

**NEVADA DEPARTMENT OF CORRECTIONS
FLORENCE MCCLURE WOMEN'S CORRECTIONAL CENTER
OPERATIONS PROCEDURE
719
VISITING RULES AND REGULATIONS**

Supersedes: November 27, 2017
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AUTHORITY

AR 120	News Media Contact and the Dissemination of Information
AR 421	Prison Hope Elimination Act
AR 422	Search and Seizure Standards
AR 423	Institution/Facility Entrance Procedures
AR 719	Inmate Visitation
AR 810	Religious Faith Group Activities and Programs

RESPONSIBILITY

The associate warden of operations will have the responsibility of ensuring this procedure is followed.

PURPOSE AND OBJECTIVE

To set forth procedures and guidelines for visitation to include the supervision of offenders and their visitors at Florence McClure Women's Correctional Center (FMWCC).

This procedure creates no liberty interest or right on behalf of any current, former or future offender nor is any to be implied.

PROCEDURES

719.01 VISITING INFORMATION

1. All offenders at Florence McClure Women's Correctional Center will be provided written information regarding procedures governing visitation within 24 hours after arrival at the facility. At a minimum, the information will include, but not be limited to, the following:
 - A. Facility address/phone number, directions to the facility and information about local transportation.
 - B. Days and hours of visitation.
 - C. Approved dress code and identification requirements for visitors.

- D. Items authorized in the visiting room.
 - E. Special rules for children.
 - F. Special visits.
- 2. This information will be included in the FMWCC Offender Handbook. The handbook is provided to each offender during initial intake upon immediate arrival at FMWCC or may be obtained from the law library.
 - 3. FMWCC is a multi-security institution. Offenders housed at FMWCC are not the appropriate security classification to be allowed furlough into the community for family ties, to seek employment opportunity or for other purposes consistent with public interests.

719.02 VISITING LOCATION, RULES, AND SCHEDULE

- 1. Visitation will be in the FMWCC visiting room, located in the main building.
- 2. Visiting Schedule and Hours: (Attachment A).
- 3. Visiting Rules: (Attachment B)

719.03 VISITOR ELIGIBILITY

- 1. Prior Approval:
 - A. The number of visitors an offender may receive and the length of the visit may be limited only by the facility's schedule, space and personnel constraints or when there are substantial reasons to justify such limitations.
 - B. Due to security and health restrictions, offenders housed in the intake unit may only have legal or clergy visitation. In the event of an urgent matter, a non-contact visit may be permitted with the written approval of the AWO or warden.
 - C. Visitors shall be limited to four (4) per offender depending on occupancy of the visiting room.
 - D. Any person wishing to visit an offender must have prior approval and must be on the offender's approved visitor list. Any person arriving at the institution without prior approval will not be permitted to visit unless the warden or an associate warden (AW) grants an exception.
- 2. Identity of Visitor:
 - A. Visitors ages 16 and above must present proof of identification (Valid Government Issued Picture ID, Driver's License, Passport or Mexican Consular ID) and other vital information upon request of the institution officials before being permitted visits.

- 1) Visitors without sufficient and verifiable picture identification will not be permitted to access the institution and may not visit an offender.
- 2) Mexican Consular ID must be screened using the verification card. **(If available.)**

B. Persons without proper identification will not be permitted visits. Identification of minors less than 16 years of age may be established with a certified copy of their birth certificate which will be kept in the Visiting File.

3. Visits by Relatives:

A. Immediate family members under the age of 16 must be accompanied by an adult who is an immediate family member. They must provide a written notarized letter from the parent or legal guardian. The letter must contain the following information: name of adult supervisor and name of child/children. A certified copy of the birth certificate is required for identification of all minor children. Immediate family members under the supervision of their parent(s) or grandparent(s) will be allowed to visit. Children 16 and 17 years of age will be allowed to visit without an approved adult if they present a notarized authorization by their parent or legal guardian and an original or Certified Birth Certificate.

- 1) The notarized letter should include: Name of Parent or Legal Guardian; Relationship to Child; Name and Identification Number of Offender.

B. Immediate family is defined as a husband, wife, father, mother, step-father, step-mother, sons, daughters, brothers, sisters, grandparents, grandchildren, aunts and uncles, step-children and/or legal guardians.

4. Visits by Non-Biological Children:

A. The person bringing the non-biological child/children for visiting must provide appropriate documentation such as a birth certificate or court documents establishing their relationship with the child/children prior to the visit.

B. Unless there is an original certified court order, visits will not be permitted regardless of the child's relationship if the child/children are a victim of the offender. The court order will be retained in the offender's visiting file.

C. A notarized statement is required from the parent of the child/children applying a "non-parent/legal guardian" if the child/children are visiting without their parent.

D. A non-family member cannot bring the child/children to visit the offender. However, an immediate family member may bring the child/children to visit if:

- 1) A notarized statement approving such a visit is received from the custodial parent / legal guardian.
- 2) The immediate family member is an approved visitor of the offender.

5. Visits by Former Offenders or Persons on Parole or Probation:

- A. No person who has been convicted of a felony in any State will be allowed to visit unless prior written approval is received from the deputy director. This responsibility cannot be delegated.
- B. The request will be submitted to the Warden for initial consideration and then to the appropriate Deputy Director for final approval based upon the recommendation of the Warden.
- C. Ex-felons, other than immediate family members, who are approved for visiting, should be individuals who are representatives of approved organizations or agencies or those arranging employment or other valuable assistance to the offender.
- D. In addition, persons on probation or parole must obtain written consent from their case supervisor before visiting will be considered. Persons with charges pending against them shall be denied visiting privileges, unless the Director/designee approves visitation.

6. Visits between Former Employees and Current Offenders:

- A. Former employees of the Nevada Department of Corrections may request visiting privileges with an offender on an individual basis. The request will be submitted to the warden for initial consideration and recommendation. The request will then be sent to the appropriate deputy director for final approval.

7. Persons Visiting More than One (1) Offender:

- A. No person may be given permission to visit more than one (1) offender of the Nevada Department of Corrections.
- B. Exceptions to this rule are attorneys, clergy and immediate family members. In the event that two (2) or more immediate family members are offenders in the Department of Corrections and the visitor received approval to visit them, this person will not be given approval to visit any other non-family offender.
- C. Immediate family members that are housed at FMWCC in the same custody level will be authorized visits with outside approved immediate family members at the same time and at the same table.
- D. Approval for a person to change from one visiting list to another will only be considered after the applicant has terminated, in writing, visiting with the original party for a period of at least **six (6) months** unless there are extenuating circumstances. The request will be submitted to the warden for initial consideration.

8. Health Restrictions:

- A. Any person representing any potential health problems to offenders or staff will not be allowed visitation privileges. The FMWCC medical department will make this determination.

- B. Offenders housed in the infirmary will visit in accordance with the visiting schedule upon medical approval only.

9. Outside Groups and News Media:

- A. Visits from outside groups, or the news media will be conducted in accordance with A.R. 120 News Media Contacts Press Releases.

