and completely. The Pass Clerk will then arrange for criminal background checks to be completed. If the form is incomplete, the Pass Clerk will send a memo to the inmate instructing her to have the visitor complete a new VRF with the needed information and return it to the Pass Clerk.
3. A criminal history check will be completed and a computer check to ensure the visitor is not on another inmate's visiting list. The completed criminal history check (whether a record was indicated or not) will be stapled to its respective original application. Any questionable visiting requests will be referred to the Warden/Asst. Warden for review.

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4. The Pass Clerk will make the appropriate notation at the bottom of the form and initial it.
 - a. The Pass Clerk will input all the necessary information into the computer system. The Pass Clerk will destroy all criminal history information.
 - b. The visitation form will be separated by the Pass Clerk, who will forward the bottom section to the inmate, (which is the inmate's official notification of a particular visitor's status) and the top section to Records Office to be filed in the inmate's institutional record.
5. The Pass Clerk will note at the bottom of the form the final decision and cite the reasons if denied.
6. Whenever an inmate receives a VRF notification slip from the Pass Clerk indicating that a particular visitor has been either approved or disapproved to visit her, it shall be the responsibility of the inmate to notify that person of that particular approval or disapproval decision.
7. Any individual who has not been approved to visit may appeal that decision directly to the Warden in writing.
8. Any inmate who is aggrieved by such action may appeal it through the regular grievance procedure.
9. The Warden or designee must approve all VRFs submitted by the victim of an offense committed by the respective inmate.
10. Inmates incarcerated at NCCW as county safe keepers and 90-day evaluators who discharge, and are subsequently sentenced to the Nebraska Department of Correctional Services and return to NCCW **within** 30 days will be allowed to have their approved visitors transferred to their newly assigned institutional number. Inmates must request this to be done via Inmate Interview Request to the Pass Clerk. Inmates returned **after** 30 days will be required to have their visitors submit new VRFs.

E. SPECIAL, EXTENDED AND EMERGENCY VISITS

1. NCCW will provide for extended visits between inmates and their families (ACA 4-4501). These types of visits (i.e., allowing visits on consecutive days which may or may not be on regularly scheduled visiting days, or for extended hours) may be granted to visitors in special circumstances when they:
 - a. are on the inmate's approval visiting list,
 - b. travel over 200 miles and
 - c. visit less than once per month.

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2. These types of visits also may be appropriate for reasons of hospitalization or for inmates in restrictive housing when the security or good order of the institution or community is not jeopardized.
3. Other persons not on an inmate's approved visiting list but who may be considered for special visiting privileges include prospective employers, community sponsors and parole officers, attorneys, member of the clergy and social service representatives. These individuals may be able to offer valuable assistance to an inmate and therefore shall be allowed to visit whenever possible.
4. **Written policy and procedure govern special visits. (ACA 4-4500)** Special/extended visits are approved for a specific number of visits and will not count toward the inmate's regular visits. Visitors approved for a special visit are not allowed to attend the regular visits in addition to the approved special visit time.
5. Community custody inmates, with the approval of both Warden's, may be authorized to visit immediately family members incarcerated in NDCS facilities once every three (3) months.

F. SPECIAL EMERGENCY AND EXTENDED VISIT PROCESSING PROCEDURES

1. Inmates should submit for a special, emergency or extended visit at least 24 hours prior to the date of requested visit. Inmates must request visiting consideration by submitting a Special/Extended/Emergency Visit Form, (Attachment #3), to her Unit Manager/Unit Case Manager who will verify the information noted on the form and then forward it to the Pass Clerk who will forward it to the Asst. Warden for final approval/disapproval decision. If approved, the form will be forwarded to the Pass Clerk and Central Control where it will be kept on file until the requested visit day arrives. If the visitor does not arrive on the expected day, Central Control and the Pass Clerk will note that fact on the form. The Pass Clerk will sign his/her name to the form, date it and distribute as noted on the form. A special visit may be extended with the permission of the Warden.
2. If a visitor arrives at NCCW who was not expected by the inmate but who is otherwise eligible for special visits, as described in paragraphs D. and E. of this section, the Warden/designee will make the decision as to whether or not to allow that person to visit.
3. Normally, special visits will be approved one time for those persons eligible for special visits, as described in paragraph F. of this section. Absent extraordinary circumstances, the visitor must be listed on the inmate's approved visiting list to receive subsequent visits.

G. RESTRICTIVE HOUSING

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

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

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2. Immediate Segregation

- a. Inmates placed on Immediate Segregation (IS) status generally will be permitted to have contact visits consistent with applicable security rules and regulations. Visits will be conducted only in prescribed visiting areas and at prescribed times.
- b. Following placement in IS status, and upon placement in the Restrictive Housing Unit (RHU), it is the inmate's responsibility to initiate/write an Inmate Interview Request (IIR) (Attachment #4), to the Caseworker/Case Manager on duty providing them the name and telephone number of one person (who must be on the inmate's approved visiting list) to be notified concerning the change in their status and living location. The Caseworker/Case Manager will also inform the named visitor of the change in visiting days and hours.
- c. In the event that the Caseworker/Case Manager is unable to establish contact with the inmate's requested visitor, such will be documented on the IIR. When contact cannot be established initially, the inmate may give the Caseworker/Case Manager another name and phone number of a visitor on her approved list to affect a second attempt at notification. All initiated telephone contacts (to include both successful and unsuccessful attempts) will be documented on the IIR retained in the treatment file on the segregation unit.
- d. Protective Management visits are held during Special Management visits on Fridays.

III. PROFESSIONAL, CLERGY AND PUBLIC OFFICIAL VISITS

- A. Visits will occur as listed:
 - 1. Attorney/paralegals: Monday through Friday 8 AM – 4 PM
 - 2. Clergy – as requested, no limit
 - 3. Public Officials – this policy does not apply to public officials who by Statute (Section 83-186) are authorized to enter the institution at any time.
- B. Attorneys-of-record and public official may visit without placement on an inmate's visiting list as long as they provide a current ID and a current Bar Association Card.
- C. Paralegals for attorney-of-record may visit to conduct legal research regarding an inmate's case **after** the attorney-of-record submits a letter to the Warden identifying the paralegal, the inmate- client, and the nature of the business to be conducted. No person acting in the capacity of a paralegal will be admitted into the institution without a letter of endorsement from her/his or their attorney-of-record.
- D. When a religious leader of an inmate's faith is not represented through the chaplaincy staff or volunteers, the chaplain or designated staff member assists the inmate in contacting a person who has the appropriate credentials from the faith judicatory. That person ministers to the inmate under the supervision of the chaplain. (ACA 4-4519)

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1. The clergy will return the completed Clergy Visitation Request Form (C-VRF) to the Religious Coordinator with a photocopy of his/her current clergy credentials. The Religious Coordinator will ensure no clergy are approved for visitation without proper credentials/endorsement from their faith judicatory.
2. If the Religious Coordinator approves a C-VRF, he/she will notify the Pass Clerk of the clergy's addition to the inmate's addition to the inmate's Visiting Record, notify the requesting inmate in writing, and provide a copy of the completed Clergy Visitation Request Form to the Records Office for placement in the inmate's master record.
3. Disapproval of a C-VRF will be done by the Religious Coordinator only after consulting with the Warden. The above steps will be followed after the decision to disapprove has been made, except addition of the clergy to the inmate's Visiting Record.
4. Responsibility to notify the visitor of approval or disapproval rests with the inmate.
5. Any prospective visitor who has been disapproved for clergy visitation may appeal that decision in writing directly to the Warden.
6. Any inmate who is aggrieved by such action may appeal it through the regular grievance procedures.
7. The Religious Coordinator will update the database of all approved clergy.
8. Clergy will be added to the visiting list of a particular inmate only by the request of that inmate.
9. If a member of the clergy arrives at the institution outside of "reasonable hours" and claims a need for a visit with an inmate due to an emergency (e.g., death, injury or serious illness of an immediate family member), the clergy will relay complete background information to the Shift Supervisor through Central Control. The Shift Supervisor will verify the emergency information as received. Upon verification and approval, reasonable efforts will be made to escort the inmate to the visiting center for the requested visit.
10. When processing a member of the clergy into the institution, the Pass Clerk should check the person requesting to visit against the Clergy/Volunteer Database.
11. If the requesting clergy person is listed and he/she is authorized to visit the requested inmate, the visit will be processed according to normal procedures.
12. If the clergy visitor is active on the Clergy/Volunteer database but does not appear on the inmate's approved visiting list in NiCams, the name can be added.
13. If that clergy person's name is not listed on the Clergy/Volunteer database, staff will inform the person that he/she needs to correspond with the inmate to request (from the inmate) a C-VRF.

