Miami Correctional Facility
Visiting Rules
October 2010

Miami Correctional Facility encourages visitation to maintain family ties. To make visitation a positive experience, as well as to ensure the security requirements of the facility, it is necessary to establish rules:

1. INDIANA STATUTES: A person who, without prior authorization of the person in charge of the penal facility, knowingly or intentionally (1) delivers or carries into the penal facility, or (2) carries or receives with the intent to carry out of the penal facility, an article from an offender, commits trafficking, a Class "A" Misdemeanor. However, the offense is a Class "D" felony if the article is a controlled substance or a deadly weapon (IC 35-14-3-9).

2. Visitors enter the facility at their own risk. The Indiana Department of Correction and Miami Correctional Facility shall assume no responsibility for any injury, or damage to or loss of property. All persons are expected to conduct themselves in a polite and orderly manner. Persons who have been drinking, or appear to be under the influence of intoxicants will be asked to leave. If they do not comply, the Indiana State Police will be notified immediately.

3. ALL visitors must be listed on the offender's Visiting List. This includes all minor children. Visitors age sixteen (16) or older must have a current, valid, photo ID (i.e. State ID, Military ID, or Passport). Visitors under the age of sixteen (16) will be given a computer generated ID number and will be logged in as a visitor. All visitors, including their person, property, and vehicles are subject to search at any time. Refusal to submit to search shall be grounds for denial of visitation and for the suspension of future visits. Surveillance equipment is in use.

4. A visitor may only be on the Visitation List of one offender at a time. Approval may be granted to be on more than one offender's Visitation List if the visitor is immediate family to each of the offenders. Approval to be on multiple Visitation Lists must be approved by the facility Superintendent. Offenders should discuss this process with their Unit Counselor.

5. A parent or legal guardian must accompany visitors under the age of eighteen (18), unless the visitor is the spouse of the offender. In instances where the parent or legal guardian cannot accompany a minor, the Superintendent may approve another responsible adult to accompany the minor. In these instances, the minor's parents or legal guardian (not the offender) must complete State Form 38965, "Authorization for Minor Child to Visit", have it notarized, and mail it to the Superintendent/designee for approval before the minor's visit. The accompanying adult must also be on the offender's visitor list.

6. Any person who accompanies an authorized visitor, who is not authorized to visit an offender, shall remain in the Visitors' Waiting Area. AT NO TIME SHALL ANY PERSON BE ALLOWED TO WAIT IN A VEHICLE PARKED ON FACILITY GROUNDS DURING VISITING HOURS.

7. Visitors shall be responsible for the supervision and control of their children's behavior. Visitors must arrange for the supervision of any children not allowed in the visitation area. Unsupervised children are not tolerated, and will result in denial of visitation. Childcare services are not provided. Abuse of children and adults is subject to prosecution.

8. An ex-offender or person known to be under indictment for criminal charges including misdemeanors shall not be permitted to visit without the prior written approval of the Superintendent/Designee. Authorization will be considered after the ex-offender has been released from parole or probation supervision for a period of one (1) year. The Parole/Probation Officer must submit written authorization to the Superintendent, who will make the final determination for approval/denial. If approved, such visits shall be limited to immediate family members.

9. Ex-employees shall not be permitted to visit unless approved by the Superintendent and the Commissioner/Designee.

10. Offenders who have been adjudicated and/or convicted of a sex offense against a minor shall not be permitted visits with individuals under the age of eighteen (18).

11. Clergy and attorneys will comply with visitation policy. Visiting hours for Religious Volunteers approved for the offender's visiting list by the facility Chaplain, will not exceed one (1) hour in length, and will not interfere with the regular visitation hours. The Superintendent must approve exceptions to this rule.

12. Visitation days and hours are subject to change. It is the offender's responsibility to notify potential visitors of any changes. Visitors are advised to arrive early enough to allow ample time for registration and processing prior to the anticipated visit. Visitors arriving thirty (30) minutes before the end of visiting hours will not be permitted to visit. Visitors are urged to call prior to visitation to avoid a wasted trip due to lockdowns, etc.

    Visiting hours for Minimum Housing: Tuesday, Thursday, and Friday 6:00 PM to 9:00 PM. Saturdays, Sundays, and Holidays – 9:00 AM to 3:00 PM. No visits will be permitted on Monday or Wednesday.

    Maximum Housing: Daily, except Wednesday, 8:00 AM to 3:00 PM. Special Control Unit (SCU) Wednesday 9:00 AM to 3:00 PM.

