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EFFECTIVE: June 14, 1993
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 REVISED: July 31, 2020
 REVISED: September 30, 2021


SUMMARY of REVISION/REVIEW

PROCEDURE III.B. – New section.

APPROVED:



 Scott R. Frakes, Director
 Nebraska Department of Correctional Services

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PURPOSE

Regulations governing inmate visiting are necessary in order to attain the Nebraska Department of Correctional Services' (NDCS) objectives to increase opportunities for inmate self-development and to maintain a safe, secure and humane environment for inmates, staff and the public. (ACRS-2A-02)

GENERAL

Consistent with its function and the nature of its inmate population and programs, each institution shall develop its own version of this policy within the limits and guidelines which follow. (ACRS-2A-02)

PROCEDURES

- I. Written information regarding procedures governing visitation will be made available to inmates within 24 hours of their arrival at the facility. At a minimum, the information will include, but not be limited to, the following: (ACI-7D-15)
 - A. Facility address/phone number, directions to the facility and information about local transportation (ACI-7D-22)
 - 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
 - G. Special Visits

II. AVAILABILITY OF RULE BOOK

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


III. 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 will result in a denial of visiting privileges. (ACRS-5A-17)

B. Scheduling a Visit

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

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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 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.
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.
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 15 – 30 minutes prior to your approved visit for processing. Late arrivals will not be processed.
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**
 Institutional policy and procedure will provide that the number of visitors an inmate may receive and the length of visits may be limited only by the institution’s schedule, space, and personnel constraints, or when there are substantial reasons to justify such limitations. (ACI-7D-14)

There is no limit to the number of visitors an inmate may have on his/her authorized visiting list, however all visitors must be approved by the Warden/designee for visiting. Specific visiting policies limiting visitation are as follows:

- a. Visitors will not be authorized to be on the visiting list of more than one inmate housed within the NDCS. Two exceptions to this policy are as follows:

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- 1) An “immediate family” member may be granted permission to be placed on more than one inmate’s visiting list if one person involved is a member of the inmate’s immediate family.
 - 2) Credentialed news media representatives may be allowed on more than one inmate visiting list at any time.
 - b. No more than four adults may visit an inmate during any one visiting period.
 - c. Visitors who leave the institution will not be permitted to resume their visiting privilege for that session.
 - d. Special visiting restrictions may be imposed by the facility due to scheduling, space and personnel constraints.
 - e. For the purpose of visiting, immediate family shall be defined as: spouse, parent, step-parent, person acting in place of parent (as documented in the master record), sibling, step-brother, step-sister, half-brother, half-sister, child, step-child, 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) (Attachment A) to the Warden/designee
 - 2) May visit without parent or guardian.
 - b. Persons 18 and under:
 - 1) Must each have a completed VRF submitted to Warden/designee.
 - 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. (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 inmate’s visiting list. Such individuals are required to submit a VRF).
 - 5) Minors age 18 and under must have a birth certificate to present to the Visiting Staff during their first visit.

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- 6) All minors age 16 and older must also present a picture ID to the Visiting Staff on all visits.


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.

3. Criminal Records

Persons with criminal records are not automatically excluded from visiting. In determining whether or not to approve a person with a criminal record, the nature and extent of that person's total criminal record, plus 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/deny applications to visit. Appeals of denials to visit must be submitted in writing to the Warden.

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 and persons with a felony conviction 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 granted permission to visit for six months after expiration of sentence. Immediate family may be considered after three months.
- b. 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 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 pending resolution of the charges.
- d. Following the release of an inmate on parole, when an inmate is placed on escape status or bond, the institution's records office will stamp all current visitor application forms in the classification file "Deleted". The records office will also delete these previously approved visitor names from any computer records of approved visitors for this inmate.
- 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 from age 8 and up). The social security number will be used solely for the purpose of running an NCIC computer check.

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f. The Warden must review and approve/deny all Visitor Request Forms (VRF) submitted by the victim of a violent offense when that offense is committed by the inmate being visited, if such information is known to facility staff. 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.

4. Employees/Prior Employees

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

b. For instances where the prior employee is attempting to visit an inmate who is not an immediate family member the following will be considered:

- 1) The nature of the prior employees relationship to the inmate
- 2) The length of time the visitor has known the inmate
- 3) Circumstances or reasons for employment separation including eligibility for re-hire, intelligence reports, investigations, and violations of work rules during employment
- 4) Any investigation or intelligence information received after employment separation.


c. Generally, NDCS employees will not be approved to visit except for immediate family. Employees must make a written request to the Warden of the facility where the inmate is incarcerated to be considered, as well as to the Warden of the facility where the employee is assigned.