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

14. Clergy may perform pastoral acts during visitation. Communion may be served during a clergy visit. Only enough bread for those taking communion will be allowed into the institution. The visiting clergy must take all unused portions out of the institution. Full-time volunteer clergy, authorized religious volunteers, and clergy visitors may bring sacramental wine for their own consumption. No more than one fluid ounce of wine may be brought to the facility. Wine must be in a plastic container. Inmates are not permitted to consume any alcoholic beverage.
 - a. Inmates wishing to receive religious instruction requiring religious material may take one book containing the tenets of her faith to a clergy visit. Clergy visitors may bring two religious books. Clergy are not allowed to bring writing instruments to the visits.
 - b. Visiting clergy may bring one book containing the tenets of his/her faith and one additional religious book for instructional purposes. These materials will be searched entering and exiting the institution. No materials may be left with an inmate during the visit. Paper currency is not authorized, however, clergy visitors may bring up to \$20.00 in silver coins of any denomination for use in the vending machines. Plastic containers will be provided by the institution to store change while visiting.
 - c. Visiting clergy desiring to perform other pastoral acts, including baptism and family counseling, will be encouraged to contact the Religious Coordinator for information.

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

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

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

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IV. VISITING HOURS

THURSDAY: 6:30-8:00 PM

- General Population Inmates
- SAU Inmates
- STAR Unit (Treatment/Maintenance) Inmates

FRIDAY: 12 PM-1:45 PM

- D&E Inmates
- Special Management (Restrictive Housing and Protective Management) inmates
- STAR Unit (Stabilization/Motivational/Assessment) Inmates

**SATURDAY: 8:00 AM-10:30 AM-Inmate last names beginning with N-Z
1:00 PM- 3:30 PM-Inmate last names beginning with A-M**

- General Population Inmates
- SAU Inmates
- STAR Unit (Treatment/Maintenance) inmates

**SUNDAY: 8:00 AM-10:30 AM-Inmate last names beginning with N-Z
1:00 PM-3:30 PM-Inmate last names beginning A-M**

- General Population Inmates
- SAU Inmates
- STAR unit (Treatment/Maintenance) Inmates

V. VISITOR PROCESSING TIME

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

VI. INMATES CONFINED IN AN OUTSIDE HOSPITAL

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

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

- A. Thanksgiving Day. A special visiting schedule is developed on this holiday to allow all inmates visiting privileges.
- B. Christmas Day and New Year's Day. If either of these holidays coincides with a non-visiting day, visiting will be allowed and a special schedule developed.

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VIII. VISITING LIMITATIONS

- A. There shall be no limit to the number of visitors an inmate may have on her authorized visiting list. Visitors will not, however, generally be granted permission to visit prior to their submittal of a VRF and prior to its subsequent approval through the normal VRF process.
- B. Following the release of an inmate to parole or discharge, all visiting records will be available on the database in an inactive state for staff review. In the event the inmate returns to the Department, all visitors will have to resubmit a VRF to activate their visiting status.
- C. Visitors will not be authorized to be on more than one inmate's visiting list at any one time without written authorization of the Warden. Specific exceptions to this policy are as follows:
 - 1. Any visitor who is an "immediate" family member of one or more inmates housed at NCCW and who is otherwise approved for visiting may be placed on each respective "immediate" family member inmates' visiting lists. In addition, that visitor may also be placed on the visiting list of one other non-immediate family member's list, i.e. as long as that visitor is not the spouse of one of those immediate family members. The following examples demonstrate how this policy works.
 - a. A mother may be placed on her two daughters' visiting lists and on one other non-immediate family member's list.

OR

 - b. A sister may be placed on her mother's and sisters' visiting lists and on one other non-immediate family member's visiting list.
 - 2. When a visitor is approved on two or more inmate's visiting lists (i.e. two or more immediate family members and/or one non-immediate family member) they will not be allowed to visit the inmates together unless they are immediate family and written approval has been obtained from the Warden/designee prior to the visit. Inmates who are not related cannot visit together. If such approval is granted, this information will be forwarded to the Pass Clerk who will enter the information into the Visitor Database.
- D. An inmate may have up to four adults (i.e., any combination of immediate family members and non-immediate family members) visiting her at any one time during any one visiting period. Each adult may bring along children and/or minors as long as they are able to supervise and control them. **For the purpose of visiting, immediate family shall be defined as: spouse, parent, step-parent, person acting in the place of a parent (as designated in Master Record), sibling, step-brother, step-sister, half-brother, half-sister, child, step-child, grandparent and grandchild.**
- E. Visitors who leave the institution during a visit shall not be permitted to return and resume their visiting privilege during that same visiting period.

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- F. Once an inmate completes a visit and leaves the Visiting Room, her visit for that visiting period is terminated. The exception to this rule is on all-day special visits. An inmate may leave and return to the Visiting Room more than once in this situation. The inmate can have multiple visits in the same day if it is a special / extended visit. The inmate will have to leave the Visiting Room after each visit is completed.
- G. Any person shown by substantial evidence to have had or who quite like present/impose a harmful or deleterious effect on an inmate or who is considered to pose a threat to the good order and security of the institution shall be excluded from any approved visiting list.
- H. Special visiting restrictions may be imposed by the facility because of scheduling, space and/or personnel constraints. The maximum capacity of the Visiting Room is limited by order of the State Fire Marshal. The maximum capacity of the Visiting Room is governed by the total of chairs assigned to the Visiting Room.
- I. The Warden must approve all Visitation Request Forms submitted by the victim of an offense committed by the respective inmate.

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

- A. The following procedures will affect inmates who have committed crimes in which the victims were minor aged children (under 19 years of age). This includes current and prior convictions and any verifiable plea agreements regarding the same. Arrests without convictions may be considered if a pattern of prior abuse exists. The following offenses committed against minor children shall be considered: murder, manslaughter, sexual assault, assault, incest, fondling, child abuse, pornography, contributing to the delinquency of a minor, terroristic threats, kidnapping, false imprisonment, or other related offenses.
 - 1. The file of each inmate shall be reviewed to determine if any record entry exists, meeting the above criteria. If such a record entry exists, the staff member reviewing the record will list out the information on the Inmate Summary of Crimes Against Minors, Attachment #6.
 - 2. Once an inmate has been identified, the NiCams database for "prior contact with minor" will be updated. This entry will automatically update the classification study. The entry will not automatically update the visitor's list databases and must be manually entered. The Records Office will red-ink stamp "Contact with Minor" on the front cover of the inmate file.

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

- 3. Once an inmate is put on a minor restriction, this is not automatically updated in the visitor database. This must be manually entered by the Pass Clerk upon receiving the Crimes Against Minors Aged Victims Sheet. Document is to be scanned and uploaded into the visitor database.
- 4. Identified inmates will receive written notice of their visiting status relating to minor children and the guidelines for visits involving minors.
- 5. Identified inmates will be allowed no physical contact with minor aged visitors. These visits shall be closely monitored by visiting room staff. Any violation of this policy will result in immediate termination of the visit, removal of the inmate and visitor(s) from the visiting area, and the issuance

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

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

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

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

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

- A. Community custody inmates who are members of the same "immediate" family as an NCCW inmate and as defined by current NDCS guidelines, may be allowed to visit one another at NCCW when the request is initiated by the community custody inmate.
- B. Visits between inmate "immediate" family members will take place at the NCCW generally in accordance with regular visiting days in the visiting room. All inmates participating in said visits will be strip-searched upon entering and exiting the institution.
- C. Community Custody inmate "immediate" family members must request visits through their unit staff. Inmate "immediate" family member visits must receive the approval of both participating institutions' Wardens.
- D. Visits between inmate "immediate" family members will occur, no more than once every three (3) months.
- E. The approved volunteer sponsor may also participate in the visit if the sponsor is on the visiting list of the inmate to be visited. If the approved volunteer sponsor is not on the visiting list, he/she will be required to wait in the lobby of the facility entrance.

