



INDIANA DEPARTMENT OF CORRECTION

Providence Jr./Sr. High School
Pendleton Juvenile Correctional Facility
9310 S. State Road 67
P.O. Box 900
Pendleton, IN 46064
Phone: (765) 778-3778 Fax: (765) 778-5430

Dear Parent/Guardian or Eligible Student:

This is to advise you that pursuant to the Federal "Family Educational Rights and Privacy Act of 1974" (FERPA), and its implementing regulations parents/guardians and students under 18 years of age and students over 18 years of age ("eligible students") are entitled to certain rights with respect to a student's education records. These rights are set forth below:

1. Parents/Guardians and eligible students have a right to inspect and review the student's education records defined by law to include those records, files, documents, and other materials which contain information directly related to the student and are maintained by the facility. A parent/guardian or an eligible student shall make a request for access to that student's education records, in writing to the Supervisor of Education of the school at which the student is in attendance. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in any case, not more than forty-five (45) days after the request has been received.
2. Parent(s)/guardian(s) and eligible students are also entitled to challenge the contents of such records, to ensure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to ask for the correction or deletion of any such inaccurate misleading, or otherwise inappropriate data contained therein. Parents/guardians and eligible students are also entitled to notice of any decision by the school not to amend a student's education records as requested by the parent/guardian or eligible student, and of their right to a hearing regarding the school's denial of a request for such an amendment. Any questions concerning the procedure to be followed in making a challenge and/or requesting a hearing should be directed to the

Director of Education
Indiana Department of Correction
IGCS #329
302 W. Washington Street
Indianapolis, IN 46204

3. Parents/guardians and eligible students have a right that student education records, and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents/guardians or eligible students without the prior written consent of such parents/ guardians or eligible students except:



An Equal Opportunity Employer

a. As directory information unless the parent/guardian or eligible student objects by October 1 of each school year. School student directory information includes name, address, telephone listing, date and place of birth, and the name of the educational agency or institution previously attended by the student.

Parents/Guardians and eligible students may refuse to let the school designate any or all of the above information about the student as directory information. To refuse the inclusion of the information listed above a parent/guardian or eligible student may inform, in writing, the supervisor of education of that refusal.

b. Upon request, this School shall disclose educational records without the parents/guardians' or eligible student's consent to officials of another school district in which a student intends to enroll. This school will not notify you of its intention to forward educational records upon request.

c. To individuals employed by the School or the Indiana Department of Correction either as an administrator, supervisor, instructor, or support staff member including health or medical staff, custody personnel, IDOC employees when acting upon the behalf of the Department in the discharge of statutory duties and responsibilities, and individuals with whom the School has contracted to perform a special task (i.e., the school attorney, auditor, medical consultant or therapist) who have a legitimate educational need for access to such records. A legitimate educational need for any of these individuals to access a student's records without prior written consent of a parent/guardian or eligible student will be deemed to exist only when it can be shown that such access and disclosure is necessary and in accordance with the individual's job duties and/or responsibilities whether statutory or contractual, or

d. As otherwise expressly permitted by law.

4. Parents/guardians and eligible students have a right to obtain a copy of the school's policy and accompanying regulation pertaining to the confidentiality of student education records. A copy of said policy and regulation may be obtained from the Supervisor of Education of the school at which the student is in attendance.

If you feel that your rights under the "Family Educational Rights and Privacy Act of 1974" have been abridged as a result of alleged failures by the Indiana Department of Correction to comply with the requirements of FERPA, you may file a complaint with the

U.S. Department of Education
Family Policy Compliance Office,
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605.

Yours truly,



Steve White

Supervisor of Education, PNJCF

TO: PARENT(S) / GUARDIAN(S)

FROM: Tim Greathouse, Program Director

SUBJECT: ADMISSION AND ORIENTATION PROCESS

Your son has been classified to the Pendleton Juvenile Correctional Facility. He will be residing in the Admission and Orientation (A&O) Unit for approximately one (1) week. During this period, he will be participating in and completing an Orientation Program. The purpose of this process is to present him with an understanding of the expectations for him and from the staff and programs at Pendleton Juvenile Correctional Facility. He will receive a Pendleton Juvenile Correctional Facility handbook. Any student who does not understand English will receive translations in his own language. If a literacy problem exists, a staff member will assist him in understanding the orientation material.