10. Members of the Clergy:

- A. Members of the clergy, as recognized by the chaplain, Warden or Associate Wardens need not be placed on the approved visitor list. However, proper identification is required and must be produced upon request.
- B. Members of the clergy are subject to visiting rules and regulation

11. Counselors:

- A. Family Counselors may only visit with an attorney.
- B. Counselors or case managers from a state, county or city entity may visit an offender in an official capacity without an attorney **as approved through the warden.**

12. Attorneys (Legal Visits):

- A. Refer to visitation schedule for hours of appointments.
- B. All legal visits will be scheduled through the Warden's office.
- C. Attorneys need not be placed on the approved visitor list.
- D. Paralegals may visit with an attorney or provide via fax a letter on attorney letterhead giving permission to visit with their client.
- E. Court Reporters may only have access with an attorney.
- F. Notaries may only have access with an attorney or by approval from the associate warden of operations.
- G. Interpreters may only have access with an attorney.
- H. Investigators may have access with an attorney or provide via fax a letter on attorney letterhead giving permission to visit with their client. If the offender is representing herself (*Pro Se*) the investigator may have access to the offender. However, they must be an approved visitor of the offender through the normal approval process.

- I. Process servers **must be scheduled through the wardens office to serve an offender.** The visiting officer must accommodate the delivery of the documents, if **the visit is non-contact.**
- J. Visits from other legal representatives will be conducted in accordance with A.R. 719 Offender Visitation. Proper identification is required and must be produced upon request.
- K. Attorney visits or legal visits are subject to visiting room dress code
- L. Written approval to bring legal/religious material into the visiting room must be obtained from the warden's office. When requesting an appointment the attorney must advise the warden's administrative assistant they are also requesting their client bring specific legal material pertaining to the case. One (1) manila envelope of legal material is the limit authorized per attorney visit. The gatehouse officer and the visiting room officer are responsible to search the contents of this manila envelope.
- M. Written approval to bring legal material into the visiting room for legal visits must be obtained in writing from the Warden. One (1) manila envelope of legal material only is the limit authorized per visit. Documents may not be exchanged and offenders cannot retain documentation brought into the institution. The gatehouse officer and/or the visiting room officer are responsible to search the contents of this manila envelope.
- N. Processing Attorneys and other Special authorized visitors other than offender Family/Friends.
 - 1) All such visitors who are authorized by an approved memorandum will be processed into visiting at the Gatehouse window by the Gatehouse Officer.
 - 2) The Gatehouse Officer will confirm authorization through memorandum and positive identification.
 - 3) Attorneys shall produce a current BAR card and state identification. Special visitors will be identified by current state photo ID.
 - 4) Visitors will also log themselves in the institution by filling out the visitors' log.
 - 5) If there are any questions or discrepancies as to the validity of authorization for a visit, the gatehouse officer shall immediately notify the shift supervisor which shall be a sergeant or above.
 - 6) At NO TIME will the gatehouse officer make a determination to turn away a visitor who is claiming visitation authorization by warden's memorandum. All visitors who are authorized visit by consent of the Warden's special memorandum shall be deemed to have high priority and shall be treated as such.

13. Offenders who have a current or prior conviction or arrest for a sexual crime involving a minor child or other violence/abuse of a minor child are ineligible to visit the victim of their crime while that individual is still a minor unless so ordered by the court. They shall be ineligible to visit with any other minor child without specific approval of the Director. Form DOC-3006 Offender Application for Visitation with Minor Children (Attachment G) will be utilized to apply for these visiting privileges.

- A. Both the custodial parent/legal guardian and offender shall read and sign the agreement for contact visitation with minors (DOC-3020 Attachment H)

719.04 VISITS

1. Approved visitors will schedule visits. Approved visitors shall present their identification to the visiting officer on the appropriate visiting day (See attachment A for the visiting schedule). Visiting staff will process approved visitors on a first come, first serve basis.
 - A. Staff may verify an “approved” visitor by either checking NOTIS or the offender’s visiting file. Both sources are sufficient documentation of approval status. The only exception would be if the Visiting officer found a discrepancy in the offender’s visiting file. The Visiting officer would then contact the AWO to review the situation.
2. Issuing Lockers for visitors’ belongings
 - A. Food is not allowed to be placed in the visitor locker.
 - B. Visiting Locker Keys are available for visitor use at the Gatehouse window.
 - C. The visitor’s name and key number shall be logged at the time of issuance.
 - 1) The visitor will maintain the key for the duration of the visit.
 - D. Once the visit is completed, the visitor will retrieve their items from the locker. Visitors will then be required to turn in their issued numbered key. If the visitor fails to return the key, a report will be forwarded to the associate warden of operations for further actions, visiting privileges may be suspended.
3. Offenders are allowed no more than 4 visitors at a time.
4. Upon arrival, the visitor will check-in at the gatehouse. The officer in the gatehouse **will** ensure that the visitor is approved, annotate the date in the file, and check ID. Consent to search forms will be completed and thorough pat searches would be conducted by appropriate officers. The visitor will proceed to the visiting room where the floor officer, with seating chart already completed, tells the visitor where to sit. Seating is limited to 22 offenders each session.
5. Once Offenders enter into the visiting building, they will all be subject to a clothed body search, signed in, and assigned a visiting area.

719.05 SPECIAL VISITS

1. All special visits or any visitors needing special arrangements will be coordinated through the associate warden of operations administrative assistant.
2. Once a special visit has been arranged, the AWO’s administrative assistant (AA) notifies the visiting and gatehouse officers by memo.

3. The warden or associate wardens may approve the following types of special visits:
 - A. Verified immediate family members prior to visiting application approval: one-time non-contact only visit.
 - B. Visitors exceeding the set limit of four (4) visitors per offender.
 - C. Visitors who have traveled a great distance. (More than 150 miles one way)
 - D. Children, as part of a special program to promote family bonding.
 - E. Prospective employers, sponsors, parole advisors or private therapists (recognized professionals).
 - F. Persons significant to the offender for purposes of crisis intervention.
 - G. Official visitors.
 - H. Visits for days other than the offender's regular visiting day.
4. If absolutely necessary, special visits may be approved for other than regularly scheduled hours, or for a longer duration than regularly scheduled hours.
5. All special visits must be approved at least 24 hours in advance. Requests made less than 24 hours will not be approved except under special circumstances and only on the approval of the warden/designee.

719.06 MAINTENANCE OF VISITATION FILES

1. An offender wishing to receive a visit must first submit an Offender's Application for Visiting Privileges, DOC 3007 (Attachment C) for each individual to visit.
2. Upon receiving this application the visiting room officer will date the application and the Offender Visiting Application, DOC 3000 (Attachment D) with the same date. the offender visiting application is completed with the offender's full name, DOC number, the visitor's name and current address then mailed to the visitor at the address shown on the application. The Offender's Application for visiting privileges will be filed awaiting return of the Offender Visiting Application.
3. When the visiting application is returned it will be evaluated.
 - A. Approved: The visiting officer will send a letter of approval (**Attachment E**) to the visitor along with a copy of visiting rules and regulations and a copy of the visiting schedule. (Attachments A & B)
 - B. Disapproved: The visiting officer will prepare a letter of disapproval (**Attachment F**) to the visit requester stating the reason(s) visiting is denied. **All letters of disapproval will be reviewed and signed by the warden prior to mailing.**

