



INDIANA DEPARTMENT OF CORRECTION  
CORRECTIONAL INDUSTRIAL FACILITY  
OPERATIONAL PROCEDURES

Effective Date	7-17-2014	Page	1	of	50	Policy Number	# 02-01-102
Title	"OFFENDER VISITATION"						

**I. PURPOSE:**

(See Policy/Administrative Procedures # 02-01-102, "Offender Visitation")

**II. POLICY STATEMENT:**

(See Policy/Administrative Procedures # 02-01-102, "Offender Visitation")

**III. DEFINITIONS:**

For the purposes of these operational procedures, the following definitions are presented:

- A. **ATTORNEY:** Any member of the legal profession, admitted to a State bar retained by or for an offender or appointed by a court to represent the offender.
- B. **CLERGY:** A single spiritual advisor designated by the offender who is an accredited representative or minister of the offender's personally designated religion or another person, not a family member, designated by the offender to provide spiritual advice.
- C. **CONTACT VISIT:** A visit in which the offender and visitor(s) are not physically separated.
- D. **DENIAL:** An immediate denial of visitation for a specific situation or reason, generally for a single visit or until the situation is in compliance with visitation rules. (e.g., the visitor is dressed inappropriately; the visitor is attempting to visit when the offender is not eligible for a visit.)
- E. **ELECTRONIC DEVICES:** Any electric or battery operated device, including, but not limited to: cameras, cell phones, portable phones, radios, beepers, tape recorders, etc.
- F. **FRISK SEARCH:** A search that is conducted on one half (1/2) of the person's body at a time, utilizing a squeezing technique with both hands along the body and clothes of the person being searched, which includes

the breast and genital areas. This type of search is a more thorough and detailed search of a person than a pat search.



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>2</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

- G. **GATE CLOSURE:** The refusal to permit a visitor to enter any Department facility for an indeterminate period of time (e.g., permanently banning a visitor from visiting any offender in the Department due to a trafficking violation.).
- H. **I.D.A.C.S.:** “Indiana Data and Communications System”
- I. **IMMEDIATE FAMILY:** The immediate family of an offender is his/her father, mother, siblings, spouse, children, grandparents, grandchildren, aunts, uncles, and legal guardians including those with a “step,” “half” or adoptive relationship and those persons with the same relationship to the offender's spouse.
- J. **NON-CONTACT VISIT:** A visit in which the offender and visitor(s) are separated by a physical barrier.
- K. **MAXIMUM SECURITY UNIT:** Those facilities designated by policy 01-04-101, "Adult Offender Classification," as maximum security and the disciplinary segregation units of all facilities.
- L. **NEWS MEDIA:** Any agency that gathers and reports news for a general circulation newspaper, news magazine, national or international news service, or radio or television news program holding a Federal Communication Commission license.
- M. **O.I.S.:** “OFFENDER INFORMATION SYSTEM”
- N. **SUSPENSION:** The refusal to permit a visitor to visit at any Department facility for a determinate period of time. (e.g., taking away a visitor’s visiting privileges at all Department facilities for 30 days for a visitation rule violation.)
- O. **VISITATION – MINOR RESTRICTION (VMR):** The restriction prohibiting visitation by minors (i.e., persons under the age of 18 years) based upon an offender’s current or prior adjudication or conviction for a sex offense involving a minor.
- P. **EMPLOYEE/STAFF MEMBER:** Any and all persons employed by the Department, including contractors and volunteers.



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>3</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

- Q. **EX-OFFENDER:** A person of any age convicted of a crime or a juvenile adjudged delinquent whose commitment to a department of correction (federal, state, or local), and/or the sentencing court(s) has been discharged.
- R. **MODIFIED FRISK SEARCH:** A frisk search which is conducted on staff and visitors that is slightly less intrusive than the complete frisk search as indicated in these administrative procedures.
- S. **OFFENDER:** An adult or juvenile person committed to a department of correction (federal, state or local) and housed or supervised in a facility either operated by the department of correction has a contract, including an adult or juvenile under parole supervision; under probation supervision following a commitment to a department of correction; in a minimum security assignment, including an assignment to a community transition program.
- T. **OFFICIAL OFFENDER VISITOR:** A visitor who is visiting an offender in regards to providing an official service for the benefit of the offender or the community, such as attorneys, law enforcement, parole/probation officers, representatives of government agencies (including foreign government agencies), elected officials, etc.
- U. **STUDENT:** A juvenile person committed or ordered by a court to the care and custody of the Department, or to facilities contracting with the Department.
- V. **VMR OFFENDER:** An offender who has a current or prior adjudication as a juvenile or conviction as an adult for a sex offense involving a minor and who may be denied visits with minors.
- W. **VIDEO VISITATION:** A method of visitation which allows offenders to visit through electronic media.

**IV. VISITATION AREAS:**

The CIF Visiting Room is located in the Program Services Building at the end of



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>4</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

“A” Corridor. (Adjacent to the “A” Corridor Post Desk and the Education Department) The Visiting Room contains tables (cubes) and chairs for Contact Visits. There is a separate, screened area at the back of the Visiting Room for Non-contact visits that contains booths where visitors and offenders are separated by a clear barrier. The offenders enter and exit through doors at the back of the Visiting Room where a strip-search area is also located.

Post Orders are maintained in the Visiting Room for those Custody Staff that are assigned to the Visiting Room. The Post Orders outline the details of Visiting Room operations.

**A. VISITING ROOM**

**1. OFFENDER CHECK-IN:**

a. When an offender enters the visiting shakedown area, he shall be strip searched. The offender will also be inspected to ensure he is properly dressed in accordance with policy/procedure and has only the following items in his possession:

- 1) I.D. Card;
- 2) Wedding Band;
- 3) Medical Alert Bracelet / Necklace;
- 4) Prescription eyeglasses (NOTE: Sunglasses are not permitted unless they are prescription and they are the only glasses belonging to the offender);
- 5) Picture Tickets (tickets/tokens from other facilities shall be honored at CIF);
- 6) Visiting Pass;

Any other items brought to the visiting shakedown area will be secured in the designated locker area and returned to the offender after the visit.

**NOTE:** Offender(s) who do not want to leave personal/state items in the Visiting Room Shakedown area should leave them in their cell.



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>5</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

- b. All items in the offender’s possession at the time he enters the Visiting Room will be noted on the back of his pass by Visiting Room staff and those items will be checked when the offender is exiting the visiting room.
  
- c. Approved clothing for the offender during visits is as follows:
  - 1) State khaki pants (must be buttoned and zipped, with belt fastened).
  - 2) State khaki shirts (buttoned and tucked into the pants, with sleeves rolled down and buttoned).
  - 3) Boxer shorts or underwear (required), and T-shirt.
  - 4) Socks and state boots (laced, tied, worn appropriately).

Seasonal clothing such as state coat and sock cap may be worn to the visiting shakedown area, but must be placed in a locker prior to entering the Visiting Room.

Thermal/underwear top may be worn under other approved clothing into the visiting room, but must not be visible except at the neckline.

- d. The offender will be assigned a table area (cube) by the Visiting Room Sergeant / OIC or designee, and will be seated.
  - 1) If the visiting party consists of one (1) visitor, he/she is to be seated directly across from the offender.
  - 2) Spouses, fiancées, and girlfriends are to be seated across from the offender.
  - 3) Offenders in Administrative Segregation or housed in Disciplinary Segregation are to be seated at those tables (cubes) that are closest to the Visiting Room Officers’ Station.
  - 4) Offenders who have received a non-contact visitation restriction will be seated in the area reserved for such visits.
  - 5) If the Visiting Room OIC or designee believes cause exists, they may change the offender/visitor seating arrangement at any time during the visit.



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>6</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

Any inappropriate, argumentative, or disruptive behavior by the offender or his visitor(s) may result in termination of the visit.

**2. PHOTOGRAPHS**

- a. An offender wishing to have a photo taken of himself or with his visitor(s) may purchase picture tickets through the commissary. Each ticket will purchase one (1) photo; limit three (3) photos per visit. Tickets/tokens from other DOC facilities shall be honored. Tickets must have the offender's name and number printed on them.
- b. The picture ticket is to be given to the Visiting Room Desk Officer by the offender at the beginning of his visit.
- c. Pictures will be taken at the discretion of visiting room staff.
- d. All photos must comply with the following stipulations and criteria;
  - 1) All pictures are to be in good taste; no poses that might be considered obscene, suggestive or physically revealing. No gang signs or gestures will be allowed.
  - 2) When the photo is taken, if the offender and visitor(s) are standing or sitting side-by-side, the offender may place his arm around the visitor's waist or shoulder. If the visitor is seated on the bench with the offender standing behind, the offender may place his hands on the visitor's shoulders.
  - 3) All individuals in the photograph must be standing or sitting (no kneeling). The only exception would be infants or small children who may be held.
- e. The Visiting Room OIC will observe picture taking and review all photos immediately after they are taken. The



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>7</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

Visiting Room OIC will insure compliance with the above and will have the final decision in all instances.

- f. Any inappropriate or argumentative behavior by the offender or his visitor(s) may be cause to refuse to take the photo and, in extreme cases, could result in the termination of the visit.
- g. Offenders restricted to non-contact visits and/or offenders in restraints may not have photos taken during any visits.
- h. An eligible offender who wants a picture of himself taken (alone);
  - 1) Must have a picture token.
  - 2) Cannot reside in Administrative Segregation or Disciplinary Segregation.
  - 3) Must submit a request slip to the office of the Recreation Coordinator if the offender is on Non-Contact status. , by Thursday morning.

**B. NON-CONTACT VISITING AREA:**

- 1. The Visiting Room OIC will contact the Shift Supervisor for staff to supervise the visit. The assigned officer shall verify identity by comparing offender identification with Visiting Pass prior to the offender being admitted to the Visiting Room and the non-contact visiting area.
- 2. Non-Contact Visits are for one hour, maximum A specific visitor may visit only once in a two (2) week period Special visits of any kind must be approved two (2) weeks in advance by the Superintendent or designee.
- 3. Once in the Non-Contact visiting area, the offender will be seated at a booth (numbered 1-8). The officer will log the visit on a



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>8</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

“Visiting Room Log Sheet” (See attachment) and note “non-contact visit” in the comment section. The offender shall remain seated in the assigned chair throughout the entire visit.

