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Joe Norwood, Secretary
Jay Shelton, Warden

Sam Brownback, Governor

DATE: October 25, 2016

TO: All Concerned

**FROM: Joel Hrabe, Deputy Warden
Norton Correctional Facility**

RE: NCF Central Unit and East Unit Minimum Outdoor Visiting

With the onset of winter, effective Friday, October 28, 2016, outdoor visiting will be limited to only those days when weather conditions permit comfortable visiting, and this will be at the discretion of the Shift Supervisor; The Shift Supervisor's decision will be final.

Visitors are allowed to bring in only store-bought, pre-packaged, pre-cooked food items to Minimum Visiting for consumption during visitation. A variety of fast food restaurants and stop-and-shop food stores in the community provide cooked items. Additionally, in Norton the Pizza Hut will continue to deliver to both the minimum and medium visiting rooms. ARAMARK Corporation also provides fast food options cooked on-site at both facilities. Visitors, please inquire with staff concerning food ordering procedures. There are microwave ovens in the Minimum Visiting rooms at both sites, available to warm up food items.

HOMEADE FOOD ITEMS ARE PROHIBITED.

As always, NCF G.O. 16-101 shall be in effect.

Visitors shall be subject to search in accordance with IMPP 12-115.

Any inmate or visitor violating visiting rules or regulations may be subject to disciplinary action and/or visitation restrictions pursuant to applicable policies and procedures.

TRAFFICKING IN CONTRABAND in a correctional institution is a felony, in accordance with K.S.A. 21-5914, and action will be taken against all violators.

Questions or concerns can be forwarded to the Warden's Office. We will again look at resuming outdoor visitation when Spring returns.

JBH/cdh

cc: File