

NEBRASKA

Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

COMMUNITY CORRECTIONS CENTER - LINCOLN

OPERATIONAL MEMORANDUM

VISITS

REVISION DATE

July 31, 2017

NUMBER

205.02.01

PAGE

1 of 9

STATEMENT OF AVAILABILITY

***This Operational Memorandum is to be made available in law libraries and other inmate resource centers.**

Effective: 05/14/80
Revised: 07/29/05
Revised: 10/12/06
Revised: 10/08/07
Revised: 09/26/08
Revised: 09/24/09
Revised: 09/30/10
Revised: 09/27/11
Revised: 09/21/12
Revised: 10/25/13
Revised: 12/05/14
Revised: 03/04/16
Revised: 01/24/17
Reviewed: 07/31/17


SUMMARY OF REVISION/REVIEW

Annual review. Reference Administrative Regulation for specific policy change.

APPROVED:



Charles West, Warden
Community Corrections Center – Lincoln

 Good Life. Great Mission. <hr/> DEPT OF CORRECTIONAL SERVICES	COMMUNITY CORRECTIONS CENTER - LINCOLN		
	OPERATIONAL MEMORANDUM		
	VISITS		
	REVISION DATE July 31, 2017	NUMBER 205.02.01	PAGE 2 of 9
STATEMENT OF AVAILABILITY			
*This Operational Memorandum is to be made available in law libraries and other inmate resource centers.			

Purpose

To establish the procedures and guidelines for operating and managing the Community Corrections Center – Lincoln (CCCL) inmate visiting program.

General

The CCCL believes that supervised visits between inmates and their family and friends can contribute to the maintenance of family ties, help instill socially acceptable behavior, and assist in improving institutional stability.

Visiting regulations are reviewed annually by the Warden of CCCL and are valid for the twelve-month period following that review unless officially revised during that time period. CCCL visiting regulations and hours are posted on the bulletin board in the front entrance lobby and a CCCL “Visitor Rules and Regulations” brochure is also available in the front entrance lobby for staff and visitors. Copies of the brochure are available in the housing units for members of the inmate population.

Procedure

CCCL will follow the policy set forth in the administrative regulation and in NDCS Rule #4, “Visiting,” along with the following procedures that are specific to the facility.

I. Visiting Days and Visiting Hours

Institutional rules and general information pertaining to visits are contained in the CCCL Inmate In-house Rules and General Information book which is posted on the inside of the door in each inmate room and reviewed by staff during orientation for newly transferred inmates. A copy of the book is available in each inmate’s room; each inmate is advised he/she can borrow a copy to read from his/her housing unit staff by exchanging his/her Inmate ID Card. The inmate signs a receipt acknowledging this information.

A. B and E Units

All inmates residing in B and E Units have visiting privileges on the following days at said times:

- Saturdays 1:00 p.m. – 3:45 p.m.
- Sundays 7:00 p.m. – 9:45 p.m.
- Recognized Holidays 8:00 a.m. – 10:00 a.m.


B. C and D Units

All inmates residing in C and D Units have visiting privileges on the following days at said times:

- Saturdays 7:00 p.m. – 9:45 p.m.
- Sundays 1:00 p.m. – 3:45 p.m.
- Recognized Holidays 1:00 p.m. – 3:00 p.m.

C. Recognized Holidays

New Year's Day, Thanksgiving Day and Christmas Day are recognized holidays. Visiting

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	COMMUNITY CORRECTIONS CENTER - LINCOLN		
	OPERATIONAL MEMORANDUM		
	VISITS		
	REVISION DATE July 31, 2017	NUMBER 205.02.01	PAGE 3 of 9
STATEMENT OF AVAILABILITY			
*This Operational Memorandum is to be made available in law libraries and other inmate resource centers.			

on recognized holidays will occur only when the holiday falls on a non-visiting day. The visit schedule will be as noted in Section I, A and B.

