

Policy Review Tracking Sheet



Heritage Trail Correctional Facility

Date Review Assigned: 7/10/22
Policy Number: 21.003

Policy Name: Visiting

REVIEW COMPLETION & RECOMMENDATIONS

Initial Reviewer


(Attach revisions to this form)

Mario Pronzato  9/21/2022
Print Name Signature Date Completed

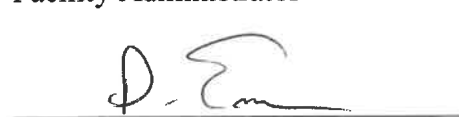
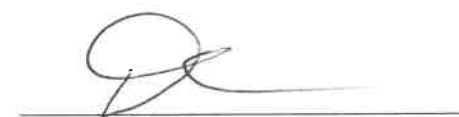
Chief of Security, Assistant Facility Administrator, or Business Manager

  11/2/22
Print Name Signature Date Completed

Policy Review Committee Chairman

A. Miller  9/22/22
Print Name Signature Date Completed

Facility Administrator

  11/21/22
Print Name Signature Date Completed

Expected Implementation Date: 12/12/22
Date Submitted to Client for Review: 11/3/22

Indiana Department of Correction Contract Monitor

S. Dawn - Easley  11/04/22
Print Name Signature Date Completed

Heritage Trail Correctional Facility

Policy Revision Tracking Form

Policy Number: 21.003

Policy Name: Visiting

Reviewer: Mario Pronzato


Date: 9/21/2022


Revision Tracking

Only change recommended is replacing Offender with Incarcerated Individual.

Signature: _____

Date: _____


9/21/2022

	HTCF SITE SPECIFIC POLICY & PROCEDURE MANUAL	<u>NUMBER:</u>
HERITAGE TRAIL CORRECTIONAL FACILITY	CHAPTER: MAIL, TELEPHONE, AND VISITING TITLE: VISITING	21.003
	ACA STANDARDS:	<u>SUPERSEDES:</u>
	5-7D-14; 5-7D-15; 5-7D-16; 5-7D-17; 5-7D-21; 5-7D-22	8/30/2021
		<u>EFFECTIVE:</u>
		12/12/2022

PURPOSE

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

AUTHORITY

IDOC Administrative Procedures 02-01-102

APPLICABILITY

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

I. POLICY:

- A. All regulations pertaining to visiting shall be made available to all incarcerated individuals at admission, and visitors upon request. Staff will be thoroughly versed in visitation regulations and answer all questions of visitors to the extent allowed by policies. To facilitate this, every incarcerated individual will be given the following information as part of the orientation process on the day of arrival:
 1. Facility address/phone number, directions to the facility and information about local transportation
 2. Days and hours of visitation
 3. Approved dress code and identification requirements for visitors
 4. Items authorized in visitation room
 5. Special rules for children and Visitation – Minor Restriction
 6. Authorized items that visitors may bring to give to incarcerated individual (for example, funds, pictures, etc.)
 7. Special visits (family emergencies)

- B. Regular visiting shall be Tuesday, Wednesday, Friday, Saturday and Sunday. Visiting will commence at 8:30 A.M. until 10:30 A.M. Count Time. No visitor will be processed or allowed entry to the facility until 12:30 PM and Count Process is cleared as complete. Visitor processing will end at 2:30 PM and visitation with incarcerated individuals will concluding at 3:30 P.M. All visitors admitted to the facility prior to the 2:30 cut off time



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shall be processed barring mitigating circumstances. When necessary, the length of visits may be limited due to space constraints.

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



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1. No items of any description will be given to or received directly by an incarcerated individual from a visitor.
2. Visitors must be fully clothed, including shoes. All visitors must be dressed appropriately in non-revealing attire. Examples of inappropriate attire are miniskirts, see-through blouses, bra-less attire, tank tops, swimsuits, shorts, undershirts, and other like attire.
3. Incarcerated individuals are to be dressed in facility issued uniform during visits.
4. A public transportation schedule will be posted in the visiting park, accessible to visitors and incarcerated individuals. This information will include, but not be limited to cost of service, phone numbers, and location.
5. Incarcerated individuals shall be allowed one embrace and/or hand shake at the beginning and end of a visit, but such activity will not be permitted during the course of the visit. There shall be no embracing nor hand holding during the actual visit. Children too small to sit in a chair by themselves may sit on the visitor's lap during the visit.
6. All minors under the age of (18) eighteen must be under the supervision of a parent or responsible adult at all times. Disruptive activities of children will not be permitted.
7. Visitors will not be permitted to bring any item into the facility, which may be used to conceal contraband. These items include, but are not limited to books, magazines, radios, purses, diaper bags, etc.
8. The incarcerated individual must not have had any disciplinary code violations for the following offenses during the preceding 12 months:
 - a. Class A – Code 100 (for any sex related offense, including, but not limited to all SOMM offenses), 104, 111 (for a Code 100 involving a sex related offense or a 104);
 - b. Class B – 216, 217
 - c. Class C – 349.

II. TYPES OF VISITORS:

- A. Special visits, which may include media visits, may be approved on a case-by-case basis by the Facility Administrator or designee.
- B. Legal visitors which consist of any member of the legal profession, admitted to a State bar that may be retained by or for an incarcerated individual or appointed by a court to represent the incarcerated individual.
- C. Official visitors such as the Governor, all Cabinet Members, Members of the Legislature, Judges of State Courts, and authorized members of the Indiana Parole and Probation Commission may visit at their pleasure.

- D. News media visitors may be authorized by the Facility Administrator. If approved, guidelines established in IDOC Policy 00-03-101 will be followed as well as applicable GEO policy.

III. TYPES OF VISITS:

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

IV. INCARCERATED INDIVIDUAL VISITING LIST:

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

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

Visitation lists may be printed from the OIS computer system.

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



 Facility Administrator

11-14-22

 Date