

VISITING RULES FOR LEVEL ONE (J HOUSING UNIT)

1. DIRECTIONS:

- A. Physical address: 6908 Old South U S Highway 41; Carlisle, IN 47838
Phone Number: 812-398-5050
- B. Visitors to J-Housing Unit (JHU) Dormitory must enter through the “WVCF Delivery” entrance on Old U.S. 41 (County Road 100E). DO NOT USE THE “WVCF EMPLOYEE AND VISITOR” ENTRANCE ON U.S. 41. To find this entrance, visitors should go to State Road 58 and turn east into Carlisle. Turn left (north) at the four-way stop and proceed north on Alexander Street (Old 41). At the north end of Carlisle, Alexander street curves left to avoid the railroad tracks; follow the curve. The “Delivery” entrance to WVCF will be on the left side about 1/2 mile north of the curve. Stop at the stop sign and proceed to the right. JHU will be straight ahead.
- C. Transportation assistance may be requested by contacting “Use What You’ve Got Ministry, Inc. Prison Visitation Bus Service” at 317-924-4124.

2. VISITING HOURS:

- A. Visiting hours will be in accordance with the following:
 - 1. Tuesday & Wednesday evenings from 6:00 P.M. until 8:00 P.M.
 - 2. Saturday & Sunday from 9:00 A.M. until 3:00 P.M.
 - 3. Holidays will follow the weekend schedule.
- B. An approved visitor may visit once every seven (7) days unless otherwise approved by the Assistant Superintendent/Operations, Unit Manager or their designee. All visits are limited to one (1) hour. Visits may be extended, if space permits, at the discretion of Custody, with a maximum of two (2) hours.

3. GENERAL RULES:

- A. You may not enter the WVCF grounds prior to fifteen (15) minutes before the scheduled visiting period begins. Do not linger on grounds after the scheduled visiting period ends. Violation of this policy may result in loss of visitation privileges for a minimum of 6 months.
- B. Visitors enter WVCF at their own risk. All visitors are liable to Trafficking Laws and Search Authorization as governed by Indiana Code 35-44-3-9. WVCF is not responsible for any items brought into the Visiting Room or on WVCF grounds. All unauthorized items are to be

secured in your vehicle. Do not give offenders money, as they are not permitted to possess or handle money at any time.

- C. All visitors, including their person, and property and vehicles, are subject to search at any time while on facility grounds. Refusal to submit to search is grounds for termination/refusal of visit.
- D. ANY VIOLATIONS OF VISITATION RULES, TRAFFICKING STATUTES OR OTHER SECURITY VIOLATIONS MAY RESULT IN IMMEDIATE TERMINATION OF THE VISIT AND/OR TEMPORARY OR PERMANENT SUSPENSION OF VISITATION PRIVILEGES.
- E. All visitors must appear on the authorized visit list or the visitors will be denied entry.
- F. All visitors age sixteen (16) years and over will be required to show a minimum of one piece of positive photograph identification. Only the Superintendent or designee may grant exceptions to this requirement.
- G. Visitors in JHU shall be allowed the opportunity to use the restroom one time while on a visit. Due to the physical plant, the visitor will be allowed to use the restroom in JHU. However, the restroom will be kept locked at all times and a staff member will inspect the restroom prior to the visitor entering and immediately after the visitor exits the restroom.

A parent or legal guardian, who is also on the offender's visit list, must accompany all visitors under the age of eighteen. In cases where a parent or guardian can not accompany a minor child, the Superintendent may approve another adult who is on the offender's visit list to accompany a minor child. Also, 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 minor child being authorized to visit.

- H. AT NO TIME SHALL ANY PERSON BE ALLOWED TO WAIT IN A VEHICLE THAT IS PARKED ON FACILITY GROUNDS DURING VISITING HOURS. VISITORS SHALL NOT RETURN TO THEIR VEHICLES AFTER THE VISIT HAS STARTED. ANY VISITOR LEAVING THE VISITING AREA AND GOING TO THEIR VEHICLE MUST LEAVE THE FACILITY GROUNDS IMMEDIATELY.
- I. The following items are not permitted in visiting areas. Firearms, weapons, knives, ammunition, narcotics, medication, controlled substances, alcoholic beverages, marijuana, tobacco and tobacco related items, cameras, video and audio recording equipment, cell phones, Blackberries and other electronic devices shall **NOT** be permitted in the facility unless in accordance with Department Policies and Procedures.

4. 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 Superintendent of the facility and the supervising Parole Agent, Probation Officer, or Court Officer.

5. DEPARTMENT OF CORRECTION EMPLOYEES:

Visitors shall be asked whether they are current or past employees of the Department of Correction. Current employees of the Department of Correction must have the prior approval of their agency head (Superintendent, Parole District Supervisor, etc.) and the Superintendent where they intend to visit before visiting any offender. Previous employees of the Department of Correction must have left the Department at least one (1) year prior to the visit. Previous employees who have been terminated from their employment with the Department or who resigned prior to being terminated or while under investigation for violating a Department procedure shall not be permitted to visit any offenders.

