PENDLETON CORRECTIONAL FACILITY

4490 West Reformatory Road, Pendleton, Indiana 46064 (765) 778-2107

VISITING REGULATIONS

Passes Written From: 8:00 A.M. TO 3:30 P.M. Visiting Hours: 8:00 A.M. TO 4:30 P.M. DAILY

The Pendleton Correctional Facility is located in Pendleton, Indiana on state Road 67 approximately twenty-five (25) miles north east of Indianapolis and approx. 5 miles south of Anderson. The Pendleton Correctional Facility encourages visiting; information regarding local transportation (Prison Visitation Shuttle Service) can be found posted in the visitors waiting area and the visiting room. Staff recognizes that through visitation, offenders are able to continue contacts with their family and friends that will aid them while they are incarcerated and will prove indispensable to them after they are released. Although the facility encourages visitation, security and the physical layout make it necessary to establish the following regulations:

1. ALL VISITORS REGARDLESS OF AGE MUST BE ON AN APPROVED VISITING LIST. THIS LIST IS ESTABLISHED BY THE OFFENDER THROUGH THE FACILITY. Offenders will not be forced to accept a visit and will be visited only by those persons listed on the approved visiting list.
2. All visitors aged sixteen (16) and over will be required to produce positive **STATE ISSUED** picture identification before entry into the visiting area. All minors under the age of eighteen (18) is required to produce their birth certificates. All visitors sixteen (16) to eighteen (18) years of age is required to provide both a positive **STATE ISSUED** picture identification as well as their birth certificates. Visitors under the age of eighteen (18) must be accompanied by a parent or legal guardian at all times while on state grounds. This procedure does not apply to an offender's spouse who is under the age of eighteen (18) years. Based upon a request from the offender, the Facility Head may grant an exception to this requirement. In cases where a parent or legal guardian cannot accompany a minor child, the Facility Head may approve another responsible adult to accompany the child during the visit. 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 actual visiting date.
    - **ALL MINOR VISITORS FROM BIRTH TO 18 YEARS OF AGE SHALL BE REQUIRED TO PROVIDE A COPY OF THEIR BIRTH CERTIFICATE. ALL MINORS SIXTEEN (16) TO EIGHTEEN (18) YEARS OF AGE MUST PROVIDE A STATE ISSUED PICTURE IDENTIFICATION AS WELL AS A BIRTH CERTIFICATE.**
3. Ex-offenders are not permitted to visit unless approved by the Facility Head. To obtain approval, the ex-offender must write the Facility Head requesting to visit and list the person(s) they wish to visit. Persons on parole or probation must include a written recommendation from their Probation or Parole Officer to the Facility Head. Ex-employees of the Department of Correction and current Department of Correction

Employees must have written approval from the Facility Head and the Commissioner before they may visit an offender. Once approved, Ex-offenders and Ex-employees must bring authorization letter with them to every visit.

