



Department of Corrections

INTERNAL MANAGEMENT POLICY & PROCEDURE


Applicability: ADULT Operations Only JUVENILE Operations Only DEPARTMENT-WIDE

IMPP #: 10-113D

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PROGRAM AND SERVICES: Resident Visitation

Original Date Issued: 12-05-16 Replaces IMPP Issued: 11-29-17 **CURRENT EFFECTIVE DATE: 08-24-21**

Approved By:  , Secretary Next Scheduled Review: Nov. 2023

POLICY

KDOC recognizes and supports building and strengthening of family and pro-social relationships through a good resident visitation program. Building strong family relationships and bonds with other pro-social people in a resident's life aids in the successful return of the resident to the community and reduces the risk of return to confinement.

DEFINITIONS

Admission: Any resident or post-incarceration supervision conditions violator received at a KDOC facility from another jurisdiction. Residents being returned to custody in pre-revocation status are considered admissions.

Community Supervision Agency Officer (CSAO): For purposes of this policy is any employee of a community supervision agency whose job duties include the court-ordered supervision of any resident under the jurisdiction of a juvenile court.

Immediate Family: Parents, step-parents, siblings, spouses of siblings, half-siblings, step-siblings, children, spouses of children, step-children, grandchildren, step-grandchildren, great grandchildren, great step-grandchildren, spouse, parents of spouse, grandparents, or any person who filled the role of a parent de facto with respect to the resident as confirmed by the warden/superintendent upon review of the social history.

Minor Child of an Immediate Family: For the purposes of this policy is any child under the age of 18 that is a sibling, step-sibling, child, step-child, nieces, nephews or spouse to a resident currently in a correctional facility.

Video Visits (VW): Visits where the resident is using the video visit monitors and their visitor accesses the system through their personal phone or computer for a virtual visit.

Visitation Application Coordinator (VAC): For purposes of this policy is a staff person appointed by the Deputy Superintendent/designee to oversee the visitation application process at a juvenile correctional facility.

Visitation Scheduler (VS): An application that allows approved KDOC visitors to schedule in advance video and in person visits.

PROCEDURES

I. Related Policies

- A. **ADULT:** The marital status of a resident is to be determined in accordance with IMPP 01-126 Declaration of Marital Status, Affidavit of Common-Law Marriage, and Marriage Ceremonies for Inmates.

- B. **ADULT:** The establishment and maintenance of resident files is to be in accordance with IMPP 05-104 Organization of Offender Files.
- C. **ADULT:** The earning of privileges and incentives by residents are to be in accordance with IMPP 11-101A Offender Privileges and Incentives.
- D. **JUVENILE:** The earning of privileges and incentives by residents are to be in accordance with IMPP11-101J Privileges and Incentives Program.
- E. **ADULT:** Sex offenders must be identified, treated, managed and supervised in accordance with IMPP 11-115A Sex Offender Program, Management and Supervision.
- F. The search of offenders and/or facility must be in accordance with IMPP 12-103D Offender and Facility Searches.
- G. The search of visitors must be in accordance with IMPP 12-115D Search of Visitors.
- H. **ADULT:** All KDOC employees, official guests and visitors are to be issued identification cards in accordance with IMPP 12-132 Identification Cards and Badges (Non-Inmate).

II. Development and Publication of Facility Visiting Procedures

- A. All procedures and provisions for visitation, consistent with this IMPP and facility rules, are applicable and extended to residents and their visitors.
- B. The visiting program at each facility is to be under the direct supervision of the Deputy Warden/Deputy Superintendent of Programs.
- C. Consistent with K.A.R. 44-7-104 (adult)/K.A.R. 123-5-505 (juvenile) and the procedures established herein, each facility is to establish general orders pertaining to resident visitation.
 - 1. At a minimum, such general orders are to address:
 - a. hours of visitation;
 - b. the facility's schedule of visiting room/area operations; and
 - c. procedures for processing visitors, assigning space, and length of visiting periods. (ACI 4-4503)
 - 2. **JUVENILE:** The superintendent or designee is to take into consideration a visiting family's circumstances on a case-by-case basis prior to denying a family member visitation with the juvenile.
 - 3. **JUVENILE:** The juvenile correctional facility is to work with the family to resolve any external security risk.
- D. When approved by the Deputy Secretary of Facilities Management/Deputy Secretary of Juvenile and Adult Community-Based Services, wardens/superintendent may establish, through general order, a restricted visitation schedule for specialized resident populations.
 - 1. Substantial reason to justify restricting the number of visitors or length of visits (e.g., limited available space, personnel constraints, etc.) is to be approved by the Deputy Secretary of Facilities Management/Deputy Secretary of Juvenile and Adult Community-Based Services. (ACI 4-4498)
- E. Conditions for special visits are to be established within facility procedures. (ACI 3-4442)
- F. In order to ensure that detailed information is available to residents for notification of their family and friends regarding the visitation procedures at the respective KDOC facilities, each facility warden/superintendent or designee is to be responsible to develop written information regarding the

facility's location, visitation program, video visitation, and additional information as may be useful to the residents' visitors.

