



**STATE OF INDIANA
Department of Correction**

Indiana Government Center—South

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Eric J. Holcomb
Governor

Robert E. Carter Jr.
Commissioner

INTEROFFICE MEMORANDUM

TO: Regional Director Michael Osburn
Regional Director Melody Turner
Regional Director William Wilson

FROM: Deputy Commissioner James Basinger

DATE: September 25, 2018

RE: **Facility Entrance Procedures**

A handwritten signature in black ink, appearing to be "JB", is written over the "FROM:" line of the memorandum.

This memorandum is being disseminated to ensure statewide compliance, clarification and uniformity with facility entrance procedures and staff and visitor search procedures. Please ensure that you share this memorandum with all Wardens.

It is the position of the Department that we will not deny access to any staff member or visitor simply due to an underwire bra being worn into the facility. Staff and visitors shall enter each facility as done previously – walk through a metal detector, walk past the Cellsense machine, and be frisk searched by a staff member of the same gender at the checkpoint. If the staff or visitor is unable to clear the metal detector or Cellsense machine, they shall be asked in a courteous and professional manner, “Is there a reason you’re not clearing the machine?,” allowing the person to explain.

If a staff member or visitor cannot clear the metal detector or Cellsense machine, a closer search shall be completed utilizing a handheld metal detector and a frisk search. If, during this search, the only indication of metal on the person is from an underwire bra, the staff member or visitor shall be allowed entry into the facility. All searches shall be uniform in fashion. If there is any doubt as to whether someone should be allowed entry, checkpoint staff shall contact a supervisor for assistance.

Transgender staff shall be searched by a staff member of the same gender with which they identify. Searches of transgender staff shall be conducted in a courteous and professional manner.