

VISITOR--INFORMATION

Topeka Correctional Facility
815 S.E. Rice Road
Topeka, Kansas 66607
Phone #(785) 296-3432

PLEASE READ CAREFULLY BEFORE PLANNING YOUR VISIT

VISITING SCHEDULE & CONDITIONS

Visiting Days: Saturday, Sunday and State Observed Holidays

Indoor Visiting Hours: Saturday, Holidays 8:30 AM - 3:30 PM
Sunday 9:30 AM - 3:30 PM

Outdoor Visiting (for Incentive Level 3 Inmates only) Schedule/Hours: April 1st thru October 31st 8:00 AM - 3:30 PM

- Visits that begin as an outside or inside visit will not be switched during visits unless determined necessary by the Shift Supervisor.
- Visits may be terminated due to emergency situation, weather conditions, power failures, etc. Violation of rules or inappropriate conduct by visitors may lead to termination of visiting and could lead to a permanent ban of visiting privileges.
- Visitors will not be allowed to enter the visiting area thirty minutes prior to the end of the scheduled visitation period.
- Inmate visitors will not be permitted to enter the facility more than once per visiting day. Once an inmate visitor terminates a visit, signs out of the facility, and leaves the unit, the visitor will not be permitted to re-enter the facility that day.
- Outside Visiting is by space available, first come, first serve.

VISITATION APPLICATION

Application for Visiting Privileges forms are available to inmates through their Correctional Counselor. Inmates return the form to their Counselor with postage and an envelope addressed to the visitor. The Counselor will enter the date the form was received and mail out the envelope. The visitor reads, completes and returns the application to the Corrections Counselor for review and processing. Applications must be submitted for each visitor before they can be placed on the inmate's permanent visiting list.

The names of persons approved for visits are placed in the inmate's visiting list.

Up to twenty (20) visitors may be approved per inmate visiting list.

The following rules apply to all applications for visiting privileges:

- ⊘ No ex-inmate, person involved in any drug offense, or victim of the crime for which the inmate is convicted, shall be permitted to visit without written authorization of the Warden.
- ⊘ No persons on probation or parole are allowed to visit without written authorization, both from his/her supervising officer and from the Warden.
- ⊘ Current employees, contract employees, or volunteers who are related by blood or marriage to an inmate may be permitted to visit an inmate, at the discretion of the warden of the facility with the approval of the Warden.(KAR 44-07-104 (a) 6). Requests to visit inmates by the specified classes in all other cases will be denied. Volunteers will not be permitted to visit inmates unless the inmate's visiting record shows the inmate does not receive visits from family or friends on a regular basis **and the volunteer is not on any other inmate's visiting list.**
- ⊘ Persons below the age of 18 shall not be allowed to visit, unless they are members of the inmate's immediate family. "Immediate family" means spouse and parents of their spouse, parents, step parents, siblings and their spouse, half-siblings and their spouse, step-siblings and their spouse, children and their spouse, step-children and their spouse, grandchildren, step-grandchildren, grandparents, or any person who filled the role of a parent de facto with respect to the inmate as confirmed by the Warden upon review of the social history. Persons below age 18 who are members of the immediate family, except a spouse, shall not be allowed to 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 the facility for the purpose of visiting an inmate. In those instances where there is not a power of attorney, an adult who is a temporary caregiver of a minor child may authorize visits by the child after providing an affidavit as to their status and relationship with the child and inmate.

INMATE CONSENT FOR VISITS

Requests for visits from approved visitors, attorneys, law enforcement officials or members of the clergy will not be approved or scheduled without the consent of the inmate.

VISITOR REGISTRATION

All persons entering the facility for the purpose of visiting an inmate will be required to report to the Control Office and produce positive photo identification and be signed into the log.

A marriage license or birth certificate is acceptable for persons under the age of eighteen who cannot produce a photo ID.

Visitors who are unable to produce positive identification will be denied entry.

Only persons with prior approval will be admitted for visits. This includes:

- ⊘ Persons listed on the inmate's approved Visiting List
- ⊘ Persons approved for special visits
 - a. Children under eighteen years of age, escorted by a legal guardian, for the Inmate Family Reintegration Services.

Visitors will not be processed for visitation with more than one inmate, except when more than one member of the visitor's immediate family is housed in the unit and the visitor's name is listed on each inmate's approved visiting list.

