



# **Visitor's Handbook**

**Hutchinson Correctional Facility**

**Revised 9-2022**

<https://www.doc.ks.gov/facilities/hcf/visit-1/handbook>

# Index

Applying to be an Approved Visitor .....	4
Visitation Clerk .....	5
On-Site Visiting Locations .....	6
Driving Directions .....	6
Public Transportation .....	7
Parking .....	7
Visitation Schedule .....	8
Holiday Visitation .....	9
Frequency of Visits and Number of Visitors .....	9
Non-Contact and Video Visits .....	9
Special Visits .....	9
Dress Code for Visitors .....	10
Check-in and Identification .....	11
Visitors who are minors .....	11
Visitor Entry .....	12
Covid Protocols .....	12
Search of Visitors .....	13
Items that can be brought to visitation .....	14
Lockers .....	14
Contraband .....	14
Visiting Rooms .....	15
Visiting Rules .....	16
Personal Contact .....	16
End of Visiting Periods .....	17
Accessibility .....	17
Visitation with Sex Offenders .....	17
Visits by Victims .....	18
Removing your name from a resident's visiting list .....	18
Frequently Asked Questions .....	18
Glossary .....	21
Questions? .....	22
Policies .....	22

# **The Kansas Department of Corrections Hutchinson Correctional Facility Visitor's Handbook**

The Kansas Department of Corrections recognizes the importance of visitation in making a resident's period of incarceration less difficult. With those residents who have families, visiting privileges help ease the strain of separation and contribute to the maintenance of family ties, which may otherwise be lost. We also feel a resident's motivation to improve his condition is affected in a positive way when he has regular visits from his family and friends.

This handbook has been designed to educate visitors to the Hutchinson Correctional Facility's rules and regulations regarding visiting. Our visiting program has been set up to provide a fair, wholesome and safe environment for visitors, residents, and staff. All HCF staff members assigned to visiting areas are required to strictly enforce these rules and regulations in a firm, fair and consistent manner.

Although we feel visitation is an important element in the correctional process, visiting privileges can be revoked for violating facility rules and regulations. Please read this handbook carefully and thoroughly to avoid any unnecessary delays or interruption of visiting privileges.

## Applying to be an Approved visitor ---

All visitors must be on the resident's approved visiting list prior to visiting. If a visitor's name is not on the KDOC visiting list, he/she will not be allowed to visit.

Application forms are sent to potential visitors by the resident. The application must be filled out **completely and accurately on the most current application form** and returned by mail to the facility's visiting clerk along with any necessary supporting documents. The approval process can take up to five weeks. Applications for minor visitors must be accompanied by a copy of a birth certificate. Applications from individuals who are not U.S. citizens must be accompanied by a photocopy of the individual's passport, visa, resident alien card, permanent resident card, or employment authorization card.

Persons under the age of 18 will not be permitted to visit unless they are an immediate family member to the resident (IMPP 10-113D).

If approval is granted the visitor's name will be placed on the approved visiting list and the resident will be notified. **It is the responsibility of the resident to notify his visitors that they have been approved.** Approved visitors remain on a resident's list when he transfers to any other KDOC facility. This does not include county jail.

If a potential visitor is on probation or parole, the applicant must have written permission from the assigned probation or parole officer attached. Permission to visit may only be granted after the expiration of one year after the most recent release date (G.O. 16-101).

Ex-employees (including contract employees and volunteers) are prohibited from visiting at HCF for two years after termination of their employment or volunteer activity. Requests made following this period will be considered on a case-by-case basis.

Visiting multiple residents is not permitted unless the visitor is an immediate family member to multiple residents.

If you were previously approved to visit the resident, and the resident was released to parole for more than two years or released and re-incarcerated on a new sentence, you will need to re-apply for visiting privileges.

### **Setting up an IC Solutions Account**

Any individual (over the age of 18) wishing to visit a KDOC resident must be on a resident's pre-approved KDOC visiting list. Once approved, visitors will need to set up an IC Solutions account at <https://thevisitor.icsenforcer.com/index.php/register-scheduling>.

This will allow both video and on-site visits to be scheduled.

ICSolutions customer service phone number is: 888-646-9437, select option #2.

