

## WINFIELD CORRECTIONAL FACILITY

### GENERAL VISITING RULES

#### INTRODUCTION

The Department of Corrections recognizes the importance of visitation in making incarceration less difficult for the resident and his family. We at WCF seek to create a fair and safe environment for visitors, residents, and staff. The Visiting Center and these rules are designed to provide the opportunity for you to strengthen family ties and friendships, while maintaining the safety and security of the Facility.

#### CONTRABAND NOTICE

Persons entering facility grounds are subject to search for contraband in accordance with applicable statutes and IMPP 12-115D.

**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.

(b) (2)(A) Traffic in contraband in a correctional institution of firearms, ammunition, explosives or a controlled substance which is defined in KSA 2018 Supp 21-5701 and amendments thereto, is a severity level 5, non-person felony.

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

#### FACILITY LOCATION

The facility is located on the north end of Winfield. From 9<sup>th</sup> and Main Street, travel east to College street then turn north. After approximately 2.4 miles, turn east on H.N. Banner road, right before the Veteran's Cemetery. Take the next left turning north onto N. McCabe Street at the top of the hill where the flags are located. **For minimum unit visitation**, keep to the left. Travel past the Administration building and park on the North side of the Administration building, in the visitor parking area. The Visiting Center is located on the first floor of Fern building and includes outdoor visitation at Fern. There is a ramp from the corner of Fern to the Visiting Center entrance for accessibility. For medium unit visitation, at the flag pole, keep right and travel east. You will reach the Control Center located to the entrance of the medium unit facility. Parking is to the North of the Control Center entrance. Visitors shall proceed to the Control Center for visitation processing. The facility telephone number is 620-221-6660.

#### TRANSPORTATION

There is no dependable public transportation service, to include a taxicab or bus system in the Winfield area. All WCF visitors are advised to pre-arrange transportation to and from the facility grounds. There is no waiting area for persons providing transportation. All vehicles are to be secured while on facility grounds. Anyone who is not visiting must be required to exit facility grounds. Upon conclusion of the visiting period, visitors will be asked to depart the facility grounds. Please ensure transportation arrangements are made accordingly.

#### ENTERING FACILITY GROUNDS FOR VISITATION

Visitors must park their vehicle in designated visitor's parking areas. They should lock all vehicle doors and proceed to the designated Visitors Center. They will receive further instructions for check in procedures at that location.

#### HANDICAP ASSISTANCE

Visitors who are handicapped and need assistance with a wheelchair, walker, etc. should have someone with them notify the visiting officer who will ensure that proper assistance is obtained. If the visitor is alone, they should notify the patrol officer. Reserved handicap parking is also available.

**CHECK IN PROCESS**

Visitors must arrive on WCF property no earlier than 15 minutes before scheduled visiting hours begin and must check in to the visiting center no later than 60 minutes before visiting hours' end.

Please enter through the south door of Fern Building for minimum unit visitation, and the Control Center for medium unit visitation.

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. Infants under 30 days old may use a hospital birth certificate for the first 30 days. **Visitors without proper identification will not be allowed to visit.**

Upon approval of the visit, visitors must be 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 or vehicles.
- Visitors must not be allowed to remove items from lockers after securing their personal belongings until they have completed the visit unless it is the following: medical device, feminine products or child related items.
- Visitors are permitted to retain a maximum of \$50 in change and bills for vending machines when vending is open. **Tokens are not utilized at WCF.**
- All items purchased from vending machines must either be consumed during the visit or disposed of at the conclusion of the visit or removed by the visitor.
- No food or drink items are allowed.
- Visitors are required to submit to a search of their person and property.
  - Visitors must first clear a walk-through metal detector in three (3) 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 must 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 resident 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 MAY BE SUBJECT TO SUSPENSION OF VISITING PRIVILEGES PURSUANT TO KAR 44-7-104.**

**WHO MAY VISIT?**

- I. Relatives and friends on a resident's approved visiting list may visit in accordance with the following:
  1. No one under the age of 18 is permitted to visit unless this person is a member of the resident's immediate family.
    - a. **Immediate Family** is defined as: Parents, stepparents, siblings, spouses of siblings, half-siblings, stepsiblings, children, spouses of children, stepchildren, grandchildren, step-grandchildren, great grandchildren, great step-grandchildren, spouse, parents of spouse, grandparents, or any person who filled the role of parents de facto with respect to the resident as confirmed by the Warden or designee upon review of the social history.

b. Nieces, nephews, aunts, uncles, and cousins are not considered immediate family.

