

## NEW CASTLE CORRECTIONAL FACILITY VISITATION RULES

1000 Van Nuys Road, New Castle, Indiana 47362

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Revised September 2022

**NCCF encourages visitation. Due to security and physical layout of the facility, it is necessary to establish the following regulations:**

- 1.) Visitors who attempt or are successful in bringing contraband into the facility will be permanently banned and information will be provided to law enforcement for prosecution under the following state statute:  
*IC 35-44.1-3-5; Trafficking with an inmate; carrying a deadly weapon into a correctional facility: A person who, without the prior authorization of the person in charge of a penal facility or juvenile facility, knowingly or intentionally: (1) delivers, or carries into the penal facility or juvenile facility with intent to deliver, an article to an inmate or child of the facility; (2) carries, or receives with intent to carry out the penal facility or juvenile facility, an article from an inmate or child of the facility; or (3) delivers, or carries to a worksite with the intent to deliver, alcoholic beverages to an inmate or child of a jail work crew or community work crew; commits trafficking with an inmate, a Class A misdemeanor. However, the offense is a Level 5 felony under subdivision (1) or (2) if the article is a controlled substance, a deadly weapon, or a cellular telephone or other wireless or cellular communications device. (c) If: (1) the person who committed the offense under subsection (b) is an employee of: (A) the Department of Correction; or (B) a penal facility; and the article is a cigarette or tobacco product (as defined in IC 6-7-2-5), the court shall order the person to pay a fine of a least five hundred dollars (\$500) and not more than five thousand dollars (\$5,000) under IC 35-50-3-2, in addition to any term of imprisonment imposed under IC 35-50-3-2; or (2) a person is convicted of committing a Level 5 felony under the subsection (b)(1) or (b)(2) because the article was a cellular telephone or other wireless or cellular communication device, the court shall order the person to pay a fine of at least five hundred dollars (\$500) and not more than ten thousand dollars (\$10,000) under IC 35-50-2-6(a) in addition to any term of imprisonment imposed on the person under IC 35-50-2-6(a). (d) A person who: (1) is not an inmate of a penal facility or a child of a juvenile facility; and (2) knowingly or intentionally possesses in, or carries or causes to be brought into, the penal facility or juvenile facility a deadly weapon without the prior authorization of the person in charge of the penal facility or juvenile facility; commits carrying a deadly weapon into a correctional facility, a Level 5 felony.*
- 2.) NCCF does have minimum security inmate workers who maintain the facility parking lot. Vehicle doors must be secured and windows rolled up. Cellphones and other valuables should not be left in plain sight.
- 3.) NCCF is a tobacco free facility. Tobacco products and paraphernalia are not permitted. Visitors in possession or using tobacco products on grounds will be suspended or permanently banned.
- 4.) All visitors regardless of age (to include infants) must be on the approved visitation list. This list is established by the facility through the application process. NCCF cannot release information regarding an inmate's visitation list.
- 5.) An inmate will not be forced to accept a visit from anyone. The inmate has the right to deny visitation.
- 6.) All persons coming to the facility are expected to conduct themselves in a polite and orderly manner. Inappropriate behavior, disruptive behavior, vulgar language, unwillingness to follow rules, or the appearance of being under the influence of drugs or alcohol will not be tolerated.
- 7.) All visitors are expected to meet basic hygiene standards.
- 8.) All minors (aged younger than 18) are required to be accompanied by an adult at all times. The adult must either be the birth parent, legal guardian, or have permission from parent or guardian. This paperwork will not be accepted at the front desk during the visit. Paperwork must all be submitted in the mail with the minor's application to the Case Manager. The CM will enter the approvals into the Offender Information System, file the paperwork into the inmate's facility packet, and notify the inmate.
- 9.) Visitors are responsible for the control and behavior of accompanied minor(s). Disruptions may lead to termination of visit.
- 10.) Unless in a specialized unit, visits are permitted by the same visitor every 14 days.
- 11.) An inmate may have two visits in one day, as long as one of the two visits is immediate family members.
- 12.) A maximum of two adults and one "lap child" (aged 6 and under) may visit at one time. Small children may sit on the inmate's lap during the visit. For non-contact visitation, only two persons are permitted to visit at one time (adult and/or minor). If two adults are present, they may split their time in half.

