El Dorado Correctional Facility

CENTRAL UNIT AND R.D.U.

VISITORS HANDBOOK

Revised March 2012

Effective March 17, 2003, all department facilities, offices, and grounds shall be tobacco-free, at which time all tobacco products shall be declared contraband in accordance with KSA 21-3826 (Traffic in Contraband in a Correctional Institution). On and after this date, the use or possession of all tobacco products by any person is prohibited on department property. The only exception shall be for visitors to secure otherwise lawful tobacco and tobacco-based products in their personal motor vehicles in the facility parking lot. Violations of this policy may result in termination of visits and possible prosecution.

WARNING

21-5914 TRAFFIC IN CONTRABAND IN A CORRECTIONAL INSTITUTION.

(a) Traffic in contraband in a correctional institution or care and treatment facility is, without the consent of the administrator of the correctional institution or care and treatment facility:
(1) Introducing or attempting to introduce any item into or upon the grounds of any correctional institution or care and treatment facility;
(2) taking, sending, attempting to take or attempting to send any item from any correctional institution or care and treatment facility;
(3) any unauthorized possession of any item while in any correctional institution or care and treatment facility;
(4) distributing any item within any correctional institution or care and treatment facility;
(5) supplying to another who is in lawful custody any object or thing adapted or designed for use in making an escape; or
(6) introducing into an institution in which a person is confined any object or thing adapted or designed for use in making any escape.
(b) Traffic in contraband in a correctional institution or care and treatment facility is a:
(1) Severity level 6, nonperson felony, except as provided in subsection (b)(2) or (b)(3);
(2) severity level 5, nonperson felony if such items are
(A) Firearms, ammunition, explosives or a controlled substance which is defined in K.S.A. 2010 Supp. 21-36a01, and amendments thereto, except as provided in subsection (b)(3);
(B) defined as contraband by rules and regulations adopted by the secretary of corrections, in a state correctional institution or facility by an employee of a state correctional institution or facility, except as provided in subsection (b)(3);
(C) defined as contraband by rules and regulations adopted by the secretary of social and rehabilitation services, in a care and treatment facility by an employee of a care and treatment facility, except as provided in subsection (b)(3); or
(D) defined as contraband by rules and regulations adopted by the commissioner of the juvenile justice authority, in a juvenile correctional facility by an employee of a juvenile correctional facility, except as provided by subsection (b)(3); and
(3) severity level 4, nonperson felony if:
(A)Such items are firearms, ammunition or explosives, in a correctional institution by an employee of a correctional institution or in a care and treatment facility by an employee of a care and treatment facility or
(B) a violation of (a)(5) or (a)(6) by an employee or volunteer of the department of corrections, or the employee or volunteer of a contractor who is under contract to provide services to the department of corrections.
(c) The provisions of subsection (b)(2)(A) shall not apply to the possession of a firearm or ammunition by a person licensed under the personal and family protection act, K.S.A. 75-7c01 et seq., and amendments thereto, in a parking lot open to the public if the firearm or ammunition is carried on the person while in a vehicle or while securing the firearm or ammunition in the vehicle, or stored out of plain view in a locked but unoccupied vehicle.
(d) As used in this section:
(1) 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;
(2) care and treatment facility means the state security hospital provided for under K.S.A. 76-1305 et seq., and amendments thereto, and a facility operated by the department of social and rehabilitation services for the purposes provided for under K.S.A. 59-29a02 et seq., and amendments thereto; and
(3) lawful custody means the same as in K.S.A. 21-5912, and amendments thereto.

NOTICE

Any persons entering upon these prison grounds are subject to search. Refusal to submit to a search shall result in a one (1) year loss of visitation privileges. (KAR 44-7-104) A K-9 (Drug Dog) is present on-site and shall be used to identify those visitors attempting to introduce illicit drugs. Visitors attempting to introduce contraband of any type will be arrested and prosecuted to the full extent of the law. EDCF personnel shall aggressively enforce 21-5914 and violators will be prosecuted. Visitors shall be denied visitation should an odor of an alcoholic beverage be present on their person, or they are otherwise determined to be impaired.

POLICY STATEMENT ON VISITING

The Department of Corrections recognizes the importance of visitation in making an impact on an inmate's period of incarceration for a successful re-entry into society by keeping family ties. With those inmate's who have families, visiting privileges allow for the maintenance of family ties that may otherwise be lost. We also feel an inmate's motivation to improve his condition is affected in a positive way when he has regular visits from family and friends.

