

Oswego Correctional Facility

El Dorado Correctional Facility - Southeast Unit

Visitation Handbook with COVID-19 Restrictions



2501 7th St.
Oswego, KS 67356

OCF Control Center: 316-322-2045

EDCF Main Number: 316-321-7284

Visitation Schedule

Saturday & Sunday

8:00am - 9:30am

11:00am - 12:30pm

1:00pm - 2:30pm

Please Note:

- The visitor on the approved resident's visiting list will schedule the time they want to visit using their ICSolutions account. This is the same application where video visits are scheduled. For those who do not already have a video visit account, the approved visitor will need to create an account at www.ICSolutions.com before they can schedule a visit.
- Visits can be scheduled between one week and 48 hours from the time of the visit. Scheduled slots are on a first come basis.
- There are three, 90 minutes, visit times available in each time slot listed above.
- Each scheduled timeframe will allow up to four residents to have a visit.
- Each resident may have up to two visitors per visit. An approved minor is counted towards the limit of 2 (two) visitors.
- All visitors participating in the visit must be processed simultaneously. Once a visit is established, subsequent visitors will not be allowed entrance.
- Visitors are allowed in the building up to 15 minutes prior to the start of their scheduled visitation timeframe.
- If the visitor(s) arrives late, they will still be able to visit during their scheduled time frame but the end time for the visit will not change.
- Visitors who do not have a visit scheduled on ICSolutions will not be allowed inside the facility.
- Residents are allowed up to 1 visit a week. (A week is defined as Sunday through Saturday.)
- Masks are required upon entry to the facility and must be worn properly covering the mouth and nose the entire time.
- Personal contact is **not** allowed at this time. This means no embracing, kissing and/or handholding. A six-foot distance must be maintained between residents and visitor(s).
- Tables are not to be moved from their original position. Do not remove unused chairs from the table without permission from staff. Residents must sit across the long side of table from their visitor, 6ft distance is to be maintained.
- Food & Beverage are not currently available.
- Games & Puzzles are not currently available.
- The photograph program is not currently available.
- Please read this handbook carefully as visitation rules will be strictly enforced.

Policy Statement on Visiting

The Department of Corrections recognizes the importance of visitation in making a resident's period of incarceration less difficult. With those Residents who have families, visiting privileges allow for the maintenance of family ties which may otherwise be lost. A Resident'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 at OCF of the facility's rules and regulations as they pertain to visitation. Rules and regulations regarding visiting are necessary for all facilities. This handbook, as well as our visiting program, has been set up to provide a fair, wholesome, and safe environment for visitors, Residents, and staff. All OCF staff shall strictly enforce all visiting rules and regulations in a polite and professional manner.

Visitation is an important element in the correctional process; visiting privileges can be revoked / suspended for violating rules and regulations. Please read this handbook carefully to avoid any unnecessary delay or interruption of visiting privileges.

Keep in mind the facility is highly resistant to making exceptions to the regulations outlined in this handbook.

General Information

Entering for Visitation: Visitor traffic on the facility perimeter road is prohibited. Vehicles are to be parked in available spaces in front of the building. Vehicle windows and doors must be completely closed and locked during visitation. Visitors will enter through the front gate. Please ensure the gate is fully closed before entering the building, as visitors will not be allowed to pass into the lobby until the front gate is secure. Once inside the lobby, the visitation officer will provide assistance as needed.

Exiting the Facility: To exit the facility, visitors proceed back through the same door you entered upon arrival. A visitor who walks through the electronically controlled foyer door will not be allowed back into the visitation session. Visitors must depart facility grounds promptly upon termination of visits.

Lockers: A limited number of lockers are available on a first-come, first-served basis. Use of lockers will be limited to:

- Individuals who are dropped off and need to lock up their individual items.
- Keys
- Coats and other weather-related clothing articles shall be hung on the coat rack or placed in a locker as these items are not allowed in the visitation room.

