

# PENDLETON CORRECTIONAL FACILITY

Operational Procedure  
02-01-102

Incarcerated Individual  
Visitation Regulations

Original Date: 6/1/2009  
Reviewed Date: 3/27/2025

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**Pendleton Correctional Facility**  
**4490 West Reformatory Road, Pendleton, Indiana 46064 (765)778-2107**

**Visiting Regulations**  
**Schedule online at [idoc.gtlvisitme.com](http://idoc.gtlvisitme.com)**  
**(Appropriate days & times available on GTL website)**

The Pendleton Correctional Facility is located in Pendleton, Indiana on State Road 67 approximately twenty-five (25) miles northeast of Indianapolis and approx. 5 miles south of Anderson. The Pendleton Correctional Facility encourages visiting; information regarding local transportation (Prison Visitation Shuttle Service) can be found posted in the visitors' waiting area and the visiting room. Staff recognize that through visitation, incarcerated individuals are able to continue contact with their family and friends that will aid them while they are incarcerated and will prove indispensable to them after they are released. Although the facility encourages visitation, security and the physical layout make it necessary to establish the following regulations.

**No Cell Phones or other electronic devices are permitted in the facility. Cell Phones or other electronic devices will not be permitted to be stored in the facility lockers in the waiting area. You must keep them stored in your personal vehicle.**

1. All visitors regardless of age must be on an approved visiting list. The list is established by the incarcerated individual facility. Incarcerated individuals will not be forced to accept a visit and will be visited only by those people listed on the approved visiting list.
2. All visitors aged sixteen (16) and over will be required to produce positive State Issued picture identification before entry into the visiting area. All minors under the age of eighteen (18) are required to produce their birth certificate. All visitors sixteen (16) to eighteen (18) years of age are required to provide both a positive State Issued picture identification as well as their birth certificates. Visitors under the age of eighteen (18) must be accompanied by a parent or legal guardian at all times while on state grounds. If a legal guardian, visitor must provide proof of guardianship to each visit. This procedure does not apply to an incarcerated individual's spouse who is under the age of eighteen (18) years. Based upon a request from the incarcerated individual, Warden may grant an exception to this requirement. In cases where a parent or legal guardian cannot accompany a minor child, the Warden may approve another responsible adult to accompany the child during the visit. The minor child's parent or legal guardian must sign and have notarized State Form #48965, "Authorization for Minor Child to Visit", prior to the actual visiting date and brought in for each visit.
3. Ex-incarcerated individuals are not permitted to visit unless approved by Warden. To obtain approval, the ex-incarcerated individual must write the Warden requesting to visit and list the person(s) they wish to visit. Persons on parole or probation must include a written recommendation from their probation or Parole Officer to the Warden. Ex-employees of the Department of Correction and current Department of Correction Employees must have written approval from the Warden and the Commissioner before they may visit an incarcerated

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individual. Once approved, Ex-incarcerated individuals and Ex-employees must bring authorization letter with them on every visit.