The primary function of the Orientation process is to ensure that the student and his parent(s)/guardian(s) are informed of the process and have opportunities for asking questions and providing information. After being introduced to the A&O Unit staff, he will receive information regarding the following:

- a. Confidentiality;
- b. Classification, re-classification and appeal process;
- c. Juvenile Code of Conduct;
- d. Religion;
- e. Cultural diversity;
- f. Program model;
- g. Treatment Plan;
- h. Treatment Team;
- i. Level System and Length of stay information;
- j. Privileges and expectations;
- k. School schedule;
- l. Group schedule;
- m. Recreation schedule;
- n. Visitation schedule;
 - 1. Approved visiting list;
 - 2. Guidelines
- o. Personal items/clothing;
- p. Phone calls and mail;
- q. Student rights and responsibilities;
- r. Grievance procedure;
- s. Pendleton Juvenile Correctional Facility evacuation plan;
- t. Trafficking and contraband;
- u. Zero tolerance for fighting, battery and STG activity;
 - 1. Battery law and gang information sheet;
- v. Physical force policy/procedure;
- w. Escape law;
- x. Tort claims;
- y. Public Defender information;
- z. Temporary leave policy;
- aa. Transition process;
- bb. Parole and Discharge Process.

He will be assigned a Psychiatric Social Service Specialist during his time in Admissions & Orientation and you will be notified of the name and telephone number of this staff person. You are encouraged to make contact with the Psychiatric Social Services Specialist if questions should arise.

Health Care Services personnel will also present the Health Care Services Orientation Program to all new arrivals. Material covered will include hygiene, cleanliness, appearance, sick call procedures, sexually transmitted diseases, universal precautions, and HIV/AIDS education.

During this time, your son will be evaluated to determine his placement in the most appropriate programs based on his needs, and in accordance with the mission and goals of the Pendleton Juvenile Correctional Facility. Included in this period will be various educational, psychosocial and medical/dental evaluations. He will also be assessed for his recreational, spiritual, and vocational interests.

During the third week of the Orientation Process, your son will appear at his first Treatment Team meeting and before the Classification Committee to determine his new Housing Unit. In addition, the Treatment Team will determine the treatment, educational and programming needs that will be addressed during his stay at Pendleton Juvenile Correctional Facility. You are invited and encouraged to attend this meeting. After Classification, you will receive a letter from the Psychiatric Social Services Specialist in your son's newly assigned Unit. This letter will provide you with information regarding the Psychiatric Social Services Specialist's name, telephone number and hours of availability. You will also be advised of his treatment, educational and programming needs and areas of focus. After he is moved to his new Unit, your son will begin his treatment program immediately.

We at the Pendleton Juvenile Correctional Facility strongly encourage you to participate in your son's treatment programs. His Psychiatric Social Services Specialist will maintain regular contact with you during his stay here. Regular visitation is an important component of this process. **You will be required to participate in a parent/guardian orientation session prior to your first visit. These Parent Orientation sessions are offered beginning Saturday, February 4, 2006 every other Saturday starting at 8:30 A.M. and beginning 02-13-06 every other Monday at 5:30 p.m. Please contact (765) 778-3778 ext.# 2124, during the hours of 8:00a.m. to 4:00p.m. to schedule an appointment. On arrival contact Main Control and advise them you are here to participate in Parent Orientation. Picture ID is required.** Enclosed with this letter is a copy of the Pendleton Juvenile Correctional Facility Visitation Schedule. Please visit whenever possible.

