

**NEBRASKA**

Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

**OMAHA CORRECTIONAL CENTER**

PROCEDURE

**VISITING**

REVISION DATE  
June 30, 2024

NUMBER  
205.02.001

PAGE  
1 of 32

STATEMENT OF AVAILABILITY

**Law Library Access**


Effective: February 13, 1985  
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Revised: December 31, 2023  
Revised: June 30, 2024

**SUMMARY OF REVISION/REVIEW**

Updated wardens name and format. Updated clergy visitation process. Added II.L.1. a-d.

APPROVED:

  
\_\_\_\_\_  
James Jansen, Warden  
Omaha Correctional Center

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>OMAHA CORRECTIONAL CENTER</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVISION DATE</b> June 30, 2024	<b>NUMBER</b> 205.02.001	<b>PAGE</b> 2 of 32
<b>STATEMENT OF AVAILABILITY</b>			
<b>Law Library Access</b>			

I. Purpose Regulations governing incarcerated individual visiting are necessary in order to attain the Nebraska Department of Correctional Services (NDCS) objectives to increase opportunities for incarcerated individual self-development and to maintain a safe, secure, and humane environment for incarcerated individuals, team members and the public. It is the policy of the Omaha Correctional Center (OCC) that incarcerated individuals within the facility shall have visiting privileges and shall retain such privileges for the duration of their incarceration so long as rules and regulations governing such activities are not violated. The provisions of Chapter 4 shall apply to OCC. Policies and procedures governing visiting will be reviewed annually and updated as necessary. This Procedure is applicable to all incarcerated individuals and team members and particularly to the Pass Clerk and visiting room team member. This Procedure will be maintained current by the Deputy Warden.

II. Process

A. Nebraska Administrative Code, Title 68 (NDCS Rulebook) Chapter 4 which contains visiting rules and procedures shall be given to each incarcerated individual and team member. Chapter 4 shall be translated into those languages spoken by significant numbers of incarcerated individuals. Signed acknowledgement of receipt of the rulebook shall be maintained in the incarcerated individual's file. When a literacy or language problem prevents an incarcerated individual from understanding the rulebook, a team member or translator shall assist the incarcerated individual in understanding the rules.


Written information regarding procedures governing visitation will be made available to incarcerated individuals within 24 hours of their 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 the 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 the visiting room.
5. Special rules for children.
6. Authorized items that visitors may bring.
7. Special visits (for example: family emergencies).

B. Visiting

1. Posting visiting regulations

The warden/designee shall ensure copies of Procedure 205.02.001, *Visiting*, and other regulations of the facility concerning visiting are posted near the entrance of the facility and near the visiting area(s) within OCC. The warden/designee shall provide copies to any persons upon request.

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>OMAHA CORRECTIONAL CENTER</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVISION DATE</b> June 30, 2024	<b>NUMBER</b> 205.02.001	<b>PAGE</b> 3 of 32
<b>STATEMENT OF AVAILABILITY</b>			
<b>Law Library Access</b>			

2. Visiting Days and Hours

Wednesday, Thursday, Friday:

Session 1:	1:00 p.m. to 3:00 p.m.	Processing starts at 12:45 p.m. and ends at 1:15 p.m.
Session 2:	3:30 p.m. to 5:30 p.m.	Processing starts at 3:15 p.m. and ends at 3:45 p.m.
Session 3:	6:00 p.m. to 8:00 p.m.	Processing starts at 5:45 p.m. and ends at 6:15 p.m.

Saturday, Sunday:


Session 1:	7:30 a.m. to 9:30 a.m.	Processing starts at 7:15 a.m. and ends at 7:45 a.m.
Session 2:	10:00 a.m. to 12:00 p.m.	Processing starts at 9:45 a.m. and ends at 10:15 a.m.
Session 3:	12:30 p.m. to 2:30 p.m.	Processing starts at 12:15 p.m. and ends at 12:45 p.m.

3. Visiting Scheduling:

After approval of a visitation application, a visiting adult can schedule a visit.


- a. To schedule a visit, go to the NDCS website at <https://www.corrections.nebraska.gov>.
- b. From the home page, click on visiting hours or search "visitation" using the search feature.
- c. Select the Omaha Correctional Center.
- d. Click on the "Schedule a Visit" bar. The on-line form will appear. Complete the on-line form.
- e. If you will be bringing any child(ren) to the visit, you must include their names and information in the on-line form. All children must have an approved visitation application on file.
- f. Individuals wishing to visit as a clergy member are subject to application the general visitation application guidelines. Additionally, clergy members must provide a copy of their credentials and/or letter of good standing upon submission of a VRF. Expired credentials are not valid.



 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>OMAHA CORRECTIONAL CENTER</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVISION DATE</b> June 30, 2024	<b>NUMBER</b> 205.02.001	<b>PAGE</b> 4 of 32
<b>STATEMENT OF AVAILABILITY</b>			
<b>Law Library Access</b>			


- g. Complete the visit preference dates including alternate dates/times and click "Submit".
  - h. All visitation requests must be submitted at least seven days prior to the selected visit date.
  - i. To cancel a scheduled visit for any reason, notify OCC as soon as possible.
  - j. You must arrive to OCC 15 – 30 minutes prior to your approved visit for processing. Late arrivals will not be processed.
  - k. Be sure to read all the current visitation rules and updates on the website PRIOR to the date of your approved visit. If you have further questions about your visit, it is recommended you contact OCC prior to your approved visit.
  - k. Visits are scheduled on a first come, first serve basis. Visitors will receive an email notification at least three days in advance of the approved visit.
  - l. Visitors are allowed 2 visits each week during any session.
4. Visiting Records
- The pass clerk shall ensure that every visit shall be recorded on the incarcerated individual's visiting card. A record of each visitor who enters the facility will be kept, which shall include: a sufficient identification of the visitor, the dates and times of arrival and departure, and the names of incarcerated individuals visited by such person. This record shall not be revealed to the public without the written consent of the incarcerated individual.
5. Visiting Lists
- An incarcerated individual may receive visits from anyone they choose, subject to the approval of the warden. In making this determination, the warden shall consider the effect that the presence of such visitors shall have on the facility, its team members, and/or the incarcerated individuals confined within, and the probable effect such presence shall have upon the rehabilitative progress of the incarcerated individual to be visited. Visitors may be refused admission to the facility for failing to abide by the rules and regulations. Such a failure by the visitor may also result in the visitor being removed from the visiting list. Such action by OCC or NDCS shall be set forth in a written statement to the visitor or visitors and the incarcerated individual to be visited. Such statement shall also indicate the reasons for the action. Incarcerated individuals aggrieved by such action may appeal through the grievance process.
6. Visiting Procedures



 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>OMAHA CORRECTIONAL CENTER</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVISION DATE</b> June 30, 2024	<b>NUMBER</b> 205.02.001	<b>PAGE</b> 5 of 32
<b>STATEMENT OF AVAILABILITY</b>			
<b>Law Library Access</b>			

- a. Only those visitors listed on an incarcerated individual's authorized visiting list shall be permitted to visit. Visitors will not be allowed to loiter on facility grounds according to Nebraska Revised Statute 28-914. Visitors may arrive at the facility one-half hour prior to the beginning of a visitation session to begin processing in for visitation. Each visitor must bring with him/her at least one form of photo identification and must present this document to the Pass Clerk each time they enter the facility. Examples of acceptable photo identification cards are:
  - (1) Valid state driver's license or state ID with photo.
  - (2) Military Identification Card with photo.
  - (3) A current, lawfully issued Passport with photo.
  
- b. The pass clerk shall exercise good judgment in establishing that each visitor has provided sufficient identification. If there is a question concerning the adequacy of a visitor's identification, the pass clerk shall consult the shift supervisor who shall make the decision whether or not to deny a visit.
  
- c. Each time a visitor enters the facility, they shall be required to register on a Visitor Registration Log (Attachment 1) provided for this purpose. Information asked for on this form shall include the name of the visitor, relationship of the visitor to the incarcerated individual, the date of the visit, and the time the visitor enters the facility.
  
- d. After each visitor registers, the pass clerk will prepare and sign a visiting permit. The visitor will be given the pass when allowed to enter the facility.
  
- e. After approving the visiting on the on-line system, the pass clerk will enter a pass into NICaMS system for the incarcerated individual to receive a pass for the visit.
  
- f. The warden may require visitors entering the facility to submit to a search of person and belongings prior to entrance.
  
- g. Visitors, once processed into the visiting room will be allowed to process out of the visiting room every half hour. Therefore, visitors will be allowed to process out of the visiting room at the top of the hour (00:00) and every 30 minutes thereafter until the end of the visiting session.
  
- 7. Visiting Restrictions
 

Incarcerated individuals who have been convicted of certain offenses against minors may be subject to visiting restrictions.
  
- 8. Visitor Dress Code

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>OMAHA CORRECTIONAL CENTER</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVISION DATE</b> June 30, 2024	<b>NUMBER</b> 205.02.001	<b>PAGE</b> 6 of 32
<b>STATEMENT OF AVAILABILITY</b>			
<b>Law Library Access</b>			


NDCS Policy 205.02 establishes a dress code for visitors.

