


# KANSAS DEPARTMENT OF CORRECTIONS

 <b>LCF GENERAL ORDERS</b>  <i>A Safer Kansas Through Effective Correctional Services</i>	SECTION NUMBER  <b>16,101</b>	PAGE NUMBER  1 OF 11
	<b>SUBJECT: COMMUNICATION, MAIL AND VISITING: Offender Visiting Program</b>	
Approved By:  Shannon Meyer Warden	Original Date Issued: 03/14/97	Current Amendment Effective: 02/25/20
	Replaces Amendment Issued: 03/05/18	

## **POLICY**

Offenders shall be encouraged to maintain close relationships with family, friends, and business associates through an offender visitation program. Visiting shall be limited only to the degree dictated by the facility's schedule, space, personnel constraints, or security needs.

## **DEFINITION**

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 filled the role of a parent de facto with respect to the offender as confirmed by the Warden upon review of the social history.

Regular Visiting List: A list of visitors who have been approved for visitation following a routine investigation.

Suitable Undergarments: Male offenders-boxer shorts.

Sagging Pants: Any outerwear trousers or pants suits that are in such a manner that the top of the garment is situated below waist level.

## **PROCEDURES**

### **I. Visiting Areas Defined**

- A. Visiting for offenders housed in the maximum security perimeter shall be conducted in the maximum security visiting room, located in the administration building. (See Attachment A).
- B. Visiting for minimum custody offenders at LCF Central Unit shall be conducted as indicated in Attachment A in accordance with the Maximum Security schedule.
- C. Visiting for minimum custody shall be conducted in E Dorm.

- D. In emergencies, visits may be conducted in other than normal visiting areas, subject to the approval of the Warden or designee. Such circumstances may include, but shall not be limited to:
1. Offender patients housed in the clinic or at an outside hospital may be granted visits.
    - a. Prior to granting approval for such visit the Deputy Warden of Programs or designee shall consult with the Health Authority or designee to ensure the proposed visit shall not adversely affect the health of the offender or visitor.
  2. Offenders requesting extensive consultation may arrange for alternate facilities in advance.
    - a. Attorneys anticipating extensive consultation may arrange for alternate facilities in advance.
    - b. The officer in charge (OIC) of the visiting area may request alternate facilities when informed a lengthy consultation is anticipated, or when the private attorney/client booth is already occupied.

## **II. Visiting Hours/Rules**

- A. Visiting hours will be as depicted in Attachment A.
- B. State recognized Holidays as well as Mother's Day, Father's Day, shall not be counted against an offender's total number of visits.
- C. Attorney visits may take place on any authorized visiting day, in accordance with Attachment B.

## **III. Non-contact Visits**

- A. An offender shall be placed on non-contact visits for a minimum of ninety (90) days if:
  1. The offender has a positive urinalysis;
  2. The offender refuses to provide a sample for substance abuse testing;
  3. Is found to be in possession of illicit drugs;
  4. Is found to be in possession of any dangerous contraband, and
  5. Is found to be in possession of a cellphone.
- B. A single non-contact visit shall not exceed one hour.

- C. Visitors shall be allowed to take one (1) debit or credit card into the visiting room for non-contact visits, (for the visitor's purchases only).
- D. In the event an offender has received a disciplinary report in conjunction with visiting, he will be placed on non contact visits pending the outcome of the disciplinary hearing. If the offender is found not guilty at the disciplinary hearing, contact visits shall be reinstated immediately.
- E. At the end of ninety (90) days, an offender may send a request to the Deputy Warden of Program's Office to have his contact visits reinstated.
- F. All offenders placed on non-contact visiting status at E Dorm shall visit in the non-contact booths at the Central Unit visiting area.

**IV. Restrictive Housing Visits – See Attachment B Pg 8 of 10**

**V. All visiting shall be on a space-available basis.**

- 1. The senior staff member on duty may impose additional restrictions to the length of visits, to ensure all those waiting are provided an opportunity to visit.
- 2. Priority in such situations shall be given to visitors who have traveled the longer distance to visit and/or those visitors who have visited less frequently than the other visitors present.
- 3. Visitors shall be limited to four (4) per offender. Exceptions will be handled on a case by case basis for good cause, by the DWP or designee.

