



NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION

SUMMARY OF CHANGES
AR 719 – OFFENDER VISITATION
Effective PENDING

Description	Page Number
Revisions made to ensure compliance with NRS 209.423 (Senate Bill 351). Revision to format to provide clear chain of command from the Director to subordinate administrators.	
Provides Wardens and Correctional Managers the authority to approve visits for individuals who have prior felony convictions. Provides an appeal process for these applicants to the Deputy Director of Operations.	
Provides direction for individuals wishing to visit offenders. Provides direction for Attorney Visits and Death Beds visits. Provides direction for strip searches.	
States that electronic-video visits will not prevent regular in-person visits from occurring.	<u>8</u>
Other minor changes have been made in formatting for improved clarity and consistency and changed the term “inmate” to “offender”	<u>1-8</u>

James E. Dzurenda, Director

Date

This summary of changes is for training record purposes only. You should also consult the Administrative Regulation and/or Manual for proper instructions.

I, _____, acknowledge receipt of this Summary of Changes and understand it is my responsibility to implement into the course of my duties.

Signature

Date



NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION

**OFFENDER VISITATION
ADMINISTRATIVE REGULATION - 719**

SUPERSEDES: AR 719 (02/12/10); AR 719 (04/08/11), AR 719 (11/16/16)

EFFECTIVE DATE: PENDING

AUTHORITY: NRS 209.131; NRS 209.423; [SB 351](#); [AB 4523](#)

RESPONSIBILITY

The Director of the Nevada Department of Corrections (NDOC and Department) is responsible for the implementation of this Administrative Regulation (AR).

The Wardens will ensure that their appropriate assigned subordinate supervisors have read and understand this regulation. Camp Lieutenants (Lt.) and Transitional Housing Unit Lieutenants (~~THU~~) and ~~THU~~ Correctional Managers will ensure compliance with this AR.

The Associate Wardens will ensure that their appropriate assigned subordinate supervisors have read and understand this regulation.

Supervisors will ensure that their appropriate subordinate staff members have read and understand this regulation.

Designated staff members will know, comply with, and enforce this regulation.

If, and where applicable, offenders will know and comply with this regulation.

[No visitors will experience or be subject to discrimination due to any ADA related restrictions.](#)

719.01 APPLICATION—VISITING PROCESS INFORMATION APPROVAL AND APPEAL PROCESS

~~1. It is the policy of the NDOC to encourage offender visiting privileges upon the approval of the visitor's application. Offenders will be permitted visits by family, friends, and community groups consistent with the safety, security, and orderly running operation of the institution or facility and within a designated visiting area(s). -The AR 719.1 Offender Visitation Manual contains a detailed step-by-step process.~~

~~1. can be located in AR 719.1 Offender Visitation Manual~~

~~1. The Warden or Correctional Manager has the authority to approve or deny all visiting applications, including those applicants that have prior felonies in their records. Visitation denials will not be based solely because of prior felony convictions.~~

~~2. The Warden or Correctional Manager may designate a National Crime Information Center (NCIC) certified officer (Senior, Sargent Sergeant, or Lieutenant) to process and review Offender Visiting Applications for approval or denial. All denials from the designee will be given forwarded to the Warden or Correctional Manager for additional final review and final decision.~~

~~1. If an offender is transferred from one institution or facility to another the approval will be honored at the receiving facility unless the reason for the transfer was as a result of a visiting violation by either the visitor or the offender.~~

~~2. Appeals regarding denials of visitation privileges may be submitted to the Warden of the facility, Camp Lt., Transitional Housing Lt., or Transitional Housing Correctional Manager in a letter, with the reasons as to why the visitation request should be approved. The response to the appeal will be completed within 14 working days.~~

~~3. If the Warden denies the appeal, the prospective visitor may include any additional justification for approval in a letter, to the Deputy Director of Operations for reconsideration.~~

~~For Minimum or Community Trustee Offenders: Visiting privileges can may be granted under extraordinary circumstances if an offender's immediate family member is facing a life-threatening situation. The request must be made via a telephone call to the institution's shift command, who will then communicate the information to the Warden or the highest-ranking administrator. The visitor must provide all relevant information as required by the institution, camp, or facility.~~

~~3. If the appeal for visiting privileges is a result of extra-ordinary circumstances or immediate family emergency such as the eminent loss of life of a family member, the request may be made via a telephone call to the visiting staff at the institution who will forward the information to the Warden or the highest ranking administrator. However, the visitor must provide all the pertinent information listed below in their request. Information needed:~~

~~A. Relation of family member to offender~~

B. Address where the family member will be visited.

4.C. Phone number to place where family member is being visited. (I.E, Hospital or funeral home)

719.02 VISITING PROCESS

The application process will may take approximately 30-45 days to complete.

