

## INDIANA DEPARTMENT OF CORRECTION VISITING RULES

(Attachment to Administrative Procedure #02-01-102, "Offender Visitation")

(Specific rules for CIF (item # 20) are included at the end of this document. The CIF rules were revised on 08-03-2016)

Visitation with offenders committed to the Indiana Department of Correction is a privilege. Visitation may be restricted, denied or suspended if an offender and/or visitor does not follow the Department's visitation rules.

### The following are the rules that a visitor must follow in order to be allowed to visit with an offender:

1. **VISITORS LIST:** In order to visit an offender, the visitor must be on the offender's visitors' list. The offender has been given information on how to place individuals on their visitation list. If you are uncertain as to whether you are on the offender's visitors list, please contact the offender you wish to visit. Do not call the facility for this information; it cannot be given over the phone.
2. **LIABILITY:** Visitors enter Department Facilities and the visiting areas at their own risk. The Department of Correction will assume no liability for any injuries or damage or loss of property as a result of a person entering a visiting area or any other area within a facility.
3. **SEARCHES:** All visitors entering a Department of Correction facility shall be minimally subject to a modified frisk search by staff which shall include the breast and groin area being physically searched. Additionally, visitors entering visiting areas shall be subject to additional searches using metal detectors and cell sense equipment. Specially trained search dogs (K-9s) may be used as a part of the search process both prior to a visitor entering the visiting area and in the actual visiting room during visits. Any person refusing to be searched at any time shall not be permitted to enter the facility and a visit may be terminated if a visitor refuses to be searched or contraband or prohibited property are found on the visitor or in the visitor's property. If a visitor does not wish to be searched either by hand or by using other means, the visitor should not attempt to enter a Department of Correction facility.
4. **REGISTRATION:** Visitors must register with staff prior to entering the visiting area. Visitors will be required to sign the entry log and be approved for the visit before they will be allowed to enter the visiting area.
5. **IDENTIFICATION:** All visitors who are 16 years old or more shall be required to show a picture identification. All visitors must present a valid identification each time they visit. The only form of identification accepted by the DOC is:
  - a valid driver's license from the state of residence
  - a valid state photo identification card from the state of residence
  - a valid photo military identification card (active duty only)
  - a valid passport.
6. **CHILDREN:** Visitors under the age of 18 years of age must be accompanied by their parent or legal guardian at all times while on facility grounds. Children shall not be left alone or in vehicles at any time while on facility grounds. Parents or legal guardians shall be responsible for the behavior of their children and a visit may be ended if the children become disruptive.
7. **DRESS STANDARDS:** Visitors shall wear clothing that poses no threat to the security, custody or maintenance of order at the facility. A Visitor may be turned away by Custody Staff if the clothing is considered to be inappropriate or to be a security risk. The following standards are to be met:
  - Undergarments must be worn at all times.
  - Shoes must be worn, except for infants who are carried.
  - Tight fitting, such as stirrup, lycra pants, or leggings, yoga pants, tight jeans and spandex shall not be worn.
  - Dresses, skirts, or shorts must be no shorter than two (2) inches above the knee and not have deep slits.
  - Halter or tank tops, tube tops, sheer, see-through, or low-cut clothing is not permitted.
  - All visitors must wear a shirt/**blouse** with sleeves.
  - No jewelry, except a wedding band or set, may be worn in the visitation area.
  - Hats, hoods or other head coverings are not permitted, except as required by religious beliefs.
  - No outerwear ie; coats, jackets, track jackets, fleece jackets etc. will be permitted in the visiting area. No torn or ripped clothing or clothing with holes is allowed/holes created by the manufacturer will not be allowed
  - Clothing which is similar to the offender's clothing may not be worn.
8. **ITEMS NOT PERMITTED:** Visitors shall not be permitted to possess or carry the following items into the visiting area: Firearms, weapons, knives, ammunition, narcotics, medication (unless the medication is life-saving or life-sustaining, such as nitroglycerin pills, oxygen bottles, bee sting kits, inhalers, etc), controlled substances, alcoholic beverages, marijuana, tobacco and tobacco related items, cameras, video and audio recording equipment and electronic devices, including, but not limited to: cameras, cellular telephones, pagers, blackberries, radios, tape recorders, etc. Visitors may not carry anything into the visiting area except one (1) clear, plastic baby bottle and/or pacifier. **If life-saving or life-sustaining medication is brought to the facility, the visitor must advise the staff at the visiting desk that they are carrying such medications.**
9. **MONEY/VENDING:** Each adult visitor shall be permitted to bring up to \$ 20.00 (coins only) into the visiting area to be used to purchase items from vending machines for themselves and the offender to be consumed during the visit. These coins are required to be kept in the supplied tote and not in a visitor's pocket. Visitors shall not give any money to an offender. Giving money to an offender shall be considered trafficking and shall cause the visit to be stopped and the visitor restricted from visiting the offender in the future. Items purchased from vending machines inside the visiting room shall be removed from the original package and placed on a supplied plate. Once this is done the packaging shall be thrown in the refuse bin next to the visiting room officer's desk. The plate with vending items on it can now be passed to the offender. This is the only time food is to be passed between visitor and offender, food shall not be shared. If more food is purchased the same process shall be followed and a new plate shall be used.
10. **EX-OFFENDERS:** Visitors shall be asked whether they are or have been committed to the Department of Correction. Visitors who are on parole, probation or under the supervision of a court shall not be permitted to visit an offender without the prior approval of the Superintendent of the facility and the supervising Parole Agent, Probation Officer, or Court Officer.
11. **DEPARTMENT OF CORRECTION EMPLOYEES:** Visitors shall be asked whether they are current or past employees of the Department of Correction. Current employees of the Department of Correction must have the prior approval of their agency

head (Superintendent, Parole District Supervisor, etc.) and the Superintendent where they intend to visit before visiting with any offender. Previous employees of the Department must have left the Department at least one (1) year prior to the visit. Previous employees who have been terminated from their employment with the Department or who resigned prior to being terminated or while under investigation for violating a Department procedure shall not be permitted to visit any offenders.