II. Visitor Application/Approval


- A. Regardless of age, each individual (including children and infants) wishing to visit an inmate at CCCL must have completed a Visitor Request Form (VRF) and been approved by the Warden/designee. The inmate is responsible for mailing out VRF's to potential visitors. The forms are available from housing unit staff.
- B. An inmate wishing to delete an individual must do so in writing on an Inmate Interview Request or Visiting Deletion form that is forwarded to Unit Staff for processing.
- C. All VRFs received will be forwarded to the Warden's Secretary.
 - 1. The Warden's Secretary will initiate tracking of the VRF and enter the data into NICaMS.
 - 2. The Warden's Secretary will then forward all VRFs to the Nebraska State Penitentiary (NSP) for completion of the NCIC.
 - 3. Once the VRF/NCIC is received back from NSP staff, the Warden's Secretary will record the information in the tracking spreadsheet and forward the VRF/NCIC to the respective Unit Case Manager for review.
 - 4. The Unit Case Manager will complete said review in accordance with established policy and forward to the Unit Administrator.
 - 5. If returned to the sender for any reason, such information will be provided to the Warden's Secretary for tracking purposes.
 - 6. The Warden/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.
 - 7. Once approved/denied, the VRF will be returned to the Warden's Secretary to complete tracking spreadsheet and enter data into NICaMS. Completed VRFs will then be distributed to the Records Office for inclusion in the inmate's file.

III. Visiting Procedures

The CCCL staff controls authorized and special visitor traffic in and out of the institution, preserves security, and provides records of visitor traffic. The following basic rules, which will provide the desired control, must be strictly observed in handling all visits.

A. Visitor Identification

Only visitors of verified identity and listed on an inmate's authorized visiting list may visit. Before authorizing a visit, the staff must ensure that the person is properly identified. The

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	COMMUNITY CORRECTIONS CENTER - LINCOLN		
	OPERATIONAL MEMORANDUM		
	VISITS		
	REVISION DATE July 31, 2017	NUMBER 205.02.01	PAGE 4 of 9
STATEMENT OF AVAILABILITY			
*This Operational Memorandum is to be made available in law libraries and other inmate resource centers.			

CCCL staff should use good judgement by verifying sufficient identification to confirm the visitor's relationship to the inmate. However, no one should be denied a visit without the approval of the Shift Supervisor/Leader.

The following ID/documents may be used as proper identification:

1. Acceptable picture ID's include:

- a. Driver's license
- b. Employee identification cards
- c. Military ID cards
- d. Any other verifiable ID with photo
- e. Passport

Any ID without a picture is not acceptable nor is an expired driver's license as it is not a valid document. However, if a person has a history of visiting and his/her picture identification document has expired, the Shift Supervisor/Leader will be called, and with sound discretion, make the decision as to whether or not allow the person to visit.

2. Other support documents, to be used only in conjunction with at least one other form of acceptable ID include:

- a. Marriage certificate
- b. Birth certificate

3. ID/documents normally NOT accepted as identification for visiting purposes, include, but are not limited to the following:

- a. Social security cards
- b. Bank cards
- c. Student ID cards without pictures
- d. Business cards
- e. Hunting/fishing licenses
- f. Car registrations
- g. Medicare cards


B. Visit Documentation

1. Visit Record

All visits to inmates at the CCCL must be recorded on the inmate's visiting record in the Corrections Web Suite computer program. **There are no exceptions.** This list is confidential and is not revealed in whole or in part to the general public without the express written consent of the inmate.

2. Unapproved Visitors

Any person not included in the special visit section of Administrative Regulation (AR) 205.02 *Visiting* requesting to visit an inmate on a non-professional basis and who is not listed on the inmate's approved visiting list as recorded on the Web Suite as an authorized visitor shall be asked to wait while the matter is

 Good Life. Great Mission. <hr/> DEPT OF CORRECTIONAL SERVICES	COMMUNITY CORRECTIONS CENTER - LINCOLN		
	OPERATIONAL MEMORANDUM		
	VISITS		
	REVISION DATE July 31, 2017	NUMBER 205.02.01	PAGE 5 of 9
STATEMENT OF AVAILABILITY			
*This Operational Memorandum is to be made available in law libraries and other inmate resource centers.			

reviewed by the Warden/designee for a decision. During weekends and holidays, the Shift Supervisor/Leader will handle such referrals.

3. Visitor Sign-in

Upon arrival at the institution, visitors will sign in on the Visitor's Register using their full name, the date and designating the inmate they are at the facility to visit.

4. Simultaneous Visits

Simultaneous visits are understood to mean a visit or interview with more than one inmate at the same time. Such visits require special approval by the Warden/designee.