### **Scheduling an On-Site Visit**

All on-site visits are free and scheduled through the IC Solutions web site at <https://thevisitor.icsenforcer.com/index.php/register-scheduling/8-step-2-how-to-schedule-a-visit>.

Visits must be scheduled 72 hours or by the preceding Thursday at 11:30 whichever comes first prior to the visit. The number of slots is limited. Visits are scheduled on a first-come, first-served basis.

Residents are allowed up to four visitors, at their visit, at one time.

All visitors must be present before entry is allowed.

For those who do not have access to the internet, scheduling can be done by contacting the visitation clerk at 620-625-7310 Monday through Friday from 7:30 am to 4:00 pm. This must also be done at least **72 hours** before the scheduled visit.

### **Scheduling a Video Visit**

There is a fee associated with video visits. All visits are scheduled through the IC Solutions web site at

<https://thevisitor.icsenforcer.com/index.php/register-scheduling/8-step-2-how-to-schedule-a-visit>.

The number of slots is limited. Visits are scheduled on a first-come, first-served basis. To schedule a video visit, select "Offsite visit."

### **Visitation Clerk** \_\_\_\_\_

The visitation clerk may be reached by phone at 620-625-7310 Monday through Friday from 7:30 am to 4:00 pm.

## **On-Site Visitation Locations** ---

Central Unit  
500 South Reformatory Road  
Hutchinson, KS 67501

South Unit  
1001 East Avenue G  
Hutchinson, KS 67501

East Unit  
400 South Halstead Street  
Hutchinson, KS 67501

## **Driving Directions** ---

### ***From Wichita to the South Unit and Central Unit***

Take SR-96 West to US-50 East/SR-61 North, turn left (North) on SR-61 North/Ken Kennedy Parkway, turn left (West) onto Avenue G. The South Unit is on the South side of the road. To continue to the Central Unit, stay on Avenue G, turn right (North) on to Severance. Visitor parking is on the right.

### ***From Salina to the South Unit and Central Unit***

Take I-135/US 81 South, exit 58, take the ramp right for US-81 Business North/SR-61 South, turn right (West) on to Avenue G, the South Unit is on the South side of the road. To continue to the Central Unit, stay on Avenue G, turn right (North) onto Severance. Visitor parking is on the right.

### ***From Wichita to the East Unit***

Take SR-96 West to US-50 East/SR-61 North, turn left (North) on SR- 61 North/Ken Kennedy Parkway, turn right (East) onto Avenue G, turn left (North) onto South Halstead Road.

### ***From Salina to the East Unit***

Take I-135 South/US 81 South, exit at #58, take the ramp right for US-81 Business North/SR-61 South, turn left (East) onto Avenue G, turn left (North) onto South Halstead Road.

## **Public Transportation** \_\_\_\_\_

The local RCAT bus system toll-free telephone number: 1-888-458-2911. RCAT's provides public transportation for the citizens of Reno County. Operating hours can be found by calling their phone number above or by visiting their Web site: [www.renogov.org/rcat](http://www.renogov.org/rcat).

## **Parking** \_\_\_\_\_

Parking is available in the north parking lots at all three units. Visitors are required to remove their keys, close the windows, and lock all doors. If the vehicle cannot be secured, it must be parked off state property. Individuals who are not visiting are not allowed to wait in a parked vehicle on state property.

# Visitation Schedule

<b>HCF Central Unit</b>			
General Population	Saturday and Sunday	8:00 am to 10:30 am	4 visitors
		11:30 am to 2:00 pm	4 visitors
Non-Contact	Saturday and Sunday	8:00 am to 9:00 am	2 visitors
		9:20 am to 10:20 am	2 visitors
		11:30 am to 12:30 pm	2 visitors
		12:50 pm to 1:50 pm	2 visitors
Restricted Housing	Video Visits ONLY	Scheduled via IC Solutions	
<b>HCF East Unit – Low-Medium Custody</b>			
General Population	Saturday and Sunday	8:00 am to 10:30 am	4 visitors
		11:30 am to 2:00 pm	4 visitors
Non-Contact	Saturday and Sunday	8:00 am to 9:00 am	2 visitors
		9:20 am to 10:20 am	2 visitors
		11:30 am to 12:30 pm	2 visitors
		12:50 pm to 1:50 pm	2 visitors
<b>HCF South Unit – Minimum Custody</b>			
General Population	Saturday and Sunday	8:00 am to 10:30 am	4 visitors
		11:30 am to 2:00 pm	4 visitors