1. The written information is to include, but not be limited to:
 - a. The facility's address and phone number, directions to the facility, and information about local transportation;
 - b. The days and hours of visitation, per the visiting schedule (Section VIII.);
 - c. The approved dress code and identification requirements for visitors;
 - d. Authorized items that visitors may have in the visiting room or that they may give to residents;
 - e. Special rules for children; and
 - f. Conditions for special visits, per Section X. of this IMPP. (ACI 4-4499)
2. **ADULT:** Procedures are to be developed to ensure that the written information is provided to each resident within 24-hours of his/her arrival at the facility.
 - a. **JUVENILE:** Procedures are to be developed to ensure that the written information is provided to each resident in a handbook and given to all residents in the Reception and Diagnostic Unit (RDU) within 24-hours of his or her arrival at the facility. (4-JCF-3A-18)
3. It is the resident's responsibility to provide this information to persons from whom they wish to receive visits.

G. Prior to approval of visitors, designated facility officials are to provide potential visitors and, on request, other interested parties, information and instructions regarding the facility's order on visitation and the Department's policy on searches and control of contraband.

1. **JUVENILE:** Where there is reasonable suspicion that a visitor is in possession of contraband items, the superintendent or superintendent's designee may demand that the visitor submit to a search of the visitor's person, in accordance with K.A.R. 123-5-505 and IMPP 12-103D.
2. **JUVENILE:** The visitor may refuse to submit to such search. In that event, the visitor may be denied contact visiting privileges, or access to, or removed, or permanently barred from the facility.
 - a. The Superintendent is to establish alternative steps, when appropriate, to preserve visiting privileges although violation of statutes, regulations, and/or facility rules are cause for the termination of a visit or barring of a visitor from KDOC facilities.

III. Approval of Visitors

- A. Each resident is authorized to compile a permanent visiting list of up to 20 approved visitors.
 1. Adults who accompany the resident's minor child(ren) or immediate family members under 18 years of age, per provisions of K.A.R. 44-7-104 (adult)/123-5-505 (juvenile), are required to be on the resident's visitor list.
- B. The procedures for resident visiting privileges for recent admissions and residents without approved visiting lists are to ensure consistency with the provisions of the resident Privilege and Incentive Level System, per KDOC IMPPs 11-101A or 11-101J.
 1. **ADULT:** Visitation privileges are determined by the incentive level assigned to each resident in the following manner:

- a. Intake Level: Residents assigned to the Intake Level are limited to visits from attorneys, clergy, and law enforcement;
 - b. Incentive Level I: Residents assigned to Level I are limited to visits from attorneys, clergy, law enforcement, a primary visitor, and immediate family members;
 - c. Incentive Levels II and III: Residents assigned to Levels II and III are allowed visits from any approved visitors per the provisions of this IMPP.
- C. **ADULT**: Any resident who is identified as a sex offender per IMPP 11-115A are only allowed visitation consistent with the provisions of that IMPP.
1. Residents who are managed as sex offenders through the KDOC Sex Offender Management System in OMIS and have restrictions on visiting with minors are eligible for video visits (VW).
- D. Application for Visiting Privileges
1. Residents are to provide those persons from whom they wish to receive visits with an Application for Visiting Privileges form (Attachment A) or use the automated visitation portal provided with instructions in Attachment D.
 - a. The resident is to obtain the Application for Visiting Privileges Form from his/her unit team manager or designee.
 - (1) Residents are not permitted to send a visiting application to the victim of their crime and are to be informed of such when obtaining the Application for Visiting Privileges form.
 - b. The mailing of these forms is at the resident's expense.
 - c. More than one (1) application at a time may be mailed in the same envelope to minimize the resident's cost.
 2. Completed applications are to be returned via U.S. mail directly to the warden's designee(s) (adult)/visitation application coordinator (VAC) (juvenile).
 - a. Visitors who are not United States citizens are to provide a photocopy of at least one (1) of the following documents when submitting an application:
 - (1) Passport;
 - (2) Visa;
 - (3) Resident Alien Card;
 - (4) Permanent Resident Card; or
 - (5) Employment Authorization Card.
- E. Verification/Review of Applications
1. Each returned application must be reviewed and verified by staff designated by the warden/VAC.
 2. Each warden/superintendent or designee is responsible to solicit information from potential visitors and conduct investigations necessary to verify the relationship to the visitor claimed by the resident and to confirm that no reason exists for disapproving visitation.

