

# KANSAS DEPARTMENT OF CORRECTIONS

 Kansas Department of Corrections	<b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b>	<b>SECTION NUMBER</b>  10-113D	<b>PAGE NUMBER</b>  1 of 13
		<b>SUBJECT:</b>  <b>PROGRAMS AND SERVICES: Offender Visitation</b>	
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<b>APPLICABILITY:</b>	<input type="checkbox"/> <b>ADULT Operations Only</b>	<input type="checkbox"/> <b>JUVENILE Operations Only</b>	<input checked="" type="checkbox"/> <b>DEPARTMENT-WIDE</b>
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## POLICY STATEMENT

KDOC recognizes and supports building and strengthening of family and pro-social relationships through a good offender visitation program. Building strong family relationships and bonds with other pro-social people in an offender’s life aids in the successful return of the offender to the community and reduces the risk of return to confinement.

## DEFINITIONS

**Admission:** Any offender or post-incarceration supervision conditions violator received at a KDOC facility from another jurisdiction. Offenders being returned to custody in pre-revocation status are considered admissions.

**Community Supervision Agency Officer (CSAO):** For purposes of this policy is any employee of a community supervision agency whose job duties include the court-ordered supervision of any offender under the jurisdiction of a juvenile court.

**Immediate family:** Parents, step-parents, siblings, spouses of siblings, half-siblings, step-siblings, children, spouses of children, step-children, grandchildren, step-grandchildren, great grandchildren, great step-grandchildren, spouse, parents of spouse, grandparents, or any person who filled the role of a parent de facto with respect to the offender as confirmed by the warden/superintendent upon review of the social history.

**Minor Child of an Immediate Family:** For the purposes of this policy is any child under the age of 18 that is a sibling, step-sibling, child, step-child, nieces, nephews and spouse to an offender currently in a juvenile correctional facility.

**Visitation Application Coordinator (VAC):** For purposes of this policy is a staff person appointed by the Deputy Superintendent/designee to oversee the visitation application process at a juvenile correctional facility.

## PROCEDURES

### **I. Development and Publication of Facility Visiting Procedures**

- A. All procedures and provisions for visitation, consistent with this IMPP and facility rules, shall be applicable and extended to offenders and their primary visitors.
- B. The visiting program at each facility shall be under the direct supervision of the Deputy Warden/Deputy Superintendent of Programs.

- C. Consistent with K.A.R. 44-7-104 (adult)/K.A.R. 123-5-505 (juvenile) and the procedures established herein, each facility shall establish general orders pertaining to offender visitation.
1. At a minimum, such general orders shall address:
    - a. hours of visitation;
    - b. the facility's schedule of visiting room/area operations; and
    - c. procedures for processing visitors, assigning space, and length of visiting periods. (ACI 4-4503)
  2. **JUVENILE:** Each superintendent or designee shall take into consideration a visiting family's circumstances on a case-by-case basis prior to denying a family member visitation with the juvenile.
  3. **JUVENILE:** Each juvenile correctional facility shall work with the family to resolve any external security risk.
- D. When approved by the Deputy Secretary of Facilities Management/Deputy Secretary of Juvenile Services, wardens/superintendents may establish, through general order, a restricted visitation schedule for specialized offender populations.
1. Substantial reason to justify restricting the number of visitors or length of visits (e.g., limited available space, personnel constraints, etc.) shall be approved by the Deputy Secretary of Facilities Management/Deputy Secretary of Juvenile Services. (ACI 4-4498)
- E. Conditions for special visits shall be established within facility procedures. (ACI 3-4442)
- F. In order to ensure that detailed information is available to offenders for notification of their family and friends regarding the visitation procedures at the respective KDOC facilities, each facility warden/superintendent or designee shall be responsible to develop written information regarding the facility's location, visitation program, and additional information as may be useful to the offenders' visitors.
1. The written information shall include, but not be limited to:
    - a. The facility's address and phone number, directions to the facility, and information about local transportation;
    - b. The days and hours of visitation, per the visiting schedule (Section VII.);
    - c. The approved dress code and identification requirements for visitors;
    - d. Authorized items that visitors may have in the visiting room or that they may give to offenders;
    - e. Special rules for children; and
    - f. Conditions for special visits, per Section IX. of this IMPP. (ACI 4-4499)
  2. **ADULT:** Procedures shall be developed to ensure that the written information is provided to each offender within 24-hours of his/her arrival at the facility.
    - a. **JUVENILE:** Procedures shall be developed to ensure that the written information is provided to each offender in a handbook and given to all offenders in the Reception and Diagnostic Unit (RDU) within 24-hours of his or her arrival at the facility. (4-JCF-3A-18)