**Check-in times for visiting periods are as follows:**

AM visitation check-in times: 7:30 am – 9:45 am

PM visitation check-in times: 11:00 am – 1:15 pm

*The Central Unit walk-thru gate will be closed from 10:00 am to 11:00 am and again after 1:15 pm.*

All visitors are encouraged to confirm scheduled appointments through the IC Solutions website prior to arriving at the facility.

No visits will be permitted that have not been scheduled through the IC Solutions website, 72 hours prior to the visiting day.

## **Holiday Visitation** ---

On-Site visitation will take place on the following holidays: Memorial Day, Independence Day (4th of July), Thanksgiving Day, and Christmas Day. Residents assigned to restriction are allowed non-contact visits on holidays **ONLY** if that holiday occurs on a Saturday or Sunday.

On-site visitation will **not** be permitted on the following state holidays unless the holiday falls on a Saturday or Sunday; New Year's Day; Martin Luther King Jr. Day; Labor Day; Veterans Day; the day after Thanksgiving.

## **Frequency of Visits and Number of Visitors** —

Residents will be limited to one visit each week. It can be one half day visit or one all day visit. To schedule an all-day visit, visitors will schedule both the am and pm time slots on a single day through the IC Solutions website. A limit of four visitors will be allowed per visit per resident for a regular visit and two visitors per resident for a non-contact visit. Visitors are **NOT** allowed to schedule a half day visit on Saturday **and** Sunday. Visitors must choose one day or the other.

## **Non-Contact Visits** ---

Each non-contact visiting period is limited to 60 minutes, once per weekend. The approved visitor is responsible for scheduling the non-contact visit through the IC Solutions website. Residents who are on Restriction are only allowed Non-Contact and video visits. Visits must be scheduled no later than 72 hours prior to the visit. Visitors who do not arrive at their scheduled time will not be allowed to visit.

Residents who reside in **restrictive housing** at the Central Unit are only eligible for video visits. These video visits must be scheduled through the IC Solutions website.

## **Special Visits** ---

At this time, no special visits will be permitted.

# Dress Code for Visitors

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All visitors must be dressed appropriately, including those visiting via video visit. All clothing should be conservative and non-revealing. The following types of apparel are **not** appropriate for visitors to wear for persons who are 10 years of age or older:

## *Shirts/blouses/tops:*

- No strapless tops.
- No tank tops/spaghetti straps
- No bare shoulder tops
- No crop tops.
- No halter tops.
- No backless tops/dresses.
- No tight blouses/shirts.
- No wrap shirts.
- No revealing low-cut necklines.
- No braless attire for women.
- No sweatshirts/hoodies.
- No sleepwear.
- Wearing a jacket over any of the above-mentioned items is NOT acceptable.

## *Pants/skirts:*

- No shorts
- No tight dresses, skirts, pants.
- Leggings are not allowed as outerwear but may be worn layered under a top/dress/skirt that extends to at least mid-thigh.
- No miniskirts. Skirts must extend below the knee if not worn with leggings.
- No wrap skirts.
- No skirts with slits above the knee.
- No pajama pants.
- No sweatpants.
- Capri pants are acceptable for women but must extend below the knee.

No see-through attire.

No rips/tears of any type in any clothing.

No undergarments showing.

No clothing with obscene, offensive, or vulgar language.

No gang related references on any clothing.

No drug or alcohol related references on any clothing.

No hats/headwear unless of a religious nature.

No bare feet. Flip flops and sandals are acceptable.

No sunglasses.

No clothing that resembles resident clothing (red hoodies, light blue, gray or white t-shirts with jeans).

The list above is not all inclusive. HCF reserves the right to deny entrance to any visitor when it is determined by staff on duty that the visitor's attire is not acceptable.