4. The offender’s ID and visiting pass will be placed on the assignment board in the space corresponding to his assigned booth. The Visiting Room OIC shall then be notified of name, DOC number and booth assignment. The visitor shall then be instructed to the booth to commence the visit and be instructed on where/how to be seated. Any child who is not a lap child will be seated directly behind the adult’s chair.
5. If any problems occur during the visit, the Visiting Room OIC will be notified immediately.
6. The offender and visitor(s) shall communicate via the telephone provided. If the child wishes to talk to the offender, the child and the adult must change places. Otherwise, visitors must remain seated at all times.
7. Adult visitors are responsible for the behavior of any child accompanying them on the visit and shall ensure the child remains seated.
8. Any abuse of the phone system will result in termination of the visit. If the visitor and offender attempt to talk without using the phone system, the first offense will result in a warning. The second offense will result in termination of the visit.
9. Offenders restricted to non-contact visits may not have photos taken during any visits.
10. When the one (1) hour time limit has ended, the offender will be instructed to hang up the telephone. The visitor(s) will exit first while the offender remains seated. After the visitor(s) exit, the offender will obtain his ID card and pass, and exit the non-contact visiting area to the shakedown area for normal strip search and release procedures.



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>9</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

11. The officer will thoroughly check both sides of the visiting booth before another non-contact visit takes place. The officer will pay special attention to the telephone and window area for any damage that may have occurred during the visit.
12. At the conclusion of visiting hours, the non-contact visiting log shall be submitted to the Visiting Room OIC where it will be filed with the regular Visiting Room Log for that date.

- C. **CONFERENCE ROOM:** A small office across from the A-Corridor Officer’s post has been designated as a conference room for the purpose of confidential consultations by/with attorneys, clergy, or other officials as deemed appropriate. When this room is in use and another conference is scheduled, the Visiting Room and/or Education classroom (if available) may be utilized.
- D. **FAMILY VISITING AREA:** There is a large room attached to the visiting room that has been designated as a family visiting area. This room contains toys, books, games, and other child items, and can be used for family visiting. There will only be the offender and their children allowed in the Child Visitation Area. The accompanying adults will stay at the assigned table while the visit between the father and child take place in the Children’s Play Area occurs.

**V. APPLICATION FOR VISITING:**

In order for family members and friends to visit offenders, they must complete an application for visitation. CIF shall use State Form 14387 (R2/7-08) **APPLICATION FOR VISITING PRIVILEGES** to provide visitors with the necessary information regarding visitation. Offenders shall obtain the applications from their Counselor, and the offender shall be responsible for sending applications to their own family members and friends that they want to visit. Potential visitors must complete the application and mail it to CIF (Correctional Industrial Facility) / Attn: Visitation Coordinator, P O Box 600, Pendleton, IN 46064). The CIF Facility Head shall designate a staff person (Visitation Coordinator) to receive these applications and process them.



INDIANA DEPARTMENT OF CORRECTION  
**CORRECTIONAL INDUSTRIAL FACILITY  
OPERATIONAL PROCEDURES**

Effective Date	7-17-2014	Page	10	of	50	Policy Number	# 02-01-102
Title	<b>“OFFENDER VISITATION”</b>						

All potential visitors must complete the application and mail it to the facility that the potential visitor wants to visit.- Parents/Legal Guardians (not offenders) shall complete an application for minors under the age of 18 years and shall sign the application on behalf of the minor child. Faxes of the application are not acceptable. No applications will be accepted unless the application is mailed in to the Visitation Coordinator.

It is important that the application is completed fully and all questions are answered honestly. **Failure to provide all necessary information may result in a delay in the processing of the application or a denial of visitation privileges. Falsifying an application shall result in the applicant being banned from all correctional facilities for a period of one (1) year.**

Visitors shall be permitted to visit only one (1) “non-immediate family” offender within the Department of Corrections. If the visitor has immediate family members incarcerated in a Department facility, those immediate family members can also be visited.

The visiting application, once it receives the final approval, shall allow access to the facility to visit the designated offender. The signature of the visitor acknowledges agreement to all rules and regulations included in this operational procedure and the CIF Visiting rules, including criminal background checks through IDACS.

Children less than 18 years of age must have their application completed by their parent/legal guardian (not offenders). An adult visitor who has the notarized permission of the child’s parent or legal guardian who has custody of the child (not the offender) may be allowed to bring the child to the facility for the visit; however, both the child and the adult visitor must have an application on file to visit the offender. State Form 48965, AUTHORIZATION FOR MINOR CHILD TO VISIT, shall be used to allow an adult, other than the child’s parent or legal guardian, to bring a child into the facility to visit an offender. The parental authorization form must be notarized by a Notary Public. When submitting State Form 48965, the parent/legal guardian must attach a copy of the child’s birth certificate.

The Correctional Industrial Facility shall house the computer and other equipment necessary to perform criminal history checks using the IDAC system. The staff



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>11</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

assigned to IDACS is given a password access only. Staff assigned must have completed the required training.

Criminal warrants checks will be conducted on each adult and child (16 and older) applying to visit an offender. When an active criminal warrant is found, the application will be reviewed and local law enforcement shall be notified of the information provided. The information on the applicant’s criminal history is treated as confidential and will not be released to the offender.

Those CIF staff authorized to run the IDAC reports shall run only those CIF IDAC reports requested by the staff that are designated by the CIF Facility Head to make those requests. These staff may include the Facility Head, Assistant Facility Heads, Human Resources staff for staff and new hires, the Community Involvement Coordinator for volunteers, Internal Affairs staff for staff or offenders, the Classification Coordinator for offenders and any other staff designated by the CIF Facility Head.

If any IDAC report shows that an outstanding warrant exists, or shows any other reasons for concern, those applications will be marked with “turned over to internal affairs” and the applications (and report results) will be given to CIF Internal Affairs for their disposition. Those applications showing no problems through the IDAC will be marked “clear” and then sent to the Visitation Coordinator for processing.

CIF IDACS staff designated to receive IDAC requests from other Facilities in the region (ISR, NCF/AP, PNJ) shall only run those reports that were requested from the designated and approved staff in those facilities. The IDAC reports will be run for the surrounding facilities in the order that they are received by CIF, and returned to the facilities as quickly as possible. The facilities that receive the IDAC reports will process their applications in a manner appropriate for the findings of their IDAC reports.

**All IDAC report information is to be kept CONFIDENTIAL.**

CIF staff who are designated to receive IDAC reports shall follow-up and confirm or distribute information as required by the Department’s offender release procedures.



INDIANA DEPARTMENT OF CORRECTION  
**CORRECTIONAL INDUSTRIAL FACILITY  
OPERATIONAL PROCEDURES**

Effective Date	7-17-2014	Page	12	of	50	Policy Number	# 02-01-102
Title	<b>“OFFENDER VISITATION”</b>						

CIF Master Locations/Count Office staff shall maintain a log of all reports run from the IDAC system, including reports run for other facilities. This log shall include the date and time the report was run, the name of the staff person requesting the report, the name of the staff person who runs the report and the disposition of the report. This log will be kept on file for at least one (1) year.

Only certified staff is authorized to run IDAC reports and only staff designated by the CIF Facility Head shall be given access to these reports. Additionally, CIF Locations/Count staff shall ensure that requests that are received from staff in CIF and from staff in facilities without terminals are received and responded to in a timely manner.

Once an application has been reviewed, the criminal history check completed, and the decision is made either approving or denying the application, the offender shall be notified. **The offender is responsible for advising applicants that their applications have been approved or denied.** The applicant's approved Department visiting application must be on file prior to visiting.

Visitors may have their names removed from an offender's visiting list by making that request in writing to the Superintendent's office. Once the name is removed, the visitor must wait six (6) months before applying to visit the same or another offender. Exceptions may be made for immediate family members.

Visitors who require a reasonable accommodation for a disability must contact the staff person responsible for processing visitors.

**VI. VISITATION LISTS:**

The Visitation Coordinator shall maintain an approved visitation list for each offender. This information shall be maintained on the OIS/JDS computer system. The offender's visitation list may be updated semi-annually (Once every 180 days) in a manner convenient to the operation of the facility. A Visiting list will consist of no more than twelve (12) individuals, including children.

The visitation list shall include:

- A. The offender's name and number;



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>13</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

- B. The name of the requested visitor;
- C. The relationship of the visitor to the offender;
- D. The visitor’s date of birth;
- E. The visitor’s address; and,
- F. The visitor’s drivers license number or state ID information, if available.

The Offender’s Counselor will be responsible to print the visitation lists from the OIS/JDS computer systems and see that the copies are received by the Utility Captain for filing in the Visitor Processing files.

The “COUNSELOR’S APPROVED” Visiting List shall be maintained for each offender housed at CIF. All visitors and all immediate family members, (except those children age 13 years old or under), must be placed on the visiting list before visiting can occur.

INITIAL LIST: During the CIF Facility Admission & Orientation, each offender shall be provided with an Offender Visiting List (See attachment). It shall be the responsibility of the offender to complete and submit this list to his counselor in a timely manner.

- A. Each approved visitor in the Offender Information System (OIS) must either be created by or updated/approved through a CIF counselor and the Visitation Coordinator. The approved CIF/OIS visiting list shall reflect a CIU (CIF) OIS number, indicating that the visitor has been screened/approved by a CIF staff person/counselor.

REFUSAL OF PROGRAM. An offender may refuse to participate in the visiting program. If so, the offender should notify the Counselor in writing. The Counselor shall make the entry “ALL VISITATION REFUSED” on the “Counselors Approved List” in OIS.

UPDATE TO COUNSELOR’S APPROVED (VISITING) LIST. Only those persons listed on the offender’s Counselor’s Approved List will be permitted to



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>14</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

visit. Exceptions may only be approved by the Superintendent or designee. After establishment of the initial list, a Visiting List may be updated every 90 days thereafter by written notification to the Counselor. “Request for Visiting List Changes” (SF 10987, See attachment) may be used for this purpose.

**IMMEDIATE FAMILY.** Immediate family members placed on the offender’s visiting list must meet the definition of “immediate family” as defined in Section III, “DEFINITIONS”.

