
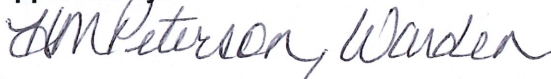


KANSAS DEPARTMENT OF CORRECTIONS

 Kansas Department of Corrections	Norton Correctional Facility GENERAL ORDERS	SECTION NUMBER 16-101	PAGE NUMBER 1 of 9
	SUBJECT: COMMUNICATION, MAIL AND VISITING CHAPTER TITLE: Offender Visitation		
Approved By:  Warden		Original Date Issued: 07-06-90	
		Replaces Version Issued: 07-02-19	
		CURRENT VERSION EFFECTIVE: 11-22-19	

POLICY:

Visitation between offenders and family members, friends, and acquaintances shall be encouraged. Visitation shall be conducted in accordance with provisions of IMPP 10-113D [Offender Visitation], IMPP 11-101A [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 offender.

Attorney:

Attorney with whom an offender 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 offenders housed in A, B and C Living Units is located in the Medium 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 offenders housed in D-Living Unit is located in the Minimum Visiting Building.
 - a. Seasonal outdoor visiting located adjacent to Minimum Visiting, is available to offenders 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 offenders 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 2:30 p.m. on Saturday, Sunday and on the following holidays: Christmas Day, Memorial Day, July 4th, and Thanksgiving Day. **(as specified in IMPP 10-113D)**
 - 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.
 - a. If the state holiday falls on a Saturday or Sunday, then normal weekend visitation schedules shall apply, and additional visitation based on the celebration of the state holiday shall not be permitted.
- B. When offenders are transferred between KDOC facilities, their approved visitor's list shall remain in effect at the receiving facility via the KDOC Visitation Database.
- 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 offender at this facility.
 - 1. Offenders 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 prior to each visit at NCF. A marriage license or birth certificate shall be required for persons under age sixteen (16) who cannot produce a photo ID.
 - 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. Offenders 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 offender'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. Offenders shall be searched after each visit in accordance with applicable Post Orders.
 - a. Once offenders 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. Length of visit will be based on staff's schedule and availability.
 3. 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 offender, via form 9, to the offender'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 offenders 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 offender has received less than two (2) visits during the previous three (3) months;
 5. When an offender 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 offender to receive one (1) special visit during the week.

- c. Regular visits disqualify offenders 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 Visiting Building during normal visiting hours as set forth in II.A. above.
- B. Offenders in administrative restrictive housing shall receive non-contact visits and remain in full restraints.
 - 1. With the exceptions of attorneys of record and clergy, offenders in disciplinary restrictive housing shall not receive visits.
 - 2. Other offenders 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 offender 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, No dresses with split at front, back or sides; dresses length must be worn below the knee,
 - 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. Offenders 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 10-113D.
- C. Applications forms also can be printed from the Internet.
- D. Offenders 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.
- E. Persons listed as an approved visitor at the time an offender is received shall remain approved until removed for cause or by request of the offender.
 - 1. If for some reason an approved visiting list does not exist, Unit Team shall require the offender to complete the steps necessary to establish one.
- F. The spouse of an offender, 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-offenders 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. Offender visiting lists shall not contain more than twenty (20) names of individual visitors, including any designated primary visitor.
 - 1. Offender 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 offender-attorney/clergy confidentiality.
- E. Visitors shall not bring Cameras, Cellular phones, Cell phone batteries, Cell phone chargers, Bluetooth devices or Watches into facility visiting areas.
 - 1. Cameras, Cellular phones, Cell phone batteries, Cell phone chargers, Bluetooth devices, or Smart watches 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 09-107D.
- I. The only items visitors may bring into visiting areas are:
 - 1. Money for vending machines and food - not to exceed fifty dollars (\$50.00);
 - 2. Debit/Credit Card
 - 3. Photo identification;
 - 4. Issued Gatehouse locker key;
 - 5. Infant carrier;
 - 6. 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 offenders 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 offenders only).
 - 6. Only state issued boots shall be worn unless documented medical directive provided to the Chief of Security, or designee, states otherwise.
- K. Visitors shall be subject to search in accordance with IMPP 12-115D.

