

Visitation At A Glance . . .

Authorized visitors:

Intake Level (Level 0) - Attorneys, approved mentors, clergy, and law enforcement officials. (Scheduled appointments only)

Level I - Immediate family members as defined on page 8, one primary visitor, attorneys, approved mentors, clergy, and law enforcement officials (with prior approval)

Levels II, III, and E (Work Release) - Anyone identified on approved visitor's list.

Special Management Inmates

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat./Sun.
Disciplinary Segregation	One 60 minute non-contact visit per week during normal visiting hours (8:00 a.m. – 3:00 p.m.) ^{1,2}					
Administrative Segregation/ Non-Contact	One half day non-contact visit per week (7:00 a.m. - 11:00 a.m. or 11:00 a.m. – 3:00 p.m.) ^{1,2}					

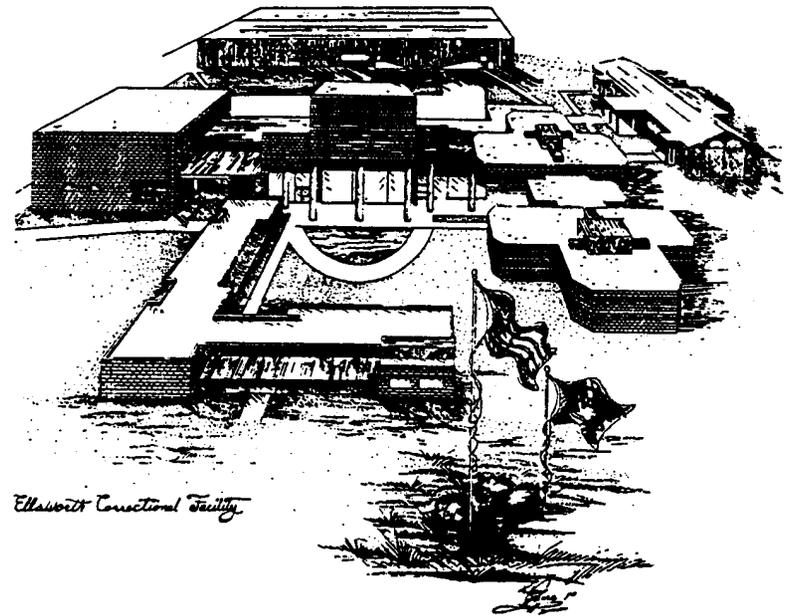
General Population Inmates

Incentive Level	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat./Sun.
Level I, II, III, & E (Work Release)	<i>State observed holidays ONLY:</i> 7:30 a.m. – 2:00 p.m.					7:30 a.m. – 2:00 p.m.

Additional notes:

¹ Excluding state observed holidays (Memorial Day, Fourth of July, Thanksgiving Day, and Christmas Day).

² Approved by Unit Team via Form-9.



Revision Date: 09.04.2018

WARNING
KANSAS STATUTES
21-3721 & 21-3826

21 - 3721

Criminal Trespass

Only visitors conducting official business shall be allowed on facility grounds. Visitors shall not loiter or attempt to approach the facility's perimeter fence. The fence is clearly marked, "No Trespassing – Authorized Personnel Only". Being on facility grounds for purposes other than official business or attempting to approach the facility's perimeter fence is a violation of Kansas Statute 21-3721 (Criminal Trespass). Violators shall be subject to prosecution and suspension of visiting privileges.

21-3826. Traffic in contraband in a correctional institution.

Traffic in contraband in a correctional institution is introducing or attempting to introduce into or upon the grounds of any correctional institution or taking, sending, attempting to take or attempting to send from any correctional institution or any unauthorized possession while in any correctional institution or distributing within any correctional institution, any item without the consent of the administrator of the correctional institution.

"Correctional institution" means any state correctional institution or facility, conservation camp, state security hospital, juvenile correctional facility, community correction center or facility for detention or confinement, juvenile detention facility or jail.

Trafficking in contraband in a correctional institution is illegal in accordance with KAR 44-2-103 (Trafficking in Contraband) and is a severity level 5 or 6 nonperson FELONY (depending on the circumstances involved) under K.S.A. 21-3826.

All cell phones/pagers and tobacco products are prohibited. These items must be secured in your vehicle. Any attempt to introduce these items into the facility is subject to criminal charges.