1. The offender will request a visitor via DOC 3007 – Inmate Application for Visiting Privileges~~Kite~~ to the visiting staff. This form~~Kite~~ must be received before the application is processed.
2. Visiting staff will ~~approve~~record the offender’s request in NOTIS and ~~have~~advise the offender to inform the potential visitor to print the application form (DOC 3000 – Offender Visiting Application) from the visiting website, ~~or, Or~~ the offender will provide an envelope and stamp to the visiting officer for the visiting staff to send the application to the potential visitor.
3. Potential visitors will fill out the application completely without omitting any information, and all questions must be answered. The potential visitor will mail~~Mail~~ the completed application to the visiting staff at the corresponding institution.~~their loved one is at. The DOC 3000 – Offender Visiting Application must be completed, and all questions must be answered to the best of their knowledge.~~
 - A. All names and aliases must be disclosed as well as arrests and convictions.~~to the best of their knowledge.~~
 - B. The submittal of the DOC 3000 - Offender Visiting Application, provides the NDOC with the right to conduct a background check to ensure that the requested visitation privileges do not compromise the safety and security of the institution, staff, offender, or others.
 - C. Any omissions, misleading information, or incorrect information may be a reason for denial.
 - D. An applicant who is on probation must have written permission from their parole and/or probation officer and must meet all approval requirements.
4. Visiting staff will record the receipt of the application.
5. Potential visitors will have a background check in NCIC completed by a qualified staff member.
6. Letter of ~~approval~~Approval or denial will be sent to the potential visitor via email or via standard mail.

A. Denial letters will have reasoning on why the visitor was denied visiting privileges.

7. Appeal (if necessary)

- ~~7. The DOC 3000—Offender application form must be completed, and all questions must be correctly answered as outlined in the AR 719.1 Offender Visitation Manualthe Visitation Manual.~~
- ~~7. All names and aliases must be disclosed as well as arrests and convictions.~~
- ~~7. The submittal of the DOC 3000—Visitation Request Form provides the NDOC with the right to conduct a background check to ensure that the requested visitation privileges do not compromise the safety and security of the institution, staff, offender or others.~~
- ~~7. Any omissions, misleading information, or incorrect information may be a reason for denial.~~
- ~~7. Special one-time exemptions to the normal visiting application and approval may be requested due to the following: offender’s medical condition such as placement in hospice, the offender has an advanced terminal illness, or if there is a serious family illness. These special one-time exemptions may only be granted if the offender is in an NDOC institution or facility.~~
- ~~7. An applicant who is on probation must have written permission from their parole and probation officer and must meet all the approval requirements.~~

~~719.02 REASONS FOR DENIAL~~

~~0. The denial of a Visiting Application by a Warden or Correctional Manager may be appealed to the Deputy Warden of the facility by the prospective visitor. The request for reconsideration of visiting privileges must be in writing with an explanation as to why the visiting privileges should be granted.~~

~~0. The request for reconsideration of the visiting privileges may be:~~

~~T. Granted;~~

~~V. Denied; or~~

~~—Granted a One-Time Special Visit due to extenuating circumstances; or.~~

~~X. Granted for non-contact visit behind glass. Behind Glass a visitor or attorney may be granted a non-contact visit where the visitor and the offender do not have access to touch due to the glass partition that separates the visitor from the offender. This may be considered necessary to provide for the safety, security, and orderly operation of the institution or facility.~~

719.03 REASONS FOR DENIAL

1. Reasons for the denial of visiting privileges for a prospective visitor may include but not limited to the following:
 - A. If a positive identification cannot be established from the DOC 3000 - Offender Visiting Application, the application will be denied. This includes disclosure of all aliases used by the applicant or prior maiden or married names.
 - B. The applicant has outstanding warrants including failure to appear for traffic violations, with no disposition from the court.
 - C. The applicant has been convicted or has pending felony charges for sex crimes, sex trafficking, or sex with a child/minor under the age of 14.
 - D. The applicant has been convicted of introducing or attempting to bring drugs or contraband into any correctional institution or facility, camp, ~~jail~~jail, or detention facility.
 - E. The applicant will not be approved if the applicant has been arrested and convicted of aiding or abetting an escape attempt from any correctional institution or facility, camp, ~~jail~~jail, or detention facility.
 - F. The applicant will not be approved if the applicant is the co-defendant to the offender.
 - G. An applicant will not be approved if the applicant has been arrested and convicted of assaulting a peace officer in the community or while visiting in a correctional institution or facility, camp, jail, or detention facility.
 - G. An applicant will not be approved if the applicant has been convicted of sales of drugs or human trafficking.
 - I. An applicant will not be approved if the applicant is a formerly incarcerated ~~(NDOC)~~ offender and is still on parole without their parole and probation officer's approval.
 - J. If the offender was convicted of any sex crime against a child, visitation with the victim/victims will be denied unless ordered by the court. ~~and v~~Visitations with other children may be denied as well depending on the offenses committed or number of offenses against children.
 - K. An applicant will not be approved if they have omitted or falsified information in their application. They must wait a minimum of ~~twelvesix~~ (126) months before reapplying.