IX. Disabled (Handicapped) Visitors

- A. Visitors with physical disabilities requiring assistance with communication, wheelchairs, walkers, etc. shall be provided such assistance as is necessary and possible.
- B. Reserved parking spaces for visitors with physical disabilities 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 offenders 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. Offenders may decline to visit official visitors, but shall be requested to do so in writing to the shift supervisor.
 - 1. The offender's decision shall be entered in the Shift Supervisor's Log, Post Log and shall be noted in the offender'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 21-5914.
 - 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 21-5914.
- 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 offenders 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 Offenders 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 Offenders shall restrict physical contact to a brief embrace and kiss at the beginning and end of the visit in accordance with IMPP 10-113D.
- F. Offenders shall not be allowed to accompany Visitors to the vending machines, nor handle money during visitation.
 - 1. Offenders 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.
- G. 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. Shift Supervisors, 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 offender'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 offender visit is allowed to occur.
 - (1) Offenders 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 12-115D;
 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 offender or visitor's observed 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 offender 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 offender, 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 10-113D.
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 cannot be verified, applications for visiting privileges may be denied.
- F. The Warden may deny access to any person requesting authorization to visit an offender at the facility.

NOTE: The General Orders set forth herein are intended to establish directives and guidelines for staff, offenders and those entities who are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, 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 the facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this General Order are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. 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 21-5914, 43-158, 75-5210
KAR 44-7-104
IMPP 01-113D, 05-121D, 09-107D, 10-113D, 11-101, 11-115A, 12-103D, 12-115D
ACI 4-4156, 4-4498, 4-4450, 4-4503, 4-4504

ATTACHMENTS

Attachment A - Application for Special Visits
Attachment B - Visitors' Rules, 3 pages

NORTON CORRECTIONAL FACILITY
SPECIAL VISIT AUTHORIZATION REQUEST

Offender: _____ Number: _____

Incentive Level: _____ Reason if below Level 3: _____

Disciplinary Convictions (within 120 days): _____

The above named offender has requested permission for a special visit with:

Name		Other Names Used		
Address	Box/Apt.	Town	State	Zip
Date of Birth	Social Security Number		Driver's License Number	

Date of Visit: _____ On Approved Visiting List: _____ Yes _____ No

Rationale under G.O. 16-101 III. C. which supports consideration of this request-(include relationship of visitor(s) to the offender):

Counselor's Signature Recommend _____ Approval _____ Disapproved

Unit Team Manager's Signature Recommend _____ Approval _____ Disapproved

Warden's (or Designee) Signature _____ Approved _____ Disapproved

Comments, if any, (to be filled in by corrections officer or counselor supervising unit):

cc: U.T. Counselor
Visiting Clerk
Offender

NORTON CORRECTIONAL FACILITY - - VISITING RULES

1. Prior to visiting an offender at NCF, each visitor shall be on the offender's visiting list in the KDOC Visitation Database. General procedures governing offender visitation are established in KAR 44-7-104, IMPPs 10-113D and 11-101, and NCF G.O. 16-101.
2. Regular visiting hours are 8:30 a.m. to 2:30 p.m. on Saturdays and Sundays; and Memorial Day, July 4th, Thanksgiving Day and Christmas Day. Visitors shall not be processed in for a visit after 1:30 p.m.
3. Volunteers shall not be placed on offender visiting lists. Members of the clergy and M4 Success are exceptions.
4. Visitors may only appear on one offender's visiting list except when visitor and more than one offender are members of the same immediate family. Immediate family is defined as 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.
5. Persons under age eighteen (18), except a spouse, shall not visit unless they are members of the offender's immediate family as described in #4 above and are accompanied by an adult per KAR 44-7-104(a)(2)(B). Parents/guardians are responsible for monitoring behavior of their children. Spanking/corporal punishment shall not be allowed.
6. Visitors shall present photo-ID prior to each visit. A marriage license or birth certificate shall be required for persons under age sixteen (16) who can not produce a photo ID. Persons unable to produce positive ID shall not visit.
7. All visitors shall check in at Control Center (Dispatch at East Unit) and sign the visiting register. Once signed in for a day of visiting, visitors shall not leave and return the same day. Due to limited waiting areas, persons not visiting shall not loiter on facility grounds.
8. Visitors are subject to search per IMPP 12-115D and must be processed through the Entry/Screening post. Signs are displayed near entrances which read:

In English: "All persons entering upon these grounds are subject to routine searches of their person, property, or packages.", and

In Spanish: "Todas personas que entren en esta terretorio tendran que ser esculcadas rutinamenta de persona, propiedades, o paquetes."
9. If an offender refuses to see a particular visitor, such refusal shall be noted in the offender's visiting record.
10. Coats, jackets, hats and other seasonal outer wear shall be hung on hangers provided in the visiting area. Specific types of clothing are not considered appropriate for prison visitation and include, but are not limited to:
 - a. See through blouses, shirts or skirts;
 - b. Tank tops and/or Halter tops;
 - c. Dresses/blouses with revealing, low-cut necklines;
 - d. Braless attire;
 - e. Dresses or skirts split at front, back or sides, dress length must be worn below the knee;
 - f. Bare feet; and,
 - g. Shorts, Bermuda shorts, or cut-offs (children under 10 years of age may wear appropriate shorts during summer months).

* NCF reserves the right to deny access to visitors considered by the shift supervisor to be inappropriately attired.
11. Except as permitted during Minimum Security Seasonal Outdoor Visiting, visitors shall not bring any item of personal property to the facility for offenders and shall not exchange items in visiting areas with offenders.

PLEASE NOTE: TRAFFICKING IN CONTRABAND IN A CORRECTIONAL INSTITUTION IS ILLEGAL in accordance with KAR 44-2-103 and is a severity level 5 or 6, non-person FELONY (depending on the circumstances involved) under KSA 21-5914.
12. Visitors shall lock valuables in their vehicle or in Gatehouse lockers (including purses, wallets, keys and books). Necessary heart medicines and oxygen tanks shall be exempt. **All Watches, Cell phones, Batteries, Chargers, Cameras must be secured in vehicles.]** NCF shall not be responsible for items of personal property.