Notice: "All persons entering upon these grounds are subject to routine searches of their person, property, or packages," in accordance with IMPP 12 -115 (Search of Visitors). Signs advising of this notification are posted in English and Spanish upon entrance into the facility.



Q. If I am on probation or parole, will I be allowed to visit?

A. If you are currently on probation or parole and are requesting to visit an inmate, you shall initiate this request through your Probation or Parole Officer. You may be allowed to visit only after receiving prior permission from your Probation or Parole Officer and the Warden of ECF.

Q. Who is responsible for the conduct of the visitor?

A. Inmates are responsible for the conduct of their visitors. Visits shall be conducted in a quiet and orderly manner. Any act of disrespect to a visitor, Correctional Officer, or any other staff member, and failure to comply with visiting rules, may result in an immediate termination of visits. Children shall be supervised and controlled by the visiting families.

Q. What if I have further questions?

Questions should be directed in writing to:

Warden's Office
Ellsworth Correctional Facility
P.O. Box 107
Ellsworth, KS 67439-0107
ecfi@doc.ks.gov



Q. What are the dress requirements?

A. All visitors shall be dressed appropriately. The following type of clothing shall be considered inappropriate for visiting.

- * Any clothing that reveals bare shoulders, bare midriff, or any part of the breast. Examples include tank tops, halter tops, tube tops, spaghetti strap, tie tops, revealing low cut necklines, etc.;
- * See-through or braless attire;
- * Mini-skirts or slit-skirts/slit-dresses (kick pleats/back vents are allowable);
- * Lycra-spandex items;
- * Backless tops/dresses;
- * Shorts or culottes, except for children ten (10) and under;
- * Capri pants that do not extend below the knee;
- * Jeans that are torn or with holes;
- * Bare feet; and
- * Any attire that proclaims gang affiliation or promotes drug/alcohol use.

The aforementioned list includes clothing that is not acceptable; however, **this list is not meant to be all inclusive**. The facility reserves the right to deny admission to any visitor when it is determined a visitor's attire is not acceptable. Metal items included in your clothing, whether visible or not, that cannot be removed will result in your denial to visit. Clothing that you should avoid wearing include: jeans with jewelry/metal studs affixed, any clothing with metal in any form (such as underwire or metal clasp brassieres).

Q. What type of personal contact is permitted?

A. **A brief embrace and/or kiss that lasts no longer than one (1) minute in duration shall be allowed only at the beginning and the end of the visit.** Handholding is allowed as long as it is in full view of staff and on top of the table. Inmates and visitors utilizing the theater-style chairs shall ensure their hands remain visible at all times and when holding hands, shall display them on the armrest. No arms shall extend behind the chairs at any time. Inmates and adult visitors shall not lay their heads down on the table or on their arms, while at the table, during their visit. Lying or sitting on the floor/ground or sitting on table tops is prohibited. Inmates and their visitors shall not be allowed to have physical contact with another inmate's visitor (i.e., holding a child of another inmate's visitor, embracing or kissing another inmate's visitor, etc.). **Visits may be terminated for additional contact. Violation of this rule may result in loss of visiting privileges.**

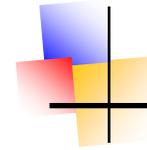
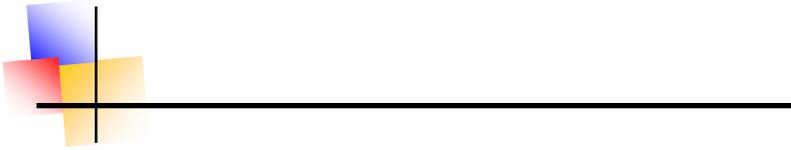