5. Special Visits

Special, extended, and emergency visits may be approved in accordance with Department policy as defined in AR 205.02. Inmates must request such visits in writing.

6. Directing a Visitor to Leave Grounds

The CCCL staff has the authority to order a private citizen to leave the grounds of the CCCL. If the citizen refuses to leave, then an immediate call to the State Patrol should be made for assistance in escorting the person from state property.

If it is determined that a citizen has contraband on his/her person or has attempted to pass contraband, the Shift Supervisor/Leader will personally escort that person out of the institution. The Shift Supervisor/Leader may contact the State Patrol depending on the nature of the contraband.

IV. **Proper Attire**


A. Visitor Attire

When visiting Nebraska's correctional facilities, casual attire is appropriate. Clothing should not be distracting or offensive to inmates or to other visitors. Visitors may be refused a visit if their clothing is deemed inappropriate. Visitor rules, including appropriate attire information, are posted on the bulletin board in the front lobby and supply of handouts is available in the lobby. Inmates will not be permitted to provide any type clothing for the visitor. In addition, poor sanitation and hygiene of a visitor may also be cause to refuse a visit.

B. Inmate Attire

Inmate attire during visits will follow the dress code established for visitors. Additional requirements may be determined as needed by the Warden and include, but may not be limited to the following.

1. Soiled, torn, or otherwise inappropriate clothing;

 Good Life. Great Mission. <hr/> DEPT OF CORRECTIONAL SERVICES	COMMUNITY CORRECTIONS CENTER - LINCOLN		
	OPERATIONAL MEMORANDUM		
	VISITS		
	REVISION DATE July 31, 2017	NUMBER 205.02.01	PAGE 6 of 9
STATEMENT OF AVAILABILITY			
*This Operational Memorandum is to be made available in law libraries and other inmate resource centers.			

2. Clothing and/or accessories that in any manner denotes any membership or affiliation with a criminal threat group will not be worn.
3. Inmates will not be allowed to wear watches in the visiting room during visiting hours.

Inmates may be denied a visit if their clothing is deemed inappropriate or if their sanitation and hygiene is poor. Additional information is contained in the CCCL Inmate In-house Rules and General Information book.

V. **Searches**

The security and control of the institution and the safety and welfare of all inmates, staff and visitors are of concern to CCCL. Searches are conducted to help maintain a safe environment for all and are done to discover and prevent the exchange of contraband/unauthorized articles between inmates and other individuals, and discover hazards of fire, health, safety and security.

Any member of the general public, including children and infants, as well as any employee of the Department, are subject to a search at any time. The types of searches may include: canine, pat search, hand-held metal wand detector, or other searches as indicated/approved. Refusal to submit to a search of any type may result in either temporary or permanent visiting restrictions.

A. **Who Will Be Searched**

All visitors, including children and infants, entering the institution may be pat searched. Female visitors will be searched by a female employee and male visitors by a male employee; however, cross gender searches may occur with the visitor's consent. A male staff person is not allowed to pat search a female visitor.

Visitors will be searched in privacy, using the restrooms located in the front entrance lobby or other enclosed area. Children and infants will be searched in the presence of the parent/guardian. Diapers worn by infants may be requested to be opened or changed.


1. Exemptions

Certain visitors to the facility will not be pat searched. Refer to AR 203.01 *Security and Control* and Attachment A. A copy of the attachment should be maintained in Central Control for quick reference.

B. **Pat Search/Metal Detector**

The pat search is a routine method for searching a person. The individual will be asked to remove his/her hat, jacket/coat, and shoes and to empty their pockets. The employee will then pat down the person's body and the clothing/items removed.

On occasion, staff may use a hand-held metal detector when searching a visitor. Visitors will be asked to follow the instructions of the staff member in order to ensure that the search can be completed in an effective manner.

 Good Life. Great Mission. <hr/> DEPT OF CORRECTIONAL SERVICES	COMMUNITY CORRECTIONS CENTER - LINCOLN		
	OPERATIONAL MEMORANDUM		
	VISITS		
	REVISION DATE July 31, 2017	NUMBER 205.02.01	PAGE 7 of 9
STATEMENT OF AVAILABILITY			
*This Operational Memorandum is to be made available in law libraries and other inmate resource centers.			

