


# KANSAS DEPARTMENT OF CORRECTIONS

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|   | <b>Norton<br/>Correctional<br/>Facility</b><br><br><b>GENERAL ORDERS</b> | <b>SECTION NUMBER</b><br><br><b>16-101</b>                              | <b>PAGE NUMBER</b><br><br><b>1 of 9</b> |
| <i>A Safer Kansas Through Effective Correctional Services</i>                      |  | <b>SUBJECT: COMMUNICATION, MAIL AND VISITING:<br/>Inmate Visitation</b> |   |
| <b>Approved By:</b><br><br><br><div style="text-align: right;"><b>Warden</b></div> |  | <b>Original Date Issued:</b>  | <b>07-06-90</b>                         |
|  |  | <b>Current Amendment Effective:</b>                                     | <b>03-22-10</b>                         |
|  |  | <b>Replaces Amendment Issued:</b>                                       | <b>05-22-06</b>                         |

**POLICY** Visitation between inmates and family members, friends, and acquaintances shall be encouraged. Visitation shall be conducted in accordance with provisions of IMPP 10-113 [Inmate Visitation], IMPP 11-101 [Offender Privileges and Incentives], and this policy.

## DEFINITIONS

**Immediate family:** 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.

**Official visitors:** City, county, state or federal government personnel who have authority to control or to obtain or conduct an investigation of the custody or conditions of confinement of an inmate.

**Attorney:** Attorney with whom an inmate has a case currently filed, pending, or under investigation/ preparation for possible filing.

## PROCEDURES

### **I. Visiting Facilities and Areas**

- A. NCF Central Unit maintains two (2) indoor visiting areas equipped with seating and tables.
  - 1. The visiting area for inmates housed in A, B and C Living Units is located in the Medium Security Visiting Building and includes an enclosed child's play area.
    - a. This area is subject to video observation and recording.
    - b. For security reasons and to ensure child safety/free play, adults shall not conduct visits in the play area, but may enter briefly to check on their child visitors.
  - 2. Visiting for inmates housed in D-Living Unit is located in the Minimum Visiting Building.
    - a. Seasonal outdoor visiting located adjacent to Minimum Visiting, is available to inmates housed in D-Living Unit and includes an outdoor child's play area.
- B. NCF East Unit maintains one (1) indoor visiting area, equipped with seating and tables, located in the main lobby area of the facility.
  - 1. Seasonal outdoor visiting, located across the entry road from the facility, is available to East Unit inmates and includes an outdoor child's play area.

- C. Notices shall be issued each year by the Central Unit Deputy Warden and East Unit Administrator which indicate the beginning and ending dates, and general rules for seasonal outdoor visiting.
- D. All visiting area bulletin boards shall display current information for visitors concerning local accommodation options and public transportation to the facility.

## II. Regular Visits

- A. Regular Visits - Regular visiting hours shall be from 8:30 a.m. to 3:00 p.m. on Saturday, Sunday and on the following holidays: Christmas Day, Memorial Day, July 4th, and Thanksgiving Day.
  - 1. If either Christmas Day or the Fourth of July falls on a Saturday or a Sunday, the holiday will be incorporated within the regular visitation schedule and an additional visitation day will not be scheduled.
  - 2. Inmate visitation will not be provided on the following state holidays, unless the holiday falls on a Saturday or Sunday: New Year's Day, Martin Luther King, Jr. Day, Labor Day, Veterans Day, and the day after Thanksgiving.
- B. When inmates are transferred between KDOC facilities, their approved visitor's list shall remain in effect at the receiving facility via the KDOC Visitation Database.
  - 1. If for some reason an approved visitor's list does not exist, the inmate shall submit a temporary list for use until an approved list is established.
- C. Unless approved in accordance with section III. of this General Order, all visitors shall be an approved visitor in the KDOC Visitation Database prior to visiting an inmate at this facility.
  - 1. Inmates must initiate action to change or add persons to their approved visiting list by contacting their Unit Team Counselor.
  - 2. Adult visitors must produce positive photo identification to visit at NCF.
    - a. Failure to produce such identification shall result in visitors being denied visiting privileges.
  - 3. Visitors shall not be allowed to enter the facility for processing or be directed to the visiting room and/or area until 8:15 a.m..
  - 4. Inmates shall remain in living units until advised to proceed to the visiting room and/or area.
  - 5. A visitor's name shall only appear on one visiting list at a time.
    - a. Visitors having more than one immediate family member incarcerated at this facility may be on all immediate family member visiting lists.
  - 6. Immediate family members under age eighteen (18), except a spouse, shall only be allowed to visit in accordance with KAR 44-7-104(a)(2)(B).
    - a. The visit of an inmate's minor wife shall not require adult supervision.
  - 7. Staff shall inform all visitors of the approaching conclusion of visitation five (5) minutes prior to the scheduled end of visiting hours.