TABLE OF CONTENTS

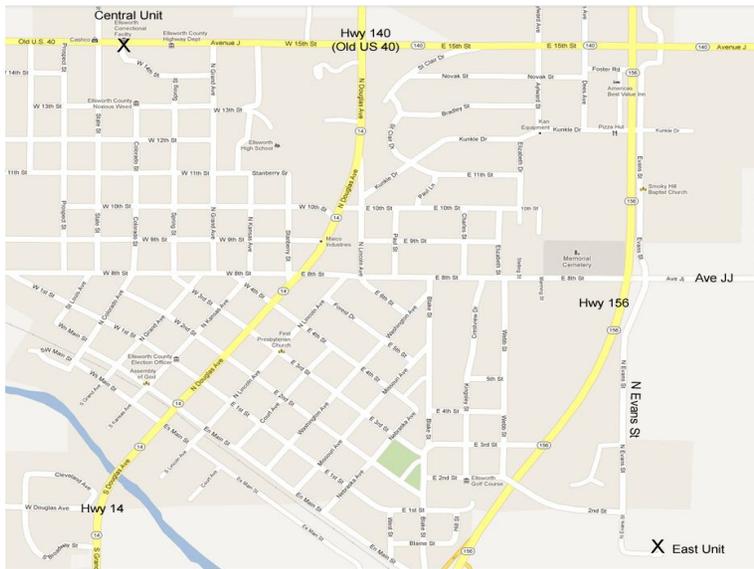
Kansas Statute 21-3721	2
Kansas Statute 21-3826	2
Table of Contents	3
Introduction	4
Map.....	4
Facility Location	4-5
Transportation.....	5
General Information.....	5-7
Visiting Regulations.....	7-11
Who Is Allowed to Visit	7-8
Visiting Hours and Days	8-9
Visiting More Than One Inmate	9
Dress Requirements	10
Personal Contact.....	10
Visitors on Probation or Parole	10-11
Visitor Conduct.....	11
Further Questions	11
Visitation At A Glance.....	12



INTRODUCTION

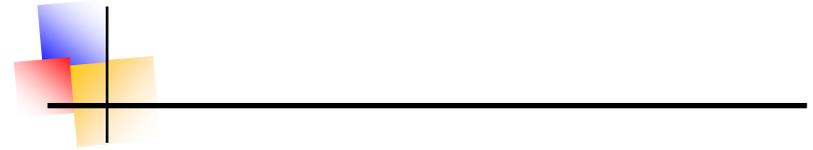
This handbook has been designed to inform visitors of the Ellsworth Correctional Facility's (ECF's) regulations regarding visitation. The visiting program has been designed to provide a wholesome, safe, and structured environment for inmates, inmate visitors, and staff. Your cooperation in complying with the visiting regulations will make everyone's visit more enjoyable. Visitation to a correctional facility is a privilege which may be suspended or revoked for good cause.

To the East Unit from Hwy 156: Turn east onto Ave JJ, then take an immediate right onto N Evans St. Follow N Evans St south to the East Unit.



FACILITY LOCATION

ECF Central Unit is located in the northwest portion of the City of Ellsworth, Kansas. The Central Unit is near the Ellsworth Municipal Airport at the intersection of Hwy 140 (Old Hwy 40) and State Street. The intersection is half (½) mile west of the junction of Hwy 14 and Hwy 140 or one (1) mile west of the junction of Hwy 156 and Hwy 140. ECF East Unit is located east of the Ellsworth Golf Course at the intersection of N Evans and 2nd Streets (See map on page 4). The City of Ellsworth is located on Hwy 156 (approximately eleven (11) miles south of I-70) and Hwy 14 (approximately eight (8) miles south of I-70).



All other inmates, with the exception of those previously listed, shall be afforded opportunities for visitation as follows:

- * Inmates on Intake Level (Level 0) status shall only be allowed to visit by scheduled appointment with their attorneys, approved mentors, clergy, and law enforcement officials.

Inmates on Incentive Level I, II, III, and E (Work Release) status shall be allowed to visit on Saturdays, Sundays, and when a state observed holiday, as specified in IMPP 10-113, falls during the week from 7:30 a.m. to 2:00 p.m.

The only state observed visitation holidays are Memorial Day, Fourth of July, Thanksgiving Day, and Christmas Day.

If space becomes limited, accommodations shall be made to end visits on a first-in, first-out basis.

Q. Can I visit more than one (1) inmate?

A. The inmates you wish to visit must be immediate family and prior arrangements must be made through the inmate's Unit Team Counselor for visiting more than one (1) inmate. M-2 sponsors, attorneys, and clergy are exempt from this regulation when approval is received from ECF staff.