Guest and Visitor Guidelines

Prohibited Items

Most personal items are not allowed inside Kansas prisons. Prohibited items must be left in a vehicle. Items that cannot be possessed in any location of the Facility include cell phones or other two way communication devices; lighters, matches, or tobacco products of any kind; and pocket knives, mace pepper spray, or any type of weapon. Guests are not permitted to bring food or beverages. **Mandatory penalties, including loss of visiting privileges and potential prosecution apply to any person possessing any cellular telephone, two way communications device, or tobacco product [including but not limited to cigarettes, chewing tobacco, lighters, matches] at any place in the correctional facility except within the locked confines of their personal vehicle.** Guests may possess the following articles: Cash currency, or coin, not to exceed \$50.00 total; Unendorsed personal checks in checkbook, with other normal checkbook documents; Credit cards and any executed credit card receipts; Personal identification documents to include birth certificates, driver's license, marriage license; Membership cards, social security cards, medical alert cards, and insurance cards; Prescription medication, which does not require injection, not to exceed the amount needed for the length of the visit; Personal jewelry, including a medical alert bracelet, if appropriate; Eyeglasses, contact lenses, or sunglasses; and Personal keys, including house keys, car keys, and other personal keys that will not operate facility locking devices.

Visitor/Guest Dress Requirements

A. Items of clothing that are considered to be inappropriate for wear in a correctional facility include, but are not limited to:

1. See through and/or bra-less attire
2. Tank or tube tops
3. Halter tops
4. Backless tops or dresses
5. Revealing, low cut necklines
6. Shorts which are provocative, overly tight or too short
7. Mini-skirts, slit skirts, or slit dresses
8. Any clothing that reveals a bare midriff, or any part of the breast
9. T-shirts with inappropriate/offensive logos or designs
10. Red ball caps and red stocking caps
11. Red, hooded sweatshirts
12. Gray sweatshirts and gray sweatpants

B. All visitors are required to wear shoes or appropriate footwear. Many areas of TCF involve a considerable amount of walking, including up and down stairs. Heels and flip-flops are strongly discouraged.

Clearing the metal detector/X-ray scanner

The walk through metal detector at the entrance of the Facility is set at a level of sensitivity appropriate for a maximum security prison. All persons must clear through the metal detector. To do so without delay, visitors should be prepared to follow the procedures listed herein. Persons who cannot clear the metal detector will not be allowed to enter the Facility. Any person does not clear will have to leave grounds. Shoes, coats and jackets must be removed and sent through the scanner, along with any handbag, purse or briefcase. The metal detector is very sensitive, and will pick up virtually all metal. Visitors are urged to remove any metal items prior to arriving at the facility. Some bras will set off the detector. If this occurs, a handheld detector will be used to identify the bra as the source of the alarm. Items that commonly activate the detector include:

Keys	piercings	Foil wrapped candy (ie gum)
Coins	jewelry	Metal hair clips
Belt buckles	Shoes/boots with metal eyelets/shanks	

Inmate visitors shall not be permitted to bring in any food, drinks or drink mixes in accordance with IMPP 12-115 and this General Order. Food and drink may be purchased as available in the vending machines in visiting rooms.

Juice or formula required for infants or small children shall be permitted. All juice and baby formula shall be in a standard baby bottle .

Security staff shall inspect all food items for infants and children upon arrival and have ultimate authority for approval of all items brought into the facility by inmate visitors.

No money, money orders or checks will be accepted by staff on visiting day. Money order coupons must be obtained by the inmate from the facility business office and mailed to visitors. This coupon must be sent with the money order to KDOC Central banking at Lansing Correctional Facility.

The best rule for this section is not to bring anything into the visiting area. Anything brought in will be searched. Coats, purses, etc. will be checked in and searched before proceeding to the visiting area. Diaper bags are admissible; however, only infant related items will be carried therein. **Bringing in unauthorized property is a violation of the rules of the facility** and may cause termination of visit, termination of visiting privileges or even arrest.

(See Kansas Statute and Regulation on Contraband on last page of this document for further "property" information)

A visitor may pick up inmate property if properly approved in accordance with IMPP 12-120.

PHYSICAL CONTACT

Physical contact between inmates and their visitors will be kept at a minimum. Physical Contact between the inmate and their visitors may be restricted for Security or Safety reasons Including: previous visiting rule violations, a sex offense, or a rule violation involving contraband.

They may embrace and exchange a social kiss at the beginning and end of the visit.

Visitors and inmates may hold hands during the visit.

Inmates may hold their children or infant siblings during the course of the visit.

All other physical contact is prohibited.

CONDUCT IN THE VISITING AREA

Visitors will conduct themselves in a manner which does not offend or disrupt the visitation areas and/or the operation Of the facility.

Visitors will follow the instructions of the personnel responsible for the supervision of the visiting areas and/or the operation of the facility.

Visitors may exchange greetings with inmates other than the inmates they have registered to visit. Visitors will not engage in joint visits with other inmates and their visitors.

Visitors are responsible for the behavior of their children, and will not permit loud and/or disruptive play or behavior.

Smoking is prohibited in all areas of the facility.

Each visitor may bring money for use in the available vending machines. Each visitor shall only be allowed a maximum

of \$50.00 cash on their person during a visit. Money will not be given to inmates.