C. Additional Visiting Regulations

1. Visitation Applications

- a. No visitors will be permitted to visit prior to submittal of the authorized visiting forms and approval by the warden/designee. False or incomplete information on this form will result in a denial of visiting privileges.
- b. It is the responsibility of each incarcerated individual to initiate the visiting process. Incarcerated individuals may obtain Visitation Request Forms (VRF) (Attachment 2) from their unit case managers/unit caseworkers and mail them to those persons they desire to have placed on their approved visiting list. Each visitor must complete a VRF and return it to the facility for processing. VRF's should be mailed to the attention of the pass clerk.
- c. The VRF is to be returned to the facility via the U.S. Mail and will be date-stamped by the mail clerk. The mail clerk removes the VRF and gives them to the pass clerk.
  - (1) If complete, the pass clerk sends the VRF to the OCC Central Control Corporal or designated National Crime Information Center (NCIC) operator for processing. VRF will be processed as time permits.
  - (2) If incomplete, the pass clerk will highlight and/or comment regarding the incomplete information and return the VRF to the individual requesting to visit.
- d. For all completed VRF's, the designated NCIC operator will complete an NCIC check. The VRF are either marked "OK" or the NCIC printout of the visitor's record is attached. The VRF is returned to the OCC pass clerk.
- e. The pass clerk distributes the VRF to the appropriate units for review and recommendation.
  - (1) The unit case manager checks to see if the applying visitor is on another incarcerated individual's visitation list and makes a recommendation. The unit manager reviews the entire visitation request and approves or denies the request. If denial is recommended, the VRF is forwarded to the unit administrator, then to the warden for final decision. The visitation application is then forwarded to the pass clerk for final processing.
- f. If APPROVED by the unit manager: The pass clerk enters the new visitor on the incarcerated individual's visiting card. The pass clerk also



 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>OMAHA CORRECTIONAL CENTER</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVISION DATE</b> June 30, 2024	<b>NUMBER</b> 205.02.001	<b>PAGE</b> 7 of 32
<b>STATEMENT OF AVAILABILITY</b>			
<b>Law Library Access</b>			

updates the computer database and completes and signs the disposition section of the VRF, returning the receipt to the incarcerated individual. It is the incarcerated individual's responsibility to notify the visitor of the approval. The VRF is placed in the incarcerated individual's main file in the records office. All NCIC documents relevant to the visitor will be destroyed and will not be maintained in the incarcerated individual's file.

- g. If **DENIED** by the unit manager: a notification designating the reason for denial will be made on the form.
  - (1) The bottom receipt portion of the form is returned to the incarcerated individual. It is the incarcerated individual's responsibility to notify the visitor of the denial.
  - (2) The VRF is placed in the incarcerated individual's main file in the records office. All NCIC documents relevant to the visitor will be destroyed and will not be maintained in the incarcerated individual's file.
  - (3) The incarcerated individual has 10 working days after notification to appeal denials. They may initiate this appeal by writing an Inmate Interview Request (IIR) Form (Attachment 3) to the deputy warden/designee.

2. Limitations

Only the facility's schedule, space limitations, personnel requirements, and security considerations shall limit the number of visitors an incarcerated individual may receive and the length of the visits. Incarcerated individuals shall not be denied access to visitation with persons of their choice except where there is clear and convincing evidence that such visitation would jeopardize the safety and security of the facility (ACI 7D-14).

a. Number/Space

- (1) There shall be no limit to the number of visitors an incarcerated individual may have on his authorized visiting list. visitors will not be granted permission to visit prior to submitting a VRF and its approval. Exceptions can be made with approval of the deputy warden/designee.
- (2) An incarcerated individual may have up to four adults visiting him during any one visiting period. There may be 4 minors present as long as they are supervised by one adult visitor. If it is necessary for more than four minors to visit, it must be approved in advance on a special visiting request form. OCC reserves the right to impose reasonable restrictions on the number of visitors who may visit an incarcerated individual at any one time to



## OMAHA CORRECTIONAL CENTER

### PROCEDURE

### VISITING

REVISION DATE  
June 30, 2024

NUMBER  
205.02.001

PAGE  
8 of 32

### STATEMENT OF AVAILABILITY

### Law Library Access

prevent overcrowding in the visiting room or to eliminate difficulties in supervising the visits.


- (3) Visitors who leave the facility during a visit shall not be permitted to return and resume their visiting privilege for that day.
- (4) Once an incarcerated individual completes a visit by leaving the visiting room, his visits for that day are terminated.
- (5) Visitors will not be authorized to be on the visiting list of more than one incarcerated individual housed within NDSCS. Three exceptions to this policy are as follows:
  - (a) Immediate family member may be granted permission to be placed on more than one incarcerated individual's visiting list if one person involved is a member of the incarcerated individual's immediate family. For the purpose of visiting, immediate family shall be defined as: spouse, parent, step-parent, person acting in the place of a parent (as documented in the master record), sibling, step-brother, step-sister, half-brother, half-sister, child, step-child, grandparent and grandchild.
  - (b) Credentialed news media representatives may be allowed on more than one incarcerated individual visiting list at any time.
  - (c) Credentialed Clergy visitors are authorized to be on more than one individual's visiting list at any time.

#### b. Physical Contact

Incarcerated individual visiting facilities permit informal communications, including opportunity for limited physical contact. Devices that preclude physical contact shall not be used except in instances of substantial security risk.


#### c. Age Requirements

- (1) Persons 19 years of age and above: (1) must complete and submit an individual VRF to the Warden/or designee; (2) may visit without parent or guardian.
- (2) 18 and under
  - (a) Must each have a completed VRF submitted to warden/designee.

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>OMAHA CORRECTIONAL CENTER</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVISION DATE</b> June 30, 2024	<b>NUMBER</b> 205.02.001	<b>PAGE</b> 9 of 32
<b>STATEMENT OF AVAILABILITY</b>			
<b>Law Library Access</b>			

- (b) Must be accompanied on visit by parent, legal guardian or court-appointed agent or other authorized adult (age 19 or above).
  - (c) Must submit notarized permission letter from parent, guardian, or court-appointed agent to visit in company with another authorized adult.
  - (d) Any parent, legal guardian, court appointed agent or another authorized adult who accompanies said minor must also be on the incarcerated individual's approved visiting list. (Except those individuals who are authorized as a part of their employment to accompany minors on visits are not required to be on a particular incarcerated individuals visiting list.) Such individuals are required to submit a VRF. Minors age 18 and under must have a birth certificate to present to the visiting team members during their first visit. All minors age 16 and older must also present a picture ID to the Visiting team members on all visits.
  - (e) The escorting adult must remain with the minor throughout the entire visiting period.
- (3) Minors who are married do not need parental or legal guardian consent to visit their spouse but must be approved visitors via the VRF process. They also will be required to present a copy of their marriage license along with the VRF.
- d. Criminal Records
- (1) Persons with criminal records will not automatically be 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 their history of recent criminal activity shall be weighed carefully against the benefits of visitation. The Warden shall retain final authority to review, assess and approve/deny 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.
- (2) Generally, parolees, probationers, or persons having pending charges will not be granted permission to visit during service of sentence and persons with felony convictions will not be granted permission to visit for three years after expiration of sentence, except for immediate family who may be considered at the end of one year. Persons with a misdemeanor conviction will not be




 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>OMAHA CORRECTIONAL CENTER</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVISION DATE</b> June 30, 2024	<b>NUMBER</b> 205.02.001	<b>PAGE</b> 10 of 32
<b>STATEMENT OF AVAILABILITY</b>			
<b>Law Library Access</b>			

granted permission to visit for six months after expiration of the sentence. Immediate family may be considered after three months.

- (3) An exception may be made for a spouse/immediate family member who may be allowed to visit once a month by approval from the warden. It will be the responsibility of the spouse/immediate family member on probation/parole to provide a letter from their supervising probation/parole officer recommending either approval or denial of visiting privileges. This letter must be submitted with the VRF.
  - (4) The Warden must approve/deny all VRF's submitted by the victim of a violent offense if such information is known to facility team members. Generally, the victim of a violent offense will not be granted permission to visit. Exceptions may be made with a spouse/adult immediate family member, who may be allowed to visit once a month with approval from the warden.
  - (5) An NCIC check to verify identity and ensure the accuracy of the information will be done on all visitors (both adults and minors from age 8 and up).
  - (6) Immediate family members who have pending misdemeanor/felony charges may be considered for monthly visits pending resolution of the charges.
  - (7) Visiting lists of incarcerated individuals who are paroled, on escape status or on bond will be deleted from the record. The records office will stamp all current visitor application forms in the classification file "Deleted". If the parolee is revoked, he will be required to resubmit a VRF for processing.
  - (8) Any person shown by substantial evidence to have a harmful or deleterious effect on the incarcerated individual or who constitutes a threat to the good order and security of the facility shall be excluded from an approved visiting list.
- e. Generally, prior team members will not be granted permission to visit except with immediate family members. All VRF's received from prior team members must be submitted to the warden for review. The warden may deny the visitation request based on safety/security concerns specific to the individual requesting to visit. If the warden is not aware of any safety/security concerns specific to the individual requesting to visit, a recommended disposition shall be submitted to the director/designee for final approval. The director/designee may deny the visitation request based on safety/security concerns specific to the individual requesting to visit.



 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>OMAHA CORRECTIONAL CENTER</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVISION DATE</b> June 30, 2024	<b>NUMBER</b> 205.02.001	<b>PAGE</b> 11 of 32
<b>STATEMENT OF AVAILABILITY</b>			
<b>Law Library Access</b>			

- f. For instances where the prior team member is attempting to visit an incarcerated individual who is not an immediate family member the following will be considered:
  - (1) The nature of the prior team member's relationship to the incarcerated individual.
  - (2) The length of time the visitor has known the incarcerated individual.
  - (3) Circumstances or reason 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.
  
