

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	WORK ETHIC CAMP		
	PROCEDURE		
	VISITING		
	REVISION DATE December 31, 2023	NUMBER 205.02.001	PAGE 1 of 23
STATEMENT OF AVAILABILITY			
Law Library Access			

EFFECTIVE: May 24, 2002
 REVISED: August 2, 2013
 REVISED: October 11, 2014
 REVISED: July 31, 2015
 REVISED: August 31, 2016
 REVISED: July 31, 2017
 REVISED: April 30, 2019
 REVISED: September 1, 2019
 REVISED: July 31, 2020
 REVISED: September 30, 2021
 REVISED: December 31, 2022
 REVISED: December 31, 2023

SUMMARY OF REVISION/REVIEW

Purpose section – language updated. Added section XII. Virtual Visits. Minor wording changes throughout.

APPROVED:



 STEVE FANNON, WARDEN
 WORK ETHIC CAMP

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	WORK ETHIC CAMP		
	PROCEDURE		
	VISITING		
	REVISION DATE December 31, 2023	NUMBER 205.02.001	PAGE 2 of 23
STATEMENT OF AVAILABILITY			
Law Library Access			

PURPOSE

Procedure governing incarcerated individual visiting is necessary in order to attain the Nebraska Department of Correctional Services' (NDCS) objectives to increase opportunities for individual self-development and to maintain a safe, secure and humane environment for the incarcerated population, team members, and the public. (ACRS-2A-02)

GENERAL

The WEC, has developed these guidelines to increase opportunities for incarcerated individual self-development and to maintain a safe, secure, and humane environment for incarcerated individuals, team member, and the public.

PROCESS

I. VISITATION

Written information regarding procedures governing visitation will be made available to incarcerated individuals. At a minimum, the information will include, but not be limited to the following:

- A. WEC address/phone number, directions to the WEC.
- B. Days and hours of visitation.
- C. Approved dress code and identification requirements for visitors.
- D. Items authorized in visiting room.
- E. Special rules for children.
- F. Authorized items that visitors may bring to give to incarcerated individual, if any.
- G. Special visits.

II. NDCS Rules and Regulations - Visiting – Chapter 4 (Attachment 1)

A. Applicability

These guidelines shall apply to all WEC team member, incarcerated individuals, and visitors.

B. WEC Policy

If rules and regulations governing such activities are violated, visiting privileges may be suspended.

C. Posting Visiting Regulations

- 1. The Warden shall ensure that copies of this rule and other regulations of the WEC concerning visiting are posted in the Front Lobby area, or available in the search room adjacent to the visiting area.

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	WORK ETHIC CAMP		
	PROCEDURE		
	VISITING		
	REVISION DATE December 31, 2023	NUMBER 205.02.001	PAGE 3 of 23
STATEMENT OF AVAILABILITY			
Law Library Access			

2. Copies shall be provided to any person or visitor upon request.
3. Copies of this Procedure shall be made available to the incarcerated individual population.

D. Visiting Records

The Warden shall ensure that a record of each visitor that enters the facility be kept at central control. The record will include:

1. Sufficient identification of the visitor,
2. Dates/times of arrival and departure of visitors,
3. Names of incarcerated individuals visited by each visitor.
4. Visitor's Register (Attachment 2).

E. Visiting Lists

An incarcerated individual may receive visits from any person who has completed/submitted the Visitation Request Form, subject to the approval of the Warden/designee. Visitors may be refused admission to the WEC for failing to abide by the Rules and Regulations. Such refusal by the visitor may also result in the visitor being removed from the Visiting List. Such action by the WEC or NDCCS shall be set forth in a written statement to the visitor(s) and the incarcerated individual to be visited. Such a statement shall also indicate the reasons for the action. Incarcerated individuals aggrieved by such action may appeal through the grievance procedure.

F. Visiting Procedures

1. Each adult visitor, upon admission to WEC will be required to verify his/her identity and provide other vital information requested by the Warden/designee. Proper identification documents include an official photo ID (Driver's license, military ID, etc.).
2. All visitors - including visitors to incarcerated individuals, attorneys, members of the clergy, and groups shall be searched prior to being allowed entrance to WEC per Policy 203.01 - Security and Control. Search procedures for attorneys on official business do not include pat searches. Attorneys not on official business will be pat searched.
 - a. Visitors will be required to leave the premises if they refuse to be searched. Searches may include the use of canine units and/or metal detectors.
 - b. Law enforcement officers will be called in the event illegal contraband is found on a visitor.
3. Appointed/Elected Officials of the State of Nebraska on official business are exempt from this procedure.

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	WORK ETHIC CAMP		
	PROCEDURE		
	VISITING		
	REVISION DATE December 31, 2023	NUMBER 205.02.001	PAGE 4 of 23
STATEMENT OF AVAILABILITY			
Law Library Access			

4. Pat searches of all visitors entering WEC shall be conducted by trained personnel.
5. The Warden will establish a dress code for visitors. (See Procedure VIII and WEC Visitor Rules and Regulations).
6. Incarcerated individuals who have been convicted of certain offenses against minors may be subject to visiting restrictions. (See Procedure III.)

III. ADDITIONAL VISITING REGULATIONS

A. Visitation Applications

No visitors will be permitted to visit prior to submittal of the authorized visiting forms and approval by the Warden/designee. False or incomplete information on this form may result in a denial of visiting privileges. (ACRS-5A-17)

1. It is the responsibility of each incarcerated individual to initiate the visiting process. Incarcerated individuals may obtain a Visitation Request Form (VRF) (Attachment 3) from the workstation, Caseworker, Case Manager or Visiting Corporal and mail them to those individuals they desire to have placed on their approved Visiting Lists. Each prospective visitor must complete the VRF and mail it back to the WEC for processing. Prospective visitors will not pick up/drop off Visitation Request Forms from/to the WEC. The Unit Manager is designated to approve or deny VRF's.
2. All VRF's received at WEC will be date-stamped by team member. The VRF's will be forwarded to a Visiting Corporal for processing. The visitor's name will then be cross-referenced with NDCS Visitor Rosters to ensure the visitor is not on any other incarcerated individual's Visiting List, (exception, See B.1.d. below).
3. The Visiting Corporal will forward all VRF's to the Unit Manager noting recommended approval/denial based on the information gathered in the checks.
 - a. If approved, the Unit Manager will sign off and return the VRF to Visiting Corporal. The bottom portion of the VRF will be completed and forwarded to the appropriate incarcerated individual, which is his official notification of the status of a particular visitor's application. The Visiting Corporal will add approved visitors to an incarcerated individual's visiting list.
 - b. If denied, the Visiting Corporal will make appropriate notation on the bottom of the VRF form stating reasons for denial and return the bottom portion of the VRF form to the identified incarcerated individual, such information will be added to the incarcerated individual's visiting list.
4. Whenever an incarcerated individual receives a VRF notification slip from Visiting Corporal indicating that a particular visitor has been approved/denied visiting him, it is the responsibility of the incarcerated individual to notify that person that he has been approved/denied to visit.

