

PENDLETON CORRECTIONAL FACILITY			
OPERATIONAL PROCEDURES 02-01-102	OFFENDER VISITATION— VISITING REGULATIONS --IRO	ORIGINAL DATE: 06-01-2009 REVIEW DATE: 02-05-2014	Page 1 of 7

PENDLETON CORRECTIONAL FACILITY OUTSIDE DORMITORY (IRO)

4490 West Reformatory Road, Pendleton, IN 46064
(765) 778-2107

VISITING REGULATIONS

VISITING HOURS: Saturday, Sunday and State Holidays – 7:30 A.M. to 10:00 A.M. and 12:00 NOON
(pending lunch is complete and count clears) to 3:00 P.M.

VISITING HOURS: Tuesday and Thursday – 6:30 P.M. to 8:30 P.M.

The Pendleton Correctional Facility is located in Pendleton, Indiana on State Road 67 approx. twenty-five (25) miles north east of Indianapolis and approx. 5 miles south of Anderson.

Information regarding local transportation (Taxi and Bus Service from Anderson) is posted in the visiting area.

The Pendleton Correctional Facility Outside Dormitory encourages visiting. Staff recognizes that through visitation, offenders are able to continue contacts with their family and friends that will aid them while they are incarcerated and will prove indispensable to them after they are released. Although the facility encourages visitation, security and the physical layout make it necessary to establish the following regulations:

1. ALL VISITORS REGARDLESS OF AGE MUST BE ON THE COUNSELORS APPROVED VISITING LIST. THIS LIST IS ESTABLISHED BY THE OFFENDER THROUGH THE FACILITY. Offenders will not be forced to accept a visit and will be visited only by those persons listed on the approved visiting list.
2. All visitors aged sixteen (16) and over will be required to produce a positive **STATE ISSUED** picture identification before entry into the visiting area. Exceptions to this requirement may be

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granted only by the Superintendent or designee. All minors are required to have a birth certificate with them to every visit. Minors aged sixteen (16) to eighteen (18) are required to have their birth certificates along with their **STATE ISSUED** picture identification.

Visitors under the age of eighteen (18) must be accompanied by a parent or legal guardian at all times while on the facility grounds. This procedure does not apply to an offender's spouse who is under the age of eighteen (18) years. Based upon the request from the offender, the Superintendent may grant an exception to this requirement. In cases where a parent or guardian cannot accompany a minor child, the Superintendent may approve another responsible adult to accompany the child during a visit. The minor child's parent or legal guardian must sign and have notarized State Form #48965, "Authorization for Minor Child to Visit", prior to the actual visit.

- **ALL MINOR VISITORS SHALL BE REQUIRED TO PROVIDE A COPY OF THEIR BIRTH CERTIFICATES FOR EACH VISIT.**

3. Ex-offenders are not permitted to visit unless approved by the Superintendent. To obtain approval, the ex-offender must write the Superintendent requesting to visit and list the person(s) they wish to visit. Persons on parole or probation must include a written recommendation from their Probation or Parole Officer to the Superintendent. Ex-employees of the Department of Correction and current Department of Correction employees must have written approval from the Superintendent and the Commissioner before they may visit an offender.
4. Special visiting situations may be granted with prior approval of the Unit Team Manager. The request must be made by the offender.
5. An offender will be permitted to receive one (1) visit every seven (7) days from the same individual. Offenders will be restricted to two (2) visits per day; however, one of those two visits must include at least one (1) member of the offender's immediate family. Visitors will be restricted to one (1) visit per day. In cases where a visitor has two (2) or more immediate family members incarcerated at the same facility, the visitor may be permitted to visit the immediate family members on the same day. However, the visitor will not be allowed to visit all of the family members at the same time.
6. Only four (4) adults, plus children six (6) years of age or younger that can be held on the lap, will be permitted in any visiting situation. This means one (1) offender and three (3) adult visitors.

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Children too small to sit in a chair by themselves may sit on the offender or visitor's lap during the visit.