**VI. Visiting List**

- A. Upon arrival at Lansing Correctional Facility, each offender's visiting list that is transferred with the offender from RDU, shall be given full faith and credit.
- B. Regular Visiting List
  - 1. Each offender shall be authorized to compile a permanent visiting list from any KDOC facility's visiting list of up to twenty (20) visitors.
  - 2. The unit team shall address the visiting questionnaire (Attachment C) with the offender. The offender will be responsible for mailing it to his or her prospective visitor(s).
    - a. Applications shall be returned to the facility by mail or in person and routed to the DWP Office within (30) thirty days of mailing to the applicant.

- b. Upon return, the DWP Office shall submit a Visitor Background Verification Form on each visitor with an approval or disapproval recommendation in accordance with IMPP 10-113.
  - c. If disapproval is recommended, the application and verification are reviewed with the Deputy Warden of Programs or designee, who makes the final determination.
  - d. The result shall be entered into the visiting database and placed in imaged documents.
3. The DWP Office notifies the offender of the approval of the visitor and the date the visitor is added to the visiting list.
  4. If the application is disapproved by the Deputy Warden of Programs or designee, a letter is sent to the applicant explaining the reason for disapproval. Application, verification and a copy of the letter are then placed in imaged documents. It is the responsibility of the unit team to notify the offender of the disapproval.
    - a. An offender may appeal the disapproval of a visitor through the grievance process.

## **VII. Offender Searches**

- A. Offenders shall be strip-searched upon completion of their visit or at any time they depart the visiting area.
- B. Should contraband be found during the strip search procedure the following action shall be taken:
  1. The visiting room security personnel shall immediately contact the shift supervisor and the Visiting Room OIC.
  2. The shift supervisor shall contact EAI.

## **VIII. Special Visits**

- A. Special visits are those conducted outside the parameters of the established visit program. Individuals to whom or circumstances under which special visits may be granted include, but shall not be limited to:
  1. Members of the State Legislature;
  2. Judge of the Kansas State Courts;
  3. Members of the Prisoner Review Board;

4. Attorney General;
  5. Governor;
  6. Offenders who have been at LCF less than 30 days.
  7. When a visitor has traveled a distance in excess of 150 miles one way and is unable to visit on a frequent basis.
  8. Where the offender receives infrequent family visits, less than two per quarter year; and
  9. Where other correctional goals or rehabilitation needs of the offender indicate the need for special visiting privileges.
- B. All requests for special visits shall be initiated 72 hours in advance, by the offender through his unit team via Form 9. The unit team shall answer the Form 9 back with an approval or disapproval 24 hours prior to the scheduled visit. Requests from sources outside the facility shall not be processed.
- C. The offender's respective unit team shall investigate the request, and evaluate the need for special visiting privileges.
- D. Offenders requesting special visiting for religious purposes and pre-marital counseling shall submit a form 9 directly to the Chaplain for an approval or disapproval.
- E. Special visits previously approved by the unit team may only be disapproved by the Warden, one of the Deputy Wardens, or the Facility Duty Officer.
- F. A record of all approved and disapproved special visits shall be maintained in imaged documents.
- G. In addition to special visits, the visiting OIC may grant a courtesy visit when, in his or her judgment, the granting of said visit would be in accordance with the visiting philosophy of the Department of Corrections and the Lansing Correctional Facility. Normally a visitor must have traveled a distance of 150 miles or more to be considered for a courtesy visit. Courtesy visits are one-time only and normally limited to immediate family members.

#### **IX. Denial/Termination of Visits or Access to the Facility**

- A. Any visit may be denied by utilizing the following procedure:
1. On regular visiting days, the Visiting OIC must get the approval from the Shift Supervisor prior to denying any visit for reasons other than specified in this General Order.