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	WORK ETHIC CAMP		
	PROCEDURE		
	VISITING		
	REVISION DATE December 31, 2023	NUMBER 205.02.001	PAGE 5 of 23
STATEMENT OF AVAILABILITY			
Law Library Access			

B. Scheduling A Visit

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

1. To schedule a visit, go to the NDCS website at <https://www.corrections.nebraska.gov>.
2. From the home page, click on visiting hours or search "visitation" using the search feature.
3. Select the facility in which you wish to visit.
4. Click on the "Schedule a Visit" bar. The on-line form will appear. Complete the on-line form.
5. If you will be bringing a child(ren) to the visit, you must include their names and information in the on-line form. All children must have an approved visitation form on file.
6. Complete the visit preference dates including alternate dates/times and click "Submit".
7. All visitation requests must be submitted at least seven days prior to the selected visit date, by midnight Sunday prior to weekend.
8. Visits are scheduled on a first come, first serve basis. You will receive an email notification at least three days in advance of your approved visit.
9. To cancel a scheduled visit for any reason, notify the facility as soon as possible.
10. You must arrive to the facility 10 – 15 minutes prior to your approved visit for processing. If more than 1-hour late visitor(s) will not be processed, unless previous arrangements had been made.
11. 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 the facility prior to your approved visit.

C. Limitations

1. Number/Space

Generally, WEC Policy and Procedure concerning the number of visitors per incarcerated individual, the length of visits, and the days designated for visitation are determined by the WEC's visiting area capacity, and the nature of WEC.

There is not a limit to the number of visitors an incarcerated individual may have on his/her authorized Visiting List, however, all visitors must be approved prior to visiting.

Specific visiting policies limiting visitation are as follows:

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	WORK ETHIC CAMP		
	PROCEDURE		
	VISITING		
	REVISION DATE December 31, 2023	NUMBER 205.02.001	PAGE 6 of 23
STATEMENT OF AVAILABILITY			
Law Library Access			

- a. No more than four adults may visit an incarcerated individual during any one visiting period. There may be a reasonable number of approved minors present as long as they are supervised. The Work Ethic Camp reserves the right to impose reasonable restrictions on the number of visitors who may visit at one time to prevent overcrowding in the visiting room or to eliminate difficulties in the supervision of visits.
- b. Visitors who leave the WEC will not be permitted to resume their visiting privilege for that session.
- c. Visiting days and times at the WEC are:

Saturday—0800 to 1015 and 1300 to 1530 for incarcerated individual's last names that begin with A-M

Sunday – 0800 to 1015 and 1300 to 1530 for incarcerated individual's last names that begin with N-Z

There is one visiting day per week for all incarcerated individuals. Approved visitors may visit during both sessions on that assigned day.

- d. Any visitor who is an "immediate" family member of one or more incarcerated individuals housed at the WEC and who is otherwise approved for visiting may be placed on each respective "immediate" family member incarcerated individuals visiting lists. In addition, that visitor also may be placed on the visiting list of one other non-immediate family member's list, i.e., as long as that visitor is not the spouse of one of those immediate family members. The following examples demonstrate how this policy works:

(1) A mother may be placed on her two sons' visiting lists and on one other non-immediate family member's visiting list.

OR

(2) A sister may be placed on her father's and brother's visiting lists and on one other non-immediate family members' visiting list.

OR

(3) A brother may be placed on his three other brothers' visiting lists and on one other non-immediate family members' visiting list.

OR

(4) A spouse may be placed on her husband's and father's and a brother's visiting list and on one other non-immediate family members' visiting list.

OR

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	WORK ETHIC CAMP		
	PROCEDURE		
	VISITING		
	REVISION DATE December 31, 2023	NUMBER 205.02.001	PAGE 7 of 23
STATEMENT OF AVAILABILITY			
Law Library Access			

(5) When a visitor is approved on two or more incarcerated individual's visiting lists (i.e., two or more immediate family members and/or one non-immediate family member) that they will not be allowed to visit the incarcerated individuals together unless they are immediate family and written approval has been obtained from the Warden prior to the visit. Incarcerated individuals who are not related (immediate family) cannot visit together. If such approval is granted, this information will be forwarded to the Pass Clerk who will enter the information into the Visitor Database.

- e. For the purpose of visiting, immediate family shall be defined as: spouse, parent, stepparent, person acting in place of parent (as documented in the Master Record), sibling, stepbrother, stepsister, half-brother, half-sister, child, stepchild, grandparent, and grandchild.

2. Age Requirements

- a. Persons 19 years of age and above:

- 1). Must complete and submit an individual Visitation Request Form (VRF) to the Warden/designee.
- 2). May visit without parent or guardian.

- b. Persons 18 and under:

- 1). Must complete and submit an individual VRF to Warden/designee.
- 2). Must be accompanied on the 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 incarcerated individual's approved Visiting List.
- 5). Minors aged 18 and under must have a birth certificate to present to the Visiting Team member during their first visit.
- 6). All minors aged 16 and older must also present a picture ID to the Visiting Team member on all visits.

Minors who are married do not need parental or legal guardian consent to visit their spouses 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.

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	WORK ETHIC CAMP		
	PROCEDURE		
	VISITING		
	REVISION DATE December 31, 2023	NUMBER 205.02.001	PAGE 8 of 23
STATEMENT OF AVAILABILITY			
Law Library Access			

3. Criminal Records

Persons with criminal records are not automatically excluded from visiting. In determining whether to approve a person with a criminal record, the nature and extent of that person's total criminal record, plus his/her history of recent criminal activity is weighed carefully against the benefits of visitation. The Warden/designee shall retain final authority to review, assess and approve/disapprove applications to visit. Appeals of denials to visit must be submitted in writing to the Warden.

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

- a. Generally, parolees, probationers, or persons having pending charges will not be granted permission to visit during service of sentence or disposition of charge and ex-felons 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. Ex-misdemeanants will not be granted permission to visit for six months after expiration of sentence. Immediate family may be considered after three months.
- b. An exception may be made for a spouse/immediate family member who may be allowed to visit once a month by special approval from the Warden/designee. It will be the responsibility of the spouse/immediate family member seeking visiting privileges while on probation/parole to provide, with the VRF, a letter from the supervising probation/parole officer recommending either approval or denial of visiting privileges.
- c. Immediate family members having pending misdemeanor/felony charges may be considered for monthly visits at the discretion of the warden pending resolution of the charges.
- d. Following the release of an incarcerated individual on parole or an incarcerated individual to ISP, or when an incarcerated individual is placed on "escape" status or bond, the Records Officer will stamp all current visitor application forms in the classification file "deleted". These records will also be deleted in any computer files.
- e. An NCIC (National Crime Information Center) computer check to verify visitor identity and to ensure the accuracy of VRF information will be done on all visit applicants submitting a VRF (both adults and minors).
- f. The Warden/designee must approve all VRF's submitted by the victim of a violent offense, when that offense is committed by the incarcerated individual being visited, if such information is known to WEC team member.