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XI. INMATE REQUESTS FOR A LIST OF VISITORS

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

XII. INMATE REQUESTS TO DELETE VISITORS

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

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

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

XIII. PROCESSING VISITORS INTO THE INSTITUTION

- A. NCCW shall ensure that a record of each visitor that enters the facility be kept, which shall include: a sufficient identification of the visitor, the dates and times of arrival and departure, and the names of inmates visited by such person.
- B. The function of the assigned visiting staff is to facilitate authorized and "special" visitors in and out of the institution, preserve security and maintain records of visitor traffic. To ensure that the visiting process conducted with these points in mind, the following basic rules and procedures shall be followed closely:
 - 1. All visitors will be required to sign in and out of the institution.
 - 2. Only those visitors who are listed on an inmate's authorized visiting list shall be permitted to visit.
- C. All visitors 16 years of age or older, must provide a photo identification and must present this document to the visiting staff each time he/she enters the institution. Minors will be required to bring a certified birth certificate upon their first visit. The visiting staff will scan the document into the visitor database and the visitor will not be required to bring the certified birth certificate again.
- D. Examples of acceptable photo identification cards are:
 - 1. Valid and current driver's license with photo
 - 2. Current Armed Forces identification card with photo
 - 3. Any official state ID with photo ID purposes

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4. Any other current verifiable identification card with a photograph on it, such as a current or valid State, Governmental, ICE, Law Enforcement ID, or current passport.
 5. If any questions, the shift supervisor will be contacted.
- E. The following ID/documents normally will not be accepted as identification:
1. Social Security cards
 2. Bank cards
 3. Student ID cards without pictures
 4. Business cards
 5. Hunting/fishing licenses
 6. Car registrations
 7. Medicare cards
- F. The Visiting Staff shall exercise good judgement in establishing that each visitor has provided sufficient proof to establish positive identification. If ever there is a question concerning the adequacy of a visitor's identification, the visiting staff shall consult the Shift supervisor who shall make the decision as to whether or not to allow a visit.
- G. To reduce visitor-processing delays, the visiting staff will begin processing visitors one half hour (30 minutes) prior to each visiting session.
- H. All civilian visitors entering NCCW for visits with inmates or for conducting business with NCCW and/or staff must lock up all personal property in the visitor lockers or in their vehicle.
- I. The visiting staff will fill in the data on the computer and direct the visitor to the appropriate visiting area.
- J. The visiting staff will then notify the inmate-housing unit to report that a particular inmate has a visitor.
- K. Any person who appears at the institution and requests to visit an inmate on a professional basis but who is not listed as an authorized visitor will be requested to wait while the matter is referred to the Asst. Warden for a decision. During weekends and holidays, the Shift supervisor will handle all such referrals.
- L. In certain circumstances, NCCW may consider granting one visitor permission to visit two or more inmates simultaneously (e.g., a mother may want to visit her two daughters during the same visiting period). Written approval must be obtained from the Warden prior to the visit. If such approval is granted, it will be communicated to the Pass Clerk who will input the information into the computer.
- M. The dates of all visits with inmates shall be recorded into the computer database. There shall be no exceptions! This record shall not be revealed to the public without the written consent of the inmate.
- N. All business visitors must sign in and out on the Visitors' Register, which is located at the Front Entrance desk/counter.
- O. The processing of inmate visitors will cease one (1) hour after the start time of any designated visiting session. No visitors will be processed for visiting after this time.

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1. MARKING VISITORS WITH INVISIBLE, SKIN-MARKING INK

- a. All approved inmate visitors will have their left wrist marked with invisible ink for identification purposes prior to admittance to the NCCW Visiting Center. Any visitor who refuses to allow the invisible ink marking will not be permitted to visit.
- b. Visitors will check-in at the security desk, complete the verification process, pass through the metal detector and then will have their left wrist stamped with invisible ink.
- c. At the conclusion of the visit, security staff will verify the presence of the invisible ink on the visitor by use of an ultraviolet light prior to exiting the Visiting Center. If the mark is intact, the visitor will be escorted out of the Visiting Center. If the mark appears altered or illegible, security staff will contact the Shift Supervisor for direction. The visitor will be escorted to the search area until the Shift Supervisor reviews the situation and verifies the visitor's identification.

XIV. PROCESSING AN INMATE INTO THE VISITING AREA

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

XV. METHODS OF SEARCHING VISITORS

- A. Each adult visitor, upon admission to the facility, will be required to verify his/her identity and may be asked to provide other vital information requested by the Warden.
- B. All visitors (including infants and children) entering NCCW for the purpose of visiting inmates or conducting business will be required to submit to a search of their person and belongings prior to entrance. Public officials, as identified by Statute (Section 83-186), are discussed in OM 120.01.4.01, Official Visitors. Visitors will use the personal property lockers located in the front lobby to secure items of personal property not authorized in the visiting area or other approved destination. Visitors will enter a four (4)-digit combination, turn the dial to the locked position, and scramble the combination numbers. To retrieve items, visitors will enter their four-digit combination code and turn dial to the open position. Persons refusing to be searched and/or not permitting minors in their care to be searched will not be admitted.
- C. Pat Searches of all visitors entering NCCW shall be conducted by trained personnel. Any personal items not secured outside the facility or in a visitor locker shall be searched (i.e., briefcases, purses, etc.) and applies to ALL visitors, including those identified/considered exempt from being pat searched.

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- D. All Infants who enter the institution either for regular visiting or for Parenting Program visits will have their diaper changed in the restroom by the accompanying adult. Staff will observe the diaper change and will then complete the normal pat search.
- E. Clergy and Medicine Men shall be pat searched. Medicine Men shall be asked to open their medicine bags so that staff may examine the contents. Other individuals who shall be pat searched include drivers making deliveries to the facility, Community Involvement Committee members, contract vendors, and Board of Parole support staff. Exempt from search are Senators and other State Officials.
- F. Credentialed media representatives approved to visit with an inmate are authorized to bring two pens and one pad of legal size paper for the purpose of taking notes. The pens and pad of paper will be inspected by staff prior to entering the visiting room, and at the end of the visit with the inmate (inspected, but not read). The inmate is not authorized to bring any documents to the visit session, or take any of the notes back to her cell.
- G. Appointed/elected officials of the State of Nebraska will not be pat searched if they are under continuous escort by NDCS staff. If an appointed/elected official requests to move about the facility without an escort and such request is approved by the Warden or designee, then the appointed/elected official will be pat searched. Personal belongings (briefcase, purse, etc.) of appointed/elected officials will always be searched.
- H. The Ombudsman will not be pat searched before entering the facility and will be allowed to move about the facility with an escort. Personal belongings (briefcase, purse, etc.) of the Ombudsman will always be searched.
- I. All attorneys (including Assistant Attorney's General) will **not** be pat searched if they are under continuous escort and supervision from NDCS staff. If the attorney will not be under continuous supervision by NDCS staff, the attorney will be pat searched. All personal belongings (briefcase, purse, etc.) of attorneys will be searched.
- J. Attorneys entering a facility on official business will be required to show a current photo ID along with a Bar Card. Attorneys will not be subject to a search of their person, however the attorney's belongings will be searched. Staff will not read any legal materials during the search of the attorney's belongings. The attorney will pass through the metal detector and will be under escort while in the facility.
- K. Law enforcement personnel will not be pat searched prior to entering the facility. All personal belongings (briefcase, purse, etc.) will be searched. Law enforcement personnel will not be required to successfully pass through the metal detector due to the nature of the equipment they are required to carry.
- L. Basic pat search procedures shall be routine for all visitors entering the institution. This involves patting down the visitor's clothing and body without the physical removal of clothing other than hats, jackets, shoes, wigs and the emptying of pockets. Where infants are involved, the responsible adult will be asked to remove the child's diaper for inspection by the staff conducting the search procedure. When patting down a visitor's head, visitors may be asked to run a comb through their hair. They may also may be asked to remove any hair piece/wig/toupee, etc. so that it may be examined for possible contraband. Visitors will be asked to open their mouth and lift their tongue. In addition to being pat searched prior to entering the institution, a pat

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

1. All visitors will be searched by trained NDCS staff. However, if approved by the visitor, female staff may pat search a male visitor. Under no circumstances will a male employee be permitted to search a female visitor.
2. Female visitors are encouraged to wear pants/slacks. Female visitors who choose to wear skirt/dress will be pat searched through the visitors clothing.
3. Staff shall refrain from deliberately searching a person's genital or anus. Any touching of these areas of the body should be brief and incidental.
4. Visitors may be subjected to canine searches of their person and property. These will be utilized to augment searches at entrance/exit points of the institution. Visitors will be asked to sit in a chair in the appropriate search room. The canine unit will be brought into the room. The visitor will sit still with their hands on their knees while the corporal directs the canine during the search.
 - a. An indication by a canine during the screening of persons, property or areas constitutes probable cause to believe illegal drugs are present. At the discretion of the canine handler with the approval of Warden, the existence of probable cause may result in the visit being denied and law enforcement officials contacted.

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

5. Each visitor also will be required to pass through a metal detector. In the event that the metal detector alarm is activated, the person will be required to remove all items from his/her pockets and walk through again. The only exception is if the visitor has a pacemaker, they will enter through the other doors away from the metal detector and back into the search room area to be searched.
6. Visitors/volunteers found with contraband after they have passed through the walk through metal detector, will result in the immediate termination of their visit.
 - a. Such incidents will be immediately reported verbally and in writing to the Shift Supervisor. A copy will be forwarded to the Warden/Asst. Warden for final disposition of future visits.
 - i. If, after being pat-searched or having passed through the metal detector, there still is reasonable suspicion that the person may be carrying contra-band, further consensual searches may be requested. Two other types of searches are: Strip Search and the Body Cavity Search.

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M. Strip Search

1. This type of search requires an individual to remove all articles of clothing and a visual examination is made of the body. Staff SHALL NOT touch any part of the nude body nor shall they make intrusions into any body orifice; however, they shall be permitted to make a visual examination of hair, mouth, ears, and nose. In addition, visitors may be asked to bend over to expose their anal areas. Male visitors may be asked to lift their testicles.
2. Strip searches will occur ONLY when there is probable cause (probable suspicion) that a visitor is concealing contraband and ONLY after receiving a directive from the Warden or designee. This type of search shall occur ONLY when less offensive measures have proven ineffective to prevent the introduction of contraband.

