GUIDELINES FOR VISITORS

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 put someone on his/her visitors 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 frisk search by staff which shall include the breast and groin area being physically searched. With the visitor's consent, this search may be conducted by staff of either gender. Additionally, visitors entering visiting areas shall be subject to additional searches using metal detectors and ion scanning 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 valid identification each time they visit. The only forms of identification accepted by the DOC are:

- valid driver's license from the state of residence
- valid state photo identification card from the state of residence
- valid photo military identification card (active duty only)
- 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 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. 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 pants, such as stirrup, lycra pants, or leggings, 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 or other head coverings are not permitted, except as required by religious beliefs.
- No heavy coats or sweaters will be permitted in the visiting area.

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 and one (1) diaper. 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**: 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. 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.

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. Restroom breaks may be authorized, however visitors will be subject to the entire search process.

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. six (6) days per week.

B. Juvenile and Minimum Security Adult Facilities: Two (2) evenings per week (after 5:00 p.m.) and 9:00 a.m. to 3:00 p.m. on weekends.

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 he/she is eligible for visits and the specific times when he/she 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.)

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 telephone the facility for the driving directions or you may check the Internet site for the Indiana Department of Correction (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 PROVIDED BY THE OFFENDER OR FACILITY**:

WABASH VALLEY CORRECTIONAL FACILITY

MEMORANDUM

TO: All Concerned Staff

FROM: Richard Brown
Superintendent

DATE: April 4, 2012

SUBJECT: Changes in Visiting Rules

Please be aware effective 4-11-12, visitors will no longer be allowed to use the visitor restrooms in the SCU, South and North visiting rooms. If a visitor has to use the restroom they will be given an option of terminating the visit and exiting the facility or return to V.P. and use the restroom there. If the visitor exits the visiting room to use the restroom at V.P. then they must go through the entire pat down procedure prior to returning to the visiting room to continue with their visit. The visitor may only leave the visiting room to use the restroom at V.P. one time. If the visitor indicates they need to use the restroom a second time and leaves the visiting room then the visit shall be terminated.

Visitors in JHU shall be allowed the opportunity to use the restroom one time while on a visit. Due to the physical plant, the visitor will be allowed to use the restroom in JHU. However, the restroom must be kept locked at all times and a staff member must inspect the bathroom prior to the visitor entering and immediately after the visitor exits the restroom.

Staff processing visitors into the facility must advise the visitors of the procedure to allow them the opportunity to use the restroom prior to entering for the visit.

This process is being implemented to reduce contraband from entering the facility.

I appreciate the efforts of all involved.

RB/ja
cc: file