IV. SPECIAL, EXTENDED AND EMERGENCY VISITS

All visitors must be authorized by the facility's Warden/designee (Attachment B)

A. Special Visits (ACI-7D-17, ACRS-5A-18)

A special visit may be requested by an inmate for professionals not on the inmate'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.

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Special visits are not permitted for family/friends of inmates in advance of or in lieu of obtaining approval to visit through the established Visiting Request Form process. Family/Friends of the inmate must be on the inmate's approved visiting list before they are permitted to visit.

B. Extended Visits (ACI-7D-19)

An extended visit may be requested by an inmate for individuals on the inmate's approved visiting list who visit infrequently (less than one visit per month) because of long distance (more than 200 miles from the facility). Special 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.

D. Emergency Visits

An emergency visit may be considered for instances of a verifiable death or critical illness to an inmate'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 based on safety/security concerns specific to the individual emergency visit request. (ACI-7D-18)

In cases of a verifiable death of critical illness to an inmate's immediate family, the inmate shall be notified as soon as possible (Attachment C). (ACI-7D-18)

E. Community Custody Inmates and Family Visits

With the approval of both wardens, community custody inmates may be authorized to visit immediate family members incarcerated in other NDCS facilities once every three months.


F. Restrictive Housing

Inmate placement in restrictive housing will affect visiting dates/times/availability. Status of the inmate will determine visiting (i.e. contact, video, dates/times). Visits may be denied for security or good order of the facility. Generally, inmates with a restrictive housing classification shall have similar visiting privileges as those afforded to the general population.

G. Victims Who Were Minors

Inmates Who Have Committed Crimes in Which Victim(s) Were Minor Aged Children (Under 19 Years of Age)

1. The file of each inmate shall be reviewed to determine if any record exists meeting the above criteria. Newly committed inmate files shall be reviewed by receiving facility staff at the facility in which the inmate is housed. If such a record exists, the person reviewing the record will list out the information on the Inmate Summary of Crimes Against Minors form (Attachment D).

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2. Once the inmate has been identified, the NICaMS for “prior contact with 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 inmate file.


3. The Warden shall have the authority to impose visiting restrictions on identified inmates on a case-by-case basis. The Warden will indicate restrictions on the Crimes Against Minor-Aged Victims form (Attachment E). Designated staff will ensure the inmate 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 inmates to visiting children/youth at designated times and/or designated authorized areas, excluding visitors under the age of 19 from the inmate’s approved visiting list, and/or suspension of all visiting privileges until the inmate has received treatment intervention. The visits shall be closely monitored by visiting room staff. Any violation of this policy will result in immediate termination of the visit, removal of the inmate and the visitor from the visiting area, and the issuance of a misconduct report. Penalties imposed against inmates 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 (Attachment F). 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 inmate.
 - e. Age of requested visitor and relationship to inmate.
 - f. Inmate 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 staff.

H. Inmate to Inmate Visits

Inmate to inmate visits may occur when the following criteria are met:

1. One inmate must be on community custody status.
2. The visit request will be initiated by the community custody inmate.
3. The inmates must be immediate family as defined by current NDCS guidelines. (See III.B.1.e above)
4. The visit must be approved by each Warden/designee.

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5. The visit will generally occur during regular visiting hours.
6. The community custody inmate must produce his/her inmate ID prior to being allowed to visit at a secure facility.
7. The community custody inmate will be strip searched upon arrival and upon leaving the secure facility.
8. Visits may be approved once every three months.
9. If the facilities are in the same city, the visit may be done on pass; if the facilities are in different cities, the visit may be done on furlough.
10. If the visit occurs during a furlough, it will be considered one of the inmate'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 inmate 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

Visits will be allowed on Thanksgiving Day, Christmas Day and New Years Day, regardless of the days upon which the holiday falls. 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.


V. VISITOR DELETIONS

Any inmate may request that one or more persons listed on his/her approved visiting list be deleted from that list by completing a Deletion Request Form. (Attachment G) The deleted visitors' name(s) will not be placed on another inmate's approved visiting list for six months. The deleted visitor's name(s) also will not be reinstated on an inmate's visiting list for six months (if the visitor's name was previously removed at that inmate's direction).

A visitor may request deletion by submitting the request in writing to the Warden/designee. Such visitor requested deletions require the visitor to wait six months before he/she may be placed on another inmate'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 inmate's visiting list.