N. Body Cavity Search

1. This type of search includes penetrating a visitor's body cavities in an effort to discover contraband. **ONLY AUTHORIZED MEDICAL PERSONNEL** shall be allowed to touch or make intrusions into body orifices.
2. Body cavity searches shall occur ONLY when there is probable cause (probable suspicion) that a visitor is concealing contraband and ONLY after receiving a directive from the Warden or designee. This type of search shall occur ONLY when less offensive measures have proven ineffective to prevent the introduction of contraband.
3. UNDER NO CIRCUMSTANCES will a visitor be physically searched unless he/she voluntarily consents. Whenever a visitor is requested to submit to a strip or body cavity search and the visitor consents to one of these searches, the Visiting Corporal will request another staff person to witness the visitor's consent. The Visiting Corporal will complete an Incident Report describing the whole incident which shall include the name of the person authorizing the search requested. If a visitor refuses to consent to any type of search, the visit shall be denied.
4. If contraband is found on the person or in the clothing of a visitor or if there has been an attempt to pass contraband between an inmate and a visitor, the contraband shall be confiscated, the visit terminated, and Law Enforcement contacted. The visitor will be asked to have a seat in the lobby until law enforcement arrive. Visitors will not be held against their will. Mere suspicion is not sufficient. A correctional employee must actually see the contraband in the possession of the visitor or changing hands between the person or persons involved.
5. NCCW has the authority to order a private citizen to leave institutional grounds. If a citizen refuses to leave, the Sheriff's Office or State Patrol will be contacted and requested to provide their assistance in escorting the individual from State property.

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XVI. CONDUCT DURING VISITS

- A. It is the responsibility of the visitor and the inmate to conduct themselves in a manner which will not bring discredit upon themselves or be disruptive to other visitors in the area.
- B. Visiting areas are equipped to afford a comfortable environment in which to visit. These areas contain chairs, vending machines, adequate light and ventilation. In the interests of protecting the health and facilitating the comfort of visitors, inmates, and staff during visiting, smoking (which is defined as the carrying and/or use of any lighted cigarette, cigar, pipe, or any other tobacco product or smoking equipment) is prohibited for all individuals while on department property.
- C. It is the responsibility of all visitors to supervise and maintain control over their accompanying children. **NEITHER VISITORS NOR INMATES ARE PERMITTED TO USE CORPORAL PUNISHMENT ON CHILDREN OR OTHERS WHILE ON DEPARTMENT PROPERTY.** If a child becomes disruptive during a visit and is not controlled by verbal direction from the supervising visitor or the inmate, the visit shall be terminated.
- D. Visitors and inmates must obey officer instructions and all posted rules and regulations.
- E. Visitors and inmates must accept joint responsibility for behaving in a mature, responsible manner that is respectful of the rights of other inmates and their visitors.
- F. The only types of physical contact authorized are:
 - 1. Physical contact between visitors and inmates is limited to a brief kiss and a short embrace at the beginning and end of the visit. Caressing is prohibited. Inmates on a "No Contact" status with a minor will have no contact at any time with a minor, including at the beginning and end of visitation.
 - 2. Holding hands as long as the hands are in full view and the hand holding is not improper.
 - 3. Inmates holding their children (age five and under) on their lap.
- G. No other forms of physical contact are permitted. Examples of prohibited contact include, but are not limited to:
 - 1. Either visitors or inmates sitting with an arm or their arms around each other.
 - 2. Kissing
 - 3. Caressing / massages
 - 4. Fondling
 - 5. Visitors sitting on each other's lap or straddling chairs.

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- H. All visitors will utilize those chairs provided in the Visiting Room for the duration of any visit period. Visitors or inmates with disabilities requiring the use of wheelchairs or scooters will be required to sit at the end of a row in the Visiting Room.
- I. Inmates on "no contact" status with a minor will have no physical contact at any time with a minor, including at the beginning and end of visitation.
- J. No materials such as blankets or any type of cloth may be used as a lap cover or draped over chairs in the visiting center.
- K. Nursing mothers may breast feed in the visiting center; using the attorney/client room for privacy, a small blanket may be used.
- L. At the conclusion of visiting, inmates and visitors share a responsibility for cleaning up the immediate area which was used for their visit.

XVII. TERMINATION AND SUSPENSION OF VISITS

- A. Visitors may be refused admission to the facility for failing to abide by the rules and regulations. Such aggrieved by such action may appeal through the grievance procedure.
- B. It is the policy of the NE Department of Correctional Services to encourage visits between members of the community and inmates as a means of promoting the rehabilitation process.
- C. Inmates and visitors share a joint responsibility with the Department for conducting themselves properly during the visiting process (i.e., in such a manner that their behavior will not bring discredit upon themselves or be disruptive or offensive to other visitors in the area). A visit may be denied or terminated and visiting privileges suspended, either temporarily or permanently, under the following circumstances.
 - 1. The consumption of or appearance/belief that the person is under the influence of alcohol.
 - 2. The use of or being under the influence of illegal drugs.
 - 3. The introduction of contraband or the attempt to introduce contraband into the facility. VISITORS WHO HAVE BEEN FOUND INTRODUCING OR ATTEMPTING TO BRING CONTRABAND INTO NCCW OR ITS EXTENDED LIMITS MAY BE SUBJECT TO CRIMINAL PROSECUTION UNDER NEBRASKA LAW.
 - 4. The taking of unauthorized items or property from the facility (criminal prosecution under Nebraska law also is possible here).
 - 5. Initiating or contributing to disruptive or improper behavior by either inmates or visitors, which infringes upon other visits.
 - 6. Refusal to submit to any search in a cooperative manner.

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7. Refusal to allow oneself to be marked with invisible skin-marking ink.
 8. Refusal or failure to produce sufficient, current identification or the falsifying of identifying information by a visitor.
 9. The violation of any posted visiting rule or regulation.
 10. The failure to control or to prevent children from disturbing other persons in the visiting area.
 11. The failure to follow staff instructions during the visiting process.
 12. Leaving the vising area and proceeding into an unauthorized area.
 13. Leaving the visiting area, then leaving the institution, and then returning to resume a visit. Visitors will not be permitted to resume visiting their original inmate or any other inmate during the same visiting period.
 14. Excessive physical contact between visitors and inmates.
 15. Physical contact with a minor by an inmate on "no contact" status with minors.
 16. Refusal to clean up the area that was used for the visit.
 17. The observation by the visiting staff, Central Control, or other institution staff of an illness related condition on a visitor's body which the observing employee reasonably believes indicates that the visitor is unfit to visit. Examples of such observable conditions include, but are not limited to, "open" or "running" sore and/or very poor sanitation/hygiene.
 18. The Administration reserves the right to withdraw the vising privileges of any individual who refuses to comply with Departmental rules and regulations.
 19. Visits also may be suspended or terminated for reasons beyond the institution's control, such as mechanical problems in the visitor areas or institutional emergencies making the area unsafe for visitors.
 20. Leaving a minor unattended on NDCS property.
- D. Prior to the termination of a visit or suspension of visiting privileges for any of the above visitor related reasons, less restrictive alternatives shall be attempted. Such alternatives may include warning the inmate and/or his visitor of their improper behavior.
- E. If it is determined that the behavior on the part of the visitor was serious enough to merit some type of suspension of visiting privileges, all available information shall be submitted to the Asst. Warden. The Asst. Warden will confer with the Warden or designee regarding the incident. If it is determined that a suspension

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

- F. Any inmate aggrieved by the removal from her visiting list of one or more of her authorized visitors may appeal such action through the regular grievance process.
- G. Whenever an inmate receives a Misconduct Report which alleges some type of violation of the Visiting Regulations, the appropriate Disciplinary Committee, after reviewing the case and determining that a violation(s) did in fact occur, may suspend all of that inmate's visits for a specified period of time after which the Shift Supervisor immediately will inform the inmate, in writing via a "Visit Suspension Notice", Attachment #9, that all of her visits with the exception of attorneys, public officials, and clergy persons have been suspended for a specific number of days. If an inmate's visits have been suspended prior to the completion of the disciplinary process, any existing restriction imposed by the Disciplinary Committee will be credited from the date of the original suspension.
- H. The inmate involved will be responsible for notifying all persons on her visiting list of the restriction imposed. Visitors involved in the violation, if they were not previously suspended or terminated from visiting, may be permanently or temporarily removed from the inmate's visiting list by approval of the Warden or designee.
- I. The Pass Clerk will maintain a list of all visitors who are currently suspended from visiting the Nebraska Correctional Center for Women. The Asst. Warden will forward a copy of all letters of suspension or reinstatement of visiting privileges to the Pass Clerk. The Computer database will be updated accordingly.
- J. The Warden may modify the condition of the visit based on results of any part of the search procedures, for example, a positive indication from an ion scan or canine search. Additionally, behavior on the part of the inmate or the visitor may require modification.