- C. If a person who has been disapproved for visitation at FMWCC wishes to appeal the disapproval, the visiting officer will first determine if the Deputy Director's approval is required to override the original decision to deny visitation. If the appeal requires the Deputy Director's approval as determined by A.R. 719, a package will be assembled containing:
 - 1) Visiting Application
 - 2) All related documentation
 - D. This package will be forwarded to the deputy director south for any subsequent action.
 - E. After the visitor is approved or disapproved a visiting response form will be completed and sent to the offender via mail.
 - F. Whether or not approval is granted all forms, letters, documentation related to this process, and information will be placed in the offender's Visiting file.
4. Visiting Files/Cards and NOTIS:
- A. Visiting Files will be created by the FMWCC records office.
 - B. Visiting Files will be maintained by the visiting officers.
 - C. It is mandatory that an audit is conducted on all visiting files and visiting cards quarterly.
 - D. A quarterly audit is to be completed with the results reported to the associate warden of operations.
 - E. NOTIS must be kept current with all data in the visiting file.
 - F. Visitors who are approved or denied for visiting privileges are logged on the offender's visiting card showing the visitor's name, address, social security number, birth date, date approved or disapproved, institution, relationship to the offender and officer's name. This card is to be kept current and recorded on as visitors come to visit.
 - G. Visitors who have been previously approved for visiting need not reapply in order to visit a parole violator. If upon the arrival of the offender her original visiting records were not received, the visiting room officer must contact the CCS III in an attempt to retrieve the original records. To expedite the process the offender will be authorized to submit an Offender's Application for Visiting Privileges (DOC-3007).
5. If any approved visitor has not had a visit for a period of two years, the visitor will be dropped from the approved list and must re-apply.
6. All non-immediate family members must reapply for visiting every 3 years and submit to a background check.

719.07 SECURITY

1. Visitors shall submit to a search of their person (i.e., metal detector inspection and a clothed body search), vehicle or any other property, which they have brought onto the FMWCC grounds. All visitors may be fingerprinted.
 - A. Any visitor who refuses to sign the Consent to Search form (Attachment I) or submit to a routine search shall not be allowed to visit. All searches shall be in accordance with A.R. 719.
 - B. The officer shall require all offender visitors to sign the Visitors' Log and surrender picture identification.
 - C. The log must be completed in it's entirety.
 - D. All visitors must also sign OUT.
2. Metal detector inspection:
 - A. The visitor will pass through the metal detector at a normal walking pace.
 - B. If the visitor cannot clear the metal detector a hand held metal detector will be used.
 - C. If the visitor has a metal medical device, that will prevent them from clearing the metal detector/scanner, implanted in their body, i.e., metal knee, hip, surgical screws, or is confined to a wheel chair etc. They need to declare this to the officer prior to entering the metal detector. Medical documentation will be required as proof of the implant.
 - 1) The visitor will still pass through the metal detector but will receive an additional search using the hand held metal detector. Any medically necessary devices will be searched prior to entrance.
 - 2) Visitors confined to wheelchairs will be allowed to take their personal wheelchairs into the institution, this includes motorized chairs. These devices will be searched prior to entry.
 - D. If for any reason the visitor cannot pass through the metal detector due to an electronic device, i.e., electronic implant, pacemaker, etc., they will declare this to the officer prior to passing through the metal detector. Medical documentation will be required as proof of the implant.
 - 1) The officer will conduct a clothed body search of the visitor. The handheld metal detector will not be used.
3. Clothed Body Searches
 - A. In addition, offender visitors will submit to a clothed body search after clearing the metal detector inspection

- B. Clothed body searches of visitors will be done in the restrooms located past the Gatehouse Sallyport.
- C. Female staff shall search female visitors and male staff shall search male visitors.
- D. Male Visitors Shall:
 - 1) Remove their shoes
 - 2) Remove the contents of their pockets
 - 3) Remove all headgear
 - 4) Remove any coat or jacket
 - 5) Submit to a clothed pat search
- E. Female Visitors Shall:
 - 1) Remove their shoes
 - 2) Remove the contents of their pockets
 - 3) Remove all headgear
 - 4) Remove any coat or jacket
 - 5) Submit to a clothed body search
- F. During the search of a female visitor care should be taken not to offend the visitor by overtly touching or fondling the breast while conducting the search. All searches of the breast area should be done with the back of the hand. When the officer searches in between the breast they are to pull the brassier away from the body and gently shake the brassier to ensure no contraband is being secreted inside. Under the breast also needs to be searched to ensure no contraband has been secreted.
- G. Parents of small children wearing diapers will change the diaper in the presence of the visiting room officer prior to entering the visiting room. The new diaper will be searched prior to putting it on the infant.
- H. Children will be subject to the same searches as adults. When searching a minor child the child's adult visitor will be present for the search and will be subject to all rules as outlined in section 5.2 and 5.3.
- I. Anytime during the search process, if there is reasonable suspicion that the visitor has possession of contraband, the visitor may be requested to remove clothing down to intimate apparel, in accordance with A.R. 719 Offender Visitation.
 - 1) All searches conducted shall be in accordance with A.R. 719 Offender Visitation, and conducted under general supervision of staff not less than the level of correctional sergeant and the shift supervisor must be contacted.
 - 2) Before a search can be completed, proper documentation must accompany the request.
 - 3) Visitors with prosthetic limbs will remove them for inspection.

- 4) If contraband is discovered during the search, the warden, AWO and shift supervisor shall be notified immediately. The visitor will be isolated and remain under constant staff observation pending appropriate action.

4. Searches in the Visiting Room

- A. Anytime during visiting, if there is reasonable suspicion that the visitor or offender has possession of contraband, a sergeant or above will be notified and the visitor will be removed from the visiting room. The visitor may be requested to remove clothing down to intimate apparel, in accordance with A.R. 719, Offender Visitation.

- 1) Reasonable suspicion includes but is not limited to unauthorized touching between the visitor and offender or unauthorized actions between visitors and the other offenders in the visiting room.
- 2) All searches conducted in visiting shall be in accordance with A.R. 719, and conducted under general supervision of staff not less than the rank of correctional sergeant.
- 3) Before a search can be completed, proper documentation must accompany the request.
- 4) The offender being visited will be restrained and escorted to a holding cell in the shift command.
 - a) The offender will receive an unclothed body search.
 - b) The searching officer will place any contraband discovered into an evidence bag.
 - c) A Notice of Charges will be prepared.

- B. If no contraband is found, the visit will be allowed to resume.

5. When an offender needs to use the restroom facilities, the officer will conduct a clothed body search of the offender entering and leaving the restroom and step inside the restroom with the offender throughout her use of the facilities. This will ensure the integrity of the visiting room. This will be completed by the officer of the same gender.

719.08 DENIAL, TERMINATION AND SUSPENSION OF VISITS

1. The intended visit may be denied by a sergeant or above if:
 - A. The visitor refuses to show appropriate and bona-fide identification (state or federally issued).
 - B. The visitor refuses to submit to a routine inspection of his person, property or vehicle.
 - C. The visitor is suspected of or appears to be under the influence of drugs or alcohol.
 - D. There is insufficient space or security for visiting.
2. Prior to a sergeant or above terminating a visit; less restrictive measures may be used (verbal warnings to the offender and/or visitor). The officer on duty and in charge of the visiting room must contact the shift supervisor (sergeant or above) who may terminate visits if:

- A. Visitors violate visitation conduct rules.
 - B. Visitors fail to control children.
 - C. Visitors and offender engage in publicly unacceptable physical contact.
3. The warden may suspend visitation indefinitely due to the seriousness of the offense and shall be reviewed every six (6) months for reconsideration at the written request of the visitor if:
- A. During the visit it becomes apparent that the visitor and/or offender are (inebriated) impaired from alcohol or drugs.
 - B. Visitor and/or offender repeatedly violate rules.
 - C. Visitor continually fails to control children.
 - D. Visitor and/or offender will not, after verbal warnings, refrain from publicly unacceptable physical contact
 - E. Visitor and/or offender possess any contraband.
4. Denial and termination of visitation shall be documented on the offender's visiting card and reviewed in accordance with A.R. 719, Offender Visitation. Denial of visits must be put into the NOTIS system. Warnings will also be put into the denial of visitation logbook for tracking purposes.