Prison Rape Elimination Act (PREA)

The Division of Youth Services of the Indiana Department of Corrections is committed to providing a safe and secure environment in which students can work on their individual needs and issues and successfully return to their community. The Division of Youth Services adheres to a zero tolerance policy for any and all sexual activity at all facilities within the Division. To support this commitment the Division of Youth Services has implemented several reporting methods for students and families in case of a sexual incident:

- The Division of Youth Services has placed at every facility a student reporting system call the "Pound 22 System". A student can pick up any unit phone and dial # 22 and report sexual abuse or misconduct. All reports are taken seriously and investigated thoroughly. Students are encouraged to use this system to report sexual abuse issues or any issues or concerns they may have.
- All Division of Youth Services Staff receive PREA training and are ready to respond to any and all reports of sexual misconduct or abuse. All staff members are trained to respond immediately and report all incidents of sexual abuse or misconduct. Students reporting sexual abuse or misconduct will be free of any staff reprisals and will not have the report affect them negatively in any way.
- The Division of Youth Services has a grievance system at each facility. Students who do not feel comfortable using #22 or telling staff can use a grievance to identify sexual misconduct or abuse and submit the grievance into a confidential and secure location within the facility. All submitted grievances will be taken seriously and fully investigated.

Students who do not feel comfortable talking to staff or using the other reporting methods to report sexual abuse or misconduct can tell their family or community caseworker who can then forward the information to the Division of Youth Services for follow up. The Division of Youth Services takes all reports from outside agencies or entities very seriously and will investigate the claims thoroughly.

Regular mail correspondence is also encouraged, especially if you are unable to visit on a regular basis after completing the Parent Orientation session. It is important that your son receives letters of support and encouragement from family and friends. Also included in this packet is information regarding the Pendleton Juvenile Correctional Facility Mail, Money, Telephone, Contraband and Trafficking information and Personal Property Policies for your reference.

PENDLETON JUVENILE CORRECTIONAL FACILITY

Visitation is an important component in the treatment efforts directed to students at Pendleton Juvenile Correctional Facility. All appropriate and approved family members are encouraged to visit whenever possible. We offer a Parent Orientation that is required before any visits take place. The parent or legal guardian must attend this orientation before ANY visits take place. Parent Orientations are held on the following days and times:

Beginning Saturday, February 4, 2006 every other Saturday starting at 8:30 A.M.
and beginning 02-13-06 every other Monday at 5:30 p.m.

Once your son is assigned to his regular Housing Unit, additional persons may be allowed to visit. This includes stepparent(s), sibling(s) and or stepsiblings **living in the household**. Parent/guardian's live-in relationship (if they have lived together at least one (1) year) may be approved. Aunts and Uncles over the age of 21 may also be approved. Spouses of the students are allowed to visit. Children of the students are allowed to visit if the birth certificate identifies the student as the father. **Enclosed in this packet is State Form #14387, "Application For Visiting Privileges". This form must be completed and returned, prior to the Parent Orientation Visit.** Any individual not on the student's approved visitor's list will not be allowed to remain on the facility grounds during the visiting period. It will be the responsibility of the authorized visitor to arrange for such individuals to leave the grounds and return at the conclusion of the visit. If these arrangements cannot be made, visitation will not be allowed and it will be necessary for all individuals to leave the facility grounds.

Students may receive one (1) visit per week on one of the designated visiting days.

Student visitation is once every seven days. If a student has a visit on Tuesday his next eligible visit will be the following Tuesday. The visiting days and times are as follows: (Note: visitors should call ahead of time to confirm that student is allowed a visit.)

Sunday Morning: Odd Number Units (8:30a.m. to 11:00a.m.)

Sunday Afternoon: Even Numbered Units (1:00p.m. to 3:15p.m.)

Sunday Evening: Odd Numbered Units (6:30p.m. to 8:00 p.m.)

Monday Evenings: Even Numbered Units (6:30p.m. to 8:00 p.m.)

Tuesday Evenings: Odd Numbered Units (6:30p.m. to 8:00p.m.)

Thursday Evenings: Even Numbered Units (6:30p.m. to 8:00p.m.)

Friday Evenings: Odd Numbered Units (6:30p.m. to 8:00p.m.)

Saturday Morning: Even Numbered Units (8:30a.m. to 11:00a.m.)

Saturday Afternoon: Odd Numbered Units (1:00p.m. to 3:15p.m.)