4. Incarcerated individuals will be permitted to receive one (1) visit every fourteen (14) days from the same individual (clergy included). Incarcerated individuals will be restricted to one (1) visit per day. Visitors will be restricted to one (1) visit per day. In cases where a visitor has two (2) or more immediate family members incarcerated at the same facility, the visitor may be permitted to visit the immediate family members on the same day. However, the visitor will not be allowed to visit all the family members at the same time. (Visiting dates, times and amounts are subject to change at Warden, or Designee discretion and or staffing levels.)
5. Only two (2), plus children six (6) years of age or younger small enough to sit on the lap of a visitor, will be permitted in any visiting situation. This means one (1) incarcerated individual and two (2) adult visitors. Children too small to sit in a chair by themselves may sit on the visitor's lap during the visit. Two (2) children (one must be six (6) or younger and small enough to sit on visitor lap) maximum at a time may visit with one (1) adult.
6. Visiting time for contact and non-contact visits is one (1) hour.
7. All persons coming to the facility are expected to conduct themselves in a polite and orderly manner. Persons who are intoxicated or appear to be under the influence of drugs/alcohol will not be permitted to visit and can be subjected to a gate closer.
8. Kissing and embracing between visitors is permitted at the beginning and end of the visit. There shall be no kissing or embracing during the actual visit. There is no contact authorized other than the beginning and end of the visit.
9. Special visiting situations may be granted with prior approval of the Deputy Warden or Designee. The request must be made by the incarcerated individual. When requesting a special visit, please use the special visit form (See Attachment A).
10. Visitors must refrain from wearing the same type clothing worn by incarcerated individuals (e.g., Blue colored pants, white t-shirt, Blue buttoned down colored shirt).
11. All visitors shall be asked, "Do you have in your possession any firearms, weapons, knives, ammunition, cameras, audio or video recording equipment, paper currency, money orders, pagers, cell phones, narcotics, prescription drugs, controlled substances, alcoholic beverages, marijuana, or tobacco products?" Additionally, all visitors are asked, "Are you or have you ever been an employee of a correctional facility (including non-IDOC facilities)? Have you ever been incarcerated in a correctional facility? Are you under the influence of alcohol or narcotics? Do you have any body piercings or jewelry on or are you attempting to traffic with an incarcerated individual?"

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12. Visitors (including personal property and vehicles) are subject to search any time while on State property. Visitors shall be responsible for securing their vehicles. Other passengers not visiting are prohibited from waiting in vehicles on state grounds for visitors.
13. Visitors may only take a small amount of change (\$40.00 limit total between visitors ), wedding/engagement rings, handkerchief/Kleenex, medical I.D. bracelet/necklace, infant care items (one [1] receiving blanket, one [1] clear plastic bottle or clear plastic "sippy" cup, and one [1] pacifier) and the key to the visitor's locker into the visiting room. Nitro Pills (small amount), and oxygen tanks, may be taken into the visiting room upon inspection by the Information Desk Officer. Wheelchairs will be provided in replacement of your wheelchair, cane, crutches, or walker. Incarcerated individuals are allowed to take into Visiting Room one (1) handkerchiefs, picture tickets up to, two [2], wedding band/set, visiting pass, and facility I.D. card.
14. Lockers will be provided for the visitor's personal effects. Please Note: Substantial sums of money and other valuables should be kept in your personal vehicle. The state of Indiana and the Department of Correction and the Pendleton Correctional Facility assumes no responsibility or liability for any articles placed in the lockers or secured in your personal vehicle. Visitors entering the facility's visiting area enter at their own risk. No personal items will be held/secured for visitors at the information desk. Cell phones must be secured in visitors' personal vehicles and not in the waiting area lockers.
15. Please see attached House Bill 1256: With this Bill there are stiffer penalties for any person that attempts to traffic with an incarcerated individual or juvenile individual in the Department of Corrections.
16. Indiana Statutes: A person who, without the prior authorization of the person in charge of a penal facility, knowingly or intentionally: (1) delivers, or carries into the penal facility with intent to deliver, an article to an incarcerated individual of the facility, or (2) carries or receives with intent to carry out of the penal facility, an article(s) from an incarcerated individual of the facility, commits trafficking with an incarcerated individual, a Class A Misdemeanor. However, the offense is a Class D Felony if the article is a controlled substance or a deadly weapon (IC 35-44-3-9).
17. IC 35-44.1-3-5 states:
  - (a) A person who, without the prior authorization of the person in charge of a penal facility or juvenile facility, knowingly or intentionally:
    - (1) delivers or carries into the penal facility or juvenile facility with intent to deliver, an article to an incarcerated individual or child of the facility.
    - (2) carries, or receives with intent to carry out of the penal facility or juvenile facility, an article to an incarcerated individual or child of the facility; or
    - (3) delivers or carries to a worksite with the intent of delivering alcoholic beverages to an incarcerated individual or child of a jail work crew or community work crew.commits trafficking with an incarcerated individual, a Class a misdemeanor. However, the offense is a Level 5 felony under subdivision (1) or (2) if the

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article is a controlled substance, a deadly weapon, or a cellular telephone or other wireless or cellular communications device.

