


DOUGLAS COUNTY DEPARTMENT OF CORRECTIONS

Title:	<i>Inmate Visitation (5.4.103)</i>	
 <p>By Authority Of: Michael Myers, MS, LMHP, CJM Director of Corrections</p>	<p>References:</p> <p>Adult Local Detention Facilities: 4-ALDF-2A-61, 5B-01, 5B-02, 5B-03, 5B-04, 6A-04</p> <p>Adult Community Residential Service:</p> <p>Nebraska Jail Standards: Ch. 3, sec. 002, Ch. 9, sec. 003</p> <p>ICE Detention Standards:</p>	<p>Attachments:</p>

- I. **Policy:** To provide inmate access to visitors through video visitation.
- II. **Purpose:** To establish criteria and procedures to facilitate inmate visiting.
- III. **Procedure:** The number of visitors an inmate may receive and the length of visits are limited only by the facility's schedule, space, and personnel constraints or when there are substantial reasons to justify such limitations. Conditions under which visits may be denied will be defined in writing (ALDF 5B-02).

Sufficient space is provided for inmate visiting. There is adequately designed space to permit appropriate screening and searching of both inmates and visitors. Space is provided for the storage of visitors' coats, handbags, and other personal items not allowed into the visiting area (ALDF-5B-01). All personal visits will be monitored and recorded.

- A. **Visitation Requirements:** Inmates are granted the right to communicate or correspond with persons or organizations, subject only to the limitations necessary to maintain order and security (ALDF 6A-04). Visitation requirements apply to all types of visits.
 1. Inmate:
 - a. Inmates may receive visits subject to the approval of DCDC.
 - b. During the intake process, each inmate will be given a copy of the facility's rules and regulations, which describes visiting procedures.
 - c. Inmates are allowed four 25 minute on-site visits and six 25 minute remote visits via the internet per week.
 - i. All visits must be scheduled by midnight the night before the requested time.
 - ii. The visit will terminate when the scheduled time has elapsed.
 - iii. On-site visits are free of charge but remote internet visits are available for a fee, at a rate of \$0.40/minute or \$10 for the 25 minute time block
 - d. Inmates that have no contact orders shall only receive and/or participate in on-site visits.

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- e. An Inmate Request Form (DCC 7) must be submitted to the Lobby to remove a visitor from their visitation list.
 - i. The information will be verified by the Lobby staff and the Housing Unit (H/U) officer.
 - ii. Visitors will have a restriction placed on them and will not be permitted to schedule visits with that inmate.
 - iii. A DCC 7 must be submitted to the Lobby to remove a visitor restriction.
- 2. Visitor:
 - a. Requirements:
 - i. Are subject to a criminal history check.
 - ii. Must not have active warrants.
 - iii. Must not have been incarcerated at DCDC in the past three (3) months.
 - a. Former inmates classified as Administrative Confinement (AC)/Administrative Segregation (AS) at the time of their release from DCDC are not eligible to visit for a period of six (6) months.
 - iv. Must not have been incarcerated with the Nebraska State Department of Corrections (NDCS) within the past six (6) months.
 - v. Must register online through the Visitor's website <http://douglascountyne.gtlvisitme.com/app> or through the kiosk located in the Lobby.
 - b. Visitors will receive an e-mail notification of the status of their application.
 - i. Approved visitors may add inmates to the Manage Inmate section of their account.
 - ii. Each inmate request is subject to DCDC approval.
 - c. Group Visits
 - i. If you are visiting together, all persons must be included in the scheduled visit time. This means your accounts must be linked prior to scheduling.
 - ii. The maximum number of on-site visitors that may visit with an inmate at the same time is three (3). The group visit may consist of any combination of adults and children (under 18 years of age) that equals maximum number allowance.
 - iii. The maximum number of remote internet visitors that may visit with an inmate at the same time is eight (8). The group visit may consist of any combination of adults and children (under 18 years of age) that equals maximum number allowance with a maximum of three (3) adults allowed.

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B. Visitation Times:

1. Monday through Friday: 0730 until 2230 hours
 - a. Lobby doors will be secured at 2215 hours and the last visit ends at 2225.
 - b. Certain hours may be unavailable for visitation.
2. Saturdays and Sunday: 1500 to 1825 hours.
 - a. Lobby doors will be secured at 1815 hours and the last visit ends at 1825.
3. Visiting hours on Holidays will be at the discretion of the Director and are subject to change.