If you need a locker key, place your item(s) in an empty locker and before entering through the metal detector, let the officer know that you need a locker key. The visitor will be issued a locker key in exchange for their ID. The visitor must return the key once the visit is over and the locker is unlocked. The key will be exchanged for the ID. We assume no responsibility for any lost or stolen items.

Contraband: Bringing contraband into a prison can have serious consequences. Trafficking contraband, in a penal institution is a **felony**. Trafficking in contraband is defined as introducing or attempting to introduce anything not specifically allowed by the Warden of the facility. This includes drugs, needles, tobacco, weapons, explosives, intoxicating beverages, currency, cell phones, written communication and more. Residents or visitors attempting to bring contraband of any type into the facility are subject to the Facility Disciplinary process, arrest and prosecution. Visitors are subject to suspension of visiting privileges at the discretion of the Warden.

DO NOT bring into the facility:

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| • Drug paraphernalia | • Photographs |
| • Smoking Devices for drug paraphernalia | • Pen knives |
| • Tobacco products | • Handcuff keys |
| • Smoking Devices for tobacco products | • Wallets |
| • Lighters | • Purses |
| • Rolling papers | • Correspondence for the offender cannot be accepted at OCF if brought in by visitors. It must be mailed into the facility. |
| • Cell phones or any cell phone related devices | • Toys/Games/Stuffed animals |
| • Cameras | • Money |
| • Electronic devices (i.e. pager, fitbits) | • Keys |
| • Watches of any kind including smart watches and/or internet capable watches | |

Items that can be brought into visitation:

- Prescription medication, which does not require injection, not to exceed amount needed for length of visitation period.
- Personal jewelry (no watches), including a medical alert bracelet.
- Eyeglasses

Search of Visitors: Any person entering facility grounds is subject to search in accordance with IMPP 12-115. Any visitor who refuses to be search will be prohibited from visiting any KDOC facility for a specified time period. Each visitor will be required to clear both a metal detector and a parcel x-ray machine search. All clothing considered to be outer garments shall be removed during the entry process. The clothing underneath the outer garments must be suitable for entry into the facility. For example, a visitor will not be allowed to enter with a tank top on even if the visitor has another garment to put over the tank top. Any person(s) refusing to comply with any part of the check-in process shall be denied entry into the facility. 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 the visitation database. 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 and a full pat search from a same sex security staff member.

Check-In & Identification for Visitation: Before a visitor is allowed to visit, the visitor will be asked to produce a valid picture I.D. Any valid state or government issued photo ID is acceptable i.e. driver's license, passport, etc. Positive identification is mandatory. Visitors who are 16 years of age and older are required to submit photo identification issued by a governmental agency such as a driver' license or state issued ID card. Visitors who are under the age of 16 are required to have identification, which may include a birth certificate, social security card, or school ID. Visitors who are unable to produce proper identification will be denied visiting privileges. After proper verification is obtained, the visitor will surrender their identification document to staff prior to entering the visitation room. The inside left wrist of visitors will be stamped with a three-digit alphanumeric code. Identification documents will be returned once a person is cleared to exit the facility.

All visitors are also required to fill out a Visitor's Registration Form. Full Completion of this Form is Required Each Time There is a Visit. Any person refusing to complete this form shall not be allowed to enter the facility.

Personal Property and/or Money: Under no circumstances will personal property and/or money be accepted or exchanged during visitation with staff or residents. Any personal property will be sent out through the visitation officer following proper procedures.

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. As of Spring 2021, there is no longer a kiosk in the lobby to deposit money in. Please contact Access Corrections or JPay for further information on depositing money onto the resident's account. Their contact information is located on the last page of this booklet.

Food and Beverage: Vending machines are currently not available during visitation.