It shall be the responsibility of the Correctional Counselor to verify “immediate family” relationship(s) submitted by the offender by checking the facility packet prior to placing the visitor(s)’ name on the Counselor’s Approved List. If the relationship cannot be verified, an appropriate notation shall be made on the offender’s submitted list prior to placing it in the facility packet. The offender shall be notified that the visitor’s relationship could not be verified and the name was placed on the Counselor’s Approved List as “other/non-family”.

**LIMIT TO VISITING LIST.** There is a limit of twelve (12) people that can be placed on the offender visiting list. Any family members who do not meet the “immediate family” definition of this procedure, or cannot be verified as immediate family, shall be listed as “other” (non-family) visitors and shall be included in the 12 name limit.

**OFFENDER INFORMATION SYSTEM (OIS).** All visitors will be appropriately coded in the OIS system (See attachment for available codes)

**ATTORNEY AND CLERGY.** Attorneys and clergy (religious advisor), when placed on the Counselor’s Approved List, are considered as “non-family” visitors. The Visitation Coordinator will be responsible for adding in the “comment section” of the Approved List the designation “attorney” or “clergy” after verification by the Internal Affairs department or the Chaplain, as applicable. Visitor processing staff will appropriately log visits by clergy and attorneys for the offender’s visiting record/history.

- A. Attorneys shall be encouraged to visit during regular business hours or standard visiting hours. Visiting outside these parameters must be approved by the Superintendent/designee.



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>15</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

- B. Attorneys, clergy, government officials or persons from other agencies/organizations who are providing an approved service for the facility or offender may be approved to visit on a case-by-case basis. The visit will not be considered as part of the offender’s normal visiting schedule. If the attorney, clergy, or government official is not on the Counselor’s Approved List, approval from the Superintendent or designee is required.

VISITING LIST RESEARCH. It shall be the responsibility of the Visitation Coordinator to make as certain as possible that an offender’s listed adult visitors are not ex-offenders. This shall be accomplished by comparing the names of requested visitors against OIS records via the “Offender Name Search” (PF1 through the Offender Profile Menu).

In the event of a “match”, the name shall *not* be placed on the approved list, and the offender so notified.

**VII. RULES FOR VISITATION:**

CIF Facility visiting rules shall be made available to visitors at the Visitor Processing Desk, to offenders through the counselor, and to any visitor or member of the general public upon request.

The Correctional Industrial Facility shall provide visitation during the daytime, six (6) days per week between the hours of 9:00 a.m. and 3:30 p.m.

Normal visits are limited to three (3) hours Monday, Tuesday, Thursday and Friday. Visits will be two (2) hours Saturday and Sunday. There will be no visits on Wednesdays. Extended time or other variations of visiting must be approved at least two (2) weeks in advance by the Superintendent or designee.

Signs containing information regarding the possession and/or trafficking of controlled substances are posted in a prominent location so that both offenders and visitors may read it prior to entering the visitation area. These signs contain the following information:

*“A person who, without the prior authorization of the person in charge of a penal facility, knowingly or intentionally:*



INDIANA DEPARTMENT OF CORRECTION  
**CORRECTIONAL INDUSTRIAL FACILITY  
OPERATIONAL PROCEDURES**

Effective Date	7-17-2014	Page	16	of	50	Policy Number	# 02-01-102
Title	<b>“OFFENDER VISITATION”</b>						

- (a). *Delivers or carries into the penal facility with intent to deliver an article to an inmate of the facility; or,*
- (b). *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. The offence is a Class C felony if the article is a controlled substance, a cellular telephone, or other wireless or cellular communications device. The offense is a Class D felony if the article is a deadly weapon.*

*A person who knowingly or intentionally possesses a cellular telephone or other wireless or cellular communications device while incarcerated in a penal facility commits a Class A misdemeanor.*

*A Class A misdemeanor is punishable by imprisonment for not more than one (1) year and a fine of up to \$5,000.*

*A Class C felony is punishable by imprisonment up to four (4) years and a fine of up to \$10,000.*

*A Class D felony is punishable by imprisonment of up to three (3) years and a fine of up to \$10,000.”*

CIF shall not tolerate trafficking with an offender or the possession of controlled substances, tobacco, electronic devices or weapons while on Department property. All offenders and visitors shall be subject to search. Refusal to be searched shall result in a denial of the visit. In all cases where a visitor and/or an offender are 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 at any Department facility.



INDIANA DEPARTMENT OF CORRECTION  
**CORRECTIONAL INDUSTRIAL FACILITY  
OPERATIONAL PROCEDURES**

Effective Date	7-17-2014	Page	17	of	50	Policy Number	# 02-01-102
Title	<b>“OFFENDER VISITATION”</b>						

Any offender found guilty in a disciplinary action of possession of a controlled substance or tobacco shall have his/her visiting privileges restricted to “non-contact” visits only. Additionally, an offender found guilty of certain other disciplinary code violations may have his/her 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.

CIF has posted signs in the area(s) where visitors are initially processed and in the visiting rooms/areas that advises visitors that drug and tobacco detection dogs (K-9s) may be in use in the facility and visitors shall be subject to search by these dogs. The sign states:

***NOTICE:***

***Drug and tobacco K-9’s (dogs) may be in use today in the visiting room. These dogs are non-aggressive. All visitors will be searched prior to entering the visiting room and/or during the visit. If you do not wish to be searched, you may choose not to visit today.***

***ATENCIÓN:***

***K-9’s (perros) que pueden detectar narcóticos y tabaco pueden ser usados hoy en la sala de visitantes. Estos perros no son agresivos. Todos los visitantes van a ser registrados antes de entrar en la sala de visita y / o durante la visita. Usted puede optar por no visitar hoy!***

These signs are presented in both English and Spanish.

**VIII. PERSONS EXEMPT FROM THE VISITATION SCHEDULE:**

Staff must verify the qualifications of exempted visitors and may request background information and official assignment documentation from the potential visitor for this purpose. Whenever possible, exempted visitors should schedule their visits at least 24 hours in advance so that the facilities can ensure that suitable accommodations are available.

ATTORNEY(s), CLERGY, government officials or persons from other agencies/organizations who are providing an approved service for the facility or the offender (e.g. Mental Health professionals, Indiana Vocational Rehabilitation



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>18</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

counselors, CTP program officials, etc.) may be approved for visitation on a case-by-case basis. The visits will not be considered as part of the offender’s regular visitation schedule. If the attorney, clergy, or government official is not on the Counselor’s Approved List, the visit must be pre-arranged through the office of the Superintendent/designee.

Where space is available and the security of the facility and safety of the people involved will not be impaired, a special area may be set aside for attorney-client visits. If space is available, arrangements also may be made to allow clergy or approved spiritual advisors to have a separate space, outside of the regular visiting room/area, to meet with the offender. In both cases, such space shall be observable by staff; however, staff shall not listen to the conversations.

**IX. VISITATION BY STAFF, EX-EMPLOYEES, EX-OFFENDERS PAROLEES/PROBATIONERS AND VICTIMS:**

In accordance with the administrative procedures for Policy 04-03-103, “Information and Standards of Conduct for Departmental Staff,” staff shall notify the Facility Head in writing whenever a friend or relative is committed to the Department. A staff person may be permitted to visit an offender who is an immediate family member. Additionally, with sufficient justification, a staff person may be permitted to visit an offender who is a family member but not an immediate family member. In these cases, the staff person shall provide the facility with sufficient information to verify the relationship and the need for such visits.

A staff person must obtain prior written approval to visit an offender. The staff person shall obtain State Form 51058, REQUEST FOR STAFF CONTACT WITH OFFENDER, from the facility. The staff person shall complete Sections I and II. The staff person shall provide as much information as possible, including information verifying the relationship, so that a decision can be made regarding the visit. The staff person shall submit the form to the Facility Head of his/her facility. The Facility Head shall review State Form 51058 and determine whether approval of the requested visit is in the best interests of the Department, offender and staff person. The Facility Head shall consider such factors as the relationship between the staff person and the offender, the staff person’s work history with the Department and the potential impact on the facility and the offender’s adjustment. The Facility Head shall indicate his/her decision on the form and forward it to the Facility Head of the facility housing the offender.



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>19</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

The Facility Head of the facility housing the offender shall review the request. The Facility Head of the facility housing the offender shall consider such factors as: the relationship between the staff person and the offender; the offender’s conduct history; the frequency of visits to the offender; the offender’s family background; and, the decision of the staff person’s Facility Head and any comments made by that Facility Head, etc.

If both Facility Heads approve the request to visit, the Facility Head of the facility housing the offender shall return the State Form 51058 to the staff person’s Facility Head who shall note the approval. A copy of State Form 51058 with the approvals of both Facility Heads shall be given to the staff person who will be required to bring the form with him/her whenever a visit takes place. Additionally, a copy of the approved State Form 51058 shall be placed in the staff person’s personnel packet and a copy placed in the offender’s packet. Once the approval is given by both Superintendents, the staff person shall be required to complete an APPLICATION FOR VISITING PRIVILEGES and attach a copy of State Form 51058 in order to be placed on the offender’s visitors list.

If either or both of the Facility Heads do not approve the request from the staff person to visit the offender, the Facility Head of the facility housing the offender shall forward the request with all recommendations to the Executive Director of Adult Facilities or the Executive Director of Juvenile Services if the offender is a juvenile. The appropriate Executive Director shall review the request and, if necessary, contact the facilities to obtain additional information before rendering a decision. If one of the facilities involved is not under the Executive Director’s supervision, State Form 51058 shall be forwarded to the other Executive Director, as appropriate, for review and approval. If either of the Executive Directors deny the request, the request shall be considered denied and the staff person shall not be allowed to visit the offender. The decision of the Executive Director(s) shall be final.

Following approval/denial by the Executive Director of Adult Facilities or Executive Director of Juvenile Services, the original State Form 51058 shall be returned to the originating Facility Head for filing and a copy shall be sent to the Facility Head of the facility housing the offender. Once an approval has been granted for visits between a staff person and an offender, the approval shall remain in effect until rescinded by the Executive Director of Adult Facilities or Executive Director of Juvenile Services. If the request to visit is denied, the staff



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>20</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

person may submit another request for visitation one (1) year from the date of the denial. If a staff person terminates his/her employment with the Department, any approval to visit an offender shall be rescinded immediately and the staff person will be required to follow the procedures for ex-employees to visit offenders.