(b) If:

(1) the person who committed the offense under subsection (b) is an employee of:

(A) the Department of Correction; or

(B) a penal facility.

and the article is a cigarette or tobacco product (as defined in IC 6-7-2-5), the court shall order the person to pay a fine of at least five hundred dollars (\$500) and not more than five thousand dollars (\$5,000) under IC 35-50-3-2, in addition to any term of imprisonment imposed under IC 35-50-3-2; or

(2) a person is convicted of committing a Level 5 felony under subsection (b)

(1) or (b)

(a) because the article was a cellular telephone or other wireless or cellular communication device, the court shall order the person to pay a fine of at least five hundred dollars (\$500) and not more than ten thousand dollars (\$10,000) under IC 35-50-2-6(a) in addition to any term of imprisonment imposed on the person under IC 35-50-2-6(a).

(c) A person who:

(1) Is not an incarcerated individual of a penal facility or a child of a juvenile facility; and

(2) Knowingly or intentionally possesses in, or carries or causes to be brought into, the penal facility or juvenile facility a deadly weapon without the prior authorization of the person in charge of the penal facility or juvenile facility.

commits carrying a deadly weapon into a correctional facility, a Level 5 felony.

18. All visitors must be appropriately attired when visiting. Listed below is the dress code for visiting.

- Visitors may wear shorts, dresses, or skirts; however, the hemline must be below the kneecaps. Dresses/Skirts may not have any slits, and the hemline again must be below the kneecap. Dresses/Skirts must be loose enough for the Officer at the Information Desk to be able to search using the squeezing technique completely around the leg, thigh, and groin area.
- Visitors are not permitted to wear tank tops, halter tops, tube tops, sheer/see through (meaning if undergarments or skin can be seen through the article of clothing it is not allowed) or low-cut revealing clothing or heavily layered clothing.
- Visitors must wear a shirt/blouse with sleeves (if you raise your arm and you can see your armpit it is not allowed)
- Clothing items that advertise or depict tobacco, alcohol, or drugs are not permitted.
- Undergarments (bra & underwear) must be worn.
- Head attire is permitted to be worn only if it is required as part of religious practice. This item will be subject to being searched.
- Shoes must be worn; this includes children, except for infants in arms. No open toed or open back shoes, this includes crocks. Boots must be no higher than 8 inches. Shoes shall have a flat heel or no more than a two and one-half (2 ½) inch non-spiked type heel.

