

PENDLETON CORRECTIONAL FACILITY			
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PENDLETON CORRECTIONAL FACILITY

OUTSIDE DORMITORY (IRO)

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

VISITING REGULATIONS

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

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

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

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

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

NO CELL PHONES OR OTHER ELECTRONIC DEVICES ARE PERMITTED IN THE FACILITY. CELL PHONES OR OTHER ELECTRONIC DEVICES ARE NOT TO BE STORED IN THE VISITORS LOCKERS!!

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

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

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

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

3. Ex-offenders are not permitted to visit unless approved by the Warden. To obtain approval, the ex-offender must write the Warden requesting to visit explaining their past situation 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 offender.
4. Special visiting situations may be granted with prior approval of the Unit Team Manager. The request must be made by the offender. Extended time requests must refer to FD 159.
5. An offender will be permitted to receive one (1) visit every seven (7) days from the same individual. Offenders will be restricted to two (2) visits per day; however, one of those two visits must include at least one (1) member of the offender's immediate family. Visitors will be restricted to one (1) visit per day. In cases where a visitor has two (2) or more immediate family members incarcerated at the same facility, the visitor may be permitted to visit the immediate family members on the same day. However, the visitor will not be allowed to visit all of the family members at the same time.
6. Only four (4) adults, plus children six (6) years of age or younger that can be held on the lap, will be permitted in any visiting situation. This means one (1) offender and three (3) adult visitors. Children too small to sit in a chair by themselves may sit on the offender or visitor's lap during the visit.

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7. If more visitors arrive at a single visit than what is permitted by the established rules, the offender must make a decision as to how much time to visit with each party. However, the first group must leave the building before the second group is allowed in the visiting area. Visitors will not be allowed to wait in their vehicles at the IRO parking lot.
8. Visitors must be checked in by staff no later than 9:00 A.M. for morning visits and no later than 2:00 P.M. for afternoon visits. For Tuesday and Thursday evening visits, the check in time shall be no later than 7:30 P.M. There will be no time limits on visits, other than the normal visiting hours, unless overcrowding or an emergency situation deems it necessary.
9. Individuals coming to the facility are expected to conduct themselves in a polite and orderly manner. Visitors who appear to be intoxicated or appear to be under the influence of drugs/alcohol will not be permitted to visit. They will be asked to leave State property or the Indiana State Police will be notified.
10. Kissing and embracing between visitors is permitted at the beginning and end of the visit. There shall be no kissing or embracing during the actual visit. Offenders may hold hands with their visitors during the visit; however, offenders and visitors shall not touch any other area of each other's body.
11. Offenders and visitors will keep both feet on the floor/ground and both hands above the table at all times. Sitting on the tables is not permitted.
12. Obscenities by the visitors or offender can result in the termination of the visit.
13. Visitors must refrain from wearing the same type of clothing worn by the offenders (e.g. white t-shirt, khaki pants, or khaki shirt).
14. All visitors shall be asked, "Do you have in your possession any firearms, weapons, knives, ammunition, 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 offender?"
15. **VISITORS (INCLUDING THEIR PERSONAL PROPERTY AND VEHICLES), WHILE ON STATE PROPERTY ARE SUBJECT TO SEARCH AT ANY TIME. VISITORS WILL BE RESPONSIBLE FOR SECURING THEIR VEHICLE. THE VEHICLE WILL BE LOCKED, THE WINDOWS WILL BE ROLLED UP, AND THE KEY WILL NOT BE LEFT IN THE VEHICLE. OTHER PASSENGERS NOT VISITING IS PROHIBITED FROM WAITING IN VEHICLES ON STATE GROUNDS FOR VISITORS. THE PATROL OFFICER WILL CHECK FOR COMPLIANCE.**