4. Employees/Prior Employees

- a. Generally, former NCDS team members will not be granted permission to visit except with immediate family members. All Visiting Request Forms received from prior

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	WORK ETHIC CAMP		
	PROCEDURE		
	VISITING		
	REVISION DATE December 31, 2023	NUMBER 205.02.001	PAGE 9 of 23
STATEMENT OF AVAILABILITY			
Law Library Access			

employees 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 requesting to visit, a recommended disposition shall be submitted to the NDCS director/designee for final approval. The NDCS director/designee may deny the visitation request based on safety/security concerns specific to the individual requiring to visit.

- b. For instances where the former NDCS 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 former NDCS team member's relationship to the incarcerated individual.
 - 2). The length of time the visitor has known the incarcerated individual.
 - 3). Circumstances or reasons for employment separation including eligibility for re-hire, intelligence reports, investigations, and violations of work rules during employment.
 - 4). Any investigation or intelligence information received after employment separation.
- c. Generally, current NDCS employees will not be approved to visit. Employees must make a written request to the Warden of the facility where the incarcerated individual is incarcerated to be considered as well as the Warden of the facility the employee is assigned to.

IV. TYPES OF SPECIAL VISITS

All visitors must be authorized by the Warden/designee. (See Attachment 4 Special/Extended/Emergency Visit Request form)

A. Special Visits (ACRS-5A-18)

- 1. A special visit may be requested by an incarcerated individual at WEC for professional 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 of 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.
- 2. 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 a copy of the court order, the name of the DHHS team member or

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	WORK ETHIC CAMP		
	PROCEDURE		
	VISITING		
	REVISION DATE December 31, 2023	NUMBER 205.02.001	PAGE 10 of 23
STATEMENT OF AVAILABILITY			
Law Library Access			

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 for the court ordered visit. The Special Visit form will then be completed by a designated NDCS 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 provider schedules may necessitate these visits occur outside of the normal visiting hours but within normal business hours. When facilitating court ordered visits, it is not necessary for the DHHS team member/contract provider or the minor children to complete Visitor Request Forms or present a birth certificate. The DHHS team members/ contract provider is required to present a DHHS/Contracted service provider phot identification card to NDCS at the time of the visit.

3. 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 Visiting Request Form process. Family/Friends of the incarcerated individual must be on the incarcerated individual's approved visiting list before they are permitted to visit.

B. Extended Visits

An extended visit may be requested by an incarcerated individual at WEC for approved visitors 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 WEC Warden; denials shall be based on safety/security concerns specific to the individual extended visit request.

C. Emergency Visits

An emergency visit may be considered for instances of a verifiable death or critical illness to a WEC 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 WEC warden; denials shall be based on safety/security concerns specific to the individual emergency visit request.

In cases of a verifiable death of critical illness to an incarcerated individual's immediate family the incarcerated individual shall be notified as soon as possible. (Attachment 5)

D. 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 WEC team member. If such a record exists, the person reviewing the record will list the information on the NDCS Incarcerated individual Summary of Crimes Against Minors form (Attachment 6).
2. Once the incarcerated individual has been identified, the NiCAMS database for "prior contact with minor" will be updated. The entry will automatically update the NiCAMS classification

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	WORK ETHIC CAMP		
	PROCEDURE		
	VISITING		
	REVISION DATE December 31, 2023	NUMBER 205.02.001	PAGE 11 of 23
STATEMENT OF AVAILABILITY			
Law Library Access			

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.

3. The WEC 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 NDCS Crimes Against Minor-Aged Children form (Attachment 7). Designated team member will ensure the incarcerated individual signs and receives a copy of the form. If the no physical contact with minor age children restriction is imposed, additional actions may include restricting these incarcerated individuals to visiting children/youth at designated times and/or designated authorizes areas, excluding visitors under the age of 19 from the incarcerated individual's approved visiting list, and or suspension of all visiting privileges until the incarcerated individual has received treatment intervention. The visits shall be closely monitored by visiting room team member. 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 history of violence.

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

E. Incarcerated Individual to Incarcerated Individual Visits

Incarcerated individual to incarcerated individual visits may occur when the following criteria are met:

1. One individual must be on community custody status.
2. The visit request will be initiated by the community custody individual.
3. The individuals must be immediate family as defined by current departmental guidelines (see III.B.1.e. above).

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	WORK ETHIC CAMP		
	PROCEDURE		
	VISITING		
	REVISION DATE December 31, 2023	NUMBER 205.02.001	PAGE 12 of 23
STATEMENT OF AVAILABILITY			
Law Library Access			

4. The visit must be approved by each Warden/designee.
5. The visit will generally occur during regular visiting hours.
6. The community custody individual must produce his/her individual I.D. prior to being allowed to visit.
7. The community custody individual will be safety searched upon arrival and upon leaving the facility.
8. Visits may be approved once every three months.
9. If the facilities are in the same city or are in different cities the visit may be done on furlough.
10. If the visit occurs during furlough, it will be considered one of the individual's four hour daily approved itinerary activities.
11. An approved volunteer sponsor will provide transportation.
12. The approved volunteer sponsor may also participate in the visit if the sponsor is on the visiting list of the individual to be visited.
13. If the approved volunteer sponsor is not on the visiting list, he/she will be required to stay at the facility during the visit.

F. Holidays

Incarcerated individuals will be allowed visits on Thanksgiving Day, Christmas Day, and New Years Day, regardless of the days upon which the holiday falls. Holiday visiting hours will be 0800 – 1015 and 1300 – 1530. All other holidays will be treated as any other day relative to whether 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, no visits will be allowed.

If WEC is on a 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.

Notice of WEC-specific visit schedule for Thanksgiving Day, Christmas Day and New Year's Day will be posted on the NDCS website a minimum of two weeks prior to the holiday.

V. VISITOR DELETIONS

Any incarcerated individual may request that one or more persons listed on his/her approved Visiting List be deleted from the List by completing a Visitor's Deletion Request Form (Attachment 8). The deleted visitor'(s) name(s) will not be placed on another incarcerated individual's approved visiting list for six months.

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	WORK ETHIC CAMP		
	PROCEDURE	VISITING	
	REVISION DATE December 31, 2023	NUMBER 205.02.001	PAGE 13 of 23
	STATEMENT OF AVAILABILITY Law Library Access		

The deleted visitor's name(s) also will not be reinstated on an incarcerated individual's visiting list for six months (if the visitor's name was previously removed at that incarcerated individual's direction). A visitor may request deletion by submitting the request in writing to the Warden. Such visitor-requested deletions require the visitor to wait six months before he/she may be placed on another incarcerated individual's list. The six-month waiting period will also apply to clergy status visitors; however, the Warden may waive the six-month waiting period at the recommendation of the Religious Coordinator. In the event that the individual requesting deletion has not visited for a period of at least six months, the Warden may waive the six-month waiting period to be added to another incarcerated individual's visiting list.