VI. VISITOR RESPONSIBILITY, CONDUCT AND BEHAVIOR

- 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

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and the inmate to conduct themselves in a manner that will not bring discredit upon them or be disruptive to other visitors in the area. (Attachment H) (ACI-7D-21)

- 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. Staff will not read any legal materials during the search of the attorney's belongings. The attorney will pass through the metal detector and will be under escort while in the facility. (ACI-3D-02)
- 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 the front entrance.
- D. NDCS prohibits all persons from introducing an electronic communication device within an NDCS facility without prior authorization, or as specifically authorized by NDCS policy.
- E. No person is permitted to provide an electronic communication device to an inmate of the facility.
- F. 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. An electronic communication device does not include any device provided to an inmate by the Department of Correctional Services.
- G. A person who intentionally introduces within a facility or intentionally provides an inmate of a facility 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:
 - a. An attorney or an attorney's agent visiting an inmate who is a client of the attorney
 - b. The Public Counsel or any employee of his/her office
 - c. A peace officer acting under his/her authority
 - d. An emergency responder or firefighter responding to emergency incidents within a facility
 - e. A person acting with the permission of the NDCS Director
 - f. NRS 28-936
- H. 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.
- I. The procedure for obtaining approval to introduce an electronic communication device within an NDCS facility is as follows:

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1. A Cellular Device Institutional Use Request (Attachment I) must be completed and submitted to the NDCS Director. Only the Director or his/her designee can grant permission to introduce an electronic communication device within an NDCS facility.
2. If approved, human resources at Central Office will issue an institutional 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.
3. Prior to proceeding past the first institutional 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.
4. Upon exiting the institution, the device will be presented for verification, and the card returned to the individual.
5. If an electronic communication device is approved, individuals introducing such a device are required to abide by all departmental and institutional restrictions regarding photography in NDCS facilities. The taking of photos/video must be approved, in advance, by the warden or communications office.

J. 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 department policy.
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 circumstance that presents a threat to the security of the institution, staff, visitor, and/or inmates. (ACRS-5A-17)

K. Supervision of Children

It is the responsibility of the visitor to supervise and maintain control over accompanying children. Neither visitors nor inmates 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 inmate, the visit may be terminated.

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L. Posted Rules/Staff Instructions

Visitors and inmates must obey staff instructions and posted rules and regulations.

M. Physical Contact

1. Facilities shall permit informal communications including the opportunity for limited physical contact. Devices that preclude physical contact shall not be used except instances of substantial security risk or as a sanction through the inmate disciplinary process. (ACI-7D-16)
2. Visitors and inmates must accept responsibility to behave in a mature, responsible manner and be respectful of the rights of other inmates and their visitors.
3. Physical contact between visitors and inmates is limited to a brief kiss and a short embrace at the beginning and end of the visit. Caressing is prohibited. Inmates on "No Contact" status with a minor will have no contact at any time with a minor, including at the beginning and end of visitation.
4. No materials such as blankets, cloth, etc., may be used as a lap cover, draped over tables, benches or chairs in the visiting area.
5. Visitors and inmates will not be allowed to sit on each other's laps or straddle chairs, benches, etc. Inmates may be permitted to hold children, age five and under, during visits. No other exceptions to this provision shall be made.

N. Visit Area


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

VII. VISITATION RESTRICTION/SUSPENSION

A. Visit Restriction

It is the policy of NDCS to encourage visits between members of the community and inmates as a means of promoting the rehabilitation process. However, inmates and visitors share a responsibility with the department for proper conduct during the visiting process. Some actions which may result in either temporary or permanent visiting restrictions are: (See Attachment H for specific restriction time periods.)

1. Improper inmate or visitor conduct during the visiting process.
2. Disruptive behavior.
3. Introduction of contraband into the facility or taking unauthorized items or property from the facility (criminal prosecution possible).
4. Drinking of alcohol/use of illegal drugs or being under the influence of alcohol/illegal drugs.

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5. Refusal to submit to a search of any type. (Types of searches may include -canine, pat search, or other searches as indicated/approved.)
6. Violation of any posted visiting rules and regulations or failure to follow staff instructions.
7. Leaving the visiting area and proceeding into an unauthorized area.
8. Doing anything that jeopardizes the safety and good order of the facility.
9. False or incomplete information on VRF or visiting or attempting to visit under a false identification.
10. Physical contact with a minor by an inmate on “No Contact” status with minors.
11. Poor sanitation and hygiene of visitor.

B. Visit Suspension

The Warden of the facility may suspend the visiting privileges of the visitor. Suspensions shall be in accordance with NDCS Visiting Restriction Guidelines (Attachment H). 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 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 indefinite restriction. Indefinite 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 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 inmate involved will also receive a copy of the letter.

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 inmate aggrieved by the removal from his/her visiting list of one or more of the approved visitors from his/her visiting list may appeal such action through the regular grievance procedure.

C. 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 inmate or the visitor may require a modification.

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VIII. VISITING ATTIRE


A. Visitor Attire

When visiting this department's correctional facilities, casual attire is appropriate. However, clothing should not be distracting or offensive to inmates 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 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; staff will perform the pat search through the aforementioned 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.
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.