## **Check in and Identification for Visitation** ———

Each visitor is required to sign in with name, address, and relationship to the resident prior to being allowed to visit. Positive valid identification is mandatory. Visitors who are 16 years of age and older are required to submit a valid photo identification issued by a governmental agency, such as driver's license, or state ID card.

Visitors who are under the age of 16 are required to have identification, which may include a birth certificate, social security card, or school ID card. Visitors who are unable to produce proper identification will be denied visiting privileges.

All visitors at the time of signing in, will exchange their identification for a Visitor ID Badge. ID Badges must be worn and displayed by all visitors during visitation. Failure to do so will result in termination of the visit and possible suspension of visiting privileges in accordance with IMPP 10-113D. After visiting, the Visitor ID Badge will be exchanged for the visitor's identification and the visitor will sign out.

## **Visitors who are minors** —————

Visitors who are under 18 years of age must be immediate family to the resident and must be accompanied by their parent or their legal guardian. Each minor visitor counts as one of the resident's allowed visitors.

Minors may be accompanied by another adult who is on the residents' approved visiting list, however, that adult must bring a signed and notarized affidavit granting visiting rights and privileges. The minor must also bring his/her birth certificate.

A resident's spouse, who is under the age of 18 must be listed on the resident's intake card (filled out during resident's admission process). With the exception of a resident's spouse, adult supervision for minors is required. The accompanying adult must be an approved visitor.

Visitors are responsible for the care and conduct of their children. Children must be accompanied at all times. Disruptive behavior may cause the visit to be terminated. HCF assumes no responsibility for injuries to children under the supervision of their parents or guardians.

## **Visitor Entry**

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- Central Unit - All visitors are required to stop at the Main Gate Officer's Station (Gatehouse).
- South Unit – All visitors are required to check in at the visiting room entrance.
- East Unit – All visitors are required to stop at the Dispatch Center at the entrance to the unit.

Officers at these posts will check identification and conduct necessary searches.

## **COVID Protocols**

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Visitors and residents will experience a passive screening process prior to visitation in which they answer a series of questions about symptoms or contact with anyone within the last 14 days being suspected of having the coronavirus. Temperatures will no longer be taken.

The health of every visitor, resident and staff member taking part in in-person visitation is a high priority. If the person does not pass the screening process, access to the facility will be denied and the visit

canceled. We encourage any visitor to be healthy and mindful of this requirement before traveling to the facility.

Other Procedures may be enacted dependent upon current Covid numbers.

The visitation experience reflects the permanent visitation practices KDOC will use at any time that COVID-19 levels in the community and the facility are at low levels. This is the “new normal” regarding visitation. However, if at any point in time COVID-19 levels in the community or facility make it necessary, we would resume some of the past restrictions, or suspend all in-person visitation, as an effort to mitigate the spread of the virus.

### **Vending Machines**

Yes, the vending machines are available and except debit/credit cards only.

### **Search of Visitors** ---

Any person entering facility grounds is subject to search in accordance with IMPP 12-115. Any visitor who refuses to be searched will be prohibited from visiting any KDOC facility for a specified time-period. Each visitor will be required to clear both a metal detector and a parcel x-ray machine search. Any visitor who is unable to clear a walk-through metal detector after three attempts will be subject to a search using a hand-held device. Any visitor who then is unable to clear the hand-held metal detector will not be allowed to visit that day. Visitors may also be subject to a canine screening for drug detection. Adult visitors may be requested to submit to a pat down search and/or strip search if reasonable suspicion is present that visitor is in possession of contraband. If visitor refuses to submit to search, visitor may be denied visiting privileges or permanently barred from the facility.

If a visitor has a medical condition that doesn't allow them to clear the metal detector, the visitor will need to bring documentation from their health care provider stating the condition.

## Items that can be brought to Visitation —————

- A debit/credit card.
- Visitor's prescription medication, which does not require injection, not to exceed amount needed for length of visitation period.
- Personal jewelry, including a medical alert bracelet.
- Eyeglasses or contact lenses.
- Personal keys.

Visitors with small children are permitted to bring in one diaper bag containing no more than:

- Six diapers
- One dispenser of wet wipes
- One tube of rash cream
- One bottle of baby powder
- One pacifier or teething ring
- Two rattles or similar infant toys. No stuffed toys are allowed.
- Sufficient food and formula (no glass containers) for the duration of the visit.
- A stroller or baby carrier may be used by visitors with infants.