2. Level I residents and residents on restriction may only visit with immediate family and the person approved as a primary visitor.
3. Those under 18 who are immediate family members to the resident must be accompanied by parent or legal guardian other than the resident.
4. If the parent or legal guardian of a minor child/children is not able to accompany the minor child, he/she is 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 before the date of visitation.

## II. Service Animals

1. Service animals may be allowed in accordance with IMPP 10-113D.
  - a. Pets or emotional support animals do not qualify as service animals.
2. The service animal may be removed if it is not acting as a trained service animal. The following are examples:
  - a. Excessive noise such as barking,
  - b. Behaving negatively or aggressively
  - c. Seeking attention from others and/or begging for food.
  - d. Uses the bathroom inside/is not housebroken.
  - e. Being held by anyone other than the owner/visitor it arrived with.
3. If the service animal needs to go outside for a bathroom break, the visitor and the animal must be escorted (supervised) by staff.
  - a. The visitor is responsible for cleaning up the area following the service animal using the bathroom.
4. The owner of the animal is responsible for any damage, injury, or mess the animal makes.
5. Staff may deny an animal that has a history of aggression.
6. If a service animal is denied entry, or a visit is stopped at any point due to the behavior of the service animal, including behavior that poses a direct threat to the safety of others or that indicates it is not a trained service animal, visitation may continue without the service dog, subject to applicable visitor policies.

## **RESIDENT MAIL/PERSONAL PROPERTY:**

Cards, letters, and pictures must be addressed and mailed to the below listed address:

WCF for Resident John Doe #12345  
Living Unit  
1806 Pinecrest Circle  
Winfield, KS 67156

Residents may not receive any items of personal property from visitors, to include mail, pictures, money, etc. Residents 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 WHEN PERMITTED BY WCF**

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

1. **Kisses** are limited to **five (5) seconds** in length.
2. Stroking and fondling (e.g. back rubs, neck rubs, inter-tangling of legs while sitting, etc.) is prohibited.

3. Hand holding - **above the table** - is the only physical contact authorized during visits.
4. Visitors and residents must not obscure themselves and must remain in full view of the visiting Officer.
5. Visitors must remain in the visiting center until they are ready to terminate their visit.
  - a. A visitor's departure must constitute a termination of the visit and the visitor must not be allowed to return for the remainder of that day.
6. Physical contact between residents and children must be limited to that which is considered appropriate given the child's age and relationship to the resident.
7. 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.
8. Only residents with children in the play area are allowed in the play area or sit at designated seating around the play area (when play area is open).
9. Resident contact with other visitors other than those on their approved list must be prohibited.
10. Tables and chairs are not to be moved without the authorization of visiting staff.

#### **REST ROOM USAGE and VENDING MACHINES (WHEN VENDING IS OPEN)**

Minimum unit visitors and residents must use designated rest rooms in the visiting area. Residents must have permission from the Visiting Officer.

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

Medium unit visitors must use the restrooms located at the entrance of the Control Center which will require processing through the sally port before and after using the restroom to return to visitation.

1. Resident restroom usage will be managed by the visitation officer and subject to security protocols.
2. Parents or guardians (other than the resident) must accompany minor children to the rest room and/or vending machines.
3. Residents must be prohibited from accessing the vending machine area.

#### **PRIVATE VISITING**

A visiting area must be 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 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 five (5) working days in advance.
- Limited to immediate family or primary visitor.
- Limited to one (1) 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 two (2) 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.