3. It shall be the offender's responsibility to provide this information to persons from whom they wish to receive visits.
- G. **JUVENILE:** Lists of persons requested by the offender and approved by the superintendent, once established, shall be transferable from facility to facility and shall remain in effect unless revised per the offender's request or administrative cause.
- H. Prior to approval of visitors, designated facility officials shall provide potential visitors and, on request, other interested parties, information and instructions regarding the facility's order on visitation and the Department's policy on searches and control of contraband.
  1. **JUVENILE:** Where there is reasonable suspicion that a visitor is in possession of contraband items, the superintendent or superintendent's designee may demand that the visitor submit to a search of the visitor's person, in accordance with K.A.R. 123-5-505 and JJA IMPP 12-103.
  2. **JUVENILE:** The visitor may refuse to submit to such search. In that event, the visitor may be denied contact visiting privileges, or access to, or removed, or permanently barred from the facility.
    - a. Superintendent shall establish alternative steps, when appropriate, to preserve visiting privileges although violation of statutes, regulations, and/or facility rules shall be cause for the termination of a visit or barring of a visitor from KDOC facilities.

## II. Approval of Visitors

- A. Each offender shall be authorized to compile a permanent visiting list of up to 20 approved visitors.
  1. Adults who accompany the offender's minor child(ren) or immediate family members under 18 years of age, per provisions of K.A.R. 44-7-104 (adult)/123-5-505 (juvenile), shall be required to be on the offender's visitor list.
- B. The procedures for offender visiting privileges for recent admissions and offenders without approved visiting lists shall ensure consistency with the provisions of the offender Privilege and Incentive Level System, per KDOC IMPPs 11-101 or IMPP 11-101J.
  1. **ADULT:** Visitation privileges shall be determined by the incentive level assigned to each offender in the following manner:
    - a. Intake Level: Offenders assigned to the Intake Level shall be limited to visits from attorneys, clergy, and law enforcement;
    - b. Incentive Level I: Offenders assigned to Level I shall be limited to visits from attorneys, clergy, law enforcement, a primary visitor, and immediate family members;
    - c. Incentive Levels II and III: Offender assigned to Levels II and III shall be allowed visits from any approved visitors per the provisions of this IMPP.
- C. **ADULT:** Any offender who is identified as a sex offender per IMPP 11-115A shall only be allowed visitation consistent with the provisions of that IMPP.
- D. Application for Visiting Privileges
  1. Offenders shall provide those persons from whom they wish to receive visits with an Application for Visiting Privileges form (Attachment A).

- a. The offender shall obtain the Application for Visiting Privileges Form from his/her unit team manager or designee.
    - (1) Offenders shall not be permitted to send a visiting application to the victim of their crime and should be informed of such when obtaining the Application for Visiting Privileges form.
  - b. The mailing of these forms shall be at the offender's expense.
  - c. More than one application at a time may be mailed in the same envelope in order to minimize the offender's cost.
2. Completed applications shall be returned via U.S. mail directly to the warden's designee(s) (adult)/visitation application coordinator (VAC) (juvenile).
- a. Visitors who are not United States citizens shall provide a photocopy of at least one of the following documents when submitting an application:
    - (1) Passport;
    - (2) Visa;
    - (3) Resident Alien Card;
    - (4) Permanent Resident Card; or
    - (5) Employment Authorization Card.