- g. Generally, NDCS team members will not be approved to visit except for immediate family. Team members must make a written request to the warden of the facility where the incarcerated individual is incarcerated to be considered, as well as to the warden of the facility where the team member is assigned.
  - (1) All visits will be conducted as special visits since the team member will not be approved for placement on the regular visitation list. Both the team member and the incarcerated individual should be advised and confirmed in writing that the visits will be on a once-per-month basis and will be scheduled at the facility's discretion.


**D. Special Visits, Extended and Emergency Visits**

All visitors must be authorized by the warden.

**1. Special Visits**


A special visit may be requested by an incarcerated individual for professionals not on the incarcerated individual's approved visiting list, to include prospective employers, attorneys, members of the clergy, and social service representatives. Special visits must not interfere with counts, security measures or emergencies and must take place during regular business hours or normal visiting hours. All special visit requests are subject to the approval of the warden; denials shall be based on safety/security concerns specific to the individual requesting to visit.

Special visits are not permitted for family/friends of incarcerated individuals in advance of or in lieu of obtaining approval to visit through the established VRF process. Family/Friends of the incarcerated individual must be on the incarcerated individual's approved visiting list before they are permitted to visit.

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>OMAHA CORRECTIONAL CENTER</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVISION DATE</b> June 30, 2024	<b>NUMBER</b> 205.02.001	<b>PAGE</b> 12 of 32
<b>STATEMENT OF AVAILABILITY</b>			
<b>Law Library Access</b>			

- a. Whenever an incarcerated individual knows at least one working day (Monday through Friday) in advance that he is expecting a visitor who would fall under these "special visit" guidelines, he shall request visiting consideration by submitting a NDCS Special/Extended Emergency Visit Request (Attachment 4) to his unit case manager who will verify the information noted on the form.
- b. The unit administrator shall make the final approval/denial decision. If approved, the "form" will be forwarded to the pass clerk where it will be kept on file until the requested visiting day arrives. If denied, the white copy will be forwarded to the records department, the pink copy will be forwarded to the incarcerated individual's unit case manager, and the yellow copy forwarded to the incarcerated individual.
- c. If the visitor does not arrive on the expected day the pass clerk will note on the form that the visitor failed to show. The pass clerk shall then sign their name to the form, date it, and forward it to the records office for filing in the incarcerated individual's permanent file. The pass clerk will also add the information to the Visitor Tracking database for the record. A special visit may be extended with the permission of the unit administrator.
- d. If a visitor arrives at OCC who was not expected by the incarcerated individual but who is otherwise eligible for special visits (as described above), the shift supervisor or higher authority shall make the decision whether or not to allow that person to visit.
- e. Approval for monthly special visits will have such annotated on NICaMS Visitor Tracking by the pass clerk and the Special Visitor Request form need not be submitted.
- f. A special visit may be requested by the Department of Health and Human Services (DHHS) team members for court ordered agency supervised visits. In these instances, DHHS officials must provide NDCS/OCC a copy of the court order, the name of the DHHS team member or contract service provider assigned to supervise the visit, the name(s) and age(s) of the child(ren) who will be visiting and the requested date/time of the court order visit. The Special Visit Form will then be completed by a designated OCC team member for approval by the warden/designee. These special visits will normally take place during normal visiting hours; however so as not to unreasonably deny the special visit, DHHS team member/contract prover schedules may necessitate these visits occur outside of the normal visiting hours, but within normal business hours. When facilitating a court ordered visit, it is not necessary for the DHHS team member/contract provider or the minor children to complete a VRF or present a birth certificate. The DHHS team members/contract provider is required to present a DHHS/contracted service provider photo identification card to OCC at the time of visit.



 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>OMAHA CORRECTIONAL CENTER</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVISION DATE</b> June 30, 2024	<b>NUMBER</b> 205.02.001	<b>PAGE</b> 13 of 32
<b>STATEMENT OF AVAILABILITY</b>			
<b>Law Library Access</b>			

2. Extended Visits


An extended visit may be requested by an incarcerated individual for individuals on the incarcerated individual's approved visiting list who visit infrequently (less than one visit per month) because of long distance (more than 200 miles from the facility). Extended visits must not interfere with counts, security measures or emergencies and must take place during regular business hours or normal visiting hours. Extended visits and visiting hours are subject to the approval of the warden; denials shall be based on safety/security concerns specific to the individual extended visit request.

- a. Whenever an incarcerated individual knows at least one working day (Monday through Friday) in advance that he is expecting a visitor who would fall under this extended visit guidelines, he shall request visiting consideration by submitting a NDCS Special/Extended Emergency Visit Request to his unit case manager who will verify the information noted on the form.
- b. The unit administrator shall make the final approval/denial decision. If approved, the "form" will be forwarded to the pass clerk where it will be kept on file until the requested visiting day arrives. If denied, the white copy will be forwarded to the records department, the pink copy will be forwarded to the incarcerated individual's unit case manager, and the yellow copy forwarded to the incarcerated individual.
- c. If the visitor does not arrive on the expected day the pass clerk will note on the form that the visitor failed to show. The pass clerk shall then sign their name to the form, date it, and forward it to the records office for filing in the incarcerated individual's permanent file. The pass clerk will also add the information to the visitor tracking database for the record. A special visit may be extended with the permission of the unit administrator.
- d. If a visitor arrives at OCC who was not expected by the incarcerated individual but who is otherwise eligible for extended visits (as described above), the shift supervisor or higher authority shall make the decision whether or not to allow that person to visit.
- e. Approval for monthly special visits will have such annotated on NICA MS Visitor Tracking by the pass clerk and the Special Visitor Request form need not be submitted.

3. Emergency Visits

An emergency visit may be considered for instances of a verifiable death or critical illness to an incarcerated individual's immediate family and may include a visit during non-visiting hours and/or extended visits during regular visiting hours. Emergency visits are subject to the approval of the warden; denials shall be



 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>OMAHA CORRECTIONAL CENTER</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVISION DATE</b> June 30, 2024	<b>NUMBER</b> 205.02.001	<b>PAGE</b> 14 of 32
<b>STATEMENT OF AVAILABILITY</b>			
<b>Law Library Access</b>			

based on safety/security concerns specific to the individual emergency visit request.

In cases of a verifiable death or critical illness to an incarcerated individual's immediate family, the incarcerated individual shall be notified as soon as possible (Attachment 3).

**E. Restrictive Housing Incarcerated Individual Visits**

**1. Immediate Segregation**

Immediate Segregation occurs when an incarcerated individual needs to be segregated due to the risk to the safety, security, and good order of the facility. Incarcerated individuals in this status shall have similar visiting privileges as those afforded to the general population. OCC shall allow these visits at the following times:

**Immediate Segregation**

Saturday 7:30 a.m. to 9:15 a.m. processing ends at 7:45 a.m.


**Immediate Segregation-Pending Protective Custody (Only)**

Sunday 7:30 a.m. to 9:15 a.m. processing ends at 7:45 a.m.

Visitors may be denied for reasons of security or for the good order of the facility.

**F. Incarcerated Individuals Who Have Committed Crimes in which Victim(s) were Minor aged Children (Under 19 Years of Age)**

1. The file of each incarcerated individual shall be reviewed to determine if any record exists meeting the above criteria. Newly committed incarcerated individual files shall be reviewed by team members at the facility in which the incarcerated individual is housed. If such a record exists, the person reviewing the record will list the information on the Inmate Summary of Crimes Against Minors. (Attachment 6).
2. Once the incarcerated individual has been identified, the NICaMS for "prior contact with a minor" will be updated. This entry will automatically update the NICaMS classification study and the visitor's list databases. In addition the records office will have a red-inked stamp titled "contact with minor" and will stamp the front cover of the incarcerated individual's file. This information shall also be placed on the incarcerated individual's visiting card.
3. The warden shall have the authority to impose visiting restrictions on identified incarcerated individuals on a case-by-case basis. The warden will indicate restrictions on the Crimes Against Minor-Aged Children form (Attachment 7). Actions may include restricting these incarcerated individuals to visiting minors at designated times and/or designated authorized areas, excluding visitors under the age of 19 from the incarcerated individual approved visiting list, and/or

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>OMAHA CORRECTIONAL CENTER</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVISION DATE</b> June 30, 2024	<b>NUMBER</b> 205.02.001	<b>PAGE</b> 15 of 32
<b>STATEMENT OF AVAILABILITY</b>			
<b>Law Library Access</b>			

suspension of all visiting privileges until the incarcerated individual has received treatment intervention. Identified incarcerated individuals will have **no** physical contact with minor-aged visitors. The visits shall be closely monitored by visiting room team members. Any violation of this policy will result in immediate termination of the visit, removal of the incarcerated individual and the visitor from the visiting area, and the issuance of a misconduct report. Penalties imposed against incarcerated individuals will be consistent with agency disciplinary procedures. Actions imposed on visitors will be handled administratively by the Warden as referenced in the Visiting Restriction Guidelines. Factors considered in making the above determination may include, but are not limited to, the following considerations.

- 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 incarcerated individual.
  - e. Age of requested visitor and relationship to incarcerated individual.
  - f. Incarcerated individual's history of violence.
4. Wardens have 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 team members and the review process should occur in conjunction with the incarcerated individual's scheduled custody review.