If the request is approved and the offender is transferred to another facility, the approval shall continue to be in effect unless the Facility Head or designee of the new facility determines that there is a reason to require the staff person to submit a new request.

Ex-employees who wish to visit an offender must make a written request for approval to the Facility Head of the facility housing the offender prior to the visit. Generally, ex-employees shall not be allowed to visit an offender who has been housed in the same facility in which the ex-employee was employed and who was incarcerated at the facility during the time the ex-employee was employed there. The Facility Head shall review the request and recommend whether the visit is in the best interest of the facility and the individuals involved. Unless the ex-employee and the offender are immediate family members or special circumstances exist, visits by ex-employees shall not be authorized until one (1) year after the employee's separation from the Department. Ex-employees shall not be permitted to visit an offender if the relationship between the offender and the ex-employee started or resulted from contact between the ex-employee and the offender during the ex-employee's period of employment with the Department. The Facility Head shall forward the request to the appropriate Executive Director of Adult Facilities or Executive Director of Juvenile Services for review and approval/denial. The appropriate Executive Director shall render a decision and so notify the Facility Head submitting the request. The decision of the Executive Director shall be final. Ex-employees shall not be allowed to visit an offender until the request to visit has been approved by the appropriate Executive Director. If the decision is to deny the request to visit, the ex-employee may submit another request one (1) year from the date of the denial. In cases where an ex-employee has been terminated from employment or allowed to resign prior to termination, or during an investigation arising from a violation of Department rules or procedures involving an offender, (e.g. trafficking, inappropriate contact) the ex-employee shall be denied visitation privileges permanently from all Department facilities. Such denials shall be noted in the OIS/JDS computer system.



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>21</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

Ex-offenders shall not be permitted to visit offenders in Department facilities without the prior written approval of the Facility Head of the facility housing the offender to be visited. Ex-offenders shall be approved or denied for visitation on a case-by case basis. Permission for visits by ex-offenders who are not under any type of community supervision (e.g., parole or probation), may be considered after the ex-offender has been discharged or released from parole or probation supervision for a period of one (1) year. Individuals who received county jail time, but have never received a court order for any type of community supervision, and who have not been incarcerated in a state or federal prison do not fall under the one (1) year consideration, and can be approved or denied at the discretion of the Facility Head.

Ex- offenders, including parolees, and probationers, may be considered for visits if special circumstances warrant such consideration. Special circumstances are visits that will aid in the incarcerated offender’s re-entry programming. If still on probation / parole, the ex-offender shall obtain written authorization from his/her parole / probation officer prior to consideration by the Facility Head. The original signed approval from the parole or probation officer must be sent to the Facility Head where the ex-offender is requesting visitation. The Facility Head shall consider the safety and security of the individuals and the facility as well as the value of the visit to the offender when granting approval or denial of requests to visit by ex-offenders. Approvals to visit shall be for one (1) visit only unless otherwise specified by the parole or probation officer and the Facility Head. Denials of requests to visit shall be noted in the OIS/JDS computer systems. In cases of denials, the parolee or probationer may submit a request again no earlier than one (1) year from the date of the last denial. If the request is approved and the offender is transferred to another facility, the approval shall continue to be in effect unless the Facility Head or designee of the new facility determines that there is a reason to require the ex-offender to submit a new request.

The Facility Head may approve for regular visitation an ex-offender who has children under the age of 18 with a current offender, provided the relationship of the children to the offender is verifiable and the ex-offender visits the offender with the mutual children each time. The ex-offender shall be subject to the same application approval process as the ex-offenders in this section of this policy and administrative procedure. The children shall be subject to the application approval process as outlined in Section V of this policy and administrative procedure.



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>22</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

Parolees or probationers may be considered for visits if special circumstances warrant such consideration. Special circumstances are visits that will aid in the incarcerated offender's rehabilitation or adjustment to the facility or community upon release. Such visits shall be limited to immediate family members only. The parolee or probationer shall obtain written authorization from his/her parole or probation officer prior to consideration by the Facility Head. The original signed approval from the parole or probation officer must be sent to the Facility Head of the facility housing the offender at the time the request to visit is made. The Facility Head shall consider the safety and security of the individuals and the facility as well as the value of the visit to the offender when granting approval or denial of requests to visit by ex-offenders and parolees/probationers. Approvals to visit shall be for one (1) visit only unless otherwise specified by the parole or probation officer and the Facility Head. Denials of requests to visit shall be noted in the OIS/JDS computer systems. In cases of denials, the parolee or probationer may submit a request again no earlier than one (1) year from the date of the last denial.

Victims generally shall not be allowed to visit offenders, unless the visit is for therapeutic reasons and a therapist has requested the visit and will be a part of the visit (Similar to that indicated in Procedures XXI. G) or the Facility Head or designee determines that the visit will be in the best interests of the offender's re-entry into the community. Victims who are immediate family members of an offender may submit a request to the Facility Head of the facility housing the offender if they wish to visit the offender. The Facility Head or designee shall determine whether the offender has a Victim Notification (VN) flag involving the victim seeking to visit the offender. The Facility Head or designee shall review the records regarding the actual crime and determine whether it appears that the victim and offender can safely visit. Visits between victims and offenders, if approved, may be non-contact visits or other restrictions may be placed on the visits, including a requirement that the visit be supervised. Visits with victims as a part of a victim reconciliation or restorative justice program may be approved by the Facility Head, if the program provides details of the program and supervision of the visit is provided and it does not appear that the visit will be a threat to the safety and security of the facility or the persons involved. If a visit between an offender and a victim is approved and the offender has a Victim Notification flag, the Facility Head or designee shall contact the Victim Notification Section in Central Office to advise them of the intended visit. An offender who is approved to visit with a victim may be permitted to meet with a



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>23</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

Mental Health staff person either before or after the visit in accordance with the facility’s procedures for requesting Health Care services.

**X. VISITATION RECORDS:**

- A. VISITING FILE: It shall be the responsibility of the Visit Processing Custody Staff to develop and maintain a separate visiting file (Located at Visitor Processing) for each offender, containing a current, up-to-date Counselor’s Approved List corresponding with the list that appears on the OIS system.
- B. The facility shall maintain documentation of every visit received by the offender (including attorney, government officials, and clergy). These records shall be maintained, at minimum, on the OIS system. Any hard copy records shall be placed in the offender’s visiting file.

It shall be the responsibility of the Count Office to ensure that these records are forwarded with the offender packet in the event of transfer or release.

**XI. VISITOR SIGN-IN:**

**The sign in area shall maintain a supply of Prison Rape Elimination Act (PREA) brochures.**

- A. SIGN IN: At the Visitor Processing desk, each adult visitor will legibly print his/her name as well as the name and age of visitors in their group. State Form #14389, “Log of Visitors” shall be used for this purpose. (See attachment).
  - 1. Visitors under the age of eighteen (18) must be accompanied at all times by a parent/legal guardian who appears on the offender’s visiting list or by another adult designated by the parent/legal guardian via State Form 48965, “Authorization for Minor Child to Visit”, (See attachment) and who also appears on the Visiting List. The only exception is the offender’s spouse, who, if under the age eighteen (18), may visit without this stipulation.



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>24</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

2. Blank “Authorization for Minor Child to Visit” forms shall be available to visitors at Visitor Processing and to offenders through the Correctional Counselor. The visitor may return the signed/notarized form on a subsequent visit, submit the form prior to the minor child visiting, and visiting may take place immediately.
  - a. If the form appears valid and has been accurately completed, Visitor Processing staff shall note the offender’s location at the top of the form and mail the original form to the appropriate Counselor who will be responsible for entering the information in the comments section on the Counselor’s Approved List. The counselor will also make a copy of the form for the offender’s visiting file and submit the original to be placed in the facility packet.
3. Minor children (thirteen (13) years old and older) shall be assigned a computer generated ID number and shall be logged into the OIS computer system.
4. Visitor Processing Staff will enter the offender’s name or DOC number into the OIS system to access the offender’s Counselor’s Approved List. Visitor Processing Staff will check the detail screen on that visitor in order to confirm and update all corresponding information.
5. Visitor Processing Staff will check the offender’s Counselor’s Approved List, as well as the file hard copy, for information regarding restricted visits, special visits, gate releases or other information that may concern the offender’s visitor.
6. An offender may receive one visit per day, and each visitor may visit only once every fourteen (14) days.
7. Visitors will be processed through the x-ray/metal detector and searched in accordance with post orders, Operational Procedure 02-03-101 “Searches and Shakedowns”, and Operational Procedure 02-03-103 “Facility Entrance/Exit Standards”.



INDIANA DEPARTMENT OF CORRECTION  
**CORRECTIONAL INDUSTRIAL FACILITY  
OPERATIONAL PROCEDURES**

Effective Date	7-17-2014	Page	25	of	50	Policy Number	# 02-01-102
Title	<b>“OFFENDER VISITATION”</b>						

8. Immediately prior to entry into the authorized visiting area, all visitors shall be asked;

*Do you have in your possession any firearms, weapons, knives, ammunition, narcotics, medication, controlled substances, alcoholic beverages, marijuana, tobacco or tobacco related items, money/currency, cameras, video or audio recording equipment or electronic devices, including cellular telephones, pagers or other communication devices?*

If the visitor responds negatively and no contraband or prohibited property is found in the search process (including searches by drug and tobacco detecting dogs), entry into the visiting room may be allowed. If the visitor responds affirmatively or contraband or prohibited property is found during the search process, staff shall advise the visitor that he/she will not be allowed into the visiting room. If the visitor is in possession of prohibited property, the staff person shall advise the visitor what action (method of disposal of the prohibited property, such as placing in a vehicle or a locker if available) may be taken so that the visit may proceed. If the property is contraband, the staff person shall notify his/her Supervisor immediately for instructions regarding how to proceed and whether law enforcement will be notified. Staff shall follow the facility's procedures for entry into the facility. Cameras, recording equipment and other electronic devices shall not be permitted into the facility without the prior written approval of the Facility Head or designee, except in cases involving the news media as provided in the administrative procedures for Policy 00-03-101, “Distribution of Information,” or Department staff/law enforcement who need the equipment to carry out his/her duties.