VII. PROCESSING VISITORS INTO THE FACILITY

A. The function of the Central Control Corporal is to control movement of authorized and special visitors in and out of the institution, preserve security and maintain records of visitor traffic. To ensure that the visiting process is conducted with these points in mind, the following basic rules and procedures shall be adhered to:

1. Each adult visitor will present at least one form of photo identification to the Central Control Corporal each time he/she enters the institution. (See Section II.F.1)
2. The Central Control Corporal will exercise good judgment in establishing that each visitor has provided sufficient identification. If ever there is a question concerning the identification, the Central Control Corporal will consult the Shift Supervisor who makes the decision as to whether to approve a visit.
3. Each time a visitor enters the institution, he/she is required to sign in on the visitor's register. Each visitor will include the date, name of the incarcerated individual they wish to visit, their (visitor's) name, vehicle license number, time in and time out for visits.
4. After registration of visitors, the Central Control Corporal will advise the incarcerated individual of the visit via the public announcement system.

VIII. VISITOR RESPONSIBILITY, CONDUCT, AND BEHAVIOR

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. Each visitor must verify his/her identity. Visitors must register upon entry into the institution 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.
- B. Attorneys entering a facility on official business will be required to show a current photo ID along with a valid Bar Card. Attorneys will not be subject to a search of their person; however, the attorney's belongings will be searched. Team member will not read any legal materials during the search of the attorney's belongings. The attorney will be cleared with the handheld metal detector wand and be under escort while in the facility.

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	WORK ETHIC CAMP		
	PROCEDURE		
	VISITING		
	REVISION DATE December 31, 2023	NUMBER 205.02.001	PAGE 14 of 23
STATEMENT OF AVAILABILITY			
Law Library Access			

- C. Attorneys are authorized to bring in the following items: digital camera, and laptop or tablet that does not have cellular capability. Attorneys will present these items for inspection, and a notation will be made in the log at Central Control.
- D. WEC prohibits all persons from introducing an electronic communication device within WEC without prior authorization, or as specifically authorized by NDCS policy.
- E. No person is permitted to provide an electronic communication device to an incarcerated individual of the WEC.
- F. For the purposes of this 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 device shall include all smart-type and fitness-type watches with independent cellular or internal connectivity features.
- G. A person who intentionally introduces within WEC or intentionally provides an incarcerated individual at WEC with any electronic communication device commits an offense for which he/she may be criminally charged.
1. The following individuals are exempt from prosecution for this offense:
 - An attorney or an attorney's agent visiting an incarcerated individual who is a client of the attorney.
 - The Public Counsel or any employee of his/her office.
 - A peace officer acting under his/her authority.
 - An emergency responder or firefighter responding to emergency incidents within WEC.
 - A person acting with the permission of the NDCS Director. NRS28-936.
 - Neb. Rev. Stat. §28-936
- H. An electronic communication device involved in a violation of NRS 28-396 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 2-820.
- I. Visitors may be denied access to visit for reasons including, but not limited to:
1. A visitor refuses to show appropriate identification.
 2. A visitor refuses to submit to a search.
 3. A visitor appears to be under the influence of an intoxicating substance.
 4. Possession of contraband that is prohibited by the department policy.

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	WORK ETHIC CAMP		
	PROCEDURE		
	VISITING		
	REVISION DATE December 31, 2023	NUMBER 205.02.001	PAGE 15 of 23
STATEMENT OF AVAILABILITY			
Law Library Access			

5. Inappropriate dress, as defined in this policy.
6. Poor sanitation and hygiene of visitor.
7. False or incorrect information on the VRF or attempting to visit under a false identification.
8. Any circumstances that present a threat to the security of the institution, team member, visitor, and/or incarcerated individuals. (ACRS-5A-17)

J. Supervision of Children

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 NDCS PROPERTY.** If a child becomes disruptive during a visit and is not controlled by verbal direction from the supervising visitor or the individual being visited, the visit may be terminated.

K. Infant Feeding

Ideally, visitors will feed infants prior to entering the visiting area or use bottles. In the event a visitor needs to nurse an infant in the visiting area, team member must ensure she has a receiving blanket or cloth diaper so she will remain covered. Such visits should be conducted in order to provide her with as much privacy as possible without jeopardizing facility security. Such instances shall be treated professionally and discreetly. The Shift Supervisor/designee may move the visit to a table in the visiting area that gives more privacy to the visitor. Blankets, cloth, etc. will not be used as a lap cover or draped over tables, benches, or chairs.

L. Posted Rules/Team Member Instructions

Visitors and incarcerated individuals must obey WEC team member instructions and posted Rules and Regulations. Canine searches of visitors may take place. Visitors and incarcerated individuals must accept joint responsibility for behaving in a mature, responsible manner which is respectful of the rights of other incarcerated individuals and their visitors.

M. Physical Contact

The only types of physical contact authorized are: (1) a short embrace and kiss when the incarcerated individual and visitor meet for the visit and again when the visitor is preparing to depart from the visit; (2) holding hands as long as the hands are in full view and the hand holding is not improper; (3) incarcerated individuals holding their small children (age 5 and under) on their lap.

1. No other forms of physical contact are permitted. Examples of prohibited contact include, but are not limited to:
 - a. Either visitors or incarcerated individuals sitting with an arm or their arms around each other.

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	WORK ETHIC CAMP		
	PROCEDURE		
	VISITING		
	REVISION DATE December 31, 2023	NUMBER 205.02.001	PAGE 16 of 23
STATEMENT OF AVAILABILITY			
Law Library Access			

- b. Kissing
 - c. Caressing
 - d. Fondling
 - e. Visitors and incarcerated individuals will not be allowed to sit on each other's lap or straddling chairs. Incarcerated individuals may be permitted to hold children, age five and under, during visits. No other exceptions to this provision shall be made.
 - f. Incarcerated individuals and visitors will not feed each other.
 - g. No talking to other visitors or incarcerated individuals during the session.
 - h. No massages.
2. 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.
 3. It is the responsibility of the incarcerated individual to avoid any inappropriate or questionable behavior during visits.
 4. Team members are authorized to immediately terminate a visit if hands are not visible, or any inappropriate conduct or physical contact takes place.
- N. Visit Area
1. Incarcerated individuals not visiting will not loiter while visits are in progress, nor will visiting incarcerated individuals socialize with non-visiting incarcerated individuals while the visit is in progress.
 2. After registration of visitors, the Central Control Corporal will inform another team member of the incarcerated individual's visit.
 3. The dates of all visits will be recorded in the Visitor Database. There will be no exceptions. This record will not be revealed to the public without the written consent of the incarcerated individual.
 4. If a non-approved person arrives and requests permission to visit an incarcerated individual, he/she will be required to wait until the Shift Supervisor/designee has accomplished the following:
 - a. Check incarcerated individual's WEC file to ensure the person has not been previously disapproved. If he/she has been disapproved, the visit will be denied.
 - b. If not previously disapproved, determine if the person's situation coincides with the "special visit" requirements (Procedure IV.A. above). If the special visit requirements

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	WORK ETHIC CAMP		
	PROCEDURE		
	VISITING		
	REVISION DATE December 31, 2023	NUMBER 205.02.001	PAGE 17 of 23
STATEMENT OF AVAILABILITY			
Law Library Access			

are not met, the visit will not be approved, and the person told to write the incarcerated individual to request initiation of a VRF.

