

OFFENDER VISITATION GUIDELINES

The Heritage Trail Correctional Facility encourages visitation of offenders. The facility recognizes that offenders, through visitation, are able to maintain relationships with their family and friends that will aid them during their commitment period and prove invaluable upon release. In an effort to provide the safest and most secure visitation environment for staff, offenders, and visitors, the facility has established following guidelines for visitation of offenders:

1. ALL VISITORS MUST BE ON AN 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 positive picture identification before entry into the facility. Exceptions to this requirement may be granted only by the Warden or designee. Visitors under the age of eighteen (18) must be accompanied by a parent or legal guardian at all times while on the facility grounds. Parents must provide a copy of the birth certificate. Legal guardians must provide documentation showing guardianship of all minors under their care. This procedure does not apply to an offender's spouse who is under the age of eighteen (18) years. Based upon a request from the offender, the Warden or designee may grant an exception to this requirement. In cases where a parent or guardian cannot accompany a minor child, the Warden or designee may grant an exception to this requirement and approve another responsible adult to accompany the child during a visit. The minor's parent or legal guardian must sign and have notarized State Form #48965, "Authorization for Minor Child to Visit," prior to the actual visit.
3. Ex-offenders are not permitted to visit unless approved by the Facility Head. To obtain approval, the ex-offender must write the Facility Head requesting to visit 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 Facility Head. Ex-employees of the Department of Correction and current Department of Correction employees must have written approval from the Facility Head and the Commissioner before they may visit an offender.
4. The visiting schedule is on a one (1) week cycle. The same visitor may visit every seven (7) days unless approved for additional visits by the Unit Manager or higher authority. If the visitor only visits on weekends they can do so on their appropriate weekend day (See # 7). Offenders may have two separate visits per day, with one of the two visits being the offender's immediate family.
5. Only three (3) adult visitors and four (4) lap-children that will sit on the visitor or offender's lap for the visit will be permitted to visit an offender during a single visit. IDOC Policy no longer permits visitors to visit more than one offender per visit. Children too small to sit in a chair by themselves may sit on the offender or visitor's lap during the visit. Children of any age too large to sit on the lap will be counted as an adult for visiting purposes.
6. Visiting Hours at the HTCF facility are from 8:00 AM to 4:00 PM, five (5) days per week with no visits on Monday or Thursday. Visits are for a maximum of two (2) hours, time and space permitting. Any visitor, who has an address on their driver's license that indicates travel from more than 100 miles away from the facility, will be permitted a three (3) hour visit (time and space permitting) if the visitor wants and indicates as so.
7. Offenders will only be permitted weekend visitation on Saturday **or** Sunday each weekend. The specific weekend day (Saturday **or** Sunday) will be determined on a rotating basis by the offender's last name. Please see the attached calendar to determine which weekend day the offender you wish to visit will be permitted weekend visitation. If you have any questions regarding the visitation schedule, please contact the facility prior to your visit at 317-839-7751 ext. 4151.
8. All persons coming to the facility are expected to conduct themselves in a polite and orderly manner. Persons who are 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 may be notified.
9. Brief 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 and visitors are only permitted to hold hands throughout the visit.
10. Special visiting situations may be granted with prior approval of the Facility Head or designee, via Unit Managers, Casework Managers, Supervisor of Classification, Deputy Wardens, Shift Supervisors, or weekend or holiday Duty Officer.
11. It is requested that visitors refrain from wearing the same type of clothing worn by offenders, e.g., khaki colored pants, white T-shirt, khaki colored shirt, or light blue shirt.

12. All visitors shall be asked, "Do you have in your possession any firearms, weapons, knives, ammunition, narcotics, medication, controlled substance, alcoholic beverages, marijuana, tobacco products, cameras, video or audio recording equipment or electronic devices?" Additionally, all visitors are asked, "Are you, or have you ever been, an employee of the Department of Correction?"

13. Visitors, including their person, personal property, and vehicles, while on Department property are subject to search at any time. Visitors will be responsible for securing their vehicle and personal property such as cell phones and tobacco products in their vehicle.

14. Visitors may take a small amount of change (\$20.00 limit per adult visitor; absolutely no paper money will be permitted), wedding/engagement rings, one pair of pierced post earrings, handkerchief/Kleenex, medical I.D. bracelet/necklace, infant care items (one [1] receiving blanket, one [1] bottle, and one [1] pacifier), and the key to the visitor's locker into the Visiting Room. Nitro pills (small amount), oxygen tanks, canes, wheelchairs, crutches or other medically-necessary devices may be taken into the Visiting Room upon inspection by the Front Entry Officer. Offenders are allowed to take into the Visiting Room one (1) handkerchief, wedding band, visiting pass, and facility I.D. card. Additional items may be approved by Facility Head or designee.

