

VISITATION RULES FOR NORTH, SOUTH, CCU AND SCU**1. DIRECTIONS:**

Visitors to Wabash Valley Correctional Facility (WVCF) North, South, CCU and the SCU must enter the facility through the main “WVCF EMPLOYEE AND VISITOR” entrance on U.S. 41. This entrance is on the east side of U.S. 41 approximately thirty (30) miles south of Terre Haute and one (1) mile north of Carlisle. There are yellow flashing traffic lights at the entrance.

2. GENERAL RULES:

- A. Do not enter WVCF grounds prior to fifteen (15) minutes before scheduled visiting hours and do not linger on WVCF grounds more than fifteen (15) minutes after visiting hours have concluded.
- B. Communication between visitors and offenders through any security fences is strictly prohibited.
- C. All visitors, including their person, property and vehicles while on facility property, are subject to search at any time. Refusal to submit to a search may result in visiting privileges being denied.
- D. If a visitor has a medical apparatus, medical brace, etc. the visitor shall remove the apparatus/brace so the area of the body and the medical device can be searched. If inspecting the device would cause any privacy concerns the visitor shall be offered to go into the bathroom and submit to the requested search up to and including a strip search if needed to properly search the area. If the visitor does not want/or for medical reasons the device cannot be searched the visit shall be a non-contact visit. Providing medical documentation will not supplement for the item being searched; however, in rare instances where items cannot be removed from the body due to constant need the visit shall be a non-contact visit. If a visitor arrives in his or her own regular wheelchair they shall be required to switch to a wheelchair provided by the facility. If the visitor is in a motorized wheelchair they will be requested to move to a wheelchair provided by the facility, while their wheelchair is being searched. Once the search is complete the visitor will be allowed to move back to their motorized wheelchair. In the event that they cannot comply with these requirements the visit shall be non-contact.
- E. Visitors enter WVCF at their own risk. WVCF is not responsible for any items brought into the visiting room or on WVCF grounds. All unauthorized items shall be secured in your vehicle.
- F. At no time shall any person or animal be allowed to wait in a vehicle that is parked on facility grounds during visiting hours. Visitors shall not return to their vehicles after the visit has started. Any visitor leaving the visiting

area and going to their vehicle must leave the facility grounds immediately.

- G. Visitors are not allowed to give offenders any items. Do not give offenders money, as they are not permitted to possess or handle money at any time. See Rule 8, Trafficking.
- H. An approved visitor may visit once every fourteen (14) days unless otherwise approved by the Casework Manager or higher authority.
- I. Offenders who have a current or past adjudication/conviction of a sex offense involving a minor shall not be permitted to receive visits from minors. Offenders who are denied visitation with minors may file an appeal of the decision in accordance with applicable policy and procedures.
- J. All visitors must appear on the authorized visiting list or the visitors will be denied entry.
- K. All visitors age sixteen (16) years and over will be required to show a minimum of one piece of positive photograph identification. Only the Warden or his designee may grant exceptions to this requirement. The only forms of identification accepted by the IDOC are valid driver's license from the state of residence, valid state photo identification card from the state of residence and a valid passport.
- L. A parent or legal guardian, who is also on the offender's visiting list, must accompany all visitors under eighteen (18) years of age. The Warden or designee may approve another adult who is on the offender's approved visitor list to accompany a minor child when a parent or legal guardian can not. In all cases prior to a minor child being authorized to visit with someone other than the parent or legal guardian, the child's parent or legal guardian must submit a signed and notarized copy of State Form 48965, AUTHORIZATION FOR MINOR CHILD TO VISIT.
- M. Small children and infants shall remain seated or held on the lap of the offender or visitor. The visitor-processing officer will determine the age limit of the child who may be held in the lap. Three (3) years of age and younger is the recommended age limit for a child who may be held in the lap. Children who may be held in the lap shall not be counted in the limit on visitors.
- N. Visitors shall be permitted to visit only one (1) offender within the Department unless the visitor has other immediate family members incarcerated in a Department facility. Visitors may request that they be removed from any offender's Visitor's List and offenders may request that visitors be removed from their Visitor's List in accordance with Facility operational procedures.