XVIII. VISITOR DRESS CODE

- A. When visiting, proper attire is expected. Clothing should not be distracting or offensive to inmates or other visitors and must be in good repair. Footwear in good repair is required. The following modes of dress are **INAPPROPRIATE** for visiting at NCCW:
 1. Khaki colored clothing (tops or pants that are entirely khaki in color) will not be permitted. Visitors are not allowed to wear a combination of both khaki colored pants and a shirt at the same time when they visit. A visitor may wear either khaki pants or khaki shirt, but never both at the same time when visiting.
 2. Shorts, sleeveless dresses or shirts, tights/leggings, stirrup pants, spandex/stretch pants (10 years of age and under are excluded). This is applicable to both male and female visitors.

This Procedure is to be made available in the law library or other resource center.

3. Skirts/dresses/skorts/culottes, less than knee length (top of knee). If the skirt or dress has a slit in it, it must be below the knee.
 4. Tight fitting shirts, halter tops, tube tops, crop tops, backless tops, low cut shirts (two (2) inches below the neck), tank tops, shirts with zippers, spaghetti string tied tops, or other clothing revealing bare shoulders, a bare midriff, backless tops, muscle shirts, tank tops, half shirts, crop tops, or any part of the breast, chest or back are not allowed.
 5. See-through clothing (Must NOT be able to see skin, bra, or undershirt under clothing)
 6. Torn clothing
 7. Coats, jackets of any kind, sweaters, (without a tucked in undershirt or if the sweater is unable to be tucked in), or shirts, or other type of outerwear not permitted in the visiting room. This includes fleece jackets. Exception is blazer or suit jacket.
 8. Not wearing undergarments (i.e. Females must wear panty hose and/or underwear and a bra. Males must wear underwear/undershorts.).
 9. Any shoes with rollers or cleats (metal or rubber).
 10. Children that are old enough to walk unassisted are required to wear shoes. Shoes are to remain on at all times.
 11. With the exception of those persons conducting official business or in military uniform, visitors will not be permitted to wear any type of uniform such as medical, other state agency uniforms, UPS Postal, etc.
 12. Hats or caps of any kind may not be worn while in the visiting area. Exceptions will be authorized with written Administrative approval in advance for religious purposes only. In addition, hats may be worn for medical reasons with a doctor's note (i.e. chemotherapy patients). All hats and headgear will be removed and searched.
 13. Any clothing with offensive logos or messages or related Security Threat Group signs or symbols.
 14. Hooded shirts sweaters, sweatshirts or other hooded apparel.
- B. This is a professional working environment. Clothing with offensive or inappropriate messages/pictures (profanity, racial/gender bias, ethnic slurs, reference to drugs or alcohol or gang/violence) are not permitted. Pants are to be worn at the waist and shirts are to be tucked in. Clothing/accessories indicating/representing gang affiliation will not be allowed.
- C. **Visitors are only allowed to wear the following jewelry:** 1 ring (wedding set included), 1 pair of earrings (or 2 facial piercings), and 1 necklace, 1 religious medallion and 1 med alert jewelry item.

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- D. The following clothing is **APPROPRIATE** for visiting at NCCW:
1. Attire for male visitors includes slacks, dress shirts, dress shoes, shoes/boots/sandals, neckties, sport coats, business suits, jeans, wind pants (non-breakaway style only), sweatpants. Socks are not required. **Coveralls and overalls are not allowed.**
 2. Attire for female visitors includes shoes/boots/sandals, dresses, skirts, pant suits, slacks, jeans, wind pants (non-breakaway style only), sweatpants or crop and/or Capri pants provided they reach below the knee. Socks are not required. **Coveralls and overalls are not allowed.**
 3. Female visitors are encouraged to wear slacks/pants. Female visitors wearing skirts/dresses will not be required to lift the garment to their waist to facilitate an appropriate pat search; staff will perform the pat search through the aforementioned clothing.
- E. Visitors must wear undergarments. Visitors may not wear athletic supporters or multiple layers of undergarments. Females must wear only one bra and only one pair of underwear (10 years of age or under are not required to wear a bra). Males must wear only one pair of underwear/undershorts.
- F. Contractors/vendors cannot wear tank tops or offensive shirts while at the facility. These persons will be subject to the established search procedures and will be under constant escort while they are inside the institution.

XIX. AUTHORIZED VISITING ROOM ARTICLES

- A. Visitors are permitted to take the following items into the visiting room/area:
1. Heart medication (e.g. Nitro) and asthma inhalers. Other medication may not be taken into the Visiting Room without prior approval from the Warden, Asst. Warden, Major or Shift Supervisor. Medication must be in the original container and limited to the amount needed to cover the length of the visiting time.
 2. The following infant/child necessities will be permitted into the visiting room (when not provided by NCCW for Nursery Program participants):
 - a. Four diapers
 - b. One bottle of formula (formula must be in a clear baby bottle)
 - c. One bottle of water/juice
 - d. Sealed baby food (no glass containers)
 - e. One change of clothes
 - f. One pacifier
 - g. One small container of paper towels or baby wipes
 - h. Simple non-weapon, non-metal type toys, with no removable parts (dolls, stuffed toys, books and balls will not be permitted). Each child will be permitted to bring in one toy.

This Procedure is to be made available in the law library or other resource center.

- i. One child's cup (with lid) for children 3 years and younger only. The cup must be empty. A beverage in an unopened, store-sealed container may be brought into the search room, to be poured into the cup in front of staff. Any leftover product may be put into the visitor's locker or disposed of.
 - j. One small receiving blanket for children under 1 year old.
- 3. Where paper currency is not authorized, each visitor (adults and minors) may bring up to \$20.00 in change (example: one visitor with child would be allowed to bring up to \$40.00 in change) for use in the vending machines.
- 4. Visitors may not bring income tax forms into the institution at the time of their visit. The forms are to be mailed in directly to the inmate. The only exception to this is with prior written approval from the Warden or designee. The document must remain in the possession of the Visiting Corporal at all times and must be signed in the presence of staff.
- 5. Inmates shall not be allowed to handle or attempt to transport money out of the Visiting Room. Any money confiscated in a post visiting search will be disposed of in accordance with prescribed institutional regulations and the inmate shall receive a Misconduct Report.
- 6. Visitors are permitted to purchase candy/food and soft drinks from the vending machines located in the Visiting Room. All items purchased from these machines must be consumed prior to the conclusion of a visit period and before visitors leave the Visiting Room.
- 7. Inmates may not take vending machine items out of the visiting room.
- 8. Authorized photographs taken during the visiting session are allowed to be taken out of the visiting room by the visitor.
- B. All items of personal property not specifically itemized in the following list must be secured in a visitor's personal vehicle or in the lockers provided by the facility. Non-listed articles shall not be permitted into the institution beyond the visiting processing area:
 - 1. Sufficient identification to verify the visitor's identity, visiting status, and/or relationship to a particular inmate.
 - 2. 1 handkerchief
 - 4. 1 religious medallion or previously approved religious headgear.
 - 5. 1 pair of prescription glasses
 - 6. Reasonable amount of jewelry limited to 1 pair of earrings (or 2 facial piercings), 1 necklace and 1 ring (wedding set included). No bracelets will be allowed.
 - 7. Medically-authorized prosthetic appliances (e.g.):

This Procedure is to be made available in the law library or other resource center.

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

XX. INMATE DRESS CODE/POSSESSIONS DURING VISITING

- A. Inmates in general population will be required to be in possession of her inmate ID card.
- B. The following items of clothing will be authorized for inmates on pass for visiting. (Soiled, torn, or otherwise inappropriate clothing shall not be worn in the visiting rooms/areas.):
 1. Inmates are required to wear State issued khaki shirts and khaki pants to visiting.
 2. The only additional shirts that must be worn under a khaki shirt is a state t-shirt or thermal wear (State issued).
 3. Flannel Shirts, sweats, sweatshirts, etc. are not approved.
 4. Undergarments (bras and panties) must be worn at all times.
 5. The only footwear allowed to be worn in visiting are State issued shoes and personal tennis shoes.
 6. Socks must be worn at all times.
- C. Inmates are also permitted the following items:
 1. One (1) ring
 2. One (1) handkerchief
 3. One (1) pair prescription glasses; no sunglasses
 4. One (1) religious medallion/headgear
 5. One (1) pair of earrings
 6. One (1) necklace

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

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

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

C. Medication and medical/prosthetic appliances

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

F. Outer garments

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

G. Possessions

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

H. VISITOR PASS PROTOCOL

1. When these visits are approved and prior to traveling to the hospital to visit an inmate, visitors must report to NCCW to pick up their passes for visits at the York General Hospital.
2. The Central Control Corporal will contact the Shift Supervisor to process the visitor(s) and print the Inmate Visiting Pass for the approved visitor(s).
 - a. Visitors must receive two copies of Visitor's Pass. Provided notification of rules applicable to community hospital visitor(s).

