INTERDEPARTMENTAL MEMORANDUM

DATE: March 20, 2009

TO: **All Concerned**

FROM: Joel B. Hrabe, Deputy Warden
Norton Correctional Facility

RE: **NCF Outdoor visitation**

Outdoor visiting is available for D-Unit inmates however will be limited to only those days when weather conditions permit comfortable visiting. This will be at the discretion of the Shift Supervisor. The Shift Supervisor's decision will be final.

On days when outdoor visiting is permitted, there will no longer be out-of-door cooking. This will not preclude visitors from bringing in pre-packaged, prepared food items with them to Minimum Visiting for consumption during indoor visiting (**Prepared**, is defined as those items bought from a fast food restaurant or grocery/convenience store that is a pre-packaged/pre-cooked food item.) Home-made items are not allowed. A variety of fast food restaurants and stop-and-shop food stores in the community provide cooked items. Additionally, in Norton the Pizza Hut will continue to deliver to both minimum and medium visiting rooms. There are microwave ovens available in the Visiting buildings to warm up food items.

As always, NCF G.O. 16-101 shall be in effect. Also, visitors shall be subject to search in accordance with IMPP 12-115. Any visitor or inmate violating visiting rules or regulations shall be dealt with according to the appropriate policy, rule or regulation.

TRAFFICKING IN CONTRABAND in a correctional institution is a felony, in accordance with K.S.A. 21-3826.

Questions or concerns may be forwarded to me in the Wardens office.

JBH/adw

cc: File