Q. Are there any additional visiting limitations?

A. In accordance with IMPP 11-115 (Sex Offender Treatment, Management, and Supervision), sex offenders shall have no contact visitation with minors until the override process is granted. Non-contact visitation shall be arranged/utilized in accordance with Section VI. of General Order 16-101 (Inmate Visiting).

The below-listed policy directs all visitation within the Kansas Department of Corrections:

www.doc.ks.gov

Go to IMPPs; Chapter 10, 10-113 Inmate Visitation.



Inmates on **Levels II, III, and E (Work Release)** status are authorized to receive visits from individuals identified on the inmates' approved visitor's list. Common-law spouses must affirm such through formal documentation provided to the facility upon application for visiting privileges.

DEFINITION OF IMMEDIATE FAMILY: Parents, step-parents, siblings, spouses of siblings, half-siblings, step-siblings, children, spouses of children, step-children, grandchildren, step-grandchildren, spouse, parents of spouse, grandparents, or any person who filled the role of parent defacto with respect to the inmate as confirmed by the Warden upon review of the social history.

Q. What are the visiting hours and what days can I visit?

A. Entrance into ECF, for inmate visitation purposes, shall not be allowed more than thirty (30) minutes prior to scheduled visitation time. Once the visitor clears the metal detector, they shall not be allowed to return to their vehicle or to leave the Visitation Room and reenter to resume the visit. Visitors shall not be allowed to enter the Visitation Room when there is less than one (1) hour left of the visitation period. Admission after this time does not permit sufficient time for staff to contact the inmate and get him to the area before visiting is concluded.

Visitors and inmates shall check in with the Visitation Room Officer upon entry. Termination of visiting shall be announced one (1) minute prior to the end of the visitation period. At the end of that one (1) minute period, visitation shall be terminated and visitors shall promptly depart facility grounds. Failure to do so may result in loss of visitation privileges.

Inmates will not be allowed to go with their Visitor to the Vending Machines or to the SLC Food Stand.

Inmates on administrative segregation status shall be afforded one (1) half (½) day (7:00 a.m. to 11:00 a.m. or 11:00 a.m. to 3:00 p.m.) non-contact visit per week, Monday through Friday, excluding state observed holidays, with individuals on approved visitor's list. Form-9 requests shall be submitted to the Unit Team a minimum of four (4) working days prior to the requested visit date/time and approved/arranged by the Classification Administrator.

Inmates on disciplinary segregation status shall be afforded one (1) sixty (60) minute non-contact visit per week, Monday through Friday, excluding state observed holidays, with individuals identified on approved visitor's list. Form-9 requests shall be submitted to the inmate's Unit Team a minimum of four (4) working days prior to the requested visit date/time and approved/arranged by the Classification Administrator. Requests for non-contact visitation shall be processed on a first-come, first-served basis. Inmates at the East Unit on non-contact visitation status shall not be allowed visitation privileges.



TRANSPORTATION

Arrangements may be made with Greyhound Bus Lines (1.800.231.2222) to be let off in Salina, seven (7) days a week. You must make your own arrangements for transportation to the facility.

GENERAL INFORMATION

Parking: The visitor parking lot is located south of the main entrance (off of Hwy 140). Visitors shall remove the keys from their vehicle, roll up windows, and **lock all doors**. People not allowed to visit shall not be permitted to wait in the parking lot.

Visitor Registration and Identification: Each visitor shall be required to complete and sign all necessary paperwork, including the visitor register prior to visiting. Before each visit, you shall be required to produce positive identification. Persons sixteen (16) or older must provide a photo identification, such as a driver's license or official government issued identification card. A marriage license or birth certificate is acceptable for persons under sixteen (16) who cannot produce photo identification. Visitors unable to produce positive identification shall be denied visiting privileges.

All visitors must pass through and clear a walk-through metal detector. It may be necessary to remove shoes, belts, watches, items from pockets, and other personal items in order to clear a metal detector. Visitors shall be allowed three attempts to clear the walk-through detector. If a visitor fails to clear a walk-through metal detector after three attempts, a hand-held metal detector shall be used. Visitors failing to clear the hand-held metal detector or who refuse to be screened by a metal detector shall be denied admission to the facility.

Personal Belongings: Visitors coming into the institution shall be allowed to bring in a maximum of \$10.00 in change for use in the vending machines. Paper currency is not permitted.