## Lockers —————

A limited number of lockers are available on a first-come, first-served basis. Use of lockers will be limited to:

- Individuals who are dropped off and need to lock up their individual items.
- Individuals who bring an infant and need to lock up baby supplies they have brought with them.
- Individuals who have brought medication that needs to be taken at prescribed times (except for nitro pills and inhalers).

## Contraband —————

Bringing contraband into a prison can have serious consequences. Trafficking contraband, in a penal institution is a **felony**. Trafficking in contraband is defined as introducing or attempting to introduce anything not specifically allowed by the warden of the facility. This includes drugs, needles, tobacco, weapons, explosives, intoxicating beverages, currency, cell phones, written communication and more.

Residents or visitors attempting to bring contraband of any type into the facility are subject to the Facility Disciplinary process, arrest, and prosecution. Visitors are subject to suspension of visiting privileges at the discretion of the Warden.

**DO NOT bring into the facility:**

- Drug paraphernalia
- Smoking Devices for drug paraphernalia
- Tobacco products
- Smoking Devices for tobacco products
- Lighters
- Rolling papers
- Cell phones or any cell phone related devices
- Cameras
- Pen knives
- Handcuff keys
- Money
- Purses
- Wallets
- Correspondence - Correspondence for the resident cannot be accepted at HCF if brought in by visitors. It must be mailed to the facility. It may be mailed to the resident at P.O. Box 1568, Hutchinson, KS 67504-1568. Senders must include their name and return address on the envelope, or it will not be forwarded to the resident.
- Toys/Games/Stuffed animals

**Visiting Rooms** \_\_\_\_\_

All visits except those requiring special security or privacy are held in the designated visiting rooms. HCF visiting rooms are constantly monitored by closed circuit television cameras and patrolled by security staff as needed. HCF Visiting rooms are equipped with tables and chairs. Bathroom facilities are available. The use of the outdoor visiting areas at the East and South units depends on the time of year and weather conditions. These areas are open on weekends and holidays only. The Central Unit does not allow outdoor visitation.

## Visiting Rules

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- ❑ Cameras and cellular phones are not allowed on the correctional facility grounds at any time.
- ❑ Do not bring people to the facility who are not going to visit. Persons not visiting will not be allowed to remain on state property. This specifically prohibits individuals from waiting in vehicles in facility parking lots.
- ❑ Visitors cannot bring to the facility or give residents cash or other valuables.
- ❑ Tables in visiting rooms will not be moved from their location. Tables are available on a first-come, first-served basis and cannot be “saved” by the visitor by leaving items on the table. Any item left unattended will be picked up by the officers and may be retrieved at the Officer’s Station.
- ❑ Residents and visitors are to visit only with their approved visitors. Residents are not to visit with other residents or with other visitors who are not on their visiting list. Visitors are not to visit with others, only those whom they are approved to visit with.
- ❑ Visitors are to remain at their tables until the visiting officer allows the visitor to leave. Do not congregate by the front door. This creates a fire hazard!
- ❑ In outside visiting areas at the East and South units, lying or sitting on the ground and straddling the benches is not permitted.
- ❑ Verbal harassment, abuse or threats to officers, residents or visitors can result in immediate termination of the visit. Please be civil and polite.
- ❑ Residents (who are not sex offenders) and their visitors may go to the restroom and officer’s station. Loitering on the landing outside the Central Unit visiting room or the outside entrance to the East Unit visiting room is not permitted.

## Personal Contact

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In HCF visiting areas, embracing, and kissing, within the limits of KAR 44-12-315 and KAR 44-12-321 is permitted within the first and last minute of each visit. Residents and their visitor(s) may hug and kiss only during the first “Hello” and last “Goodbye” of the visit;

they may hold hands above the tabletop and while walking around. Residents and visitors may not lean against each other; put their arms around each other; or entwine their legs. Back rubs and neck rubs are not allowed.

Any personal contact beyond the above may result in a warning to both the resident and the visitor. Any further personal contact beyond the above subsequent to the warning may result in the immediate termination of the visit and suspension of visiting privileges for both parties

Sanctions placed on a resident and visitors at any KDOC facility will carry over to all KDOC facilities.