Saturday Evening: Even Numbered Units (6:30p.m. to 8:00p.m.)
(Exception for parent orientation participants)

*** EXTRA VISITS THAT DO NOT COUNT FOR THE ONE VISIT A WEEK ARE AS FOLLOWS:(Last Tues of Each Month)**

Jan. 26, 2010 – Feb. 23, 2010 – Mar.30, 2010 – Apr. 27, 2010 – May 25, 2010 – June 29, 2010 – July 27, 2010 – Aug. 31, 2010 – Sept. 28, 2010 – Oct. 26, 2010 – Nov. 30, 2010 – Dec.28, 2010. Odd or Even Numbered Units (8:30 a.m. to 11:00 a.m. or 1:00 p.m. to 3:15 p.m.)

HOLIDAYS: Visitation time is 8:30 a.m. to 11:00 or 1:00 p.m. to 3:15 p.m.

New Year's Day – Friday – Jan. 1, 2010 Odd or Even Numbered Units

Martin Luther King, Jr. Day - Monday – Jan. 18, 2010 Odd or Even Numbered Units

Good Friday – Friday – April 2, 2010 Odd or Even Numbered Units

Primary Election Day – Tuesday – May 4, 2010 Odd or Even Numbered Units

Memorial Day - Monday– May 31, 2010 Odd or Even Numbered Units

Independence Day – Sunday/Monday – July 4, 5, 2010 Odd or Even Numbered Units

Labor Day – Monday, Sept. 6, 2010 Odd or Even Numbered Units

Columbus Day – Monday – Oct. 11, 2010 Odd or Even Numbered Units

General Election Day – Tuesday, Nov. 2, 2010 Odd or Even Numbered Units

Veteran's Day – Thursday - Nov. 11, 2010 Odd or Even Numbered Units

Thanksgiving Day – Thursday – Nov. 25, 2010 Odd or Even Numbered Units

Lincoln's Birthday – Friday – Nov. 27, 2010 Odd or Even Numbered Units

Washington's Birthday – Thursday/Friday – Dec. 23/24, 2010 Odd or Even Numbered Units

Christmas Day –Friday/Saturday – Dec. 24/25, 2010 Odd or Even Numbered Units

All visits are one (1) hour in length. Additional time may be granted to those traveling over one hundred (100) miles, dependent on room availability.

All visits will conclude at the designated time regardless of the time of arrival at the facility by the visitor(s). Visits may be terminated prior to the designated times to accommodate more visitors, should this situation arise.

The maximum number of individuals allowed to visit at one session is four. Children under the age of 12 months will not be counted as one of the four approved visitors, and only two (2) children under the age of twelve months will be permitted per visit. A parent or legal guardian must accompany visitors under the age of 18.

All visitors sixteen (16) or over will be required to produce a state issued picture identification before entry to the visiting area. Exceptions may only be granted by the Superintendent/designee. Visitors under the age of eighteen (18) must be accompanied by parent or guardian at all times while on PNJCF grounds. This procedure does not apply to a student's spouse who is under the age of eighteen (18) years. Based upon a request from the student, the Superintendent may grant an exception to this requirement. In cases where a parent or guardian cannot accompany a minor child, the Superintendent or designee may approve another responsible adult to accompany the child during the visit. In these cases, the accompanying adult must be on the student's approved visitor's list. Also, the minor child's parent or legal guardian must sign and have notarized State Form 48965, "AUTHORIZATION FOR MINOR CHILD TO VISIT", prior to the minor child being able to visit. This form is included with this information packet.

Upon arrival at the facility, please park in the designated area. You will then report to the Administration Building. A staff member will ask you: "Do you have in your possession any firearms, weapons, knives, ammunition, narcotics, medication, controlled substances, alcohol beverages, marijuana, tobacco or tobacco related items, money/currency, cameras, video or audio recording equipment or electronic devices?"

If the visitor responds negatively and no contraband or prohibited property is found in the search process, entry into the visiting room may be allowed. If the visitor responds affirmatively or contraband or prohibited property is found during the search process, staff shall advise the visitor that he/she will not be allowed into the visiting room.

