



Visitor's Handbook

Hutchinson Correctional Facility

<https://www.doc.ks.gov/facilities/hcf/visit-1/handbook>

Index

Applying to be an Approved Visitor	3
Visiting Locations	4
Driving Directions	4
Public Transportation	5
Parking	5
Visitation Schedule	5
Holiday Visitation	6
Non-Contact and Video Visits	6
Special Visits	6
Dress Code for Visitors	7
Check-in and Identification	8
Visitors who are minors	8
Visitor Entry	8
Search of Visitors	9
Items that can be brought to visitation	9
Lockers	9
Contraband	10
Visiting Rooms	10
Visiting Rules	11
Personal Contact	11
End of Visiting Periods	12
Accessibility	12
Visitation with Sex Offenders	12
Visits by Victims	12
Removing your name from an offender's visiting list	12
Glossary	13
Questions?	13
Policies	13

The Kansas Department of Corrections Hutchinson Correctional Facility Visitor's Handbook

The Kansas Department of Corrections recognizes the importance of visitation in making an offender's period of incarceration less difficult. With those offenders who have families, visiting privileges help ease the strain of separation and contribute to the maintenance of family ties, which may otherwise be lost. We also feel an offender's motivation to improve his condition is affected in a positive way when he has regular visits from his family and friends.

This handbook has been designed to educate visitors to the Hutchinson Correctional Facility's rules and regulations regarding visiting. Our visiting program has been set up to provide a fair, wholesome and safe environment for visitors, offenders and staff. All HCF staff members assigned to visiting areas are required to strictly enforce these rules and regulations in a firm, fair and consistent manner.

Although we feel visitation is an important element in the correctional process, visiting privileges can be revoked for violating facility rules and regulations. Please read this handbook carefully and thoroughly to avoid any unnecessary delays or interruption of visiting privileges.

Applying to be an Approved visitor

All visitors must be on the offender'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 visit.

Application forms are sent to potential visitors by the offender. 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. Birth certificates will be returned to the applicant once they have been verified. Applications from individuals who are not U.S. citizens must be accompanied by a photocopy of the individuals passport, visa, resident alien card, permanent resident card or employment authorization card.

Persons under the age of 18 will not be permitted to visit unless they are an immediate family member to the offender (IMPP 10-113D).

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.

If a potential visitor is on probation or parole, the application must have written permission from the assigned probation or parole officer attached. Permission to visit may only be granted after the expiration of one year after the most recent release date.

Ex-employees (including contract employees and volunteers) are prohibited from visiting at HCF for two years after termination of their employment or volunteer activity. Requests made following this period will be considered on a case-by-case basis.

Visiting multiple offenders is not permitted unless the visitor is immediate family to more than one person incarcerated with KDOC.

If you were previously approved to visit the offender, and the offender was released to parole for more than two years and violated parole or released and re-incarcerated on a new sentence, you will need to re-apply for visiting privileges.

Visitation Locations

Central Unit
500 South Reformatory Road
Hutchinson, KS 67501

South Unit
1001 East Avenue G
Hutchinson, KS 67501

East Unit
400 South Halstead Street
Hutchinson, KS 67501

Visitation Clerk

The visitation clerk may be reached by phone at 620-662-2321 ext. 4317 Monday through Friday from 7:30 am to 4:00 pm.

Driving Directions

From Wichita to the South Unit and Central Unit

Take SR-96 West to US-50 East/SR-61 North, turn left (North) on SR-61 North/Ken Kennedy Parkway, turn left (West) onto Avenue G. The South Unit is on the South side of the road. To continue on to the Central Unit, stay on Avenue G, turn right (North) on to Severance. Visitor parking is on the right.

From Salina to the South Unit and Central Unit

Take I-135/US 81 South, exit 58, take the ramp right for US-81 Business North/SR-61 South, turn right (West) on to Avenue G, the South Unit is on the South side of the road. To continue on to the Central Unit, stay on Avenue G, turn right (North) onto Severance. Visitor parking is on the right.

From Wichita to the East Unit

Take SR-96 West to US-50 East/SR-61 North, turn left (North) on SR- 61 North/Ken Kennedy Parkway, turn right (East) onto Avenue G, turn left (North) onto South Halstead Road.

From Salina to the East Unit

Take I-135 South/US 81 South, exit at #58, take the ramp right for US-81 Business North/SR-61 South, turn left (East) onto Avenue G, turn left (North) onto South Halstead Road.