- 12. CONTACT BETWEEN OFFENDERS AND VISITORS:** Offenders who have “contact” visits may embrace (hug) and kiss at the beginning and at the end of the visit. During the visit, the only contact permitted is holding hands. Small children may be permitted to sit on the lap of the visitor or offender. Any improper contact between an offender and visitor shall be grounds for stopping the visit immediately and possible restrictions on the visitor’s ability to visit the offender. Some offenders are restricted to “non-contact” visits. In these cases, there shall be no physical contact (touching) between the offender and the visitors.
- 13. SEX OFFENDER VISITATION:** Offenders who have been convicted of sex crimes involving persons under the age of 18 years old may be denied visitation with any persons under the age of 18 years old. In these cases, the offender shall be made aware of this restriction and may appeal the decision to deny these visits. Visitors should be aware of this restriction before attempting to bring persons under the age of 18 years old to visit.
- 14. TRAFFICKING:** The giving or receiving of any item(s) to/from an offender without the prior approval of staff shall be considered trafficking. Visitors caught trafficking with offenders shall be subject to arrest and criminal prosecution and the permanent denial of visits with any offender under the jurisdiction of the Department of Correction. The only exception to this rule is that a visitor may purchase soft drinks or snacks from the vending machines in the visiting area and share them with the offender. The offender shall not be permitted to take anything out of the visiting area when the visit is finished.

- 15. VISITING HOURS:** The minimum visiting hours in Department of Correction facilities are:

A. Medium and Maximum Security Adult Facilities: 9:00 a.m. to 3:00 p.m. (6) days per week.

These hours are the normal minimal visiting hours at the Department’s facilities. **Please contact the offender that you wish to visit to ensure that they are eligible for visits and the specific times when they may have visits. Also, you may check the visiting hours for the specific facility at the Department of Correction’s Internet site ([www.in.gov/idoc](http://www.in.gov/idoc)).**

- 16. PUBLIC TRANSPORTATION:** Some Department of Correction facilities have public transportation available to the facility. Information is provided at the facility to the offender population if public transportation is available. There may be a cost for the use of this transportation and the Department of Correction does not endorse or claim any liability for the use of the transportation provider. Please contact the offender that you wish to visit to obtain specific information regarding any types of transportation that may be available to the facility where the offender is housed.
- 17. DIRECTIONS:** If you plan to drive to the facility where the offender is housed, you may check the Internet site for the Indiana Department of Correction ([www.in.gov/idoc](http://www.in.gov/idoc).) and find the directions under the name of the facility you wish to visit.
- 18. TERMINATION OF VISITS:** The Superintendent of the facility or staff designated by the Superintendent may terminate a visit at any time if they believe that ending the visit is in the best interests of the safety and security of the facility or the persons involved.
- 19. SUSPENSION OF VISITING PRIVILEGES:** The Superintendent of the facility may temporarily or permanently suspend a person’s visiting privileges for violation of these rules, violation of Department of Correction or facility procedures, or if it is in the best interests of the safety and security of the facility or persons involved. In cases where a suspension is for 60 days or more, the visitor shall not be permitted to visit any offender or Department facility until the suspension has been lifted. Visitors shall be notified in writing of any suspension of visiting privileges and shall be permitted to appeal the suspension to the appropriate Executive Director of Adult Facilities or Executive Director of Juvenile Services.

- 20. SPECIFIC INFORMATION AND RULES FOR THE CORRECTIONAL INDUSTRIAL FACILITY:**  
**Visiting hours for the Correctional Industrial Facility are Monday through Sunday (EXCLUDING Wednesdays) 9:00 AM to 3:00 PM. Monday through Friday (3) hour time limit on visitation (space permitting), Saturday, Sunday and holidays (2) hour time limit on visitation. CIF DOES NOT HOLD VISITS ON WEDNESDAYS**

Those arriving after 2:30 PM on visiting days will not be allowed to visit, due to time restraints. Offenders may receive one visit per day. Normally, Visitors are limited to one visit every fourteen (14) days (from the same individual). Offenders in the Honor Dorm visits from the same visitor every (7) days. Visitors may use the restroom facilities located in the Lobby (Administrative) area before entering. Once inside the visiting room visitors will be allowed (1) restroom break, if a second one is needed their visit shall be terminated when they leave the visiting room. Restroom breaks will not be allowed on weekends and holidays, visits will be terminated when a visitor leaves to go to the restroom during these days. Lockers are provided in the lobby area for visitors’ personal effects. (CIF accepts no responsibility for items left in the lockers or in your vehicle.)

**Visitors are to remain seated after their visit is over until the offender they are visiting has been searched and released from the visiting room.**

All questions or requests concerning visiting, the visiting rules, or any special visit requests can be discussed between the Offender and his Counselor, or may addressed by the Visitor to the Custody Staff at the Visitor Processing area before the visit commences.

Facility address: Correctional Industrial Facility  
5124 West Reformatory Rd  
Pendleton, IN 46064

Offender address: (Offender name and DOC number)  
5124 West reformatory Rd  
Pendleton, IN 46064