E. Verification/Review of Applications

1. Each returned application shall be reviewed and verified by staff designated by the warden/VAC.
2. Each warden/superintendent or designee shall be responsible to solicit information from potential visitors and conduct investigations necessary to verify the relationship to the visitor claimed by the offender and to confirm that no reason exists for disapproving visitation.
3. To the extent possible, the following application information shall be verified:
  - a. The applicant's relationship to the offender as claimed on the application;
  - b. Parole or probation status of the applicant;
  - c. Whether or not the applicant is a former offender;
  - d. Whether the applicant is currently, or within the past two (2) years has been, an employee of the KDOC or any of the Department's contract service providers;
  - e. Whether the offender is a sex offender. If so, determine the applicant's age and whether or not the applicant was the offender's victim or court ordered restricting contact with minors and if the offender has a current override permitting the visit; and,
  - f. If not a United States' citizen, staff shall verify that the applicant is in the United States legally. These applications shall be forwarded to Enforcement, Apprehension and Investigation (EAI) for conformation of legal status.
4. Application information may be verified through any one or combination of the following means:

- a. Review of social history information;
  - b. Kansas Bureau of Investigation (KBI) criminal history record check;
  - c. National Crime Information Center (NCIC) records check;
  - d. Review of the KDOC Management Information System database;
  - e. Review of the State-wide Human Resource and Payroll System (SHARP); and/or
  - f. Contact with the Victims Service Liaison (adult)/Community Supervision Agency Officer (CSAO) (juvenile).
5. If the person applying for visiting is determined to be the victim of the offender, either through self-identification or by the Victim Services Liaison (adult)/CSAO (juvenile), the case will be screened by the Liaison (adult)/CSAO (juvenile) prior to a decision about visiting.
- a. In addition to talking with the victim, the Liaison (adult)/CSAO (juvenile) shall review the following:
    - (1) Court documents surrounding the case;
    - (2) **ADULT:** Victim's file;
    - (3) Any current or past protection orders or no-contact orders;
    - (4) Any previous parole violations/conditional releases/revocations; and
    - (5) Any other information determined to be relevant to the visiting decision.
  - b. The Liaison (adult)/VAC (juvenile) shall provide a summary of this information, including the recommendation for approval or disapproval of the application, to the Warden/Deputy Superintendent or designee by email.
    - (1) **ADULT:** Any information provided by the Office of Victim Services should remain confidential, and should not be imaged with the visiting application materials or placed in the offender's file.
- F. The warden/superintendent may disallow visitation when:
1. The claimed relationship cannot be verified; or
  2. The potential visitor is not eligible for visitation per provisions of K.A.R. 44-7-104 (adult)/K.A.R. 123-5-505 (juvenile).
    - a. Except as approved for specific programs, volunteers shall not be eligible for offender visitation programs.
- G. Application verification shall be documented by a completed Visitor Background Verification Form (Attachment B).
1. This form shall bear the signature of either the:
    - a. Warden/Superintendent;
    - b. Deputy Warden/Deputy Superintendent;
    - c. **ADULT:** Chief of Security; or

- d. Warden's/Superintendent's designee.
- H. Visitor applications and background verification forms shall be filed in imaged documents.
  - 1. **JUVENILE:** The unit team counselor shall update case notes to reflect any visitation decisions.
- I. Re-Verification of Visitors Lists Information
  - 1. All offenders returned from post-incarceration supervision with a new sentence shall require a re-verification of the information regarding the approved visitors list.
    - a. **ADULT:** Re-verification dates shall be entered in the database comment section. The names of person approved for visitation shall be placed on the visiting database (adult) or the Approved Visitors List in the Juvenile Corrections Facility System (JCFS) (juvenile).
  - 2. No re-verification of the visitors list shall be required for offenders who are returned to custody from post incarceration supervision (adult) or following release to conditional release supervision (juvenile) with no new sentence:
    - a. If the offender has been on post-incarceration supervision (adult)/conditional release (juvenile) for two (2) years or less; or
    - b. Unless there is a recommendation from the Field Service staff or other criminal justice employee to re-verify the information on previously approved visitors.