**G. Incarcerated Individual to Incarcerated Individual Visits**

- 1. Incarcerated individual to incarcerated individual visits may occur when the following criteria is met:
  - a. One incarcerated individual must be on community custody status.
  - b. The visit request must be initiated by the community custody incarcerated individual.
  - c. The incarcerated individuals must be immediate family as defined by current departmental guidelines.
  - d. The visit must be approved by each warden or designee.
  - e. The visit will generally occur during regular visiting hours.
  - f. The community custody incarcerated individual must produce their incarcerated individual I.D. prior to being allowed to visit.




- g. The community custody incarcerated individual will be safety searched upon arrival and upon leaving the secure facility.
- h. Visits may be approved once every 3 months.
- i. If the facilities are in the same city, the visit may be done on a pass; if the facilities are in different cities, the visit may be done on furlough.
- j. If the visit occurs on a furlough, it will be considered one of the incarcerated individual's 4 hours daily approved itinerary activities.
- k. An approved volunteer sponsor will provide transportation.
- l. The approved volunteer sponsor may also participate in the visit if on the visiting list of the incarcerated individual to be visited.
- m. If the approved volunteer sponsor is not on the visiting list, he/she will be required to stay at the facility during the visit.

#### H. Professional and Public Visits Official

- 1. Attorneys-of-record and public officials may visit incarcerated individuals at OCC without formal placement on an incarcerated individual's visiting list. The facility requests to have **prior notice** of an attorney's visit. Attorneys shall be admitted to the facility during regular administrative or visiting hours after presenting proper credentials and identification. If special circumstances exist, they may be allowed to visit on non-visiting days and during non-visiting hours, but only with the prior approval of the shift supervisor or higher authority.
  - a. Attorneys-of-record who utilize paralegal services to conduct legal research regarding an incarcerated individual's case must first forward a letter to the Warden identifying the paralegal, the incarcerated individual client, and the nature of the business to be conducted. No person acting in the capacity of a paralegal shall be admitted into the facility without a letter of endorsement from their attorney-of-record.
  - b. Special rooms located in the visiting area shall be utilized for visits with attorneys. No more than four visitors may visit in these rooms with any one incarcerated individual at any given time. When these visiting rooms are in use, the visiting room corporal shall perform random security checks; the interval of time between checks shall not exceed 10 minutes. All conversations between incarcerated individuals and attorneys may be observed by team members however, they shall not be overheard, recorded, or listened to in any manner. All reasonable precautions shall be taken to preserve the confidentiality of the attorney/client relationship. Immediate Segregation incarcerated individuals will remain in restraints during attorney visits.



 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>OMAHA CORRECTIONAL CENTER</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVISION DATE</b> June 30, 2024	<b>NUMBER</b> 205.02.001	<b>PAGE</b> 17 of 32
<b>STATEMENT OF AVAILABILITY</b>			
<b>Law Library Access</b>			

3. All professionals and public officials shall be pat searched when visiting an incarcerated individual on “**non-official**” business.

I. Clergy Visits:

Clergy Visits will be conducted in accordance with Policy 208.01, Religious Services.

J. Holidays

1. When OCC operational schedules and staff allows, visits will be allowed on Thanksgiving Day, Christmas Day, and New Year’s Day, regardless of the days upon which these holidays fall. All other holidays will be treated as any other day relative to whether or not visits are allowed. If these other holidays fall on regular visit days, then visits will be allowed, but if they are on non-visit days, then no visits will be allowed. These visits will not affect the number of allowed visits during the rest of the week.
2. If OCC is on modified operational schedule that does not allow for incarcerated individual movement on whatever day Thanksgiving Day, Christmas Day and New Year’s Day falls, visits will not be allowed on these days.
3. Notice of OCC’s specific visit schedules for Thanksgiving Day, Christmas Day and New Years’ Day will be posted on the NDCS website a minimum of two weeks prior to the holiday.


K. Visitor Deletions

1. Incarcerated Individual-Initiated

Any incarcerated individual may request a list of the names of those persons appearing on his approved visiting list by submitting an IIR Form to the pass clerk. Any incarcerated individual may request that one or more persons listed on his approved visiting list be deleted from that list by completing a Visitor Deletion Form and submitting it to the pass clerk. In addition, the Visitor Deletion Form (Attachment 9) should be witnessed by a team member of OCC. The “deleted” visitor’s name(s) shall not be placed on another incarcerated individual visiting list or re-instated for a period of 6 months. The six (6) month waiting period will also apply to clergy status visitors; however, the warden may waive the six (6) month waiting period at the recommendation of the religious coordinator.

2. Visitor-Initiated

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 they may be placed on another incarcerated individual’s list. In the event that the individual requesting deletion has not visited for a period of six months, the warden may waive the six-month waiting period to be added to another incarcerated individual’s visiting list. The six-month waiting period will also apply


 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>OMAHA CORRECTIONAL CENTER</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVISION DATE</b> June 30, 2024	<b>NUMBER</b> 205.02.001	<b>PAGE</b> 18 of 32
<b>STATEMENT OF AVAILABILITY</b>			
<b>Law Library Access</b>			

to clergy status visitors; however the warden may waive the six-month waiting period at the recommendation of the religious coordinator.

**L. Visitor Responsibility, Conduct and Behavior**

1. Each visitor must verify their identity. Visitors must register upon entry into the facility and may be subject to a search of persons and belongings as specified by written procedure, to include canine searches, prior to entrance. It is the responsibility of the visitor and the incarcerated individual to conduct themselves in a manner that will not bring discredit upon them or be disruptive to other visitors in the area.
  - a. Visitors, including visitor 13 years of age and older, will be required to undergo a body scan prior to entering the facility if this technology is available. Visitors 12 years of age and younger will be pat searched accompanied by an approved adult visitor who has completed a body scan.
  - b. Request for an exception to the body scan for medical (including pregnancy) or mobility reasons may be submitted in writing to the warden. In these instances, documentation from a medical provider must accompany the request. With justification, the warden may authorize exceptions to the body scanner. Such exceptions shall be in writing, with a copy to the visitor and at a secured location only accessible to the designated body scanner operators.
  - c. Individuals refusing to cooperate with or complete the body scan will not be permitted to enter the facility. In such cases, visitors may be subject to visiting privilege restrictions or suspension consistent with Policy 205.02, Visiting.
  - d. If contraband is detected during body scan, the visitor will not be allowed into the facility and based on the totality of circumstances, law enforcement may be contacted. In such cases visitors may be subject to visiting privilege restriction or suspension consistent with Policy 205.02, Visiting.
2. Attorneys entering the facility on official business will be required to show a current photo ID along with documentation from the Nebraska Bar Association. This verification from the Nebraska Bar Association may also be done by the pass clerk or other team members by going to the Nebraska Bar Association website. Attorneys will not be subject to a search of their person; however the attorney's belongings will be searched. Team members will not read any legal materials during the search of the attorney's belongings. The attorney will pass through the metal detector and will be under escort while in the facility.
3. Attorneys are authorized to bring in the following items: digital camera, and laptop or tablet that does not have cellular capability. Attorneys will present



 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>OMAHA CORRECTIONAL CENTER</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVISION DATE</b> June 30, 2024	<b>NUMBER</b> 205.02.001	<b>PAGE</b> 19 of 32
<b>STATEMENT OF AVAILABILITY</b>			
<b>Law Library Access</b>			

these items for inspection, and a notation will be made in the log at the front entrance.


4. Clergy visits are conducted in accordance with this policy and Policy 208.01, Religious Services.
5. NDCS prohibits all persons from introducing an electronic communication device within an NDCS facility without prior authorization. An electronic communication device is any device which, in its ordinary and intended use, transmits by electronic means writing, sounds, visual images, or data of any nature to another electronic communication device (Neb.Rev. Stat 28-936). For the purpose of the Procedure, the definition of electronic communication device includes all cellular phones, tablets, or any other similar electronic devices intended to transmit writings, sounds, visual images, or data of any nature to another electronic device. Due to the ever changing technological advances making it difficult to detect the functionality of transmission in many devices, the definition of electronic communication devices shall include all smart type and fitness type watches with independent cellular or internet connectivity features.
6. A person who intentionally introduces within a facility or intentionally provides an incarcerated individual of a facility with any electronic communication device commits an offense for which they may be criminally charged.
  - a. The following individuals are exempt from prosecution for this offense:
    - (1) An attorney or an attorney's agent visiting an incarcerated individual who is a client of the attorney.
    - (2) The Public Counsel or any team member of their office.
    - (3) A peace officer acting under their authority.
    - (4) An emergency responder or firefighter responding to emergency incidents within a facility
    - (5) A person acting with the permission of the NDCS Director. NRS 28-936.
7. An electronic communication device involved in a violation of NRS 28-936 shall be subject to seizure by the department or a peace officer, and disposition may be made in accordance with the method of disposition directed for contraband in NRS 29-818 and 29-820.
8. The procedure for obtaining approval to introduce an electronic communication device within an NDCS facility is as follows:
  - a. A Cellular Device Facility Use Request (Attachment 13) must be completed and submitted to the NDCS director. Only the director or their



**OMAHA CORRECTIONAL CENTER****PROCEDURE****VISITING**REVISION DATE  
June 30, 2024NUMBER  
205.02.001PAGE  
20 of 32**STATEMENT OF AVAILABILITY****Law Library Access**

designee can grant permission to introduce an electronic communication device within an NDCS facility.