C. Visitor Check-In Procedures: **Visitors identify themselves and register on entry into the facility. The circumstances under which visitors are searched are described in section (i). (ALDF 5B-04).**

1. Remote internet visitors may not check in sooner than fifteen minutes before the visit is scheduled. On-Site visitors may check in at any time before the visit is scheduled. If not checked in within fifteen minutes after start time, the visit will be canceled.
 - a. All scheduled visitors will need to check in prior to the start of their visit to receive the full time allotted
 - b. A late check in will result in a shorter visit and counts against the inmates number of visits allowed.
2. Visitors are required to produce valid government issued photo identification (ID) cards for all visits. Acceptable forms of ID are:
 - a. Current driver's license, state or federal ID cards, Department of Justice, Immigration and Naturalization Service issued Passport or Visa and birth certificates for minors (if applicable). Newborns up to six (6) weeks old may use the certificate of live birth in place of the birth certificate
 - b. ID will not be accepted if the card is damaged, split, altered, expired or illegible.
 - c. All visitors must be scheduled and approved at the time of the visit. No unauthorized visitors will be allowed.
3. Authorized personal property for on-site visitors.
 - a. All personal property must be secured in a locker or may be locked in the visitor's vehicle. Lockers are available just inside the Lobby entrance for \$0.25. The money is returned when the key is returned. Personal property includes but is not limited to the following. Sufficient space is provided for inmate visiting. There is adequately designed space to permit appropriate screening and searching of both inmates and visitors. Space is provided for the storage of visitor's coats, handbags, and other personal items not allowed into the visiting area (ALDF 5B-01).
 - i. Headgear (hats, caps, sun visors, sweatbands, bandannas and plastic shower caps)
 - ii. Jackets and coats

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- iii. Keys
 - iv. Electronic devices (cell phones, cameras or games)
 - v. Purses and wallets
 - vi. Food or drinks
 - vii. Tobacco, tobacco products, electronic cigarettes, lighters or matches
- b. Illegal substances, firearms, knives or other weapons are not authorized inside of the facility or related grounds nor will they be displayed during remote internet visits.
 - c. Religious headgear such as a kuffe, yarmulke/skull cap or khimar (Arabic headscarf) is permitted.
 - d. Medical headgear may be permitted into the visiting area at the Lobby supervisor's discretion.
 - e. An ATM card may be brought in to use the ATM machine in the visitation area for on-site visits only.
 - f. Medically authorized prosthetic appliances, such as wheelchairs, crutches, canes, hearing aids or artificial limbs are permitted.
 - g. Prescription medication that may be needed immediately (nitroglycerine or prescribed asthma inhaler) will be allowed.
 - h. Visitors with children may bring in the additional items:
 - i. One (1) baby bottle.
 - ii. One (1) pacifier.
 - iii. One (1) simple, non-weapon toy.
 - iv. Infant carriers (no strollers).
 - v. One (1) baby blanket.
 - vi. One (1) spit towel.
 - i. Visitors are required to walk through a metal detector and are subject to search of their person and property.
 - i. A visitor who refuses to cooperate or attempts to circumvent procedures will not be allowed to visit for the day and may be suspended from future visiting privileges.
 - ii. Visitors found to be in possession of contraband will not be allowed to visit for the day and may be suspended from future visiting privileges.
 - iii. Visitors who attempt to introduce contraband into the facility may be subject to criminal prosecution.
 - iv. Visitors who appear to be under the influence of drugs and/or alcohol will not be permitted to visit in any types of visits.

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4. Attorney, Clergy and Professional Visitors: Must be approved as a professional visitor and have a valid Bar card.
 - a. Personal property included in the list (section 2A) above is prohibited.
 - b. Attorney, Clergy and Professional visitors shall secure their belongings in designated lockers prior to leaving the Lobby to go to the Attorney Clergy visitation area.
 - c. No electronic devices (i.e. cell phones, tape recorders or computers) are allowed unless authorized by the Office of Professional Responsibility (OPR).
 - d. Brief cases, legal documents and writing instruments are authorized but will be searched prior to the visit.
5. Law Enforcement Personnel: Must secure firearms, other weapons, OC spray, knives, restraints or keys in secure lockers that are provided. The Lobby Supervisor or designee can assist with the access to these lockers. A clearing barrel is provided.

D. Visitor Dress Code for all types of visits:

1. When visiting, proper attire is expected. Clothing should not be distracting or offensive to inmates or other visitors. Undergarments must be worn. The following clothing is inappropriate for visiting:
 - a. See through, sheer, or translucent clothing
 - b. Skirts and/or dresses that are less than one (1) inch above the knee
 - c. Shorts that are less than four (4) inches above the knee
 - d. Halter tops, tube tops, backless tops, low cut shirts, tank tops, spaghetti string tied tops, midriff or exposed undergarments
 - e. Shirts that display or depict derogatory statements or actions are not allowed
 - f. Shirts displaying Rest in Peace or other similar reference to a deceased person will not be allowed
 - g. Jeans with holes or frays may be worn as long as the holes or frays are not revealing or inappropriate
 - h. Tights and leggings are permitted as long as they are not revealing or inappropriate
 - i. Hats or caps (religious or medical exceptions may be considered)
 - j. Coats or jackets of any kind will be stored in the provided lockers
 - k. Hoodies are permitted as long as the hood is not pulled up over the head

E. Visitor Responsibility, Conduct and Behavior: It is the responsibility of the visitor and the inmate to behave in a manner that will not bring discredit upon themselves or be disruptive to other visitors in the area.

1. Exposure of genitalia, buttocks or breast will result in the immediate suspension of any type of visit and may result in the denial of future visitation privileges.