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16. Visitors may only take a small amount of change (\$30.00 limit per adult), wedding/engagement rings, handkerchief/Kleenex, medical alert jewelry, infant care items (one [1] receiving blanket, one 1 clear plastic bottle or clear plastic “sippy” cup, and one [1] pacifier). Nitro pills (small amount), oxygen tanks, canes, wheelchairs, crutches may be taken into the visiting room upon inspection by the Visiting Room Officer.
17. Lockers will be provided for visitors personal effects. **SUBSTANTIAL AMOUNTS OF MONEY OR OTHER VALUABLES SHOULD NOT BE BROUGHT TO THE FACILITY. THE STATE OF INDIANA, DEPARTMENT OF CORRECTION, AND THE PENDLETON CORRECTIONAL FACILITY, ASSUMES NO RESPONSIBILITY OR LIABILITY FOR ANY ARTICLES PLACED IN LOCKERS IN THE FACILITY OR SECURED IN AUTOMOBILES IN THE PARKING LOT. VISITORS ENTER THE VISITING AREA AT THEIR OWN RISK. NO PERSONAL EFFECTS WILL BE HELD/SECURED FOR VISITORS BY STAFF. CELL PHONES MUST BE SECURED IN VISITOR’S VEHICLE. NO CELL PHONES OR ANY OTHER ELECTRONIC DEVICES ARE ALLOWED TO BE STORED IN THE WAITING ROOM LOCKERS.**
18. PLEASE SEE ATTACHED HOUSE BILL 1256: **WITH THIS BILL THERE ARE STIFFER PENALTIES FOR ANY PERSON THAT ATTEMPTS TO TRAFFIC WITH AN OFFENDER OR JUVENILE INCARCERATED IN THE DEPARTMENT OF CORRECTION.**
19. IC 35-44.1-3-5 states:
 - (b) 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 inmate 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 inmate or child of the facility; or
 - (3) delivers, or carries to a worksite with the intent to deliver, alcoholic beverages to an inmate or child of a jail work crew or community work crew;
 commits trafficking with an inmate, a Class a misdemeanor. However, the offense is a Level 5 felony under subdivision (1) or (2) if the article is a controlled substance, a deadly weapon, or a cellular telephone or other wireless or cellular communications device.
 - (c) 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

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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) (2) 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).

(d) A person who:

- (1) Is not an inmate 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.

20. If a visitor or offender is found to be trafficking, the evidence shall be turned over to the Indiana State Police with the recommendation that the matter be prosecuted to the fullest extent. In addition, any visitor caught trafficking shall be permanently banned from visiting any offender in the Department of Correction and any Department facility.
21. The following items are **NOT** permitted on State property at any time: firearms, ammunition, weapons/knives, illegal substances (marijuana), narcotics/controlled substances, alcohol. While cameras, video/audio equipment, cell phones/chargers are not prohibited from State property, they may not be used and must be locked/secured in your vehicle at all times.
22. THE PENDLETON CORRECTIONAL FACILITY IS A TOBACCO FREE FACILITY. TOBACCO PRODUCTS AND PARAPHENALIA ARE NOT AUTHORIZED.
23. Any offender found to be engaging in trafficking or using or in possession of a controlled substance shall be transferred to a higher level facility whereas the visiting privileges/rules for that facility would apply.
24. All visitors must be appropriately attired when visiting. Listed below is the dress code for visiting:
 - a. Visitors may wear shorts, dresses, or skirts; however, the hemline must touch the knee caps. Dresses and skirts may not have slits. Dresses/Skirts must be loose enough for the Officer performing the shakedown to be able to search using the squeezing technique completely around the leg, thigh, and groin area.