2. All visits that are denied must be followed up with a written report by the Visiting OIC to the Deputy Warden of Programs, with copies to the Warden or designee and the Deputy Warden of Operations. The report must be completed within twenty-four hours of the denial.
  3. If a visit is terminated for cause, visitors shall be denied access pending results of an investigation.
- B. Any visit may be terminated or relocated to a non-contact visit area by the highest ranking security officer on duty. This person shall prepare an Incident Report (form #01-113-001). All staff witnessing the cause for such action shall prepare reports in memorandum form, which shall be attached to the Incident Report. The following circumstances may lead to termination:
1. Report of violation or failure to comply with any rule, regulation, or provision of this general order;
  2. Refusal to submit to an authorized search;
  3. Possession by either the offender or the visitor of any items not approved by the Warden or designee for introduction into the facility;
  4. The offender is found not to be wearing suitable undergarments at the time of the visit.
  5. The visitor alters or removes clothing in the visiting room and no longer meets the dress code rules.
  6. Or the offender or visitor is suspected to be under the influence of alcohol or other drugs.
- C. In the event termination is made, a written report shall be completed by the visiting OIC at the time of the termination.
1. This report shall contain:
    - a. Names of individuals involved, including staff;
    - b. Circumstances leading to the denial or termination;
    - c. Date and time of incident; and
    - d. Location of incident.
  2. This report shall be routed to the:
    - a. Warden;
    - b. Deputy Warden of Programs;

- c. Deputy Warden of Operations; and
  - d. Enforcement, Apprehension and Investigation.
- D. The shift supervisor may deny or terminate any visit if it is determined:
- 1. An offender's mental state may cause a threat to the orderly operation of the facility.
    - a. Prior to making such denial, the shift supervisor shall contact the on-call mental health professional for recommendation.
    - b. Upon making such denial, a report shall be prepared and submitted to the Warden, Deputy Warden of Programs, Deputy Warden of Operations within twenty-four hours.
  - 4. That the visiting environment may be disturbed if the offender is permitted the visit. Upon making such denial, a report shall be prepared and submitted to the Warden, and Deputy Warden of Programs and Operations within twenty-four hours.

## **X. Suspensions of Visiting Privileges**

- A. The Warden or designee may suspend visiting privileges for an individual, whether an offender or visitor, who has been found in violation of any visiting rule or regulation, or under the following circumstances:
  - 1. When reasonable evidence indicates that the person has or has attempted to introduce contraband into the facility;
  - 2. When the prospective visitor has declined to submit to an authorized search.
- B. Reports of misconduct shall be routed to EAI for investigation and upon completion of the investigation, a written report shall be submitted to the Warden or designee.
- C. The Warden or designee shall review the written report as well as any other pertinent information, and then determine whether a suspension of visiting privileges is warranted, and if so, the duration of the suspension. The Deputy Warden of Programs or designee shall send a letter to the individual(s) denied access, explaining the reason for and the length of the suspension.
- D. The Warden or designee shall fix the period of suspension involved as follows:
  - 1. The Warden or designee shall determine the period of suspension, but any suspension for violation of any visiting rule or regulation shall be no less than 90 days, and may last up to one (1) year.

2. For subsequent violations of visiting rules or regulations, the suspension(s) shall be progressive.
  3. When reasonable evidence indicates that the person has or has attempted to introduce contraband into the facility, an initial suspension of up to one (1) year; and, in the case of visitors, if convicted of violation of KSA 21-3826 or amendments thereto, permanent suspension of visiting privileges at all KDOC Facilities as recommended by the Warden and approved by a designated Deputy Secretary of Corrections.
- E. The Warden or designee shall review all suspensions of one (1) year no later than the date of expiration of the suspension, and may in his/her discretion extend the period of suspension for such period as deemed appropriate, which shall be subject to review on an annual basis thereafter at the request of the offender.

