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**DEPARTMENT OF CORRECTION
INDIANA STATE PRISON
VISITING RULES
January 23, 2020**

Visitation with offenders committed to the Indiana Department of Correction is a privilege. Visitation may be restricted, denied or suspended if an offender and/or visitor does not follow the Department's visitation rules.

The following are the rules that a visitor must follow in order to be allowed to visit with an offender:

1. **VISITORS LIST:** In order to visit an offender, the visitor must be on the offender's visitors' list. The offender has been given information on how to put someone on his/her visitors list. If you are uncertain as to whether you are on the offender's visitors' list, please contact the offender you wish to visit. Do not call the facility for this information; it cannot be given over the phone.
2. **LIABILITY:** Visitors enter Department facilities and the visiting areas at their own risk. The Department of Correction will assume no liability for any injuries or damage or loss of property as a result of a person entering a visiting area or any other area within a facility.
3. **SEARCHES:** All visitors entering a Department of Correction facility shall be minimally subject to a frisk search by staff which shall include the breast and groin area being physically searched. With the visitor's consent, this search may be conducted by staff of either gender. Additionally, visitors entering visiting areas shall be subject to additional searches **using the body scanner**, metal detectors and/or other approved search methods. Specially-trained search dogs (K-9s) may be used as a part of the search process both prior to a visitor entering the visiting area and in the actual visiting room during visits. Any person refusing to be searched at any time shall not be permitted to enter the facility and the visit may be terminated if the visitor refuses to be searched or contraband/prohibited property is found on the visitor or in the visitor's property. If a visitor does not wish to be searched either by hand or by using other means, the visitor should not attempt to enter a Department of Correction facility.

Visitors with: artificial limbs, joint replacements, internal medical hardware, medicinal pumps and/or subcutaneous medical devices, wheelchairs/walkers due to inability to stand/walk will be body scanned (if physically able), shook down accordingly which may be inclusive of wand and further pat down. If shakedown shows no abnormalities other than medical, the individual will be allowed to visit and advised that medical documentation MUST BE SUBMITTED to the Warden prior to next visit.

4. **REGISTRATION:** Visitors must register with staff prior to entering the visiting area. Visitors will be required to sign the entry log and be approved for the visit before they will be allowed to enter the visiting area.
5. **IDENTIFICATION:** All visitors who are 16 years old or more shall be required to show picture identification. All visitors must present valid identification each time they visit. All minors shall present a valid birth certificate each time they visit. The only forms of identification accepted by the DOC are:

- a valid driver's license from the state of residence
- a valid state photo identification card from the state of residence
- a valid photo military identification card (active duty only)
- a valid passport and
- a valid government identification card, including foreign governments

6. **CHILDREN:** Visitors under the age of 18 years of age must be accompanied by their parent or legal guardian at all times while on facility grounds. Children shall not be left alone at any time while on facility grounds. Parents or legal guardians shall be responsible for the behavior of their children and a visit may be ended if the children become disruptive.

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 a visit. The adult shall be required to present a signed, notarized State Form 48965, "Authorization for a Minor Child to Visit," each time the child is brought for visitation.

7. **DRESS STANDARDS:** Visitors shall wear clothing that poses no threat to the security, custody or maintenance of order at the facility. The following standards are to be met:
- Undergarments must be worn at all times.
 - Shoes must be worn, except for infants who are carried. Spiked heels or shoes with a heel longer than three (3) inches shall not be worn.
 - Tight fitting pants or leggings (yoga, stirrup or Lycra) shall not be worn.
 - Dresses, skirts, or shorts must be no shorter than two (2) inches above the knee and shall not have deep slits.
 - Halter or tank tops, tube tops, sheer, see-through, or low-cut clothing is not permitted.
 - All visitors must wear a shirt/blouse with sleeves.
 - No jewelry, except a wedding band or set, may be worn in the visitation area.
 - Hats or other head coverings are not permitted, except as required by religious beliefs.
 - Heavy winter coats or sweaters are **NOT** allowed in visiting room; however, suit coats, sport coats, nylon windbreakers (without hoods) **ARE** allowed in the visiting area.
 - Tops, jackets, and hooded jackets with a "kangaroo" pocket shall not be worn.
 - No sandals, flip flops, or steel toe shoes or boots will be authorized in the visiting area.
 - Clothing shall not be worn out, torn (holes), or frayed.
 - No personal wheelchairs will be allowed beyond the Information Desk. The facility will supply a wheelchair during the visit.
 - Wheelchair-bound visitors shall be accompanied by another individual if they are not able to transfer themselves to a wheelchair supplied by the facility.
8. **ITEMS NOT PERMITTED:** Visitors shall not be permitted to possess or carry the following items into the visiting area: Firearms, weapons, knives, ammunition, narcotics, medication (unless the medication is life-saving or life-sustaining, such as nitroglycerin pills, oxygen bottles, bee sting kits, inhalers, etc), controlled substances, alcoholic beverages, marijuana, tobacco and tobacco-related items, cameras, video and audio recording equipment and electronic devices, including, but not limited to: cameras, cellular telephones, pagers, blackberries, radios, tape recorders, etc. Visitors may not carry anything into the visiting area except one (1) clear, plastic baby bottle and/or pacifier, one (1) small blanket, and one (1) diaper.