Visitors are expected to conduct themselves as instructed during any emergency, whether a drill or real emergency.

SPECIAL VISITS

A special visit may be available to persons who are not on the visitor's list.

A request from an inmate for a special visit will be made to the inmate's Correctional Counselor, in writing. This will need to be done not less than Ten working days before the anticipated visit.

The request will outline:

- α The names of the proposed visitors
- α The visitors' dates of birth
- α Visitor's Social Security Number, if available
- α The relationship of the visitors to the inmate
- α Expected date/time of visit
- α Circumstances related to the special nature of the visit.

A written response shall be provided to the inmate after the request is approved or disapproved.

ATTORNEYS, CLERGY, OR LAW ENFORCEMENT OFFICIALS

Visits by attorneys or clergy will be permitted. Visits by attorneys or clergy may be terminated if the visitation is presenting a danger to the security and order of the facility or the rehabilitation of the inmate.

FACILITY LOCATION AND LOCAL PUBLIC TRANSPORTATION

The Topeka Correctional Facility A-E Compound, and I-J Compound is located in east Topeka, at 815 S.E. Rice Road. Visitors have a number of options for arriving at this Facility. Rice Road is accessible from the Kansas Turnpike and I-70 near the East Topeka toll exit. The main Facility entrance lies just a few blocks north of 21st Street and Rice Road, or a little over two blocks south of Hwy. 40 (6th Street) and Rice Road.

The Topeka area is served by a public bus system, which has stops near the Facility units, and local taxi services. Two airport shuttles run between Topeka and the Kansas City International airport, and Forbes Field airport, located south of Topeka, has daily commuter flights. Topeka also has a station for a national bus carrier service.

***** Please Read The Following Information For Your Safety As Well As Ours *****

KANSAS STATUTE 21-3826

21-3826. (a) 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. (b) For purposes of this section, "correctional institution" means any state correctional institution or facility, conservation camp, state security hospital, state youth center, community correction center or facility for detention or confinement, juvenile detention facility or jail. (c)(1) Traffic in contraband in a correctional institution of firearms, ammunition, explosives or a controlled substance which is defined in subsection (e) of K.S.A. 65-4104, and amendments thereto, is a severity level 5, non-person felony. (2) Traffic in any contraband, as defined by rules and regulations adopted by the secretary, in a correctional institution by an employee of a correctional institution is a severity level 5, non-person felony. (d) Except as provided in subsection (c), traffic in contraband in a correctional institution is a severity level 6, non-person felony.

K.A.R. 44-2-103 Trafficking in Contraband

- (a) A person, including an employee, inmate, visitor, or volunteer shall not, without the consent of the warden:
- (1) introduce or attempt to introduce any item into or upon the grounds of a correctional facility;
 - (2) take, send, or attempt to take or send any item from any correctional facility;
 - (3) possess any item in any correctional facility; or
 - (4) distribute any item within a correctional facility.
- (b) "Any item," as used in subsection (a), shall include but not be limited to the following:
- (1) Guns or firearms of any type, or the components, diagrams, or plans thereof;
 - (2) ammunition, explosives, or the diagrams, formulas or plans thereof;
 - (3) knives, tools, and materials such as sandpaper, whet stones or similar items used to make such knives or tools;
 - (4) hazardous or poisonous chemicals, flammable liquids and gases or formulas thereof;
 - (5) escape paraphernalia such as ropes, grappling hooks, hacksaw blades, jewelers' wire, bar spreaders, maps, lock picks, handcuff keys, or similar devices which could be used to aid an escape;
 - (6) identification documents or individual photographs of inmates of the style suitable for the production of identification documents;
 - (7) documents, plans, diagrams, or schematics that refer to secure electrical systems, escape alarms, overhead lighting, facility power supply, gate operations, body alarms, radio communications, and similar systems;
 - (8) narcotics or other controlled substances, including any synthetic narcotic, drug, stimulant, sleeping pill, barbiturate, or medicine, prescription or non-prescription, which was not dispensed or approved by the facility health authority. Medicines dispensed or approved by the health authority shall be considered contraband if not consumed or utilized in the manner prescribed;
 - (9) intoxicants, including but not limited to liquor or alcoholic beverages;
 - (10) currency, in the form of paper, checks, money orders, coins, stamps or similar instruments with monetary value;
 - (11) hypodermic needles, hypodermic syringes, nasal inhalers or other devices or any component thereof which could be used to inject substances into the body;
 - (12) food items;
 - (13) cameras, recording devices, one or two-way transmitting devices, and similar devices and components thereof, including tapes, batteries, and film, or
 - (14) letters, notes, books, or other written communications.

ALL PERSONS ENTERING UPON TOPEKA CORRECTIONAL FACILITY GROUNDS ARE SUBJECT TO SEARCH