### III. Visitor Lists

- A. The names of persons approved for visitation shall be placed on the visiting database (adult) or the Approved Visitors List in the Juvenile Corrections Facility System (JCFS) (juvenile).
  - 1. **ADULT:** Once established, the list of approved visitors shall be transferable from facility to facility and shall remain in effect unless revised per the offender's request, the visitor's request, or administrative cause.
- B. Once the maximum number of 20 visitors is reached, one visitor's name must be deleted from the list before another name may be added.
  - 1. Any offender may add or delete a visitor as often as desired, consistent with time constraints indicated in Section IV.B.2., below, so long as the number of visitors does not exceed a maximum of 20 at any given time.
    - a. **ADULT:** Those offenders residing within KDOC facilities on March 19, 2004 shall not, however, have any visitors removed from their lists as a result of the most recent revisions to K.A.R. 44-7-104 affecting total visitors allowed and the method of counting them.
    - b. **ADULT:** Such offenders shall, however, become subject to those revisions should they be released from a KDOC facility and be subsequently returned as a violator or as a new court commitment.
    - c. **ADULT:** Offenders in a KDOC facility as of March 19, 2004 who have more than 20 persons approved to visit may not add another person to their visiting list until the total number of visitors falls below 20.
    - d. **JUVENILE:** Adults who accompany the offender's minor child(ren) or immediate family members under 18 years of age, per K.A.R. 123-5-505, shall be required to be on the offender's visitor list.

2. Once a person's name is removed, that person shall not be added to the same or another offender's visiting list for a minimum of:
    - a. **ADULT**: 180 days.
    - b. **JUVENILE**: 60 days.
  3. **ADULT**: Offenders on Level I, Level II, and Level III may identify one (1) person as a primary visitor to be included in the maximum number of twenty (20) visitors permitted.
    - a. Offenders who are married by license or common law, per IMPP 01-126, shall not list any person as a primary visitor other than their spouse.
    - b. Unmarried offenders may declare any person as their primary visitor, consistent with the following criteria:
      - (1) the visitor must be at least 18 years of age; and
      - (2) the visitor may not be listed as the primary visitor for any other offender.
    - c. Application and verification of all persons designated as primary visitors shall be in accordance with Section II. of this policy.
    - d. Offenders may remove a designated primary visitor from their Approved Visitors List, per preceding provisions of this Section, however:
      - (1) Once established, primary visitors cannot be changed for six (6) months.
      - (2) Likewise, primary visitors shall not be changed for six (6) months after any subsequent primary visitor change date.
      - (3) The facility Warden may waive the waiting period at their discretion in extraordinary circumstances.
- C. **ADULT**: Complete and current visitor lists shall be:
1. Provided to the visiting room supervisor in the appropriate visiting area/unit;
  2. Provided to the facility access control officer at the appropriate unit or visiting area; and
  3. Filed in the offender visiting database.
- D. **JUVENILE**: Complete and current lists of scheduled visits shall be stored on the facility shared drive.

#### IV. **ADULT**: Offender Visiting Documentation

- A. Offender visiting documentation shall be assembled at the time of transfer from RDU to a KDOC facility where visiting is permitted.
  1. When transferred from RDU to another unit or to another KDOC facility for placement and housing, designated staff of the receiving facility shall:
    - a. Provide the offender with Applications for Visiting Privileges to be mailed to potential visitors;
    - b. Conduct the investigations required, per Section II. above, and approve or disapprove the potential visitor; and

- c. Collect and file the documentation on the potential visitors, maintaining such documentation in imaged documents.
- B. Imaged documents shall be the repository for the following:
  1. Applications for visiting privileges forms (Attachment A);
  2. Visitor Background Verification Form (Attachment B); and
  3. The offender's list of approved visitors.
- C. Visiting documentation shall be maintained as per the requirements set forth within IMPP 05-104.
- D. If, at the time of a transfer between facilities, the offender's approved visitors list is not posted on the visiting database, the receiving facility records office shall take steps to post approved visitors.