- a. Visitors shall promptly terminate their visit.
- 8. Inmates shall be searched after each visit in accordance with applicable Post Orders.
  - a. Once inmates have been searched and found clear of contraband, visitor(s) shall be allowed to leave the visiting area.
- D. Unless approved in accordance with Section III below, persons not approved in the KDOC Visitation Database shall not visit.

### III. Special Visits

- A. Special visits approved for weekdays shall occur between the hours of 10:00 a.m. and 2:00 p.m., Monday through Friday.
  - 1. Special visits approved for regular visiting days shall occur during normal visiting hours.
  - 2. Weekday special visits shall be supervised by a Unit Team Counselor, or by security staff if arranged with the Chief of Security or Administrative Captain.
- B. Special visit requests shall be initiated by the inmate, via form 9, to the inmate's Unit Team Counselor no later than ten (10) working days prior to the requested visit.
  - 1. The Unit Team Counselor shall review the form 9, complete a Special Visit Authorization form, (Attachment A), including supporting rationale, and immediately route it to the Unit Team Manager.
  - 2. Unless a situation dictates a shorter time frame, Unit Team Managers shall review requests and supporting rationale, recommend approval/disapproval, and immediately forward all documents to the Visiting Clerk for processing so they may be reviewed by the Warden or designee for a final decision no later than five (5) working days prior to the requested visit.
    - a. Notice regarding approval/disapproval of such requests shall be returned to inmates within three (3) working days of receipt by the Warden or designee.
- C. Circumstances under which special visits MAY be granted include:
  - 1. Requests for a "one time only" visit prior to completion of necessary background checks and placement on the approved visiting list;
  - 2. When a visitor has traveled a distance of at least 150 miles (one way) or more;
  - 3. When other correctional/rehabilitation goals indicate a need for a special visit;
  - 4. When an inmate has received less than two (2) visits during the previous three (3) months;
  - 5. When inmate is unable to receive visits on regular visiting days due to the visitor's work schedule.
    - a. The visitor's work schedule shall be verified through the employer.
    - b. These visits allow an inmate to receive one (1) special visit during the week.
    - c. Regular visits disqualify inmates from special visits the following week.

- D. The shift supervisor on duty shall act as the Warden's designee for approval of special visits falling under III.C.1. and C.2. above.

**IV. Non-Contact Visits**

- A. Non-contact visits shall occur in the Medium Security Visiting Building during normal visiting hours as set forth in II.A. above.
- B. Inmates in administrative segregation shall receive non-contact visits and remain in full restraints.
  - 1. With the exceptions of attorneys of record and clergy, inmates in disciplinary segregation shall not receive visits.
  - 2. Other inmates may be restricted to non-contact visits by the Warden or designee.

**V. Visitor Registration/Identification**

- A. Each visitor shall be required to register their name, address, and relationship to the inmate in the Visitors' Log at Control Center.
  - 1. Once signed in, visitors may not leave and return.
- B. Positive photo ID (driver's license, state ID card, government ID or passport) is required.
  - 1. A marriage license/birth certificate is acceptable for persons under age 16 who cannot produce a photo ID.
- C. Visitors unable to produce positive photo identification shall be denied visiting privileges.

**VI. Visitor Dress Requirements**

- A. Visitors shall be dressed appropriately. Types of attire or clothing not considered appropriate for visiting at NCF include, but shall not be limited to, the following:
  - 1. See-through blouses or shirts;
  - 2. Tank tops and/or Halter tops;
  - 3. Dresses/blouses with revealing, low cut necklines;
  - 4. Braless attire;
  - 5. Dresses or skirts split at front, back or sides;
  - 6. Bare feet; and,
  - 7. Shorts.
    - a. Children under age ten (10) may wear shorts of appropriate appearance during summer months.
- B. The description of improper attire set forth above is not intended to be complete or all inclusive.
  - 1. NCF reserves the right to deny entrance to visitors when the shift supervisor determines their manner of dress to be inappropriate for visiting in a correctional setting.