Additionally, all visitors shall be asked;

*Are you or have you ever been an employee of the Department of Correction?*

If the visitor answers affirmatively, facility staff shall determine whether the visitor has received the necessary approval as



INDIANA DEPARTMENT OF CORRECTION  
CORRECTIONAL INDUSTRIAL FACILITY  
OPERATIONAL PROCEDURES

Effective Date	7-17-2014	Page	26	of	50	Policy Number	# 02-01-102
Title	"OFFENDER VISITATION"						

indicated in Procedure VIII of this policy. If the visitor has not received the necessary approval, staff shall advise the visitor of the proper request procedures and deny entry until approval is obtained. If it is determined that the visitor has not been truthful, the Facility Head shall be notified. The Facility Head shall submit a written report to the appropriate Executive Director. All facilities shall be notified that the individual shall not be permitted entry into any Department facility. The visitor shall have the right to appeal the decision to the appropriate Executive Director.

In addition, visitors shall be asked;

***Do you have any disabilities that will require special accommodations?***

Such accommodations may include allowing the visitor to enter the facility with a service dog (Seeing Eye dog, etc.). Staff shall determine whether the visitor indicated a need for a special accommodation on the APPLICATION FOR VISITATION. If this need was indicated and a special visit has been approved, staff shall process the visitor in accordance with the approved visit. Visitors with special accommodations shall be advised that they will be searched and the search shall include any special equipment, such as wheelchairs, or service animals. Service animals shall have their collars/harnesses searched by staff and the service animal shall be required to pass through the facility's metal detector. While service animals may be permitted in the visitation area, the visitor shall be advised that if the animal becomes disruptive or interferes with the visit, the visitor and the service animal shall be advised that the visit is terminated. **The visitor shall be liable for all actions of the service animal while on facility grounds.**

In addition, all visitors must be questioned about influenza like illness prior to entering the facility to visit. All visitors must be asked specifically if they have had, within the previous seven (7) days, any of the following symptoms:

- Fever



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>27</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

- Cough
- Body aches
- Runny nose
- Sore throat

Visitors with current symptoms observed during questioning or those who acknowledge having had any of the symptoms listed above in the previous seven (7) calendar days prior will not be permitted to enter the facility.

Note: Each adult visitor shall be permitted to bring twenty dollars (\$ 20.00) in coins into the visiting area for use in the vending machines. No paper money is authorized (A change machine is available in the lobby). Each visitor shall be advised that they are not to give any money to the offenders but may purchase items from the vending machines and share them with the offender with which they are visiting.

- B. **NON-CONTACT SIGN IN: NON-CONTACT VISITS:** Using a bright “Highlighter”, the A-Corridor Officer shall write across the pass in large letters “NC”, to alert Visiting Room staff that this is a non-contact visit. The pass will be routed as usual. The offender shakedown officer will view the pass, note the “NC”, and notify the visiting room that there is a Non-Contact visit.

## **XII. VISITOR SEARCHES:**

All visitors attempting to visit an offender shall submit to a search of their person and property. Minimally, all visitors shall be required to submit to a modified frisk search in accordance with the Department’s administrative procedures for Policy 02-03-101, “Searches and Shakedowns.” Modified frisk searches of a visitor’s person shall be conducted by staff of the same gender as the visitor. The modified frisk search shall consist of all aspects of the frisk search conducted on offenders with the exception of:

- A. It will not be necessary for the staff person conducting the search to inspect the mouth or nasal passage;



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>28</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

- B. The person being searched will not be required to bend at the waist and run his/her hands through the hair; and,
- C. Pulling the shirt/blouse out of the pants, if tucked into the pants.

If reasonable cause exists to believe the visitor is carrying prohibited property or contraband, staff may request that the visitor submit to a frisk search, with the approval of the Facility Head or designee.

Additionally, visitors shall be subject to additional searches using metal detectors. Visitors in the waiting area and in the visiting room may be searched by trained K-9s at any time while in the facility. Searches by K-9s shall be in accordance with the procedures for the search of persons using drug and tobacco detecting K-9s in the Department’s Emergency Response Manual. Facilities shall ensure that visitors are informed of the proper behavior and actions when being searched by K-9s. This notification shall include a sign posted in the visitor waiting area and the visiting room as well as staff announcing the entrance of K-9s into an area for searches.

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 serious risk to the security of the facility and/or individuals. The decision to request a visitor to submit to a strip search shall be made by the Facility Head or designee. 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.

Any visitor who refuses to be searched shall be advised that they will not be permitted to enter the facility visiting area. In cases where a visitor refuses to be searched by any means during a visit, the visit shall be terminated and the visitor shall be escorted from the facility. Staff at the initial processing area and in the visiting area shall maintain a log of all visitors who refuse to be searched upon demand. The facility shall follow the procedures established in Procedure XVI of this Operational Procedure for documenting the denial of a visit.

Offenders in Level 2 and above facilities shall be strip searched prior to entering the visiting room, and shall be strip searched immediately upon leaving the visiting room, before being allowed to return to their living area or assignment. At the conclusion of the visit, the offender shall be required to leave the visiting



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>29</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

area first. The visitor shall be requested to wait until the offender has been processed and searched. If staff finds any prohibited property or contraband on the offender, staff shall identify the visitor and shall contact local law enforcement and the facility Internal Affairs Office.

When an Official Offender Visitor concludes the visit with an offender, he/she shall not be required to remain in the waiting area until the offender goes through the search process prior to leaving the visiting area. Official Offender Visitors shall be allowed to leave the visiting area as soon as the offender leaves. If staff searching the offender discovers any prohibited property or contraband in the offender's possession after a visit with an Official Offender Visitor, the staff member conducting the search shall follow standard procedures when such items are discovered and shall notify the Shift Supervisor. The Shift Supervisor shall notify the Facility Head as soon as possible. The Facility Head shall advise the appropriate Executive Director of Adult Operations or Youth Services of the incident and shall contact the Official Offender Visitor's Supervisor with the information.

Frisk and strip searches, use of metal detectors, x-rays, K-9's and inspection of purses, packages and bundles shall be governed by the standards established in Policy 02-03-101, "Searches and Shakedown" and shall be consistent with the security needs of the facility.

**XIII. IDENTIFICATION:**

All visitors age sixteen (16) years and older shall be required to produce picture identification before entering the visiting area. All visitors must present valid identification each time they visit. The only forms of identification accepted by the Department are:

- A. A valid driver's license from the state of residence
- B. A valid state photo identification card from the state of residence
- C. A valid photo military identification card (active duty only)
- D. A valid passport.

Additionally, all minor visitors to VMR offenders will be required to provide a copy of a birth certificate no matter the age, and additional identification may be



INDIANA DEPARTMENT OF CORRECTION  
**CORRECTIONAL INDUSTRIAL FACILITY  
OPERATIONAL PROCEDURES**

Effective Date	7-17-2014	Page	30	of	50	Policy Number	# 02-01-102
Title	<b>“OFFENDER VISITATION”</b>						

required in other special circumstances as required by the Facility Head or designee.

Visitors under the age of eighteen (18) years shall be accompanied by a parent or legal guardian at all times while on facility grounds. This procedure does not apply to an offender's spouse who is under the age of eighteen (18) years. Based upon a request from the offender, the Facility Head may grant an exception to this requirement. In cases where a parent or guardian cannot accompany a minor child, the Facility Head may approve another responsible adult to accompany the child during a visit. In these cases, the accompanying adult must be on the offender's visitor list. 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 minor child being authorized to visit. Children under the age of 16 years of age shall be assigned a computer generated identification number in the OIS/JDS computer system. All visitors over the age of 13 years shall be logged into the OIS/JDS computer system.

**XIV. PUBLICATION AND DISTRIBUTION OF VISITATION RULES:**

- A. VISITING RULES: The Correctional Industrial Facility shall develop and maintain visitation rules in accordance with Procedure VII of this document.
- B. OFFENDER ACCESS: CIF Visiting Rules shall be available to the offender upon arrival at the facility and on a continuous basis through the Correctional Counselor. **It is the responsibility of the offender to ensure that any prospective visitors are made aware of the facility's visitation procedures and rules before visitation occurs.**
- C. VISITOR ACCESS: Visitor Processing staff shall ensure an adequate supply of copies of Facility Visiting Rules and make same available to visitors prior to visiting.
- D. SEARCH NOTIFICATION: Visitors, including their person, property, and vehicle while on department property, are subject to search at any time. All visitors shall be advised of and held accountable for actions in accordance with IC 35-44-3-9, which addresses trafficking.



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>31</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

- E. **LIABILITY:** Visitors enter the facility at their own risk. The facility/department shall assume no responsibility for any injury or damage to property.
- F. **TRANSPORTATION:** Upon request from an offender or visitor the facility shall advise what transportation may be available to the facility for visitors. This information may include various sources of public transportation or any forms of privately-operated transportation available. CIF shall make no recommendations regarding such transportation.

**XV. SPECIAL VISITS:**

- A. **DEFINED.** A “special” visit is considered a visit beyond the normal scope of operations. That is;
  - 1. Requesting a visit prior to the lapse of fourteen (14) days between visits.
  - 2. Extra time added to the regular visit.
  - 3. Requesting to have a “combined” visit with immediate family.
  - 4. Requesting to visit more than three (3) offenders at the same time.

NOTE: Large tables will be available on a “*first-come, first-serve*” basis and will be assigned by the Visiting Room staff based on the visitor’s needs and table availability. These tables shall be limited to a maximum of six (6) persons, including the offender but not including lap children.

A reasonable effort shall be made by staff to provide appropriate seating arrangements for all visitors needing a large table. The placement of two regular square visiting tables (or cubes) together can be considered if security is not jeopardized and adequate space and tables are available.

- B. **REQUEST:** It shall be the responsibility of the affected offender or visitor to initiate a request for a special visit.



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>32</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

- C. **APPROVAL:** Special visits shall be approved ONLY with authorization in writing from the Superintendent/designee (e.g., Unit Team Manager, Executive Assistant, or Shift Supervisor). Note: Considerations will be given to the following situations, transportation, travel time, military leaves, pending military deployments, etc.
  
