



**STATE OF INDIANA
Department of Correction**

Indiana Government Center—South

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**INDIANA DEPARTMENT OF CORRECTION
POLICY AND ADMINISTRATIVE PROCEDURE 02-01-102
OFFENDER VISITATION
ATTACHMENT III
“VISITATION RULES”
October 1, 2017**

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

The following rules must be followed in order to visit with an offender:

1. **VISITOR’S LIST:** In order to visit an offender, all visitors must be on the offender’s approved visitors list. The offender has been given information on the process for adding visitors to his/her visiting list. If you are uncertain as to whether you are on the visitors list, please contact the offender you wish to visit. This information cannot be given over the telephone.
2. **LIABILITY:** Visitors enter Department facilities and visiting areas at their own risk. The Department will assume no liability for any injuries, 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 facility shall be minimally subject to a frisk search by staff which shall include the breast and groin areas 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 other approved devices. Specially trained search dogs (K-9s) may be used as part of the search process, both prior to a visitor entering the visiting area and in the actual visiting area 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/prohibited property is found on the visitor or in the visitor’s property. If a visitor does not wish to be searched by hand or any other means, the visitor should not attempt to enter a Department 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 being allowed entry to the visiting area.
5. **IDENTIFICATION:** All visitors 16 years old or older shall be required to show photo identification. All visitors must present valid identification each time they visit. All minors shall present a valid birth certificate each time they visit. The only forms of identification accepted by the Department are:
 - A valid driver's (operator's) license from the state of residence
 - A valid state photo identification card from the state of residence
 - A valid military photo identification card
 - A valid passport
 - A valid government photo identification card (including foreign governments)
6. **CHILDREN:** Visitors under the age of 18 years 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.

In cases where a parent or legal guardian cannot accompany a minor child, the Warden may approve another responsible adult to accompany the child during a visit. The adult shall be required to present a signed, notarized State Form 48965, "Authorization for a Minor Child to Visit," each time the child is brought for visitation.

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 shall be worn at all times
 - Shoes must be worn, except for infants who are carried. Spiked heels or shoes with a heel longer than three (3) inches shall not be worn
 - Tight-fitting pants or leggings (yoga, stirrup, lycra) shall not be worn
 - Dresses, skirts, or shorts must be no shorter than two (2) inches above the knee and shall not have deep slits
 - Halter/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/set, may be worn in the visiting area
 - Hats or other head coverings are not permitted, except as required by religious beliefs
 - Tops, jackets, and hooded jackets with a "kangaroo" pocket shall not be worn
 - No heavy coats or sweaters will be permitted in the visiting area.
 - Clothing shall not be worn out, torn (holes), or frayed.
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, medications (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 (cell phones, radios, etc.). Visitors may not carry anything into the visiting area except one (1) clear, plastic baby bottle and/or pacifier, one (1) small blanket, and one (1) diaper.

If life-saving or life-sustaining medication is brought into the facility, the visitor must advise staff at the visiting desk that he/she is carrying such medications.

9. ACTS NOT PERMITTED: Illegal or gang-related messages, activity, or signs; sexually explicit content; nudity; sexual acts; sexual poses; display of tattoo(s) that require moving or removing clothing; multiple offenders participating in visit; sharing photographs or video footage on social media sites; and threats of violence.
10. MONEY: Each adult visitor shall be permitted to bring up to \$20.00, in 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 future visits.
11. EX-OFFENDERS: Visitors shall be asked whether they are or have been committed to the Department of Correction. Visitors under parole, probation, or court supervision shall not be permitted to visit an offender without the prior approval of the Warden and the supervising Parole Agent, Probation Officer, or Court Officer.

If approval is granted for more than one (1) visit, the ex-offender must present the approval letter each time he/she requests a visit.

12. DEPARTMENT OF CORRECTION EMPLOYEES: Visitors shall be asked whether they are current or past employees of the Department, including contractual workers. Current employees of the Department must have the prior approval of their facility head (Warden, Parole District Supervisor, etc.) and the Warden where they intend to visit before visiting with any offender. Previous employees of the Department must have parted with the Department at least one (1) year prior to the visit. Previous employees who have been dismissed from their employment with the Department, or who resigned prior to being dismissed, or while under investigation for violating a Department procedure shall not be permitted visits.
13. CONTACT BETWEEN OFFENDER AND VISITORS: Offender who have “contact” visits may embrace and kiss at the beginning and at the end of the visit. During the visit, the only contact permitted is hand-holding. Small children may be permitted to sit on the lap of the visitor or offender. Any improper contact between a visitor and offender shall be grounds for stopping the visit immediately and possible restrictions on the visitor’s ability to visit. Some offenders are restricted to “no-contact” visits. In these cases, there shall be no physical contact between the offender and visitors. Restroom breaks may be authorized; however, visitors shall be subject to the entire search process.
14. SEX OFFENDER VISITATION: Offenders who have been convicted of sex crimes involving person 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.

15. **TRAFFICKING:** The giving or receiving of any item(s) to or from an offender without prior approval from the Warden shall be considered trafficking. Visitors caught trafficking with offenders shall be subject to arrest and criminal prosecution and the permanent denial of visitors with any offender under the Department's jurisdiction. The only exception to the rule is that a visitor may purchase food and beverage from the visiting area's vending machines to share with an offender. The offender will not be permitted to take anything from the visiting area when the visit is finished.
16. **VISITING HOURS:** Please contact the offender you wish to visit to ensure that he/she is eligible for visits and the specific times when he/she may receive visits. The facility's website (www.in.gov/idoc) has posted the visiting hours.
17. **PUBLIC TRANSPORTATION:** Some Department 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 does not endorse or claim any liability for the use of the transportation provider. Please contact the offender 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.
18. **DIRECTIONS:** If driving to the facility, the Department's website, www.in.gov/idoc, has driving directions to each facility.
19. **TERMINATION OF VISITS:** The Warden or staff designated by the Warden may terminate a visit at any time if he/she believes that ending the visit is in the best interest of the safety and security of the facility or the persons involved.
20. **SUSPENSION OF VISITING PRIVILEGES:** The Warden may temporarily or permanently suspend a person's visiting privileges for violation of these rules, violation of Department or facility procedures, or if it is in the best interests of the safety and security of the facility or person involved. In cases where a suspension is greater than sixty (60) days, the visitor shall not be permitted to visit any offender or Department facility until the suspension has been lifted. Visitors shall be permitted to appeal the suspension to the appropriate Regional Director.