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B. Inmate Attire

Inmate attire during visits shall be determined by the Warden of the facility. Generally, inmates will be clothed in a shirt, pants, socks and shoes of appropriate style or issue. All inmates shall be required to wear appropriate undergarments. Soiled, torn or otherwise inappropriate clothing will not be worn in the visiting area.

C. Inmate Processing

Inmates will be strip-searched going to and leaving the visiting area. (This requirement does not apply to inmates housed at community custody facilities.)

IX. APPROVED VISIT ITEMS

Control over items brought into the visiting room/area is necessary for the safety/health and welfare of the inmates, visitors and staff. Only the Warden (or designee) may authorize items other than those listed below.


A. Inmate Items

Inmates in general population will be required to be in possession of his/her inmate I.D. card. In addition, inmates are permitted the following items in the visiting room/area:

1. One ring.
2. One handkerchief.
3. One comb.
4. One pair prescription glasses.
5. One religious medallion/headwear.
6. Authorized medical prosthetic appliances such as artificial limbs, wheelchairs, canes, hearing aids, crutches etc., heart and asthma medication.
7. Two earrings and one necklace (with the exception of DEC).
8. Up to \$15 cash for inmates residing in community custody facilities.
9. One room key.
10. One religious book for a clergy visit or one religious study sheet.
11. Legal materials for an attorney visit. (ACI-3D-02, ACRS-6A-01)


B. Visitor Items

Visitors are permitted the following items in the visiting room/area:

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1. Heart and asthma medication. Other medication may not be taken into the visiting area without approval from the Warden or the facility's physician. Medication must be in the original container.
2. Parents with infants may bring in two (2) factory sealed single serving size ready to feed formula or two (2) clear bottles (no glass), four (4) disposable diapers, eight (8) wet wipes inside a clear bag, one (1) receiving blanket, one (1) plastic teething instrument, and when not furnished by the facility, toys of a simple, non-weapon, plastic type for pre-school age children.
3. Where paper currency is not authorized, each visitor (adults and minors) may bring up to \$20.00 in change (example – one visitor with child would be allowed to bring up to \$40.00 in change) for use in the vending machines where vending machines are available.
4. No vending/canteen items may be taken back to the housing unit by the inmate.
5. Except as authorized in the following, all visitors' personal property shall be secured in their vehicles or in lockers provided by the facility:
 - 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.
 - c. Authorized medical prosthetic appliances, such as wheelchairs, canes, artificial limbs, hearing aids, crutches, medical-alert jewelry, service animals, etc.
 - d. 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.
 - e. Legal materials needed for an attorney/client visit. (ACI-3D-02, ACRS-6A-01)

Cellphones/electronic communication devices needed for the attorney visit must be logged at the front entrance.
 - f. Religious materials for a clergy visit.
 - g. Credentialed media representatives approved to visit with an inmate are authorized to bring two pens and one legal size pad of paper for the purpose of taking notes. The pens and pad of paper will be inspected by staff prior to entering the visiting room and at the end of the visit with the inmate (inspected, but not read). The inmate is not authorized to bring any documents to the visit session or take any of the notes back to his/her cell.
 - h. Authorized photographs taken during the visiting session are allowed to be taken out of the visiting room by the visitor.

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X. INMATE CHANGE OF STATUS

The inmate 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 the weekly desired visiting days. Major change of status shall be considered transfer from one major facility to another, such as the Lincoln Correctional Center to the Nebraska State Penitentiary or from a Community Corrections Center back to an institution. It is the responsibility of the inmate to notify any visitor of intra or inter-institution program changes such as change of housing unit or housing unit to restrictive housing. Where the inmate is unable or not allowed to personally notify someone, the Warden/designee shall notify a visitor of the change of status. After a reasonable effort, if the Warden/designee is unable to contact a visitor to relay a major change of status, then the inmate will be so notified.

XI. ANNUAL REVIEW AND UPDATE

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

REFERENCE

I. STATUTORY REFERENCE

- A. Nebraska Revised Statute: SS83-173 and 83-186
- B. DCS Rules and Regulations – Chapter 4 – VISITING


II. NDCS POLICIES – None noted

III. ATTACHMENTS

- A. Visitation Request Form
- B. Special/Extended/Emergency Visit Request
- C. Inmate Immediate Family Medical Notification Form
- D. Inmate Summary of Crimes Against Minors
- E. Crimes Against Minor-Aged Victims
- F. Entrance/Exit Procedures
- G. Visitor Deletion
- H. Visiting Restriction Guidelines
- I. Cellular Device Institutional Use Request (DCS-A-ims-005-pc)

IV. AMERICAN CORRECTIONAL ASSOCIATION (ACA)

- A. Expected Practices for Adult Correctional Institutions (ACI) (5th 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

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