- O. Ex-offenders shall be off probation/parole or Department supervision for one (1) year and must receive prior written permission from the Warden before being permitted to visit. Immediate family members may be given special consideration but must receive written approval from their probation/parole officer and the Warden before being permitted to visit.
 - P. Current employees and ex-employees of the Department shall not be permitted to visit without prior written approval from the Warden or designee and the Executive Director/Adult Operations or Deputy Commissioner/Operations.
 - Q. Offenders and their visitors may greet each other with a brief kiss and embrace at the beginning of each visit. There will be no kissing or embracing during the actual visit, or at the conclusion. The offender and visitor (s) will sit across from each other in their designated assigned seats. Children may sit on an offender's lap only if the child is too small to sit in a chair. Offenders may not hold hands with their visitors during the visit, or touch any other part of their visitor's body.
 - R. Pictures will be authorized during the first five minutes of the visit. During the picture taking process, the visitor and offender will be permitted to make physical contact with one another, so long as the contact is made above the waist and their hands remain outside of their clothing. No hand gestures or signs will be allowed. Their stance will be side by side, not face to face, or any other position.
 - S. ANY VIOLATIONS OF THE VISITATION RULES, TRAFFICKING STATUTES OR OTHER ACTIONS THAT VIOLATE THE SAFETY AND SECURITY OF THE FACILITY MAY RESULT IN IMMEDIATE TERMINATION OF THE VISIT AND TEMPORARY OR PERMANENT SUSPENSION OF VISITATION PRIVILEGES.
3. VISITATION HOURS:
- 9:00 a.m. – 3:00 p.m., Weekdays, Weekends and Holidays.
4. NUMBER OF AUTHORIZED VISITORS/VISITS:
- A. North & South General Population, DHU-Restrictive Status Housing & Individual Housing Unit Restrictive Status (IHARS):
 - 1. No more than three (3) visitors will be allowed to visit an offender at one time including children. Children held in the lap shall not be counted in the limit on visitors.

2. The duration of all weekday visits for general population offenders will be determined by the amount of space available in the visiting room. All visits will be on a “first one in, first one out” basis.
3. Visits on weekends and holidays shall be limited to one (1) hour in length.
4. Visits throughout the week shall be limited to two (2) hours in length with longer time being permitted as space is available.

B. Disciplinary Segregation (CCU and SCU):

1. Only two (2) adults and one (1) child, or one (1) adult and two (2) children will be allowed to visit at one time.
2. CCU and SCU visitors shall enter the visitor processing area where they will be processed for the visit and remain in the waiting area until called for their visit.
3. Disciplinary Segregation offenders will be limited to a one (1) hour non-contact visit. All visits will be on a “first one in, first one out” basis.

5. ITEMS NOT PERMITTED FOR VISITORS/VISITS:

The following items are not permitted in visiting areas. 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, cell phones, Blackberries and other electronic devices shall **NOT** be permitted in the facility unless in accordance with Department Policies and Procedures. **If life-saving or life-sustaining medication is brought to the facility, the visitor must advise the staff at visitor processing and visiting desk that they are carrying such medications.**

6. AUTHORIZED ITEMS FOR VISITORS/VISITS:

- A. All personal property belonging to visitors shall be secured in the storage lockers provided in the visitor processing area. Visitors are allowed to take the following items into the Visiting Room.
 1. One (1) Handkerchief (White Only).
 2. No more than thirty dollars (\$30.00) Change Only – No Pennies).
 3. One (1) Picture Identification Card.
 4. One (1) Wedding Ring or Engagement Ring.

5. Medical Alert Tag or Bracelet.
 6. Key for Storage Locker.
 7. Medication or medical device required for immediate medical care, response or treatment (i.e., nitroglycerine tablets, inhaler, and oxygen).
 8. Legal materials shall not be allowed in the visiting area, without prior written approval from the Warden or designee.
- B. Visitors are allowed to carry the following items into the visiting room for infant needs.
1. Bottle or Infant Drinking Cup, 4 ounce or 8 ounce, See through Plastic/No Glass (One (1) each).
 2. Blankets (As required/Within reason).
 3. Pacifier (Limit 1 each).
 4. When special circumstances occur, staff shall use good judgment when determining the needs of infants.
- C. Visitors are allowed to use the vending machines and may purchase items for the offender at the end of the visit (excluding CCU and SCU). Offenders are not permitted to accompany their visitors to the vending machines. Visitors must purchase the vending machine items and carry them to the officer. The officer will look over the packaging and then send the items back to with the offender to their assigned housing unit. Visitors are not authorize to purchase items for their selves, or to take items out of the visit room.
- D. A maximum of thirty dollars (\$30.00) in change per adult visitor may be carried into the visiting room for the purpose of making purchases from the vending machines.
- E. There shall be no smoking material or tobacco products allowed in the facility. Visitors must secure these materials in their vehicles before they enter the Visitor Processing area.
- F. At no time are visitors authorized to have gum in their possession while visiting.
7. DRESS CODE:
- A. The visitors' dress requirements shall reflect acceptable standards and pose no threat to the security, custody or orderly operation of the facility.