Public Transportation

The local bus system toll-free telephone number: 1-888-458-2911. RCAT's Mission is to provide reliable and accessible public transportation for the citizens of Reno County and to foster economic growth and prosperity. Operating hours are Monday – Friday 6 am to 7 pm, and Saturday 7 am to 6 pm. Web site: www.renogov.org/rcat.

Parking

Parking is available in the north parking lots at all three units. Visitors are required to remove their keys, close the windows and lock all doors. If the vehicle cannot be secured, it must be parked off state property. Individuals who are not visiting are not allowed to wait in a parked vehicle on state property.

Visitation Schedule

Saturday and Sunday Visits

Central Unit	Intake Level, Incentive Level I & Max Custody 3 hour visitation only	Last name begins with: A-L 8:00 am to 11:00 am M-Z 11:30 am to 2:30 pm	3 visitors allowed
	All other custody levels Incentive Level II & III	All Day Visitation 8:00 am to 2:30 pm	3 visitors allowed
	Non-Contact & Restriction	Pre-Scheduled Visitation 620-662-2321 ext. 4317	2 visitors allowed 2 one-hour visits per weekend. No Monday through Friday holiday visits.
	Restrictive Housing	Video Visitation 620-662-2321 A1 Cell house ext. 3226 A2 Cell house ext. 3225 A3 Cell house ext. 3224 C1 Cell house ext. 3212 or ext. 3234	2 visitors allowed. 2 one-hour visits per weekend. No holiday visits.
South Unit	Intake Level & Incentive Level 1 3-hour visitation only	Last name begins with: A-L 8:00 am to 11:00 am M-Z 11:30 am to 2:30 pm	5 visitors allowed
	Incentive Level II & III	All Day Visitation 8:00 am to 2:30 pm	5 visitors allowed
East Unit	Intake Level & Incentive Level 1 3-hour visitation only	Last name begins with: A-L 8:00 am to 11:00 am M-Z 11:30 am to 2:30 pm	5 visitors allowed
	Incentive Level II & III	All Day Visitation 8:00 am to 2:30 pm	5 visitors allowed

Check-in times for visiting periods are as follows:

AM visitation check-in times: 7:30 am – 10:00 am

PM visitation check-in times: 11:00 am – 1:30 pm

The Central Unit walk-thru gate will be closed from 10:00 am to 11:00 am and again after 1:30 pm.

All visitors are encouraged to call the gatehouse at 620-662-2321 to ensure that visitation is open and to confirm scheduled appointments prior to arriving at the facility, especially in cases where the visitor is traveling a long distance.

Holiday Visitation

Visitation will take place on the following holidays for offenders who are Incentive Levels 1 through 3: Memorial Day, Independence Day (4th of July), Thanksgiving Day, and Christmas Day.

Offenders in Restrictive Housing or who are on restriction will not be allowed visits when these holidays fall between Monday and Friday.

Visitation will **not** be permitted on the following state holidays unless the holiday falls on a Saturday or Sunday; New Year's Day; Martin Luther King Jr. Day; Veterans Day; the day after Thanksgiving.

Non-Contact and Video Visits

Offenders who are on non-contact visiting status will be limited to two visits per week. A limit of two visitors will be allowed for the non-contact visiting rooms. Each visiting period is limited to 60 minutes each. The approved visitor is responsible for requesting visiting reservations to the visiting clerk, during the week of the visit, but no later than Noon on the Friday prior to the visit. Approved requests for reservations will be sent to the gatehouse by the visitation clerk. Non-contact visiting rooms are available to schedule from 8:30 to 9:30 a.m.; 9:30 to 10:30 a.m.; 12 to 1 p.m.; or 1:00. Visitors who do not arrive at their scheduled time will not be allowed to visit.

Offenders who reside in restrictive housing at the Central Unit are only eligible for video visits. These visits are limited to one hour and take place in the video conference rooms. Offenders can receive two one-hour visits per weekend. Offenders in restrictive housing or on restriction will receive no holiday visits. Visits must be scheduled through the Unit Team by calling 620-662-2321. Ask for the appropriate extension: A1 Cell house ext. 3226; A2 Cell house ext. 3225; A3 Cell house ext 3224.

For visitors with a scheduled **non-contact** or **video visit**, **DO NOT** wait in line at the Central Unit. Proceed directly to the Officer's Station at the Gatehouse and let them know that you have a scheduled visit. Scheduled visitors will be processed right away.