4. Offenders will be permitted to receive one (1) visit every fourteen (14) days from the same individual (clergy included). Offenders residing in the Honor Dorm (B-Building) are permitted to receive one (1) visit every seven (7) days from the same individual (clergy included). Offenders will be restricted to two (2) visits per day; however, one of those two visits must include at least one (1) member of the offender's immediate family. Visitors will be restricted to one (1) visit per day. In cases where a visitor has two (2) or more immediate family members incarcerated at the same facility, the visitor may be permitted to visit the immediate family members on the same day. However, the visitor will not be allowed to visit all of the family members at the same time.
5. Only four (4) adults, plus children six (6) years of age or younger that can be held on the lap, will be permitted in any visiting situation. This means one (1) offender and three (3) adult visitors. Children too small to sit in a chair by themselves may sit on the offender or visitor's lap during the visit. **Three (3) children maximum @ a time may visit.**
6. Visiting time for contact visits is one (1) hour and may add an additional hour depending on the offender's conduct. Visiting time for non-contact visits is ½ hour. However, visiting time may be shortened if the Visiting Room is overcrowded.
7. All persons coming to the facility are expected to conduct themselves in a polite and orderly manner. Persons who are intoxicated or appear to be under the influence of drugs/alcohol will not be permitted to visit.
8. Kissing and embracing between visitors is permitted at the beginning and end of the visit. There shall be no kissing or embracing during the actual visit. Offenders may hold hands with their visitors during the visit; however, offenders and visitors shall not touch any other area of each other's body.
9. Special visiting situations may be granted with prior approval of the Unit Team Manager. The request must be made by the offender.
10. It is requested that visitors refrain from wearing the same type clothing worn by offenders (e.g. Khaki colored pants, white t-shirt, Khaki colored shirt).
11. All visitors shall be asked, "Do you have in your possession any firearms, weapons, knives, ammunition, cameras, audio or video recording equipment, paper currency, money orders, pagers, cell phones, narcotics, prescription drugs, controlled substances, alcoholic beverages, marijuana, or tobacco products?" Additionally, all visitors are asked, "Are you or have you ever been an employee of or incarcerated by the Department of Correction?"
12. **Visitors (including personal property and vehicles), are subject to search any time while on State property. Visitors shall be responsible for securing their vehicles.**
13. Visitors may only take a small amount of change ($20.00 limit per adult), wedding/engagement rings, handkerchief/Kleenex, medical I.D. bracelet/necklace, infant care items (one [1] receiving blanket, one [1] clear plastic bottle or clear plastic "sippy" cup, and one [1] pacifier) and the key to the visitor's locker into the visiting room. Nitro Pills (small amount), oxygen tanks, canes, wheelchairs, crutches may be taken into the visiting room upon inspection by the Information Desk Officer. Offenders are allowed to take into the Visiting Room one (1) handkerchief, wedding band/set, visiting pass, and facility I.D. card.

14. Lockers will be provided for the visitor's personal effects. **PLEASE BEAR IN MIND THAT SUBSTANTIAL SUMS OF MONEY OR OTHER VALUABLES SHOULD NOT BE BROUGHT INTO THE FACILITY. THE STATE OF INDIAN, DEPARTMENT OF CORRECTION, AND THE PENDLETON CORRECTIONAL FACILITY ASSUMES NO RESPONSIBLITIY OR LIABILITY FOR ANY ARTICLES PLACED IN LOCKERS IN THE FACILITY OR SECURED IN AUTOMOBILES IN THE PARKING LOT. VISITORS ENTER THE VISITING AREA AT THEIR OWN RISK. NO PERSONAL EFFECTS WILL BE HELD/SECURED FOR VISITORS AT THE INFORMATION DESK. CELL PHONES MUST BE SECURED IN VISITOR'S VEHICLE. NO CELL PHONES ARE ALLOWED TO BE STORED IN THE WAITING ROOM LOCKERS.**
15. PLEASE SEE ATTACHED HOUSE BILL 1256: **WITH THIS BILL THERE ARE STIFFER PENALTIES FOR ANY PERSON THAT ATTEMPTS TO TRAFFIC WITH AN OFFENDER OR JUVENILE INCARCERATED IN THE DEPARTMENT OF CORRECTION.**
16. INDIANA STATUTES: A person who, without the prior authorization of the person in charge of a penal facility, knowingly or intentionally: (1) delivers, or carries into the penal facility with intent to deliver, an article to an offender of the facility, or (2) carries or receives with intent to carry out of the penal facility, an article(s) from an offender of the facility, commits trafficking with an offender, a Class A Misdemeanor. However, the offense is a Class D Felony if the article is a controlled substance or a deadly weapon (IC 35-44-3-9).
17. IC 35-44-3-9 states:
    - (b) Except as provided in subsection (d), a person who, without prior authorization of the person in charge of a penal facility or juvenile facility knowingly or intentionally: delivers, or carries into the penal facility or juvenile facility with intent to deliver, an article to an inmate or child of the facility;
      - (1) carries, or receives with intent to carry out of the penal facility or juvenile facility, an article from an inmate or child of the facility; or
      - (2) delivery, or carries to a work site with intent to deliver, alcoholic beverages to an inmate or child of a jail work crew or community work crew; commits trafficking with an inmate, a Class A misdemeanor,
    - (c) If the person who committed the offense under subsection (b) is an employee of:
      - (1) the department of correction; or
      - (2) a penal facility; and the article is a cigarette or tobacco product (as defined in IC 6-7-2-5) the court shall impose a mandatory five thousand dollar ($5,000) fine under IC 25-50-3-2, in addition to any term of imprisonment imposed under IC 35-50-3-2,
    - (d) The offense under subsection (b) is a Class C felony if the article is:
      - (1) a controlled substance; or
      - (2) a deadly weapon.