- b. If approved, human resources at central office will issue a facility use card which will include the approved person's photo, name, title, phone number, brand, and model of the device. To be valid, the information on the card must be accurate.
  - c. Prior to proceeding past the first facility check point, the card and authorized device will be presented for verification. The card will be retained at the access point, providing inventory, and tracking control.
  - d. Upon exiting the facility, the device will be presented for verification, and the card returned to the individual.
  - e. If an electronic communication device is approved, individuals introducing such a device are required to abide by all departmental and facility restrictions regarding photography in NDCS facilities. The taking of photos/video must be approved, in advance, by the warden or communications office.
9. Visitors may be denied access to visit for reasons including, but not limited to:
- a. A visitor refuses to show appropriate identification.
  - b. A visitor refuses to submit to a search.
  - c. A visitor appears to be under the influence of an intoxicating substance.
  - d. Possession of contraband that is prohibited by department policy.
  - e. Inappropriate dress as defined in this policy.
  - f. Poor sanitation and hygiene of visitor.
  - g. False or incorrect information on the VRF or attempting to visit under a false identification.
  - h. Any circumstance that presents a threat to the security of the facility, team members, visitors, and/or incarcerated individuals.
10. Supervision of Children
- a. It is the responsibility of the visitors to supervise and maintain control over accompanying children. Neither visitors nor incarcerated individuals are permitted to use corporal punishment on children or others when on department property. If a child becomes disruptive during a visit and is not controlled by verbal direction from the supervising visitor or the incarcerated individual, the visit may be terminated.

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>OMAHA CORRECTIONAL CENTER</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVISION DATE</b> June 30, 2024	<b>NUMBER</b> 205.02.001	<b>PAGE</b> 21 of 32
<b>STATEMENT OF AVAILABILITY</b>			
<b>Law Library Access</b>			

- b. Any abuse of a child shall be reported to DHHS, Child Protective Services and/or the Nebraska State Patrol.
- c. Only children 5 years of age or under will be allowed to sit on an incarcerated individual's lap or stand between the incarcerated individual's legs. No other exceptions to this provision shall be made.
- d. No minors are to be left unattended with an incarcerated individual during a visit (i.e. visitor leaving for restroom)

11. Posted Rules/Team Member Instructions

Visitors and incarcerated individuals must obey team member instructions and posted rules and regulations.

12. Physical Contact

- a. OCC shall permit informal communications including the opportunity for limited physical contact. Devices that preclude physical contact shall not be used except in instances of substantial security risk or as a sanction through the incarcerated individual disciplinary process.
- b. Visitors and incarcerated individuals must accept responsibility to behave in a mature, responsible manner, respectful of the rights of other incarcerated individuals and their visitors.
- c. Physical contact between visitors and incarcerated individuals is limited to a brief kiss and a short embrace at the beginning and end of the visit. Caressing is prohibited. Incarcerated individuals on "No Contact" status with a minor will have no contact at any time with a minor, including at the beginning and end of visitation. Hands must stay visible to team members at all times.
- d. No materials such as blankets, cloth etc. may be used as a lap cover, draped over tables, benches, or chairs in the visiting area.
- e. Visitors and incarcerated individuals will not be allowed to sit on each other's laps or straddle chairs, benches, etc. Only children 5 years of age or under will be allowed to sit on an incarcerated individual's lap or stand between the incarcerated individual's legs.

13. Visit Area

At the conclusion of the visit, incarcerated individuals and visitors share a responsibility for cleaning up the immediate area, which was used for their visit.


M. Visitation Restriction/Termination

1. Visit Restriction/Termination

It is the policy of OCC to encourage visits between members of the community and incarcerated individuals as a means of promoting the rehabilitation process. However, incarcerated individuals and visitors share a responsibility with OCC for proper conduct during the visiting process. The shift supervisor shall be contacted for approval prior to the pass clerk denying any visitor entry into the facility for any reason. Some actions which may result in either temporary or permanent visiting restrictions are:

- a. Improper incarcerated individual or visitor conduct during the visiting process.
- b. Disruptive behavior.
- c. Introduction of contraband into the facility or taking unauthorized items or property from the facility. Visitors who have been found introducing or attempting to bring contraband into the OCC may be subject to criminal prosecution under Nebraska Law.
- d. Drinking of alcohol/use of illegal drugs or being under the influence of alcohol/illegal drugs.
- e. Refusal to submit to a search of any type. (Types of searches may include canine, pat search, body scanner, or other searches as indicated/approved).
- f. Violation of any posted visiting rules and regulations or failure to follow team member's instructions.
- g. Leaving the visiting area and proceeding into an unauthorized area.
- h. Doing anything that jeopardizes the safety and good order of the facility to include refusal to allow oneself to be marked with invisible skin-marking ink.
- i. False or incomplete information on VRF or visiting or attempting to visit under a false identification.
- j. Physical contact with a minor by an incarcerated individual on "No Contact" status with minors.
- k. Poor sanitation or hygiene of visitor or incarcerated individual.
- l. Failure to prevent children from disturbing other persons in the visiting area.
- m. Excessive physical contact between visitors and incarcerated individuals. An incarcerated individual and a visitor may hold hands during the visit. Hands shall remain above the tables and visible to team members at all




 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>OMAHA CORRECTIONAL CENTER</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVISION DATE</b> June 30, 2024	<b>NUMBER</b> 205.02.001	<b>PAGE</b> 23 of 32
<b>STATEMENT OF AVAILABILITY</b>			
<b>Law Library Access</b>			

times. Arms shall not be wrapped, rested around visitors' shoulders/back.

- n. Refusal to clean up the area that was used during the visit.
- o. Unauthorized visits with other incarcerated individuals or other incarcerated individual's visitors. The only exception would be when the visiting room is at capacity; incarcerated individuals may share their table with another incarcerated individual and his visitor.
- p. Taking pictures with other incarcerated individuals and/or his visitors.

2. Visit Suspension

- a. The warden may suspend the visiting privileges of the visitor. Suspensions shall be in accordance with NDCS Visiting Restrictions Guidelines (attachment 10). Based on the severity of the incident, the Warden/designee has the discretion to suspend visitation on the first offense for all rules violated (attached exclusions may range from denial of visiting for the day, suspension of visiting for a specified period, or indefinite removal from the approved visiting list.) A violation that poses a significant risk to security or injury to another person can result in an immediate and permanent restriction. Permanent removal shall only occur with the written approval of the warden. Visiting suspensions shall occur by stating that fact in a letter to the person and citing the reasons. The statement of reasons may be deleted if it would jeopardize the security of the facility or the safety of any individual. The incarcerated individual involved will receive a copy of the letter.
- b. In that same letter to the visitor, the warden will also specify the length of time that the suspension is to last (i.e. whether indefinitely or for a specified period of time). In the case of an indefinite suspension, the letter will include a date when that visitor may resubmit an application for visiting privileges. Visitors that are suspended from visiting at one NDCS facility are suspended from visiting at all NDCS facilities. Exceptions may be considered by the warden if immediate family members are involved. Any incarcerated individual aggrieved by the removal from his visiting list of one or more of the approved visitors may appeal such action through the regular grievance procedure.
- c. Prior to the termination of a visit/suspension of visiting privileges for any of the above reasons, less-restrictive alternatives may be considered. Such alternatives may include warning the incarcerated individual and/or his visitor of their improper behavior.
- e. If a visiting room corporal observes behavior between an incarcerated individual and a visitor which is inappropriate or disruptive, that team member shall contact the shift supervisor and inform them of the situation. The shift supervisor shall make the decision whether or not to

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>OMAHA CORRECTIONAL CENTER</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVISION DATE</b> June 30, 2024	<b>NUMBER</b> 205.02.001	<b>PAGE</b> 24 of 32
<b>STATEMENT OF AVAILABILITY</b>			
<b>Law Library Access</b>			

terminate the visit. If the shift supervisor determines that the behavior on the part of the visitor was serious enough to merit suspension of visiting privileges, they shall cite available information on an Incident Report Form (Attachment 11) with a recommendation for suspension of visiting privileges and submit it to the major's office. If the major concurs, the report and recommendation will be forwarded to the unit administrator. The unit administrator will then forward all information to the deputy warden for a final decision.

f. **Modification**

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 a canine search. Additionally, behavior on the part of the incarcerated individual or the visitor may require a modification.

N. **Visiting Attire**

1. Visiting Attire

When visiting OCC, casual attire is appropriate. However, clothing should not be distracting or offensive to incarcerated individuals or to other visitors and must be in good repair. Footwear in good repair is required to be worn at all times: open toe shoes are allowed. A lightweight outer jacket/sweater without any pockets and/or hoods may be worn in the visiting area. Female visitors are encouraged to wear slacks/pants.

- a. Visitors must wear undergarments. Visitors may not wear multiple layers of undergarments. Females must wear one bra and underwear (10 years of age or under are not required to wear a bra). Males must wear underwear/undershorts.
- b. Visitors are not allowed to wear combination of both khaki-colored pants and shirt at the same time when they visit. A visitor may wear khaki pants or khaki shirt, but never at the same time when visiting.
- c. Shorts or skirts/dresses are permitted for adult visitors if they are below the knee when sitting and standing. Female visitors wearing skirts/dresses will not be required to lift the garment to their waist to facilitate an appropriate pat search; team members will perform the pat search through the aforementioned clothing.
- d. Shirts and dresses must cover the shoulders. Shirts/dresses shall not be low-cut in the front (no cleavage may be visible) or unusually low-cut in the back.
- e. Clothing with pictures, symbols, or language that may be considered profane or offensive by current public standards shall not be allowed.