Special Visits

Special visits by persons not on an offender's approved visiting list may be authorized by the Unit Manager or Counselor only and will be in accordance with IMPP 10-113D. In addition, special visits may be granted under the following circumstances:

- When the visitor is a potential employer visiting for the purpose of conducting a pre-

employment interview.

- When the visitor is a friend or relative visiting from a distance of 150 miles or more (one way) and has not visited within the last 30 days.
- All day visits must be initiated by the offender and approved in advance by the Unit Team.

Dress Code for Visitors

All visitors must be dressed appropriately. All clothing should be conservative and non-revealing. The following types of apparel are **not** appropriate for visitors to wear at this facility for persons who are 10 years of age or older:

Shirts/blouses/tops:

- No strapless tops.
- No tank tops/spaghetti straps
- No crop tops.
- No halter tops.
- No backless tops/dresses.
- No tight blouses/shirts.
- No wrap shirts.
- No revealing low-cut necklines.
- No braless attire for women.
- No sweatshirts/hoodies.
- No sleep wear.
- Wearing a jacket over any of the above mentioned items is NOT acceptable.

Pants/skirts:

- No shorts
- No tight dresses, skirts, pants.
- Leggings are not allowed as outerwear, but may be worn layered under a top/dress/skirt that extends to at least mid-thigh.
- No mini-skirts. Skirts must extend below the knee.
- No wrap skirts.
- No skirts with slits above the knee.
- No pajama pants.
- No sweat pants.
- Capri pants are acceptable for women but must extend below the knee.

No see-through attire.

No rips/tears of any type in any clothing.

No undergarments showing.

No clothing with obscene, offensive or vulgar language.

No gang related references on any clothing.

No drug or alcohol related references on any clothing.

No hats/headwear unless of a religious nature.

No bare feet. Flip flops and sandals are acceptable.

No sunglasses.

No clothing that resembles offender clothing (light blue, gray or white t-shirts with jeans).

The list above is not all inclusive. HCF reserves the right to deny entrance to any visitor when it is determined by staff on duty that the visitor's attire is not acceptable.

Check in and Identification for Visitation

Each visitor is required to sign in with name, address and relationship to the offender prior to being allowed to visit. 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 driver's license, or state 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 card. Visitors who are unable to produce proper identification will be denied visiting privileges.

All visitors at the time of signing in, will exchange their identification for a Visitor ID Badge. ID Badges must be worn and displayed by all visitors during visitation. Failure to do so will result in termination of the visit and possible suspension of visiting privileges in accordance with IMPP 10-113D. After visiting, the Visitor ID Badge will be exchanged for the visitor's identification and the visitor will sign out.

Visitors who are minors

Visitors who are under 18 years of age must be immediate family to the offender and must be accompanied by their mother or their legal guardian. Minors may be accompanied by another adult who is on the offender's approved visiting list, however, that adult must bring a signed and notarized affidavit granting visiting rights and privileges. The minor must also bring his/her birth certificate.

An offender's spouse, who is under the age of 18 must be listed on the offender's intake card (filled out during offender's admission process). With the exception of an offender's spouse, adult supervision for minors is required. The accompanying adult must be an approved visitor.

Visitors are responsible for the care and conduct of their children. Children must be accompanied at all times. Disruptive behavior may cause the visit to be terminated. Toys/games are available in the visiting areas for use by children of visitors. HCF assumes no responsibility for injuries to children under the supervision of their parents or guardians.

Visitor Entry

- Central Unit - All visitors are required to stop at the Main Gate Officer's Station (Gatehouse).
- South Unit – All visitors are required to check in at the visiting room entrance.
- East Unit – All visitors are required to stop at the Dispatch Center at the entrance to the unit.

Officers at these posts will check identification and conduct necessary searches. Visitors will not be allowed to enter any visiting room or area within one hour of the end of the visiting period.

Search of Visitors

Any person entering facility grounds is subject to search in accordance with IMPP 12-115. Any visitor who refuses to be searched 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. Any visitor who is unable to clear a walk-through metal detector after three attempts will be subject to a search using a hand-held device. Any visitor who then is unable to clear the hand-held metal detector will not be allowed to visit that day. Visitors may also be subject to a canine screening for drug detection. Adult visitors may be requested to submit to a pat down search and/or strip search if reasonable suspicion is present that visitor is in possession of contraband. If visitor refuses to submit to search, visitor may be denied visiting privileges or permanently barred from the facility.