#### **XI. Dissemination of Visitor's Information**

- A. Visitor's information pamphlets shall be readily available to the public at the Visitor's Reception Center, and upon an offender's arrival at LCF.
- B. Such pamphlets shall contain at minimum:
  1. Visiting rules and regulations; and
  2. Public transportation information.
  3. Facility address/directions to the facility; and
  4. Facility telephone number

#### **XII. Full Frisk and Strip Searches of Visitors**

- A. All full frisk searches or strip searches of visitors shall be approved or disapproved by:
  1. The Warden or designee during normal working hours; or
  2. The Duty Officer on weekends and holidays.
- B. All full frisk searches and strip searches shall be followed with a written report to the Warden, Deputy Warden of Operations and Deputy Warden of Programs by the next working day. The report shall include:
  1. Staff who approved the full frisk search or strip search; and
  2. Staff who completed it with date, time, location, and the specific reason why the search was conducted.



### **XIII. Video Surveillance**

- A. All visiting is subject to video surveillance except for attorney/client and clergy visiting. Videotaping will occur when the visiting officer suspects that misconduct is taking place. The disciplinary report will be processed through the shift office. The videotape will be turned in to the Enforcement Apprehension and Investigation Division, or logged directly into the evidence locker when EAI staff are not available.

### **XIV. Incentive Level**

- A. Offenders at incentive level one will only be allowed visits from immediate family, attorneys, clergy, and law enforcement. If reduction to level one has occurred within the last 72 hours, the visit will be allowed to take place. The visitor shall be informed that this is the last visit the offender will get until his incentive level increases to level two.

### **XV. Chaplain Visits**

- A. A member of the clergy with an approved Clergy Visit Application (Attachment D) for a specified offender (and that offender only) may visit for up to one hour during regular visiting hours without charge of visiting time for the offender.

### **XVI. Video Visiting**

- A. Once the Central Unit Visiting Control Officer has notified restrictive housing of the offender's visit, the restrictive housing staff shall inform the offender.
- B. Staff will wait for the offender to get dressed and said offender will be restrained pursuant to IMPP 12-113 and GO 9,107, utilizing handcuffs and the leather restraint belt.
- C. The offender will be escorted to the Restrictive Housing visiting area using the amount of security precautions deemed appropriate by policy.
- D. The offender will then sit on the seat in front of the video visiting monitor that corresponds with the monitor number that the Max Visiting Control officer stipulated in the original call to Restrictive Housing Unit.
- E. The escorting officer will then use a set of leg irons to restrain the offender to the visiting seat by opening one side of the restraints and threading it through the loop at the base of the stool. Leg restraints will be applied to each of the offender's legs pursuant to IMPP 12-113 and GO 9,107.
- F. The offender's left hand will then be removed from the hand-cuff and the hand-cuff will be secured to the ring on the leather restraint belt.

1. Initiating the Video Visit
  - a. Once the offender is secured in place at the video visiting monitor, the restrictive housing officer will contact the Maximum Visiting room notifying that the offender is in place.
  - b. No further action is required regarding the implementation of the visit.
  - c. The visit should be logged on the form 486 and in the log book.
  
2. Termination of the Video Visit
  - a. At the completion of the visit which shall be one (1) hour, the visit will terminate automatically unless extended by the visiting OIC.
  - b. Once the visit has ended, the restrictive housing officer will reverse the procedures used to secure the offender at the video visiting monitor and return the offender to his cell.
  
3. During the Course of the Video Visit
  - a. Regular security checks shall be made to ensure appropriate actions by the offender.
  - b. In the event of inappropriate actions by the offender; a warning shall be given. If the offender's behavior constitutes a breach of security or is considered lewd, vulgar, or offensive, the visiting OIC shall be notified to request that the visit be terminated.
  - c. Anytime a visit is terminated prematurely for any of the above reasons, the appropriate documentation shall be completed prior to the end of shift to include disciplinary report, incident report and notations made in the post log book.