If the visitor is in possession of prohibited property, the staff person shall advise the visitor what action (method of disposal of the prohibited property, such as putting in vehicle or a locker if available) may be taken so that the visit may proceed. If the property is contraband, the staff person shall notify his/her Supervisor immediately for instructions regarding how to proceed and whether law enforcement will be notified. Staff shall follow the facility's procedures for entry into the facility.

Additionally, all visitors shall be asked, "Are you or have you ever been an employee of the Department of Correction?" If the visitor answers affirmatively, facility staff shall determine whether the visitor has received the necessary approval as indicated in Procedure VI. If the visitor has not received the necessary approval, staff shall advise the visitor of the proper request procedures and deny entry until approval is obtained. If it is determined that the visitor has not been truthful, the Facility Head shall be notified. The Facility Head shall submit a written report to the appropriate Regional Director or Deputy Commissioner/Juvenile Services. All facilities shall be notified that the individual shall not be permitted entry into any department facility. The visitor shall have the right to appeal the decision to the Commissioner or designee. You will then sign in on the Visitor's Log and be escorted to the visiting area.

You are required to show one state issued picture identification, and may have up to twenty (20) dollars in coins per visiting family. Change will be in a small clear container (i.e. Ziploc baggie). If you have infants or toddlers, you may bring one baby bottle, one small toy and two diapers into the visiting area. No car or carry seat will be allowed in the visiting room. No food or drink will be allowed into the visiting area from outside the facility. Vending machines will be available in the visiting area, and you will use them at your own risk. No refunds will be given. If candy, snacks or pop is bought from the vending machines, those items are to be consumed in the visiting room and cannot be taken with the visitor upon leaving.

Physical contact is limited to an embrace and/or kiss at the beginning of the visit and an embrace and/or kiss at the conclusion of the visit. The student is to remain in their seat until their visitors have exited the visiting area and are secured beyond the sally port.

The facility does conduct random searches for contraband. If reasonable grounds exist, visitors may be asked to submit to a personal search. This includes small children (diapers may be searched), visitors in wheelchairs, and visitors with a medical appliance.

If you choose not to be searched, you will not be allowed to visit and you will be asked to leave the facility.

Additional conditions for visitation are as follows:

- Visits will not be split between visitors. Once a visit starts, no one else will be permitted to enter the visit.
- Visitors will enter the visiting areas at their own risk. The Department of Correction shall assume no responsibility for any injury.
- Visitors will not be permitted to re-enter the visiting area once they leave.
- Visitors will visit only the designated student.
- Visitors will wear clothing that reflects accountable standards, i.e. no bikini or halter tops, crop tops; no "hot pants", "no-shorts", mini-skirts, no shirts with offensive or gang related symbols, no bandanas or "do rags"; shoes and shirts are required. No jewelry is to be worn except wedding band or set. The Superintendent or Shift Supervisor will have final authority in decisions regarding acceptable dress.
- Visitors will supervise small children at all times.
- Visitors will remember that smoking or possession of tobacco products is prohibited in all buildings and on the grounds.
- Any person who is suspected of being under the influence of drugs or alcohol will be denied entry into the facility and will be required to leave the grounds.

VIOLATION OF THESE CONDITIONS FOR VISITATION COULD RESULT IN THE DENIAL OR TERMINATION OF A VISIT.

Should your son's behavior deteriorate to the point where segregation is required, visitation privileges may be lost or suspended. We suggest you call the facility and speak to the Lieutenant on duty to check your son's status prior to visiting, especially if you are traveling a long distance.

Visitors enter the facility and visiting area at their own risk and the department shall assume no responsibility for any injury or damage to property. Your cooperation during visiting will be appreciated.