**VII. Methods of Application for Visiting Privileges**

- A. Inmates shall request additions to their visiting list by requesting an Application For Visiting Privileges (form #10-113-001) from their Unit Team Counselor.
- B. Application forms shall be completed and processed in accordance with IMPP 10-113.
- C. Inmates shall be notified in writing within ten (10) working days of receipt of a returned application of any decision to approve or disapprove a potential visitor.
- D. Persons listed as an approved visitor at the time an inmate is received shall remain approved until removed for cause or by request of the inmate.
  - 1. If for some reason an approved visiting list does not exist, Unit Team shall require the inmate to complete the steps necessary to establish one.
- E. The spouse of an inmate, when either party is under age eighteen (18), shall be required to provide a marriage license as evidence that a marital relationship exists.

**VIII. Restrictions on Visiting**

- A. Visitors under supervision (probation/parole) shall not be allowed to visit without prior written authorization of both their probation/parole officer and the Warden or designee.
- B. Ex-inmates and/or any individual involved in or convicted of any type of narcotic offense shall not be allowed to visit without prior written authorization of the Warden.
- C. Former state and/or contract employees of the Kansas Department of Corrections shall be subject to visiting restrictions established in KAR 44-7-104.
- D. Inmate visiting lists shall not contain more than twenty (20) names of individual visitors, including any designated primary visitor.
  - 1. Inmates' attorneys and clergy shall be exempt from the twenty (20) names limit.
    - a. Attorney/Clergy status shall be subject to verification by Records and Classification or the Chaplain as appropriate.
  - 2. Arrangements shall be made during attorney/clergy visits to provide privacy from other visitors to ensure inmate-attorney/clergy confidentiality.
- E. Visitors shall not bring cameras, cellular phones, cell phone batteries, cell phone chargers, or Bluetooth devices into facility visiting areas.
  - 1. Cellular phones, cell phone batteries, cell phone chargers, Bluetooth devices and/or cameras shall be secured in vehicles prior to visiting.
  - 2. Persons found taking unauthorized photographs on facility grounds shall be required to surrender the film and/or digital storage media to facility staff.
- F. Visitors shall not bring pets on NCF grounds in accordance with General Order 15-102.

- G. Individuals accompanying approved visitors to NCF shall not loiter on facility grounds.
- H. All areas of NCF are tobacco free environments in accordance with IMPP 09-107.
- I. The only items visitors may bring into visiting areas are:
  - 1. Money for vending machines and food - not to exceed thirty dollars (\$30.00);
  - 2. Photo identification;
  - 3. Issued Gatehouse locker key;
  - 4. Infant carrier;
  - 5. One (1) Diaper bag containing a combination of one or more of the following:
    - a. 3 diapers (cloth/disposable) and reasonable amounts of extra baby clothing;
    - b. 2 infant bottles (with milk or juice) and/or 2 training cups with lids;
    - c. 1 baby or toddler cereal bowl (with baby food and utensils);
    - d. 1 infant blanket;
    - e. 2 infant toys/rattles;
    - f. 1 tube of diaper rash ointment or baby lotion; and,
    - g. 1 wet wipes dispenser.
- J. The only items inmates may bring into visiting areas are:
  - 1. comb;
  - 2. wedding band;
  - 3. prescription eyeglasses;
  - 4. approved religious medallion; and,
  - 5. room key - (A and C Unit inmates only).
- K. Visitors shall be subject to search in accordance with IMPP 12-115.

**IX. Disabled (Handicapped) Visitors**

- A. Physically disabled visitors requiring assistance with communication, wheelchairs, walkers, etc. shall be provided such assistance as is necessary and possible.
- B. Reserved parking spaces for physically disabled visitors are available in the Administration Building parking area.
- C. NCF visiting facilities are designed to accommodate physically disabled visitors.

**X. Official Visitors**

- A. Official visitors may request to visit facility inmates on official business at any reasonable hour, normally between 8:00 a.m. and 4:00 p.m. Monday through Friday.
  - 1. The Warden or designee shall be notified immediately of each such visit.
  - 2. Official visits shall be coordinated by a Unit Team Counselor.
- B. Inmates may decline to visit official visitors, but shall be requested to do so in writing to the shift supervisor.
  - 1. The inmate's decision shall be entered in the Shift Supervisor's Log, Post Log and shall be noted in the inmate's visiting record/file.