## **End of Visiting Periods** \_\_\_\_\_

Termination of visiting periods will be announced 15 minutes prior to the end of the visiting period. Visitors must depart facility grounds promptly upon termination of visits. Once a visitor leaves the visiting area, he/she will not be allowed to return that day.

## **Accessibility** \_\_\_\_\_

Reserved parking for physically challenged visitors is located near the visiting entrance in each unit's parking lot. If a visitor needs assistance with a wheelchair, walker, etc., ask for assistance from a staff member. The facility has one wheelchair available if needed. It is available on a first-come, first-served basis.

## **Visitation with Sex Offenders** \_\_\_\_\_

Visitation with residents identified as sex offenders shall be in accordance with IMPP 11-115A. Residents who are managed as Sex Offenders will sit with their visitors in a designated area no matter who is visiting them. Contact with children is handled on a case-by-case basis. If the resident is allowed visitation with minors, but his status is: **NON-CONTACT, no physical contact with children will be permitted at any time.**

The resident **cannot** go to any other area in the visiting room. The only exception is if the resident needs to use the restroom and only after obtaining permission from the visiting officer. Visitors may go

to restrooms freely. Visitors may go to food stands, vending machines, and restrooms freely.

The resident **cannot** go to food stands, vending machines, any other table, or any other area in the visiting room.

## **Visits by Victims** \_\_\_\_\_

If you are applying for visitation and you are the resident's victim your application will be screened by the Victim Services Liaison prior to a decision about visiting. The liaison will provide a recommendation for approval/disapproval of the application to the Deputy Warden, and they will make their decision for visitation privileges based on that recommendation.

## **Removing your name from a Resident's Visiting List** \_\_\_\_\_

You may be removed from a resident's visiting list by sending a written request to the facility visitation clerk. The resident may also request to have individuals removed from his visiting list. In either case, visitors must wait 180 days before they can reapply for visiting privileges.

## **Frequently Asked Questions** \_\_\_\_\_

### **Will I be tested for the coronavirus before being allowed to visit a resident?**

Visitors and residents will experience a passive screening process prior to visitation in which they answer a series of questions about symptoms or contact with anyone within the last 14 days being suspected of having the coronavirus. Temperatures will no longer be taken.

### **Can anyone show up to visit on the day(s) visitation is scheduled?**

No. Only those approved visitors who have scheduled a visitation appointment using the online visitation scheduler

www.icsolutions.com or by contacting the facility visitation clerk. Scheduling will close **72 hours** before visitation begins at the facility for that week. Anyone who has not followed this process will be denied access to the facility.

**Are children allowed to visit?**

Yes. KDOC recognizes that in-person visitation is especially beneficial for children and their parents. We have developed visitation processes that we believe can safely allow visitation of any age child. Each child will count as one of the allowed visitors per resident.

**If I do not have access to the internet to schedule a visit, can I contact the facility to schedule a visit?**

Yes. We understand that not everyone has access to technology or prefers not to use technology for similar activities. An in-person visit may be scheduled by contacting the visitation clerk at the facility you wish to visit. This must also be done a minimum **72 hours** before the scheduled visit.

**How often will I be able to visit my resident?**

To increase the opportunity for everyone, visits will be allowed no more than once per week. You may either schedule a visit for Saturday OR Sunday, but not both days.

**Do I need to notify someone if my plans change last minute, and I will not be taking part in a visit?**

We understand that circumstances can require a last-minute cancellation of a scheduled visit. Should that occur, please return to the visitation scheduler [www.icsolutions.com](http://www.icsolutions.com) and record your cancellation. Please also note that to not disrupt the visit of other families, no rescheduling or switching of a scheduled time for the visit can be accommodated. You will need to reschedule using the online scheduler for another day/time.

**If I arrive late for my visit, will I still be able to see my resident?**

If a visitor does not arrive by the time of their scheduled visit every effort will be made to allow the visitor and resident to visit for the remaining portion of the scheduled visit. To ensure access of other

families, we are unable to accommodate extending the visit longer than was scheduled. For example, if a visit was scheduled for 10:00 to 11:30 a.m. and the visitor arrives at 10:30a.m., the visit length will be the remaining one hour and conclude at 11:30 a.m.