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3. Shift Supervisor will then call the supervising staff to notify them of any special notes, or concerns regarding the visit.
4. All visits will take place in the inmate's room. Staff will verify with photo ID the visitor on the inmate's approved visiting pass and sign the Inmate Visiting Pass.
 - a. The hospital charge nurse (York General Hospital) will check the visitor's photo identification against the Visitor Pass and after confirming this information escort the visitor(s) to the appropriate room. Hospital nursing staff will retain one copy of the Visitor Pass.
 - b. The second copy of the Visitor Pass will be provided to NDCS facility security staff assigned to the community hospital post.
 - c. At the conclusion of the visit, NDCS facility security staff will telephone the hospital charge nurse to advise them that the visit has concluded.

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

XXI. WHO TO CONTACT FOR QUESTIONS REGARDING VISITS

- A. The Pass Clerk is the person to contact for problems or questions concerning visits.
- B. The institution's mailing address and telephone number for questions specific to visiting regulations is:

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

Phone: (402)-362-3317

Visiting information is also available on the NE Department of Corrections website: www.corrections.nebraska.gov

NEBRASKA DEPARTMENT OF CORRECITONAL SERVICES

VISITOR DELETION

Inmate Name: _____ Number: _____ Unit: _____

REQUEST

Visitor's Name: _____

Inmate's Reason for Request: _____

Date: _____ Inmate: _____
(Signature)

Deletion Processed: _____ Date: _____ By: _____
Unit Staff

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

VISITATION REQUEST FORM

ATTENTION: This form must be mailed to the "Pass Clerk" at the address of the facility where the inmate is housed. The form will not be processed if mailed to the inmate.

I, _____ INMATE'S NAME _____ NUMBER _____ LIVING LOCATION _____

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

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

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

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

Please Print Clearly or Type All Information Requested.

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

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

Alias Name _____ Relationship to above named inmate _____ (mother, father, friend, etc)

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

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

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

8) State ID: _____ State of ID: _____ 9) Passport ID: _____ Country _____

10) Military ID: _____

11) Present Address _____
Street/P.O. Box/Rural Route City

County State Zip Code Telephone Number

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

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

14) Are you a media representative, in the business of the gathering or reporting news? Yes / No If "yes" please complete the following:
Name of Organization/Business, _____ (Media Credentials required.)

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

Inmate's Name _____ Number _____ Institution _____

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

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

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

Nature of Offense/Charges	Date/Year Convicted and/or Charged
City and State Where Occurred	Disposition (Jail, Fine, Probation, Etc.)

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

NOTE: It is the responsibility of the inmate to notify you concerning the disposition of your request. _____
(VISITOR'S SIGNATURE)

* The disclosure of a social security number is mandatory for those persons who wish to be placed on an inmate's visiting list. This disclosure is requested by the chief executive officer of this facility to enable him/her to exercise the discretion granted by Neb. Rev. Stat. /83-186 (1981). Your social security number will be used solely for the purpose of running an NCIC (National Crime Information Center) computer check to verify your identity and to ensure the accuracy of the information you have disclosed on this form.

PROGRAM USE ONLY
UNIT CASE MANAGER/UNIT MANAGER'S RECOMMENDATION
Approve / Disapprove DATE _____ INITIALS _____
If Disapprove, reason _____
ADMINISTRATOR'S DECISION
Approved / Denied DATE _____
Signature _____

DO NOT REMOVE – FOR PROGRAM OFFICE USE ONLY

_____ Inmate's Name _____ Number _____ Living Location _____
VISITOR'S: _____
Last Name First Name Middle Name

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

REASON DENIED _____ Date: _____ Signature: _____

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES

SPECIAL/EXTENDED/EMERGENCY VISIT REQUEST

(CIRCLE ONE)

SECTION 1: (TO BE COMPLETED BY INMATE)

INMATE NAME _____ DATE OF REQUEST _____

NUMBER _____ HOUSING LOCATION _____

DATE REQUESTED FOR VISIT: _____

NAME OF PERSON(S) WHO WANT TO VISIT:

1) _____ RELATIONSHIP: _____

2) _____ RELATIONSHIP: _____

3) _____ RELATIONSHIP: _____

4) _____ RELATIONSHIP: _____

MINOR(S) NAMES/AGES: _____

CITY _____ STATE _____

REASON VISIT IS NEEDED: _____

.....

SECTION 2: (OFFICE USE)

ON INMATE'S VISITING LIST: YES _____ NO _____

ON ANOTHER INMATE'S VISITING LIST: YES _____ NO _____

DATE OF LAST SPECIAL/EXTENDED/EMERGENCY VISIT: _____

APPROVED / DENIED

OF SESSIONS

APPROVED / DENIED

CASE MANAGER/UNIT CASE MGT.

CASE MGT. SUPERVISOR/UNIT ADM.

IF DENIED, REASON _____

MUST SHOW OUT OF STATE IDENTIFICATION: YES _____ NO _____

MUST SHOW PROOF OF MARRIAGE (MARRIAGE CERTIFICATE): YES _____ NO _____

DID VISIT OCCUR?: YES _____ NO _____ DATE _____

CLERGY VISITOR APPLICATION

NAME: _____ SEX: _____ RACE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE:() _____ DATE OF BIRTH: _____

E-MAIL ADDRESS: _____

LICENSING BODY (LB): _____

ADDRESS OF LB: _____ PHONE OF LB: _____

CURRENT CONGREGATION: _____

ADDRESS: _____ PHONE: _____

TYPE OF CREDENTIALS: ORDAINED LICENSED LAY

1 ARE YOU PRESENTLY VISITING ANY INMATE(S) AT ANY SATE OF NEBRASKA CORRECTIONAL FACILITY? _____ When answering the following questions, please use the back of this application if more space is needed. Please designate which question the response is given for.

IF YES, WHO/WHERE _____

2. ARE YOU ON ANY INMATE'S FAMILY AND FRIENDS VISITING LIST? _____

IF YES, WHO/WHERE _____

3. ARE YOU RELATED TO INMATE? _____ RELATIONSHIP _____

IF YES, WHO/WHERE _____

4. HAVE YOU EVER BEEN CONVICTED, SERVED PROBATION, OR PRETRIAL DIVERSION FOR OTHER THAN MINOR TRAFFIC VIOLATIONS? _____ IF YES, PLEASE EXPLAIN INCLUDING DATES:

I HAVE READ AND UNDERSTAND THE INSTITUTIONAL POLICY FOR CLERGY AND LAY RELIGIOUS VISITS. YES _____ NO _____

I CERTIFY THE ABOVE INFORMATION IS CORRECT. I AGREE TO ABIDE BY THE POLICIES ESTABLISHED BY THE NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES AND THE STATE INSTITUTION(S) I ENTER. I UNDERSTAND THAT THE PERSONAL INFORMATION GIVEN WILL BE USED BY THE DEPARTMENT OF CORRECTIONAL SERVICES TO CONDUCT A CRIMINAL HISTORY/NATIONAL SECURITY CHECK (NCIC).

SIGNATURE

DATE

OFFICIAL USE ONLY: Request received: _____ Credentials requested: _____

Credentials Received: _____ NCIC completed: _____ Computer entry: _____

Inmate notified _____ Distribution: Records (inmate file), Facility Religious Coordinator

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 Visiting 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: _____

SHOES/BOOTS _____

BELT: _____

SOCKS: _____

BRA/PANTIES: _____

OTHER: _____

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

OFFICER "OUT": _____

OFFICER "IN": _____

DATE: _____

NEBRASKA

Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES



Pete Ricketts, Governor

(Date)

(Name)

(Address)

(City, State, Zip Code)

Dear (Name)

I am writing you in regards to incident that occurred on (Date) during visiting hours at the Nebraska Correctional Center for Women. Reports indicate that you came to visit (inmate name and number). It is reported (Details of the incident). This is a letter of warning, future visits will require compliance with Visiting Center rules at all times as stipulated in Policy 205.02 that is available on our website at <http://www.corrections.nebraska.gov/>. Failure to comply with these policies may result in suspension of visiting privileges.

If you have questions regarding this warning, you can contact me at (NCCW staff phone number).