6. DRESS CODE:

- A. All visitors shall wear appropriate clothing reflecting the standards noted in the following Dress Code. The wearing of expensive clothing or jewelry is discouraged. The following Dress Code shall be **STRICTLY ENFORCED**.
- B. All male visitors must wear shirts with sleeves. Dress shirts shall be appropriately buttoned at all times. Cutoffs or see through shirts shall be **STRICTLY PROHIBITED**.
- C. Male visitors may not wear the following: cutoff shorts/shirts; shorts more than two (2) inches above the knee; tight fitting clothing such as spandex pants/tops or breakaway sports pants.
- D. Female visitors shall **NOT** be permitted to wear halter or low cut revealing tops, tube top, midriff revealing tops, swimsuit tops, body suits, sheer blouses, leotards, spandex or any other type of skin tight fitting outfit. Sleeveless blouses and summer dresses may be worn but no thin strap tops of any type will be allowed. Any blouse or top that reveals any portion of the under garment will be denied entry into the facility. Female visitors entering the facility shall only be permitted to wear dresses or skirts, slacks or full-length jeans and shorts (No Cutoffs) within the lengths listed below. Mini-skirts shall be **STRICTLY PROHIBITED**.
- E. Dress, skirt and shorts hemlines are not permitted to be more than four (4) inches above the knee. Revealing slits and kick pleats exposing more than four (4) inches above the knee shall be pinned.

- F. Clothing may not be altered from the manufacturer's design in any way and must be in clean and in good repair with no holes.
 - G. Religious clothing is authorized in accordance with policies and procedures.
 - H. Outerwear (coats, jackets, raincoats, etc.) appropriate for current weather conditions may be worn to the visiting room. Only sweaters and lightweight jackets may be worn or possessed in the Visiting Room; heavy, bulky or long coats will be hung.
 - I. Head attire may be worn if it is pre-approved through the Shift Supervisor or depending upon weather conditions. Bandanas and military style hats will not be allowed. All items will be searched before being allowed in the Visiting area. Shift supervisor may grant exception for religious purposes. These items will not be worn during the visit.
 - J. Offenders entering the JHU visit room during scheduled visiting times shall wear tan pants and tan shirts. Tan shirt must be buttoned up to button just below top button and tucked in. State boots or tennis shoes fully laced and tied must also be worn. Visitors who are dressed in clothing resembling that of offender uniforms will not be allowed to visit until they change their clothing.
 - K. Clothing or other accessories with drug, alcohol advertisements, derogatory slogans, or gang symbolism will not be permitted. Pull-over hooded sweatshirts with kangaroo pockets (i.e. hand warmer pockets) will also not be allowed.
 - L. 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
 - M. Undergarments must be worn, and shall be separate from their clothing. "Built in" bras, for example, are not an acceptable form of undergarment.
 - N. Female visitors regardless of age may be required to wear a brassiere or some other garment that supports the contours of the bust. This will be at the discretion of the Visiting processing Officer.
 - O. At no time will a female visitor be allowed to visit if her undergarments are visible through her clothing.
 - P. If staff determines the attire is inappropriate, the visitor will not be allowed to visit.
7. NUMBER OF AUTHORIZED VISITORS/VISITS:

- A. No more than three (3) visitors will be allowed to visit an offender at one time, excluding infants held on laps. Small children shall remain seated or held on the lap of the offender or visitor. The visit-processing officer will determine the age of the lap child (THREE (3) years old and younger is the recommended age limit for a lap child).
- B. Visitors are authorized to be on one or more offenders visit list at the same time. Shared or split visits, with more than one offenders is prohibited, unless prior approval has been granted from the Unit Team Manager, Assistant Superintendent or higher authority. Once a visitor has completed a visit with one offender they may visit with another offender as long as they report back to the Visiting Processing Officers desk to be processed for the next visit.
- C. At no time will a minor child be left in the visiting area without the adult visitor supervision. Visitors shall be responsible for the supervision and control of their children's behavior at all times.
- D. When there are too many visitors to complete the visit at one time it will be considered a split visit. One group will be sent to the visiting room at a time.

8. VISITING ROOM GUIDELINES:

- A. Visitors are allowed to take the following items into the visiting room:
 - 1. One (1) Handkerchief. (White Only)
 - 2. Up to thirty (30) dollars (\$30.00) in change only (No Pennies)
 - 3. One Coin Purse
 - 4. One (1) Picture Identification Card
 - 5. Wedding ring or Engagement Ring
 - 6. Medical alert tag or bracelet
 - 7. Medication or medical device required for immediate medical care, response or treatment (i.e. nitroglycerine, inhaler, and oxygen).
 - 8. Vehicle Keys
 - 9. No items are authorized to be left for an offender by a visitor.
- B. Items that may be carried with infants for sanitation purpose:
 - 1. Diaper (no more than 4)

2. 1 each Bottle or Infant drinking cup (SEE THROUGH PLASTIC ONLY NO GLASS) (4oz or 8oz only)
3. Small container diaper wipes
4. Blankets as required
5. Pacifier (1 each)
6. One Diaper Bag
7. One small hand toy
8. One baby carrier (NO STROLLERS)

NOTE. If special situations occur, officers must use good judgment in determining the needs of infants.