3. To the extent possible, the following application information must be verified:
 - a. The applicant's relationship to the resident as claimed on the application;
 - b. Parole or probation status of the applicant;
 - c. Whether or not the applicant is a former resident;
 - d. Whether the applicant is currently, or within the past two (2) years, has been an employee of the KDOC or any of the Department's contract service providers;
 - e. Whether the resident is a sex offender. If so, determine the applicant's age and whether or not the applicant was the resident's victim or court ordered restricting contact with minors and if the resident has a current override permitting the visit; and,
 - f. If not a United States' citizen, staff is to verify that the applicant is in the United States legally. These applications are to be forwarded to Enforcement, Apprehension and Investigation (EAI) for conformation of legal status.
4. Application information may be verified through any one (1) or combination of the following means:
 - a. Review of social history information;
 - b. Kansas Bureau of Investigation (KBI) criminal history record check;
 - c. National Crime Information Center (NCIC) records check;
 - d. Review of the KDOC Management Information System database;
 - e. Review of the State-wide Human Resource and Payroll System (SHARP); and/or
 - f. Contact with the Victims Service Liaison (adult)/Community Supervision Agency Officer (CSAO) (juvenile).
5. If the person applying for visiting is determined to be the victim of the resident, either through self-identification or by the Victim Services Liaison (adult)/CSAO (juvenile), the case is to be screened by the Liaison (adult)/CSAO (juvenile) prior to a decision about visiting.
 - a. In addition to talking with the victim, the Liaison (adult)/CSAO (juvenile) is to review the following:
 - (1) Court documents surrounding the case;
 - (2) **ADULT:** Victim's file;
 - (3) Any current or past protection orders or no-contact orders;
 - (4) Any previous parole violations/conditional releases/revocations; and
 - (5) Any other information determined to be relevant to the visiting decision.
 - b. The Liaison (adult)/VAC (juvenile) is to provide a summary of this information, including the recommendation for approval or disapproval of the application, to the Warden/Deputy Superintendent or designee by email.
 - (1) **ADULT:** Any information provided by the Office of Victim Services must remain confidential and is not to be imaged with the visiting application materials or placed in the resident's file.

- F. The warden/superintendent may disallow visitation when:
1. The claimed relationship cannot be verified; or
 2. The potential visitor is not eligible for visitation per provisions of K.A.R. 44-7-104 (adult)/ K.A.R. 123-5-505 (juvenile).
 - a. Except as approved for specific programs, volunteers are not eligible for resident visitation programs.
- G. Application verification is to be documented by a completed Visitor Background Verification Form (Attachment B).
1. This form must bear the signature of either the:
 - a. Warden/Superintendent;
 - b. Deputy Warden/Deputy Superintendent;
 - c. **ADULT:** Chief of Security; or
 - d. Warden's/Superintendent's designee.
- H. Visitor applications and background verification forms are to be filed in imaged documents.
1. **JUVENILE:** The unit team counselor is to update case notes to reflect any visitation decisions.
- I. Re-Verification of Visitors Lists Information
1. All residents returned from post-incarceration supervision with a new sentence are require a re-verification of the information regarding the approved visitors list.
 - a. Re-verification dates are to be entered in the database comment section. The names of persons approved for visitation are to be placed on the visiting database (adult) or the Approved Visitors List in the Juvenile Corrections Facility System (JCFS) (juvenile).
 2. No re-verification of the visitors list is required for residents who are returned to custody from post incarceration supervision (adult) or following release to conditional release supervision (juvenile) with no new sentence:
 - a. If the resident has been on post-incarceration supervision (adult)/conditional release (juvenile) for two (2) years or less; or
 - b. Unless there is a recommendation from the Field Service staff or other criminal justice employee to re-verify the information on previously approved visitors.

IV. Visitor Lists

- A. The names of persons approved for visitation are to be placed on the visiting database (adult) or the Approved Visitors List in the Juvenile Corrections Facility System (JCFS) (juvenile).
1. **ADULT:** Once established, the list of approved visitors is to be transferable from facility to facility and is to remain in effect unless revised per the resident's request, the visitor's request, or administrative cause.
- B. Once the maximum number of 20 visitors is reached, one visitor's name must be deleted from the list before another name may be added.