719.09 VISITOR DRESS CODE

1. Visitors are required to wear sensible, conservative attire as interpreted by the visiting room officer or supervisor. Visitors are not allowed to wear clothing similar to standard offender issue (i.e., blue denim shirts and/or pants). See attached rules, visiting rules & regulations.

719.10 PROPERTY OF VISITORS

1. Visitors are to be advised not to bring large handbags to the institution. Handbags may not be carried into the prison. The Department of Corrections will not accept responsibility for items or valuables lost or stolen. Refer to attached handout for detailed information regarding allowable personal property. There are lockers in the gatehouse foyer for visitors use to lock up items not allowed into the institution, to include vehicle keys.

719.11 OFFENDER PROCESSING

1. If the offender has not arrived within thirty (30) minutes, the visiting room officer will ascertain if the offender was notified. If not, the officer will again attempt to reach the offender, and will also notify the shift supervisor that the offender cannot be located.

- A. Searches will be conducted in accordance with O.P. 409, Institutional Search and Control of Contraband and the PREA Standard.
2. When an offender arrives at visiting, a clothed body search will be performed by visiting room officers. In addition, visiting room officers will perform unclothed body searches on a random basis. The random frequency will be between one (1) and six (6). Random frequencies will not be repeated in consecutive days i.e.: if six (6) were the frequency of the day, every 6th offender arriving for visitation will be unclothed body searched, all others will be clothed body searched.
3. Offender dress code for visiting:
 - A. Offenders will wear only blue shirts (Button up or smock) and pants as approved by O.P. 711 Offender Property and OP 717 Housing Rules and Regulations. Shirts will be tucked in and buttoned to the second button from the top.
 - B. Offenders in disciplinary segregation or administrative segregation status will wear orange **scrubs**. The **scrubs** will be worn completely with arms in the sleeves and all snaps closed, except for the collar snap.
 - C. A white crew neck T-shirt, underwear, and bra will be worn underneath the above approved items at all times in the visiting area. Failure to comply will result in termination of the visit.
4. The offender will be allowed into visiting with:
 - A. An ID card.
 - B. Photo Coupon
 - C. Wedding Ring.
 - D. One (1) necklace of a religious nature (as approved by AR 810).
5. Offender will not be allowed to:
 - A. Wear or take a jacket into the visiting room.
 - B. Wear or take sweatshirts into the visiting room.
 - C. Wear or take jewelry other than a wedding ring and one (1) necklace, which is of a religious nature into the visiting room.
 - D. Wear clothing that violates the institutional offender dress code.
 - E. Bring unauthorized items to the Visiting area; i.e. watches, earrings, sunglasses, etc. (These items must be left in the units and will not be held by FMWCC staff.)
 - F. Have any visitor sit on their lap except small minor children.

6. Offender Visiting Rules:

- A. Failure to comply with these rules may result in the termination of the visit.
- B. Offender access to the restrooms will be coordinated by the visiting room Officers as an hourly frequency.
- C. Offenders must remain seated at their assigned tables unless authorized by the visiting room officer to move from that position.
- D. Offenders will not be allowed out of their seats except to go to the restroom with the visiting room officer's approval.
- E. Offenders may not utilize the vending machines.
 - 1) Only visitors may operate the vending machines and preparation equipment. At no time will offenders handle money.
 - 2) A list of vending machine items is available from visiting room staff.
- F. Physical contact with visitors shall be limited to:
 - 1) One (1) embrace and/or one (1) kiss at the beginning and end of visitation.
 - 2) Holding hands across the top of the table, below the wrist.
- G. Offenders will remain on opposite sides of tables from their visitors at all times.
- H. Lying across or on tables is not permitted. A respectable distance will be maintained as determined by the visiting room Officers.
- I. At no time while in visiting will any clothing be removed.
- J. All children **are** the responsibility of visitors.
- K. Only the items which the offender was authorized to bring into visiting may be removed from visiting by offenders.

7. Visiting Room Closure:

- A. Visiting officers will begin securing the visiting room approximately **five (5)** minutes prior to the visiting room being secured; all games and pencils will be returned to the visiting officer. All toys and children's area must be picked up by the visitor and children.
- B. All trash on and around the tables will be disposed of in a trash receptacle.
- C. Upon completion of the offender's visit, offenders will be ordered to retake their seats.

D. All visitors will be escorted out.

E. All offenders will receive an unclothed body search utilizing the visiting search room one offender at a time.

719.12 VIDEO CONFERENCES

1. All video conferences will be conducted in accordance with established procedure.

719.13 VENDING MACHINES

1. Visitors: For machine malfunctions and/or lost money, the visitors will contact the vendor directly. Phone number for the vendor can be found on the vending machine. These machines are provided for use by visitors by a private vending company and FMWCC accepts no responsibility for the operation of the machines.

719.14 GAMES

1. The visiting room has a variety of games for the offenders and their families to use. This procedure will be followed to ensure the games remain accessible to all visitors.

A. All games will be checked by visiting room staff prior to the opening of the visiting room to ensure the game is serviceable and that all pieces are present.

B. Only an offender may check out a game.

C. Offenders may only check out one game at a time.

D. Only the offender may return the game.

E. Upon return the game will be checked by visiting room staff to ensure the game is complete and the playing pieces are serviceable.

F. If any pieces are missing or broken the offender will receive a Notice of Charges for the damaged game, charged restitution and visiting privileges may also be restricted.

2. Games will become unserviceable due to usage and age. It is up to the visiting room officer to determine if a game has become unserviceable due to age rather than abuse.

A. An offender will not be charged in this instance.

B. Games will be replaced on an as needed basis.

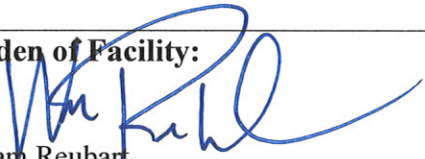
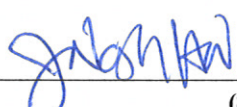
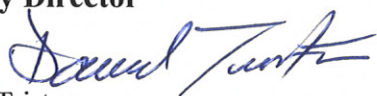
C. Incomplete games will be pulled from service.

D. Games that have been pulled from service, for whatever reason, will be exchanged for new ones. This will be accomplished through the Recreation Specialist.