- c. If special visit requirements are met, the incarcerated individual concerned will be contacted to complete the Special Visit Request form, which may be approved by the Warden/designee. The visitor will be required to follow all processing procedures as required of all other visitors. The Shift Supervisor should also check the WEC incarcerated individual's Visitor by Name Roster and the WEC Visitors by Incarcerated individual Roster located in the Records Office to ensure the person(s) requesting to visit is not on another incarcerated individual's Visiting List.
 - d. Any questions about approval/disapproval of a non-approved person will be referred to the Security Administrator (during regular hours) or the Warden (after hours).
5. In certain special circumstances, the WEC Warden/designee may consider granting one visitor permission to visit two or more incarcerated individuals simultaneously (e.g., a mother may want to visit two sons during the same visiting period). If such approval is granted, it will be communicated to the Central Control Corporal, who will indicate it in the respective incarcerated individual's Visiting Record.
 6. 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.

VIII. VISITATION RESTRICTION/SUSPENSION

A. Visit Restriction

It is the policy of the NDCS and the WEC 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 the NDCS for proper conduct during the visiting process. Some actions which may result in either temporary or permanent visiting restrictions are: (see Attachment 9 for specific restriction time periods)

1. Improper incarcerated individual or visitor conduct during the visiting process.
2. Disruptive behavior.
3. Introduction of contraband into WEC or taking unauthorized items or property from the WEC (criminal prosecution possible).
4. Giving incarcerated individual(s) cash, money, documents, or any other property.
5. Refusal to submit to a search of any type (this may include canine, pat search or other searches as indicated/approved).
6. Violation of any posted Visiting Rules and Regulations or failure to follow team member instructions.

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	WORK ETHIC CAMP		
	PROCEDURE		
	VISITING		
	REVISION DATE December 31, 2023	NUMBER 205.02.001	PAGE 18 of 23
STATEMENT OF AVAILABILITY			
Law Library Access			

7. Leaving the visiting area and proceeding into an unauthorized area.
8. Any actions that jeopardize the safety, security and good order of the WEC.
9. Providing false or incomplete information on the VRF or visiting, or attempting to visit, under a false identification.
10. Physical contact with a minor by an incarcerated individual on "No Contact" status with minors.
11. Poor sanitation and hygiene of visitor;
12. Positive detection by any of the means specified in #5 above.
13. Insufficient visiting room space available.
14. The failure to prevent children from disturbing other persons in the visiting area.
15. Excessive physical contact between visitors and incarcerated individuals.
16. Refusal to clean up the area that was used for the visit.

B. Visit Suspension

The Warden may suspend the visiting privileges of the visitor. Suspensions shall be in accordance with NDCS Visiting Restriction Guidelines. Based on the severity of the incident, the Warden 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 permanent 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 indefinite restriction. Indefinite removal shall only occur with the written approval of the Warden. Visiting suspensions shall occur by stating the fact in a letter to the person and citing the reasons for it.

The statement of reasons may be deleted if it would jeopardize the security of the institution or the safety of an individual. The incarcerated individual involved will also receive a copy of the letter.

In the same letter to the visitor, the Warden will 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 WEC 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 from his visiting list may appeal such action through the regular grievance procedure.

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	WORK ETHIC CAMP		
	PROCEDURE		
	VISITING		
	REVISION DATE December 31, 2023	NUMBER 205.02.001	PAGE 19 of 23
STATEMENT OF AVAILABILITY			
Law Library Access			

C. Modification

The Warden may modify the condition of the visit based on results of any part of the search procedures, for example—canine search. Additionally, behavior on the part of the incarcerated individual or the visitor may require a modification.

IX. VISITING ATTIRE

A. Visitor Attire

When visiting WEC, 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 always worn; open toe shoes are allowed. A lightweight outer jacket/sweater may be worn in the visiting area. Female visitors are encouraged to wear slacks/pants.

1. Visitors must wear undergarments. Visitors may not wear multiple layers of undergarments. Females must wear one bra and one pair of underwear (10 years of age or under are not required to wear a bra). Males must wear one pair underwear/undershorts.
2. Visitors are not allowed to wear a combination of both khaki-colored pants and a shirt at the same time when they visit. A visitor may wear khaki pants or khaki shirt, but never at the same time when visiting.
3. Shorts or skirts/dresses are permitted for adult visitors if they are at or below the knee when standing.

Female visitors wearing skirts/dresses will not be required to lift the garment to their waist to facilitate an appropriate pat search; team member will perform the pat search through the clothing.
4. 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.
5. Clothing with pictures, symbols, or language that may be considered profane or offensive by current public standards shall not be allowed.
6. Children 10 years or younger may wear shorts, skirts, or rompers provided that said clothing completely covers the child's buttocks.
7. 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.
8. Clothes will be expected to be in good repair with no rips, tears, or pockets that are torn to allow access beneath the garment.
9. Hats, headbands, hooded clothing, or outerwear are not allowed. Clergy are permitted to wear religious headwear.

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	WORK ETHIC CAMP		
	PROCEDURE		
	VISITING		
	REVISION DATE December 31, 2023	NUMBER 205.02.001	PAGE 20 of 23
STATEMENT OF AVAILABILITY			
Law Library Access			

10. Watches, exercise trackers, and similar devices are not permitted.

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.

B. Incarcerated individual Attire

All incarcerated individuals shall be required to wear state issued clothing. All clothing shall be clean and ironed, with shirt tucked in and buttoned up to the top button. Soiled, torn, or otherwise inappropriate clothing will not be worn in the visiting area.

C. Incarcerated individual Processing

Incarcerated individuals will be safety searched going to and leaving the visiting area.

X. APPROVED VISIT ITEMS

Control over items brought into the visiting room/area is necessary for the safety/health and welfare of the incarcerated individuals, visitors, and team member. Only the Warden/designee may authorize items other than those listed below.

A. Incarcerated individual items

Incarcerated individuals are permitted the following items in the visiting room/area:

1. One ring.
2. One handkerchief.
2. One comb.
3. One pair prescription glasses.
4. One religious' medallion/headwear.
5. Authorized medical prosthetic appliances such as artificial limbs, wheelchairs, canes, hearing aids, crutches, etc., heart and asthma medication.
6. Two earrings and one necklace.
7. One religious book for clergy visits.
8. Legal materials for an attorney visit.

WORK ETHIC CAMP

PROCEDURE

VISITING

REVISION DATE
December 31, 2023

NUMBER
205.02.001

PAGE
21 of 23

STATEMENT OF AVAILABILITY

Law Library Access

B. Visitor Items

Visitors are permitted the following items in the visiting area.