Items such as chap stick, lip gloss, lotion, etc...if found during pat down, can either be returned to the vehicle or will be disposed of properly in order to allow visit to be approved. If the visitor has taken Public Transportation i.e. bus, train, etc... and is unable to return the item(s) to a vehicle, they may place them in a locker. Please refer to #9.

9. **USE OF LOCKERS:** Visitors are allowed to use the Visiting Waiting Room lockers for their allowed personal items i.e. keys, coats, purses, hats, mittens/gloves etc...with the knowledge that their items will be processed through the x-ray machine at shakedown to be searched. Once the items are approved and the visitor has been cleared for visitation, an Officer will escort the visitor to the lockers - while the visitor places his/her items into the locker and the Officer will then lock and hold the locker key. When the visitor is to go inside for their visit, their locker key will then be given to them, prior to proceeding to the Visiting Room. **DO NOT HOLD THE KEY AT THE INFO DESK – WE DO NOT WANT ANY LIABILITY FOR THEIR PERSONAL ITEMS.**

If life-saving or life-sustaining medication is brought to the facility, the visitor must advise the staff at the visiting desk that they are carrying such medications.

10. **ACTS NOT PERMITTED:** Illegal or gang-related messages, activity, or signs; sexually explicit content; nudity; sexual acts; sexual poses; display of tattoo(s) that require moving or removing clothing; multiple offenders participating in visit; sharing photographs or video footage on social media sites; and threats of violence (is also applicable to video visitation).
11. **MONEY:** Each adult visitor shall be permitted to bring up to \$ 40.00 (coins only) into the visiting area to be used to purchase items from vending machines. Visitors shall not give any money to an offender. Giving money to an offender shall be considered trafficking and shall cause the visit to be stopped and the visitor restricted from future visits.
12. **EX-OFFENDERS:** Visitors shall be asked whether they are or have been committed to the Department of Correction. Visitors who are on parole, probation or under the supervision of a court shall not be permitted to visit an offender without the prior approval of the Warden and the supervising Parole Agent, Probation Officer, or Court Officer.

If approval is granted for more than one (1) visit, the ex-offender must present the approval letter each time he/she requests a visit.

13. **DEPARTMENT OF CORRECTION EMPLOYEES:** Visitors shall be asked whether they are current or past employees of the Department of Correction, including contractual workers. Current employees of the Department of Correction must have the prior approval of their facility head (Warden, Parole District Supervisor, etc.) and the Warden where they intend to visit before visiting with any offender. Previous employees of the Department must have left the Department at least one (1) year prior to the visit. Previous employees who have been dismissed from their employment with the Department or who resigned prior to being dismissed, or while under investigation for violating a Department procedure shall not be permitted visits.
14. **CONTACT BETWEEN OFFENDERS AND VISITORS:** Offender who have “contact” visits may embrace and kiss at the beginning and at the end of the visit. During the visit, the only contact permitted is hand-holding. Small children may be permitted to sit on the lap of the visitor or offender. Any improper contact between a visitor and offender shall be grounds for stopping the visit immediately and possible restrictions on the visitor’s ability to visit. Some offenders are restricted to “no-contact” visits. In these cases, there shall be no physical contact between the offender and visitors. Restroom breaks may be authorized; however, visitors shall be subject to the entire search process.
15. **SEX OFFENDER VISITATION:** Offenders who have been convicted of sex crimes involving persons under the age of 18 years old may be denied visitation with any persons under the age of 18 years old. In these cases, the offender shall be made aware of this restriction and may appeal the decision to deny these visits.