## OMAHA CORRECTIONAL CENTER

### PROCEDURE

### VISITING

REVISION DATE  
June 30, 2024

NUMBER  
205.02.001

PAGE  
25 of 32

### STATEMENT OF AVAILABILITY

### Law Library Access

- f. Children 10 years or younger may wear shorts, skirts, or rompers provided that said clothing completely covers the child's buttocks.
- g. Clothing that is tight fitting (clothing will be considered tight fitting if it reveals the outline of genitalia or the areola), revealing, or made of see through fabric shall not be allowed.
- h. Clothes will be expected to be in good repair with no rips, tears, or pockets that are torn to allow access beneath the garment.
- i. Hats, headbands, hooded clothing, or outerwear are not allowed. Clergy are permitted to wear religious headwear.
- j. Watches, exercise trackers, and similar devices are not permitted.
- k. During inclement weather, coats and hats may be worn to and from the visiting room but not in the visiting room and will be hung in the entrance of the visiting room. Exceptions for hats should be made for approved visiting clergy.

No visitor shall be refused the opportunity to visit due to visitor dress code violations except as approved by the shift supervisor or higher authority.

## 2. Visitor Processing

- a. A sign will be posted and visible in the visitor processing area, which will state that: "ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO BEING ALLOWED TO VISIT INMATES." In addition, visitors will be subject to canine drug detection search of their person and belongings periodically.
- b. Each visitor shall be expected to submit to a search prior to entering the facility.
- c. All visitors shall be pat searched.

### (1) Pat Search

This procedure shall be routine for all visitors entering the facility. 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. In addition to being pat-searched prior to entering the facility, a pat-search may be conducted at any time during the visit at the discretion of visiting room team member or as directed by a supervising team member.

- (a) Female team members shall pat-search female visitors while male team members will pat-search male visitors.

## OMAHA CORRECTIONAL CENTER

### PROCEDURE

### VISITING

REVISION DATE  
June 30, 2024

NUMBER  
205.02.001

PAGE  
26 of 32

### STATEMENT OF AVAILABILITY

### Law Library Access

With permission, female team member may pat-search male visitor. If a question arises as to the conduct of, or surrounding the circumstances of a pat search, the Shift Supervisor shall be consulted.

- (b) Visitors may be requested to submit to a search by a certified drug detection canine. Declining to submit will constitute the refusal of a search.
  - (c) Pat searches of minors including infants and their belongings will be done with the verbal consent of the accompanying adult. In the event a minor visitor is wearing a diaper, the accompanying adult will be required to remove and replace the diaper with one that was previously searched to conclude the pat search.
- (2) 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 incarcerated individual and a visitor, the contraband shall be confiscated, and an attempt will be made to detain the visitor for law enforcement officials. NO FORCE or the locking of doors shall be used in attempting to detain an individual.
- (3) OCC has the authority to order a private citizen to leave facility grounds. If a citizen refuses to leave, the Nebraska State Patrol or Omaha Police Department will be contacted to intervene.
- (4) Marking Visitors with Invisible, Skin-Marking Ink
- (a) After each visitor has been pat-searched, they shall be stamped/marked by the pass clerk with invisible skin-marking ink. Each marking shall be placed on the underside of the left wrist approximately two to three inches above the area where a wristwatch would be located.  
Any visitor who refuses to allow themselves to be marked with invisible skin-marking ink shall not be permitted to enter the facility. An incident report will be filed and sent to the security administrator's office.
  - (b) The pass clerk shall signal central control to open the sallyport door to allow the visitor(s) to enter.
  - (c) Whenever visitors leave the visiting room, they shall be allowed to enter the sallyport. However, while inside the sallyport with all doors closed, a team member shall shine the ultraviolet light on each visitor's wrist area (or other area if the wrist was not appropriate) to determine if the original invisible skin marking is still there. If the



mark is intact, the pass clerk shall signal central control to open the sallyport door and allow the visitor(s) to leave. If the marking appears illegible, altered, or suspiciously different from what was originally stamped or marked, or if no mark is visible at all, the central control corporal shall immediately notify the shift supervisor and request instructions. The visitor(s) in question shall be detained inside the sallyport with all doors closed until the shift supervisor authorizes the person(s) to pass through.

3. Incarcerated individual Attire

a. Pants

Incarcerated individuals will wear State-issued khaki pants. Pants will be kept neat and properly buttoned and zipped at all times. Incarcerated individuals will wear underwear and may wear a belt. If worn, the belt will be secured at all times. Incarcerated individuals may wear State-issued white pants if coming directly from work and if they are clean.

b. Shirts

Incarcerated individuals will wear State-issued khaki shirts. Shirts will be tucked into the pants. Shirts will be properly buttoned with the exception of the top collar button, which is optional. Incarcerated individuals may wear State-issued white shirts if coming directly from work and if they are clean.

c. Shoes and Socks

Incarcerated individuals will wear state-issued shoes and socks, except when authorized, in writing, by OCC's medical department.


d. Incarcerated individuals may wear cold weather outer garments to the visiting search room. These garments must be left in the search area.

e. Incarcerated individuals housed on Immediate Segregation status will visit in their State-issued jumpsuit, T-shirt, shorts, socks, and shoes. The jumpsuit will be fully zipped/buttoned at all times and shall remain in restraints throughout the visit.

f. Incarcerated individuals and their visitors shall not be allowed to wear or exchange each other's clothing or jewelry while visiting.

4. Incarcerated individual Processing.

a. Each incarcerated individual shall be given a pass for a scheduled visit. He must take that pass to the visiting area where he will be safety

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>OMAHA CORRECTIONAL CENTER</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVISION DATE</b> June 30, 2024	<b>NUMBER</b> 205.02.001	<b>PAGE</b> 28 of 32
<b>STATEMENT OF AVAILABILITY</b>			
<b>Law Library Access</b>			

searched prior to entering. All items of clothing and personal items will be inventoried on the Visiting Inmate Property Form.

- b. At the end of a visit, each incarcerated individual shall be safety searched and a second inventory of his clothing and personal items shall be made by the officer. No incarcerated individual shall be allowed to leave the visiting area with any item(s) not listed on the original inventory. All unauthorized items shall be considered contraband and shall be confiscated immediately. The shift supervisor or higher authority shall be consulted at any time that an exception to this regulation appears necessary. No items purchased from the vending machines will be allowed outside of visiting.


O. **Approved Visit Items**

1. Incarcerated individual Items

Incarcerated individuals in general population will be required to be in possession of their incarcerated individual I.D. card. In addition incarcerated individuals are permitted the following items in the visiting room/area:

- a. one ring
- b. one handkerchief
- c. one plastic comb
- d. one pair of prescription glasses
- e. one religious medallion/headwear
- f. one necklace
- g. two earrings
- h. five (5) photo tickets
- i. one (1) religious book or (1) religious study sheet **for a clergy visit only**
- j. **legal materials for an attorney visit**
- k. Authorized medical prosthetic appliances such as artificial limbs, wheelchairs, canes, hearing aides, crutches, etc., heart and asthma medication
- l. Incarcerated individuals may bring prescription medication into the visiting room if the incarcerated individual has written authorization from OCC's medical department.




 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>OMAHA CORRECTIONAL CENTER</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVISION DATE</b> June 30, 2024	<b>NUMBER</b> 205.02.001	<b>PAGE</b> 29 of 32
<b>STATEMENT OF AVAILABILITY</b>			
<b>Law Library Access</b>			

- m. One pair of headphones if it is a virtual visit
2. Visitor Items
- Visitors are permitted to take the following items into the visiting area.
- a. Heart and asthma medication. Other medication may not be taken into the visiting room without prior approval from the warden or facility physician. Medication must be in the original container.
  - b. Parents with infants may bring in:
    - (1) Two (2) factory sealed single serving size ready to feed formula or two (2) clear bottles (no glass)
    - (2) Four (4) disposable diapers
    - (3) Eight (8) wet wipes inside a clear bag
    - (3) One (1) receiving blanket.
    - (4) One (1) plastic teething instrument
    - (5) Three (3) toy(s) of a simple, non-weapon, plastic type for pre-school age children. The exception to this would be teething rings or a pacifier for infants.
  - c. Incarcerated individuals shall not be allowed to transport or attempt to transport money out of the visiting room. Any money confiscated in a post-visiting search shall be handled in the following manner:
    - (1) Money shall be placed into a sealed envelope and turned over to the business manager, who shall place it on the incarcerated individual's confiscated account.
    - (2) Incarcerated individuals leaving or attempting to leave the visiting room with ANY AMOUNT OF MONEY shall receive a Misconduct Report.
  - d. Visitors are allowed to take with them into the visiting area the following items which will be documented prior to entering and verified upon departure.
    - (1) Sufficient identification to verify the visitor status/relationship,
    - (2) One (1) comb/brush,
    - (3) One (1) handkerchief,

- (4) Jewelry as appropriate
  - (5) One (1) religious medallion/headwear
  - (6) One (1) pair of prescription glasses,
  - (7) Medically authorized prosthetic appliances, prosthetic appliances, wheelchairs, canes, artificial limbs, hearing aids, crutches, medical-alert jewelry, service animals, etc.
  - (8) Legal materials need for an attorney/client visit.
    - (a) Cell phones/electronic communication devices needed for the attorney visit must be logged at the front entrance.
  - (9) Religious materials for a clergy visit in accordance with Policy 208.01, Religious Services.
- e. Credentialed media representatives approved to visit with an incarcerated individual 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 team members prior to entering the visiting room, and at the end of the visit with the incarcerated individual (inspected, but not read). The incarcerated individual is not authorized to bring any documents to the visit session or take any of the notes back to his cell.
- f. All personal belongings (not listed in the previous paragraphs) shall be secured in the visitor's vehicle, prior to entering the facility; or, placed in lockers provided by OCC. Tobacco products may not be used on department property and must be secured in the visitor's vehicle. These products may not be brought into the facility.
- g. During inclement weather visitors are allowed to wear a clear plastic (see-through) bonnet/scarf or to use a see-through umbrella. These items must be left at the coat rack outside the visiting room.
- h. Authorized photographs taken during the visiting session are allowed to be taken out of the visiting room by the visitor.
- i. Money for the vending machines.
- (1) Paper currency is not authorized; however, each visitor may bring up to \$20.00 in change of any denomination for use in the vending machines carried in a clear plastic coin purse or plastic baggie, which is preferred.