1. Any resident may add or delete a visitor as often as desired, consistent with time constraints indicated in Section IV.B.2., below, so long as the number of visitors does not exceed a maximum of 20 at any given time.
 - a. **ADULT**: Those residents residing within KDOC facilities on March 19, 2004 are not, however, to have any visitors removed from their lists as a result of the most recent revisions to K.A.R. 44-7-104 affecting total visitors allowed and the method of counting them.
 - b. **ADULT**: Such residents are, however, to become subject to those revisions if they be released from a KDOC facility and be subsequently returned as a violator or as a new court commitment.
 - c. **ADULT**: Residents in a KDOC facility as of March 19, 2004 who have more than 20 persons approved to visit may not add another person to their visiting list until the total number of visitors falls below 20.
 - d. **JUVENILE**: Adults who accompany the resident's minor child(ren) or immediate family members under 18 years of age, per K.A.R. 123-5-505, are required to be on the resident's visitor list.
 2. Once a person's name is removed, that person is not to be added to the same or another resident's visiting list for a minimum of:
 - a. **ADULT**: 180 days.
 - b. **JUVENILE**: 60 days.
 3. **ADULT**: Residents on Level I, Level II, and Level III may identify one (1) person as a primary visitor to be included in the maximum number of 20 visitors permitted.
 - a. Residents who are married by license or common law, per IMPP 01-126, are not to list any person as a primary visitor other than their spouse.
 - b. Unmarried residents may declare any person as their primary visitor, consistent with the following criteria:
 - (1) the visitor must be at least 18 years of age; and
 - (2) the visitor may not be listed as the primary visitor for any other resident.
 - c. Application and verification of all persons designated as primary visitors is to be in accordance with Section II. of this policy.
 - d. Residents may remove a designated primary visitor from their Approved Visitors List, per preceding provisions of this Section, however:
 - (1) Once established, primary visitors cannot be changed for six (6) months.
 - (2) Likewise, primary visitors are not to be changed for six (6) months after any subsequent primary visitor change date.
 - (3) The facility Warden may waive the waiting period at their discretion in extraordinary circumstances.
- C. **ADULT**: Complete and current visitor lists are to be:
1. Provided to the visiting room supervisor in the appropriate visiting area/unit;
 2. Provided to the facility access control officer at the appropriate unit or visiting area; and

3. Filed in the resident visiting database.

D. **JUVENILE:** Complete and current lists of scheduled visits are to be stored on the facility shared drive.

V. Resident Visiting Documentation

A. **ADULT:** Resident visiting documentation is to be assembled at the time of transfer from RDU to a KDOC facility where visiting is permitted.

1. When the resident is transferred from RDU to another unit or to another KDOC facility for placement and housing, designated staff of the receiving facility are to:

- a. Provide the resident with Applications for Visiting Privileges to be mailed to potential visitors;
- b. Conduct the investigations required, per Section II. above, and approve or disapprove the potential visitor; and
- c. Collect and file the documentation on the potential visitors, maintaining such documentation in imaged documents.

2. Imaged documents is to be the repository for the following:

- a. Applications for visiting privileges forms (Attachment A);
- b. Visitor Background Verification Form (Attachment B); and
- c. The resident's list of approved visitors.

3. Visiting documentation is to be maintained as per the requirements set forth within IMPP 05-104.

4. If, at the time of a transfer between facilities, the resident's approved visitors list is not posted on the visiting database, the receiving facility records office must take steps to post approved visitors.

B. **JUVENILE:** Whenever a resident is transferred to another KDOC facility, the approved visitors list is to follow the resident in the master file.

1. It is at the discretion of the appointing authority/designee of the receiving facility to approve the visitation list.

2. Imaged documents are to be the repository for the following:

- a. Applications for visiting privileges forms (Attachment A); and
- b. Visitor Background Verification form (Attachment B).