ATTACHMENTS

Attachment A – Visiting Schedule
Attachment B – Visiting Rules and Regulations
Attachment C – Inmate's Application for Visiting Privileges (DOC-3007)
Attachment D – Inmate Visiting Application (DOC-3000)
Attachment E – Visiting Approval Letter
Attachment F – Visiting Denial Letter
Attachment G – Application for Visiting Privileges with Minors (DOC-3006)
Attachment H- Agreement for Contact Visitation With Minors (DOC-3020)
Attachment I - Consent to Search

Signature Authority:

Warden of Facility:  William Reubart (Printed Name) (Signature)	AW of Facility (Operations) Jennifer Nash  (Printed Name) (Signature)
Deputy Director  David Tristan (Printed Name) (Signature)	AW of Facility (Programs) Monique Hubbard-Pickett  (Printed Name) (Signature)

OFFENDER ACCESS:

YES: X

NO:

Joe Lombardo
Governor

James E. Dzurenda
Director

William Reubart
Warden



OP 719 Attachment A

Southern Administration
3955 W. Russell Rd.
Las Vegas, NV 89118
(725) 216-6000

Florence McClure Women's
Correctional Center
4370 Smiley Road
Las Vegas, NV 89115
(725) 216-6150

FMWCC Visitation Schedule Effective May 1, 2023

GENERAL POPULATION FAMILY & FRIENDS VISITS

Friday

9:00 AM to 6:00PM

Check-In times for Friday are: 8:30AM to 10:30AM; Noon to 1:00PM; 4:00 and 5:00PM only due to count.

*Four visitors max per visit

Saturday & Sunday

9:00 AM- 6:00 PM

Check-In times for Saturday/Sunday visiting are 8:00 AM to 8:30AM and Noon to 1:00PM

All seating is assigned.

*Four visitors max per visit

PROFESSIONAL VISITS

Tuesday and Wednesday ONLY

48 hours notice

Appointment times are 9:00AM, 11:00AM or 1:00PM

*Four visitors max per visit

T/BM UNIT (UNIT 8Q) FAMILY & FRIENDS VISITS

Monday Only

Contact visit

Visiting from 1:00PM to 4:00PM

Check in starts at 12:30PM

Entry allowed from 1:00PM to 2:30PM

*Four visitors max per visit

SEGREGATION HOUSING FAMILY & FRIENDS VISITS

Monday Only

Administrative Segregation

Visiting from 9:00AM to 11:15AM

Check-In starts at 8:30AM

Entry allowed 9:00AM to 10:00AM

*Four visitors max per visit

Disciplinary Segregation

All visits are **BEHIND GLASS

Visiting from 9:00AM to 11:15 AM

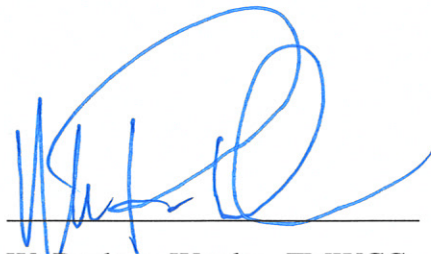
Check-In starts at 7:30AM

Entry allowed 8:00AM to 10:00AM

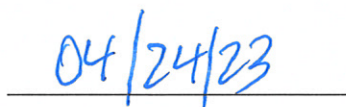
*One non contact visit per week with family/two visitors max per visit

*****PROFESSIONAL VISITORS** require a phone call to the Warden's office no more than two weeks in advance and no less than 48 hours in advance. Visits will be conducted in the Visiting Room or Video Conference Room as dictated by the Warden's Administrative Assistant and scheduled on Tuesday and Wednesday as times are available. Appointment times are 9:00 AM, 11:00 AM and 1:00 PM. Any more than 4 appointments scheduled at the same time in the Visiting Room, must be approved by the Warden or Associate Wardens. A memo will be written, and if approved, distributed.

All Professional Visitors have a "specific time of entry" and arrival time is 15 minutes prior to the appointment time for search. There is no window of arrival.

A handwritten signature in blue ink, appearing to be 'W. Reubart', written over a horizontal line.

W. Reubart, Warden, FMWCC

A handwritten date '04/24/23' in blue ink, written over a horizontal line.

Date

Joe Lombardo
Governor

James E. Dzurenda
Director

William Reubart
Warden



Northern Administration
5500 Snyder Ave.
Carson City, NV 89701
(775) 977-5500

Southern Administration
3955 W. Russell Rd.
Las Vegas, NV 89118
(725) 216-6000

Florence McClure Women's Correctional Center

VISITING RULES AND REGULATIONS

Effective April 25, 2023

PROFESSIONAL VISITS:

Courtesies are extended due to status of professional visitors. Conduct of professional visitors during the visit shall remain at a professional level. Should the Professional Visitor desire to embrace the inmate in such a manner to suggest a personal relationship, they should seek a personal visit through the personal visit application process.

- A. All professional visits shall be scheduled in advance through the Wardens Office.
- B. Contact visits will be allowed based on the visiting schedule of the unit the inmate is assigned.
- C. Non-Contact Visits will be allowed if the visit occurs on a non-visiting day for that inmate's unit.
- D. Professional visitors are allowed to purchase from the vending machines.

*** **LEGAL ATTORNEY VISITS** will be scheduled by the Warden's office. Legal Attorney visits will be conducted as any other professional visitor in the Visiting Room. This includes District Attorneys and Public Defenders.

*** **LAW ENFORCEMENT VISITS** will be conducted in the Operations Room. This includes but not limited to Detectives, Investigators, Sheriffs or Constables working for a Law Enforcement Agency such as Metro or FBI. Appointments will be scheduled.

- A. Investigators for Attorneys or Family Services will be scheduled in the Visiting Room.

PERSONAL VISITS:

PRIOR APPROVAL -Any person arriving at this facility without prior approval will not be granted entrance. All prospective visitors, including minors, must fill out a Nevada Department of Corrections (NDOC) *Visiting Application* completely. Any blanks or unanswered questions will result in the application being returned to the applicant unprocessed. We will accept only the original application. The visitation process may take several weeks depending on how many applicants we have processing at the time. Letters will be mailed to each applicant informing them of the outcome of their application. Faxed applications will not be accepted.

IMMEDIATE FAMILY MEMBERS are defined as spouse (common-law is not recognized), father, mother, step-father, step-mother, sons, daughters, brothers or sisters, grandparents, grandchildren, step-children, step-grandchildren, aunts and uncles and/or legal guardian (such as foster parents).

MINORS AGE 16 AND 17 unaccompanied by parent(s)/legal guardian(s) must have a notarized letter from the minor's Parent(s)/guardian(s) indicating his/her permission to visit without an adult. Other minors will not be allowed to visit unless they are under the supervision of their parent/guardian who is on the inmate's approved visiting list.

CHILDREN (UNDER 18) The approval process is as follows: a notarized visitation application **MUST** be accompanied by a certified copy of their birth certificate and picture ID (such as state ID, or a picture of the minor). If children reside with a legal guardian, guardianship documents are also needed. If the parent/legal guardian of the approved minor is not an immediate family member, a notarized letter from the legal guardian is needed granting permission of an approved adult visitor on the inmate's list to escort the minor.

Persons shown by substantial evidence to be of a harmful effect to an inmate or who constitutes a threat to the security of the institution will not be approved. Any falsification or omission of information may be cause to deny approval or withdraw prior approval. Any person under the influence of drugs or alcohol will be denied.

IDENTIFICATION for visitors 16 years of age and older must present verifiable proof of identification such as State or Federally issued I.D., Driver's License, Passport or Consular I.D when checking in for a visit. Identification must be provided each time you come in for a visit. Persons without proper identification or who cannot establish identity by any other means shall not be permitted to visit.