CONTRABAND, TRAFFICKING, MAIL, MONEY, PERSONAL ITEMS AND PHONE CALL POLICIES

CONTRABAND AND TRAFFICKING

Contraband is defined as any item in the student's possession or brought on facility grounds without staff knowledge or approval. All contraband will be confiscated pending an investigation. All items determined to be contraband will be disposed of in accordance with Department of Correction policy. Examples of contraband include, but are not limited to, the following:

1. Fire producing materials, i.e., matches, lighters, cigarettes, etc.
2. Any type of weapon, blade, scissors, needles or glass items;
3. Book bags;
4. Any tools or keys;
5. Drugs (prescribed, illegal or over the counter), paraphernalia, any substance containing alcohol or derivatives;
6. Any jewelry other than an approved watch or item specifically authorized by the Superintendent. This includes all body jewelry;
7. Money;
8. Aerosol containers;
9. Credit cards or other non-approved negotiable instruments;
10. Any gum, candy or food item in your possession other than during approved meal and snack times. Food items are not allowed in rooms at any time;
11. Printed/written materials or illustrations referring to drugs, alcohol, sex, obscene language, violence, racism, or which contain gang or satanic symbols. Any items considered to be offensive are also prohibited.
12. CD's, cassettes, records or 8-track tapes.
13. Any item which could be used in an offensive, self-destructive or otherwise harmful manner.

TRAFFICKING

Trafficking with an incarcerated offender is strictly prohibited. It is a violation of state law (IC35-44-3-9) to knowingly or intentionally, without the prior authorization of the Facility Head (Superintendent) to:

1. Deliver, or carry into the penal facility with the intent to deliver to an offender of the facility any article into a facility, or
2. Carry, or receive, with the intent to carry out of the facility any article from an offender of the facility.

Trafficking is a Class A Misdemeanor; however, it is a Class C Felony if the article is a controlled substance or deadly weapon. Additionally, it is a Class C Infraction for a person to furnish an alcoholic beverage to a person confined in a correctional facility, unless the alcoholic beverage is prescribed by a physician or is distributed as a sacramental wine for a religious purpose by a minister, priest or rabbi.

MAIL

Students will have a limited amount of paper supplied for their use by the facility. They will also be allowed to purchase stamps and envelopes from Commissary. NO CASH IS TO BE SENT through the mail - only money orders will be accepted through the mail from anyone on the student's approved visitors list. Money orders are to be made out to the student, and will be deposited into his trust fund account. If money order received is not from a person on student's visitor list then the money order will be returned to the sender.

All books, magazines etc. must be shipped through the mail from the publisher. The facility has the right to confiscate any inappropriate materials.

MONEY

Students will receive .50 cents per day for attending school, cleaning their rooms and living areas and for participation in their treatment groups. This money will be placed into their Trust Account and any monies received via money order will be deposited into this account as long as the person sending the money order is on the student's visitor list. No personal checks or cash will be accepted. Students will have opportunities to purchase personal hygiene items through the facility commissary, after they are assigned to their permanent housing. Any monies deposited into their Trust Accounts can be used to purchase these items.

PERSONAL ITEMS

Personal items will be limited. The facility will provide the students with underwear, socks, uniform pants, shirts, coat and jacket/sweatshirt (seasonal). They will also be provided with the following personal hygiene items, if they are deemed indigent:
Shampoo, conditioner, bar soap, toothpaste and toothbrush.

They will be allowed to purchase a wide variety of hygiene and some personal items from Commissary.

Tennis shoes are on the Commissary List for your son to order.

Tennis shoes available on Commissary are as listed:

- New Balance priced at \$54.32

TELEPHONE CALLS

Your son will be allowed one phone call per week during the Arrival and Orientation phase. This will be a 15-minute collect call made to the parent / guardian approved by the Psychiatric Social Services Specialist. If you have a block on your phone, you are encouraged to remove it to allow your son an opportunity to contact you. Use of call waiting and three way calling services will result in termination of the phone call as well as jeopardize future calling privileges. Students are not allowed to use staff phones for calls. Parents, guardians, relatives or friends are not allowed to call the facility to speak to the students.

Once your son has been assigned to his regular housing unit, he will be allowed to place up to four (4) fifteen (15) minute calls per month. Additional phone calls may be considered in the event your son's Psychiatric Social Services Specialist or Team Member identifies a special need.

Pendleton Juvenile Correctional Facility has established a student calling system with a company that requires students to have a personal identification number (PIN) in order to place telephone calls. They will be advised of the rules governing proper use of the student calling system. Violation of these rules will be grounds for a loss of telephone privileges and/or disciplinary action to the student. Phone calls may be monitored and recorded at any time.

