

 <b>HERITAGE TRAIL CORRECTIONAL FACILITY</b>	<b>HTCF SITE SPECIFIC POLICY &amp; PROCEDURE MANUAL</b> <b>CHAPTER: MAIL, TELEPHONE, AND VISITING</b> <b>TITLE: VISITING</b> <b>ACA STANDARDS:</b> <b>4-4498 4-4499 4-4499-1 4-4500 4-4503 4-4504</b>	<b><u>NUMBER:</u></b> <b>21.003</b> <b><u>SUPERSEDES:</u></b> <b>12/30/2015</b> <b><u>EFFECTIVE:</u></b> <b>1/12/18</b>
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#### PURPOSE

To establish uniform policies and procedures for implementation of the offender visitation program.

#### AUTHORITY

IDOC Administrative Procedures 02-01-102

#### APPLICABILITY

To all offenders, visitors and staff of Heritage Trail Correctional Facility (HTCF).

#### POLICY

- A. All regulations pertaining to visiting shall be made available to all offenders at admission, and visitors upon request. Staff will be thoroughly versed in visitation regulations and answer all questions of visitors to the extent allowed by policies. To facilitate this, every offender will be given the following information as part of the orientation process on the day of arrival:
  - Facility address/phone number, directions to the facility and information about local transportation
  - Days and hours of visitation
  - Approved dress code and identification requirements for visitors
  - Items authorized in visitation room
  - Special rules for children and Visitation – Minor Restriction
  - Authorized items that visitors may bring to give to offender (for example, funds, pictures, etc.)
  - Special visits (family emergencies)
- B. Regular visiting shall be Tuesday, Wednesday, Friday, Saturday and Sunday. Visiting will commence at 8:30 A.M. and conclude at 4:00 P.M. Normally, no visitors will be registered to visit in the last 60 minutes of visiting hours. When necessary, the length of visits may be limited due to space constraints.

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- C. Visitors shall present themselves at the entrance to the facility during the regular visiting period for the facility.
- D. HTCF shall provide a visiting room for offenders and their visitors that allows for ease and informality of communication in a natural environment.
- E. Offenders receiving visits shall be limited to a maximum of no more than three adult visitors at any one time during the visit.
- F. All adult visitors shall identify themselves before being admitted to the institution by presenting valid picture identification as required by IDOC and GEO procedures. Registration will be managed through the OIS/JDC system. All rules relating to identification and authorization will be followed.
- G. All visitors will be required to submit to a search of their persons and possessions before being admitted.
  - 1. Searches by means of metal detection devices, limited pat downs/frisk search, and examination of pockets, purses, and hand carried items will be conducted routinely as a preventive measure. Other detection devices may be used at the discretion of the Warden. All persons entering the facility are subject to search, however children aged twelve (12) and under will be searched with the parent or approved adult guardian present.
  - 2. Strip searches may be conducted upon approval of the shift supervisor providing guidelines established in policy are strictly followed. Visitors may be asked to submit to a strip search; however, strip searches are to be used only in the most extreme circumstances where reasonable cause exists to believe the visitor is carrying prohibited property or contraband and poses a risk to the security of the facility and/or individuals. In such cases, the visitor shall be given the option of either submitting to the strip search or being refused entry into the visiting area. The visitor shall be advised as to why the request is being made.
  - 3. Body cavity searches of visitors shall not be authorized.
  - 4. Any visit may be denied if the prospective visitor refuses to submit to a required search.
  - 5. Searches of offenders shall be conducted in accordance with IDOC 02-03-101, Searches and Shakedowns. S.T.O.P. will ensure that all offenders receiving visits are strip searched prior to and following each visit.
- H. Visiting Room Rules
  - 1. No items of any description will be given to or received directly by an offender from a visitor.

2. Visitors must be fully clothed, including shoes. All visitors must be dressed appropriately in non-revealing attire. Examples of inappropriate attire are miniskirts, see-through blouses, bra-less attire, tank tops, swimsuits, shorts, undershirts, and other like attire.
3. Offenders are to be dressed in facility issued uniform during visits.
4. A public transportation schedule will be posted in the visiting park, accessible to visitors and offenders. This information will include, but not be limited to cost of service, phone numbers, and location.
5. Offenders shall be allowed one embrace and one kiss at the beginning and end of a visit, but such activity will not be permitted during the course of the visit. Offenders may hold hands with their visitors during the visit; however, offenders shall not touch any other part of the visitor's body. There will be no lap sitting or any open and gross lewdness as defined by Indiana Code, at any time during the visit.
6. All minors under the age of (18) eighteen must be under the supervision of a parent or responsible adult at all times. Disruptive activities of children will not be permitted.
7. Visitors will not be permitted to bring any item into the facility, which may be used to conceal contraband. These items include, but are not limited to books, magazines, radios, purses, diaper bags, etc.
8. The offender must not have had any disciplinary code violations for the following offenses during the preceding 12 months:
  - Class A – Code 100 (for any sex related offense, including, but not limited to all SOMM offenses), 104, 111 (for a Code 100 involving a sex related offense or a 104);
  - Class B – 216, 217; or,
  - Class C – 349.

#### **TYPES OF VISITORS**

- A. Special visits, which may include media visits, may be approved on a case-by-case basis by the Warden or designee.
- B. Legal visitors which consist of any member of the legal profession, admitted to a State bar that may be retained by or for an offender or appointed by a court to represent the offender.
- C. Official visitors such as the Governor, all Cabinet Members, Members of the Legislature, Judges of State Courts, and authorized members of the Indiana Parole and Probation Commission may visit at their pleasure.
- D. News media visitors may be authorized by the Warden. If approved, guidelines established in IDOC Policy 00-03-101 will be followed as well as applicable GEO policy.

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## TYPES OF VISITS

- A. **Contact Visits** - This facility provides for routine contact visits between offenders and their families. The visiting room contains no partitions of any kind between offenders and visitors.

## OFFENDER VISITING LIST

- A. Each facility shall maintain an approved visitation list for each offender. This information shall be maintained on the OIS computer system. The visitation list shall be updated at least twice a year in a manner convenient to the operation of the facility. Offenders may request visitation from any person provided the request is consistent with these administrative procedures and all pertinent operational procedures. The visitation list shall include:

1. The offender's name and number;
2. The name of the requested visitor;
3. The relationship of the visitor to the offender;
4. The visitor's date of birth; and
5. The visitor's address.

Visitation lists may be printed from the OIS computer system.

- B. The offender's case manager/counselor will be the point of contact for the offender to add/delete visitors from their list as per established procedure.

Warden



Date

12/14/17