Seating: Tables are not to be moved from their original position. Do not remove unused chairs from the table without permission from staff. Residents must sit across the table from their visitor in the designated seat. All persons shall always keep the legs of the chair flat on the floor. Feet or diaper bags are not permitted to be placed in any unused chair. No sitting on the tabletop regardless of age.

Non-Contact Visits: Not available at this facility.

Games & Puzzles: Currently not available.

Restrooms: Separate restrooms are available for visitors and residents. Please inform the visitation officer and they will let the visitor into the lobby where the restrooms and water fountain are available.

Personal Contact: No embracing and kissing is allowed at any time during the visit. No handholding or touching is allowed at any time during the visit. A six-foot distance must be maintained between residents and visitor(s). Residents and their visitors shall not be allowed to have physical contact with another resident's visitor (i.e. handshaking, holding a child of another resident / visitor, embracing, or kissing another resident's visitor, etc.). Moving from table to table is not allowed by visitors or residents.

Holiday Visitation: Resident visitation at Kansas correctional facilities will be provided on the following four state holidays: Christmas Day, Memorial Day, Fourth of July, and Thanksgiving Day (does not include the day after Thanksgiving). If either Christmas Day or the Fourth of July holiday falls on a Saturday or a Sunday, or another day where a facility has regularly scheduled visitation, the holiday will be incorporated within the regular visitation schedule and an additional visitation day will NOT be scheduled.

Hospice & Infirmary Visitation: not available at this facility.

Admin Segregation Visitation: not available at this facility.

Private Visitation: Is 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 counselor at least a week prior to the requested day of visit. There are special requirements for this type of visit which will be explained by the person of contact.

Special Visits: Currently not available.

Prison Rape Elimination Act: It is the top priority of the Kansas Department of Corrections to educate staff, residents, and the general public about the Prison Rape Elimination Act, which was signed into law in 2003. Our goal is to eliminate sexual assaults in the facility. Inmates in the facility are encouraged to report such occurrences immediately to staff or via the hotline to assist them in that reporting. If you receive any such information about such an incident, family and friends are encouraged to contact the EAI Department at EDCF by calling (316) 321-7284 ext. 22017. The Warden of the facility has established a zero-tolerance level for such activity.

Who May Visit?

It is 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 resident, 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 vesting the person with authority to transport and supervise the minor child on the premises of this facility for the purpose of visiting a resident. Nieces, nephews and cousins are not considered immediate family.

Residents, who receive disciplinary conviction KAR 44-12-312 Illicit drug use, shall be not have in-person visits for 180 days.

Visitation privileges: In accordance with IMPP 11-101 and 10-113 visitation privileges shall be determined by the incentive level assigned to each resident in the following manner:

- **Level I** – Residents assigned to Level I shall be limited to visits from attorneys, clergy, law enforcement, a primary visitor and immediate family members.
- **Levels II & III** – Residents assigned to Levels II and III shall be allowed visits from any approved visitors per the provisions of this IMPP 11-101A. The photograph program will be not be available at this time.

What If I am a victim of the resident but I would like to visit the resident?

This does not mean a person will not be allowed to visit. If a person is a victim of the resident, this must be indicated on the visitation application so the office of Victim Services (OVS) will be in contact with the prospective visitor for more information. If there are question about this process, please call OVS toll free at (866) 404-6732.

If I am on Probation or Parole, will I be allowed to visit?

If a visitor is on probation or parole and has an immediate family member incarcerated at OCF (i.e. brother, son, father) the visitor will be allowed to visit only after one year of successful probation or parole and has permission from the probation or parole officer and the Warden. This request will be initiated by the visitor through the probation or parole officer.

If I Am an Ex-Employee (Includes Contract Personnel of EDCF) Can I Visit a Resident at the Institution?

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

Responsibility of Guardians over Children

- The birth certificate is the only document needed when the biological mother brings the minor into the facility.
- The birth certificate and proof of guardianship are required when a residential custodian brings a minor into the facility.
- If a visitor brings in a child of whom they do not have lawful / residential custody the following needs to be filled out which states:

“I, full name of parent/guardian give permission for visitor full name to bring child’s full name to the Oswego Correctional Facility (EDCF-SE Unit) to visit resident’s full name and resident number.”