This handbook has been designed to inform visitors to EDCF of this facility's rules and regulations as they pertain to visitation. Rules and regulations in regard to visiting are necessary for all facilities. When you are working with large numbers of people and have a limited amount of space, not to mention the security element, rules and regulations are required. Our visiting program has been set up to provide a fair, wholesome and yet safe environment for visitors, inmates and staff. All EDCF staff assigned to the visiting area shall strictly enforce all visiting rules and regulations in a courteous and polite manner.

Although we feel visitation is an important element in the correctional process, your visiting privileges can be revoked for violating our rules and regulations. Please read this handbook carefully to avoid any unnecessary delay or interruption of your visiting privileges. Keep in mind the facility is highly resistant to making exceptions to the regulations outlined in this handbook.

It is the inmate's responsibility to keep their potential visitors apprised of the visitation rules, regulations, and procedures.

GENERAL INFORMATION

1. **ENTERING FOR VISITATION:** Visitor traffic on the facility perimeter road is prohibited. Park vehicle in designated visitor's parking area in North parking areas. Lock all vehicle doors. Proceed to the Visitors Reception Desk located inside the Administration Building. Await further instructions for check-in-procedures. Visitors shall not be permitted in the visiting room until fully processed.

   ***** Medical Warning: **MICROWAVES IN USE**

2. **EXITING THE FACILITY:** To exit the facility, you proceed back through the same door you entered upon arrival. Once you have left the facility you will not be permitted to re-enter.

3. **CONTROL CENTER:** All visitors entering the facility must stop at the Visitors Reception Desk.

   Before you are allowed to visit, you will be asked to produce a valid picture I.D. If you are unable to provide, access to the visiting room will be denied. Drivers license, government identification and passport will be accepted for identification purposes. A birth certificate may be utilized for minors.

   All visitors are required to fill out a Visitor's Registration Form. **(FULL COMPLETION OF THIS FORM IS REQUIRED EACH TIME YOU VISIT).** Any person refusing to complete this form shall be denied access to visitation.

   All persons entering must pass a metal detector screening. Any person(s) refusing to comply with any part of the check-in process shall be denied visitation. Any person(s) making a disturbance during visiting registration shall be denied visiting access. You will be allowed (3) attempts to pass the metal detector. If you fail to pass on the third attempt you will not be allowed to enter the facility unless you have a medical device and a doctor's note approving the device. In these cases, you will be pat searched in the area of detection. All medical devices that do not allow a person to pass through the metal detector shall require the person to present a medical approval from a doctor.

4. **LOCKERS:** Visitors must leave purses, wallets, keys, etc., in lockers located by the Control Center. Electronic devices (i.e. pagers, cameras and cell phones) are not allowed in the visitation area. They must be secured in the visitor's automobile.

5. **UNIT TEAM MANAGER:** The Unit Team Manager is responsible for the Inmates assigned to each cell house. If you have any questions regarding an inmate or the facility itself, the officer at the Visitor's Reception Desk or the Visiting area will instruct you on how to get in contact with a Unit Team Manager.

6. **PERSONAL PROPERTY AND/OR MONEY:**
"UNDER NO CIRCUMSTANCES WILL PERSONAL PROPERTY AND/OR MONEY BE ACCEPTED DURING VISITATION."

7. **INMATE DEPOSITS:** As specified in IMPP 04-103 Inmate Trust Funds, all deposits to inmate accounts are required to be completed electronically through a vendor(s) contracted by the department to conduct such transactions. Please contact the visitation clerk for the location of these KIOSKS.

8. **SEATING:** Tables with attached seating are provided. Tables shall not be moved from there original position. Additional chairs may be requested when three or more visitors visit one (1) inmate, or if the visitor has a medical condition documented by a physician. These extra chairs shall not be utilized to manipulate contact between visitor and inmate. Sitting on table tops is prohibited.

9. **HOSPICE VISITATION:** Any inmate that is on the Hospice care list that has taken a turn for the worse may have the UTM or CCII of infirmary get approval from the DWP for visits during the week and weekend. If an inmate is not expected to live through the next couple days the UTM will contact the family members and set up a hospice vigil visitation schedule. During a Vigil visitation the family member(s) are allowed to arrive at 8 am and stay until count time at 3:30 pm and then return at approx 4:30 pm until 10:00 pm. If CCS staff feels that death is imminent then at the discretion of the shift supervisors they may be allowed to re enter the facility after formal count has cleared.

