



# BRANCHVILLE CORRECTIONAL FACILITY INDIANA DEPARTMENT OF CORRECTION

## VISITING DAYS & HOURS

**Tuesday, Wednesday, Friday, Saturday,  
Sunday & Holidays (unless Holiday falls on a non-visiting day)  
8:00 a.m. to 2:00 p.m. (Central Time Zone)**

## VISITING ROOM RULES

1. You may visit once every fourteen (14) days.
2. A hug, embrace, and/or handshake will be permitted at the beginning and the end of the visit. NO KISSING.
3. All visitors sixteen (16) years and older will be required to produce positive picture identification. All minor visitors under the age of 16 must have a valid birth certificate or state issued id for each visit.
4. Visitors under age 18 shall be accompanied by a parent or legal guardian at all times. Some circumstances may require a visitor under 16 years old to have identifications (i.e., S.O.M.M. visits, court ordered visitation, etc.). **Children under 3-months old will not be permitted to visit.**
5. Only three (3) visitors are permitted in to visit at one time plus 1 child that can be held on the visitor's lap (at the discretion of the visiting room officers). Visitors are responsible for the behavior and control of minor children at all times.
6. Visits are limited to one hour.
7. Visitors will be asked to secure all other valuables in their vehicles or lockers in the entrance to the visiting room.
8. Items permitted into the visiting room:
  - A. wedding and/or engagement ring.
  - b. medical necklace/bracelet or religious necklace
  - C. earrings, only (1) one set of small post – no body piercings
  - D. twenty dollars (\$20.00) in change only...no paper money!
  - E. medication...nitroglycerine/nitro spray, inhalers, and portable oxygen tank only with current medical documentation, i.e. prescription label.
  - F. visitors must provide medical documentation for a pacemaker or any metal implants
  - G. handkerchief or tissue.
  - H. eyeglasses.
  - I. one (1) empty baby bottle, empty sipping cup, pacifier, and one receiving blanket.
  - J. soft brace that can be removed – not hard brace allowed
  - K. vehicle keys or keyless entry device.
9. Items purchased from the vending machines (3 TOTAL) must be taken to the visiting room officer, put in a brown bag by officer, labeled with name and doc #. Offender will receive the items at the end of the visit after being searched.
10. Visits will NOT be allowed to purchase items from the vending machine to consume while in the visitation room.
11. No costume jewelry, including watches or fit bits will be permitted. any jewelry that cannot be removed (too tight) is to be noted on the visiting pass at the onset of the visit. This notation, along with visual observance of the jewelry, will again be checked upon conclusion of the visit.
12. Adult visitors shall wear clothing that will pose no threat to the security, control, or maintenance of order at the facility. the following items are considered inappropriate attire for visiting this facility:
  - A. halter tops (midriff shall be covered)
  - B. sleeveless dresses or tops
  - C. revealing dresses, blouses, or tops, including see-thru garments
  - D. spandex or extremely tight-fitting jeans, pants (including skinny jeans). no jeans, pants or shirts with decorative accessories and no clothing with holes.
13. A vehicle should be readily available if the visitor is asked to leave, or if the driver is not visiting as well. Basically, if the visitor is being transported by a person that is not visiting, the person they rode with will not be allowed to come in and sit in the lobby or stay in the visiting parking area.
14. Once you leave the building you will not be allowed entrance back into the visiting area unless authorized by staff.
15. Visitors will be allowed one (1) trip to the visitor restrooms. any children requesting to use the restroom must be accompanied by an adult.
16. Visitors enter at their own risk. The state of Indiana or the Branchville Correctional Facility will not be liable for loss or theft of personal items and assumes no responsibility for any articles left in the lockers or in visitor's personal vehicles.
17. Every person (staff, visitors, officials, etc.) entering this facility is subject to pat searches, and vehicular searches. any form of contraband or illegal material found might result in action being taken by the Indiana state police.
18. ***Visiting is a privilege, which may be cancelled if persons are disruptive or present a security problem. under certain circumstances, "non-contact" visits may apply. under these conditions, separate guidelines will be utilized.***

***\*ANY OTHER ISSUES NOT COVERED IN THESE RULES SHALL BE HANDLED BY THE SHIFT SUPERVISOR.***

***Revised 5/23/22***