

Visitation Rules and Regulations

The Department of Corrections recognizes the importance of visitation in making an offender's period of incarceration less difficult. Visiting privileges allow for the maintenance of family ties that may otherwise be lost. An offender's motivation to improve his condition can be affected in a positive way when he has regular visits from family and friends. In order to protect these valuable visiting privileges, visiting rules must be enforced. Visiting privileges can be revoked for violation of the rules and regulations. Please read the regulations carefully to avoid any unnecessary delay or interruption of visiting privileges.

Facility Address

1. The address for Larned State Correctional Facility is 1318 KS Highway 264, Larned, Kansas 67550. The phone number is 620-285-6249. Larned State Correctional Facility is located approximately three (3) miles west on Highway 156 and ½ mile south on Highway 264 of Larned, Kansas. The West Unit is located directly across the street, west from the Central Unit. There are signs to direct visitors to the proper parking lot.

Facility Access & Check-In

2. Any persons entering upon LSCF grounds shall be subject to search, as per IMPP 12-115A and K.S.A. 21-5914. Failure to submit to searches could result in the suspension or denial of visitation.

"ALL PERSONS ENTERING UPON THESE GROUNDS ARE SUBJECT TO ROUTINE SEARCHES OF THEIR PERSON, PROPERTY OR PACKAGES."

"TODAS PERSONAS QUE ENTREN EN ESTA TERRETERIO TENDRAN QUE SERESCALDAS RUTINAMENTE DE PERSONA, PROPIEDADES, O PAQUETES."

K.S.A. 21-5914. Traffic in contraband in a correctional institution.

1. "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.
 - 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 to and from any correctional institution; or any unauthorized possession while in any correctional institution, any item without the consent of the administrator of the correctional institution. This is a severity level 6, nonperson felony.
 - b. Traffic in contraband in a correctional institution of firearms, ammunition, explosives, or a controlled substance which is defined in K.S.A. 2011 Supp. 21-5701, and amendments thereto, is a severity level 5, nonperson felony.
 - c. Traffic in any contraband, as defined by rules and regulations adopted by the secretary of corrections, in a correctional institution or facility by an employee of a state correctional institution or facility is a severity level 5, nonperson felony.

3. West Unit visitors are required to park on the east side of the West Unit building, north of the breezeway. All visitors shall enter/exit the Programs Building through the west door. Central Unit visitors shall park in the Central parking lot, and enter through the main facility entrance.
4. Visitors must remove the keys from the vehicle and secure all doors and windows. If the vehicle cannot be secured, it is not allowed to be parked on State property. Animals/pets cannot be left in the vehicle.
5. If a visitor is handicapped and needs assistance, he/she should notify the Central Control Officer at the Central Unit. The officer shall ensure that proper assistance is provided.
6. All visitors are required to sign in on the "Visitor Registration Worksheet," prior to each visit. Any person refusing to complete this form shall be denied access to visitation. Persons sixteen (16) years of age or older are required to provide positive photo identification, such as a driver's license or official government issued identification card. A birth certificate or marriage license is acceptable for persons under the age of sixteen (16), who cannot produce photo identification.

Note: Failure to produce identification (as indicated) will result in the visit being denied.
7. Any person refusing to comply with any part of the check-in process will be denied visitation.
8. Visitors shall leave promptly if their visit is disapproved or terminated.
9. Unauthorized visitors shall not be permitted to remain on State property.

Visitation Days & Hours

10. Visiting hours are 8:30 a.m. to 3:00 p.m. on Saturdays, Sundays, and the following holidays: Memorial Day, Fourth of July, Thanksgiving Day and Christmas Day. Visitors will not be allowed into the facility after 2:00 p.m.
 1. Offenders in administrative or disciplinary segregation may have (1), one-hour, non-contact visit per week on Saturday or Sunday.
11. If the offender elects not to eat lunch in the cafeteria, the offender and his visitors may remain in the visiting area during the lunch break. If the offender chooses to go to lunch in the cafeteria, visitor(s) must exit the facility. Once visitors have exited the visiting area, they will not be allowed to return until the next day's visiting period.
12. The conclusion of visiting shall be announced five (5) minutes prior to the end of the regular visiting period. Visitors shall leave promptly at the end of each visiting period.
13. With the approval of the Shift Supervisor, modifications may be imposed to the visitation procedure from time to time, due to space considerations. Modifications may include, but are not limited to:
 1. Requiring people who have been visiting for the longest period of time to leave so others can enter the visiting area.
 2. Limiting the number of visitors allowed to visit with each offender.