VI. Visiting Areas (4-JCF-3A-19, 4-JCF-3A-20)

A. Each facility permitting visits is to establish visiting room(s) for residents and their approved visitors.

1. Visiting rooms are to allow for ease and informality of communication and are to be arranged, to the extent possible consistent with sound security practices and/or other resident management considerations, with the comfort and privacy of the visitor in mind. (ACI 4-4499)

- a. Except when precluded due to a substantiated security risk, sound security practices, and/or other resident management considerations, resident visitation is

to permit an informal environment that allows face-to-face communication. (ACI 4-4499; 4-JCF-3A-20)

2. Visiting is to be conducted:
 - a. **ADULT:** In an environment as free from custodial constraint as is prudent.
 - b. **JUVENILE:** In the least restrictive environment as possible.
 3. Non-contact visits may be ordered by the warden/superintendent consistent with sound security practices.
- B. When facility design and security structure allows, open-air visiting area(s) are to be established consistent with sound security practices.
1. **ADULT:** Only those residents with minimum or medium custody qualify for outside visiting privileges.
 2. Rules governing the use of outside visiting areas are to be established by the warden/superintendent or his/her designee.
- C. At each facility where vending service is obtainable, vending machines are to be made available for the purchase of soft drinks and snack items.
1. Each facility is to establish rules regarding whether food and drink items purchased by visitors during visitation periods may be taken from the visiting room by the visitor at the conclusion of the visit.
- D. All visits are to take place in the designated visiting areas, except when other arrangements are authorized by the warden/superintendent or designee.
- E. **ADULT:** Each facility is to post in the visiting room, or otherwise provide, information to visitors about transportation to the facility, including transportation between the facility and nearby public transit terminals.

VII. Video Visiting

- A. Approved visitors are to have the ability to visit virtually with a resident remotely via the off-site video visiting.
- B. The policies and procedures established for approval of in person visitation at KDOC facilities also applies to off-site visiting. All visitors must apply to visit and be approved by KDOC prior to having access to the off-site video visitation system.
- C. Off-site video visitors are subject to the same policies and procedures established for in person visits, regarding conduct and dress-code as addressed in each facility's general order and each facility's Visitor Handbook.
- D. Each facility is to establish hours for off-site video visiting and post such hours in their general order.
- E. All video visits are to be recorded (video and audio).
- F. Visitors must create a pre-paid account and schedule their off-site video visit appointment times via the off-site video visitation website.
- G. Off-site visit may be denied or terminated for violation of published rules/regulations. Such violations may result in disciplinary action to include administrative review and suspension of video visitation privileges.

- H. In person Video Visits where the resident is using a video visit monitor and their visitor is at a KDOC facility using a separate video visit monitor are limited to residents residing in restrictive housing.

VIII. Visiting Hours

- A. Each facility is to establish, through general orders, a visiting schedule, which provides a minimum of four (4) hours (adult)/two (2) hours (juvenile) per week of visiting for all residents in the general population.
1. **ADULT:** If state holiday visitation is allowed, it is to be restricted to Memorial Day, 4th of July, Thanksgiving Day, and Christmas Day.
 2. **JUVENILE:** Additional visitation days may be allowed during Thanksgiving and Christmas holidays.
 3. If the state holiday falls on a Saturday or Sunday, then normal weekend visitation schedules are to apply, and additional visitation based on the celebration of the state holiday is not to be permitted.
- B. An on and off-site visiting schedule is to be posted in each visiting room and each housing unit.
- C. **ADULT:** General Orders include provisions that ensure sufficient time for the processing of visitors prior to the end of scheduled visitation and any exceptions or approvals required to deviate from the routine visitation schedule.
1. Visitors must arrive at least one (1) hour before the end of the visiting period.
- D. **JUVENILE:** Visitors arriving on their scheduled visitation time with less than one (1) hour before end of visitation period are to be asked to re-schedule.
1. Visits may be re-scheduled at the next available visitation block.

IX. Number of Visitors/Length of Visits

- A. The number of visitors a resident may receive at any one time and the length of each visit is to be limited by the number of approved visitors, the facility's schedule, space available, personnel constraints, or other substantial reasons to justify such limits. (ACI 4-4498)
1. **JUVENILE:** The number of visitors is also to be limited by procedures established in IMPP 11-101J.
- B. **ADULT:** When restrictions on the number of visitors or length of visits exist, such restrictions are to be established in the facility's general orders. (ACI 4-4498)

X. Special Visitors (ACI 4-4500; 4-JCF-3A-19)

- A. A resident's attorney or clergy is to be allowed to visit at reasonable times (ACI 4-4500) unless:
1. A clear abuse of this privilege has occurred; or
 2. Unless such a visit may prove dangerous or harmful to the security and order of the facility or the rehabilitation of any resident.
 3. **ADULT:** Unless there is a known security risk, attorney visits are to be conducted in private.
 - a. The Warden is to establish alternative accommodations that allow visiting for high-risk residents or special needs visitation.
 - b. Attorney visits are to be prearranged by Unit Team or Security staff.