1. The wearing of expensive clothing or jewelry is discouraged. All jewelry (except wedding ring/engagement ring and medical alerts) must be secured in lockers. This includes earrings, body piercing jewelry and infants' jewelry.
2. All visitors must wear undergarments that are separate from their clothing. "Built in" bras, for example, are not an acceptable form of undergarment. The undergarments must not prevent the visitor from clearing the metal detector.
3. Clothing which exposes the stomach or the undergarments of the visitor, when the visitor raises their arms or when the visitor sits, is prohibited. Garments with bandana prints are also prohibited. If staff determines the attire is inappropriate, the visitor will not be allowed to visit.
4. Tight fitting clothing such as spandex pants/tops or leggings may not be worn in the visiting room.
5. At no time will a female visitor be allowed to visit if her undergarments are visible through her clothing. Female visitors shall not wear halter or low cut revealing tops, tube tops, swimsuit tops, body suits, shear blouses, leotards, spandex or any other type of skintight fitting outfit.
6. Summer dresses may be worn, but thin strap tops of all kinds are disallowed. Any female visitor wearing a blouse or top that reveals any portion of the undergarment will be denied entry into the facility. No sleeveless shirts are allowed.
7. Female visitors are reminded that wearing dresses, shorts, skirts, and mini-skirts with short hemlines are not permitted. Dresses shorts and skirts shall not be more than four (4) inches above the knee. Garments with revealing slits and kick pleats exposing more than four (4) inches above the knee will not be permitted.
8. Female visitors may wear slacks and/or full-length jeans.
9. All male visitors must wear shirts; limited to sports shirts, dress shirts, which shall be appropriately buttoned at all times. T-shirts may be worn but cutoffs or see through shirts shall be strictly prohibited. Male visitors may not wear shirts that reveal bare chests or that are sleeveless.
10. Male visitors may wear slacks and blue jeans. Shorts are permissible but must not be cutoffs and not be more than four (4) inches above the knee.

11. 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
12. Clothing may not be altered from the manufacture's design, must be clean and in good repair with no holes.
13. Any clothing, including head attire, which advertises drugs, alcohol, derogatory slogans or security threat group "gang" symbolism, will not be allowed inside the facility. Pull-over hooded sweatshirts with kangaroo pockets (i.e. hand warmer pockets) will also not be allowed.
14. Outerwear (coats, jackets, sweaters, raincoats, etc.) appropriate for current weather conditions may be worn to the visiting room. Only sweaters may be worn while visiting. All other outerwear must be hung in the designated area for the duration of the visit.
15. Head attire may be worn to the visiting room if it is pre-approved by the Shift Supervisor or depending upon the weather conditions. Bandanas and military style hats shall not be worn into the facility. Head attire items must be searched before being allowed in the visiting area and shall not be worn during the visit. The Shift Supervisor may grant exceptions for religious purposes.
16. Offenders assigned to North and South General Population and Individual Housing Unit Restrictive Status wear Khaki jumpsuits. Offenders assigned to Disciplinary Restrictive Status Housing, CCU and SCU wear red or orange jump suits. Visitors wearing clothing, which closely resembles offender uniforms, may not be allowed to visit until they change their clothing.

8. TRAFFICKING:

- A. Indiana Code 35-44-3-9 states, "A person who, without the prior authorization of the person in charge of a penal facility, knowingly or intentionally:
 1. delivers, or carries into the penal facility with intent to deliver, an article to an inmate of the facility; or
 2. carries, or receives with intent to carry out of the penal facility, an article from an inmate of the facility; commits trafficking with an inmate, a Class A misdemeanor. However, the offense is a Class C felony if the article is a controlled substance or deadly weapon."
- B. A Class A Misdemeanor is punishable by imprisonment for not more than one (1) year and a mandatory fine of five thousand dollars (\$5,000).

- C. A Class C felony is punishable by imprisonment for four (4) years, with not more than four (4) years added for aggravating circumstances or not more than two (2) years subtracted for mitigating circumstances, and a fine of not more than ten thousand dollars (\$10,000).

The Department of Correction shall not tolerate trafficking with an offender or the possession of controlled substances, tobacco or weapons while on Department property. All offenders and visitors shall be subject to search. Refusal to be searched shall result in denial of the visit.

In all cases where a visitor and/or an offender is found to be trafficking, the evidence shall be turned over to the Indiana State Police with a recommendation that the matter be prosecuted to the fullest extent. In addition, any visitor caught trafficking shall be permanently banned from visiting any offender in the Department of Correction and any Department facility.

Any offender found guilty in a disciplinary action of possession of a controlled substance or tobacco (as a Class B disciplinary code violation) should have his visiting privileges restricted to "non-contact" visits only. Additionally, an offender found guilty of certain other disciplinary violations, including the possession or use of tobacco or tobacco-related products may have his visiting privileges restricted to "non-contact" visits only. For the first offense, these "non-contact" visits shall be for a period of six (6) months; second offense - twelve (12) months; any further offenses – permanently.

Approved this _____ day of _____, 2020

Dick Brown, Warden
Wabash Valley Correctional Facility