Sincerely,

(NCCW staff name)

(NCCW staff rank)

Nebraska Correctional Center for Women

XC:

Visiting

Inmate

Warden

Inmate File

Scott R. Frakes, Director

Dept of Correctional Services

NEBRASKA CORRECTIONAL CENTER FOR WOMEN

1107 Recharge Road York, NE 68467-8003

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

corrections.nebraska.gov

Visiting Hours

Thursday Evening 6:30PM- 8:00PM

General Population

SAU Inmates

STAR (Treatment/Maintenance) Inmates

Friday 12:00PM-1:45PM

Special management (restrictive housing, and protective custody)

Orientation/DEC inmates

Saturday 8:00AM-10:30AM

Inmate last name with A-M

General Population

SAU Inmates

STAR (Treatment/Maintenance) Inmates

Saturday 1:00PM-3:30PM

Inmates last name N-Z

General Population

SAU Inmates

STAR (Treatment/Maintenance) Inmates

Sunday 8:00AM-10:30AM

Inmates last name N-Z

General Population

SAU Inmates

STAR (Treatment/Maintenance) Inmates

Sunday 1:00PM-3:30PM

Inmates last name A-M

General Population

SAU Inmates

STAR (Treatment/Maintenance) Inmates

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

Directions to NCCW:

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



Nebraska Correctional Center for Women

Visiting Rules

Angela Folts-Oberle, Warden

1107 Recharge Rd,
York NE 68467

Phone: 402-362-3317

Visiting Phone: 402-362-8924

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



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

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

Scott R. Frakes, Director

Appointed: February 2, 2015

Nebraska Department of Correctional Services

P.O. Box 94661

Lincoln, NE 68509-4661

Physical Contact

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

Termination/Suspension of Visits

- Visitors may be refused admission to the facility for failing to abide by the rules and regulations. Such a failure by the visiting list. A visit may be denied or terminated and visiting privileges suspended, either temporarily or permanently, the following circumstances are some of the reasons:
 1. The consumption of or appearance/belief that the person is under the influence of alcohol.
 2. the use of or being under the influence of illegal drugs.
 3. The introduction of contraband or the attempt to introduce contraband into the facility.
 4. Refusal to submit to any search in a cooperative manner.
 5. Corporal Punishment on children used at anytime.

Emergencies

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

Dress Code

When visiting proper attire is expected.

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

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

Dress Code

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

General Rules

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

General Rules

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

NEBRASKA 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.

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REVIEW /REVISION HISTORY:

This agreement is to be review/revised yearly.

EFFECTIVE DATE: December 20, 2019

Reviewed:

SUMMARY OF REVISION/REVIEW:

New Agreement. Read in its entirety.


 Angela Folts-Oberle, Warden
 Nebraska Correctional Center for Women


 Chief Executive Officer
 York General Hospital, Inc.

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I. NOTIFICATION

NCCW Telephone: 402-362-3317
 NCCW Medical Dept. Fax: 402-362-1947
 NCCW Admin Dept Fax: 402-362-3892

II. SECURITY & SUPERVISION

NCCW has a Shift Supervisor on duty 24 hours a day. Calls may be directed to him/her at 402-362-8832 (Lieutenants Office) 402-362-8815 (Central Control).

III. MEDICAL

NCCW Medical Department may be contacted at 402-362-8878 or 402-362-8875.

IV. INFORMATION

All inmate patients will be listed as “occupied” on the hospital daily census. All publicity is withheld, and no incoming or outgoing phone calls will be placed to the inmate.

NCCW will provide all pertinent information regarding delivery and releasing of inmates. Pertinent medical information will be placed in a sealed envelope and will accompany the inmate patient. Information will include: a list of medications the inmate patient is taking, a filled out Community Wide Transfer Sheet, and copies of pertinent medical information such as labs, radiology information, etc.

Rooming-in of newborns with inmates will also be allowed if approved by NCCW Warden or designee and the physician.

NCCW will provide all pertinent medical information (Medicaid) if available at time of admittance. In the event of an emergency transport and admittance, NCCW medical records will be provided as soon as possible.

NCCW will advise the charge nurse if the inmate patient will be non-furloughed or furloughed.

Coordinate follow-up appointments with NCCW Medical Department and **do not inform inmates of dates/times of same.**

Non-furlough (supervised) – NCCW will provide staff supervision for the duration of the inmate patient stay.

Furlough (non-supervision) – NCCW will not provide supervision of the inmate patient.

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a. Emergency Room Visitors

As a general rule, visitors will not be approved for inmates receiving emergency room treatment. In the event that family is notified of the emergency medical transport to a community hospital, supervisory staff shall advise the escorting staff if visitation of any immediate family members is authorized.

b. Inmate Visitors

Inmates will not be approved to have visitors when admitted to a community hospital **except for life-threatening situations and child-birth**. Under these circumstances, visits will be restricted to immediate family members on the inmate's approved visitor list. Exceptions to this must be approved in advanced through the Warden by the Deputy Director-Institutions. No more than two, one hour visiting sessions will be permitted per day. Visit times shall be within the visiting hours established by the community hospital.

Hospital visiting hours: 0800 – 2200 hours

1. Personal property of visitors will be left in their vehicles. The only allowed items will be vehicle keys and photo I.D.
2. Visitors cannot use the restroom in the inmate patient's room. Visitors will use the public restrooms in the lobby area of the hospital.
3. Inmates or visitors will not be searched before or after a visit. Staff will be vigilant in their observations for the passing of contraband. Staff will remain in the room during visits.
4. Questions/concerns relative to visits will be directed to NDCS facility supervisor staff and communicated to the Hospital Charge Nurse as warranted.
5. NDCS facility security staff will contact the Hospital Charge Nurse (York General Hospital) immediately in the event of any emergency

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c. Visitor Pass Protocol

Inmates will not be approved to have visitors when admitted to a community hospital **except for life-threatening situations and child-birth**. Under these circumstances, visits will be restricted to immediate family members on the inmate's approved visitor list. Exceptions to this must be approved in advance through the Warden by the Deputy Director-Institutions. No more than two, one hour visiting sessions will be permitted per day. Visit times shall be within the visiting hours established by the community hospital.

1. When these visits are approved and prior to traveling to the hospital to visit an inmate, visitors must report to the Nebraska Correctional Center for Women to pick up their passes for visits at the York General Hospital.
2. The Central Control Corporal will contact the Shift Supervisor to process the visitor(s) and print the Inmate Visiting Pass for the approved visitor(s).
 - a. Visitors must receive two copies of Visitors Pass Provided notification of rules applicable to community hospital visits.
3. Shift supervisor will then call the supervising staff to notify them of any special notes, or concerns regarding the visit.
4. All visits will take place in the inmate's room. Staff will verify with photo ID the visitor on the inmate's approved visiting pass and sign the Inmate Visiting Pass.
 - a. The Hospital Charge Nurse (*York General Hospital*) will check the visitor's photo identification against the Visitor Pass and after confirming this information escort the visitor(s) to the appropriate room. Hospital nursing staff will retain one copy of the Visitor Pass.
 - b. The second copy of the Visitor Pass will be provided to the NDCS facility security staff assigned to the community hospital post.
 - c. At the conclusion of the visit, NDCS facility security staff will telephone hospital charge nurse to advise them that the visit has concluded.

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d. Gifts

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

e. Mail

All mail received at YGH for an inmate will be given to NCCW staff to review before it is delivered or mailed.

f. Newborns

NCCW staff will complete an "Agreement for Placement of Newborn Child" or "Nursery Information Forms" and a "Worksheet for Birth Certificate" prior to the inmate arriving at the hospital. NCCW will retain a copy of these signed forms with YGH retaining the originals. NCCW staff shall explain these documents to the inmate mother and assist her in recording the accurate information.

York General Hospital staff shall instruct the inmate and person receiving the newborn that a "Power of Attorney Delegating Parental Powers" and an "Acknowledgement" of receipt of the child must be completed. These are to be signed by the inmate and by the person receiving the child and notarized at the hospital prior to the dismissal of the baby, Monday through Friday, 8 AM to 4 PM.

g. Rules and Regulation

All established NCCW rules and regulations apply to inmates while a patient at YGH.

h. Restriction to Ambulation

Inmate patients must remain in their assigned rooms unless the physician orders ambulation.

When ambulatory, inmates are restricted to the wing/hallway of the assigned room and will accompanied by NCCW staff.

It is the expectation of NCCW that YGH staff will immediately report serious violations involving the inmate, visitor and NCCW staff to the Shift Supervisor and YGH will provide written documentation of the incident.

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i. Non-Furlough (Supervised) Inmates

1. Upon arrival at the hospital, staff will advise hospital personnel that the inmate will have 24-hour staff supervision.
2. NCCW Security staff will wear their uniform and state ID; non-uniformed staff must wear their state ID while on duty at the hospital.
3. NCCW Security Staff (all three shifts) will position themselves inside the inmate room and maintain visual observation. When an inmate is nursing or undergoing any type of medical examination, staff should afford as much privacy as possible, by closing the door but still maintaining a visual observation and ability to immediately respond if needed.
4. If the inmate is in isolation, the instructions will be posted on the door. In such instances staff will exercise caution and limit their time in the room and will maintain visual observation from outside the room.
5. Use of restraints/escorts and all security regulations for inmate patients are the responsibility of NCCW staff.

j. Escorting Staff Guidelines/Responsibilities

1. Escort staff will always maintain physical control of the inmate being transported. One hand will need to be on the inmate's arm just above the elbow in a C clamp position during the escorting of inmates for travel orders. All inmate movement in restraints will be completed under this escort. When using a come-along no physical contact will be needed. There will be times when the inmate is stationary (i.e., sitting in a vehicle) so the need for physical contact for safety and security reasons will not be necessary. However, the inmate in restraints should never be beyond an arm's length from the escorting staff member unless the situation dictates otherwise (x-rays, court proceedings, surgery, etc.)
2. The Escort Staff remain with the inmate at all times during the Transportation Order. Areas, such as restrooms, will be searched prior to use by the inmate. Visual supervision will be maintained at all times, including when an inmate is using restroom facilities (that is, staff should be in the restroom). Discretion may be used when an inmate is in surgery, however, the shift supervisor should be notified. Escort staff should periodically check restraints to ensure that they are secure. To ensure that Escort Staff remain with the inmate at all times, same gender staff are assigned to all extended Transportation Orders.

