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 REVISED: June 30, 2024

SUMMARY OF REVISION/REVIEW


Language updated.
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APPROVED:




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Craig Gable, Warden  
 Community Corrections Center-Omaha

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PURPOSE

Procedure governing incarcerated individual visiting is necessary in order to attain the Nebraska Department of Correctional Services’ (NDCS) and the Community Corrections Center-Omaha (CCC-O) 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)

All persons desiring to visit an incarcerated individual residing at the CCC-O must be approved and listed in the visitor database. This requirement does not apply to attorneys, members of the media, or government officials. All regulations pertaining to visiting shall be made available to all incarcerated individuals, visitors, and team members to explain this program.

PROCESS

CCC-O will comply with the policy and subsequent attachments, in addition to the procedures herein as it applies to the community corrections facility.


The CCC-O visiting regulations and hours are posted in the dayroom. Copies of these visiting regulations may be provided to incarcerated individuals and visitors upon request.

**I. REQUEST DISPOSITION (ACRS-5A-17)**

**A. The assistant warden or designee will review the completed *Visiting Request* form for approval or denial. The assistant warden or designee may initiate appropriate further background checks. If a prospective visitor is denied visiting privileges, such reason(s) need not be divulged to the individual, the incarcerated individual, or other parties for the purposes of security, custody, and control.**

**1. A National Crime Information Center (NCIC) computer check to verify visitor identity and to ensure the accuracy of the VRF information will be performed on all visit applications. Persons with criminal records will not automatically be excluded from visiting. The nature and extent of that person’s total criminal record, plus his or her history of recent criminal activity is weighed carefully against the benefits of visitation.**

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.


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- b. An exception may be made for a spouse/immediate family member who may be allowed to visit once a month with 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 at the discretion of the warden pending resolution of the charges.
  - d. 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.
  - e. The warden must review and approve or deny all Visitor Request Forms (VRF) submitted by the victim of a violent offense when that offense is committed by the individual being visited, if such information is known to facility team members. Generally, the victim of a violent offense will not be granted permission to visit. Exceptions may be made with a spouse/adult immediate family member, who may be allowed to visit once a month with approval from the warden.
2. When a visiting request form (VRF) is received at the facility, it is placed in the Pass Clerk's mailbox for processing. When the pass clerk receives the VRF, the visitor's information is entered into NiCams and marked as processing. It is also entered into an excel spreadsheet on the CCC-O P Drive for tracking purposes. Once the form has been entered into NiCams, it is sent to OCC for a NCIC check. After the NCIC, the form is sent back to the Pass Clerk. The form is again, tracked on the excel spreadsheet. The form then goes to the assistant warden for approval or denial. After the form has been signed off on by the assistant warden, it is returned to the Pass Clerk, who enters the final approval/denial into NiCams. The receipt at the bottom of the form is distributed to the incarcerated individual and the form is sent to OCC records. Any VRF that is denied, may be revied by the warden.


**B. Scheduling a Visit**

After approval of a 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.

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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 provide their names and the information requested in the on-line form. All children must have an approved visitation application on file.
6. Individuals wishing to visit as a clergy member are subject to application the general visitation application guidelines. Additionally, clergy members must provide a copy of their credentials and/or letter of good standing upon submission of a Visitation Request Form. Expired credentials are not valid.
7. Complete the visit preference dates including alternate dates/times and click “Submit”.
8. All visitation requests must be submitted at least seven days prior to the selected visit date.
9. 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.
10. To cancel a scheduled visit for any reason, notify the facility as soon as possible.
11. You must arrive to the facility 15 – 30 minutes prior to your approved visit for processing. Late arrivals will not be processed.
12. 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.
13. All visits, virtual and in person, are scheduled online, through the NDCS website. After a request is submitted online, it is automatically forwarded to the Pass Clerk via email. When the pass clerk receives the email, they will check that the visitor is approved, the request is for the appropriate day and that the incarcerated individual does not already have a visit scheduled for that week. If the request meets these parameters, it will be added onto the excel schedule on the P Drive. A confirmation email will be sent to the visitor. If the visit is denied, an email detailing why it was denied will be sent to the visitor. If the request was for a virtual visit, after the visit is scheduled on the excel spreadsheet, a Zoom meeting will be created on the appropriate tablet and an invitation will be emailed to the visitor from the tablet.