The document **must be notarized** and given to the visitation officer(s) along with a birth certificate EVERY time the minor is brought in.

Diaper bags: The contents of diaper bags shall be limited to: six (6) diapers, three (3) plastic (see through) bottles, one (1) clear dispenser/baggie of wet wipes, one (1) change of clothes for the infant, one (1) infant blanket no larger than a standard receiving blanket, one (1) pacifier, and one (1) baby/toddler food in factory sealed (plastic) containers only

- Dry formula may be placed in bottle before entering the visitation area. Open formula containers shall not be permitted in the visitation area.
- Only infant carriers are allowed. No strollers are allowed.
- All contents of the diaper bag are subject to search.

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

If children are visiting, please be considerate of other visitors. All rules and regulations pertain to minor visitors as well and are in place for their safety and security. Unruly children may be grounds for the termination of a visit.

Visitor's Dress Code for In-Person Visits & Video Visits

The following type of clothing **WILL BE CONSIDERED INAPPROPRIATE attire** for visiting:

- See-through / fishnet attire / tear away clothing
- Tank tops / halter tops / tube tops
- White T-shirts
- Spaghetti strap or tie-tops
- Braless attire
- Backless shirts or dresses
- Undergarments showing
- Low cut neckline or clothing that reveals any part of the breast
- Clothing that reveals bare shoulder / bare midriff
- Skirts or dresses that do not cover the knee while in a sitting position or has a slit that goes above the knee
- Spandex, leggings, jeggings or any other stretch / form fitting clothing (this includes skinny jeans or yoga pants)
- Wrap skirts or shirts
- Pajamas or sleep attire
- Hats or other headwear (excluding religious tenet)
- Sunglasses
- Red, grey or orange (hooded or not) sweatshirts
- Collared, blue / denim button up shirt
- Overalls / coveralls
- Footwear must be worn at all times however open toe shoes are acceptable, i.e. flip flops / sandals
- Shorts (except for those who are 10 years of age or under)
- Clothing with holes, tears, scratches or rips whether factory made or otherwise, despite whether or not they are all the way through the material.
- Attire that promotes violence, illegal activities, Security Threat Group affiliations or are of a sexual nature
- Attire that promotes alcohol and/or tobacco products
- Watches including Fitbit type or smart watches

All clothing considered to be outer garments shall be removed during the entry process. The clothing underneath the outer garments must be suitable for entry into the facility. For example, a visitor will not be allowed to enter with a tank top on even if the visitor has another garment to put over the tank top.

The above-mentioned list includes clothing that is not acceptable; however, this list is not meant to be all-inclusive. **Regardless of age, all visitors allowed into this facility must be dressed in compliance with this dress code. The facility staff reserve the right to deny any visitor when it is determined a visitor's apparel is not appropriate, even though they may not be wearing one of the previously listed items.**

Frequently Asked Questions

How do I apply to be a visitor?

All visitors must be on the resident's approved visiting list prior to visiting. If a visitor's name is not on the visiting list, he/she will not be allowed to schedule a visit. The application forms are sent to potential visitors by the resident. The application must be filled out **completely** and **accurately** and returned by mail to the facility's visiting clerk along with any necessary supporting documents. The approval process can take up to five weeks. Applications for minor visitors must be accompanied by an **original** birth certificate. Applications from individuals who are not U.S. citizens must be accompanied by a photocopy of the individual's passport, visa, resident alien card, permanent resident card or employment authorization card. If you have questions, please contact the EDCF Visitation Clerk. If approval is granted the visitor's name will be placed on the approved visiting list and the offender will be notified. It is the responsibility of the offender to notify his visitors that they have been approved. Approved visitors remain on an offenders list when he transfers to any other KDOC facility. This does not include county jail.