- c. Attorneys must present proper credentials, including their current Kansas Supreme Court Attorney Registration Card or its foreign state equivalent before the visit is allowed.
- B. Special visitors are to include:
1. Members of the State Legislature;
 2. Judges of the Kansas State Courts;
 3. Members of the Prisoner Review Board;
 4. Attorney General;
 5. Governor; and
 6. Members of the consulate of the residents' country of origin.

XI. Conditions for Special Visits of Persons Not on Visitors Lists (ACI 4-4500; 4-JCF-3A-19)

- A. Special visits by persons not on a resident's approved visiting list may only be authorized by the warden/superintendent or designee.
- B. Circumstances under which special visits may be granted include, but are not limited to:
1. Requests for a single visit prior to background verification and approval of subsequent visits;
 2. When the visitor has traveled a distance of 150 miles (one way) or more; or (ACI 4-4500)
 3. When the special visit is in the best interest of the resident's rehabilitative needs, treatment, or other correctional goals.
 4. **JUVENILE:** When there is a request for a visit to occur outside established visitation days/times.
- C. All requests for special visits are to be initiated by the resident through the resident's unit team via Form 9.

XII. Termination and Suspension of Visits (4-JCF-3A-19)

- A. A visit may be denied or terminated under the following circumstances by the Shift Supervisor or by the highest ranking security officer on duty:
1. Visitors under the influence of drugs or alcohol;
 2. Insufficient space is available;
 3. Refusal of visitor(s) to submit to search procedures per IMPP 12-115D;
 4. Refusal or failure to produce sufficient identification or the falsifying of information by the visitor;
 5. Violation of facility visiting rules by visitor or resident;
 6. Failure to properly supervise children;
 7. Excessive physical contact by the visitor and resident;
 - a. Contact visits are limited to an embrace or kiss briefly at the beginning and at the end of the visit.

8. Reasons necessary to preserve the security of the facility and reasonable order in the visiting area; and/or
 9. Visitor in possession of contraband upon entering the building to check in and undergo search procedures.
- B. A less restrictive measure is to be attempted, when appropriate, prior to the termination of a visit. Such alternatives include:
1. Warning the resident and/or visitor of improper conduct; and
 2. Transferring the visit to a non-contact visiting area.
- C. If a visit is terminated or relocated to a non-contact visiting area, the highest-ranking security officer on duty taking the action must prepare an incident report.
- D. Based on information provided by staff and by the resident and/or visitor, the warden/superintendent or deputy warden/deputy superintendent may remove an individual's name from an approved visitors list and suspend the visitor's visiting privileges.
1. A written notice of the decision, including a statement of reasons, must be given to the resident and visitor; and
 2. The statement of reasons may be omitted if it would jeopardize the security of the facility or the safety of any individual.
- E. The duration of visiting suspension is to be determined by the warden/superintendent in accordance with K.A.R. 44-7-104 (adult)/K.A.R. 123-5-505 (juvenile).
1. If a visitor is suspended from visitation at any KDOC facility that individual's visiting privileges are to be suspended at all other KDOC facilities for the duration of the initial suspension period.
 - a. Such suspensions are to be documented in the visiting database and imaged documents.
- F. A less restrictive measure is to be taken, when appropriate, prior to suspending a visitor's visiting privileges. Alternatives include:
1. Warning the visitor of the improper conduct; and
 2. Allowing the visitor to visit only in a non-contact visiting area.

XIII. Visitor Registration/Identification (ACI 4-4503; 4-JCF-3A-19)

- A. Each in-person visitor must sign in before visitation and sign out after the visit.
1. **ADULT:** Registration is to include at least the visitor's name, address, relationship to the resident, and signature.
- B. Visitors 16 years of age or older are required to properly identify themselves with a picture ID issued by a United States or state governmental agency, such as a driver's license, a state ID card or school ID card.
1. Non-US citizens who do not have a United States or state government agency picture ID are required to show a valid passport or visa.
 2. A copy of an official state issued birth certificate is acceptable for persons under the age of 16 who cannot produce a photo ID.

3. For infants under 30 days old, a hospital certificate of birth can be used for infant identification.
- C. The warden/superintendent may establish procedures, which require a resident's visitors to wear an identification badge issued by the facility at the time of registration, in accordance with IMPP 12-132 (adult).
- D. Visitors unable to produce positive identification are to be denied visiting privileges.