719.04 APPEALING A DENIAL

1. The denial of a Visiting Application by a Warden or Correctional Manager may be appealed to the Deputy Director of Operations (DDO) by the prospective visitor. The request for reconsideration of visiting privileges must be in writing with an explanation as to why the visiting privileges should be granted. Send to:

Attention Deputy Director of Operations
3955 W. Russell Rd
Las Vegas, Nv 89118

2. The results for the appeal of the visiting privileges may be:

- A. Granted
- B. Denied
- C. Temporarily Denied until supplemental documents are received.
- D. Granted a One-Time Special Visit due to extenuating circumstances.
- E. Granted for non-contact visit behind glass. A visitor or attorney may be granted a non-contact visit where the visitor and the offender do not have access to touch due to the glass partition that separates the visitor from the offender. This may be considered necessary to provide for the safety, security, and orderly operation of the institution or facility.

719.053 OFFENDER VISITATION PROCEDURE ~~ING~~ PRIVLIGES

1. Offenders will be allowed any number ~~+~~ of approved visitors on their visitor list in the Nevada Offender Tracking Information System (NOTIS). These visitors can consist of family members, in-laws, stepchildren, friends, or community members. ~~An offender may have as many biological children on the visiting list as they have.~~
2. Offenders may have up ~~to~~ four (4) visitors to include ~~biological~~ children that are unable to sit on the primary visitors lap (age 4) per visiting session.
- ~~1.~~ Offenders may request one (1) week prior to their scheduled visit to have more than ~~three~~ ~~four~~ (4 ~~3~~) visitors during a scheduled visit, provided that the Visiting Room can accommodate the number of visitors and the visits do not impede the safety, security, and orderly operation of the institution or facility.
3.
- ~~2.~~ A record of approved visitors will be maintained for all offenders as well as a record of those visiting applications that have been denied and the reason for the denial ~~/(s); in the offender's visiting file and in NOTIS.~~
4.

~~A visiting schedule will be established for all institutions and facilities by the Warden or Correctional Manager and the schedule may be adjusted for inclement weather that does not permit travel or institutional safety and security concerns that may prevent normal visiting operations.~~

~~4. Visitors will be notified as soon as possible of any cancelations or delays of visitation established.~~

~~5.~~

~~5. Procedures to monitor all visiting areas will be established to prevent the introduction or passage of contraband and to ensure the safety, security, and good order of the institution or facility. This can include searching of all bags and a pat-down search. If there is credible evidence that contraband may be on the visitor, a strip-search can only be conducted if the visitor consents in writing or a search warrant is obtained, and the search must be conducted by a staff member of the same gender as the visitor.~~

~~6. AR 719.1 – Offender Visitation Manual An offender visitation manual was developed detailing offender visiting procedures, including but not limited to:~~

~~A. Application Process~~

~~B. Dress Code~~

~~C. Code of Conduct~~

~~D. Identification Requirements~~

~~E. Special Visits~~

~~F. Visiting Room Procedures~~

6. The Warden or Correctional Manager has the authority to restrict or suspend an offender's regular visiting privileges temporarily when there is reasonable suspicion that the offender has acted in a way that would indicate a threat to the safety, security, and good order ~~or security~~ of the institution or facility.

A. Restriction or suspension should be limited to the time required to investigate the initial incident and complete the discipline process.

~~B. The offender is responsible to notify approved visitors of any restrictions.~~

~~C.B.~~ Restrictions may also be imposed on newly committed offenders who are medically isolated, or other reasons identified by the Warden/designee.

~~7. The number of visitors an offender may receive at a given time and duration and frequency of each visit shall be determined by the Warden/designee.~~

8.7. Visiting room operations will be governed by:

- A. Institutional space and personnel resources.
- B. The capacity limit ~~defined~~ is defined by the Fire Marshall.

8. An institutional ~~or/~~ facility visiting room procedure will be developed by the Warden with specifics unique to their ~~institution or~~ facility/~~institution~~.