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- b. Visitors are **NOT** permitted to wear tank tops, halter tops, tube tops, sheer/see through (meaning if undergarments or skin can be seen through the article of clothing it is not allowed) or low cut revealing clothing or heavily layered clothing.
- c. Visitors must wear a shirt/blouse with sleeves (if you raise your arm and you can see your armpit it is not allowed)
- d. Clothing items that advertize tobacco, alcohol, or drugs are not permitted.
- e. **UNDERGARMENTS (BRA AND UNDERWEAR) MUST BE WORN!!**
- f. Head attire is permitted to be worn only if it is required as part of a religious practice and is subject to search.
- g. Shoes must be worn; this includes children, with the exception of infants in arms. **(NO OPEN TOED OR OPENED BACK SHOES INCLUDING CROCKS!!) BOOTS MUST BE NO HIGHER THAN 8 INCHES. Shoes shall have a flat heel or no more than a two and one-half (2 ½) inch non-spike type heel.**
- h. **Outer coats and coat sweaters will not be permitted** in the visiting area. Sport coats, blazers, (if they are a part of a matching outfit/suit) are permitted in the visiting area. Sport coats, blazers (if they are a part of a matching outfit/suit and don't have a hood) will be permitted. No hooded garments will be permitted in the visiting room. Light sweaters are permitted.
- i. Tight fitting (means skin tight or clothing that adheres to the skin), stirrup, lycra, spandex, pants/shorts or leggings are not permitted in the Visiting Room.
- j. No jewelry, except a wedding band or set may be worn in the visitation area. Exception being medical alert jewelry. **PERMANENT PEIRCING IMPLANTS WILL NOT BE PERMITTED!! ONLY JEWELRY PERMITTED WILL BE WEDDING BAND/SET OR MEDICAL ALERT JEWELRY.**
- k. **ABSOLUTELY NO HOLES, TEARS, OR FRAYS IN THE CLOTHING. THIS INCLUDES FACTORY MANUFACTURED CLOTHING THAT HAS HOLES!!**
- l. The Warden or designee may cancel a visit if the visitor's attire is considered inappropriate.
- 25. Seating arrangements will be designated by the Visiting Room Officer. Offenders and visitors are not permitted to wander from one visiting area or table to another. **(THERE IS TO BE NO COMMUNICATION BETWEEN OTHER VISITORS AND OFFENDERS WHILE IN THE VISITING ROOM)**
- 26. Children under the age of eighteen (18) must be accompanied by an adult visitor. If a visitor leaves the building the visit will be terminated.

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27. Visitors are responsible for the behavior and control of the minor children with them at all times. If minor children are a major disruption, visitors may be requested to leave the facility and the visit will be terminated.
28. Vending machines are provided in the visiting room for your convenience. No beverages, cups, or other vending machine items may be taken into or out of the visiting room. Offenders are not permitted to go to or use the vending machines. **Offenders and visitors are not allowed to share vending machine items. It will result in the visit being cancelled.**
(PLEASE NOTE: PENDLETON CORRECTIONAL FACILITY STAFF ARE NOT RESPONSIBLE FOR THE VENDING MACHINES. SHOULD YOU HAVE A PROBLEM OR NEED A REFUND YOU ARE TO ASK THE OFFICER AT THE DESK FOR A REFUND SLIP AND DEPOSIT IT IN THE BOXES PROVIDED.)
29. Visitors will be expected to use the most direct route through State property when they arrive and depart from the facility. Visitors will not be permitted to remain in their vehicles at any time. Visitors will not be permitted in the facility parking lot before 7:30 A.M. for morning visits and 12:30 P.M. for afternoon visits.
30. 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, no fidgeting with clothing either. Information desk staff advises all visitors prior to the visit. Should this take place, the visit will be terminated.
31. There are yellow lines painted on the floor in the visiting room that visitors are prohibited from crossing. AT NO TIME SHALL VISITS BE TAKING PLACE IN THE OFFENDER DINING HALL.
32. 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, "Offender 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, sharing snacks, 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, CALL THE PENDLETON CORRECTIONAL FACILITY, "OFFENDER VISITATION INFORMATION LINE" @ (765) 778-2107, EXTENSION 1392. ATTORNEYS NEEDING TO SCHEDULE VISITS WITH OFFENDERS SHOULD CALL (765)778-2107, EXTENSION 1297.

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Dushan Zatecky, Warden
Pendleton Correctional Facility

Date