XIV. Visitor Searches (4-JCF-3A-19)

- A. All visitors are subject to search in accordance with KDOC IMPP 12-115/JJA IMPP 12-103.
- B. The search of visitors is only to be conducted to prevent the introduction of any items considered to be contraband if taken into or from a facility, per K.A.R. 44-2-103 (adult)/K.A.R. 123-2-111 (juvenile).
- C. **ADULT:** Where there is reasonable suspicion that a visitor is in possession of contraband items, the warden or warden's designee may demand that the visitor submit to a search of the visitor's person, in accordance with K.A.R. 44-7-104 and IMPP 12-115.
 1. The visitor may refuse to submit to such search.
 2. If the potential visitor refuses to consent to any type of authorized search, he/she must be denied access to the facility and escorted from the premises.
- D. **ADULT:** Wardens are to establish alternative steps, when appropriate, to preserve visiting privileges, although violation of statutes, regulations, and/or facility rules are cause for the termination of a visit or barring of a visitor from KDOC facilities.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff, resident and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees, residents or offenders, or an independent duty owed by the Department of Corrections to employees, residents, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure are not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS

None.

REFERENCES

K.S.A. 21-5914, 75-5210(d)
K.A.R. 44-2-103, 44-7-104, 123-2-111, 123-5-505
IMPP 01-126, 05-104, 11-101, 11-101J, 11-115A, 12-115, 12-132
ACI 4-4498, 4-4499, 4-4500, 4-4503
JCF 4-JCF-3A-18, 4-JCF-3A-19, 4-JCF-3A-20

HISTORY

12-05-16 Original
11-29-17 Rev. 1
08-24-21 Rev. 2

ATTACHMENTS

Attachments	Title of Attachments	Page Total
A	Application for Visiting Privileges	2 pages
B	Visitor Background Verification Form	1 page
C	Affidavit Granting Visiting Rights and Privileges	1 page
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Kansas Department of Corrections Application for Visiting Privileges

Facility: _____ Resident to be Visited:
Address: _____ Name: _____
City, St, Zip: _____ KDOC#: _____
Date: _____

APPLICANT INFORMATION

All questions must be answered. Incomplete applications must not be processed! Omissions or falsification could result in denial of visiting privileges. Completed applications are to be mailed to the facility at the address above, Attention: Visitation. Do not mail applications to residents. Allow 4 to 6 weeks for processing of applications. Visitors are to 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 resident (father, wife, friend) _____ Race: _____ Gender: M F
5. Current Address:
Street: _____ City: _____ State: _____ Zip: _____
Phone number: _____
6. Date of Birth: _____ Social Security #: _____
DL/ID State _____ DL/ID# _____
7. Are you approved to visit another KDOC Resident? Yes No Relationship _____
If yes, Name: _____ Number: _____ Facility: _____

ADDITIONAL DOCUMENTATION REQUIREMENTS

A copy of an official birth certificate is required for each visitor under 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 must provide a photocopy of at least one (1) 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. Are you on probation or parole? No Yes If Yes, which State and County _____

9. 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:

10. 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's 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. 21-5914 provides that: (a) Traffic in contraband in a correctional institution or care and treatment facility is, without the consent of the administrator of the correctional institutional . . . : (1) Introducing or attempting to introduce any item into or upon the grounds of any correctional institution . . . ; (2) taking, sending, attempting to take, or attempting to send any item from any correctional institution or . . . ; (3) any unauthorized possession of any item while in any correctional institution or . . . ; (4) distributing any item while in any correctional institution . . . ; (5) supplying to another who is in lawful custody any object or thing adapted or designed for use in making an escape; or (6) introducing into an institution in which a person is confined any object or thing adapted or designed for use in making any escape. (b) Traffic in contraband in a correction institution . . . is a: (1) Severity level 6, nonperson felony, except as provided in subsection (b)(2) or (b)(3); (2) severity level 5, nonperson if such items are: (A) Firearms, ammunition, explosives or a control substance which is defined in K.S.A. 2016 Supp. 21-5701, and amendments thereto, except as provided in subsection (b)(3); (B) defined as contraband by rules and regulations adopted by the secretary of corrections, in a state correctional institution or facility by an employee of a state correction institution or facility, except as provided in subsection (b)(3); . . . (4) defined as contraband by rules and regulations adopted by the commissioner of the juvenile justice authority, in a juvenile correctional facility by an employee of a juvenile correctional facility, except as provided by subsection (b)(3); and (3) severity level 4, nonperson felony if: (A) Such items are firearms, ammunition or explosives, in a correctional institution by an employee of a correctional institution or in a care and treatment facility by an employee of a care and treatment facility; or (B) a violation of subsection (a)(5) or (a)(6) by an employee or volunteer of the department of corrections or the employee or volunteer of a contractor who is under contract to provide services to the department of corrections. (c) The provisions of subsection (b)(2)(A) shall not apply to the possession of a firearm or ammunition in a parking lot open to the public if the firearm or ammunition is carried on the person while in a vehicle or while securing the firearm or ammunition in the vehicle, or stored out of plain view in a locked but unoccupied vehicle. (d) As used in 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.