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**II. SPECIAL VISITS (ACRS-5A-18)**


- A. **Immediate family members whose V.R.F.'s have been denied may be allowed to visit once per month through a special visit request with the approval of the warden or designee. It will be the responsibility of the immediate family member requesting the visiting privileges to initiate this request.**
- B. **Special visits may also be granted to accommodate family visitors who are on the incarcerated individuals approved visiting list and visit infrequently because of long distance (more than 200 miles from the facility). Limitations may be imposed by the facility due to space or staffing restrictions. Special visits may be granted for reasons of hospitalization.**
- C. **Persons not on an incarcerated individuals approved visiting list who may be considered for special visiting privileges include prospective employers, attorneys, members of the clergy and social service representatives. Special visits will be scheduled during regular visiting hours whenever possible. (ACRS-6A-01)**
- D. 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 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 photo identification card to NDCS at the time of the visit.

**III. VISITING AREA (ACRS-5A-23)**

**The CCC-O will utilize its common area for visiting. The visiting area has the capacity to accommodate 76 people. Visitors will be required to wait outside the facility once the visiting area reaches capacity.** The visiting area will be searched by CCC-O team members prior to and after visiting and search reports will be submitted to the assistant warden.

**IV. VISITING DAYS AND HOURS (ACRS-5A-17)**

**The visiting hours at the CCC-O are 12:30 p.m. to 1:45PM for session 1 and 2:45PM to 4:00PM for session 2. Saturdays are for incarcerated individuals with the last name A-L, and Sundays are M-Z. Holiday visiting will occur only on New Year's Day, Fourth of July, Thanksgiving, and Christmas. Holiday visiting hours will be session 1, 12:30PM to 1:45PM A-L incarcerated individuals and session 2, 2:45PM to 4:00PM M-Z incarcerated individuals.**

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**V. INPROCESSING VISITORS**

**A. Visitor Identification (ACRS-2A-02)**

All adult visitors must have a photo identification card in order to visit. Only visitors of verified identity and listed on an incarcerated individual's authorized visiting list may visit. A driver's license without a picture is not acceptable. The following I.D. and/or documents may be used as proper identification:

1. Driver's license with photo
2. Employee identification cards
3. Military I.D. cards
4. Passports
5. Welfare Card (Must be current with SSN, signature and HEW issue)

**B. Visiting Log**


All visitors will be required to sign in on the visitor's log with their full name, date, relationship, and the name of the incarcerated individual they are visiting. Identification of all visitors will be carefully checked and compared with the visitor database list to ensure that they are authorized to visit a specific incarcerated individual. (ACRS-2A-02) This list is confidential and is not revealed in whole or in part to the public without the express written consent of the incarcerated individual.

**C. Search of Visitors and/or Their Belongings**

The security and control of the facility and the safety and welfare of all incarcerated individuals, team members and visitors are of concern to CCC-O. Searches are conducted to help maintain a safe environment for all and are done to discover and prevent the exchange of contraband or unauthorized articles between incarcerated individuals and other individuals, and discover hazards of fire, health, safety, and security. All searches will be conducted in the bathroom of the facility.

**Visitors will be subjected to property searches prior to gaining access to the facility. (ACRS-2A-02)** All items being carried in by visitors will be closely checked for contraband. Visitors may be pat searched when searches are randomly conducted on team members, incarcerated individuals, or when ordered by the warden or designee based upon a reasonable suspicion that contraband is being concealed. Pat searches of visitors will always be conducted by a team member of the same gender. Female visitors will not be asked to lift their skirts or dresses. Safety searches of visitors may only be conducted with the approval of the warden.

1. Visitors may be subjected to unannounced pat search or search by metal detector. The intent of the searches is to detect drugs or other contraband.

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D. Authorized Items for Visitors

All visitors are encouraged to secure their personal property in their vehicles; however, lockers are available in the commons area for limited storage of personal items while visiting. Visitors are provided with a locker where a quarter is exchanged for a key. The quarter is returned upon receipt of the key.

E. Visitor Responsibilities, Conduct and Behavior (ACRS-2A-02)


1. It is the responsibility of the visitor and the incarcerated individual to conduct themselves in a manner that will not bring discredit upon themselves or be disruptive to other visitors in the area. Visitors must obey posted rules and regulations.
2. It is the responsibility of the visitor to supervise and maintain control over accompanying children. Neither visitors nor incarcerated individuals are permitted to use corporal punishment on children or others at the CCC-O. If a child becomes disruptive during a visit and is not controlled by verbal direction, the visit may be terminated.
3. Physical contact between visitors and incarcerated individuals is limited to a brief kiss and a short embrace at the beginning and end of the visit. Caressing is prohibited. Incarcerated individuals on "No Contact" status will not have contact with a minor at any time, including the beginning and end of visits. Visitors and incarcerated individuals will not be allowed to sit on each other's laps or straddle chairs, benches, etc. Children aged four (4) and above are not allowed to sit on any incarcerated individuals lap. Minor children must be accompanied by an adult and restricted from running about the facility. Visiting will occur only in areas reserved for visiting.
4. All visitors will use the public restrooms in the lobby area. All children must be accompanied to and from the restroom by their adult visitor.

VI. ATTORNEY VISITS (ACRS-6A-01)

Attorney visits will be coordinated through each incarcerated individual's case manager. Case managers will use the special visiting form to approve attorney visits. The CCC-O conference room may be utilized for confidential visits if arranged in advance with the case manager. Attorney visits that are not coordinated in advance may be conducted with the approval of the warden or designee.

VII. VISITATION RESTRICTION (ACRS-5A-17)

It is the policy of the CCC-O to encourage visits between members of the community and the incarcerated population as a means to enhance the transition process. Incarcerated individuals and visitors share a responsibility with the Nebraska Department of Correctional Services (NDCS) for proper conduct during the visiting process. Actions that may result in either temporary or permanent restrictions are detailed in the Policy 205.02, *Visiting*.

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**VIII. VISITATION SUSPENSION (ACRS-5A-17)**

The warden may suspend the visiting privileges of a visitor 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 facility or the safety of any individual. The incarcerated individual involved will also receive a copy of the letter. The warden will also specify the duration of the suspension. 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.

**IX. VISIT TERMINATION (ACRS-5A-17)**

Visits can be terminated at any time at the discretion of the shift supervisor for any violation of the posted visiting rules and regulations.

**X. VISIT DELETIONS**

Any incarcerated individual may request that one or more persons be deleted from their approved visiting list by completing a "Visitor Deletion" form (Policy 205.02, Attachment C). The deleted visitor will not be placed on another incarcerated individual's visiting list for six months. The deleted visitor will not be reinstated for six months. Visitors may also submit a letter to the warden requesting to be deleted from an incarcerated individual's visiting list. Visitor requested deletions will also require the visitor to wait six months before they may be placed on another incarcerated individual's visiting list. The warden may waive the six-month waiting period if a visitor requesting deletion has not visited for a period of six months. Visitors will be deleted from the visiting lists of those incarcerated individuals placed on parole, escape, or walk-away status.

The records office will delete previously approved visitors from the computer files and stamp "Deleted" on the visitor application forms when an incarcerated individual is released, escapes, paroled or is put on bond.


**XI. INMATE TO INMATE VISITS (ACRS-5A-18)**

CCC-O incarcerated individuals who have a member(s) of the same immediate family incarcerated in different NDCS facilities may be allowed to visit one another at that facility. The incarcerated individual must request the special visit on a personal needs furlough through their assigned case manager. The visit must be approved by both the warden and the facility/program administrator of the other facility or program. Incarcerated individual to incarcerated individual visits may be approved once every three months. CCC-O incarcerated individuals will present their ID card to the pass clerk at the secure facility and be safety searched before entering and exiting the facility.

**XII. VIRTUAL VISITATION**

A. 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.



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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.

1. 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* (Policy 205.02, Attachment I) for more information.

**B. Schedule a Virtual Visit:**


1. Both tablet and hot spot will be turned on.
2. Unlock tablet (2320) and make sure the tablet connections to Wi-Fi.
3. Open the Zoom app and select the “schedule” icon.
4. The following information needs to be added; name, date, and time of meeting (only 40 minutes allowed), select done in the top right corner.
5. When you see the “pop-up” (You haven’t added any attendees), select save.
6. G-mail app will automatically open with the link to e-mail. Enter the attendees e-mail address and select send. The visit is now scheduled.

**C. Start a Virtual Visit:**

1. Turn on both tablet and hot spot.
2. Unlock the tablet (2320) and wait for Wi-Fi connection.
3. Open the Zoom app and select “Meetings” on the left-hand side.
4. Select “Start” to the appropriate meeting.
5. The video screen will open. Select “Wi-Fi or Cellular data and start video.
  - a) Visitors are required to be in the “Waiting Room” when the visit is initiated. Once the visitor has entered the video, the virtual visit is ready.

**REFERENCE**

- I. STATUTORY REFERENCE AND OTHER AUTHORITY – None
- II. NDCS POLICIES
  - A. Policy 205.02 *Visiting*

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III. ATTACHMENTS – None

IV. AMERICAN CORRECTIONAL ASSOCIATION (ACA)

A. Standards for Adult Community Residential Services (ACRS) (4<sup>th</sup> edition): 4-ACRS-2A-02, 4-ACRS-5A-17, 4-ACRS-5A-18, 4-ACRS-5A-23, 4-ACRS-6A-01