C. Canine Searches

Visitors, Department employees, and other members of the general public are subject to unannounced canine searches. The intent of the search is to detect drugs by having a trained drug dog sniff the individual and his/her possessions. The drug dog is handled by a trained handler.

The searches will be conducted in private. The individual may be asked to sit down so that the dog can complete the search. The dog will sniff the individual and any clothing that has been removed, his/her diaper bag, wallet/coin purse and/or briefcase.

D. Visitor Personal Property/Items Allowed in the Visit Areas (Inside and Outside)

The items which visitors are approved to have with them while inside the institution/on grounds are:

1. Vehicle key(s)
2. Diaper bag
3. ID Card
4. Necessary prescription medication (e.g. Nitro/heart medicine, asthma inhalers, etc.; must be in original containers)
5. No more than \$20 cash – in small bills and some change
6. Persons at CCCL on official business will be allowed to take their briefcase inside the institution after it is inspected.

E. Prohibited Items

1. Smoking Materials

Smoking is not allowed anywhere on Department owned, leased, or controlled property. All smoking related paraphernalia is to be left at home or locked in the visitor's vehicle.


2. Electronic Communication Devices

No cellular telephones or pagers or any other communication devices will be allowed anywhere inside the institution or in the outside visiting area. These items are to be left at home or locked in a lobby locker or in the visitor's vehicle.

VI. Inside Visits

A. Space Requirements

The dining room will not be used to accommodate overflow visits. As needed, up to 6 tables and the accompanying chairs can be moved from the dining room into the inside visit area as long as the room capacity is not exceeded. If additional visit space is still

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	COMMUNITY CORRECTIONS CENTER - LINCOLN		
	OPERATIONAL MEMORANDUM		
	VISITS		
	REVISION DATE July 31, 2017	NUMBER 205.02.01	PAGE 8 of 9
STATEMENT OF AVAILABILITY			
*This Operational Memorandum is to be made available in law libraries and other inmate resource centers.			

needed, the multi-purpose room can be used. If the multi-purpose room also reaches capacity, no additional visits will be processed until space becomes available.

B. Inmate Control

The doors into the hallways from the visiting area will be closed during visits if necessary. Inmates will not be allowed to return to their housing units for any reason. They may use the restrooms located near the visit area. If an inmate returns to his/her housing unit, the visit is terminated.

VII. Outside Visits

A. Visit Origination

Visits originating in the outside visit area will not be permitted to move into the inside visit area, with the exception of inclement weather. A visit originating in the inside visit area may move to the outside visit area, however, it cannot return to the inside visit area.

B. Called Visits

Outside visits may be terminated due to darkness or because of weather conditions. Visitors will not be allowed back into the institution, with the exception of inclement weather.

C. Inmates with Restrictions

Inmates who have restrictions against visits with minors will not be permitted to use the outside visit area.

VIII. Visitor Responsibilities

Visitors to CCCL will be expected to follow the "Visitor Rules and Regulations" that are posted in the lobby and are available in handout form to all visitors and inmates. Violation of visitation rules will not be permitted; visits will be terminated and future visits may be suspended or cancelled.

IX. Inmate-to-Inmate Visits

A. At Another NDCS Facility

CCCL inmates who have a member(s) of the same immediate family incarcerated in different NDCS facilities may be allowed to visit one another at that institution. Immediate family is defined as spouse, parent, step-parent, person acting the place of parent (as documented in the institution file), sibling, step-sibling, half-sibling, child, step-child, grandparent, and grandchild. The inmate must request the special visit with his/her immediate family member(s) through housing unit staff. The visit must be approved by both the CCCL Warden and the Warden of the other institution. Visits between inmate immediate family members will occur no more frequently than once each three months.

Specific procedures regarding a Community Custody inmate visiting an immediate family member in another NDCS institution are detailed in Section IV.E in AR 205.02.

NEBRASKA

Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

COMMUNITY CORRECTIONS CENTER - LINCOLN

OPERATIONAL MEMORANDUM

VISITS

REVISION DATE
July 31, 2017

NUMBER
205.02.01

PAGE
9 of 9

STATEMENT OF AVAILABILITY

***This Operational Memorandum is to be made available in law libraries and other inmate resource centers.**

Reference: AR 205.02 *Visiting*
Attachments: None