If a visitor has a medical condition that doesn't allow them to clear the metal detector, the visitor will need to bring documentation from their health care provider stating the condition.

Items that can be brought to Visitation

- A debit/credit card.
- Prescription medication, which does not require injection, not to exceed amount needed for length of visitation period.
- Personal jewelry, including a medical alert bracelet.
- Eyeglasses or contact lenses.
- Personal keys.
- 25 photographs to show the offender during the visit.

Visitors with small children are permitted to bring in one diaper bag containing no more than:

- Six diapers
- One dispenser of wet wipes
- One tube of rash cream
- One bottle of baby powder
- One pacifier or teething ring
- Two rattles or similar infant toys. No stuffed toys are allowed.
- Sufficient food and formula (no glass containers) for the duration of the visit.
- A stroller or baby carrier may be used by visitors with infants.

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.
- Individuals who bring an infant and need to lock up baby supplies they have brought with them.
- Individuals who may have brought in pictures for viewing and there are too many to take in at one time.
- Individuals who have brought medication that needs to be taken at prescribed times (except for nitro pills and inhalers).

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. Visitors attempting to bring contraband of any type into the facility will be arrested and prosecuted to the fullest extent of the law and subject to suspension of visiting privileges at the discretion of the Warden.

DO NOT bring into the facility:

- Tobacco products
- Lighters
- Rolling papers
- Cell phones or any cell phone related devices
- Cameras
- Pen knives
- Handcuff keys
- Money
- Purses
- Wallets
- Correspondence - Correspondence for the offender cannot be accepted at HCF if brought in by visitors. It must be mailed in to the facility. It may be mailed to the offender at P.O. Box 1568, Hutchinson, KS 67504-1568. Senders must include their name and return address on the envelope or it will not be forwarded to the offender.
- Toys/Games/Stuffed animals

Visiting Rooms

All visits except those requiring special security or privacy are held in the designated visiting rooms. HCF visiting rooms are constantly monitored by closed circuit television cameras and patrolled by security staff as needed. HCF Visiting rooms are equipped with tables and chairs and vending machines. Bathroom facilities are available. The use of the outdoor visiting areas at the East and South units depends on the time of year and weather conditions. These areas are open on weekends and holidays only. The Central Unit does not allow outdoor visitation.

In the event a visiting area reaches rated capacity and additional visitors are requesting visits, those visitors who have visited for approximately one-half of the visiting period will be required to terminate their visit to allow new visits to take place. Visitors are normally required to terminate on a first-in, first-out basis, except that the shift supervisor may request that multiple visitors rotate in and out. Approved all-day or special visitors will not be required to terminate visits under these circumstances. This action will be taken upon shift supervisor approval and will be documented by completing an Incident Report.

Visiting Rules

- Cameras and cellular phones are not allowed on the correctional facility grounds at any time.
- Do not bring people to the facility who are not going to visit. Persons not visiting will not be allowed to remain on state property. This specifically prohibits individuals from waiting in vehicles in facility parking lots.
- Visitors can not bring to the facility or give offenders cash or other valuables.
- Tables in visiting rooms will not be moved from their location. Tables are available on a first-come, first-served basis and cannot be “saved” by the visitor by leaving items on the table. Any item left unattended will be picked up by the officers and may be retrieved at the Officer’s Station.
- Offenders and visitors are to visit only with their approved visitors. Offenders are not to visit with other offenders or with other visitors who are not on their visiting list. Visitors are not to visit with other offenders, whom they are not approved to visit with.
- Visitors are to remain at their tables until the visiting officer allows the visitor to leave. Do not congregate by the front door. This creates a fire hazard!
- In outside visiting areas at the East and South units, lying or sitting on the ground and straddling the benches is not permitted.
- Verbal harassment, abuse or threats to officers, offenders or visitors can result in immediate termination of the visit. Please be civil and polite.
- Offenders (who are not sex offenders) and their visitors may go to the restroom, officer’s station and children’s play areas (where these areas are available). Loitering on the landing outside the Central Unit visiting room or the outside entrance to the East Unit visiting room is not permitted.

