

Visiting - General Rules

CONTRABAND NOTICE

Persons entering facility grounds are subject to search for contraband in accordance with applicable statutes.

KSA 21-5914. Traffic in contraband in a correctional institution.

(a) Traffic in contraband in a correctional institution is introducing or attempting to introduce into or upon the grounds of any correctional institution or taking, sending, attempting to take or attempting to send from any correctional institution or any unauthorized possession while in any correctional institution or distributing within any correctional institution, any item without the consent of the administrator of the correctional institution.

(c) (1) Traffic in contraband in a correctional institution of firearms, ammunition, explosives or a controlled substance which is defined in KSA 2009 Supp 21-36.01 and amendments thereto, is a severity level 5, non-person felony.

(2) Traffic in any contraband, as defined by rules and regulations adopted by the secretary, in a correctional institution by an employee of a correctional institution is a severity level 5, non-person felony.

Tobacco, tobacco products (such as lighters, chewing tobacco, etc.), cell phones, pagers, cameras, etc., are considered contraband and must be secured in vehicles. **Visitors who bring these items into the visiting building will be denied a visit for that visiting period.**

Check-In Procedures

All visitors must produce valid picture identification.

All visitors must produce a valid picture I.D. Picture Identification may include a driver's license, passport or other form of government I.D. Children under the age of 18 may utilize an official birth certificate issued by the department of vital statistics from the state they were born as proof of identification. **Visitors without proper identification will not be allowed to visit.**

Upon approval of the visit, visitors are required to secure their coat and other personal belongings.

- Hats, coats, jackets, shawls, wraps, etc., must be hung on the coat rack.
- Purses, bags and other loose property must be secured in provided lockers.

- Visitors are not allowed to remove items from lockers after securing their personal belongings until they have completed the visit.
- Visitors are permitted to retain a maximum of \$30 in change and bills for vending machines. **Tokens are not utilized at WCF.**
- All items purchased from vending machines must be consumed during the visit or disposed of at the conclusion of the visit.
- Food removed from the visiting area will not be allowed back into the visiting area at a later time.
- Visitors are required to submit to a search of their person and property.
- Visitors must first clear a walk-through metal detector in three attempts.
- If unable to do so, a handheld wand will be used, which must be cleared.
- Visitors with non-removable medical devices must provide documentation from a physician and such documentation will be made a part of their visiting record.
- Failure to clear search process will result in denial of visiting privileges for that session.
- Visitors may be required to submit to more intrusive searches if they are suspected of trafficking contraband into the facility. **Refusal to submit to any search may result in a suspension of visiting privileges for up to a year.**
- Visiting registration must be completed and personal items secured before the offender will be called to visit.

Any person refusing to comply with any part of the check-in process and/or any person making a disturbance during check-in, will be subject to the suspension of visiting privileges pursuant to K.A.R. 44-7-104.

Who May Visit?

Relatives and friends on a resident's approved visiting list may visit in accordance with the following:

- No one under the age of 18 is permitted to visit unless this person is a member of the resident's 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 filled the role of parents de facto with respect to the inmate as confirmed by the Warden or designee upon review of the social history. Nieces, nephews, aunts or uncles are not considered immediate family.

- Level I residents and residents on restriction may only visit with immediate family and the person approved as a primary visitor.
- Those under 18 who are immediate family members to the resident shall be accompanied by parent or legal guardian. (Other than the resident)
- If the parent or legal guardian of a minor child/children is not able to accompany the minor child, he/she will be required to provide an affidavit/notarized statement authorizing an adult to transport and supervise the minor child on the premises of the facility for the purpose of visiting a resident.

Visitors Dress Code

All visitors allowed to visit this facility must be dressed appropriately. The following type of clothing will not be considered appropriate attire for visiting:

- See-through clothing
- Tank tops
- Midriff, strapless or backless garments such as stretch tube tops and halter-tops.
- Bare feet
- Braless attire (females must wear bras)
- High-slit skirts or dresses
- Low cut necklines
- Unbuttoned shirts
- Skirts and shorts ending more than 6" above the knee when seated
- Attire with objectionable slogans or logos
- Tight fitting clothing or clothing made from spandex

The Shift Supervisor has the authority to deny a visit if the attire is determined to be unsuitable for wear in a correctional facility.

Offender Mail/Personal Property:

Cards, letters and pictures must be addressed and mailed to:

Resident's Full Name, KDOC #
Facility Name
Facility Address

To send funds to a resident, please see the [Inmate Banking](#) page on this site.

Offenders may not receive any items of personal property from visitors, to include mail, pictures, money, etc. Offenders are not allowed to access the vending machines or vending machine area.

Personal property being sent out by the resident and received by visitors must be processed through the visiting officer and must be picked up at the end of the visit. It is the resident's responsibility to make these arrangements with the property officers in advance of the visiting period.

Personal Contact

No close physical contact between visitor(s) and inmate(s) is permitted other than a short embrace/kiss at the beginning and end of the visit.

- **Kisses** are limited to **five seconds** in length.
- Stroking and fondling is prohibited. (back rubs, neck rubs, inter-tangling of legs while sitting, etc.)
- Hand holding - **above the table** - is the only physical contact authorized during visits.
- Visitors and residents must not obscure themselves and must remain in full view of the visiting officer.
- Visitors must remain in the visiting center until they are ready to terminate their visit.
- A visitor's departure is a termination of the visit, and the visitor will not be allowed to return for the remainder of that day.
- Physical contact between residents and children is limited to that which is considered appropriate given the child's age and relationship to the resident.
- Parents/Guardians are responsible for the supervision and behavior of children. Children are not to be left unattended. Visits may be terminated if children are being disruptive.

- Only residents with children in the play area are allowed in the play area.
- Resident contact with visitors other than those on their approved list is prohibited.
- Tables and chairs are not to be moved without the authorization of visiting staff.

Restroom Usage and Vending Machines

Visitors and residents must use designated rest rooms in the visiting area with permission from the visiting officer.

- Restrooms shall be open to residents at the top of the hour for the first ten minutes.
- Parents or guardians (other than the resident) must accompany minor children to the rest room and/or vending machines.
- Residents are prohibited from entering or accessing the vending machine and/or visitor restroom areas.

Private Visiting

A visiting area is provided for private consultation by attorneys, clergy and/or other persons having a statutory right of privileged communication to permit confidential conversation. Arrangements for this type of visit may be made during normal working hours by contacting the unit team 24 hours prior to the requested day of visit and subject to unit team approval.

Special Visits

- Must be requested by the resident to his unit team counselor at least four working days in advance.
- Limited to immediate family or primary visitor.
- Limited to one special visit every 120 days.

Limited and Non-Contact Visiting

- Some residents may be restricted from contact visits. When this occurs, residents are notified of the reason.
- Visiting space is limited.

- Residents are responsible for scheduling limited and non-contact visits in advance of the visit and for notifying visitors of the non-contact schedule.
- A maximum of four visitors are allowed per limited and non-contact visiting session.
- Food and beverages are prohibited during limited and non-contact visiting.
- Physical contact is strictly prohibited during non-contact visiting and limited during limited-contact visiting.

***Violation of visiting regulations may result in suspension of visiting privileges pursuant to K.A.R. 44-7-104.**

In the event of any problems or difficulties while visiting, please request assistance from the visitation officer to ask to see the shift supervisor on duty.