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- Outer coats and coat sweaters will not be permitted in the visiting area. No hooded garments will be permitted in the visiting room. Sport coats, blazers (if they are a part of a matching outfit/suit and don't have a hood) will be permitted. Light sweaters are permitted.
  - Tight fitting (means skintight or clothing that adheres to the skin); stirrup, Lycra, spandex pants/shorts, or leggings are not permitted attire for the facility.
  - No jewelry, except a wedding band/set or medical alert jewelry may be worn in the visitation area. Permanent piercing implants will not be permitted.
  - Absolutely no holes, tears or frays in the clothing. This includes factory manufactured clothing that has holes.
  - All hair is subject to metal detectors. Visitors must take all hair pins out until they clear.
  - The Warden or Designee may cancel a visit if the visitor's attire is considered inappropriate.
19. Seating arrangements will be designated by the Visiting Room Officer. Incarcerated individuals and visitors are not permitted to go from one visiting area table to another. Incarcerated individuals and visitors may be physically separated. In those cases where an incarcerated individual and a visitor are permitted contact, the incarcerated individual and visitor may be permitted to shake hands and/or embrace at the beginning and end of the visit. There shall be no embracing or hand holding during the actual visit.
20. Vending machines are provided in the Visiting Room for your convenience. Additionally, if family or friends wish to purchase vending machine items for the incarcerated individual they are visiting, they may do so at the end of the visit. These items will not be consumed during the visit. A maximum of six (6) unopened purchased items may be taken back to the housing unit upon the incarcerated individual leaving the visiting area. Incarcerated individuals are not permitted to go to or use the vending machines. Incarcerated individuals and visitors are not allowed to share vending machine items. It will result in the visit being cancelled.
- (Please note: Pendleton Correctional Facility employees are not responsible for the vending machines. Should you have an issue or need a refund, the officer at the desk can provide a refund slip and you can deposit it in the boxes provided.)
21. If a visitor or incarcerated individual is found to be trafficking, the evidence shall be turned over to the Indiana State Police with a recommendation that the matter be prosecuted to the fullest extent. In addition, any visitor caught trafficking shall be permanently banned from visiting any incarcerated individual in the Department of Correction and any Department Facility.
22. Visitors are responsible for the behavior and control of minor children. If minor children are a major disruption, visitors may be requested to leave the facility, and the visit will be terminated.
23. The following items are not permitted on State property at any time: firearms, ammunition, weapons/knives, illegal substances (e.g., marijuana), narcotics/controlled substances, alcohol. While cameras, video/audio

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equipment, cell phones/chargers are not prohibited from State property, they may not be used and must always be locked/secured in your vehicle. Pendleton Correctional Facility is a tobacco free facility. Tobacco products and paraphernalia are not authorized.

24. Any incarcerated individual found to be engaging in trafficking or using/in possession of a controlled substance shall have their visiting privileges restricted to "non-contact" visits only. The first offense, the "non-contact" visits shall be for a period of six (6) months; second offense – twelve months (12); any further offenses permanently.
25. Visitation time for Restricted Status Housing Units, Disciplinary Restricted Status Housing (DRSH), Hospital Restraint Unit (HRU), and Administrative Restricted Status Housing (ARSH) Units shall be for ½ hour NON-CONTACT visitation and according to a set schedule that is subject to change. Visiting privileges for HRU incarcerated individuals will be on a case-by-case basis.
26. Visitors must remain seated until the incarcerated individual has left the visiting room and cleared the strip search booth. "Official" visitors will be allowed to leave the visiting area as soon as the incarcerated individual leaves.
27. Should a visitor have to leave the visiting room to utilize the restroom, their visit shall be cancelled at that time.
28. All vehicles must always be secured. Windows must be rolled up and doors locked
29. Tubs will be provided for items such as change, ID, locker key, inhaler, handkerchief/tissues, and meds, etc. At no time shall a visitor place their hand in their pockets or clothing, nor fidget with clothing. Information desk staff advises all visitors prior to the visit. Should this take place the visit will be terminated.
30. When the facility's positive urinalysis screens reach five percent (5%) of total urinalysis screens for the month the facility shall implement appropriate action as stated in AP 01-02-107, "Incarcerated individual Urinalysis Program". When the facility's positive urinalysis screens reach ten (10%) of total urinalysis screens for the month the facility shall go to a "No contact visitation" which consists of no hugging, kissing, holding hands, holding children, etc. This will be in effect until the facility's positive urinalysis screens drop below ten percent (10%).

For additional information including any current visiting modifications/restrictions that may be in effect, please refer to the website.

Attorneys and other official visitors needing to schedule visits with incarcerated individuals should call (765) 778-2107, extension 1009.

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These Operational Procedures are applicable to all Pendleton Correctional Facility staff and incarcerated individuals and shall remain in effect until notified by the Warden or Designee.

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Trent Allen, Warden, or Designee  
Pendleton Correctional Facility

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Date

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Reviewed/Revised: 4-06-22  
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