

# NEW CASTLE CORRECTIONAL FACILITY VISITATION HOURS

1000 Van Nuys Road, New Castle, Indiana 47362

Facility Administrator Mark Sevier

Revised January 2020



Units A, B, C, D, E, F, H2, I, J, and K have visits on Monday, Tuesday, Thursday, and Friday 8:30am to 3:00pm (not Wednesday) and every other weekend (same hours) based on facility schedule and housing unit. Inmates housed in these units can receive a visit from the same person every 14 days. Visitors must arrive and be checked in 1 hour prior to the end of visiting hours.

Infirmary has the same hours as above as long as the inmate is physically able to travel to the visitation room. Otherwise, special arrangements would need to be made through the Infirmery Unit Manager for a modified visit in the Infirmery. Minors are not permitted to visit in the Infirmery.

Units G, H1, H3, and H4 have visits on the same schedule as above, but due to special programming, are allowed visits every 7 days through the week.

All General Population inmates (A-K and Infirmery) who are on non-contact visitation may have their visits limited to thirty (30) minutes depending on space availability and can have visits only on Monday, Friday, Saturday, and Sunday.

Unit L has visits Tuesday and Thursday evenings from 4:00pm to 6:00pm. Visits are also offered from 9:00am to 3:00pm on the weekends with a bi-weekly rotation for each side (L1/L2). The length of these visits will be determined by the amount of space available. Inmates housed in this unit can receive a visit from the same person every 14 days. Visitors must arrive and be checked in 1 hour prior to the end of visiting hours.

Units M, O1, O2, and O4 have (one hour video only) visits on Monday, Tuesday, Thursday, and Friday 8:30am to 3:00pm and every weekend. Inmates housed in these units can receive a visit from the same person every 14 days.

Restricted Housing Unit and O3 have (one hour non-contact only) visits on Tuesdays from 9:00am to 2:00pm. Inmates in RHU and O3 can receive two visits per month.

Mental Health Unit: The Multidisciplinary Treatment Team will make the decision as to what phase is appropriate for the inmate's mental health needs at that time. Mental Health inmates that have been placed on non-contact will have visits on Thursdays only.

#### Mental Health Unit phases of visitation:

- Phase 1 and 2 inmates will be secured in restraints, but will have contact visits from 9:00am to 11:00am on Wednesday only or non-contact visits on Thursday 9:00am to 2:00pm
- Phase 3 inmates will have unrestrained contact visits from 12:00pm to 2:00pm, on Wednesday only or non-contact visits on Thursday 9:00am to 2:00pm

Special Visit Requests are only made for approved visitors and must be submitted in writing from the inmate to his Unit Manager 7 days prior to the date that the special visit is being requested. The inmate will receive his response and advise the visitor of the decision.

Outside of these parameters, GTL also provides a service for video visitation. Visitors may register at <https://idoc.gtlvisitme.com>. The inmate will need to communicate with his visitors the best and available times to receive video visits via GTL depending on his unit's operation. All visitation rules apply. GTL video visits are monitored.

\*All visitors, to include minors, must submit an application (State Form 14387) for visitation prior to visiting an inmate at NCCF or using GTL video visitation. Be advised, that if the applicant: has been incarcerated, has been convicted of a felony, is currently on supervision (parole or probation), has been on supervision within the past year, or is visiting/planning to visit more than one person in the Indiana Department of Correction, said person must also submit a written request to the Facility Administrator.

The inmate will be advised when a determination is made on an application. The inmate will need to see his Case Manager regarding any questions about the status or denial of an applicant. Facility staff will not give information regarding the status of an application over the phone.

**INFO ALSO AVAILABLE ON THE IDOC WEBSITE (shortcut: <http://www.in.gov/idoc/3136.htm>)**