3. Requiring those who live within a shorter distance (i.e. within 50 miles) to leave in order to accommodate those who have traveled from a greater distance.

Permitted Visitors

14. Offenders on Incentive Level (0) are authorized to receive visits from the following: clergy, attorneys, and law enforcement officials.
15. Offenders on Incentive Level 1 are authorized to receive visits from the following: clergy, attorneys, law enforcement officials, and immediate family members. "Immediate" family shall be defined as:
 1. 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 anyone who filled the role of a parent "de facto," with respect to the offender, as confirmed by facility staff upon review of the social history.
16. Offenders on Incentive Level 2 or 3 are authorized to receive visits from anyone on the offender's approved visiting list. It is the offender's responsibility to let his visitors know if his level changes.
17. In addition to what is already referenced, offenders on Incentive Levels 1, 2, and 3 may identify one (1) person as a "primary visitor," to be included in the maximum number of twenty (20) visitors permitted.
 1. Offenders who are married by license or common law, per IMPP 01-126, may not list any person as a primary visitor other than their spouse. Common-law spouses will be required to confirm such through formal documentation.
 2. Unmarried offenders may declare any person as their primary visitor, consistent with the following criteria: the person must be at least eighteen (18) years of age and may not be listed as the primary visitor for any other offender.
18. No person under the age of eighteen (18) shall be allowed to visit unless they are:
 1. The documented, confirmed spouse of the offender, or
 2. The offender's child, step-child, grandchild, step-grandchild, sibling, half-sibling, or step-sibling. Also, these persons must be on the offender's visiting list, and accompanied by an approved adult visitor.
19. Visitors are not permitted to visit more than one offender unless the offenders are immediate family members, and prior permission has been obtained from the Unit Team Counselor. Attorneys and clergy are exempt from this regulation.
20. Offenders managed as sex offenders are prohibited from having contact visits with minors or the victim of their crime until certain conditions have been met, per IMPP 11-115A.

Dress Code

21. All visitors shall dress appropriately. Inappropriate dress includes, but shall not be limited to:

1. Skirts and pants/skorts which are worn with the bottom hem higher than three inches above the crease on the back of the knees.
2. Skirts or dresses with vertical slits which expose the person's legs more than three inches above the crease on the back of the person's knees.
3. Shorts of any length (children ages 10 and under shall be exempt from this restriction).
4. Tank tops and halter dresses;
5. Blue, chambray shirts and blue, pocket t-shirts (similar to those issued to offenders).
6. Any item of clothing that promotes the use of drugs/alcohol, contains inappropriate racial/ethnic messages, obscene words or sexual content. This list is not all inclusive.
7. White uniforms - similar to offender uniforms.
8. Red ball caps and red stocking caps.
9. See-through type outer clothing that is not part of an otherwise appropriate ensemble.
10. Any item of clothing which exposes any part of the breasts, the abdomen, the lower chest area, the back below the shoulder blades, or the underarms.
11. Any item of clothing which is worn very tightly (i.e. spandex biking pants, tight stretch pants, slacks or leggings, tight knit tops, etc.).
12. Low-riding pants which expose the flesh and/or undergarments while either standing or sitting.
13. Shoes with heels higher than 3 inches.
14. Shoes with wheels for skating (a.k.a. "wheelies").

Note: This list is not intended to be all-inclusive, and LSCF reserves the right to deny entrance to any visitor when it is determined by the visitation officer that the visitor's attire is unacceptable.

Allowable and Non-Allowable Property Items

22. The use or possession of all tobacco products by any person is prohibited in KDOC facilities.
 1. Tobacco products include: cigarettes; electronic cigarettes; pipes; pipe tobacco; loose-leaf tobacco substitutes; chewing tobacco; smokeless tobacco; cigars; matches; cigarette lighters; smoking paraphernalia; and all items developed or processed for the primary purpose of facilitating the use or possession of tobacco or tobacco-based products. Tobacco products do not include pharmacological aids for smoking cessation approved by the Food and Drug Administration (FDA).

2. Tobacco substitutes include: any substance ingested by smoking or herbal/leaf-based substitutes for chewing tobacco.
3. Smoking paraphernalia includes: items such as lighters, matches, altered batteries, cigarette papers, rolling machine, electronic cigarettes, and other items that would facilitate one in the use of tobacco products.
23. Any type of camera (or accessory) must be secured in the visitor's vehicle; cameras are not permitted on grounds.
24. Any type of cell phone (or accessory) must be secured in the visitor's vehicle; cell phones are not permitted on grounds.
25. Medication – only the amount needed for the length of the visitation period will be allowed; medications requiring injection are not permitted in the visitation area.
26. Personal property or money in any form will not be accepted by facility staff. All offender funds shall be sent to one of the recognized contract vendors for offender banking. _
27. Purses, handbags, or other valuables are not permitted in the visiting area; these items must be secured in the visitor's vehicle. A small wallet or coin purse is permissible.
28. Each visitor is allowed to possess a maximum of \$20.00 in **coins only** for use in the vending machines.
29. Vending machine purchases of food/snack items (i.e. chips, pretzels, sandwiches, etc.) must be emptied onto a paper plate/paper towel.
30. Visitors shall be prohibited from bringing in prepared foods, such as: restaurant packaged items, fast food items, deli food items, prepared meals, or sealed, packaged food items in factory retail wrapping. This also includes any food items prepared at home and including snacks or finger foods. Exceptions to this are explained in the section "Children During Visitation," regulation # 39.
31. Soft drinks/beverages, not purchased on-site, are prohibited.
32. Offenders are not allowed to take food items out of the visiting area.
33. Offenders are not allowed to take personal property, to include watches and jewelry (other than a wedding band) to visitation, or to bring items back into the living unit from visitation, without the prior written authorization of Case Management staff.
34. Offenders are not allowed to have any medication, coins, or keys.

Children During Visitation

35. Parents or guardians are responsible for the supervision and behavior of their children. Children shall not be left unattended.
36. Concerning the playground area (West Unit):
 1. Only those offenders with children are allowed in the playground area.

2. Parents must be in the immediate area, and shall actively supervise children in the playground area.
 3. Parents are responsible for controlling their children's behavior and ensure safe play while in the playground area.
37. Visits may be terminated if children are being disruptive.
38. If a visitor or visitor's child appears ill, they will be asked to leave visitation to ensure the health and well-being of all LSCF visitors, offenders, and staff.
39. If a small child (2 years of age or less) is visiting, the following items may be brought into the visiting area:
1. The equivalent of two (2) jars of baby food in plastic containers;
 2. One (1) plastic spoon;
 3. Two (2) plastic bottles;
 4. Five (5) diapers;
 5. One (1) dispenser of wet wipes;
 6. One (1) baby carrier;
 7. One (1) change of clothes; and
 8. One (1) blanket.

Visitation Conduct

40. Offenders are responsible for the conduct of their visitors.
41. Visitors may *briefly* embrace and kiss the offender with whom they are visiting at the beginning and end of the visit. Hand holding is allowed above the table during the visit. Visits may be terminated and/or visitation privileges suspended for additional contact.
42. Visits shall be conducted in a quiet and orderly manner.
43. Lying or sitting on the ground, floor, tables, or any other furniture not designed for sitting is not permitted. Offenders and visitors shall keep their feet off of chairs and tabletops.
44. Offenders shall move to and from the visitation area only as directed by a staff member. There is to be no loitering or contact with other visitors.
45. Offenders are to obtain permission from staff prior to entering the offender restroom.

Visitation Occurring Outdoors

46. Outside visitation shall be allowed from April 15th through October 15th, at the discretion of the West Unit Officer in Charge, weather permitting. Outdoor visitation occurs only at the West Unit.
47. With the permission of the assigned Visitation Officer, visitors and offenders shall be allowed to move between the indoor and outdoor visiting areas on a limited basis, when outdoor visitation is open.

48. Offenders are permitted to wear blue coats or red sweatshirts during outside visitation. Offenders shall take the coat/sweatshirt to visitation when he initially enters the area. The offender shall not be allowed to wear the coat/sweatshirt while inside the West Unit/Programs Building. Visitors shall not be permitted to wear the offender's coat or sweatshirt at any time.

Please be advised:

Failure to comply with visiting rules and regulations may result in an immediate termination of the visit and/or suspension of future visiting privileges. Also, Violations of any of these rules/regulations shall be considered a Violation of Published Orders (KAR 44-12-1002), a Class III offense, unless the violation is more appropriately classified under this or another regulation.