CONDUCT OF VISITORS - The visiting center is furnished and maintained so as to make your visit as pleasant as possible. Any deliberate negligence of these facilities may result in suspension of that and/or future visits. At no time while in the visiting center will visitors communicate in any fashion with any other visitors or inmates (other than the inmate they are scheduled to visit). Wandering into an off limited area, sitting/standing with your back to the Visiting Officers, acting in a manner unacceptable in a public situation, are grounds for terminating the visit. Visitors entering or leaving any facility are not permitted to speak with any inmate through the gate; violators are subject to suspension of visiting privileges. (Adult visitors will not sit on the same side of the table as the inmate) (Children 8 and under are excluded from this rule). They will be seated in the center of their side of the table with their legs under the table and their hands on top of the table at all times. Sitting on the edge of the tables is not permitted.

The following actions may result in termination or suspension of visiting privileges:

1. Serious and/or frequent violation of any/all visiting rules
2. Failure to properly supervise minor children
3. Any aggressive or abusive behavior by visitor or inmate
4. Presence in any restricted area
5. Vandalism of any State property
6. Sharing chairs or sitting with backs towards the visiting room officer
7. Any sexually stimulating activities
 - A. Only one (1) embrace and one (1) kiss are allowed upon arrival and departure. No prolonged kissing is permitted. Placement of hands/arms during the embrace will not be below the waist of the person
 - B. Hand holding is permitted, as long as it is done on top of the table below the wrist
 - C. No petting allowed
 - D. No sitting on laps, lying against, across or on top of each other
 - E. No sitting or lying on floor except for children playing on the rug in the play area as security permits
 - F. No close body contact while standing, sitting or walking

- G. No placing hands inside clothing
- H. No personal items will be left unattended.
- 8. Inmates are not allowed to escort visitors to the visitor exit door
- 9. Visitor seating will be assigned by the visiting room officer(s)
- 10. No running, skipping or jumping in the visiting center
- 11. Inmates are not allowed to go to the Vending Machines

LIMITATIONS - Each inmate may have only four (4) visitors at a time including minors (excludes Disciplinary Segregation). The total number of people allowed in the visiting center will not exceed 148. The Warden, along with the approval of the Director, may regulate the number of visitors, hours of visitation, and termination of visits for reasons of space, security and institutional emergencies. The children's play area is for the adults with children ONLY.

All seating in the visiting room will be assigned by the Visiting Officers.

"On high traffic visiting days, persons who have visited the longest may be asked to leave in order to accommodate other visitors."

SEARCHES - All persons and vehicles entering State property are subject to search. Visitors will be required to sign "Consent to Search Form." Refusal to sign will result in denial of visit. If required, visitors shall consent to a clothed body search performed by an Officer of the same sex. Visitors may be required to remove shoes, jackets, etc. but no intimate apparel. All visitors must pass through a metal detector. All visitors may be fingerprinted.

CHILDREN are the responsibility of the visiting adult. Any discipline is the visitor's responsibility. Inmates are not to use physical discipline (spanking) under any circumstances. Children must be kept in the area of the responsible adult and supervised at all times. Children must leave with the same adult who brought them.

BREASTFEEDING - In accordance with NRS 201.232 Breastfeeding, Visitors whom are breastfeeding will be permitted to breastfeed their child either at the assigned visiting table or at another vacant table upon the visitor's discretion.

*****SPECIAL NOTE*****

If a visitor has to leave for any reason once processed through the metal detector, their visit is considered finished for the remainder of that visiting day. Visitors should ensure they have removed all items not allowed from their person(s) prior to walking through the metal detector.

VISITOR'S DRESS CODE applies to all visitors over the age of EIGHT (8) years of age:

NO Blue clothing, including denim jeans, jackets, skirts, etc.

NO Culottes or skorts

NO Plain white T-shirts

NO Sleeveless tops, halter tops, tank tops or dresses

A. Sleeves must extend 2 inches over the shoulder

NO Midriff shirts (must cover the belt line)

NO Low cut blouses, dresses, or plunging necklines in the back or front of any garment

NO Zip up tops or blouses

NO See-through clothing

A. Must not be able to see undergarments

NO Shorts worn by either male or female over the age of 8

NO Wrap around skirts

NO Hooded jackets, shirts and sweaters

NO Sweat type suits, pants, shirts/ jogging suits of any color

NO Extreme baggy pants (male or female) as determined by visiting Staff

NO Hats/headbands, scarves, bandanas or any gang paraphernalia

NO Bare feet or flip flops (shoes must be worn at all times)

A. Sandals with a strap around the heel and a closed toe are acceptable

NO Open toed shoes will be permitted.

NO Sunglasses (prescription only)

NO Gloves

NO Nursing or medical uniforms/scrubs

NO Shoes of any type with heels more than three (3) inches high

NO Excessive jewelry (rings, bracelets, necklaces or earrings)

NO Stretch skirts or tight fitting skirts of any fabric

NO Spandex-type clothing (allowances may be made for pregnant women)

NO Mini-skirts or mini-dresses

NO Slits longer than three (3) inches in skirts/dresses

NO Floor length skirts or dresses

NO Dresses or skirts with buttons or zipper the total length of the garment

A. Dresses are allowed- must be two (2) inch sleeves/ mid calf length.

B. Skirts and Capri pants are allowed. They must cover the entire knee while sitting and standing

C. Length is mid calve or four (4) inches below the knee while seated

NO (removable) Wigs, toupees, or hair pieces.

A. **Exceptions may be made under special circumstances; however, will be removed during searches.**

Jewelry is allowed in modest amounts. Perfumes and colognes are allowed in modest amounts.

Undergarments (bras, slips, underwear, etc.) will be worn by both men and women at all times.

PLEASE BE ADVISED THAT THE DRESS CODE IS STRICTLY ENFORCED. WE ASK THAT YOU CHECK YOUR CLOTHING AND POCKETS PRIOR TO YOUR VISIT TO ENSURE YOU ARE IN FULL COMPLIANCE.

FAILURE TO COMPLY WITH THE DRESS CODE WILL RESULT IN TERMINATION OF THE VISITING PRIVILEGE FOR THE DAY.

OTHER ITEMS FOR WHICH RESTRICTIONS APPLY

1. Items for infants

A. Two (2) diapers per infant

B. Five (5) baby wipes in a clear see-through bag

C. Two (2) clear baby bottles with formula and/or breastmilk pre-measured into a baby bottles

D. This bottle must be kept and prepared with the Visitation Officer.

1. WARNING: Glass bottles or jars are prohibited.

E. One (1) change of clothing

F. Diaper bag must be clear plastic type, not of cloth material

G. One (1) pacifier

H. One (1) empty sippy cup

I. Reasonable amount of baby food in sealed clear plastic containers

A. ***Life support medication***

- A. Must be in the original prescription bottle and in the amount necessary for the duration of visit. Medication will be kept and dispensed as needed by the Visitation Officers.

3. **Cash for Vending Machines**

- A. The vending machines will accept the use of pre-paid cards. Cards can be filled in the front lobby of the facility. No cash or credit cards can be brought in to the visiting room.
- B. **Visitors: For machine malfunctions and/or lost money, the visitors will contact the vendor directly. Phone number for the vendor can be found on the vending machine. These machines are provided for use by visitors by a private vending company and FMWCC accepts no responsibility for the operation of the machines.**

4. ***PROHIBITED ITEMS (this list is not all inclusive)***

NO Keys

NO Pocketbooks, purses or wallets

NO Unapproved walking devices (canes, crutches/any devices must be doctor approved with a doctor's note stating it is required.

NO Non-life sustaining medication (aspirins, cough/cold medication, etc.).