    A person who commits a Class A misdemeanor shall be imprisoned for a fixed term of not more than one (1) year, in addition, he/she may be fined not more than five thousand dollars ($5,000), (IC 35-50-3-2). A person who commits a Class C felony shall be imprisoned for a fixed term of four (4) years, with not more than four (4) years added for aggravating circumstances or not more than two (2) years subtracted for mitigating circumstances. In addition, he/she may be fined not more than ten thousand dollars ($10,000). (IC 35-50-2-6)

It is a Class C infraction for a person to furnish an alcoholic beverage to a person confined in a penal facility. It is unlawful, also, for a person who has charge of a penal facility to knowingly permit a prisoner confined within his/her jurisdiction to receive an alcoholic beverage unless it has been prescribed by a physician as medicine for the prisoner (IC 7-1-5-10-16) or unless it is distributed as sacramental wine for a religious purpose by a minister, priest, or rabbi, (IC 7-1-1-2-3) (a) (3).

A person who commits a Class C infraction may be fined not more than five hundred dollars ($500) (IC 34-28-5-4) (c).

18. All visitors must be appropriately attired when visiting. Listed below is the dress code for visiting.
    a. Visitors may wear shorts, dresses, or skirts; however, the hemline must touch the knee caps. Dresses/Skirts may not have any slits and the hemline again must touch the knee caps. Dresses/Skirts must be loose enough for the officer at the Information Desk to be able to search using the squeezing technique completely around the leg, thigh, and groin area.
    b. Visitors are **NOT** permitted to wear tank tops, halter tops, tube tops, sheer/see through (meaning if undergarments or skin can be seen through the article of clothing it is not allowed) or low cut revealing clothing or heavily layered clothing.
    c. Visitors must wear a shirt/blouse with sleeves (if you raise your arm and you can see your armpit it is not allowed)
    d. Clothing items that advertize or depict tobacco, alcohol, or drugs are not permitted.
    e. **UNDERGARMENTS (BRA AND UNDERWEAR) MUST BE WORN!!**
    f. Head attire is permitted to be worn only if it is required as part of a religious practice. This item will be subject to being searched.
    g. Shoes must be worn; this includes children, with the exception of infants in arms. (**NO OPEN TOED or OPEN BACKED SHOES INCLUDING CROCKS!!) BOOTS MUST BE NO HIGHER THAN 8 INCHES. Shoes shall have a flat heel or no more than a two and one-half (2 ½) inch non-spiked type heel.**
    h. Outer coats and coat sweaters will not be permitted in the visiting area. Sport coats, blazers (if they are a part of a matching outfit/suit and don't have a hood) will be permitted. No hooded garments will be permitted in the visiting room. Light sweaters are permitted.
    i. Tight fitting (means skin tight or clothing that adheres to the skin); stirrup, lycra, spandex pants/shorts or leggings are not permitted in the Visiting Room.
    j. No jewelry, except a wedding band or set may be worn in the visitation area. Exception being medical alert jewelry. **PERMANENT PEIRCING IMPLANTS WILL NOT BE PERMITTED!! ONLY JEWELRY PERMITTED WILL BE WEDDING BAND/SET OR MEDICAL ALERT JEWELRY.**
    k. **ABSOLUTELY NO HOLES IN THE CLOTHING. THIS INCLUDES FACTORY MANUFACTURED CLOTHING THAT HAS HOLES!!**
    l. The Superintendent or designee may cancel a visit if the visitor's attire is considered inappropriate.
19. Seating arrangements will be designated by the Visiting Room Officer. Offenders and visitors are not permitted to wander from one visiting area to table to another. **(THERE IS TO BE NO COMMUNICATION BETWEEN OTHER VISITORS AND OFFENDERS WHILE IN THE VISITING ROOM)**
20. Children under the age of eighteen (18) must be accompanied by an adult visitor. A visitor leaving the Administration Building during a visit is not permitted back into the Visiting Room.