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3. Care is taken to insure the inmate remains in the presence of the Escort Staff. Exceptions to the inmate remaining in the presence of the Escort Staff are approved in advance by the facility Shift Supervisor.
4. NCCW staff must notify the nurse's station before leaving to use the restroom. (The bathroom in the inmate's room may not be used.)
5. The only valid reason for staff to leave the inmate is to use the restroom.
6. While on duty, NCCW staff will place coats and purses in the storage locker in the inmate's room. Personal valuables will be taken with the staff when they leave to use the restroom. Staff will also take restraint equipment when they leave the area to use the restroom. Otherwise, equipment will be stored in the storage locker in the inmate's room.
7. If asked to step out of the room by medical personnel, NCCW staff will comply. Staff will not hamper medical personnel from their normal routine. When asked to step outside the room, staff will position themselves so they may observe the room and still give privacy for nursing and medical exams, and be in a position to respond if needed.
8. When two staff escorts are required, one staff will remain with the inmate and the second staff will position themselves outside the door.
9. During examinations, staff will position themselves to allow the most amount of privacy for the inmate without compromising security. Staff will remain outside the nearest door from the room the inmate is in while undergoing the test/surgery.
10. NCCW staff will be permitted to order a meal tray from the hospital dining room to be served at their post. Staff must pay for the meal they order. Snacks provided by YGH are intended for inmate patients only.
11. The telephone will be removed from the inmate's room during hospitalization.
 - a. Inmates will not be permitted to make telephone calls.
 - b. No incoming calls will be allowed. Telephone use by staff is restricted to calls to the facility only (no personal calls for staff).
 - c. If family, friends, etc. of the NCCW inmate patient calls the hospital staff and is harassing, confronting or arguing regarding

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phone call procedures, hospital staff need to inform them that they should contact NCCW and discuss the issue with them.

12. In-room television is for the inmate's use only. When an inmate is resting or sleeping, the television is to be shut off.

k. Restraints

Inmates who are not pregnant will remain restrained at all times to include restraining of the inmate when the inmate is being escorted/transported within the hospital. **(See 8-11 for pregnant inmates)**

When hospitalization occurs, inmates assigned to minimum, medium or maximum custody level will be restrained to the hospital bed, except as outlined in section E.2.

1. At a minimum, inmates will at all times have one ankle and one wrist secured to the bed frame with a NDCS issued restraint. The ankle and wrist restraints must be applied/secured to the bed before removing any other restraints.
2. Before removing the ankle restraint that is secured to the bed frame, a second set of ankle restraints shall be secured on the inmate's legs.
3. Handcuffs shall be applied whenever the inmate is escorted outside of the hospital room under two staff escort. In the event it is medically indicated that application of handcuffs will impede treatment, the Shift Supervisor must be notified.
4. The Shift Supervisor must be contacted prior to using and/or removing restraints in a manner that deviates from this policy. Deviation in the use/application of restraints requires the approval of the Warden/designee.
5. At no time shall additional sets of restraints be secured together to extend an inmate's range of movement without prior approval of the Warden/designee.
6. The Warden/designee may authorize additional use of restraints as warranted by individual circumstances.
 - a. When the inmate must be ambulatory to the restroom, exam room and exercise as ordered by the physician, or other medical need, then full leg restraints must be in place.
 - b. Restraints must be removed whenever it is necessary for a medical procedure (surgery, X-rays, MRI, unless MRI restraints are made available by NCCW staff, etc.). The restraints should not interfere with

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medical care and treatment. As per the transportation order, all restraints will remain in place unless directed by the Shift Supervisor.

- c. Every eight (8) hours, the leather ankle restraint needs to be checked to ensure it is properly restrained and moved to the opposite leg.
7. NCCW staff assigned to supervise inmates while at YGH for an appointment, overnight admission, or extended hospital stay are permitted to carry and deploy chemical agents, if determined appropriate, to maintain control of an inmate and regulate her behavior to provide for the safety of NCCW staff, YGH and the public. NCCW staff must use good judgment in determining the use of chemical agents or use of physical force and restraints to control the inmate. NCCW staff will immediately report the use of force/chemical agents to the facility Shift Supervisor and work with YGH staff to begin the decontamination process for the inmates and involved staff.
8. USE OF RESTRAINTS ON INMATES KNOWN TO BE PREGNANT
- a. A facility shall not use restraints on an inmate known to be pregnant, including during labor, delivery, or postpartum recovery, during transport to a medical facility or birthing center or for use inside the facility, unless the Director of the Nebraska Department of Correctional services or his/her designee makes an individualized determination that there are extraordinary circumstances (substantial flight risk or extraordinary security circumstance), subject to the following conditions:
 - b. If the doctor, nurse, or other health professional treating the inmate known to be pregnant requests that restraints not be used, any facility employee accompanying the inmate shall immediately remove all restraints.
 - c. Leg or waist restraints shall not be used under any circumstance unless the inmate known to be pregnant presents an immediate and serious risk of harm or a substantial and immediate flight risk.
 - d. Under no circumstance shall any restraints be used on any inmate known to be pregnant in labor or during childbirth unless the inmate presents an immediate and serious risk of harm or a substantial and immediate flight risk.
 - e. If restraints are used on an inmate known to be pregnant, the type of restraint applied must be done in the least restrictive manner necessary. Wrist restraints will be placed in the front. Waist and Leg restraints can

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only be used for an IMMEDIATE and Substantial flight risk or an IMMEDIATE and Serious risk of harm.

9. Upon a pregnant inmate's admission to a medical facility or birthing center for labor or childbirth, no facility employee shall remain present in the room during labor or childbirth unless specifically requested or approved by medical personnel. A facility employee may ask medical personnel to allow such employee to remain present. If a facility employee's presence is requested or approved by medical personnel, the employee shall, if practicable, be female.
 - a. NDCS female only staff will remain in the room until medical personnel identify the inmate is in labor and/or ready for delivery. If medical personnel requests staff's presence during labor and/or delivery, that staff person can remain in the room and must document in a report.
 - b. Once notified that labor and/or delivery has begun, the NDCS female staff person will sit outside the room door until medical personnel have communicated the birth of the child has occurred. Female staff will then return to the room and continue with proper security procedures.

10. Restraints will not be used during the postpartum recovery time. Postpartum is determined by the physician and is the period immediately following delivery, including the entire period a woman is in the hospital after birth.
 - a. Once the inmate is discharged from the hospital restraint procedures resume.

11. If a pregnant inmate is transported to a medical facility or birthing center and restraints are used, the Director of the Nebraska Department of Correctional Services or his/her designee shall inform the relevant staff at the medical facility or birthing center of the risks and dangers of removing the restraints from the specific pregnant inmate.
 - a. The Director or his/her designee will contact the head of security and/or social worker at the medical facility to explain the reason for the restraints.
 - b. Relevant information such as violence, history of escape, recent attempts of escape or other behaviors that are significant will be passed on to the medical facility.

12. When hospital personnel give medical information, NCCW staff will request that the doctor or nurse in charge call NCCW medical staff. Non-medical staff are to refrain from passing on any medical information to other NCCW staff or the

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inmate.

13. NCCW staff will check meal trays when entering the inmate's room and again when they are taken from the room to insure all eating utensils are on the tray. Inmates will not be allowed to accept food items brought in by visitors, including food from vending machines.
14. NCCW staff will be permitted to order a meal tray from the hospital dining room to be served at their post. Staff must pay for the meal they order. Snacks provided by YGH are intended for inmate patients only.

I. Inmates on Furlough

When an inmate is placed on furlough, staff will advise the hospital of this status.

The following are guidelines for inmates on furlough (unsupervised by NCCW staff). YGH staff are not responsible for enforcing NCCW rules and regulations for furloughed inmates. The expectation is that YGH staff will immediately report serious violations involving inmates, visitors and staff to the NCCW Shift Supervisor and will provide written documentation of the incident.

1. The telephone will be removed from the inmate room.
 - a. If family, friends, etc. of the NCCW inmate patient calls the hospital staff and is harassing, confronting or arguing regarding phone call procedures, hospital staff need to inform them that they should contact NCCW and discuss the issue with them. If they continue to communicate with hospital staff, and it is inappropriate, re-state that they need to contact NCCW and let the inmate friend/family know you are terminating the call.