NO Alcohol, drugs, smoking materials or tobacco products

NO Weapons of any sort (**possession is a felony and may lead to an arrest**)

NO Paper money, pennies, half or silver dollars

NO Food, drinks, candy, gum, or cough drops. Food items can be purchased in the visiting room.

NO Cosmetics including lip balm and lotion

NO Blankets, ponchos, capes, etc.

NO Letters, pictures, photos, books, addresses, phone numbers, cards or any reading material

NO Toys, teething rings, strollers, crayons, coloring books, storybooks, etc.

NO Cameras, radios, tape recorders, CD players, etc.

NO CELL PHONES, PAGERS, PDA'S, ELECTRONIC DEVICES OR PARTS, ETC.

NO WATCHES (mechanical or electrical), FIT BITS, SMART WATCHES.

NO Gifts of any sort

NO Games, cards, CD's and DVD's

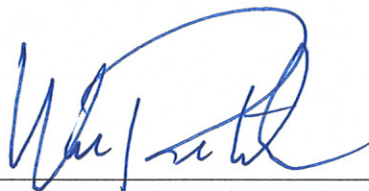
NO Pens, pencils, or paper

All visitors with minor children (9 years or younger) that wish to utilize the outside playground, must sign a release of liability letter absolving the NDOC as well as FMWCC of any liabilities due to injuries incurred while utilizing the play equipment. The playground is provided for entertainment and bonding purposes for the inmate and visitors with their minor children only. Visitors and inmates without children do not have access to the playroom and playground. Children must be supervised at all times by the visitor and inmate.

***Please have the following items ready when checking in for visiting (as applicable); Identification, quarters in a clear plastic baggie, baby items, and visitation documents. ***

THE FLORENCE MCCLURE WOMEN'S CORRECTIONAL CENTER IS A NON-SMOKING FACILITY. SMOKING IS NOT ALLOWED ANYWHERE ON THE PROPERTY.

We hope that your visit is a positive experience.

A handwritten signature in blue ink, appearing to read 'William Reubart', written over a horizontal line.

William Reubart, Warden

05/20/23

DATE

**NEVADA DEPARTMENT OF CORRECTIONS
INMATE APPLICATION FOR VISITING PRIVILEGES**

Please answer the following questions regarding your proposed visitor - Print Clearly

NAME: _____
(First) (Middle) (Last) (Date of Birth – MM/DD/YY)

ADDRESS: _____
(Number and Street) (City) (State and Zip Code)

1) Relationship to inmate: Example Parent/Sibling/Spouse/Child/Friend _____

2) Length of time known: _____

3) Marital Status: Single ☐ Married ☐ Domestic Partnership ☐ Separated ☐ Divorced ☐ Widowed ☐

4) Has this person ever been arrested? Yes ☐ No ☐

If yes, state charge(s): _____

5) Currently on: Probation ☐ Parole ☐ Incarcerated ☐ None of these ☐

If yes, what County and State: _____

I hereby submit this application for visiting privileges with the above named person. I attest that the information provided is true and accurate to the best of my knowledge. I understand that any omissions or false statements may result in this application being denied.

Inmate Signature: _____ **Date:** _____

Inmate Name – PRINT _____ **DOC#** _____

DO NOT WRITE BELOW THIS LINE

APPROVED: YES ☐ NO ☐

SIGNATURE: _____ **DATE:** _____

(TENATIVE APPROVAL)

SIGNATURE: _____ **DATE:** _____

(FINAL APPROVAL)

DENIED: REASON FOR DENIAL _____

SIGNATURE: _____ **DATE:** _____

DOC 3000: DATE MAILED: _____ MAILED BY: _____ DATE RETURNED: _____

VISITING CARD: DATE POSTED: _____ POSTED BY: _____

STATE OF NEVADA
DEPARTMENT OF CORRECTIONS
INMATE VISITING APPLICATION

1. INMATE INFORMATION

FILE# _____ (For Institutional use only)

Inmate Name: _____ Inmate I.D # _____

If you would like the privilege of visiting and your name placed on an Inmates visiting list, please complete this application. **ALL** questions **MUST** be answered. If the question does not apply place an "N/A" in the blank. Any omission or false statement is sufficient reason for permanent denial of visiting privileges. Please completed the application and send it to the Institution where the Inmate you wish to visit is located. All completed applications require **ORIGINAL** signatures prior to processing.

2. NAMES AND ADDRESSES

VISITING APPLICANT NAME: _____
LAST FIRST MI

LIST ANY OTHER NAMES (ALIAS) YOUR KNOWN BY (INCLUDING YOUR MAIDEN NAME, IF APPLICABLE)

CURRENT ADDRESS: _____
FULL STREET ADDRESS CITY STATE ZIP

CURRENT PHONE NUMBER: _____ E-MAIL ADDRESS _____

PREVIOUS ADDRESS: _____
FULL STREET ADDRESS CITY STATE ZIP

LIST OTHER STATES YOU HAVE LIVED IN: _____

OCCUPATION OR BUSINESS: _____

EMPLOYER: _____

HAVE YOU EVER WORKED FOR THE NEVADA DEPARTMENT OF CORRECTIONS? _____ IF YES WHEN _____

IN WHAT CAPACITY _____ POSITION TITLE _____

3. IDENTIFIERS

DRIVER LICENCE NUMBER: _____ STATE: _____

DOB: _____ PLACE OF BIRTH: _____ AGE: _____

SSN# _____ GENDER: MALE _____ FEMALE _____

RACE: _____ MARITAL STATUS: MARRIED _____ SINGLE _____

HEIGHT: _____ WEIGHT: _____ HAIR COLOR: _____ EYE COLOR: _____

SCARS, MARKS, TATTOOS: _____

4. CRIMINAL HISTORY

HAVE YOU EVER BEEN ARRESTED? YES _____ NO _____ (If yes complete the following section; attach additional sheet if necessary)

CHARGE	APPROXIMATE DATE	DISPOSITION	CITY / STATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ARE YOU CURRENTLY ON PROBATION / PAROLE? _____ If yes what State? _____

5. INMATE RELATIONSHIPS

HOW LONG HAVE YOU KNOWN INMATE? _____ RELATIONSHIP TO INMATE? _____

DO YOU NOW OR HAVE YOU EVER VISITED OR CORRESPONDED WITH ANOTHER NEVADA DEPARTMENT OF CORRECTIONS INMATE? _____

(If yes complete the following section)

NAME AND NUMBER	RELATIONSHIP	INDICATE WHETHER YOU WRITE OR VISIT
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. AUTHORIZATION

I have read, understand and agree to comply with the visiting rules of the Nevada Department of Corrections. I hereby authorize the Department of Corrections to verify the criminal history information provided by me on this application.

APPLICANTS SIGNATURE _____ DATE _____

*****If you are under 18 years of age, visiting approval will require the approval of your parent or guardian. Their signature MUST be notarized*****

SIGNATURE PARENT OR GUARDIAN _____ DATE _____

State of _____, County of _____

Signed and sworn to before me on _____ by _____
(Date) (Print name of person making statement)

(Signature of notarial officer) Notary Stamp:

AGENCY AUTHORIZATION FOR RECORDS CHECK DATE _____ DATE _____

7. APPLICATION REVIEW

APPROVED _____ DISAPPROVED _____

SIGNATURE VISITING OFFICER _____ DATE _____

Northern Administration
5500 Snyder Ave.
Carson City, NV 89701
(775) 887-3285

Southern Administration
3955 W. Russell Rd.
Las Vegas, NV 89118
(702) 486-9938



State of Nevada
Department of Corrections
Florence McClure Women's Correctional Center
4370 Smiley Road
Las Vegas, NV 89115
Phone: (702) 668-7200 - Fax: (702) 668-7203

Brian Sandoval
Governor

James Dzurenda
Director

Dwight Neven
Warden

July 4, 2016

Visitors Name
Visitor Address
City, State Zip

RE: Smith, T#1156675

This letter is to advise you that your application for visitation has been approved.