- 13.) Visitors will only visit one inmate at a time.
- 14.) All visitors will be asked "Do you have in your possession: any firearms, weapons, knives, ammunition, narcotics, medication, controlled substance, alcoholic beverages, marijuana, tobacco products, e-cigarettes, cell phones, cameras, video or audio recording equipment or other electronic devices?"
- 15.) Visitors aged 16 and older will need to provide photo identification for entry (18 and older must be state-issued ID). Visitors under 16 must provide a copy of their birth certificate.
- 16.) All visitors shall submit to a search of their person and property. Shoes, belts, and contents of pockets will be scanned and searched by hand. The visitor will then be pat searched by staff of the same gender. Any visitor that refuses to be searched will be denied entry into the facility. Visitors will be instructed to open their mouths, pull their lips back, and lift their tongues to verify no prohibited items are hidden. Visitors will also be asked to turn their pockets inside-out. Visitors will be required to walk by the cell sense and walk through the metal detector. If any alarms sound, a hand-held metal detecting wand will be used by staff to detect any potential hidden items. Visitors that have a medical implant that causes metal detecting devices to alarm must show a medical implant card.
- 17.) Detection K9's (dogs) may be utilized in the front entry and/or visitation room and all visitors' persons and property are subject to being searched by K9's. If you do not want to be presented with the possibility of a K9 search, you may choose not to visit.
- 18.) Lockers are provided for visitor's personal effects. This excludes firearms, weapons, knives, ammunition, narcotics, medication, controlled substance, alcoholic beverages, marijuana, tobacco products, e-cigarettes, cameras, video or audio recording equipment-these items are not permitted on facility grounds. Coats and other items (purse, wallet, diaper bags, keys, etc.) are permitted to be kept in locker.
- 19.) IDOC, GEO, and NCCF assume no liability for items that are lost, stolen, misplaced from lockers or vehicles. Valuables should be left at home.
- 20.) During influenza ("flu") season, visitors will be asked if they are or have been experiencing flu-like symptoms in the past seven days (fever, cough, body aches, runny nose, and/or sore throat). If the visitor has these symptoms he/she will be denied entry and asked to come back when he/she is feeling better. Influenza is very contagious and can be a deadly virus that is not welcomed in correctional facilities due to tight living quarters, shared common areas, elderly individuals, and those with immune disorders. If you feel sick, stay home. Your loved one, other inmates, and staff will appreciate this.
- 21.) During a COVID-19 outbreak or pandemic, visitation may be modified to include cancellation for a period of time. Should visits be allowed during the pandemic, visitors shall be symptom screened prior to entering the facility. Visitors acknowledging or displaying new or worsening symptoms of the disease shall not be permitted to enter the facility. All modifications made for visitation will be communicated to the offender population and posted on the IDOC website.
- 22.) Restroom breaks are not permitted during visitation unless prior authorization has been given by the Facility Administrator. Visitors who leave the visitation room without prior authorization terminate their visit.
- 23.) Visitors must wear appropriate attire when visiting. Listed below is the dress code:
  - a. Head attire is permitted only for religious purposes and is subject to search
  - b. Hooded sweatshirts or clothing with a hood is not permitted inside the visitation room
  - c. Shirts/tops must be opaque and have sleeves that cover the shoulder
  - d. Low cut shirts/tops exposing chest area are not permitted
  - e. Undergarments must be worn but not visible
  - f. Spandex, Lycra, or skin-tight clothing of any material, to include "leggings" is not permitted
  - g. Shorts, skirts, and dresses (or those with a slit) must extend from the waist down to at least 2" above the knee
  - h. Tattered clothing with tears or holes tethered together is not permitted
  - i. Shoes with either a flat heel or no more than 2 ½" non-spike type heel must be worn by adults and children, with the exception of infants who aren't walking
  - j. Light sweaters and blazers over shirts/tops are permitted
  - k. Jackets and coats are not permitted in the visitation room and must be stored in a locker during visit
  - l. Any clothing with metal trim that cannot clear the metal detector will not be permitted
  - m. Clothing with vulgar language or pictures is not permitted
  - n. Front desk staff may deny a visit if it is determined that the attire is otherwise inappropriate
- 24.) Vending machines are available for visitor's use. Inmates and children under 12 are not permitted to use the vending machine. Items should be purchased at the beginning of the visit. No vending machine items are to be consumed during the visit and will be sent back to the housing unit with the inmate. A total of three (3) items

can be purchased for the inmate to take back to the housing unit.

- 25.) Visitors may take/wear into the visitation room:
  - a. ID
  - b. Twenty dollars (\$20) in change, per visitor (NO PAPER MONEY)
  - c. One wedding/engagement ring
  - d. One earring per ear- must either be post or industrial ear piercing
  - e. One handkerchief/tissue
  - f. Those with infants- one receiving blanket, one bottle, one pacifier. Diaper changing supplies must be kept in locker.
  - g. Those with medical/disability needs- medical ID bracelet or necklace, nitro pills (2), oxygen tank, canes, wheelchairs, or crutches
  - h. Additional accommodations must have prior approval from the Facility Administrator. This entails writing to the Facility Administrator and providing supporting documentation for such a request.
- 26.) Seating arrangements are decided by the visitation room officer. Visitors must sit directly across from the inmate unless there is more than one visitor. Inmates are not permitted to leave their assigned seat for any reason.
- 27.) Only hugs and handshakes are permitted at the beginning and end of each visit. Kissing of any kind is not allowed
- 28.) Once the visit has ended, the visitor will exit the visitation room via the same route used to enter the visitation. The visitor should gather belongings and leave facility grounds.
- 29.) **Failure to follow facility visitation rules may result in immediate termination of the visit in addition to temporary suspension, or permanent gate closure for all IDOC facilities.**
- 30.) See also "NCCF VISITATION HOURS & INFORMATION" regarding application process, visitation hours for all units, and the process for requesting a special visit.