10. **INFIRMARY VISITATION:** Visitation for inmates housed in the infirmary shall occur in the visitation room unless the inmate is bedridden or on narcotic medications. There will not be any all day visits approved for non hospice inmates in the infirmary; if they can visit in the visitation room then the inmate must request the visit from Monday through Wednesday of the week of the visit. **There will not be any visitation for administrative segregation inmates.**

VISITING HOURS:

In order to allow all inmates better access to visiting, the below listed EDCF Inmates Visiting Schedule is in effect.

*Visitors may arrive up to 30 minutes prior to the start of the scheduled visitation sessions to allow for processing but must arrive at least one hour before the end of the visiting period.

General Population:

A. An inmate whose last name begins with the letter A-L shall be allowed visits AM on Saturday and PM on Sunday* (December 31st – June 16th), and PM on Saturday and AM on Sunday* (June 17th – December 30th).
B. An inmate whose last name begins with the letter M-Z shall be allowed visits PM on Saturday and AM on Sunday* (December 31st – June 16th), and AM on Saturday and PM on Sunday* (June 17th – December 30th).
C. Two half-day visits are permitted on Saturday, Sunday, and holidays in accordance with the above.

*AM = 8:30am – 11:00am PM = 12:00pm – 2:30pm

ADMINISTRATIVE SEGREGATION (Control Units):

A. All segregation inmates located in A, B, and C-CH will have <u>only</u> video visitation privileges on Saturday, Sunday and state-observed holidays. In video visitation, a visitor will visit with the inmate from a video visitation booth located in the EDCF Visitation area. The Segregation inmates will be located in the cell house in a video booth. The visit is conducted by video monitors and audio. Visits shall be scheduled by the inmate's visitor calling the visitation clerk between the hours of 7:30am and 4:00pm, Monday through Friday (except holidays), <u>at least 48 hours in advance.</u> Visits shall be scheduled during the week of the actual visit. Visits shall be scheduled for one-hour blocks, which may be extended another hour pending prior approval and space availability. The visits begin at 8:00am and end at 2:00pm. Inmate visitors may schedule a one-hour block on both Saturday <u>and</u> Sunday.

   Limited seating will prevent all-day visits for general population inmates unless previously approved. Inmates will be responsible to contact the UTM or Unit Team Counselor to arrange these special all-day visits. The UTM will review all special requests for approval or disapproval. All requests must be turned in by Wednesday at noon. <u>No all-day visits will be considered unless the inmate's visitor contacts the UTM at a minimum of 72 hours in advance of the visit and approved by the Unit Team Manager managing that inmate's caseload.</u> There is a maximum of 12 all day visits on Saturday and 12 all day visit on Sunday each week at this facility. There are no all day visits scheduled on a Holiday.

The UTM or counseling staff will need the following information from the inmate: Names of whom will visit, what time they will arrive, and the date of the visit. All day visits may be approved on a case-by-case basis subject to distance traveled, available seating, frequency of visits and inmate behavior.

VISITORS MUST ARRIVE BEFORE 10:00AM AND 1:30PM TO BE PROCESSED FOR A VISIT. ALL VISITS SHALL BE PERMITTED ON A SPACE AVAILABLE BASIS.

Inmates, who receive disciplinary conviction KAR 44-12-312 Illicit drug use, shall be placed on 180-day non-contact visitation.

WHAT IS PERMITTED IN THE VISITING AREA?

Laying or sitting on the floor unless playing with minor children in the play area, or sitting on the table tops shall not be permitted. Personal toys and games shall not be permitted. A small clear coin purse is permissible with **twenty ($20) dollars in coins and/or Fifty ($50) in tokens per inmate visit. No paper money (or pennies). No inmate shall handle money.** Vending machines and microwaves are to be used only by visitors.

WHO MAY VISIT?

It is the policy of the facility not to allow any person under the age of eighteen (18) to visit unless that person is an immediate family member of the inmate, i.e., sibling, step-sibling, child, step-child, grandchild or spouse. All persons under the age of eighteen (18) who are members of the immediate family; except for a spouse, may not visit unless they are accompanied by a parent, legal guardian, or an adult who has been given the power of attorney by the parent or legal guardian vesting the person with authority to transport and supervise the minor child on the premises of this facility for the purpose of visiting an inmate. Nieces, nephews and cousins are not considered immediate family.

IS THERE SOMEONE AT EDCF WHO WILL WATCH MY CHILDREN WHILE VISITING? NO.