- D. **EXTRA TIME AND WAIVER OF FOURTEEN DAYS BETWEEN VISITS:** Considerations for special visits of this nature shall include, but not be limited to: sources of transportation, visitor’s accessibility to the facility, the distance a visitor must travel and frequency of visits.
  - 1. Distance of required travel does not automatically constitute approval. However: Those visitors traveling from out of State of Indiana and make a request for extra time may be considered.
  - 2. Sixty (60) days must have elapsed since the visitor’s last special visit, unless otherwise approved by an Assistant Superintendent or the Superintendent.
  
- E. **COMBINED VISIT:** In cases where a visitor has two (2) or more immediate family members incarcerated at the same facility, the visitor may be permitted (if approved) to visit the immediate family members (offenders) on the same day and at the same time.
  
- F. **NEWS MEDIA:** Special visits by members of the news media may be permitted in accordance with Policy # 00-03-101, “Distribution of Information” if approved by the Superintendent /designee.
  
- G. All “SPECIAL VISITS” shall be noted as such on the offender’s “Record of Offender Visits” S.F. #3631 (See attachment) as well as on the pass. The letter/card authorizing the special visit shall be dated, marked by Visitor Processing Staff as “Used” (with the pass # noted) or “Not Used”, and then sent to the Packet Room for inclusion in the facility packet.

**XVI. SEGREGATED OFFENDERS:**

- A. **ADMINISTRATIVE/DISCIPLINARY SEGREGATION:** Offenders housed in Administrative /Disciplinary Segregation at the Correctional Industrial Facility shall be granted visiting privileges in accordance with



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>33</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

Policies and Procedures - (#02-04-102, “Adult Disciplinary Segregation”, #02-01-107, “Protective Custody”, and #02-01-111, “Administrative Segregation”.)

**XVII. DENIAL AND SUSPENSION OF VISITATION AND GATE CLOSURES:**

**METHOD/JUSTIFICATION:** An offender’s visitation privileges may be denied or restricted administratively. Denial of these privileges shall be based upon the Department’s interest in security, safety and order of the facility and the safety of persons involved. An offender’s visitation privileges may also be denied or restricted due to Disciplinary Hearing Board (DHB) sanctions. Restrictions can be placed on visits as a disciplinary sanction only if the violation took place in conjunction with a visit. Restrictions cannot be done as disciplinary sanctions for non-visit related violations.

- A. **AUTHORITY:** Determinate suspensions and indeterminate/permanent revocations (gate closures) shall be at the discretion of the Superintendent/designee. It shall be the responsibility of the Superintendent/designee to ensure that all relevant parties are appropriately notified (in accordance with these procedures) of visiting restrictions and notation made in the OIS system.
  
- B. **VISITOR VIOLATION OF RULES:** Visitors who violate the visitation rules/procedures may lose visiting privileges to a particular offender, specific facility, or to all DOC facilities. Restrictions to visiting privileges shall be based upon individual circumstances involved.
  
- C. **PARAMETERS:** As indicated by Procedure I of this document,
  - 1. “Denial” of a visit is immediate and specific;
  - 2. “Suspension” is determinate in length, and ;
  - 3. “Revocation (gate closure)” is indeterminate.

All visiting restrictions/actions shall be noted in the OIS system. The office of the Superintendent shall be notified of all incidents requiring more than a specific, one-day “denial” of a visit. All suspensions of more than 60 days and all



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>34</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

permanent suspensions (gate closures) shall be reported to the Executive Director/Adult Operations. Suspension of an offender’s visitation privileges and gate closures shall be noted in the OIS/JDS computer system. Additionally, the Facility Head or designee issuing the suspension or gate closure shall send an e-mail to all other facilities notifying the facilities of the suspension or gate closure. The e-mail shall indicate the name of the visitor, the offender who was being visited, the reason for the suspension or gate closure and, if it is a temporary suspension, the date that the suspension will end.

- D. **APPEAL:** Visitors whose visiting privileges are denied, suspended, or revoked may appeal the facility’s decision, in writing, to the Facility Head. If the Facility Head still imposes the restriction, the visitor can send it to the Executive Director of Adult Facilities.
  
- E. **DENIAL/REAPPLICATION:** If the appeal to the restriction is denied, the visitor may reapply for consideration of reinstatement no sooner than one year from the denial.
  
- F. **OFFENDER NOTIFICATION:** The offender shall be notified of denial, suspension, or revocation (gate closure) of visiting privileges in writing in a timely manner.
  - 1. State Form #3779, “Denial/Restriction of Visitation Privileges” (See attachment) shall be used to notify the offender of the decision to deny or restrict visitation privileges.
  - 2. The notification shall include the reason for the denial, the name of the staff person making this decision, and the right of the offender to appeal the decision through the Offender Grievance Process.
  
- G. **DHB SANCTION:** Visiting restrictions may be imposed by the DHB if the offender is found guilty of a conduct violation involving visitation. If an offender’s visiting privileges are revoked as a result of a DHB sanction, the paperwork from the hearing will serve as notice to the offender and it will be the offender’s responsibility to inform any prospective visitors of the action taken. The offender may appeal this decision through the Disciplinary Appeals Procedure.



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>35</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

- H. **VISITORS NOT NOTIFIED:** In cases where an offender's visitation privileges are suspended due to either the offender's behavior or based upon security needs of the facility, it shall be the responsibility of the offender to advise any prospective visitors of this suspension. Visitors who come to the facility to visit offenders whose visitation privileges have been suspended shall be advised that the offender may not receive visitors and the approximate date when the suspension may be lifted.
  
- I. **OFFENDER VISITATION REFUSAL:** An offender may refuse a visit. The refusal must be in writing. If the offender refuses to document his refusal, the Unit Sergeant/OIC is to document the refusal on the back of the visiting pass, sign it, and have another staff member witness. The pass shall then be forwarded to the Visitor Processing area to be filed in the offender's visiting file.

**XVIII. VOLUNTEERS:**

Volunteers are subject to the provisions of this policy, and the administrative procedure and policy 01-03-103, "The Development and Delivery of Community Involvement Program." Visits by volunteers as a part of an approved volunteer program at CIF facility shall be in addition to an offender's normal visiting schedule. Volunteers shall be advised of the facility's visitation rules/procedures during the volunteer's orientation training.

Persons who are providing services to offenders in a volunteer capacity may be allowed to visit an offender outside of the approved volunteer program. Persons who are on an offender's visitation list may be permitted to provide volunteer services at the facility housing the offender if the volunteer's program duties are such that visiting the offender would be in the best interests of the program and the offender. Volunteers may be allowed to visit an offender at a facility not receiving their services. However, they are to report to the Facility Head or designee of the facility where their services are provided and the Facility Head of the facility housing the offender that they are visiting an offender at another Department facility.

**XIX. BODILY CONTACT BETWEEN OFFENDERS AND VISITORS:**



INDIANA DEPARTMENT OF CORRECTION  
**CORRECTIONAL INDUSTRIAL FACILITY  
OPERATIONAL PROCEDURES**

Effective Date	7-17-2014	Page	36	of	50	Policy Number	# 02-01-102
Title	<b>“OFFENDER VISITATION”</b>						

A. CONTACT VISITS

1. Offenders and visitors may shake hands, kiss or embrace at the beginning and end of the visit. Long, lingering kisses/embraces shall not be permitted. There shall be no kissing or embracing during the actual visit. During the visit, the only contact permitted is holding hands. Small children may be permitted to sit on the lap of the visitor or offender.
2. A non-VMR offender may hold a small child on his lap if the child is too small to sit in a chair by themselves. VMR offenders who have been approved for visitation with minors may not hold a child on his lap and shall comply with 1 above.

B. NON-CONTACT VISITS

1. Denial of contact visits shall be based upon a reasonable suspicion that to allow the offender contact visits would jeopardize the safety and security of the facility or the persons involved or may lead to the introduction of contraband or prohibited property. The denial of contact visits shall require the same notice and right to appeal as outlined in Procedure XVII, "Denial of Visitation."

Non-contact or video visits shall not be imposed as a disciplinary sanction unless the basis for the imposition of non-contact visits is an action that took place during a visit and the sanction is listed on the REPORT OF DISCIPLINARY HEARING. Non-contact or video visits may be imposed as an administrative action by the Facility Head based upon a staff member's written recommendation and justification indicating reasonable knowledge or information and belief that non-contact visitation is appropriate.

2. An offender may be placed on a non-contact visiting restriction by the Administration if it is believed that normal contact visits could be detrimental to the safety/security of the facility.

Non-contact visits may be imposed by the following methods;

- a. By order of the Superintendent;



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>37</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

- b. By a formal written recommendation of the Supervisor of Classification to the Superintendent indicating the justification for recommendation;
  - c. By a formal written recommendation and justification from The CIF Investigator, Administrative Review Committee, DHB Chairperson, Screening Officer or Unit Team Classification Committee to the Superintendent; or,
  - d. By a staff person’s written recommendation to the Superintendent, indicating knowledge, information, or belief that non-contact visiting status is appropriate.
3. The Superintendent/designee shall be the source of final approval placing an offender on non-contact visiting status. This approval shall be in writing.
4. Offenders who are found guilty of certain violations of the applicable disciplinary code shall be subject to non-contact visits for prescribed periods of time. Following review and approval by the Facility Head or designee, offenders who have been found guilty of the following disciplinary code offenses shall be permitted only non-contact visits:
  - Testing positive for the use of a controlled substance.
  - Unauthorized possession of an electronic device (e.g., cellular telephone, pager, etc.) or altering an approved electronic device to use it as a charger for a cellular telephone.
  - Refusal to submit to a test to determine the presence of a controlled substance.
  - Possession and/or distribution of a controlled substance.
  - Possession of a firearm or deadly weapon, including ammunition, or an explosive device.
  - Multiple findings of guilt for use or possession of tobacco, tobacco associated products or unauthorized tobacco substitute products (including, but not limited to, more than one lighter, more than one box of matches, more than one package of cigarette rolling papers, etc.)