Students may designate up to ten (10) telephone numbers that they wish to call. This list will be subject to the approval of the Psychiatric Social Services Specialist/Treatment Team. Names approved will be in the

best interest of the student and of the safety and security of the facility, and may be limited to family members. Any decision to deny a telephone number will be documented in writing to both the student and to the person in whose name the telephone is listed.

The student may file a grievance regarding any denial in accordance with Policy 00-02-301, "The Offender Grievance Process". Also, the person whose telephone number was to be placed on the student's telephone list may appeal to the Commissioner or designee.

The cost of each phone call is established by AT&T for local and local-long distance calls and Secureus for long distance calls. The rates for these calls are as follows:

Secureus Long Distance only:

Local-long distance: .25 a minute w/no sur-charge

Out-of-state long-distance: \$1.75 to connect the call, and \$.25 for each minute thereafter.

Note: If your family are not outside the local calling area they will not qualify for the CALLED PARTY PREPAID.

AT&T Local and Local-Long Distance:

\$2.55 to connect the call and \$.30 for each minute thereafter.

All calls going out to the Anderson and Pendleton area cost a \$2.95 Flat rate.

Your son's Psychiatric Social Services Specialist or the Shift Supervisor will receive any incoming emergency telephone calls. These staff will determine the name and telephone number of the calling party and the exact nature of the emergency, and they will advise your son of the emergency as soon as possible. If it is determined appropriate, your son may be given permission to place a return telephone call. These telephone calls will not count against your son's regular four (4) phone calls.

In the event that your son becomes aware of a need to place an emergency telephone call, he may make a request to his Psychiatric Social Services Specialist or the Shift Supervisor. These staff will determine the immediacy of the request and will approve or deny the request. This type of call will not count as one of the four (4) regular calls.

We look forward to your son's eventual release and we will make every effort to return him with the skills necessary to ensure his success in the home and the community. Your assistance in this process is extremely important and greatly appreciated.

Should you have questions about this information, please contact your son's counselor.

Thank you.

R-4/6/10

Introducing
PREPAID CALLING
Now at Pendleton Juvenile Facility

Your friends and family have a new way to hear from you
and save money* too!

- Save the \$1.50 connect charge, and pay just \$0.25 per minute plus tax

Prepaid calling is available outside of the regional calling area
of this facility.

Here's how it works:

Step 1

Tell your family and friends to call 1-888-882-2325 Monday through Friday between 7:00 AM and 8:00 PM Central Time to open a prepaid account.

Your party will need to provide the call center representative with your DOC Number and your Bed Number.

Prepaid calling is also available for international called parties. Please have your friends or family members call 972-241-1535 and ask to speak with a Prepaid Billing Representative for details.

Step 2

Your family or friend sends payment to SECUREUS, Inc. by Western Union, cashiers check, money order, personal check or credit card. Accounts must be opened with at least \$20.00.

Step 3

After a prepaid account is established for your friend or family member, you will receive the authorization code and dialing instructions in the mail.

PLEASE NOTE:

Time limits, phone number restrictions, and monitoring will be the same for prepaid calls as for regular collect calls.

CELL PHONE CALLING

did
you
know?

Because of the change in calling patterns used by the friends and family members of our inmates, the Indiana Department of Corrections has put into place a system that will allow friends & family members to receive calls from incarcerated persons from any Indiana Department of Corrections facility on their cell phone. This new feature is now available.

If you wish to set up an account to receive calls on your cell phone, we have made the *AdvanceConnect* custom calling program available to you.

Cell Phone Account Activation

AdvanceConnect is a traditional prepaid, easy-to-use way of communication for friends and family members of inmates. By establishing a prepaid *AdvanceConnect* account, you do not have to worry about calls being blocked by your local carrier.