NOTE: The general orders set forth herein are intended to establish directives and guidelines for staff, offenders and parolees and those entities who are contractually bound to adhere to them. They are not intended to establish state created liberty interests for employees, offenders or parolees, or an independent duty owed by the Department of Corrections to either employees, offenders, parolees or third parties. This general order is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

**REFERENCES**

KSA 75-5210  
KAR 44-7-104  
ACI 4-4498, 4-4499, 4-4500, 4-4267, 4-4503  
IMPP 05-104 010-113, 011-101, 012-115  
GO 9,103, 17,101

**ATTACHMENTS**

Attachment A - Visiting Schedule - 1 pages  
Attachment B - Visiting Rules - 7 pages  
Attachment C --Visiting Application - 2 pages  
Attachment D - Clergy Visit Application - 1 page

**To:** All Staff and LCF Offenders  
**From:** Shannon Meyer, Warden  
**Subject:** Maximum and Medium Visitation Schedule

Saturday	0700 to 1530 1 Hour	Central Unit General Population Unit Assigned Central Unit Non-Contact Unit Assigned Restrictive Housing Offenders (Video Visiting) E Dorm Non-Contact
	0700 to 1330	E Dorm General Population
Sunday	0700 to 1530 1 Hour	Central Unit General Population Unit Assigned Central Unit Non-Contact Unit Assigned Restrictive Housing Offenders (Video Visiting) E Dorm Non-Contact
	0700 to 1330	E Dorm General Population

- Central Unit General Population offenders are permitted up to 4 hours to visit pending space availability.
- Central Unit General Population offenders will rotate days (Saturday or Sunday) based on living unit and rotate on holidays. NO VISITS PROCESSED AFTER 1400 HOURS.
- Non-Contact status will visit on day unit is assigned.
- E Dorm general population: 0700 to 1330 – NO VISITS PROCESSED AFTER 1230 HOURS.

LANSING CORRECTIONAL FACILITY  
*301 Kansas Street, Lansing, KS. 66043*  
*(Located on U.S. Highway 73 in Lansing, KS.)*  
*(913) 727-3235*

Public Transportation information is located in the local telephone book under the heading  
"TAXICABS"

**VISITING RULES**

- A. Prior to being granted access to the facility for visiting, each prospective visitor (with the exception of the offender's attorney or clergy person), shall apply for and actually be placed on the offender's visiting list.
1. All exceptions to this policy other than those already listed in this General Order must be approved by the Warden, one of the Deputy Wardens or the offender's unit team when it is shown that such an exception would be in the best interest of the offender and the facility.
  2. Procedures for placing a prospective visitor's name on an offender's list is outlined in General Order 16,101, section V.
- B. Visitors may be on the visiting list of one offender only. The only exception to this policy shall be in the event more than one offender and the prospective visitors are all member of the same immediate family.
- C. Attire of Visitors
1. All visitors must wear appropriate underwear under their outer garments.
    - a. Males must wear briefs/boxers.
    - b. Females must wear briefs (panties, underwear) and brassiere (neither are to be part of other clothing being worn).
  2. Specific types of clothing considered inappropriate shall be as follows:
    - a. see-through attire;
    - b. sleeveless attire for men or women;
    - c. braless attire for women;
    - d. halter tops and halter dresses;
    - e. dresses and blouses with a revealing, low cut neckline; or excessively tight fitting;

- f. dresses/skirts split higher than the distal crease (the back of the knee); this also applies to dresses that are split on the side, and/or front or back;
- g. shoeless attire for men or women;
- h. hats or caps; scarves; headbands and sunglasses;
- i. shorts for men or women that are tight fitting and worn above the distal crease of the knee;
- j. holes in garments;
- k. leggings, jeggings or excessively tight fitting pants (spandex; stretch or aerobic/exercise style clothing);
- l. jeans and/or slacks that are excessively tight fitting;
- m. any type of shirt that expose midriff;
- n. tear away clothing items;
- o. sagging pants or grey sweatpants;
- p. visible undergarments;
- q. attire that promotes violence, alcohol, illegal activities, or are of a sexual nature;
- r. T-shirts that are light blue; light gray or white in color; and
- s. Jackets, coats, outer sweaters and vests with pockets.

3. The facility reserves the right to deny access to any visitor who is attired as indicated above, or is otherwise inappropriately attired.