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>38</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

Additionally, upon recommendation of the Disciplinary Hearing body and approval of the Facility Head, an offender may be considered for non-contact visits for violations of other disciplinary codes, including but not limited to:

- Batteries
- Sex related offenses
- Physically resisting staff
- Possession, use or making of intoxicants
- Trafficking; or,
- Violations that occur in the Visiting Room.

If the Facility Head determines that the evidence supports the imposition of non-contact visits, the offender shall be allowed only non-contact visits based upon the following guidelines:

- First offense - Six (6) month of non-contact visits
- Second offense following a previously imposed non-contact visit restriction - Twelve (12) months of non-contact visits
- Third and subsequent offenses following two (2) previously imposed non-contact visit restrictions - Permanent non-contact visits

In order to impose either 12 months of non-contact visits or permanent non-contact visits the offender must have been placed on six (6) months and/or twelve (12) months of non-contact or video visits previously. The offender must have progressed through the lower levels of non-contact visits. Simply finding an offender guilty of any of the above offenses and not imposing non-contact visits shall not entitle the offender to be given a longer period of non-contact visits following the next finding of guilt. Additionally, non-contact visits imposed in a prior period of incarceration or in a prior commitment period shall not be considered when imposing non-contact visits in the current commitment.

These restrictions shall not be considered as a part of any disciplinary action taken against the offender for guilty findings for any of the indicated offenses; but, shall be an administrative action in addition to any disciplinary action taken against the



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>39</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

offender. The Disciplinary Hearing Body or Screening Officer shall notify the Facility Head or designee of any offender who has been found guilty of any disciplinary code violation which may result in a recommendation for non-contact visits.

When a decision is made to permit only non-contact or video visits, the offender shall be notified in writing by use of State Form 43324, MODIFICATION OF VISITING PRIVILEGES. This notification shall include: the reason for the imposition of the non-contact visits; the time period for the imposition of non-contact visits; and, the offender’s right to appeal the decision through the procedures for Policy 00-02-301, “Offender Grievance Process.” In those cases where the non-contact visits apply only to a specific visitor, the visitor shall be notified in writing of the decision and his/her right to appeal this action to the appropriate Regional Director/Operations.

Following the imposition of non-contact visits and the exhaustion of appeals through the Grievance Process, an offender who has been placed on permanent non-contact visit status may request that this status be reviewed two (2) years from the date of the decision to impose non-contact visits. The offender shall submit a written request to the Facility Head asking that the imposition of non-contact visits be reconsidered. The Facility Head shall review the request and the offender’s record during the two (2) year period and render a decision. If the Facility Head denies the request, the offender may appeal the decision to the appropriate Executive Director/Adult Facilities. The Executive Director shall review the request and the Facility Head’s comments and render a decision. The decision of the Executive Director shall be final. If the request is denied, the offender may submit another request to the Facility Head one (1) year from the date of the final denial.

When non-contact visits are imposed, the Facility Head or designee shall ensure that all appropriate areas, including the information desk, visitor processing area and the Classification Department, are notified of this action. Passes granted to the offender for the purpose of visitation shall be clearly marked “Non-contact visits.”

5. The Disciplinary Hearing Body shall not impose restrictions on visitation unless these privileges have been abused by the offender.



INDIANA DEPARTMENT OF CORRECTION  
CORRECTIONAL INDUSTRIAL FACILITY  
OPERATIONAL PROCEDURES

Effective Date	7-17-2014	Page	40	of	50	Policy Number	# 02-01-102
Title	"OFFENDER VISITATION"						

6. When the Superintendent imposes a restriction on the visiting privileges of an offender, the following shall apply:
  - a. Passes granted to the offender for the purpose of visitation shall be clearly marked indicating his non-contact status.
  - b. The "non-contact" restriction shall apply to every visit, except attorney visits. Attorney visits (Contact, Privacy, and Duration) shall be handled as for any other offender.
  - c. The 1-hour visit may be split into two (2) consecutive, 30-minute segments to accommodate additional visitors. For individuals under the age of eighteen (18) a chair will be placed directly behind the adult's chair. If the juvenile is to talk to the offender, the juvenile and adult must trade chairs.
  - d. Any given visitor may only visit an offender once each day.
    - e. During any portion of the visit, the visit may include no more than one (1) adult or one (1) adult and one (1) child under the age of eighteen (18).
    - f. No requests for extended visiting time, consecutive dates of visiting with the same visitor, etc. shall be submitted to, or approved by, the Unit Team Manager, executive Assistant or Shift Supervisor.

**Note:** Offenders and their visitors must be aware that CIF and CIF Staff shall not baby-sit nor oversee unattended children. Therefore: When visitors arrive with more than one child, they must have made arrangements in advance for someone to provide care for, and supervision of, the child (ren) that are not in the actual visit.

- g. Before, during or after the visit, there shall be no contact between the offender and his visitor(s); (No embracing, no kissing, no hand holding, no touching, no picture taking, no vending machine items given to the offender).



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>41</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

- h. Restroom breaks will not be allowed during the visit. If either the offender or a visitor must use the restroom, the visit is considered terminated.
  
- 7. The OIS coordinator shall enter the information concerning the non-contact visiting restriction on the offender’s visiting list and shall be responsible for deleting such information when the restriction has ended.
  
- 8. Counselors and/or Visitor Processing Staff shall assist the Administrative Review Committee and OIS Coordinator in monitoring offenders with non-contact restrictions. They will advise the DHB Hearing Officer or Administrative Assistant of overdue stop dates, etc., as well as bringing problems to the attention of the Assistant Superintendent of Operations, Custody Supervisor, or Shift Supervisor.
  
- 9. When non-contact visiting is imposed, the offender shall be notified in writing via State Form 43324, “Modification of Visiting Privileges” (See attachment).
  - a. This notification includes information regarding the justification for non-contact visiting, the time period imposed, and the offender’s right to appeal the decision through 00-02-301, “Offender Grievance Process”.
  - b. If non-contact applies only to a specific visitor, the visitor shall be notified in writing of the decision, as well as his/her right to appeal via the Commissioner/designee.
  
- 10. When non-contact visits are imposed, the Superintendent/designee shall ensure that all appropriate areas/departments are notified of the action (i.e., visitor processing, classification, etc.)

**XX. SUPERVISION OF VISITING ROOM:**

The following rules shall be maintained in the visiting area Post Orders:



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>42</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

1. CIF staff will provide direct visual supervision of the entire visitation area at all times. Staff must position themselves throughout the visitation area to maintain a direct line of sight on interactions between offenders and visitors. While mirrors or cameras can augment direct supervision and compensate for blind spots, staff will position themselves with a direct line of sight on interactions between offenders and visitors.
2. Staff shall immediately intervene on inappropriate behavior, which may include behavior outside the bounds of permitted intimacy, or involve any violation of visiting regulations that may prove uncomfortable, disruptive, or offensive to other offenders and visitors.
3. Should inappropriate behavior result in an incident report or termination of the visit, staff must provide the reasons for terminating a visit in writing, by using State Form 3779, DENIAL/RESTRICTION OF VISITATION PRIVILEGE, to the offender who in turn may appeal the action to the facility administrator.
4. Notices are posted informing visitors of the potential for monitoring anywhere in the visiting area.

**XXI. RESTRICTIONS ON VISITS WITH MINORS:**

Adult male offenders who have a current or prior sex offense adjudication and/or conviction involving a minor may be restricted from receiving visits from minors (i.e. persons under the age of 18 years of age, excluding spouses who are not the offender’s victim).

**A. INTAKE ASSESSMENT:**

1. When an offender is received at CIF, Counselors shall review the offender’s records to determine whether there has been either a conviction as an adult or adjudication as a juvenile for a sex offense involving a minor. Staff at CIF shall complete the INITIAL SEX OFFENSE CHECKLIST for all offenders committed for a sex offense and shall include information relating to the offense. If there is such a conviction/adjudication, the



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>43</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

offender’s record shall be marked with a “Y” (for Yes) in the “VMR” (Visitor-Minor Restriction) field in the Offender Information System (OIS). This data is entered into the “Current Classification” screen. The “VMR” flag can then be viewed in the “Current Classification” screen and above the Offender’s DOC Number on the “Visitor List” and “Visitor Log” screens.

2. Any offender identified as having a sex offense involving a minor shall be notified in writing of the visitation restriction with minors. State Form 3779, “Denial/Restriction of Visitation Privilege,” shall be used for this purpose. The offender shall be advised that his/her visitation with minors will be restricted until his/her records have been thoroughly reviewed and he/she meets with the Unit Team at CIF. A copy of the completed State Form 3779 shall be placed in Section 5 of the offender’s facility packet.
3. The following visiting restrictions for minor visitors shall be imposed:
  - a. Offender with no current or previous sex offenses involving a minor – No restrictions on minor visitation.
  - b. Offender with no sex offense(s) in the current commitment period and a previous sex offense that did not involve a minor – No restrictions on minor visits.
  - c. Offender with a no sex offense(s) in the current commitment period and a previous sex offense involving a minor:
    - (1) If the offender was discharged from supervision 10 or more years prior to the current commitment – Non-contact visits with minors.
    - (2) If the offender was discharged from supervision less than 10 years from the current commitment – No minor visitation.
    - (3) If the offender has multiple sex offenses involving minors or the use of force or threat of force was used (involving a minor) – No minor visitation.



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>44</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

- d. Offender with a sex offense involving a minor in the current commitment period: No minor visitation.

**B. HOUSING FACILITY ASSESSMENT:**

- 1. Upon receipt of the offender at the Correctional Industrial Facility and during the admission and orientation (A & O) process, staff shall determine whether the offender is a “VMR” offender. If the offender is a “VMR” offender and has requested that minors be placed on his/her visitation list, Classification Staff shall advise the offender’s Unit Team of the “VMR.” During the Unit Team’s first meeting with the offender, the “VMR” designation will be discussed with the offender. The offender shall be advised as to any minor visitation restrictions. Unit Team staff shall complete the facility review determining whether the offender should be allowed to have minor visitation. Until the Unit Team completes the review and advises the offender, the offender shall be restricted as indicated above.
  - a. The offender must not have had any disciplinary code violations for any sex related offenses during the preceding 12 months.
  - b. The intended visitor must be documented in the offender’s packet as the offender’s child or grandchild (including step-children and step-grandchildren) and must not have been a victim of the offender.
  - c. The offender has not been adjudicated/convicted of any other sex offense and there is no documentation, in the offender’s records, indicating the offender has/had multiple victims. If the offender has multiple counts for sex offenses in the current commitment period, these offenses shall count as only one (1) offense if there was a single victim.
  - d. The offender must not have had any other visitation restrictions for sexually related activities within the preceding 12 months.