Personal Contact

In HCF visiting areas, embracing and kissing, within the limits of KAR 44-12-315 and KAR 44-12-231 is permitted within the first and last minute of each visit. Offenders and their visitor(s) may hug and kiss only during the first “Hello” and last “Goodbye” of the visit; they may hold hands at tabletop level and while walking around. Offenders and visitors may not lean against each other; put their arms around each other; or entwine their legs. Back rubs and neck rubs are not allowed.

Any personal contact beyond the above limitation will result in a warning to both the offender and visitor from the officer in charge. Any further personal contact beyond the above limit at any time subsequent to such warning will result in the immediate termination of the visit and suspension of visiting privileges of the offending visitor for a period of not less than 90 days. Personal contact beyond the above limitation subsequent to the reinstatement of visiting privileges will result in the revocation of visiting privileges of the offending visitor.

Sanctions placed on an offender and visitors at any KDOC facility will carry over to all KDOC facilities.

End of Visiting Periods

Termination of visiting periods will be announced 15 minutes prior to the end of the visiting period. Visitors must depart facility grounds promptly upon termination of visits. Once a visitor leaves the visiting area, he will not be allowed to return that day.

Accessibility

Reserved parking for physically challenged visitors is located near the visiting entrance in each unit's parking lot. If a visitor needs assistance with a wheelchair, walker, etc., ask for assistance from a staff member. The facility has one wheelchair available if needed. It is available on a first-come, first-served basis.

Visitation with Sex Offenders

Visitation with offenders identified as sex offenders shall be in accordance with IMPP 11-115A. Offenders who are managed as Sex Offenders will sit with their visitors in a designated area no matter who is visiting them. It does not matter if children are visiting that particular offender. Sex offenders will enter the visitation room and immediately be seated with their visitors. Offenders who are managed as sex offenders will be allowed contact with their adult visitors. Contact with children is handled on a case by case basis.

Visitors may go to food stands, vending machines and restrooms freely. The offender **can not** go to food stands, vending machines, children's play area, any other table, or any other area in the visiting room. The only exception is if the offender needs to use the restroom and only after obtaining permission from the visiting officer.

If the offender is allowed visitation with minors, but his status is: **NON-CONTACT, no physical contact with children will be permitted at any time.**

Visits by Victims

If you are applying for visitation and you are the offender's victim your application will be screened by the Victim Services Liaison prior to a decision about visiting. The liaison will provide a recommendation for approval/disapproval of the application to the Deputy Warden and he will make his decision for visitation privileges based on that recommendation.

Removing your name from an Offender's Visiting List

You may be removed from an Offender's visiting list by sending a written request to the facility visitation clerk. The offender 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.

Glossary

Gate – A gate is a controlled station. All visitors must stop and gain permission from the officer before proceeding. For safety reasons, ensure that all hands, feet and children are kept clear of the gates.

Immediate Family Members – Parents, step-parents, siblings, spouses of siblings, half-siblings, step-siblings, children, spouses of children, step-children, grandchildren, step-grandchildren, spouse, parents of spouse, grandparents, or any person who has filled the role of parent de facto, with respect to the offender, as confirmed by the Warden or designee upon review of the offender's social history. Persons under the age of eighteen are prohibited from visiting unless they are immediate family.

Primary Visitor – An offender may designate one approved visitor to be his primary visitor. Offenders who are married by license or common law can not list any person as a primary visitor other than their spouse. Unmarried offenders may declare any person as their primary visitor who is at least 18 years of age. That person can not be a primary visitor for any other offender. Once established, primary visitors cannot be changed for 6 months.

Unit Team - Each living unit is assigned Unit Team counselors who can answer questions regarding an offender or the facility. The Control Center or Dispatch Center can transfer a caller to the appropriate Unit Team counselor during regular business hours.

Work Release - The Work Release Center is located at the South Unit. Visitors who are visiting offenders participating in the work release program are allowed to visit in the South Unit visiting area.

Incentive Levels – The incentive levels determine who may visit and when they can visit.

- Incentive Level 0: Attorneys, clergy and law enforcement only
- Incentive Level 1: Attorneys, clergy, law enforcement, designated primary visitor and immediate family only.
- Incentive Level 2 and 3: Any approved visitor.

Questions?

Questions may be directed to the facility visitation clerk at 620-662-2321, Ext. 4317 or the offenders Unit Team Counselor at 620-662-2321.

Policies

KDOC and facility policies are available at:
KAR - www.kslegislature.org/legsrv-kars/index.do
IMPP- www.doc.ks.gov/kdoc-policies/impp/

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