15. Lockers will be provided for the visitor's personal effects. Please bear in mind that substantial sums of money, or other valuables, should not be brought to the facility. As well, no tobacco products or electronic devices may be stored in facility lockers. The state of Indiana, Department of Correction, and the Heritage Trail Correctional Facility, assume 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 at the information desk.

16. INDIANA STATUTES: A person who, without the prior authorization of the penal facility, knowingly or intentionally: (1) delivers, or carries into the penal facility with intent to deliver, an article to an offender of the facility, or (2) carries or receives with intent to carry out of the penal facility, Page 2 Visiting Rules – HTCF 5/9/2012 an article(s) from an offender of the facility, commits trafficking with an offender, a Class A Misdemeanor. However, the offense is a Class D Felony if the article is a controlled substance or a deadly weapon (IC 35-44-3-9). A person who commits a Class A Misdemeanor shall be imprisoned for a fixed term of not more than one (1) year; in addition, he/she may be fined not more than five (5) thousand dollars (\$5,000.00) IC-35-50-32-2. A person who commits a Class D Felony shall be imprisoned for a fixed term of two (2) years, with not more than two (2) years added for aggravating circumstances: in addition, he/she may be fined not more than ten (10) thousand (\$10,000.00) dollars, IC 35-50-2-7.

17. Visitors who violate the visitation rules/procedures may be denied visits to a particular offender, to a specified facility, or to all Department facilities.

18. All visitors must be appropriately attired when visiting. Listed below is the dress code for visiting:

-Visitors may wear shorts; however, the shorts may not be more than two (2) inches above the knee.

-Visitors are not permitted to wear halter-tops or low-cut revealing tops, and shirts must have sleeves that cover the shoulder.

-Absolutely no see-through or revealing clothing will be permitted. The Shift Supervisor or higher will have final authority to determine what constitutes see-through or revealing.

-Female visitors will be permitted to wear tube tops if a blouse with sleeves is worn over it. Sheer blouses are permitted if worn with a camisole.

-Undergarments (bra/underwear) must be worn. Any swimsuit or bodysuit worn by a female visitor will be considered an undergarment and must be covered by approved attire.

-Dress or skirt hemlines are not permitted if more than two (2) inches above the knees. Revealing slits or kick pleats exposing more than two (2) inches above the knees will not be permitted.

-Head attire is permitted to be worn only if it is required as part of a religious practice or medically necessary. This item will be subject to being searched.

-Closed toed and closed heel shoes must be worn by all visitors with the exception of infants incapable of walking.

-Outer coats, coat sweaters, and sweatshirts will not be permitted in the visiting area. Upon entry to the visiting room, all outer coats, coat sweaters, and sweatshirts will be hung on the appropriate coat rack until termination of the visit. Sport coats, blazers, and jogging jackets will be permitted only if they are part of a matching outfit. Clothing with hoods attached are strictly prohibited such as but not limited to hoodies; outer jackets with a hood are acceptable.

-Spandex pants or shorts, Lycra pants or shorts, yoga pants/capris, and leggings will not be permitted in the visiting area as the outermost exposed garment. Outer garments worn above these materials must meet previously presented guidelines.

-Any jeans/clothing with metal trim or logos that cannot clear the metal detector will not be allowed in the Visiting Room. No garments such as jeans with-holes will be permitted.

-The Warden or designee (Shift Supervisor) may cancel a visit if the visitor's attire is considered inappropriate.

19. 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.

20. Any visitor or offender, who leaves the visiting room area for any reason, terminates his or her visit.

21. Vending machines are provided in the Visiting Room for your convenience. All food items and beverages must be purchased at the beginning of the visit. Food items and beverages cannot be shared with the offenders (e.g. either eating from the same chip bag or drinking from the same soft drink can). All items purchased from the vending machine must be consumed during the visit. No items purchased from the vending machine may be taken out of the visiting room. Offenders are not permitted to go to or use the vending machine. Children under twelve (12) years of age must be accompanied to the vending machine.

22. Visitors are responsible for the behavior and control of minor children. If minor children become a major disruption, visitors may be requested to leave the facility and the visit will be terminated.

23. If a visitor or offender is found to be trafficking, the evidence will be turned over to the Indiana State Police with a recommendation that the matter be investigated and prosecuted to the fullest extent. In addition, any visitor caught trafficking will be permanently banned from visiting any offender in any Department of Correction facility.

24. Heritage Trail Correctional Facility IS A TOBACCO FREE FACILITY. TOBACCO PRODUCTS AND/OR PARAPHENALIA ARE NOT PERMITTED. Visitors found using or smoking tobacco products on facility grounds will not be permitted to visit.