**V. JUVENILE: Offender Visiting Documentation**

- A. The imaged documents shall be the repository for the following:
  1. Applications for visiting privileges forms (Attachment A); and
  2. Visitor Background Verification form (Attachment B).
- B. Whenever an offender is transferred to another KDOC facility, the approved visitors list shall follow the offender in the master file.
  1. It is at the discretion of the appointing authority/designee of the receiving facility to approve the visitation list.

**VI. Visiting Areas (4-JCF-3A-19, 4-JCF-3A-20)**

- A. Each facility permitting visits shall establish visiting room(s) for offenders and their approved visitors.
  1. Visiting rooms shall allow for ease and informality of communication and shall be arranged, to the extent possible consistent with sound security practices and/or other offender management considerations, with the comfort and privacy of the visitor in mind. (ACI 4-4499)
    - a. Except when precluded due to a substantiated security risk, sound security practices, and/or other offender management considerations, offender visitation shall permit an informal environment that allows face-to-face communication. (ACI 4-4499; 4-JCF-3A-20)
  2. Visiting shall be conducted:
    - a. **ADULT**: In an environment as free from custodial constraint as is prudent.
    - b. **JUVENILE**: In the least restrictive environment as possible.
  3. Non-contact visits may be ordered by the warden/superintendent consistent with sound security practices.
- B. When facility design and security structure allows, open air visiting area(s) shall be established consistent with sound security practices.
  1. **ADULT**: Only those offenders with minimum or medium custody shall qualify for outside visiting privileges.

2. Rules governing the use of outside visiting areas shall be established by the warden/superintendent or his/her designee.
- C. At each facility where vending service is obtainable, vending machines shall be made available for the purchase of soft drinks and snack items.
  1. Each facility shall establish rules regarding whether food and drink items purchased by visitors during visitation periods may be taken from the visiting room by the visitor at the conclusion of the visit.
- D. All visits shall take place in the designated visiting areas, except when other arrangements are authorized by the warden/superintendent or designee.
- E. **ADULT:** Each facility shall post in the visiting room, or otherwise provide, information to visitors about transportation to the facility, including transportation between the facility and nearby public transit terminals.

## VII. Visiting Hours

- A. Each facility shall establish, through general orders, a visiting schedule, which provides a minimum of four (4) hours (adult)/two (2) hours (juvenile) per week of visiting for all offenders in the general population.
  1. **ADULT:** If state holiday visitation is allowed, it shall be restricted to Memorial Day, 4<sup>th</sup> of July, Thanksgiving Day, and Christmas Day.
  2. **JUVENILE:** Additional visitation days may be allowed during Thanksgiving and Christmas holidays.
  3. If the state holiday falls on a Saturday or Sunday, then normal weekend visitation schedules shall apply, and additional visitation based on the celebration of the state holiday shall not be permitted.
- B. A visiting schedule shall be posted in each visiting room and each housing unit.
- C. **ADULT:** General Orders shall include provisions that ensure sufficient time for the processing of visitors prior to the end of scheduled visitation and any exceptions or approvals required to deviate from the routine visitation schedule.
  1. Visitors must arrive at least one (1) hour before the end of the visiting period.
- D. **JUVENILE:** Visitors arriving on their scheduled visitation time with less than one (1) hour before end of visitation period will be asked to re-schedule.
  1. Visits may be re-scheduled at the next available visitation block.

## VIII. Number of Visitors/Length of Visits

- A. The number of visitors an offender may receive at any one time and the length of each visit shall be limited by the number of approved visitors, the facility's schedule, space available, personnel constraints, or other substantial reasons to justify such limits. (ACI 4-4498)
  1. **JUVENILE:** The number of visitors shall also be limited by procedures established in IMPP 11-101J.
- B. **ADULT:** When restrictions on the number of visitors or length of visits exist, such restrictions shall be established in the facility's general orders. (ACI 4-4498)