~~9.~~

~~11.~~ The Warden/Associate Wardens may grant special visits or exceptions to visit~~ing~~ ~~policies and procedures.~~

~~9.~~

719.064 VISITING NDOC PROPERTIES INFORMATION

A visiting schedule will be established for all institutions and facilities by the Warden or Correctional Manager. The schedules may be adjusted for inclement weather that does not permit travel, institutional safety and security concerns may prevent normal visiting operations.

All Nonemergency schedule changes should be given a minimum of 30 days' notice to registered visitors at that facility through email/text preference.

~~1.~~ General visiting information will be maintained on the NDOC website (<http://ndocvisitation.com/>)

~~1.~~

2. Specific visiting information will be maintained ~~on~~ under the institution ~~or/~~ facility ~~Web page.~~ <http://ndocvisitation.com>.

3. All offenders of the NDOC will be provided information regarding procedures governing visitation upon initial intake process and when transferred to another institution, camp, or transitional housing.

- A. Offenders will be given an orientation as soon as practical after arrival at the receiving institution or facility.

- B. At a minimum, the information will include, but is not limited to, the following:

- 1) A Facility address, /phone number, and directions to the institution or facility and to include information about local transportation if available.

- 2) Days and hours of visitation.
- 3) Approved dress code and identification requirement for visitors.
- 4) Items authorized in the visiting room.

719.07 VISITING SAFETY

All offenders and visitors are subject to searches for the safety and security of NDOC properties.

1. Offenders

A. The offender will be strip searched prior to their visit. They will also be strip searched at the conclusion of their visit before returning to their housing unit.

2. Visitors

A. All visitors will be subject to a clothed searched prior to entering institutions and camps.

1) If a visitor refuses the pat down search the visit will be terminated at that time.

B. Visitors can be given an unclothed body search. The visitor will need to sign a waiver form, or if a warrant is obtained and present, an unclothed body search will be conducted.

C. All bags that are allowed into the visiting area will be searched. ~~All bags must be clear. Must be a clear bag.~~

3. Dress code Basics. These apply to both adults and children.

A. Clothing will be free of reference to obscenity, alcohol, drugs, Security Threat Groups (STG), violence, sex in any form.

B. There will be no sports logos of any kind allowed. This includes all major sports teams, colleges, and universities.

C. These solid colors are not allowed in the visiting area:

- 1) Green (officers wear)
- 2) Blue
- 3) Orange
- 4) Red

Lettering in these colors will be permitted.

719.05 OTHER 719.08 OTHER TYPES OF VISITS

1. These ~~types~~ types of visits may be considered and approved on a case-by-case basis and are covered in ~~the~~ AR 719.1 Offender Visitation Manual.

A. Attorney Visits – ~~must be the attorney of record or the firm must be initiated by the~~ must submit a letter indicating that the visitor offender is officially representing the law firm that is representing the offender and requested at least 24 hours in advance ~~of the requested visit~~ via Kyte to visiting staff.

B. Clergy Visits – must have submitted a visiting application ~~and must be the clergy representing the offender's faith as listed in the offender's file~~ and will be added to the offenders visiting list.

B-1) NDOC Certified Clergy- Approved by verified NDOC Chaplain. May visit multiple offenders under supervision of the NDOC Chaplain. Not limited to a single institution.

C. Emergency Visits due the offender's health – if the offender ~~is located in~~ is in a community hospital, the Warden or Correctional Manager of the offender's home institution or facility, ~~the facility~~ must approve the visit in conjunction with the hospital the offender is in care of. The DDO and Director will be notified of decisions made. The shift supervisor or above will contact the officer assigned to the offender if this type of visit is approved.

D. ~~Electronical~~ Video ~~visitation~~ visits- ~~electronic~~ video visits will be allowed when made available by the department for use in institutions, camps, and transitional housing facilities. These will not take place in lieu of an in-person visit.

719.09 AR 719.1 VISITING MANUAL

Offender Visitation Manual will be developed detailing offender visiting procedures, including but not limited to:

A. Dress Code

B. Code of Conduct

C. Identification Requirements

D. Visiting Room Procedures

APPLICABILITY

1. These procedures apply to all institutions/facilities with the Nevada Department of Corrections.

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2. This regulation requires an Operational Procedure for all institutions/[facilities](#)
 3. This AR requires an audit.

REFERENCES

ACA Standards 5th edition 5-ACI-2E-03, 5-ACI-4A-21, 5-ACI-5A-01, 5-ACI-7D-14, 5-ACI-7D-15, 5-ACI-7D-16, 5-ACI-7D-17, 5-ACI-7D-19, 5-ACI-7D-21, and 5-ACI-7D-22

James Dzurenda, Director

Date