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2. Any lifting, lowering or removal of clothing items during any visit will result in visit termination and denial of future visitation privileges.
3. Visitors are NOT allowed to display photographs of any type during the visit without facility approval.
4. Visitors are expected to comply with staff instructions and posted rules and regulations of DCDC. Disruptive, aggressive, lewd or loud behavior by the inmate or visitor will result in termination of current visit and future visiting privileges.
5. Visitors must remain seated during all types of visitation. Failure to do so will result in termination of current visits and/or future visiting privileges.
6. On-Site visiting is conducted via video equipment
 - a. Visitors are not allowed to adjust or attempt to control the video equipment.
 - b. Visitors who damage any part of the video equipment will have their visit cancelled for the day and may be suspended from future visiting privileges.
7. Remote internet visits will be conducted on a laptop or home computer with a camera, microphone and speakers (or headsets).
 - a. No other electronic equipment such as mobile devices or tablets will be allowed to conduct the visit.
 - b. If using a laptop, the laptop and its camera must remain stationary (no panning of the room allowed).
8. The Lobby Supervisor or the Watch Commander may refuse or suspend a visit for good cause or reason. The Lobby Supervisor or the Watch Commander shall document the reason for denying or suspending a visit.
9. The Deputy Director/designee will review rules and regulation violations by visitors, and determine the length of suspension of visiting privileges.

F. Child Visits (under 18 years of age):

1. Children must be on the inmate's visiting list
2. Children must be accompanied by their parent or legal guardian. The parent must have the child(s) original birth certificate for each visit. Unless the adult is assigned by the court, the guardian must have documentation signed by the judge through the courts awarding them guardianship of the minor child and must be validated by the facility prior to scheduling a visit. Power of Attorney is not considered legal guardianship paperwork and will not be accepted.
3. Children may not visit if they are a victim or witness in an investigation involving the inmate.
4. A child visit counts towards the weekly visitation. Children must be kept under direct supervision and control at all times while in the visiting room and waiting area. Disruptions created by children and or adult will be sufficient reason to suspend a visit. Any type of corporal punishment (i.e spanking or yelling) is not acceptable and may be grounds for termination of the visit.

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G. Court Ordered Child Visits:

1. The caseworker/designee must register for a professional account online through the Visitor's website <http://douglascountyne.gtlvisitme.com/app> or through the kiosk located in the Lobby.
 - a. Health and Human Services (HHS) will complete their own background check for their staff and provide an updated list to the Director of Corrections monthly.
 - b. Nebraska Family Collaborative (NFC) and all other agencies must complete an Application for Professional, Clergy and Volunteer Visitors (DCC149) and have a criminal history check completed.
 - c. Criminal history checks will be reviewed every three (3) years.
 - d. Children may not visit if they are a victim or witness in an investigation involving the inmate.
2. The caseworker/designee must fax to OPR (402-599-2262) a copy of the court ordered child visit and must provide the following information:
 - a. The name of the caseworker/designee who will be accompanying the child (after approval from OPR)
 - b. Children's names must be listed on the court order.
 - c. The inmate's name must be listed on the court order.
3. The caseworker/designee must make arrangements through OPR for the days and times of the visits. Any changes to the schedule once it has been approved needs to go through OPR.
4. Court ordered child visits will not count towards the weekly visitation.

H. Out-of-Town On-Site Visits: (Special visits are provided (ALDF 5B-03)). Two (2) 25 minute visits a month may be approved for visitors coming from 60 miles or more away. The visitor must provide an ID card with an address that supports they live over 60 miles or more away.

1. Visitation must be approved by the Lobby Supervisor.
2. Visitor must check in and provide a valid photo ID card, which includes a current address.
3. Subsequent visits will be contingent upon registration and approval.
4. An Out-of-Town visit will not count towards the weekly on-site visitation.
5. Out-of-Town visits must be scheduled in advance. It will be the responsibility of either the inmate, via a DCC 7 or the visitor to contact the Lobby Supervisor (402-599-2230), Monday through Friday to schedule this visit.

I. Cancellation(s): Inmates may refuse a visit prior to the start of the visit and it will not be counted as one of their allotted visits.

J. A copy of this policy shall be available in the Lobby and on-line.

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IV. Adult Local Detention Facilities:

4-ALDF-2A-61: Inmates in special management units have opportunities for visitation unless there are substantial reasons for withholding such privileges. All denials for visitation are documented

4-ALDF-5B-01: Sufficient space is provided for inmate visiting. There is adequately designed space to permit appropriate screening and searching of both inmates and visitors. Space is provided for the storage of visitors' coats, handbags, and other personal items not allowed into the visiting area.

4-ALDF-5B-02: The number of visitors an inmate may receive and the length of visits are limited only by the facility's schedule, space, and personnel constraints or when there are substantial reasons to justify such limitations. Conditions under which visits may be denied are defined in writing.

4-ALDF-5B-03: Special visits are provided.

4-ALDF-5B-04: Visitors identify themselves and register on entry into the facility. The circumstances under which visitors are searched are described in writing.

4-ALDF-6A-04: Inmates are granted the right to communicate or correspond with persons or organizations, subject only to the limitations necessary to maintain order and security.