Effective March 17, 2003, all department facilities, offices, and grounds are tobacco-free, at which time all tobacco products are declared contraband in accordance with K.S.A. 21-5914 (Traffic in contraband in a correctional institution or care and treatment facility.). On and after this date, the use or possession of all tobacco products by any person is prohibited on department property. The only exception is 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: _____

Kansas Department of Corrections

Visitor Background Verification Form

Resident Name: _____ Number: _____

Name of Prospective Visitor: _____

	Yes	No	Method of Verification
1. Application For Visiting Privileges form sent to prospective visitor Date Sent: _____	___	XXXX	XXXXXXXXXXXX
2. Application For Visiting Privileges form returned by prospective visitor. Date Received: _____	___	___	XXXXXXXXXXXX
3. Relationship of prospective visitor to resident verified. Date Verified: _____	___	___	_____
4. Probation/Parole status of prospective visitor verified. Date Verified: _____	___	___	_____
5. Former KDOC resident status of prospective visitor verified. Date Verified: _____	___	___	_____
6. Previous employment status with KDOC of prospective visitor verified. Date Verified: _____	___	___	_____
7. JUVENILE: Security background check conducted. Date Verified: _____	___	___	_____
8. Is the resident a sex offender? _____			
9. ADULT: Have the contact requirements of IMPP 11-115A been met? _____			
10. ADULT: Non-citizen's legal status verified? _____			

The verification process for the above-identified prospective visitor has been completed per the requirements of IMPP 10-113D. This person has:

- ___ 1. **BEEN APPROVED**, and his/her name may be added to the resident's visiting list; OR
- ___ 2. **NOT BEEN APPROVED**.

NOTE: The name may be added to the resident's Visitors List only if the visitor has been approved.

Approved: _____ Date: _____

AFFIDAVIT
GRANTING VISITING RIGHTS AND PRIVILEGES
(ADULT)

Resident name: _____ KDOC#: _____

I, _____, being the biological parent or legal guardian with primary legal custody of said minor child(ren) listed below*:

_____ Date of Birth _____
Full name of child

_____ Date of Birth _____
Full name of child

_____ Date of Birth _____
Full name of child

_____ Date of Birth _____
Full name of child

_____ Date of Birth _____
Full name of child

Do hereby give temporary custody to: _____
for the purpose of bringing the child(ren) to any KDOC facility for a parental visit.

_____ Date _____
Signature of biological parent or legal guardian

***Proof of legal guardianship must accompany this affidavit.**

State of _____

(County) of _____

Signed or attested before me on (date) _____ by _____.

Notary Signature

Date

Notary Seal

Title and Rank

My appointment expires: _____

KDOC Visitation Portal Guide Create Visitor Application

1. Access [www.ks.gov/KDOC](#) Internet Sections, etc.
2. Click the button titled "Register" as a visitor.
 - a. Enter email address.
 - b. Create a password and confirm password.
3. Click the button titled "Login".
4. Select visitor applications.
 - a. Friend and Family Application.
 - b. Professional Application.
5. Create Visitor Application.
 - a. Enter resident KDOC number.
 - b. Verify resident name is accurate.
 - c. Verify facility location.
 - d. Select Yes or No
 - (1) Subscribe to email notifications regarding the resident's visitation status.
 - (2) Subscribe to email notifications for when the resident moves to a different facility.
 - e. Select Yes or No
 - (1) Are you submitting this application on behalf of a minor?
 - (a) If Yes,
 - i. Guardian Name, DOB, Relationship, Gender.
 - ii. Upload Notarized Minor Affidavit.
 - iii. Upload Minor photo or identification for minors 16-18.
 - iv. Upload state issued birth certificate of the minor.
 - v. Enter Visitor Name, Relationship, DOB, Gender, Race, SSN, Type, Identification Number, upload copy of identification.
 - (2) Note: You can not move on until all required fields are entered.

Visitation Functions.

1. Show/Edit User Information.
2. View Facility Information.
 - a. View selected visitor handbook for a facility.
3. Scheduling a Visit.
 - a. Select Approved Application.
 - b. Select Schedule Date.
 - c. Select Time Slot.

Login (ks.gov) URL