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>45</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

- e. There must be no known court orders restricting/prohibiting the offender’s contact with the intended minor visitor(s).
  - f. The circumstances surrounding the triggering adjudication(s)/conviction(s) indicate the minor, though legally incapable of consenting, was not compelled by force or threat.
2. The Unit Team shall review the responses to the above questions. If the responses to Questions a, c, d, e and f are in the negative and the response to Question b is in the affirmative the offenders shall be permitted or denied visitation with minors as indicated in XXI, A, 3.

If any of the responses to Questions a, c, d, e or f are in the affirmative or if the response to Question b is in the negative, the offender shall not be permitted to have visits with minors.

The Unit Team shall notify the offender in writing of its decision regarding visits with minors. If there is a restriction, either non-contact or no visits, the Unit Team shall use State Form 3779 for this purpose.

- C. Offenders who are denied visits with minors shall automatically receive a Case Review to ensure that the restriction is appropriate. The CIF Facility Head or designee shall forward all pertinent material regarding the reason for the restriction to the Division of Mental Health in Central Office.

The SOMM Program Manager in Central Office shall complete a Case Review of the offender and make a determination as to whether there should be any changes in the decision of the Unit Team. The decision of the Central Office staff shall be final. There shall be no appeal through the Offender Grievance Process of this decision as the decision to restrict the visits will automatically be reviewed by Central Office.

The SOMM Program Manager in Central Office shall submit a copy of the Case Management Review Summary to the CIF Facility Head with a



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>46</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

decision regarding whether visits with minors are to be permitted and any restrictions on these visits. The Facility Head shall review the decision in the Case Management Review Summary and ensure that the decision is implemented. The Facility Head shall ensure that the Case Management Review Summary is filed in the offender’s facility packet.

If the decision is to grant the visits, the Facility Head shall ensure that the offender is notified that the requested visits are granted contingent on the following:

1. The offender must consent to send State Form 50270, **SEX OFFENDER VISITATION WITH MINOR VISITATION DISCLOSURE** at his/her expense to the parent/legal guardian of the intended visitor(s) and the parent/legal guardian must complete the form. This form shall indicate the offender’s offense; the circumstances of the offense; an agreement to accept responsibility for a minor to visit the offender; agreement to abide by all of the facility’s visitation rules; and, the conditions of the visit. This form must be completed and returned to the facility.
2. Whenever a visit occurs, a picture identification card must be presented for each minor visitor. (Picture identification cards are available from the Bureau of Motor Vehicles License Branches).

The child (ren) may visit the offender only in the company of the parent/legal guardian unless prior approval has been given, in accordance with these procedures, to allow another adult to accompany the child (ren) to the facility.

If all of the above conditions are met, visits with the requested minor(s) who are immediate family may occur.

If the intended minor visitor is the legal spouse of the offender and the marriage can be verified through the offender packet or by the spouse providing documentation, the spouse shall be permitted to visit the offender. In cases where the spouse was the victim of the offender, if approved in the Case Management Review, the spouse may be allowed to visit the offender.



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>47</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

Once visitation has been granted, the Facility Head shall ensure that the approval is noted in the “Comment” field in the “Counselor’s Approval List” in OIS while retaining the “Y” indicator on the “VMR” field. The original approval and Case Management Review Summary shall be filed in the offender’s packet with other visitation documents.

- D. The decision to allow an offender to have visits with minors shall be honored by all facilities as long as the offender continues to meet the stated criteria and continues to make progress towards his/her RAP.
- E. During the development of the Offender’s Re-Entry Accountability Plan (RAP) the Unit Team shall discuss any restrictions placed on the offender’s visitation with minors. The Unit Team shall advise the offender that if the offender makes substantial progress in meeting the needs identified in the RAP, the offender may have the restriction lessened or removed. Substantial progress means that the offender has made significant strides in completing any programs identified that may impact the likelihood that the offender will re-offend. For example, if the offender successfully participates in the SOMM Program, the approved Substance Abuse Program or other programs, such as “Thinking for a Change” or an approved Anger Management Program, the Unit Team may consider lessening the visitation restriction.
  - 1. The offender’s minor visitation restrictions shall be reviewed during each RAP review. If the Unit Team determines that the offender has made significant progress in addressing the areas in the RAP, the Unit Team shall contact SOMM staff, if available at the facility, to discuss modifying the restrictions on minor visitation. The Unit Team shall submit a recommendation based upon its findings and the input from the SOMM staff to the Facility Head for a decision.
    - a. If the Facility Head approves lifting the restriction, the Unit Team shall notify the offender that he/she may have contact visits with his/her children.
    - b. If the Facility Head denies the lifting of the restriction, the Unit Team shall advise the offender of the decision and the reason for the decision. The offender shall be advised that he/she shall be reviewed again in six (6) months.



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>48</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

- c. The decision of the Facility Head shall be final.
2. Offenders who have been placed on no minor visitation shall be required to remain on this restriction for one (1) year before being considered for non-contact visits with minors. The Unit Team shall meet with the offender during the next RAP review following the end of the one (1) year period and shall review the offender’s behavior and progress in addressing those areas indicated in the RAP. If the Unit Team believes that the offender’s behavior has been appropriate and that he/she has made appropriate progress in addressing the issues in his/her RAP, the Unit Team shall contact SOMM staff, if available at the facility, to obtain their opinion about lifting the restrictions on the offender’s visitation with minors. The Unit Team shall submit a recommendation based upon its findings and the input from the SOMM staff to the Facility Head for a decision.
    - a. If the Facility Head approves the recommendation, the Unit Team shall advise the offender that he/she has been approved for non-contact visits with minors.
    - b. If the Facility head denies the lifting of the restriction, the Unit Team shall advise the offender of the decision and the reason for the decision. The offender shall be advised that he/she shall be reviewed again in six (6) months.
    - c. In cases where these offenders are granted non-contact visits, they will be required to remain on non-contact visits for at least one (1) year. After being on non-contact visits with minors for one (1) year, they may be considered for contact visits in accordance with the above procedures.
    - d. The decision of the Facility Head shall be final.
- F. The Unit Team shall review any disciplinary actions taken against the offender, any visitation restrictions imposed, the offender’s progress toward completing the requirements in the RAP and whether the offender continues to meet the criteria for minor visitation. The Unit Team shall make a determination as to whether the offender’s minor visitation status should be revised and, if a change appears appropriate, shall submit a recommendation to the Facility Head.



**INDIANA DEPARTMENT OF CORRECTION**  
**CORRECTIONAL INDUSTRIAL FACILITY**  
**OPERATIONAL PROCEDURES**

<b>Effective Date</b>	<b>7-17-2014</b>	<b>Page</b>	<b>49</b>	<b>of</b>	<b>50</b>	<b>Policy Number</b>	<b># 02-01-102</b>
<b>Title</b>	<b>“OFFENDER VISITATION”</b>						

If the offender, after having been approved for visits, fails to continue to meet any of the above criteria or exhibits any behavior that raises concerns about the safety or security of the facility or the public, the approval for any visits with minors shall be rescinded immediately.

- G. In certain cases, visits with minors may be permitted even if the offender does not meet all of the above criteria and a Case Management Review has not been conducted. Unless prohibited by a court order, the Facility Head may approve a visit with minors who are immediate family members in the following situations:
1. The offender is in the last stages of a terminal illness and it appears that the offender’s death is imminent.
  2. A therapeutic visit is requested by the victim’s licensed therapist. If the victim is in therapy and the victim’s therapist believes that the visit is necessary for the successful treatment of the victim, the therapist may request a special visit. The therapist must submit a request on his/her letterhead stating the purpose of the visit and those to be present at the meeting. Additionally, the therapist must provide a signed statement from the victim or the victim’s parent/legal guardian, if the victim is still a minor, authorizing this visit and a copy of the therapist’s state license. The Facility Head shall review this request and determine whether it appears that to permit such a visit will be in the best interests of all parties. If the proposed visit appears to be appropriate, the Facility Head or designee shall contact the offender to ensure that the offender agrees to such a meeting. If the Facility Head approves such a visit and the offender agrees to the visit, a written notification, indicating the date and time of the visit, shall be sent to the therapist. The permission for such a therapeutic visit shall be for one (1) visit only. If the therapist believes that another visit is necessary, the therapist must obtain approval for any subsequent visits, in accordance with the above process.
  3. The facility receives a court order instructing it to allow the offender to visit with a specific minor. If a facility receives a court order for a VMR offender to be permitted visitation with a minor, the facility shall contact the Division of Legal Services as soon as



INDIANA DEPARTMENT OF CORRECTION  
**CORRECTIONAL INDUSTRIAL FACILITY  
OPERATIONAL PROCEDURES**

Effective Date	7-17-2014	Page	50	of	50	Policy Number	# 02-01-102
Title	<b>“OFFENDER VISITATION”</b>						

possible. The Division of Legal Services shall contact the court and advise the facility as to what action is to be taken.

**XXII. EMERGENCY SITUATIONS:**

When the Facility Head determines that an emergency situation exists as presented in Policy 02-03-102, "Emergency Response Operations," any or all visits shall be suspended. Any visits in progress shall be terminated and the visitors escorted from the facility.

In cases where the Facility Head or designee determines that it is in the best interest of the facility, visitors or offenders, the Facility Head or designee may suspend any or all visitation privileges. In those cases, the Facility Head or designee shall notify the individuals involved that the visit is terminated. The individuals involved in the terminated visit shall be advised if and/or when a visit may occur again.

These Operational Procedures are effective immediately and shall remain in effect until further notice from the office of the Superintendent or his designee.

\_\_\_\_Signature on file\_\_\_\_  
Wendy Knight, Superintendent  
Correctional Industrial Facility

**NOTE: Attachments are included with this operational procedure. (Twelve (12) attachments total) Attachments and forms for these operational procedures are also available on the Local Area Network, or through the CIF forms officer.**