D. Each visitor shall present one item of positive identification at the time of each visit. This identification shall include a photograph of the visitor. Children over the age of sixteen years of age must also have a picture identification card.

E. Visitors shall be permitted to bring the following items into the visiting room:

- 1. Each visitor shall present one item of positive identification at the time of each visit.
- 2. Visitors may retain their vehicle keys that have no battery operated devices on key ring, and required identification while in the visiting area.
- 3. Medication of an emergency nature and/or medical equipment may be brought into the visiting room at the discretion of the visiting OIC.

4. Visitors shall not bring any personal property (i.e. chapstick, lip balm, chewing gum, etc.) except for legal papers, in reasonable quantities, for the offender to see or to leave with the offender. Any exchange of these items must be done in front of the Visiting Room Officer. Visitors shall be allowed to bring schoolbooks and papers so the offender may help the child with homework. Family photographs will be allowed to be viewed by the offender but the offender will not be allowed to keep the photos. (Polaroid's Prohibited)

5. Infant care (age 0-3 yrs) items shall be limited to the following non-glass items:

- |                          |                          |
|--------------------------|--------------------------|
| a. one infant carrier    | b. one (1) infant bottle |
| c. one toy (not stuffed) | d. one blanket           |
| e. one pacifier          | f. baby stroller         |

6. Visitors shall be permitted to bring in only one (1) debit card or credit card into the facility, to purchase beverages from the vending machines located in each visiting area.

F. The following additional infant care items must be secured in a locker in the Reception areas:

- |   |                                      |
|---|--------------------------------------|
| a. one container pre-moistened towels   | b. ten diapers                       |
| c. one container baby lotion            | d. one package of breast pads        |
| e. one diaper bag                       | f. one container baby powder         |
| g. baby food and formula (not in glass) | h. one container salve               |
| i. one change of infant clothes         | j. one dose of prescription medicine |

G. Due to limited waiting/visiting areas, visitors shall be urged not to bring non-visitors. Normally a visitor must have traveled a distance of 150 miles or more to be considered for a courtesy visit. Courtesy visits are one-time only and are for immediate family members only. A courtesy visit will not be allowed for someone whose visiting application has been denied.

H. A member of the clergy, with an approved clergy visit application (Attachment D) for a specified offender (and that offender only) may visit for up to one hour during regular visiting hours, consistent with the offenders security level, without charge of visiting time for the offender. If so requested by a clergy member, or by another person having a statutory right to consult, the visit may take place in a private consultation room.

I. Volunteer participants in offender activities programs may not participate in the offender visitation program. Exceptions to this policy include public officials and the Mentor for Success Program. Ex-employees including contract employees, shall not be permitted visits with any offender, except in a professional capacity, for a minimum of two (2) years after such employment is terminated, and thereafter, shall have visitation strictly at the discretion of the Warden.

- J. Minor children that are immediate family members of the offender may also visit so long as the following criteria are met:
1. The minor child is accompanied by an adult that is on the offender's visiting list and;
  2. Has been given power of attorney by the parent or legal guardian and;
  3. Has a notarized letter vesting the person with the authority to transport and supervise the minor child on the premises of the facility for the purpose of visiting an offender and;
  4. In those instances when there is not a power of attorney, an adult who is a temporary care giver of a minor child may authorize visits by the child after providing an affidavit as to their relationship to the child and offender.
  5. The Warden or designee shall determine if the visit by the minor child will be permitted.
- K. Visitors are responsible for supervising and controlling the behavior of their own children. This means that children shall not be allowed to wander around the visiting room or make enough loud noise to disturb the other visitors. Children who can not behave must be removed from the visiting room. Visiting officers will warn the visitors of disruptive children twice before asking the visitors to remove the children from the visiting room.
1. Children over the age of five (5) shall not be allowed to sit on the offender's knee or lap.
- L. Ex-offenders are prohibited from visiting unless granted permission in advance by the Warden. Probationers and parolees may not visit unless granted permission by the Warden, and have written authorization from their supervising agent.
- M. If an offender refuses to see a visitor, that fact shall be stated in writing, and noted in the offender's visiting record.
- N. A visitor shall not be permitted to visit more than one offender at any visitation time unless the visitor is a member of the immediate family of more than one offender.
- O. Once a person's name is removed at the offender's or visitor's request, that person shall not be added to the same or another offender's visiting list for a minimum of 180 days.
- P. On arrival and departure from the facility, all visitors shall sign the facility's visiting register. Visitors will be required to show ID upon arrival and departure.
- Q. All visitors are subject to search in accordance with IMPP 012-115.
1. Visitors that refuse to be searched may be subject to loss of visiting privileges.
- R. All visitors shall secure personal articles prior to being granted access to the visiting areas.