- C. All visitors must leave purses, satchels, etc. in their vehicles.
- D. Visitors are allowed to use the vending machines and may purchase items for the offender at the end of the visit. Offenders are not permitted to accompany their visitors to the vending machines. Visitors must purchase the vending machine items and carry them to the officer. The officer will look over the packaging and then send the items back to with the offender to their assigned housing unit. Visitors are not authorized to purchase items for their selves, or to take items out of the visit room.
- E. There shall be no smoking material or tobacco products allowed on state property. These materials must be secured in vehicle at all times.
- F. At no time are visitors authorized to have gum in their possession while visiting.
- G. Offenders and their visitors may greet each other with a brief kiss and embrace at the beginning of each visit. There will be no kissing or embracing during the actual visit, or at the conclusion. The offender and visitor (s) will sit across from each other in their designated assigned seats. Children may sit on an offender's lap only if the child is too small to sit in a chair.
- H. Offenders who have been identified as VMR offenders, (Offenders who have a current or past adjudication/conviction of a sex offense involving a minor) shall not be permitted to receive visits from minors.
- I. Visitation may be terminated for security reasons at any time without warning. Remember security is the main goal of the Department of Correction, and that visitation is a privilege, not a right.

- J. Pictures will be authorized during the first five minutes of the visit. During the picture taking process, the visitor and offender will be permitted to make physical contact with one another, so long as the contact is made above the waist and their hands remain outside of their clothing. No hand gestures or signs will be allowed. Their stance will be side by side, not face to face, or any other position.
9. OUTDOOR VISITATION:
- A. Outdoor visitation periods and times:
 - 1. Outdoor visitation for Security Levels 1 shall begin and end at a date to be determined based on weather factors.
 - 2. Outdoor visitation shall be authorized during daytime visiting hours only, on Saturdays, Sundays and holidays.
 - B. Inclement weather:

The Shift Supervisor has the sole discretion to cancel outside visits because of weather conditions.
 - C. Special guidelines:
 - 1. If a visit starts in a particular area (inside or outside) it remains in that area unless approval is granted by Custody. In the case of cancellation of outside visitation due to inclement weather, the authority to grant or deny continued visitation inside shall rest with Custody.
 - 2. When visiting in the outside or inside area, offenders and their visitors shall sit on opposite sides of the tables. Offenders/visitors **MUST BE SEATED AT ALL TIMES** during the visit. The outside visiting area will only be used on weekends and holidays.
 - 3. Offenders will not be allowed to bring any food or drink items from the dorm area to either inside or outside visiting area
 - 4. Visitors shall take all unused items and offenders shall bring no vending items into the dorm, after visits are concluded.
 - 5. Unit staff, prior to the start of the visit, shall visually inspect any items brought into the facility, i.e. diaper bags.
10. TRAFFICKING:

- A. Indiana Code 35-44-3-9 states, “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 inmate of the facility; or
 2. carries, or receives with intent to carry out of the penal facility, an article from an inmate of the facility; commits trafficking with an inmate, a Class A misdemeanor. However, the offense is a Class C felony if the article is a controlled substance or deadly weapon.”
- B. A Class A Misdemeanor is punishable by imprisonment for not more than one (1) year and a mandatory fine of five thousand dollars (\$5,000).
- C. A Class C felony is punishable by imprisonment for four (4) years, with not more than four (4) years added for aggravating circumstances or not more than two (2) years subtracted for mitigating circumstances, and a fine of not more than ten thousand dollars (\$10,000).

The Department of Correction shall not tolerate trafficking with an offender or the possession of controlled substances, tobacco or weapons while on Department property. All offenders and visitors shall be subject to search. Refusal to be searched shall result in denial of the visit.

In all cases where a visitor and/or an offender 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 offender in the Department of Correction and any Department facility.

Any offender found guilty in a disciplinary action of possession of a controlled substance or tobacco (as a Class B disciplinary code violation) should have his visiting privileges restricted to "non-contact" visits only. Additionally, an offender found guilty of certain other disciplinary violations, including the possession or use of tobacco or tobacco-related products may have his visiting privileges restricted to “non-contact” visits only. For the first offense, these “non-contact” visits shall be for a period of six (6) months; second offense - twelve (12) months; any further offenses – permanently.

Approved this _____ day of _____, 2020

Dick Brown, Warden
Wabash Valley Correctional Facility