1. Heart and asthma medication; other medication may not be taken into the visiting room without prior approval from the Warden/designee. Medication must be in original container.
2. Infant/child necessities apply to children three and under. Necessities include: four (4) disposable diapers; a reasonable amount of unopened food or juice in a clear plastic container (no glass containers); two (2) clear plastic formula-type baby bottles which hold milk or juice; one (1) clear plastic sipping cup; eight (8) wet wipes inside a clear bag, one (1) receiving blanket, one (1) teething instrument, and two (2) toys of a simple, non-weapon, plastic type for pre-school age. Bottles will be opened and filled from an unopened milk/formula/juice carton in the presence of team member. No stuffed toys or dolls are allowed.
3. Visitors may not bring in food for consumption during the visiting period.
4. Except as authorized in the following, all visitors' personal property shall be secured in their vehicle or in lockers provided by WEC:
 - a. Sufficient identification to verify the visitor status/relationship.
 - b. One comb, one handkerchief, jewelry as appropriate, one religious' medallion/headwear, and one pair of prescription glasses; and
 - c. Authorized medical prosthetic appliances, such as wheelchairs, canes, artificial limbs, hearing aides, crutches, med-alert jewelry, service animals, etc.
 - d. Tobacco products may not be used on the grounds of WEC. Tobacco must be secured in the visitor's vehicle and will not be brought into the facility.
 - e. Legal materials needed for an attorney/client visit.

Cellphones/electronic communication devises need for the attorney visits must be logged at the front entrance.
 - f. Religious materials for a clergy visit.
 - g. 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 member 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 living area.

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	WORK ETHIC CAMP		
	PROCEDURE		
	VISITING		
	REVISION DATE December 31, 2023	NUMBER 205.02.001	PAGE 22 of 23
STATEMENT OF AVAILABILITY			
Law Library Access			

XI. 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 otherwise being unable to visit and to coordinate the desired visiting days. When the incarcerated individual is unable or not allowed to personally notify someone, the Warden/designee shall notify a visitor of the change of status. 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.

XII. VIRTUAL VISITATION

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. Conversations prompts may be provided to assist in a 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 team members. See the *Virtual Visitation Program* (Attachment 10) for more information.

XIII. ANNUAL REVIEW AND UPDATE

Policies and Procedures governing visiting will be reviewed annually and updated as necessary.

REFERENCES

- I. **STATUTORY REFERENCES AND OTHER AUTHORITY:** Neb. Rev. Stat. SS83-173 and 83-186, NDCS Rules and Regulations, Chapter 4, Visiting.
- II. **NDCS POLICIES:**
 - A. Policy 203.01, Security and Control.
 - B. Policy 205.01, Incarcerated individual Mail.
- III. **ATTACHMENTS:**
 - A. NDCS Rules and Regulations, Chapter 4 (Attachment 1)
 - B. Visitor's Register (Attachment 2).
 - C. Visitation Request Form (Attachment 3).
 - D. Special/Extended/Emergency Visit Request (Attachment 4).
 - E. Incarcerated Individual Immediate Family Medical Notification Form (Attachment 5).
 - F. Incarcerated Individual Summary of Crimes against Minors (Attachment 6).

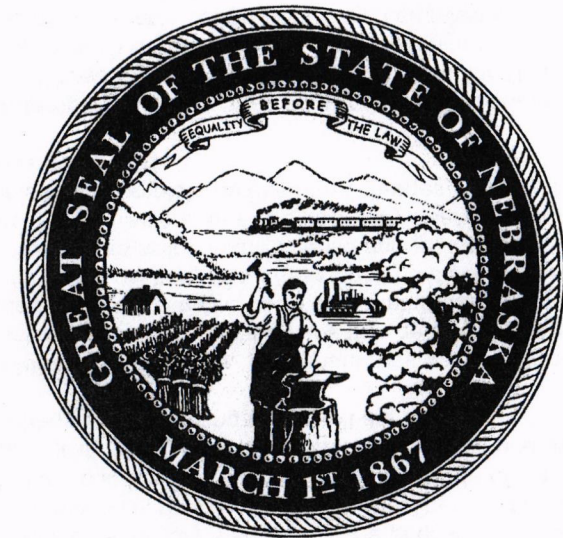
NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	WORK ETHIC CAMP		
	PROCEDURE	VISITING	
	REVISION DATE December 31, 2023	NUMBER 205.02.001	PAGE 23 of 23
	STATEMENT OF AVAILABILITY Law Library Access		

- G. NDCS Crimes against Minor-Aged Victims (Attachment 7).
- H. NDCS Visitor Deletion Form (Attachment 8).
- I. Visiting Restriction Guidelines (Attachment 9).
- J. Virtual Visitation Program (Attachment 10)
- K. WEC Visitor Rules and Regulations (Attachment 11)

IV. AMERICAN CORRECTIONAL ASSOCIATION (ACA)

- A. Standards for Adult Community Residential Services (ACRS) (4th edition): 4-ACRS-2A-02, 4-ACRS-5A-17, 4-ACRS-5A-18, and 4-ACRS-6A-01

**NEBRASKA
DEPARTMENT OF CORRECTIONAL
SERVICES**



REVISED ON THE FOLLOWING DATES:

**January 9, 1978
October 27, 1978
September, 1985
May 18, 1987
February 13, 1989
September 2, 1989
August 12, 1990
December 20, 1994
July 7, 1998
May 27, 2000
December 28, 2008
December 21, 2013**

PRINTED BY CSI PRINT SHOP

RULES AND REGULATIONS

Title 68 Nebraska Administrative Code

DCS-A-sty-002

Chapter 4 - VISITING

001 - Applicability. This rule applies to all facilities operated by the Department of Correctional Services.

002 - Department Policy. Inmates shall have visiting privileges as long as the inmate does not violate the rules and regulations governing visiting.

003 - Posting Visiting Regulations. The Warden shall ensure that copies of this rule and other regulations of the facility concerning visiting are posted at the entrance of the facility and at the visiting areas. The Warden shall provide copies to any person upon request.

004 - Visiting Records. The Warden shall ensure that a record of each visitor who enters the facility be kept, including the visitor's verified identity, the dates and times of the arrival and departure, and the names of the inmates visited.

005 - Visiting Lists. An inmate may receive visits from anyone he or she chooses, subject to the approval of the Warden. The Warden shall consider the effect that the presence of the visitor has on the staff and the inmates. Visitors may be refused admission to the facility or removed from a visiting list for violating visiting rules and regulations. The Warden will advise a person removed from a visiting list of the removal in writing, stating the reasons for the removal, with a copy to the inmate who was to have been visited.

006 - Visiting Procedure. Each visitor must verify his/her identity. In addition, the Warden may require visitors entering the facility to submit to a search of person and belongings prior to entrance.

007 - Visitor Dress Code. The Warden may establish and enforce a dress code for visitors.