1. Visitors for the maximum and minimum security units shall secure personal articles in the lockers provided in the Visitor's Reception area.
  2. Visitors may not return to their lockers after their visit has started. Visitors will not be allowed to leave the Visiting Room or Reception to go to their vehicle unless they have authorization from the Visiting OIC.
- S. Vending machines in the visiting room may be used by visitors with a debit or credit card.
1. As these machines are the property of private vendors, the facility and facility employees shall not be responsible for losses incurred due to mechanical malfunctions.
  2. All losses shall be reported to the vendor.
- T. Attorneys shall not be permitted to carry any items or papers into the visiting areas unless:
1. They are the legal representative of the offender they visit; and
  2. They have prior approval of the Deputy Warden for Programs on the advice of the facility's attorney.
- U. Personal contact/conduct between visitor and offenders.
1. Offenders and visitors shall be permitted to:
    - a. hold hands while walking in the visiting room;
    - b. while in visiting, holding hands is permissible only if both offender's and visitor's hands are situated in plain view of the visiting room staff;
    - c. hug and kiss at the beginning and end of the visit, for a period of time not to exceed one (1) minute.
  2. Offenders and visitors shall not be permitted to:
    - a. sleep, if visitor is over 12 years of age;
    - b. lie upon one another;
    - c. move chairs and tables from original position;
    - d. pet, stroke, or massage one another or themselves;
    - e. initiate or participate in any act that may be construed as horseplay;

- f. move their chairs into a position, or position themselves in a manner where both offenders and visitors have their backs to the visiting room staff;
  - g. engage in any type of activity that would be considered as "hair care";
  - h. chew gum;
  - l. no food allowed for the offender on non-contact visit;
  - j. lean or rest head or body on each other; and
  - k. no garment shall block the view of staff at any time.
3. The visit may be terminated for other personal contact.
4. The visit shall be terminated when it is apparent that the conduct of the offender or visitors is disruptive to other visitors.
5. Animals and minor children shall not be left unattended in a vehicle.
- V. Any offender convicted of a disciplinary report for any misconduct occurring during a visit or while still on the premises of the visiting room, including the shakedown area of same, shall be subject to loss of his visiting privileges for such period as may be determined by the Warden or designee. Once a disciplinary report is received, the offender shall be placed in a non-contact visiting status. This status remains in effect until dismissed or the Warden's administrative review is completed. Once the conviction is upheld, the Deputy Warden of Programs shall notify the offender of the visiting suspension which shall be a minimum of 90 days and shall be effective the date of the completed administrative review.
- W. Parents, guardians, and grandparents shall be responsible for supervising and controlling the behavior of their children.
- X. Cell phone/Cameras must be secured in personal vehicles; not to be taken in to the facility.
- Y. Visitors are not allowed to talk to offenders through the fence.
- Z. Person(s) believed to be under the influence of alcohol and/or drugs shall not be permitted to visit under any circumstances. Visitors smelling of intoxicating beverages or appearing intoxicated or drugged shall be seen by the EAI staff or the shift supervisor.