Enclosed is a copy of the Visitation Rules and Dress Code. Please read them carefully. If you fail to abide by these rules, your visitation could be suspended indefinitely.

Please bring this letter with you during your first visit for verification/proof of approval. It is recommended you keep a copy of this letter for your records.

In addition, you may want to contact the institution at 702-668-7200 to confirm that your name was placed on the visiting list.

If you have any further questions, please feel free to contact me at the above number.

Sincerely,
Visitation Officers

Northern Administration
5500 Snyder Ave.
Carson City, NV 89701
(775) 887-3285

Southern Administration
3955 W. Russell Rd.
Las Vegas, NV 89118
(702) 486-9938



State of Nevada
Department of Corrections
Florence McClure Women's Correctional Center
4370 Smiley Road
Las Vegas, NV 89115
Phone: (702) 668-7200 - Fax: (702) 668-7203

Attachment F

Brian Sandoval
Governor

James Dzurenda
Director

Dwight Neven
Warden

June 18, 2016

Visitors Name
Visitor Address
City, State Zip

Re: Inmate name and #

This letter is to advise you that your application for visitation has been **denied** for the following:

You are currently visiting another inmate(s). Per Administrative Regulation 719 section 8, you must first be taken off the current visiting list before being put on another visiting list. (The ONLY exception to this rule is in the death or release of the inmate or if two or more inmates are immediate family members)

- ☐ Our records show that you are an Ex-felon. As per AR 719, you may submit a letter requesting reconsideration to this office, to be sent to the Director of the NDOC.
- ☐ Falsifying or omitting information on your visiting application. You failed to list the following arrest(s).

Please submit a letter of explanation to this office as to why you did not list this/these arrest(s). Upon receipt of your letter your application will be reviewed.

- ☐ Your past record – Due to the Drug Offenses in your record in the last 10 years, you cannot visit our facility.
- ☐ Final Disposition(s) of your case(s) are needed. Dispositions are obtained by contacting the courts in the county which you were arrested. Final dispositions sent to this office must be the original court certified copy. **Photocopies will not be accepted.**
- ☐ Other –

Any questions pertaining to this letter must be addressed in writing

Sincerely,

D.W Neven, Warden, FMWCC



Nevada Department of Corrections

Inmate Application for Visiting Privileges with Minor Children

Inmate Name _____ NDOC # _____
(Last) (First) (Init)

Current Institution _____ Housing Assignment _____

List all arrests for any offenses involving minor children:

Date	Location	Charge	Disposition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I am requesting to be allowed visiting privileges with the following minor child(ren)
(a separate application must be completed for children having different legal/custodial guardians)

Name	Date of Birth	Relationship to inmate (child is the inmates son, daughter...?)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Information regarding the legal/custodial guardian of the minor child(ren):

Name, print legibly: _____

Address _____

City _____ State _____ Zip _____

Home Phone # _____

Cell Phone # _____

Email address: _____

Relationship to Inmate - you are the inmates: _____

Relationship to Children – you are the child's/children's: _____

As the legal / custodial guardian please indicate that you are aware of this inmate's history of offense(s) with minor children by initializing here: _____

Read the following information and if you agree, sign where indicated below.

By signing below I indicate that:

- I understand that omission or falsification of any information on this application is cause for denial.
- I understand that if approved, both I and the legal/custodial guardian will be required to sign a DOC form 3020, agreement for contact visitation with minors, prior to the beginning of my 1st visit with the child(ren).
- I understand that the Deputy Director of the Nevada Department of Corrections designee may contact the above listed legal/custodial guardian to verify any information considered necessary for determining approval.
- I understand that the Director of the Nevada Department of Corrections has designated the Deputy Director as the final **decision authority** to determine approval/denial of this application and the Deputy Director's decision is **final**. Appeals to the Director will not be accepted.

Inmate Signature: _____ NDOC # _____

Legal / Custodial Guardian Signature: _____

NDOC staff notes to Deputy Director:

Staff name (print legibly): _____

Wardens Recommendation to the Deputy Director:

Approve ☐ Deny ☐

Signature, Warden <type name>

Date

Deputy Director's final decision.

The request for visitation with the minors listed above is: Approved ☐ Denied ☐

Signature, Deputy Director < type name >

Date



Nevada Department of Corrections

Visitation Agreement for Contact Visitation with Minors

I _____ NDOC # _____ agree to the following rules of conduct during visits with children under the age of 18.

1. Physical contact with a child is limited to an appropriate initial greeting and parting goodbye gesture such as an appropriate hug or kiss on the cheek.
2. No prolonged handling or touching of the child is allowed.
3. No kissing of the child on the mouth.
4. No sitting of the child on the lap.
5. No contact with a child of other visitors.
6. No whispering, passing notes, swearing, spanking, hitting, threatening or use of foreign language of other words unfamiliar to visitation staff.
7. All child visitors must be in direct sight of visitation staff at all times.
8. No changing diapers or other assistance in personal hygiene or intimate dressing activity.
9. The parent/guardian is responsible for managing the behavior of the child.
10. Any specific visit, as well as my privilege to have contact visits with a child under the age of 18, may be terminated if any of the above guidelines are violated: or if the visiting child, or caretaker is unduly distressed from the visit.

Signature

Date

NEVADA DEPARTMENT OF CORRECTIONS

CONSENT TO SEARCH

I, the undersigned, being free from coercion, duress, threats or force of any kind, do hereby freely and voluntarily consent to the search of my person, vehicle and other property which I have brought onto prison grounds. I agree that the search maybe conducted by duly authorized Correctional Officers of the Department of Corrections or by other law enforcement officers specifically authorized by the Warden. I understand that if I do not consent to the search of my person, vehicle or other property, I will be denied visitation on this date and may also be denied future visits pursuant to Administrative Regulation 719.

Inmate's Name _____ I.D. Number _____

Signed this _____ day of _____, 20_____, in the
City of _____, State of Nevada.

Signature

Print Name

Street Address

City, State, Zip code

Witnesses:

DEPARTAMENTO DE CORRECCIONES DE NEVADA**CONSENTIMIENTO A REGISTRO PERSONAL**

Yo, el abajo firmante, estando libre de coerción, de amenazas o presión, voluntariamente doy mi consentimiento a que registren mi persona, mi vehículo o propiedad que he traído a los terrenos de esta prisión. Estoy de acuerdo que será registrado(a) por personal autorizado por el Departamento Correccional o otros específicamente autorizados por el director de esta prisión. Entiendo que de no consentir a que me registren a mí, mi vehículo o otra propiedad, se me negará la visita en esta fecha y también pueden negarme visitas en el futuro de acuerdo a la regulación administrativa 719.

Nombre del prisionero _____ Número de identificación _____

Firmado este _____ día de _____, 20_____, en la ciudad
de _____, Estado de Nevada.

Nombre

Firma

Dirección de la calle

Ciudad, estado, código postal

Testigos:

