

NEBRASKA

Good Life. Great Mission.

DEPT OF CORRECTIONAL SERVICES

COMMUNITY CORRECTIONS CENTER - LINCOLN

PROCEDURE

VISITING

REVISION DATE
December 31, 2023

NUMBER
205.02.01

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STATEMENT OF AVAILABILITY

***This Procedure is to be made available in law libraries and other incarcerated individual resource centers.**

Effective: 05/14/1980
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Revised: 12/31/2023


SUMMARY OF REVISION/REVIEW

Language updated to Policy throughout.

APPROVED:



James Jansen, Warden
Community Corrections Center – Lincoln

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Purpose (2A-02, 5A-17, 23)

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

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

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

Process

CCCL will follow the policy set forth in the policy and in NDCS Rule #4, “Visiting,” along with the following procedures that are specific to the facility. (5A-17, 23)

I. Visiting Days and Visiting Hours (5A-23)

Institutional rules and general information pertaining to visits are contained in the CCCL Incarcerated individual In-house Rules and General Information book which is posted on the inside of the door in each incarcerated individual room and reviewed by team member during orientation for newly transferred incarcerated individuals. A copy of the book is available in each incarcerated individual’s room; each incarcerated individual is advised they can borrow a copy to read from their housing unit team member by exchanging their Incarcerated individual ID Card. The incarcerated individual signs a receipt acknowledging this information.

A. B, E and T Units – Main Building Visiting Room


All incarcerated individuals residing in B, E and T Units have visiting privileges on the following days at said times:

- Thursday 6:00 p.m. – 8:00 p.m.
- Saturday 1:00 p.m. – 3:00 p.m.
- Sunday 8:30 a.m. – 10:30 a.m.
- Recognized Holidays 8:30 a.m. – 10:30 a.m.

B. C, D and T Units – Main Building Visiting Room

All incarcerated individuals residing in C, D and T Units have visiting privileges on the following days at said times:

- Thursday 6:00 p.m. – 8:00 p.m.
- Saturday 8:30 a.m. – 10:30 a.m.
- Sunday 1:00 p.m. – 3:00 p.m.
- Recognized Holidays 1:00 p.m. – 3:00 p.m.

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C. Women's Housing Unit – Wings A, B – Women's Unit Visiting

All incarcerated individuals residing in Women's Housing Unit, Wing A and B have visiting privileges on the following days at said times:

- Wednesday 6:00 p.m. – 8:00 p.m.
- Saturday 1:00 p.m. – 3:00 p.m.
- Sunday 8:30 a.m. – 10:30 a.m.
- Recognized Holidays 8:30 a.m. – 10:30 a.m.

D. Women's Housing Unit – Wings C, D – Women's Unit Visiting

All incarcerated individuals residing in Women's Housing Unit, Wing C and D have visiting privileges on the following days at said times:


- Wednesday 6:00 p.m. – 8:00 p.m.
- Saturday 8:30 a.m. – 10:30 a.m.
- Sunday 1:00 p.m. – 3:00 p.m.
- Recognized Holidays 1:00 p.m. – 3:00 p.m.

E. Recognized Holidays

New Year's Day, Thanksgiving Day and Christmas Day are recognized holidays. Visiting on recognized holidays will occur only when the holiday falls on a non-visiting day. The visit schedule will be as noted in Section I, A and B.

II. Visitor Application/Approval

- A. Regardless of age, each individual (including children and infants) wishing to visit an incarcerated individual at CCCL must have completed a Visitor Request Form (VRF) and been approved by the warden/designee. The incarcerated individual is responsible for mailing out VRF's to potential visitors. The forms are available from housing unit team member.
- B. An incarcerated individual wishing to delete an individual must do so in writing on an Incarcerated individual Interview Request or Visiting Deletion form that is forwarded to unit team member for processing.
- C. All VRFs received will be forwarded to the designated case manager.
1. The case manager will initiate tracking of the VRF and enter the data into NICaMS.
 2. The original case manager will run the CNIC at central office.
 3. Once the VRF/NCIC is received back from NSP team member, the case manager will record the information in the tracking spreadsheet and forward the VRF/NCIC to the respective unit case manager for review.
 4. The unit case manager will complete said review in accordance with established policy and forward to the unit administrator/unit manager.

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5. If returned to the sender for any reason, such information will be provided to the case manager for tracking purposes.
6. The warden/designee must review and approve/disapprove all VRFs submitted by the victim of a violent offense, when that offense is committed by the incarcerated individual being visited if such information is known to facility team member.
7. Once approved/denied, the VRF will be returned to the case manager to complete tracking spreadsheet and enter data into NICaMS. Completed VRFs will then be distributed to the Records Office for inclusion in the incarcerated individual's file.

III. Visiting Procedures

The CCCL team member controls authorized and special visitor traffic in and out of the institution, preserves security, and provides records of visitor traffic. The following basic rules, which will provide the desired control, must be strictly observed in handling all visits. (2A-02)

A. Visitor Identification


Only visitors of verified identity and listed on an incarcerated individual's authorized visiting list may visit. Before authorizing a visit, the team member must ensure that the person is properly identified. (2A-02) The CCCL team member should use good judgement by verifying sufficient identification to confirm the visitor's relationship to the incarcerated individual. However, no one should be denied a visit without the approval of the Shift Supervisor.

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

1. Acceptable picture IDs include:
 - a. Driver's license
 - b. Employee identification cards
 - c. Military ID cards
 - d. Any other verifiable ID with photo
 - e. Passport

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

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

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- a. Marriage certificate
- b. Birth certificate

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

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

B. Visit Documentation

1. **Visit Record**

All visits to incarcerated individuals at the CCCL must be recorded on the incarcerated individual's visiting record in the Corrections Web Suite computer program. (2A-02) There are no exceptions. This list is confidential and is not revealed in whole or in part to the general public without the express written consent of the incarcerated individual.

2. **Unapproved Visitors**

Any person not included in the special visit section of Policy 205.02 *Visiting* requesting to visit an incarcerated individual on a non-professional basis and who is not listed on the incarcerated individual's approved visiting list as recorded on the Web Suite as an authorized visitor shall be asked to wait while the matter is reviewed by the warden/designee for a decision. (2A-02) During weekends and holidays, the Shift Supervisor/Leader will handle such referrals.

3. **Visitor Sign-in**

Upon arrival at the institution, visitors will sign in on the Visitor's Register using their full name, the date and designating the incarcerated individual they are at the facility to visit. (2A-02)

4. **Simultaneous Visits**

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

5. **Special Visits (5A-18, 6A-01)**

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

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

6. Directing a Visitor to Leave Grounds

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

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

IV. Proper Attire

A. Visitor Attire

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

B. Incarcerated individual Attire


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

1. Soiled, torn, or otherwise inappropriate clothing.
2. Clothing and/or accessories that in any manner denotes any membership or affiliation with a criminal threat group will not be worn.
3. Incarcerated individuals will not be allowed to wear watches in the visiting room during visiting hours.

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

V. Searches

The security and control of the institution and the safety and welfare of all incarcerated individuals, team member and visitors are of concern to CCCL. Searches are conducted to help

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maintain a safe environment for all and are done to discover and prevent the exchange of contraband/unauthorized articles between incarcerated individuals and other individuals, and discover hazards of fire, health, safety and security.

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

A. Who Will Be Searched

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

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

1. Exemptions

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

B. Pat Search/Metal Detector

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

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

C. Canine Searches

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

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

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

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

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grounds are:

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

E. Prohibited Items

1. Smoking Materials

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

2. Electronic Communication Devices

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

VI. Inside Visits

A. Space Requirements (5A-23)

There are visiting rooms available for both the men and the women. If CCCL reaches visiting capacity, no other visitors will be allowed entry.


B. Incarcerated individual Control

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

VII. Outside Visits

A. Visit Origination

Visits originating in the outside visit area will not be permitted to move into the inside visit

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area, with the exception of inclement weather. A visit originating in the inside visit area may move to the outside visit area, however, it cannot return to the inside visit area. (2A-02)

B. Incarcerated individuals with Restrictions

Incarcerated individuals on “no contact” status with a minor will not have contact at any time with a minor to include the beginning and at the end of the visit.

Incarcerated individuals on this restriction will not be permitted to use the outside visit area and not sit in front of Central Control.

VIII. Visitor Responsibilities

Visitors to CCCL will be expected to follow the “Visitor Rules and Regulations” that are posted in the lobby and are available in handout form to all visitors and incarcerated individuals. (2A-02) Violation of visitation rules will not be permitted; visits will be terminated, and future visits may be suspended or cancelled.

IX. Incarcerated individual-to-Incarcerated individual Visits

A. At Another NDCS Facility

CCCL 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 institution. Immediate family is defined as spouse, parent, stepparent, person acting the place of parent (as documented in the institution file), sibling, stepsibling, half-sibling, child, stepchild, grandparent, and grandchild. The incarcerated individual must request the special visit with their immediate family member(s) through housing unit team member. The visit must be approved by both the CCCL Warden and the Warden of the other institution. Visits between incarcerated individual immediate family members will occur no more frequently than once each three months.

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

Reference: Policy 205.02 *Visiting*
 Attachments: None