13. The maximum number of visitors allowed to visit at one time (contact or non-contact visitation) will be three (3) persons (excluding infants held on laps). Children capable of sitting alone in a chair will be counted as one (1) of the three (3) allowable visitors. At least one (1) of the visitors must be at least eighteen (18) years of age and minor children must be with their parent or an adult pre-approved to escort the minor. Due to space limitations in the non-contact visiting area, only one (1) lap child will be allowed and visitors will share the communication phone. Visitors in either visiting room are only to communicate with the offender they are visiting. Communicating with other offenders is cause for termination of the visit.

14. An approved visitor may visit once every fourteen (14) days unless otherwise approved. All visits (contact or non-contact) are two (2) hour in length. However, with time and space permitting, each visit will be extended up to one (1) additional hour, totaling three (3) hours. Extended visitation may not always be possible regardless of distance traveled or special visits. Officers are authorized to provide visits for as many persons as possible within the limits of daily visitation hours.

15. The Visiting Room Officer will designate seating arrangements in either visiting area. Offenders are to remain seated at all times. Visitors in contact visitation shall sit on opposite sides of the table from the offender. Kissing and embracing between offenders and female visitors is permitted only while the individuals are standing at the beginning and end of the visit. Female visitors may hold hands with the offender as long as their hands remain on top of the table. Prolonged, lingering embraces and/or kissing are prohibited.

16. ALL visitors, including children, must wear shoes, with the exception of infants-in-arms. All shoes are removed, scanned, and returned to the visitor prior to entering the Visiting Room. Hair and mouth can be inspected, as well.

17. NO drink items are allowed to be brought on-grounds. Vending machines are provided. Offenders are not permitted to handle money. Unfinished vending machine items must be discarded prior to leaving the Visiting Room. Offenders in non-contact visitation are not eligible to receive drinks or snacks.

18. ALL visitors are subject to search for prohibited items. Lockers are provided for personal effects not permitted in the Visiting Room. Electronic devices, including cell phones, pagers, MP3 players, radios and games are to be secured in the person's vehicle before entering the building. Beyond authorized clothing, articles permitted to wear/take into the Visiting Room are:

    a. Medical Alert Jewelry (bracelet or necklace)
    b. Wedding/Engagement rings
    c. Handkerchief/Kleenex (no bandannas)
    d. Locker Key
    e. Infant Care Items (1) plastic bottle, (1) blanket, and (1) pacifier
    f. Medication: Nitro pills and liquid, asthma inhaler, oxygen tank, wheelchair, cane, crutches, and walker.
    g. Change: Twenty Dollars ($20.00) per person, maximum of sixty dollars ($60.00) per group. A change machine is located in the Visitor Waiting area.

19. Visitors shall wear clothing that reflects the acceptable standard of Miami Correctional Facility, and must be appropriately attired. Non-compliance with the dress code will result in denial or termination of the visit.

    a. ALL visitors must wear shirts. Sleeveless shirts, tank tops, low cut, or sheer blouses are not permitted. Shirts bearing logos or messages regarding tobacco, drugs, or alcohol are not allowed.
    b. Shorts are permitted, however, shorts must be cut no higher than two (2) inches above the knee for adults and children. Skirts and dresses with short hemlines are not permitted.
    c. ALL female visitors twelve (12) years of age or older shall wear a brassiere or another support garment that contours the bust. In addition, halter tops, leotards, or other body-hugging clothing IS NOT permitted. Undergarments are to be worn AT ALL TIMES.
    d. Head attire required for medical purposes or for religious practices is permitted, however, this item is subject to search.
    e. Heavy outer clothing (coats) are not permitted in the Visiting Room. Suit or sport coats, sweats jackets, sweaters, vests, etc. are permitted as long as Visitor Processing staff can inspect them by pat search or by sending the garment through the x-ray machine. The garment must be worn by the visitor throughout the visit.

20. The use of the restroom prior to the start of a visit is strongly encouraged. Offenders or Visitors needing to use the restroom during the visit, including infants requiring a diaper change, may do so. However, the visit will be cancelled.

21. The above is a summation of the primary visiting rules. Staff may advise you of other rules not contained herein. Please feel free to ask questions as they arise. Instructions from staff are not subject to debate.

DRUGS, ALCOHOL, TOBACCO, AND/OR WEAPONS ARE PROHIBITED ON STATE PROPERTY, INCLUDING BUILDING, PARKING LOTS, OR OTHER GROUNDS OWNED OR CONTROLLED BY THE STATE. CELL PHONES MUST BE SECURED IN VEHICLE.

ADDRESS: Miami Correctional Facility
3038 West 850 South
Bunker Hill, IN 46914-9810

765-689-8920

Approved By: Mark R. Sevier, Superintendent (Signature on File)
October 2010