Is there someone at the facility who will watch my children while visiting?

No. Parents and guardians are responsible for the supervision and behavior of their children. A visit may be terminated if there is any disruptive, unsafe or inappropriate behavior exhibited from children while at OCF. Persons of any age or pets shall not be left unattended in automobiles.

If I bring someone with me who is not going to visit, is there a place she/he can wait for me?

There is no waiting area, do not bring someone who cannot visit if they are intending to wait at the facility. No one is permitted to sit in a vehicle in the parking lot to wait. Anyone who is not visiting shall be required to exit the facility grounds.

I understand each resident is allowed to have 20 visitors on his list. Can all visitors come to visit at the same time?

Due to COVID-19 restrictions, only two visitors are allowed in the visitation session. A resident is entitled to visits on Saturday, Sunday, and approved holidays after they have scheduled the visit on their ICSolutions account. All visitors participating in the visit must be processed simultaneously. Once a visit is established, subsequent visitors will not be allowed entrance.

Am I allowed to visit more than one (1) resident?

Unless a visitor is a relative and has more than one immediate family member incarcerated at this facility, multiple visits are not permitted. They cannot visit both residents at the same time. Visiting program sponsors and clergymen are exempt from this regulation when approval is received in advance from the Unit Team Manager.

How do I remove my name from a resident's visiting list?

Visitors may be removed from a resident visit list by sending a written request to the EDCF visitation clerk. The resident may also request to have individuals removed from his visiting list. In either case, visitors must wait 180 days before they can reapply for visiting privileges.

Why would my visiting privileges be denied or terminated?

A visit may be denied or terminated under the following circumstances by the highest-ranking security officer on duty:

- Visitor(s) under the influence of drugs or alcohol
- Refusal of visitor(s) to submit to search procedures per IMPP 12-115 *Search of Visitors*
- Refusal or failure to produce sufficient identification or the falsifying of information by the visitor
- Violation of facility visiting rules by visitor or resident
- Failure to properly supervise children
- Reasons necessary to preserve the security of the facility and reasonable order in the visiting area
- Visitors who were found in possession of a cellular phone, narcotics, and/or tobacco products during the searching procedures.

What happens in the event of an emergency?

This facility has protocols, based on the nature, of most emergency situations. An officer will brief visitors on the event. Visitors will then be directed to the nearest safe zone.

Please Remember

- Audio and video surveillance devices are used on all facility property.
- In the event you have a problem or questions at any time during your visit, please consult with the Visitation Officer or the Shift Supervisor on duty.
- Violation of any of these visiting regulations and/or any inappropriate physical or verbal behavior toward any person may result in suspension or termination of visiting privileges to maintain the safety and security of Oswego Correctional Facility.