 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>OMAHA CORRECTIONAL CENTER</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVISION DATE</b> June 30, 2024	<b>NUMBER</b> 205.02.001	<b>PAGE</b> 31 of 32
<b>STATEMENT OF AVAILABILITY</b>			
<b>Law Library Access</b>			

- (2) Incarcerated individuals shall not be allowed to handle or attempt to transport any money out of the visiting room. Any money confiscated in a post-visiting search will be disposed of in accordance with prescribed facility regulations and the incarcerated individual shall receive a misconduct report.
- (3) Visitors are permitted to purchase food items and soft drinks from the visiting room. The item must be opened in front of the visiting team members prior to consumption. All items purchased from these machines must be consumed prior to the conclusion of visit period and before visitors leave the visiting room.
- (4) Incarcerated individuals may not take vending machine items out of the visiting room.

P. Incarcerated individual Change of Status


The incarcerated individual shall designate an immediate family member or visitor to be contacted in the event of an emergency or major change of status and to coordinate weekly desired visiting days. Where the incarcerated individual is unable or not allowed to personally notify someone, the warden/designee shall notify a visitor of the change of status. Major change of status shall be considered transfer from one major facility to another, such as the OCC to the Nebraska State Penitentiary or from a Community Corrections Center back to a facility. It is the responsibility of the incarcerated individual to notify any visitor of intra-institution program changes such as change of housing unit or housing unit to Restrictive Housing. If, after a reasonable effort, the warden/designee is unable to contact a visitor to relay a major change of status, then the incarcerated individual will be so notified.

Q. The Virtual Visitation Program (VVP) is designed to strengthen community supports to improve quality of life during and after incarceration. The program supplements the in-person visitation opportunities, offering incarcerated individuals and their family members and/or friends a virtual visit using an online platform (e.g. Zoom, Webex, Skype) to encourage communication and support. Conversation prompts may be provided to assist in positive, pro-social communication. Program effectiveness will be measured by self-report using a post visit survey. Other measurable outcomes may include a decrease in negative behaviors and increased participation in recommended treatment/programming (i.e. accepting a recommendation previously refused). In addition it is expected that participants will have improved interaction with their peers and team members. See the Virtual Visitation Program (attachment X) for more information.

VI. References

A. STATUTORY REFERENCE

- 1. Nebraska Revised Statute: § 29-818, § 29-820, § 29-936, § 29-173, and § 29-186.

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>OMAHA CORRECTIONAL CENTER</b>		
	<b>PROCEDURE</b>		
	<b>VISITING</b>		
	<b>REVISION DATE</b> June 30, 2024	<b>NUMBER</b> 205.02.001	<b>PAGE</b> 32 of 32
<b>STATEMENT OF AVAILABILITY</b>			
<b>Law Library Access</b>			

**B. NDCS POLICIES**

1. Policy 205.01, *Visiting*
2. Policy 208.01, *Religious Services*

**C. ATTACHMENTS**

1. Visitor Registration Log
2. Visitation Request Forms (VRF)
3. Interview Request Form
4. Incarcerated individual Immediate Family Medical Notification Form
5. NDCS Special/Extended/Emergency Visit Request
6. Summary of Crimes Against Minors
7. Crimes Against Minor-Aged Children
9. Visitor Deletion Form
10. Visiting Restriction Guidelines
11. Incident Report Form
12. Entrance/Exit Procedures
13. Cellular Device Facility Use Request
14. Virtual Visitation Program

**D. AMERICAN CORRECTIONAL ASSOCIATION (ACA)**

1. Expected Practices for Adult Correctional Institutions (ACI) (5<sup>th</sup> edition): 5-ACI-3D-02, 5-ACI-7D-14 5-ACI-7D-15, 5-ACI-7D-16, 5-ACI-7D-17, 5-ACI-7D-18, 5-ACI-7D-19, 5-ACI-7D-21, 5-ACI-7D-22.





# NEBRASKA

# VISITATION REQUEST FORM

DEPT OF CORRECTIONAL SERVICES

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

I, \_\_\_\_\_ INCARCERATED INDIVIDUAL'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 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. /83-185 (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 / Deny 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

**INMATE INTERVIEW REQUEST**

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

FROM: \_\_\_\_\_  
                                    NAME / NUMBER                                      FACILITY                                      LOCATION

WORK LOCATION: \_\_\_\_\_ UNIT STAFF: \_\_\_\_\_

MESSAGE: \_\_\_\_\_  
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ORIGINAL - DCS Employee                                      \_\_\_\_\_ Signature  
YELLOW - Inmate  
Both copies need to be submitted for response.

REPLY: \_\_\_\_\_  
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\_\_\_\_\_

\_\_\_\_\_ Date                                      \_\_\_\_\_ Signature

**INCARCERATED INDIVIDUAL  
IMMEDIATE FAMILY MEDICAL  
NOTIFICATION FORM**

Date/Time: \_\_\_\_\_

Message Received by: \_\_\_\_\_  
PRINT STAFF NAME

**INCARCERATED INDIVIDUAL IMMEDIATE FAMILY MEDICAL NOTIFICATION FORM**

**INCARCERATED INDIVIDUAL TO BE NOTIFIED:** \_\_\_\_\_

**INCARCERATED INDIVIDUAL NUMBER:** \_\_\_\_\_ **LIVING LOCATION:** \_\_\_\_\_

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

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

**DECEASED/ INJURED/ ILL (CIRCLE ONE) RELATIONSHIP TO INCARCERATED INDIVIDUAL:** \_\_\_\_\_

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

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

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

TELEPHONE NUMBER OF FACILITY

STAFF WHO MADE VERIFICATION (PRINT)

TIME/DATE OF VERIFICATION

\_\_\_\_\_

**INCARCERATED INDIVIDUAL NOTIFIED BY:** \_\_\_\_\_ **TIME:** \_\_\_\_\_  
PRINT STAFF NAME

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

\_\_\_\_\_

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

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

\_\_\_\_\_

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



# NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES

## SPECIAL/EXTENDED/EMERGENCY VISIT REQUEST

(CIRCLE ONE)

SECTION 1: (TO BE COMPLETED BY INMATE)

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

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

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

NAME OF PERSON(S) WHO WANT TO VISIT:

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

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

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

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

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

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

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

\*\*\*\*\*  
SECTION 2: (OFFICE USE)

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

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

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

APPROVED / DENIED	# OF SESSIONS	APPROVED / DENIED
_____	_____	_____
CASE MANAGER/UNIT CASE MGT.		CASE MGT. SUPERVISOR/UNIT ADM.

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

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

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

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

**NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES**  
**INCARCERATED INDIVIDUAL SUMMARY OF CRIMES AGAINST MINORS**

DATE \_\_\_\_\_

THIS CENTRAL INCARCERATED INDIVIDUAL FILE OF INCARCERATED INDIVIDUAL \_\_\_\_\_ # \_\_\_\_\_ HAS BEEN REVIEWED

THE PRIMARY SOURCE DOCUMENTS: NE-DCS CLASSIFICATION STUDY, FBI RAP SHEET, AND THE PRE-SENTENCE INVESTIGATION REPORT (PSI) HAVE PROVIDED THE FOLLOWING INCIDENTS:

<u>SOURCE</u>	<u>DATE</u>	<u>AGE</u>	<u>OFFENSE</u>	<u>DISPOSITION</u>

<u>SOURCE</u>	<u>DATE</u>	<u>AGE</u>	<u>OFFENSE</u>	<u>DISPOSITION</u>

FILE(S) REVIEWED BY: NAME: \_\_\_\_\_ FACILITY: \_\_\_\_\_ DATE: \_\_\_\_\_

Policy 205.02 Visiting

DISTRIBUTION:  
 Central Incarcerated Individual File (Original)  
 Case Management Treatment File (Copy)  
 Mental Health Copy (Copy)



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

Incarcerated Individual 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*.