13. The only items visitors may bring into the visiting area are:
 - a. Money for vending machines and food (maximum amount of \$50.00);
 - b. Photo identification;
 - c. Issued Gatehouse locker key;
 - d. Infant carrier;
 - e. One (1) Diaper bag containing:
 - Three (3) diapers, (cloth or disposable) and reasonable amounts of extra baby clothing;
 - Two (2) infant bottles (with milk or juice) and/or 2 training cups (with lids);
 - One (1) baby or toddler cereal bowl (with baby food and utensils);
 - One (1) infant blanket;
 - Two (2) infant toys/rattles;
 - One (1) tube of diaper rash ointment or baby lotion; and,
 - One (1) wet wipes dispenser.
14. Vending machines are available for use by visitors; however, NCF staff shall not provide change. NCF and staff shall not be responsible for losses incurred due to vending machine malfunctions. All losses should be reported to the vendor. No food or drink shall be allowed in restrooms.
15. Facility staff shall not accept funds from visitors. Money orders, certified or cashier checks may be mailed (with a required deposit coupon) to Centralized Inmate Banking (CIB) at Lansing Correctional Facility (LCF) for deposit. Western Union and/or JPay services may also be used to transmit funds.
16. Members of the clergy, when properly identified, may visit offenders during regular visiting hours. Private consultation rooms may be utilized. Special visits by clergy shall be arranged through both Unit Team and the NCF Chaplain.
17. Ex-offenders shall not visit without prior written approval of the Warden or designee. Visitors on post release supervision (probation/parole) shall not visit without prior written authorization of their probation/parole officer and the Warden.
18. Former KDOC employees and former contract employees shall not visit for a minimum of two (2) years following termination of employment. Approval of visits after two (2) years shall be at the discretion of the Warden.
19. Offenders shall not take legal documents to the Visiting Room for discussion with their attorney of record without prior approval of the Warden or designee. Inspection of this material shall be limited to that which is necessary to determine its legal or non-legal nature.
20. Attorneys of record for the offender visited shall not carry any items or papers into the Visiting Room without prior approval of the Warden or designee.
21. Offenders shall not sign documents in the Visiting Room without approval of the Warden or designee.
22. Offenders shall be allowed to bring only the following items into the Visiting area:
 - a. Comb
 - b. Wedding band
 - c. Only state issued boots shall be worn unless documented medical directive provided to the Chief of Security, or designee, states otherwise.
 - d. Prescription eyeglasses
 - e. Approved religious medallion
 - f. Room key - (A and C Unit offenders only)
23. Contact visits shall be limited to a brief embrace and kiss at the beginning and end of the visit. Visits may be terminated for excessive physical contact. Visits shall be terminated when offender -visitor conduct disrupts others. [Mothers may breastfeed children per KSA 43-158].
24. Visitors shall not photograph NCF buildings, grounds or offenders. Persons taking unauthorized photographs shall surrender film or digital media to staff.
25. Persons suspected of being under the influence of alcohol or drugs shall be denied visiting privileges.
26. NCF is a "tobacco free" environment. All smoking paraphernalia (lighters/matches), tobacco products and tobacco substitutes shall be secured in vehicles.
27. Visitors shall not bring pets onto facility grounds in accordance with NCF General Order 15-104.

SPECIAL VISITS

1. Subject to IMPPs 10-113D and 11-101, and NCF G.O. 16-101, offenders may receive one (1) special visit during the week. Regular weekend visits disqualify an offender for a special visit the following week.
2. Visiting hours for special visits shall be between the hours of 10:00 a.m. and 2:00 p.m., Monday through Friday. Unless circumstances dictate otherwise, requests for special visits shall be initiated by the offender, via form 9, to his unit team counselor. Special visits may be arranged when:
 - a. Visitation on regular visiting days conflicts with the visitor's work schedule. Work schedules shall be verified through visitor's employer.
 - b. A visitor resides a distance of at least 150 miles (one-way) from NCF.
 - c. An offender has received less than two (2) visits during the previous three (3) months.
 - d. Other correctional/rehabilitation goals indicate a need for a special visit.

DENIAL OF VISITS OR ACCESS TO THE FACILITY

1. The Unit Team or Shift Supervisor may terminate or deny visitation for:
 - a. Reasonable belief that a visitor is under influence of alcohol or drugs;
 - b. Lack of space - (after appropriate attempts to accommodate each offender visit have been exhausted);
 - c. Refusal to submit to search authorized by IMPP 12-103D;
 - d. Failure to produce sufficient ID or falsifying visitor application information;
 - e. Failure to comply with any rule, regulation, policy or procedure governing visitation;
 - f. Failure to properly supervise children;
 - g. For excessive physical contact or disruption to other visitors;
 - h. Reasonable belief that a visitor has introduced or attempted to introduce contraband into the facility.
2. The Unit Team or Shift Supervisor may terminate or deny a visit if an offender's current mental or emotional state may cause a threat to secure facility operations or cause disruption to the visiting environment if a visit occurs.
3. The Shift Supervisor shall submit a written report to the Warden and/or Deputy Warden on any decision to deny a visitor access to the facility, relocate a visit to a non-contact visiting booth or terminate a visit, prior to the end of the shift.
4. The Warden and/or Deputy Warden may suspend visiting privileges in accordance with KAR 44-7-104 and IMPP 10-113D. The Warden and/or Deputy Warden shall determine the length of any suspension in accordance with KAR 44-7-104.
5. The Warden may deny access to any person requesting authorization to visit an offender at the facility.

Hazel Peterson, Warden
Norton Correctional Facility