- AA. When an offender has a positive urinalysis (UA) or refuses to provide a sample for testing, or is hoarding medication, or any violation related to unauthorized drugs or narcotics, or found to be in possession of any dangerous contraband or cellphone, he will be placed on non-contact visiting for a minimum of ninety (90) days. If the offender is found not guilty at the disciplinary hearing, contact visits shall be reinstated immediately. At the end of the ninety (90) days, an offender may send a request to the Deputy Warden of Program's Office to have his contact visits reinstated. Should an offender receive a second report in a twelve month period, visiting privileges will be progressively suspended at the discretion of the Deputy Warden of Programs.
- BB. All offenders will wear suitable undergarments and state issued attire (blue/gray shirt, blue jeans and boots) at all times to visit. Tennis shoes may only be worn when medically ordered and the offender will produce the paperwork. In no case will an offender be permitted to attend a visit with any sex organ uncovered, it must be covered by a suitable undergarment or alternative garment approved by a physician.
- CC. Offenders are only allowed to bring the following items into the visiting room. Exceptions may be made by the unit team manager or shift supervisor.
1. Identification Badge and pass.
  2. Wedding ring.
  3. Heart medication, medical alert bracelet, necklace, or asthma inhaler
  4. Approved religious medallions or necklaces.
  5. Legal papers approved by the Facility Attorney, unit team manager, or shift supervisor **before** entering the visiting room.

## 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 visiting 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. 21-3826 provides that: (a) Traffic in contraband in a correctional institution is introducing or attempting to introduce into or upon the grounds of any correctional institution or taking, sending, attempting to take, or attempting to send from any correctional institution or any unauthorized possession while in any correctional institution or distributing within any correctional institution any item without the consent of the administrator of the correctional institution. (b) For the purposes of 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. (c) Traffic in contraband in a correctional institution of firearms, ammunition, explosives or a controlled substance defined in K.S.A. 65-4101(e), and amendments thereto, is a severity level 5, non-person felony. (d) Traffic in all other forms of contraband in a correctional facility is a severity level 6, non-person felony.

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 KSA 21-3826 (Traffic in Contraband in a Correctional Institution). 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: \_\_\_\_\_

LANSING CORRECTIONAL FACILITY  
P. O. BOX 2, LANSING, KANSAS 66043  
913-727-3235  
CLERGY VISIT APPLICATION

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ DAYTIME  
CITY, STATE, ZIP: \_\_\_\_\_ TELEPHONE # \_\_\_\_\_  
Offender Name & Number to be visited: (One per form) \_\_\_\_\_

Institution to be visited (circle one): LCF-Max LCF-Med LCF-East Other

My status of clergy is recognized by the following religious body:  
Name of religious body: \_\_\_\_\_  
Name of official: \_\_\_\_\_  
Address: \_\_\_\_\_

My primary employment is with (company, church, etc):  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
My position is: \_\_\_\_\_

Are you related to the above name offender by marriage or otherwise: Yes or No  
Are you presently a volunteer for any KDOC Facility in any capacity: Yes or No

Please explain your relationship with the above named offender and how it was established. If this is a referral from a similar religious body in which the offender is a member, please attach a copy of the referral request from that group requesting you to visit him. Use back if needed:

\_\_\_\_\_

Proof of clergyship, (2) a recent photograph, and (3) this form must be submitted to the Office of the Chaplain. Clergy visits at LCF or LCF/East are to be pastoral visits with offenders of your congregation. No proselytizing is allowed. All clergy will abide by published rules pertaining to visitors. All visits will be made in the visiting room during normal visiting hours.

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

DO NOT WRITE BELOW THIS LINE

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Visiting list checked by: \_\_\_\_\_ on list: \_\_\_\_\_ Not on a list: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Chaplain \_\_\_\_\_ Approved  
\_\_\_\_\_ Disapproved  
\_\_\_\_\_  
Deputy Warden, Support Services \_\_\_\_\_ Approved  
\_\_\_\_\_ Disapproved  
\_\_\_\_\_  
Deputy Warden, Operations \_\_\_\_\_ Approved  
\_\_\_\_\_ Disapproved  
\_\_\_\_\_  
Warden \_\_\_\_\_ Approved  
\_\_\_\_\_ Disapproved