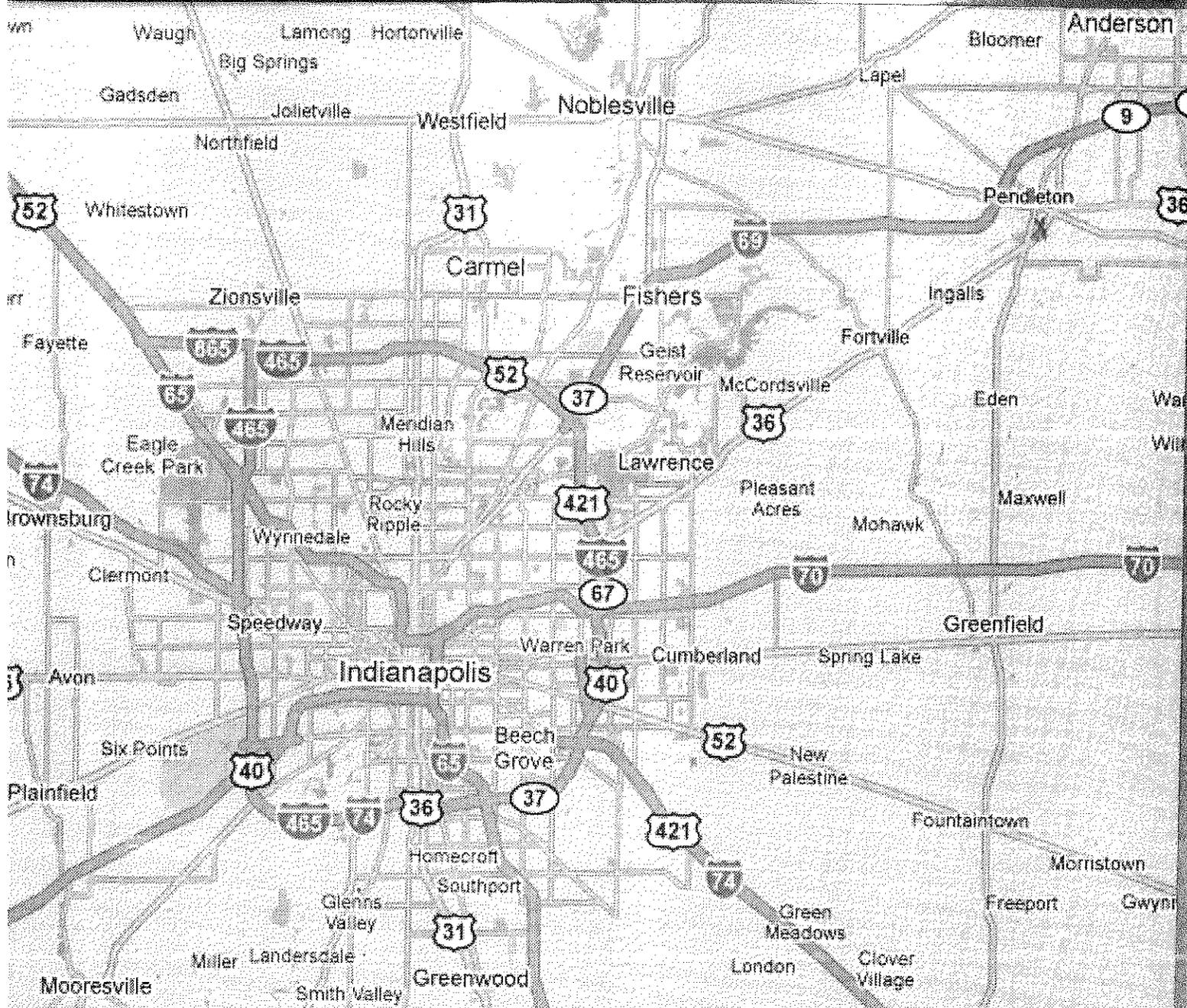
AdvanceConnect allows you to establish a prepaid collect account directly with Correctional Billing Services. Once established, you can then prepay using the USPS, the CBS E-pay option (check or credit card), or at nationwide electronic payment locations such as Western Union, for the collect calls you receive on your cell phone.

To open an *AdvanceConnect* account today call: 800.844.6591.



SECURUS
TECHNOLOGIES





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