**IX. Special Visitors (ACI 4-4500; 4-JCF-3A-19)**

- A. An offender's attorney or clergy shall be allowed to visit at reasonable times (ACI 4-4500) unless:
1. A clear abuse of this privilege has occurred; or
  2. Unless such a visit may prove dangerous or harmful to the security and order of the facility or the rehabilitation of any offender.
  3. **ADULT:** Unless there is a known security risk, attorney visits shall be conducted in private.
    - a. The Warden shall establish alternative accommodations that allow visiting for high risk offenders or special needs visitation.
    - b. Attorney visits shall be prearranged by Unit Team or Security staff.
    - c. Attorneys must present proper credentials, including their current Kansas Supreme Court Attorney Registration Card or its foreign state equivalent before the visit will be allowed.
- B. Special visitors shall include:
1. Members of the State Legislature;
  2. Judges of the Kansas State Courts;
  3. Members of the Prisoner Review Board;
  4. Attorney General;
  5. Governor; and
  6. Members of the consulate of the offenders' country of origin.

**X. Conditions for Special Visits of Persons Not on Visitors Lists (ACI 4-4500; 4-JCF-3A-19)**

- A. Special visits by persons not on an offender's approved visiting list may only be authorized by the warden/superintendent or designee.
- B. Circumstances under which special visits may be granted include, but shall not be limited to:
1. Requests for a single visit prior to background verification and approval of subsequent visits;
  2. When the visitor has traveled a distance of 150 miles (one way) or more; or (ACI 4-4500)
  3. When the special visit is in the best interest of the offender's rehabilitative needs, treatment, or other correctional goals.
  4. **JUVENILE:** When there is a request for a visit to occur outside established visitation days/times.
- C. All requests for special visits shall be initiated by the offender through the offender's unit team via Form 9.

**XI. Termination and Suspension of Visits (4-JCF-3A-20)**

- A. A visit may be denied or terminated under the following circumstances by the Shift Supervisor or 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 KDOC IMPP 12-115/JJA IMPP 12-103;
  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 offender;
  6. Failure to properly supervise children;
  7. Excessive physical contact by the visitor and offender;
    - a. 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; and/or
  9. Visitor in possession of contraband upon entering the building to check in and undergo search procedures.
- B. A less restrictive measure shall be attempted, when appropriate, prior to the termination of a visit. Such alternatives include:
1. Warning the offender and/or visitor of improper conduct; and
  2. Transferring the visit to a non-contact visiting area.
- C. If a visit is terminated or relocated to a non-contact visiting area, the highest-ranking security officer on duty taking the action shall prepare an incident report.
- D. Based on information provided by staff and by the offender and/or visitor, the warden/superintendent or deputy warden/deputy superintendent may remove an individual's name from an approved visitors list and suspend the visitor's visiting privileges.
1. A written notice of the decision, including a statement of reasons, shall be given to the offender and visitor; and
  2. The statement of reasons may be omitted if it would jeopardize the security of the facility or the safety of any individual.
- E. The duration of visiting suspension shall be determined by the warden/superintendent in accordance with K.A.R. 44-7-104 (adult)/K.A.R. 123-5-505 (juvenile).
1. If a visitor is suspended from visitation at any KDOC facility that individual's visiting privileges shall be suspended at all other KDOC facilities for the duration of the initial suspension period.
    - a. Such suspensions shall be documented in the visiting database and imaged documents.
- F. A less restrictive measure shall be taken, when appropriate, prior to suspending a visitor's visiting privileges. Alternatives include:
1. Warning the visitor of the improper conduct; and

2. Allowing the visitor to visit only in a non-contact visiting area.

**XII. Visitor Registration/Identification (ACI 4-4503; 4-JCF-3A-19)**

- A. Each visitor shall sign in before visitation and sign out after the visit.
  1. **ADULT:** Registration shall include at least the visitor's name, address, relationship to the offender, and signature.
- B. Visitors 16 years of age or older shall be required to properly identify themselves with a picture ID issued by a United States or state governmental agency, such as a driver's license, a state ID card or school ID card.
  1. Non US citizens who do not have a United States or state government agency picture ID will be required to show a valid passport or visa.
  2. A copy of an official state issued birth certificate is acceptable for persons under the age of 16 who cannot produce a photo ID.
  3. For infants under 30 days old, a hospital certificate of birth can be used for infant identification.
- C. The warden/superintendent may establish procedures, which require an offender's visitors to wear an identification badge issued by the facility at the time of registration, in accordance with IMPP 12-132 (adult).
- D. Visitors unable to produce positive identification shall be denied visiting privileges.