Video Visitation

- Residents are allowed an unlimited number of video visits per day and week, if the visit time coincides with the allowed periods:
 - Sunday through Thursday: 7:30am-10am, 12pm-2:30pm, 6pm-10:30pm
 - Friday & Saturday: 7:30am-10am, 12pm-2:30pm, 6pm-11:30pm
- Residents on level 1, 2 and 3 shall be allowed to utilize the video visitation system.
 - If a visitation has been scheduled prior to the Resident's placement in restrictive housing or Restriction of Privilege (ROP), the Resident shall be responsible for notifying staff of the pending visit via form 9.
 - Once notified, OCF Staff shall cancel the scheduled visit.
- All video visitors must be on the residents approved visitor list. Special visits will not be approved.
- All visitors will be required to download the ICSolutions visitation application at www.ICSolutions.com in order to participate in a video visit.
- To a schedule video visit, visitors will need to have at least \$9.95 in their prepaid account with ICSolutions. There will be a charge of \$9.95 for each 30-minute video visitation session as soon as the visit is scheduled.
- All video visits must be scheduled at least 24 hours in advance. The scheduling is done by the visitor not the resident.
- Once the visit is scheduled and approved, the Resident will receive an email listing the date, time. The Resident will need to login to the kiosk where he lives when the video visit is about to start.
- Facility staff can deny, change, or cancel a visit at any time at their discretion.
- Sex Offender residents who are restricted from contacting minors will not be allowed to utilize video visitation.
- Residents cannot participate in a video visit during the times that they are scheduled to be somewhere else for facility purposes, for example, in a program, attorney visit, at work, etc. The resident shall cancel a visit if it conflicts with his schedule.
- Only approved visitors can participate in the video visit.
- Residents shall not allow other Residents to participate in their visitation.
- Visitors may also be asked to provide proof of identity during the video visit if there is concern of the person's identity.
- It is recommended that visitors test their connection prior to scheduling a visit. The visitor should login and connect a couple minutes prior to the scheduled visitation time to check in. While the visitor can log-on anytime during the 30-minute visit, logging on after the start time will result in a shorter visit.
- Residents have the ability to cancel visits by logging onto their inmate account. If the Resident cancels the video visit, \$9.95 will be credited back to the visitors ICSolutions prepaid account.
- If the visitor is unable to attend the scheduled video visit, they will need to log onto their account and cancel the appointment prior to the scheduled visitation time to be refunded.
- If the visitor does not check in for a scheduled visit, no refund will be issued.
- If the internet loses connection during the visit, the visit will not be allowed to reconnect.
- If your visit is cancelled by the facility, the \$9.95 will be credited back to the visitor's ICSolutions prepaid account.
- If the visit is terminated due to the conduct, no refund will be issued.
- Appropriate dress is required at all times. Review the Visitor Dress Code for In-Person Visits & Video Visits section on what will be considered inappropriate attire for a video visit.
- Any inappropriate activity or violating any of rules will result in the termination of your session and no refund

will be issued. Visitors might also be placed on permanent visiting restrictions.

- Such activity includes nudity, removal of clothing, activities of a sexual nature or sexually suggestive activities, or any other behavior deemed offensive by staff.
 - Visitors that create a disturbance or disruption of the visiting process.
 - Visitors under the influence of drugs or alcohol.
 - Visitors that refuse to show sufficient identification.
 - Visitors who are not on the approved visitor list.
 - All visits are subject to monitoring and recording.
- Upcoming visits, with the inmate name and scheduled time, will be displayed on the kiosk screen, to assist in the management of the kiosk for non-video visitation needs.
- Each visitation session will show the visitor and Resident a timer to display elapsed time.
- After your visit has ended, your connection will be terminated. The option to extend the visit another 30 minutes is no longer available.
- All visitor questions or issues need to be directed to ICSolutions.

Contact Information

Oswego Correctional Facility (EDCF-SE Unit): (316) 322-2045

Mailing Address: Resident Name and DOC Number OR Department Name
2501 7th St.
Oswego, KS 67356

El Dorado Correctional Facility (EDCF-Central Unit): (316) 321-7284

Visitation Clerk: 1-316-321-7284 x22558

Mailing Address: Resident Name and DOC Number OR Department Name
P.O. Box 311
El Dorado, KS 67042

Access Corrections – Secure Deposits (866) 345-1884
www.AccessCorrections.com

JPay: (800) 574-5729
www.JPay.com

Video Visitation Support for Family and Friends: Toll Free: (888) 646-9437
Email: customer@ICSolutions.com

Union Supply Direct (Resident Commissary Packages): (855) 247-0561
www.KSinmatepackage.com

Kansas Adult Supervised Population Electronic Repository (Resident Search)
www.doc.ks.gov/kasper

KDOC Sexual Assault or Sexual Abuse Helpline: (785) 296-0200
<https://www.doc.ks.gov/facilities/prea/reporting>

Frequently Asked Questions FAQ's: <http://www.doc.ks.gov/facilities/faq>