Parents and guardians are responsible for the supervision and behavior of their children. Your visit may be terminated if your children are being disruptive in any manner. Children or pets shall not be left unattended in automobiles.

The contents of diaper bags shall be limited to (6) diapers, *(3) plastic (see through) bottles; (1) dispenser of wet wipes, (1) change of clothes for the infant, (1) infant blanket, (1) pacifier and baby/toddler food in factory sealed containers only. **Contents of the diaper bag shall be subject to search.**

*Formula shall be pre-mixed with water or dry formula may be placed in bottle before entering the visitation area. Open formula containers shall not be permitted in the visitation area.

IF I BRING SOMEONE WITH ME WHO IS NOT GOING TO VISIT, IS THERE A PLACE HE OR SHE CAN WAIT FOR ME?

There is no waiting area, so do not bring someone who cannot visit if they are intending to wait for you at the facility. Anyone who is not visiting shall be required to exit the facility grounds.

I UNDERSTAND EACH INMATE IS ALLOWED TO HAVE 20 VISITORS ON HIS LIST. CAN ALL VISITORS COME TO VISIT AT THE SAME TIME?

Due to space constraints the number of visitors shall be held to a reasonable number (4 to 5). The visiting officer may terminate visits due to space limitations. The limit for persons in the non-contact or video visiting booth shall be three (3).

*An inmate is entitled to one visit each Saturday, Sunday and approved holidays. Once a visit is established subsequent visitors will not be allowed entrance. Visitors will be allowed on a first come, first serve basis. All visitors participating in the visit must be processed simultaneously.

VISITATION OF MORE THAN ONE (1) INMATE: Unless you are a relative and have more than one immediate family member incarcerated at this facility, multiple visits are not permitted. Visiting Program Sponsors and clergymen are exempt from this regulation when approval is received in advance from facility staff.

PRIVATE VISITING: A private visiting area shall be provided for consultation by attorneys and clergy, or other persons having a statutory right of privileged communication to permit confidential conversations. Arrangements for this type of visit may be made during normal working hours by contacting the facility attorney or Chaplain 24 hours prior to requested day of visit. There are special requirements for this type of visits which will be explained by the person of contact.

VISITORS DRESS CODE: All visitors allowed to visit this facility must be dressed appropriately. The following type of clothing <u>will not be considered</u> appropriate attire for visiting:

A. See-through attire
B. Tank tops
C. Halter tops
D. Foot wear shall be worn at all times
E. Braless attire
F. Mini-skirts or short shorts
G. Slit skirts or dresses where slit extends above the knee
H. Revealing, low cut necklines
I. Backless tops or dresses
J. Tube tops
K. Spaghetti strap tie-tops
L. Any clothing that reveals bare shoulders, bare midriff or any part of the breast
M. Spandex or other stretch clothing
N. Red hooded sweatshirts
O. Blue denim shirts
P. Hats or other headwear (exception shall be a bonafide religious tenet)
Q. Pajamas or sleep shirts
R. Shorts are allowed for children 10 YOA and under only
S. Wrap skirts or shirts
T. No tear away clothing
U. Sunglasses
V. No undergarments showing
W. No attire that promotes violence, illegal activities, STG affiliation or are of sexual nature
X. No torn clothing or clothing with holes in them
Y. Clothing that is above mid-calf or form fitting

* Male/female visitors dressed similarly to inmates (blue jeans/blue denim shirt) shall not be allowed to visit.

*All clothing considered to be outer garments shall be removed during the entry process. The clothing underneath the outer garments shall be suitable for entry into the facility.

The above mentioned list includes clothing that is not acceptable; however, this list is not meant to be all-inclusive. **<u>The facility reserves the right to deny any visitor when it is determined a visitor's dress is not appropriate, even though they may not be wearing one of the previously listed items of apparel.</u>**

PERSONAL CONTACT: Embracing and kissing at the beginning and ending of each visit is permitted for the first and last minute. The visit will be terminated for other contact that is considered to be in poor taste. Handholding is the only permissible contact during the visit.

INMATE/VISITOR MOVEMENT: Movement to the restrooms, security station and children's play area is permitted. Strolling is prohibited. No movement from table to table, or contact with visitors not on the inmates visiting list is allowed.

RESPONSIBILITY OF CHILDREN: EDCF assumes no responsibility for injuries to children under the supervision of parents or guardians while in the EDCF visitation area.

HANDICAP ASSISTANCE: If you are handicapped and need assistance with a wheelchair, walker, etc., notify the Control Center Officer, who will ensure that proper assistance is obtained.