**XIII. Visitor Searches (4-JCF-3A-19)**

- A. All visitors are subject to search in accordance with KDOC IMPP 12-115/JJA IMPP 12-103.
- B. The search of visitors shall only be conducted to prevent the introduction of any items considered to be contraband if taken into or from a facility, per K.A.R. 44-02-103 (adult)/K.A.R. 123-2-111 (juvenile).
- C. **ADULT:** Where there is reasonable suspicion that a visitor is in possession of contraband items, the warden or warden's designee may demand that the visitor submit to a search of the visitor's person, in accordance with K.A.R. 44-7-104 and IMPP 12-115.
  1. The visitor may refuse to submit to such search.
  2. If the visitor refuses to submit to the search, the visitor may be denied contact visiting privileges, or may be denied access to, removed from, or permanently barred from the facility.
- D. **ADULT:** Wardens shall establish alternative steps, when appropriate, to preserve visiting privileges, although violation of statutes, regulations, and/or facility rules shall be cause for the termination of a visit or barring of a visitor from KDOC facilities.

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal

Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

**REPORTS REQUIRED**

None.

**REFERENCES**

K.S.A. 21-5914, 75-5210(d)  
K.A.R. 44-2-103, 44-7-104, 123-2-111, 123-5-505  
IMPP 01-126, 05-104, 11-101, 11-101J, 11-115A, 12-115  
JJA IMPP 12-103  
ACI 4-4498, 4-4499, 4-4500, 4-4503  
JCF 4-JCF-3A-18, 4-JCF-3A-19, 4-JCF-3A-20

**ATTACHMENTS**

<b>Attachment</b>	<b>Title of Attachment</b>	<b>Page Total</b>
A	Application for Visiting Privileges	2 pages
B	Visitor Background Verification Form	1 page
C	Affidavit Granting Visiting Rights and Privileges	1 page

## Kansas Department of Corrections Application for Visiting Privileges

Facility: \_\_\_\_\_ Offender to be Visited:  
Address: \_\_\_\_\_ Name: \_\_\_\_\_  
City, St, Zip: \_\_\_\_\_ KDOC#: \_\_\_\_\_  
Date: \_\_\_\_\_

### APPLICANT INFORMATION

All questions must be answered. Incomplete applications will not be processed! Omissions or falsification could result in denial of visiting privileges. Completed applications should be mailed to the facility at the address above, Attention: Visitation. Do not mail applications to inmates. Allow 4 to 6 weeks for processing of applications. Visitors should familiarize themselves with the Visitor Handbook for the facility they wish to visit.

### Visitor Identification

1. Name of applicant: First: \_\_\_\_\_ M: \_\_\_\_\_ Last: \_\_\_\_\_
2. Maiden Name /Alias: First: \_\_\_\_\_ M: \_\_\_\_\_ Last: \_\_\_\_\_
3. If under 18 years old  
Authorized Guardian: First: \_\_\_\_\_ M: \_\_\_\_\_ Last: \_\_\_\_\_
4. Identifying Information: Relationship to offender (father, wife, friend) \_\_\_\_\_ Race: \_\_\_\_\_ Gender:  M  F
5. Current Address:  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
6. Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_ State DL/ID# \_\_\_\_\_  
Phone number: \_\_\_\_\_
7. Are you approved to visit another KDOC Offender? Yes  No  Relationship \_\_\_\_\_  
If yes, Name: \_\_\_\_\_ Number: \_\_\_\_\_ Facility: \_\_\_\_\_

### ADDITIONAL DOCUMENTATION REQUIREMENTS

A copy of an official birth certificate is required for each visitor under eighteen (18) years of age. For infants under 30 days old, a hospital certificate of birth can be used for infant identification.

Non United States citizen visitors shall provide a photo copy of at least one of the following documents when submitting an application. 1. Passport 2. Visa 3. Resident Alien Card 4. Permanent Resident Card 5. Employment Authorization Card.