Incarcerated individual 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 incarcerated individual and visitor from the visiting area, and issuance of a Misconduct Report. Penalties imposed against incarcerated individual 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

\_\_\_\_\_  
Incarcerated Individual Signature and Number Date

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

Distribution:  
Incarcerated Individual  
Pass Clerk  
Incarcerated Individual Record File  
Incarcerated Individual Treatment File

**NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES**  
**VISITOR DELETION**

Incarcerated Individual Name: \_\_\_\_\_

Number: \_\_\_\_\_ Housing Unit: \_\_\_\_\_

**REQUEST**

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

Incarcerated Individual's Reason for Request: \_\_\_\_\_

Date: \_\_\_\_\_ Incarcerated Individual : \_\_\_\_\_  
(Signature)

Deletion Processed: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
Unit Staff

Any incarcerated individual 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 incarcerated individual's approved visiting list for six (6) months. The deleted visitor's name(s) also will not be reinstated on an incarcerated individual's visiting list for six (6) months (if the visitor's name was previously removed at that incarcerated individual's direction). A visitor may request deletion by submitting request in writing to the Facility Warden.



### VISITING RESTRICTION GUIDELINES

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

(Revised 12/07/2018)

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

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

**NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES  
INCIDENT REPORT**

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

Page \_\_\_\_\_ of \_\_\_\_\_

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

**Reporting Employee Name & Job Title (PRINT)**

\_\_\_\_\_

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**Distribution:**

**Name/Area      Date      Sender**

<b><u>Name/Area</u></b>	<b><u>Date</u></b>	<b><u>Sender</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
**Reporting Employee signature**

**Reviewed by:**

\_\_\_\_\_      \_\_\_\_\_  
**Date**

\_\_\_\_\_      \_\_\_\_\_  
**Date**



**NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES**  
**Entrance/Exit Procedures (revised 03/2024)**

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	BODY SCANNER	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	NO	YES	See Policy 120.01 for details
Other State agency employees (except as listed below)	YES	NO	YES	YES
All Attorneys on Official Business	NO	NO	YES	YES
Clergy / Religious	YES	YES	YES	YES
Contracted service providers (doctor, dentist, hygienist, contract psychiatrist, ACA External Auditors)	NO	NO	YES	NO
Staff of Contracted service providers	YES	NO	YES	NO
Contracted <u>vendors</u> (fire alarm inspector, pest control, candy vendor, pop vendor, etc.)	YES	NO	YES	YES
Emergency Personnel (firefighter, ambulance, etc.)	NO - on emergency entry/exit	NO	YES	YES
DMV staff members (on official business)	NO	NO	YES	YES
NDCS team members	NO	NO	YES	NO
Assistant and Chief Deputy Fire Marshals	NO	NO	YES	YES
Inmate Visitors	YES	YES	YES	YES
Law Enforcement Officers	NO	NO	YES	YES
Parole Board Staff Members	NO	NO	YES	NO
Parole Officers/Probation Officers	NO	NO	YES	NO
Press/News Reporters	YES	YES	YES	YES
Legislative Aides	YES	NO	YES	YES
Community Partners**	**	**	YES	**
Consuls/Staff of other countries (on official business)	NO	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-prison operations or by the director/designee on a case-by-case basis.

\*NOTE: A visitor on "official business" is not an official visitor unless she/he is defined as such in policy.

\*\*Approved Community partners are issued purple-bar NDCS ID cards:

- Individuals issued purple-bar NDCS ID cards noting "Randomizer" are processed in the same way as NDCS team members.
- Individuals issued purple-bar NDCS ID cards noting "Search" are pat searched and/or subject to body scan (where applicable).



CELLULAR DEVICE INSTITUTIONAL USE REQUEST

DEPT OF CORRECTIONAL SERVICES

- Primary Job Assignment in a Secure Institution Title: \_\_\_\_\_
  - Assigned a landline  Yes  No Assigned a radio  Yes  No
  - Assigned an office/work area  Yes  No Phone used for 24/7 contact  Yes  No
- Primary Job Assignment ~~Not~~ In a Secure Institution (includes positions outside the secure perimeter)
  - Carry a radio at secure institution  Yes  No Escorted by inst. staff at all times  Yes  No

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

Agency: \_\_\_\_\_ Title: \_\_\_\_\_  
 Carry a radio at secure institutions  Yes  No Escorted by inst. staff at all times  Yes  No

SECTION E. Contractor Phone

Contractor Phone Start Date: \_\_\_/\_\_\_/20\_\_\_ End Date: \_\_\_/\_\_\_/20\_\_\_  
 Work assignment: \_\_\_\_\_ Institution: \_\_\_\_\_

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

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

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

Director Review		
Reviewed By: _____	Date: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

HR	
Card Printed By: _____	Date: _____

<b>NEBRASKA</b> Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>PROTOCOL</b>	
	<b>VIRTUAL VISITATION PROGRAM</b>	
	<b>REVISION DATE</b> September 8, 2021	<b>PAGE</b> 1 of 4

EFFECTIVE: February 12, 2021  
REVISED: September 8, 2021

APPROVED:



Dawn Renee Smith, Deputy Director - Programs  
Nebraska Department of Correctional Services



Robert Madsen, Deputy Director - Prisons  
Nebraska Department of Correctional Services



<b>NEBRASKA</b> Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>PROTOCOL</b> <b>VIRTUAL VISITATION PROGRAM</b>	
	<b>REVISION DATE</b> September 8, 2021	<b>PAGE</b> 2 of 4

**Program Overview**

The Virtual Visitation Program (VVP) is designed to strengthen community supports to improve quality of life during and after incarceration. The program supplements the in-person visitation opportunities, offering incarcerated individuals and their family members and/or friends a virtual visit using an online platform (e.g., Zoom, Webex, Skype) to encourage communication and support. Conversation prompts may be provided to assist in positive, pro-social communication. Program effectiveness will be measured by self-report using a post-visit-survey. Other measurable outcomes may include a decrease in negative behaviors and increased participation in recommended treatment/programming (i.e., accepting a recommendation previously refused). In addition, it is expected that participants will have improved interactions with their peers and staff members.

**Visitor Participation**

Individuals who are approved visitors, in accordance Policy 205.02, *Visiting*, are eligible to request a virtual visit. Virtual visits are in addition to in-person visiting opportunities. Visitors who are approved only for Special Visits may have one virtual visit in place of an in-person visit.

The approved virtual visitor must present a copy of their driver's license/State ID as requested prior to the visit and upon entry to the virtual visiting room (this applies to adults and minors, age 16 and up).

All minors under age 16 must have a birth certificate on file at the time of the scheduled virtual visit.

All visits must be scheduled via the NDCS [website](#).

Minors may participate in virtual visits but must be approved per policy and accompanied by the authorized guardian for the duration of the visit. At no time shall a minor initiate a virtual visit.

Attorneys and clergy may virtually visit if they are on the approved visiting list. Where private communication is required, in-person visiting is recommended because all virtual visits are subject to being monitored and privacy rules do not apply.

<b>NEBRASKA</b> Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>PROTOCOL</b> <b>VIRTUAL VISITATION PROGRAM</b>	
	<b>REVISION DATE</b> September 8, 2021	<b>PAGE</b> 3 of 4

Visitors must provide their own equipment and the necessary internet connection to participate in virtual visiting.

Visitors may not record or take photos/screen shots of the virtual visit. Violation may lead to loss of virtual or in-person visiting privileges.

Approved visitors who allow non-approved individuals to participate in virtual visits will be subject to suspension/termination of virtual visits and/or all visits. Violations of the program protocol or NDCS policy may result in a suspension of the visitor's virtual visiting privileges and may affect in-person visits. The suspension may be temporary or permanent depending on the nature of the violation. The staff member supervising visits has the discretion to terminate the visit at any time.

#### Incarcerated Participation

Incarcerated individuals are eligible to participate in VVP unless specific restrictions have been issued. Virtual visits will be conducted in the same manner as in-person visits (i.e., dress code, behavior, language, etc.). Individuals are expected to comply with all NDCS policies and procedures. Violations could result in immediate termination of the visit, misconduct report, disciplinary sanctions and/or suspension or termination of visiting privileges.

Virtual visits are provided in the designated area and require use of headphones, which the incarcerated person must bring to the visit. Staff will connect the visitor and the individual and will adjust the volume of the device as requested. At no time should the incarcerated individual touch the device without express permission.

#### Scheduling

The VVP schedule will be determined by the space and operational limitations of each facility. Virtual visits will, generally, be permitted at least once per month and will typically be during the same days and hours of in-person visiting. Each facility will develop and publish their schedule, to include length and frequency of visits.

Individuals will be notified via email of the virtual visit once it has been approved. Instructions will be provided via email to the visitor at least three days in advance of the virtual visit.

<b>NEBRASKA</b> Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>PROTOCOL</b> <b>VIRTUAL VISITATION PROGRAM</b>	
	<b>REVISION DATE</b> September 8, 2021	<b>PAGE</b> 4 of 4

Each facility will identify a process for preference to be given when multiple requests are received for the same time slot.

**Monitoring**

Designated team members will closely monitor all virtual visits for compliance with policy and procedure. This includes checking IDs at the beginning of the visit, observing to ensure additional people are not in view, and that both the incarcerated individual and the virtual visitor(s) are being appropriate and following established rules. The supervising staff member has the discretion to terminate the virtual visit at any time for any violation of the rules or misconduct; such must be reported to the shift supervisor immediately.

**Suspensions/Terminations**

Visitors and incarcerated individuals will receive written notification of suspensions/terminations, which will include the reason and duration of the suspension/termination.

A visitor who has been suspended/terminated and is found to be participating in virtual visits during a period of suspension may be terminated or have the suspension extended.

A visitor who is suspended or terminated from virtual visiting privileges may be suspended/terminated from other visiting privileges.