IF I AM ON PROBATION OR PAROLE, WILL I BE ALLOWED TO VISIT?

If you are on probation or parole and have an immediate family member incarcerated at EDCF (i.e., brother, son, father), you will be allowed to visit only after one year of successful probation or parole and receiving permission from your probation or parole officer and the Warden at EDCF. This request will be initiated by you through your probation or parole officer.

IF I AM AN EX-EMPLOYEE (INCLUDES CONTRACT PERSONNEL) OF EDCF, CAN I VISIT AN INMATE AT THE INSTITUTION?

KAR 44-7-104 totally restricts visitation for a period of two (2) years following departmental employment. After 2 years have elapsed you may be considered for visiting privileges. Final approval rests with the Warden.

WHY WOULD MY VISITING PRIVILEDGES BE SUSPENDED?

A visit may be denied or terminated under the following circumstances by the unit team manager or, in the unit team manager's absence, by the highest ranking security officer on duty:

1. Visitors under the influence of drugs or alcohol;
2. Insufficient space is available;
3 Refusal of visitor(s) to submit to search procedures per IMPP 12-115;
4. Refusal or failure to produce sufficient identification or the falsifying of information by the visitor;
5. Violation of facility visiting rules by visitor or inmate;
6. Failure to properly supervise children;
7. Excessive physical contact by the visitor and inmate. Contact visits are limited to an embrace or kiss briefly at the beginning and at the end of the visit;

8. Reasons necessary to preserve the security of the facility and reasonable order in the visiting area.
9. Visitor who were found in possession of a cell phone, narcotics and /or tobacco products during the searching procedures.

Please note: Visitors can be searched to prevent the introduction of any item considered to be contraband if taken into or from a facility. This includes cell phones and all tobacco and tobacco-related items.

WHAT HAPPENS IN THE EVENT OF AN EMERGENCY?

This facility has protocols based on the nature of each emergency situation. An officer will brief you on the event and direct you to the nearest safe zone.

WHAT IF I AM A VICTIM OF THE INMATE BUT I WOULD LIKE TO VISIT THE INMATE?

This does not mean that you will not be allowed to visit. If you are a victim of the inmate, you must indicate this on your visiting application. The officer of Victim Services (OVS) will contact you for more information. If you have questions about this process, please call OCS toll free at (866) 404-6732.

In the event you have a problem with visiting, please take it up with the Visiting Processing Officer or ask to see the Unit Team staff or Security Shift Supervisor on duty.

VIOLATION OF VISITING REGULATIONS MAY RESULT IN SUSPENSION OF VISITING PRIVILEGES.

*BREASTFEEDING: Mothers shall be allowed to breastfeed a child while visiting and the feeding may take place in the visiting room.

ATTENTION ALL VISITORS

Effective January 1, 1996 The Kansas Department of Corrections enacted the Offender Privileges and Incentives Level system. RDU inmates on Intake Level are not permitted to visit anyone except attorneys, clergy and law enforcement.

Inmate who are on Level 0 (zero) or intake level shall be permitted to have the following visitors: Attorneys, Clergy and Law Enforcement Officers

Inmates who are on Level I (one) shall be permitted to have the following visitors: *Primary visitor, attorney, clergy, law enforcement, immediate family members.

Inmates who are on Level 2 (two) shall be permitted to have the following visitors: Any person who is currently authorized and approved by Department policy.

Inmates who are on Level 3 (three) shall be permitted to have the following visitors: (same as Level 2 (two)

Inmates who are on level restriction are allowed 1 hour non-contact visitation

Inmates who are on disciplinary segregation status are not allowed visits.

It is the inmate's responsibility to let you know when you can visit if his level changes. Visitors who are removed from an inmate's visiting list by their own request or by request of the inmate shall not be permitted to reapply for visitation for a minimum of one hundred and eighty (180) days. (IMPP 10-113)

It is the top priority of the Kansas Department of Corrections to educate staff, inmates and the general public about the Prison Rape Elimination Act, which was signed into law in 2003. Our goal at EDCF is to eliminate sexual assaults in the facility. Inmates in the facility are encouraged to report such occurrences immediately to staff, and will soon have a 1-800- hotline to assist them in that reporting. If you receive any such information about such an incident, you are encouraged to contact the EAI Department at EDCF, by calling (316)-321-7284 ext. 2017. The Warden of the facility has established a zero tolerance level for such activity.