8. Have you EVER been arrested or convicted of a misdemeanor or felony criminal offense? No  Yes   
Failure to list all arrests and convictions can lead to listing denial. Attach additional pages if necessary.

Offense	Arrest Date (approx.)	Disposition

9. Are you on probation or parole? No  Yes  If Yes, which State and County \_\_\_\_\_

10. Have you ever been, or are you currently, an employee of the Kansas Department of Corrections, an employee of any contractor to the Kansas Department of Corrections, or a volunteer within the Kansas Department of Corrections?

No  Yes

If yes, please provide the details of that past or present employment and volunteer activity:

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11. Were you a victim of the person you wish to visit or were any of your immediate family a victim of the person you wish to visit? No \_\_\_ Yes \_\_\_

(If YES, you must initiate this request through the Department' Victim Services.) Victim Services can be reached by writing to:

Office of Victim Services  
Kansas Department of Corrections  
714 SW Jackson, Suite 300  
Topeka, KS 66603

or by calling, 1-866-404-6732

**WARNING**

K.S.A. 21-5914 provides that: (a) Traffic in contraband in a correctional institution or care and treatment facility is, without the consent of the administrator of the correctional institutional . . . : (1) Introducing or attempting to introduce any item into or upon the grounds of any correctional institution . . . ; (2) taking, sending, attempting to take, or attempting to send any item from any correctional institution or . . . ; (3) any unauthorized possession of any item while in any correctional institution or . . . ; (4) distributing any item while in any correctional institution . . . ; (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 correction institution . . . is a: (1) Severity level 6, nonperson felony, except as provided in subsection (b)(2) or (b)(3); (2) severity level 5, nonperson if such items are: (A) Firearms, ammunition, explosives or a control substance which is defined in K.S.A. 2016 Supp. 21-5701, 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 correction institution or facility, except as provided in subsection (b)(3); . . . (4) 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 subsection (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 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, "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.

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 K.S.A. 21-5914 (Traffic in contraband in a correctional institution or care and treatment facility). 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 tobacco and tobacco-based products in their personal motor vehicles in the facility parking lot, unless they are intended for distribution within a facility. Violations of this policy may result in termination of visits, suspension of visiting privileges, and/or possible prosecution.)

Any visitor's possession of a cell phone on the grounds of a correctional facility (except within the confines of his or her vehicle) is prohibited. Violation may result in termination of visits, suspension of visiting privileges, and/or possible prosecution.

Visitor or Visitor's Guardian

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Kansas Department of Corrections**  
**Visitor Background Verification Form**

Offender Name: \_\_\_\_\_ Number: \_\_\_\_\_

Name of Prospective Visitor: \_\_\_\_\_

	Yes	No	Method of Verification
1. Application For Visiting Privileges form sent to prospective visitor Date Sent: _____	___	XXXX	XXXXXXXXXXXX
2. Application For Visiting Privileges form returned by prospective visitor. Date Received: _____	___	___	XXXXXXXXXXXX
3. Relationship of prospective visitor to offender verified. Date Verified: _____	___	___	_____
4. Probation/Parole status of prospective visitor verified. Date Verified: _____	___	___	_____
5. Former KDOC offender status of prospective visitor verified. Date Verified: _____	___	___	_____
6. Previous employment status with KDOC of prospective visitor verified. Date Verified: _____	___	___	_____
7. <b>JUVENILE:</b> Security background check conducted. Date Verified: _____	___	___	_____
8. Is the offender a sex offender? _____			
9. <b>ADULT:</b> Have the contact requirements of IMPP 11-115A been met? _____			
10. <b>ADULT:</b> Non-citizen's legal status verified? _____			

The verification process for the above-identified prospective visitor has been completed per the requirements of IMPPs 10-113 or 10-113J. This person has

- \_\_\_ 1. **BEEN APPROVED** and his/her name may be added to the offender's visiting list, OR
- \_\_\_ 2. **NOT BEEN APPROVED.**

**NOTE: The name may be added to the offender's Visitors List only if the visitor has been approved.**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