**XI. Conduct of Visitors**

- A. Traffic in or unauthorized possession or distribution of contraband in a correctional institution is a severity level 5 or severity level 6, non-person felony (depending on the circumstances involved) in accordance with KSA 21-3826.
  - 1. Visitors shall secure all smoking paraphernalia, tobacco products and tobacco substitutes in their personal vehicle prior to entering visiting.
  - 2. The Warden or designee shall contact the County Attorney to pursue prosecution of all violators of KSA 21-3826.
- B. Except as permitted in Section VIII.I.(1-5) or for seasonal outdoor visiting, visitors shall not bring any item to the facility for transfer to inmates without prior specific consent of the Warden or designee.
  - 1. Items approved shall be subject to inspection by security staff.
- C. Visitors shall not be under the influence of any mind-altering drug, chemical or substance.
- D. Visitors and inmates shall not obscure themselves from view of security staff by going into restricted areas, behind trees, behind other objects, or sitting/lying on the ground.
- E. Visitors and inmates shall restrict physical contact to a brief embrace and kiss at the beginning and end of the visit in accordance with IMPP 10-113.
  - 1. Inmates and visitors shall not sit on each other's lap, hold hands, fondle each other or exhibit behavior not in good taste, or that is disruptive and/or embarrassing to other visitors or staff.
  - 2. Mothers may breastfeed their children in accordance with KSA 43-158.
- F. Adult visitors are responsible for minor children under their care and supervision.
  - 1. Children shall not be permitted to disrupt staff, other visitors or be destructive.
  - 2. Corporal punishment shall be prohibited in visiting.
  - 3. Disruptive children shall be excluded from visiting.

**XII. Denial Of Visits Or Access To The Facility**

- A. Unit Team Managers, or in their absence the highest ranking security officer on duty may terminate or deny a visit:
1. based on reasonable belief that a visitor is under the influence of alcohol or drugs;
  2. based on space availability;
    - a. prior to terminating or denying an inmate's visit due to space limitations, alternate steps shall be taken, based on guidelines listed below, to relocate a visit or reduce the number of visitors in the visiting area so each inmate visit is allowed to occur.
      - (1) Inmates receiving visits from large visiting parties shall be requested to reduce their number of visitors until sufficient space is available.
      - (2) Visitors asked to leave the visiting area to make room for others may rotate visiting time among other approved visitors on an hourly basis, as long as the need for space remains an issue.
  3. for refusal to submit to a search authorized by IMPP 12-115;
  4. for refusal or failure to produce sufficient ID or falsifying information by a visitor;
  5. for failure to comply with any regulation, policy or procedure governing visitation;
  6. for failure to properly supervise children;
  7. for excessive physical contact or behavior disruptive to other visitors;
  8. based on reasonable belief a visitor has introduced or attempted to introduce contraband into the facility; and,
  9. if an inmate or visitor's evident current mental or emotional state may cause a threat to the secure operation of the facility if the visit occurs.
- B. Prior to termination of a visit, a less restrictive measure shall be attempted, if appropriate, such as warning the inmate visitor about improper conduct, and/or relocating the visit to a non-contact visiting booth.
1. If a visit is relocated to a non-contact visiting booth, or terminated, the highest ranking security officer on duty shall prepare an Incident Report (form #01-113-001) prior to the end of the shift.
  2. If a visit must be relocated/terminated due to behavior of the inmate, a disciplinary report shall also be prepared to document the incident.
- C. Any decision to deny visitor access to the facility shall be documented in writing, by the shift supervisor prior to the end of the shift, and forwarded to the Warden.
- D. The Warden or Deputy Warden may suspend visiting privileges in accordance with KAR 44-7-104 and IMPP 10-113.
1. Prior to suspending visiting privileges, a less restrictive measure shall be attempted, if appropriate. Alternatives include:
    - a. Warning visitor about improper conduct; and,



- b. Allowing the visitor to have only non-contact visits.
- 2. The Warden shall determine the length of any suspension in accordance with KAR 44-7-104.
- E. If a claimed relationship can not be verified, applications for visiting privileges may be denied.
- F. The Warden may deny access to any person requesting authorization to visit an inmate at the facility.

**NOTE:** The general orders set forth herein are intended to establish directives and guidelines for staff, inmates 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, inmates or parolees, or an independent duty owed by the Department of Corrections to either employees, inmates, 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.

### **REPORTS REQUIRED**

None.

### **REFERENCES**

KSA 21-3826, 43-158, 75-5210  
KAR 44-7-104  
IMPP 01-113, 09-107, 10-113, 11-101, 11-115, 12-103, 12-115  
ACI 4-4156, 4-4498, 4-4450, 4-4503, 4-4504

### **ATTACHMENTS**

Attachment A - Application for Special Visits  
Attachment B - Visitors' Rules, 2 pages