008 - Visiting Restrictions. Inmates who have been convicted of offenses against minors may be subject to visiting restrictions.

Chapter 5 - CODE OF OFFENSES

001 - Applicability. This rule applies to all facilities operated by the Department of Correctional Services.

002 - Departmental Policy. All inmates in the custody of or under the supervision of the Department shall be subject to the Code of Offenses. Any violation of the Code of Offenses may result in disciplinary action pursuant to *Chapters 5 and 6*. No conduct of an inmate constitutes an offense unless it is defined as such in the Code of Offenses.

003 - Notice of Code of Offenses. The Warden shall ensure that all inmates are informed of the Code of Offenses. Any changes in the Code of Offenses shall be prominently posted.

004 - Standard of Proof Required. An inmate may be found guilty of a rule violation only when substantial evidence exists that he or she engaged in conduct that fulfills all the necessary elements of the offense. The conduct must be voluntary and be intentional, reckless or grossly negligent. The accused must have had notice that the conduct was proscribed by the Code of Offenses. An inmate may be found guilty of committing an offense, aiding and abetting in the commission of an offense or attempting to commit an offense.

004.01 Aiding and Abetting. An inmate may be disciplined if the institutional disciplinary committee finds that he or she knowingly commanded, induced, procured or aided another person in the commission of the offense. No inmate shall be disciplined if the inmate withdrew from participation in the offense and made a reasonable effort to prevent its commission. In any disciplinary hearing under this section, it is not a complete defense that charges against another inmate were dismissed.

004.02 Attempt. An inmate may be disciplined for attempting to commit an offense if: (1) Acting with the kind of culpability required for commission of such offense, the inmate engages in conduct that constitutes all of the acts necessary for the commission of the offense except its completion; (2) The inmate willfully provides substantial and knowing assistance to a person attempting to commit an offense under the Code of Offenses; or (3) The inmate agrees with one or more persons to engage in or cause the performance of such conduct. An inmate found guilty of an attempt shall be subject to the same penalties that correspond to the offense attempted.

004.03 In a room, bay, school or work area occupied by more than one inmate, an inmate will be presumed to have possession of all items found in that part of the room, bay, work or school area assigned to the inmate, including, but not limited to, the bed, locker, desk, and work station.

Orders for this form must be processed through DCS
Purchasing

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES

VISITOR'S REGISTER

DATE	TIME IN	NAME	ADDRESS	TIME OUT	CITY	STATE	OCCUPATION	CAR LICENSE NO.	REASON FOR VISIT	AUTHORIZED BY

NEBRASKA

DEPT OF CORRECTIONAL SERVICES

VISITATION REQUEST FORM

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. His disclosure is requested by the chief executive officer of this facility to enable him/her to exercise the discretion granted by Neb. Rev. Stat. /83-186 (1981). Your social security number will be used solely for the purpose of running an NCIC (National Crime Information Center) computer check to verify your identity and to ensure the accuracy of the information you have disclosed on this form.

PROGRAM USE ONLY

UNIT CASE MANAGER/UNIT MANAGER'S RECOMMENDATION

Approve / 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

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 _____

**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
INCARCERATED INDIVIDUAL SUMMARY OF CRIMES AGAINST MINORS

DATE: _____

THE 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

RULE(S) VIOLATED		TYPE OF RESTRICTION		LENGTH OF RESTRICTION			
		GENERAL VISITATION	VIDEO VISITATION**	3 MONTHS	6 MONTHS	1 YEAR	PERM.
A	POSSESSION/CONVEYANCE OF CONTRABAND						
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 st
2	Authorized or prescribed medication that is defined as a drug of abuse under NRS 71.2478 (concealed)	X				1 st	2 nd
3	Unauthorized or non-prescribed medication that is not defined as a drug of abuse under NRS 28.416 (not concealed)	X			1 st	2 nd	3 rd
4	Unauthorized or non-prescribed medication that is not defined as a drug of abuse under NRS 28.416 (concealed)	X				1 st	2 nd
5	Possession or conveyance of a pocket-knife (less than 3 inches long), or item that can be used as a weapon	X				1 st	2 nd
6	Possession of Tobacco products in any form (concealed)	X			1 st	2 nd	3 rd
7	Nuisance Contraband (i.e., Hemp Bracelets, Watch, unapproved items)	X		1 st	2 nd	3 rd	4 th
B	INAPPROPRIATE BEHAVIOR/RELATIONSHIPS						
1	Engaging in Sex Acts (Masturbation, Oral Sex, and Intercourse) during a personal visit.	X					1 st
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 st	2 nd	3 rd
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 st	2 nd	3 rd
5	Attempting to visit while intoxicated, and exhibits uncooperative or disruptive behavior.	X				1 st	2 nd
6	Attempting to visit while intoxicated, and exhibits cooperative and non-disruptive behavior.	X		1 st	2 nd	3 rd	4 th
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 st	2 nd	3 rd	4 th
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 st	2 nd	3 rd	4 th
C	VIOLATION OF VISITATION PROCESSES/PROCEDURES						
1	Falsification of information on a visiting application (VRF) or using false identification to visit an inmate.	X				1 st	2 nd
2	Failure to follow dress code. Poor personal hygiene.	X		3 rd ++	4 th	5 th	6 th
3	Failure to comply with established shakedown procedures, including an authorized strip search.	X				1 st	2 nd
4	Failure to stay within a designated area of the institution.	X		1 st	2 nd	3 rd	4 th

(Revised 12/07/2018)

**Video visitation is not available at all facilities.

++For violations 1st & 2nd, verbal warning will be given.

NEBRASKA

Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

PROTOCOL

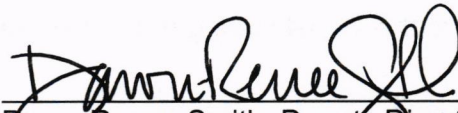
VIRTUAL VISITATION PROGRAM

REVISION DATE
September 8, 2021

PAGE
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

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	PROTOCOL VIRTUAL VISITATION PROGRAM	
	REVISION DATE September 8, 2021	PAGE 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.

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	PROTOCOL VIRTUAL VISITATION PROGRAM	
	REVISION DATE September 8, 2021	PAGE 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.

NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	PROTOCOL VIRTUAL VISITATION PROGRAM	
	REVISION DATE September 8, 2021	PAGE 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.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
WORK ETHIC CAMP

VISITOR RULES AND REGULATIONS

VISITOR APPROVAL

1. You must be on an approved visitor list to attend visiting sessions, prior to the visit.
2. Every person wanting to visit, including children and infants, must have an individually approved visiting form on record.
3. Extended visits may only occur once a month, and if the visitor is coming from over 200 miles away. (This allows someone to visit on both Saturday and Sunday, instead of the regularly approved day. All other approval regulations apply.) People approved for extended visits must already be approved through the normal application process.
4. When entering the facility to visit, visitors must register and show photo ID (state issued ID, driver's license, or military ID) at the Central Control upon arrival.
5. Minor children must be accompanied by a parent, legal guardian or court appointed agent or other authorized adult (age 19 or above). If someone else is going to be bringing the child to visit, the custodial parent, guardian or court appointed agent must provide a signed, notarized letter of permission to the person accompanying the minor child. Minors are considered anyone 18 years of age and younger. The letter must accompany the minors at the time of visit
6. No more than four (4) adults may visit at any one visiting period.