Visitors should be aware of this restriction before attempting to bring persons under the age of 18 years old to visit.

16. **TRAFFICKING:** The giving or receiving of any item(s) to/from an offender without the prior approval of staff shall be considered trafficking. Visitors caught trafficking with offenders shall be subject to arrest and criminal prosecution and the permanent denial of visits with any offender under the Department of Correction's jurisdiction. The only exception to this rule is that a visitor may purchase food and beverage from the vending machines in the visiting area and share them with the offender. The offender shall not be permitted to take anything out of the visiting area when the visit is finished.
17. **VISITING HOURS:** Please contact the offender you wish to visit to ensure that he/she is eligible for visits and the specific times when he/she may receive visits. The facility's website has posted the visiting hours. All visits will be for a maximum of four (4) hours M-F, two (2) hours on weekends and holidays, time permitting, unless a special visit has been approved in advance granting additional time. "D" Cell House visits are one (1) hour long. Visits for offenders with Disciplinary Restricted Housing and/or Non-Contact status will be a maximum length of ½ hour.
- **FREQUENCY:** Approved visitors may visit once every 14 days. Offenders housed in honor shelters and X-Row may receive visits every seven (7) days. Visits for offenders on Non-Contact status and Disciplinary Restricted Housing must be arranged by the offender one week prior to the visit. Visits must be limited to three (3) people, two (2) if the offender is in Restricted (Segregation) or Non-Contact status.
 - **ATTORNEY VISITS:** 8:00am – 4:00pm, daily. Reservations must be made prior to weekend visits, by the Thursday before the visit.
 - **GENERAL POPULATION:** 11:00am – 5:15pm, Monday-Friday with sign-in by 4:15pm. Weekends and holidays, 7:00am-3:00pm, with sign-in by 1:15pm.
 - **ADMINISTRATIVE RESTRICTED HOUSING:** 7:00am – 10:30am, Monday-Friday with sign-in by 9:15am. Weekends and holidays, 3:30pm to 5:15pm, with sign-in by 4:15pm.
 - **ADMINISTRATIVE NON-CONTACT:** 8:00am – 4:00pm, Monday-Friday only, excluding holidays, with sign-in by 3:00pm.
 - **DISCIPLINARY RESTRICTED HOUSING:** 8:00am-1:00pm, Monday-Friday only, excluding holidays.
 - **X-ROW and PROTECTIVE CUSTODY:** 7:00am – 3:30pm, daily.

You may check the visiting hours at the Department of Correction's Internet site (www.in.gov/idoc.)

18. **PUBLIC TRANSPORTATION:** Some Department of Correction facilities have public transportation available to the facility. Information is provided at the facility to the offender population if public transportation is available. There may be a cost for the use of this transportation and the Department of Correction does not endorse or claim any liability for the use of the transportation provider. Please contact the offender that you wish to visit to obtain specific information regarding any types of transportation that may be available to the facility where the offender is housed. Public transportation includes South Shore Interurban Line, Tri-State Coach Service, municipal bus and taxi service.
19. **DIRECTIONS:** The prison is located in Michigan City, Indiana. Using US 20 and US 421 (Franklin St) as a starting point, travel west on US 20 to the second traffic light (Hitchcock Rd). Turn right (north) and go to the third stop sign, you will notice the prison on the left and the parking lot on the right. You may check the

internet site for the Indiana Department of Correction (www.in.gov/idoc) and find the directions under the name of the facility you wish to visit.

20. **TERMINATION OF VISITS:** The Warden or staff designated by the Warden may terminate a visit at any time if they believe that ending the visit is in the best interests of the safety and security of the facility or the persons involved.
21. **SUSPENSION OF VISITING PRIVILEGES:** The Warden may temporarily or permanently suspend a person's visiting privileges for violation of these rules, violation of Department of Correction or facility procedures, or if it is in the best interests of the safety and security of the facility or persons involved. In cases where a suspension is for 60 days or more, the visitor shall not be permitted to visit any offender or Department facility until the suspension has been lifted. Visitors shall be permitted to appeal the suspension to the appropriate Regional Director.

APPROVED:

Signature on file

_____ **DATE:** _____

**WARDEN,
INDIANA STATE PRISON**

REVIEWED OR REVISED:

_____ **DATE:** _____

_____ **DATE:** _____

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