21. Vending machines are provided in the Visiting Room for your convenience. No beverages, cups, or other vending machine items may be taken into or out of the Visiting Room. Offenders are not permitted to go to or use the vending machines. **(PLEASE NOTE: PENDLETON CORRECTIONAL FACILITY STAFF ARE NOT RESPONSIBLE FOR THE VENDING MACHINES. SHOULD YOU HAVE A PROBLEM OR NEED A REFUND YOU ARE TO ASK THE OFFICER AT THE DESK FOR A REFUND SLIP AND DEPOSIT IT IN THE BOXES PROVIDED.)**
22. If a visitor or offender is found to be trafficking, the evidence shall be turned over to the Indiana State Police with a recommendation that the matter be prosecuted to the fullest extent. In addition, any visitor caught trafficking shall be permanently banned from visiting any offender in the Department of Correction and any Department Facility.
23. Visitors are responsible for the behavior and control of the minor children. If minor children are a major disruption, visitors may be requested to leave the facility and the visit will be terminated.
24. The following items are **NOT** permitted on State property at any time: firearms, ammunition, weapons/knives, illegal substances (e.g. marijuana), narcotics/controlled substances, alcohol. While cameras, video/audio equipment, cell phones/chargers are not prohibited from State property, they may not be used and must be locked/secured in your vehicle at all times.

    THE PENDLETON CORRECTIONAL FACILITY IS A TOBACCO FREE FACILITY. TOBACCO PRODUCTS AND PARAPHENALIA ARE NOT AUTHORIZED.

25. Any offender found to be engaging in trafficking or using or in possession of a controlled substance shall have his visiting privileges restricted to "non-contact" visits only. The first offense, the "non-contact" visits shall be for a period of six (6) months; second offense – twelve months (12); any further offenses permanently.
26. Visitation time for Segregation Units, Disciplinary Segregation (D/S), Hospital Restraint Unit (HRU), Protective custody (P/C) Units, and Administrative Segregation (G-A/S) Units shall be for ½ hour NON-CONTACT visitation and according to the following schedule:

G-A/S Unit (C-Block):	Tuesday/Thursday
G-A/S Unit (D-Block):	Monday/Wednesday
P/C Unit:	Monday/Thursday
HRU:	Seven (7) days a week – IF the offender is allowed to receive visits, the visit will be NON-CONTACT. It is suggested that the visitor call the facility in advance to determine if a visit will be approved. Visiting privileges for HRU offenders will be on a case by case basis.

27. Visitors must remain seated until the offender has left the visiting room and cleared the strip search booth. NOTE: "Official" visitors will be allowed to leave the visiting area as soon as the offender leaves."
28. Should a visitor have to leave the visiting room to utilize the restroom, their visit shall be cancelled at that time.
29. **ALL VEHICLES MUST BE SECURED AT ALL TIMES (WINDOWS ROLLED UP, DOORS LOCKED).**

FOR ADDITIONAL INFORMATION INCLUDING ANY CURRENT VISITING MODIFICATIONS/RESTRICTIONS THAT MAY BE IN EFFECT, CALL THE PENDLETON CORRECTIONAL FACILITY, "OFFENDER VISITATION INFORMATION LINE" AT (765) 778-2107, EXTENSION 1392. ATTORNEY'S AND OTHER OFFICIAL VISITORS NEEDING TO SCHEDULE VISITS WITH OFFENDERS SHOULD CALL (765)778-2107, EXTENSION 1297.

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Dushan Zatecky, Superintendent

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Date