VISITOR SEARCHES

1. Any member of the general public, including children and infants, will be searched prior to any visit taking place. Visitors will be required to leave the premises if they refuse to be searched.
2. Visitors will be pat searched (including children and infants) and will be searched with the hand-held metal detector each time they visit.
3. Searches may also include the use of canine units.
4. Diapers worn by infants may be requested to be opened and/or changed.
5. You will be permitted to take only your locker key, infant necessities as outlined below, ID card and necessary medication into the visiting area. All other items (purses, cell phones, back or fanny packs, money, etc.) should be left at home, locked in your vehicle or secured in a visiting locker. Persons at WEC on official business will be allowed to take their briefcase inside the institution after it is inspected. You must give ID to receive locker key.
 - Infant/child necessities apply to children three or under. *Necessities include: four (4) disposable diapers; a reasonable amount of unopened food or juice in a clear plastic containers (no glass containers); two (2) clear plastic formula-type baby bottles which hold milk or juice; one (1) clear plastic sipping cup; eight (8) wet wipes inside a clear bag, one (1) receiving blanket, one (1) teething instrument, and two (2) toys of a simple, non-weapon, plastic type for pre-school age. Bottles will be opened and filled from an unopened milk/formula/juice carton in the presence of staff. No stuffed toys or dolls are allowed*
 - No food is allowed to be brought into the facility for older children or adults, including visitors and inmates.
 - Approved medications allowed into the visiting area include heart and asthma medication. Medication must be in original containers and staff must be notified that it is on your person.

DRESS CODE

Appropriate clothing and proper hygiene are required of all visitors. When visiting WEC, casual attire is appropriate. However, clothing should not be distracting or offensive to offenders/inmates or other visitors, and must be in good repair (footwear in good repair is required; open toe shoes are allowed.) The following modes of dress are appropriate for visitation at WEC.

1. Visitors must wear undergarments. Visitors may not wear multiple layers of undergarments. Females must wear one bra and one pair of underwear (10 years of age or under are not required to wear a bra). Males must wear one pair underwear/undershorts.
2. Visitors are not allowed to wear a combination of both khaki colored pants and a shirt at the same time when they visit. A visitor may wear khaki pants or khaki shirt, but never at the same time when visiting.
3. Shorts or skirts/dresses are permitted for adult visitors if they are at or below the knee when standing.
4. 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.
5. Clothing with pictures, symbols, or language that may be considered profane or offensive by current public standards shall not be allowed.
6. Children 10 years or younger may wear shorts, skirts, or rompers provided that said clothing completely covers the child's buttocks.
7. Clothing 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.
8. Clothes will be expected to be in good repair with no rips, tears, or pockets that are torn to allow access beneath the garment.
9. Hats, headbands, hooded clothing or outerwear are not allowed. Clergy are permitted to wear religious headwear.
10. Cell phones, watches, exercise trackers, and similar devices are not permitted.

Female visitors are encouraged to wear slacks/pants. Female visitors wearing skirts/dresses will not be required to lift the garment to their waist to facilitate an appropriate pat search; staff will perform the pat search through the aforementioned clothing.

VISITING PROCEDURES

1. Visitors and incarcerated individuals will follow staff directives, or the visit may be terminated.
2. If you have any health problems or other type of problem, please notify staff immediately.
3. Incarcerated individuals are not allowed to receive cash, money, documents, or any other property from a visitor during visiting.
4. Monitor your children and keep them under control. WEC is not responsible for supervising children or for any accidents/injuries. Corporal punishment used to discipline children will not be allowed.
5. Please keep noise and conversation levels at a minimum so that other visitors are not disturbed.
6. Please conduct your visit in a manner that is not disruptive or discourteous to others and that does not jeopardize the safety, health, or welfare of the other visitors.
7. If you leave the visiting area during the visit, your visit will be concluded (except designated restrooms).
8. As noted above, you are not allowed to bring food items or have them delivered to the institution.
9. You must clean up your visit area and properly dispose of any trash before leaving the institution/grounds.
10. Incarcerated individuals that leave the visitation area during a visit will submit to a safety search before leaving A building and upon reentering A building.
11. Any visitor causing a disruption and refusing to leave the premises will be referred to law enforcement.

PHYSICAL CONTACT

Visitors, incarcerated individuals must accept responsibility to behave in a mature, responsible manner, respectful of the rights of other offenders/inmates and their visitors.

Physical contact shall be limited to:

1. A short embrace and/or brief kiss at the beginning and end of the visit.
2. No caressing, kissing, fondling.
3. Holding hands in plain view, with hands on top of the table.
4. Incarcerated individual and visitor(s) sitting next to each other but not on each other's laps. Bodies are to be squared to the table.
5. No straddling of chairs, intertwining of legs or feet on any chairs.

Staff is authorized to immediately terminate a visit if hands are not visible or any inappropriate conduct or physical contact takes place.

Incarcerated individuals may be permitted to hold children, age five (5) and under, during visits. No other exceptions to this provision shall be made.

GENERAL

1. All unoccupied vehicles are to be secured while on state property.
2. Tobacco products may not be used anywhere on the grounds (or in the parking lot) of WEC. Tobacco must be secured in the visitor's vehicle and will not be brought into the facility.
3. Individuals waiting for visitors to finish their visit must leave the facility grounds and are not permitted to loiter in the parking lot or by the yard areas.
4. In the event a visitor requires the use of a service pet, request must be submitted to the Warden who will receive approval by the ADA Coordinator. All items for the service animal will be subject to search.

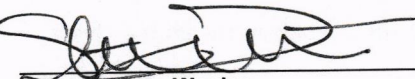
Further visitation information regarding procedures and regulations will be provided upon request to the Warden/designee.

EMERGENCIES

In case of severe weather, tornado, fire or other emergencies, please follow all directives given by staff. Shelter is available inside the institution. We ask that you please remain in designated areas so that staff may account for all incarcerated individuals and visitors.

VIOLATIONS

Violation of visitation rules will not be permitted. If you do not comply with the rules, your visit will be terminated and future visits may be suspended or cancelled. All relevant Policies and Procedures shall also apply to visiting procedures at WEC.


Steve Fannon, Warden

09-30-2023
Date

Effective: June 4, 2001
Revised: January 19, 2012
Revised: September 25, 2015
Reviewed: August 31, 2016
Revised: July 31, 2017

Revised: October 24, 2017
Revised: April 30, 2019
Revised: September 1, 2019
Reviewed: July 31, 2020
Revised: September 30, 2021

Revised: December 31, 2022
Reviewed: September 30, 2023