7. If more visitors arrive at a single visit than what is permitted by the established rules, the offender must make a decision as to how much time to visit with each party. However, the first group must leave the building before the second group is allowed in the visiting area. Visitors will not be allowed to wait in their vehicles at the IRO parking lot.
8. Visitors must be checked in by staff no later than 9:00 A.M. for morning visits and no later than 2:00 P.M. for afternoon visits. For Tuesday and Thursday evening visits, the check in time shall be no later than 8:00 P.M. There will be no time limits on visits, other than the normal visiting hours, unless overcrowding or an emergency situation deems it necessary.
9. Individuals coming to the facility are expected to conduct themselves in a polite and orderly manner. Visitors who appear to be intoxicated or appear to be under the influence of drugs/alcohol will not be permitted to visit. They will be asked to leave State property or the Indiana State Police will be notified.
10. Kissing and embracing between visitors is permitted at the beginning and end of the visit. There shall be no kissing or embracing during the actual visit. Offenders may hold hands with their visitors during the visit; however, offenders and visitors shall not touch any other area of each other's body.
11. Offenders and visitors will keep both feet on the floor/ground and both hands above the table at all times. Sitting on the tables is not permitted.
12. Obscenities by the visitors or offender can result in the termination of the visit.
13. It is requested that visitors refrain from wearing the same type of clothing worn by the offenders (e.g. white t-shirt, khaki pants, or khaki shirt).
14. All visitors shall be asked, "Do you have in your possession any firearms, weapons, knives, ammunition, narcotics, medication, controlled substances, alcoholic beverages, marijuana, tobacco products, cameras, video or audio recording equipment, or electronic devices?" Additionally, all visitors are asked, "Are you or have you ever been an employee of or incarcerated by the Department of Correction?"
15. **VISITORS (INCLUDING THEIR PERSONAL PROPERTY AND VEHICLES), WHILE ON STATE PROPERTY ARE SUBJECT TO SEARCH AT ANY TIME. VISITORS WILL BE RESPONSIBLE FOR SECURING THEIR VEHICLE. THE VEHICLE WILL BE LOCKED, THE WINDOWS WILL BE ROLLED UP, AND THE KEY WILL NOT BE LEFT IN THE VEHICLE. THE PATROL OFFICER WILL CHECK FOR COMPLIANCE.**

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16. Visitors may only take a small amount of change (\$20.00 limit per adult), wedding/engagement rings, handkerchief/Kleenex, medical alert jewelry, infant care items (one [1] receiving blanket, one 1 clear plastic bottle or clear plastic “sippy” cup, and one [1] pacifier). Nitro pills (small amount), oxygen tanks, canes, wheelchairs, crutches may be taken into the visiting room upon inspection by the Visiting Room Officer.
17. Lockers will be provided for visitors personal effects. **SUBSTANTIAL AMOUNTS OF MONEY OR OTHER VALUABLES SHOULD NOT BE BROUGHT TO THE FACILITY. THE STATE OF INDIANA, DEPARTMENT OF CORRECTION, AND THE PENDLETON CORRECTIONAL FACILITY, ASSUMES NO RESPONSIBILITY OR LIABILITY FOR ANY ARTICLES PLACED IN LOCKERS IN THE FACILITY OR SECURED IN AUTOMOBILES IN THE PARKING LOT. VISITORS ENTER THE VISITING AREA AT THEIR OWN RISK. NO PERSONAL EFFECTS WILL BE HELD/SECURED FOR VISITORS BY STAFF. CELL PHONES MUST BE SECURED IN VISITOR’S VEHICLE. NO CELL PHONES ARE ALLOWED TO BE STORED IN THE WAITING ROOM LOCKERS.**
18. PLEASE SEE ATTACHED HOUSE BILL 1256: **WITH THIS BILL THERE ARE STIFFER PENALTIES FOR ANY PERSON THAT ATTEMPTS TO TRAFFIC WITH AN OFFENDER OR JUVENILE INCARCERATED IN THE DEPARTMENT OF CORRECTION.**
19. IC 35-44-3-9 states:
 - (b) Except as provided in subsection (d), a person who, without the prior authorization of the person in charge of the penal facility or juvenile facility knowingly or intentionally: delivers, or carries into the penal facility or juvenile facility with intent to deliver, an article to an inmate or child of the facility;
 - (1) carries, or receives with intent to carry out of the penal facility or juvenile facility, an article from an inmate or child of the facility; or
 - (2) delivery , or carries to a work site with intent to deliver, alcoholic beverages to an inmate or child of a jail work crew or community work crew; commits trafficking with an inmate, a Class A Misdemeanor,
 - (c) If the person who committed the offense under subsection (b) is an employee of:
 - (1) the Department of Correction; or
 - (2) a penal facility; and the article is a cigarette or tobacco product (as defined in IC 6-7-2-5), the court shall impose a mandatory five thousand dollar (\$5,000) fine under IC 25-50-3-2, in addition to any term of imprisonment imposed under IC 35-50-3-2,
 - (d) The offense under subsection (b) is a Class C felony if the article is:

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- (1) a controlled substance; or
- (2) a deadly weapon.

A person who commits a Class A misdemeanor shall be imprisoned for a fixed term of not more than one (1) year, in addition, he/she may be fined not more than five thousand dollars (\$5,000) (IC 35-50-3-2). A person who commits a Class C felony shall be imprisoned for a fixed term of 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. In addition, he/she may be fined not more than ten thousand dollars (\$10,000). (IC 35-50-2-6).

It is a Class C infraction for a person to furnish an alcoholic beverage to a person confined in a penal facility. It is unlawful, also for a person who has charge of a penal facility to knowingly permit a prisoner confined within his/her jurisdiction to receive an alcoholic beverage unless it has been prescribed by a physician as medicine for the prisoner (IC 7-1-5-10-16) or unless it is distributed as sacramental wine for a religious purpose by a minister, priest, or rabbi, (IC 7-1-1-2-3) (a) (3).

A person who commits a Class C infraction may be fined not more than five hundred dollars (\$500) (IC 34-28-5-4) (c).