* **Inmates shall not handle any currency, change, or credit/debit cards.**

Purses, wallets, handbags, or other valuables are not permitted in the facility; a small coin purse or plastic zipper bag is permissible. Visitors are authorized to possess prescription sunglasses and medication which does not require injection, not to exceed the amount needed for the length of the visitation period.

* Visitor lockers (5.75-inch x 5.75-inch) are available on a limited basis for storage of small items.



Visitors shall not be permitted to wear headgear such as hats, caps, scarves, etc., into the Visitation Room unless approved by the Shift Supervisor for religious or medical issues. In addition, visitors shall place all hats, coats, jackets, hoodies, hooded sweatshirts, or other types of outer garments on the coat rack located in the Entry Area.

Visitors are not permitted to bring in food or drink items (except for baby items listed on page 7 and East Unit visitation); however, vending machines are available for use by visitors to provide soft drink and snack items for themselves and the inmate being visited. Additionally, the Spiritual Life Center (SLC) operates a food stand in the Central Unit Visitation Room. The food items may be purchased by use of a debit/credit card.

Novelty items handcrafted by ECF inmates are on display in the Central Unit Visitation Room and are available for purchase by visitors.

Cameras are not allowed on the grounds of ECF without prior approval.

Cell phones, watches, Fit Bits, and similar electronic devices are not allowed inside the facility. They shall be secured in the visitor's personal vehicle.

Handicapped Accessibility: If you are handicapped and need assistance with communication or help with a wheelchair, walker, etc., notify the Entry Officer when you arrive. The officer will ensure that proper assistance is obtained. Handicapped parking is available at the front entrance of the Central Unit.

Lodging Accommodations: Ellsworth Family Connections Center provides lodging services Friday through Sunday, including state observed holidays, for a minimal fee. The Center is located at 350 West 15th (on Hwy 140). The telephone number is 785.531.1077.

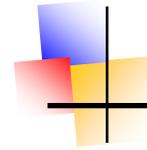
Child Visitors:

Games are provided by the Post Rock Jaycees. Visitors shall not bring in their own games.

Children under five (5) years old shall be permitted to bring in one (1) toy per child. Toys shall not be kicked or thrown. The following is a list of toys that shall not be permitted:

- * Stuffed animals, dolls, or toys that cannot be easily inspected;
- * AC/DC powered toys;
- * Any toy that makes noise.

The above mentioned list is not meant to be all inclusive.



Visitors shall be responsible for the conduct of their children while in the Visitation Room. If behavioral problems are not corrected, visits may be terminated.

The contents of diaper bags shall be limited to the following per infant:

- * Six (6) cloth or disposable diapers
- * Four (4) sealed jars of baby food
- * Three (3) clear (pre-mixed) baby bottles per infant
- * One (1) plastic spoon
- * One (1) dispenser of wet wipes
- * One (1) infant carrier (no strollers)
- * One (1) change of clothes for the infant
- * One (1) infant blanket

Contents of the diaper bag shall be subject to search.

East Unit visitors may bring food items purchased from restaurants/fast food stores, plastic ware and paper plates, and ice cream and ice cream blended with flavoring/fruit/candy/cookies. No soft drinks, water, tea, or milkshakes may be brought in. Homemade food items are prohibited. East Unit liquid drinks shall be purchased from the facility vending machines. Visitors at the East Unit may leave to purchase food items then return to resume the visits.

Inmate Deposits: As specified in IMPP 04-103D *Inmate Trust Fund* all deposits to inmate accounts are required to be completed electronically through a vendor under contract with the department to conduct such transactions. The vendor(s) contracted by the department may be located on the Kansas Department of Corrections web site (www.doc.ks.gov) under the Inmate Banking section.

VISITING REGULATIONS

Commonly Asked Questions

Q. Who is allowed to visit?

A. Due to space constraints, each inmate is limited to a maximum of four (4) visitors at any given time. Inmates on **Intake Level O** of the Offender Privileges and Incentives Level System shall only be allowed to have scheduled visits with their attorneys, approved mentors, clergy, and law enforcement officials. Inmates on **Level I** status are authorized to receive visits from attorneys, approved mentors, clergy, and law enforcement officials. They are also authorized to receive visits with one primary visitor and immediate family members only, per IMPPs 10-113 and 11-101.