**Can I visit without signing up in advance using the registration software?**

No. Only visitors who have a scheduled appointment will be allowed entry into the facility. You may schedule that appointment using [www.icsolutions.com](http://www.icsolutions.com) or by contacting the visitation clerk at the facility you wish to visit. Only persons who are already an approved visitor through KDOC visitor approval process will be allowed to schedule using these methods. Information on the application to visitation privileges can be found at <https://www.doc.ks.gov/visitation-in-person> .

**How many visitors will be allowed for each resident?**

To support social distancing of visitors, residents, and staff in the visitation areas, in-person visitation will be limited to four (4) visitors per visit. Non-contact visits are limited to 2 visitors.

**Will I be able to buy food or drinks from vending machines at the facility?**

Yes. Vending machines will be available for use by visitors. They except debit/credit cards only.

**How much physical contact can I have with my resident during the visit?**

In HCF visiting areas, embracing and kissing, within the limits of KAR 44-12-315 and KAR 44-12-321 is permitted within the first and last minute of each visit. Residents and their visitor(s) may hug and kiss only during the first “Hello” and last “Goodbye” of the visit; they may hold hands at tabletop level and while walking around. Residents and visitors may not lean against each other; put their arms around each other; or entwine their legs. Back rubs and neck rubs are not allowed.

Any personal contact beyond the above may result in a warning to both the resident and the visitor. Any further personal contact

beyond the above subsequent to the warning may result in the immediate termination of the visit and suspension of visiting privileges for both parties

Sanctions placed on a resident and visitors at any KDOC facility will carry over to all KDOC facilities.

**I am currently registered for video visits through ICSolutions. Do I have to re-register or take some action to be approved for in-person visitation?**

One registration is used for both video and in-person visitation at [www.icsolutions.com](http://www.icsolutions.com). Those approved visitors who are already a registered user on ICSolutions do not need to take any additional steps to register for in-person visitation, but you do need to visit the site to schedule a visit when you are ready to do so.

**Are visitors required to have been vaccinated for COVID-19 and prove that with their vaccination record? What about vaccination status of residents who wish to have in-person visits?**

No. We encourage everyone to get the vaccination to help reduce their individual risk for infection and to contribute the overall public health safety in Kansas, but there is no requirement to do so for in-person visitation at our facilities by either the visitor or resident.

**Glossary** 

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**Gate** – A gate is a controlled station. All visitors must stop and gain permission from the officer before proceeding. For safety reasons, ensure that all hands, feet and children are kept clear of the gates.

**Immediate Family Members** – 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, with respect to the resident, as confirmed by the Warden or designee upon review of the resident’s social history. Persons under the age of eighteen are prohibited from visiting unless

they are immediate family.

**Primary Visitor** – A resident may designate one approved visitor to be his primary visitor. Residents who are married by license or common law cannot list any person as a primary visitor other than their spouse. Unmarried residents may declare any person as their primary visitor who is at least 18 years of age. That person cannot be a primary visitor for any other resident. Once established, primary visitors cannot be changed for 6 months.

**Counselors** - Each living unit is assigned counselors who can answer questions regarding a resident or the facility. The Control Center or Dispatch can transfer a caller to the appropriate counselor during regular business hours.

**On-Site Visit** – The visitor is present at the KDOC facility to visit with the resident in-person at the scheduled visit time. This can be a contact or non-contact visit.

**Video Visit** – The visitor remains at their home location and visits with the resident through the IC Solutions website at their scheduled visit time. This is listed in ICSolutions as an Offsite Visit.

## Questions?

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Questions may be directed to the facility visitation clerk at 620-625-7310 or the resident's Counselor at 620-662-2321. ICSolutions help line 888-646-9437, select Option #2.

## Policies

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KDOC and facility policies are available at:

KAR - [https://sos.ks.gov/publications/pubs\\_kar.aspx](https://sos.ks.gov/publications/pubs_kar.aspx)

IMPP- <https://www.doc.ks.gov/kdoc-policies/AdultIMPP>

*Revised September, 2022*