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

### **VIDEO VISITATION**

- Only visitors that are approved and registered to visit at the facility, and through ICSolutions, and listed as a visitor for the particular visit, are allowed to participate.
- Visitors and residents must be fully dressed in appropriate attire in accordance with the dress code. The following are considered examples of inappropriate attire and violation of such will result in termination of visitation with no refund:
  - See-through clothing, clothing that reveals any part of the breast, swim wear, night gowns, lingerie, undergarments showing, attire that promotes violence, illegal activities, STG affiliations, or are of a sexual nature; attire that promotes alcohol and/or tobacco products, or any other dress code violation in accordance with the established dress code.
- Visitors and residents must behave appropriately during video visitation. Any of the following is considered inappropriate behavior and will result in termination of visitation with no refund.
  - Nudity, removal of clothing, activities of a sexual nature or sexually suggestive activities, or any other behavior deemed offensive by staff.
  - Visitors or residents that create a disturbance or disruption of the visiting process.
  - Visitors using tobacco, tobacco products, drugs, and/or alcohol, or appearing under the influence of drugs or alcohol.
  - Visitors that refuse to show sufficient identification.
  - Visitors who are not on the approved visitor list.
  - Visitors that are operating a vehicle while video visiting.
  - Providing content to the resident through video visitation that is otherwise censorable or deemed inappropriate (i.e. showing inappropriate videos through a cell phone).
  - Visitors participating in any criminal activity, or any other activity that is not allowed during in-person visitation.

**VIOLATION OF VISITING REGULATIONS MAY RESULT IN SUSPENSION OF VISITING PRIVILEGES.**

**WINFIELD CORRECTIONAL FACILITY  
VISITING SCHEDULE**

**Visitation is scheduled on a first come, first serve basis, including on holidays. Each resident is permitted one pre-scheduled two and one half-hour visitation block per weekend, scheduled by the visitor(s) according to the following schedule:**

- 1. Saturday morning session: 8:00 a.m. to 10:30 a.m.**
- 2. Saturday afternoon session: 12:30 p.m. to 3:00 p.m.**
- 3. Sunday morning session: 8:00 a.m. to 10:30 a.m.**
- 4. Sunday afternoon session: 12:30 p.m. to 3:00 p.m.**

Each visit scheduled may include up to four visitors per resident.  
Visitors shall only be permitted to visit one (1) resident unless the visitor is a member of the immediate family of more than one (1) resident confined at the facility.

\* Holiday visiting will be available for the following holidays:

Christmas Day	Memorial Day
Fourth of July	Thanksgiving Day

\* If the state holiday falls on a Saturday or Sunday then normal visitation schedules already in place will apply.

\*If the state holiday falls on a week day then the visitation schedule set for Saturday will apply.

**Visitors must arrive on WCF property no earlier than 15 minutes before scheduled visiting hours begin and no later than 60 minutes before visiting hours' end.**

**Video visitation can be scheduled during hours that the dayroom is open, excluding count times as follows:**

- a. 12:00 a.m. through 12:30 a.m.
- b. 2:30 a.m. to 3:00 a.m.
- c. 4:30 a.m. to 5:00 a.m.
- d. 8:30 a.m. to 9:30 a.m.
- e. 5:00 p.m. to 5:30 p.m.
- f. 9:30 p.m. to 10:00 p.m.

## Types of Clothes You Can Wear



## Types of Clothes You Cannot Wear



All visitors allowed to visit this facility must be dressed appropriately. The following items are not allowed to be worn in Visitation.

- See through clothing
- Tank-tops
- Midriff, strapless, backless, stretch tops or halter tops
- Bra-less attire (females must wear bras)
- High slit skirts or dresses
- Low cut necklines
- Unbuttoned shirts
- Skirts and shorts that end more than 6" above the knee when seated.
- Attire with objectionable slogans or logos or gang affiliations.
- Tight fitting clothing or clothing made from spandex.
- Coats, jackets and hats
- Bare Feet

**The Shift Supervisor may deny you visit if your attire is in violation of the policy or is unsuitable for wear within a correctional facility.**