- 20. If a visitor or offender is found to be trafficking, the evidence shall be turned over to the Indiana State Police with the 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.
- 21. The following items are **NOT** permitted on State property at any time: firearms, ammunition, weapons/knives, illegal substances (marijuana), narcotics/controlled substances, alcohol. While cameras, video/audio equipment, cell phones/chargers are not prohibited from State property, they may not be used and must be locked/secured in your vehicle at all times.
- 22. THE PENDLETON CORRECTIONAL FACILITY IS A TOBACCO FREE FACILITY. TOBACCO PRODUCTS AND PARAPHENALIA ARE NOT AUTHORIZED.
- 23. Any offender found to be engaging in trafficking or using or in possession of a controlled substance shall be transferred to a higher level facility whereas the visiting privileges/rules for that facility would apply.
- 24. All visitors must be appropriately attired when visiting. Listed below is the dress code for visiting:

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- a. Visitors may wear shorts, dresses, or skirts; however, the hemline must touch the knee caps. Dresses and skirts may not have slits. Dresses/Skirts must be loose enough for the Officer performing the shakedown to be able to search using the squeezing technique completely around the leg, thigh, and groin area.
 - b. Visitors are **NOT** permitted to wear tank tops, halter tops, tube tops, sheer/see through (meaning if undergarments or skin can be seen through the article of clothing it is not allowed) or low cut revealing clothing or heavily layered clothing.
 - c. Visitors must wear a shirt/blouse with sleeves (if you raise your arm and you can see your armpit it is not allowed)
 - d. Clothing items that advertize tobacco, alcohol, or drugs are not permitted.
 - e. **UNDERGARMENTS (BRA AND UNDERWEAR) MUST BE WORN!!**
 - f. Head attire is permitted to be worn only if it is required as part of a religious practice and is subject to search.
 - g. Shoes must be worn; this includes children, with the exception of infants in arms. **(NO OPEN TOED OR OPENED BACK SHOES INCLUDING CROCKS!!) BOOTS MUST BE NO HIGHER THAN 8 INCHES. Shoes shall have a flat heel or no more than a two and one-half (2 ½) inch non-spike type heel.**
 - h. Outer coats and coat sweaters will not be permitted in the visiting area. Sport coats, blazers, (if they are a part of a matching outfit/suit) are permitted in the visiting area. Sport coats, blazers (if they are a part of a matching outfit/suit and don't have a hood) will be permitted. No hooded garments will be permitted in the visiting room. Light sweaters are permitted.
 - i. Tight fitting (means skin tight or clothing that adheres to the skin), stirrup, lycra, spandex, pants/shorts or leggings are not permitted in the Visiting Room.
 - j. No jewelry, except a wedding band or set may be worn in the visitation area. Exception being medical alert jewelry. **PERMANENT PEIRCING IMPLANTS WILL NOT BE PERMITTED!! ONLY JEWELRY PERMITTED WILL BE WEDDING BAND/SET OR MEDICAL ALERT JEWELRY.**
 - k. **ABSOLUTELY NO HOLES IN THE CLOTHING. THIS INCLUDES FACTORY MANUFACTURED CLOTHING THAT HAS HOLES!!**
 - l. The Superintendent or designee may cancel a visit if the visitor's attire is considered inappropriate.
25. Seating arrangements will be designated by the Visiting Room Officer. Offenders and visitors are not permitted to wander from one visiting area or table to another. **(THERE IS TO BE NO**

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COMMUNICATION BETWEEN OTHER VISITORS AND OFFENDERS WHILE IN THE VISITING ROOM)

26. Children under the age of eighteen (18) must be accompanied by an adult visitor. If a visitor leaves the building the visit will be terminated.
27. Visitors are responsible for the behavior and control of the minor children with them at all times. If minor children are a major disruption, visitors may be requested to leave the facility and the visit will be terminated.
28. Vending machines are provided in the visiting room for your convenience. No beverages, cups, or other vending machine items may be taken into or out of the visiting room. Offenders are not permitted to go to or use the vending machines. **(PLEASE NOTE: PENDLETON CORRECTIONAL FACILITY STAFF ARE NOT RESPONSIBLE FOR THE VENDING MACHINES. SHOULD YOU HAVE A PROBLEM OR NEED A REFUND YOU ARE TO ASK THE OFFICER AT THE DESK FOR A REFUND SLIP AND DEPOSIT IT IN THE BOXES PROVIDED.)**
29. Visitors will be expected to use the most direct route through State property when they arrive and depart from the facility. Visitors will not be permitted to remain in their vehicles at any time. Visitors will not be permitted in the facility parking lot before 7:30 A.M. for morning visits and 12:00 P.M. for afternoon visits.

FOR ADDITIONAL INFORMATION INCLUDING ANY CURRENT VISITING MODIFICATIONS / RESTRICTIONS THAT MAY BE IN EFFECT, CALL THE PENDLETON CORRECTIONAL FACILITY, "OFFENDER VISITATION INFORMATION LINE" @ (765) 778-2107, EXTENSION 1392. ATTORNEYS NEEDING TO SCHEDULE VISITS WITH OFFENDERS SHOULD CALL (765)778-2107, EXTENSION 1297.

Dushan Zatecky, Superintendent

Date