

# PbS & WVCF TEAMING UP

## YOU ASKED...WE ANSWERED





Performance-based  
Standards

## IDOC'S PbS Contact



# A Little About WVCF

## Facility Summary

---



**Superintendent**  
Richard Brown

**Address:**  
6908 S. Old U.S. Highway 41  
P.O. Box 500  
Carlisle, IN 47838

**Phone Number:**  
(812) 398-5050

**Established**  
1992

**Security Level**  
Minimum and  
Maximum

**Avg Daily Population**  
Calendar Year 2012:  
2,053

**Housing**  
Dormitories and  
Celled Space

Learning about  
the IDOC & WVCF

Access This Link:  
[www.idoc.in.gov](http://www.idoc.in.gov)

For important  
information.

 IDOC HOME

- About IDOC ▶
- DYS Home
- Contact IDOC ▶
- Facilities ▶
- Information & Statistics ▶
- Newsroom ▶
- Emergency Operations
- Staff Development & Training ▶
- Careers in Corrections ▶
- Special Initiatives ▶

Click on Facilities and choose Adult  
to see a list of Adult Facilities.



Click on the Facility whose page you  
want to visit 😊

### Maximum (Level 4)

Maximum Security Facilities have very restrictive security measures.  
Housing is celled space.

- 16) Wabash Valley Correctional Facility
- 17) Indiana State Prison
- 18) Indiana Women's Prison
- 19) Pendleton Correctional Facility

## PROGRAMS & SERVICES

PEN Products

Evidence-Based Practice

Programs

Education

Community Corrections

Victims' Services

ALERT Notification Service

IDOC Sexual Assault Hotline

Sex & Violent Offender Registry

Volunteer

JPay Money Orders



Offender Phone System

iCare

National School Lunch Program

CPAFI

Ombudsman

Parole Board



# Indiana Department of Correction

Wabash Valley Correctional Facility

## WABASH VALLEY CORRECTIONAL FACILITY

[Facility Overview](#) | [Facility Contacts](#) | [Visitation](#) | [News & Events](#) | [Programs](#) | [Facility History](#)

Click on the Program or Service you want information on.

**Jpay.com** making it easier



[Inmate Search](#)

[Prison Search](#)

[Help](#)

[Login](#)

[Home](#) [Inmate Services](#) [Parole & Probation](#)

### Send Money

Email

Video Visitation

Buy Media

### Money Orders

Fill out your Money Order form online.

The form is a PDF, and requires the free Adobe Reader to view and fill out. Download [here](#).

Choose DOC

### Still sending money orders?

#### There's a Better Way

Did you know that JPay offers 3 easy ways to send money – all with next day delivery?



JPay.com



800.574.5729



MoneyGram

Cash in person

# *If all else fails...CALL US!*

- If you call WVCF at 1-812-398-5050
- Extension 4500
- You can obtain valuable information.
- Please use the Family Information Line ☺
- Unit Team is not just here for your loved one. They are here to assist you as well.
- See the contact list that follows for:
  - Unit Team Managers
  - Casework Managers
  - Caseworkers



## JHU

UTM - 4301  
Casework Man. (100 Range) - 4871  
Casework Man. (200 Range) - 4872

## SCU

UTM - 4301  
Casework Man. - 4322  
Caseworker (A Unit) - 4312  
Caseworker (B Unit) - 4343

## CCU

UTM - 4301  
Caseworker - 3656

## **Assistant Superintendent of Re-Entry**

**Extension - 3199**

## **UNIT TEAM CONTACT INFORMATION**

## DHU

UTM - 4504  
Casework Manager (Left & YIA) - 4511  
Casework (Right) - 4512

## EHU

UTM - 4504  
Casework Manager (Left) - 4522  
Casework Manager (Right) - 4522

## FHU

UTM - 4504  
Casework (Left) - 4532  
Casework (Right) - 4531

## GHU

UTM - 4504  
Casework (Left) - 4541  
Casework (Right) - 4542

## KHU

UTM - 3107  
Casework Manager (A - L) - 3604  
Casework (M - Z) - 3606

## LHU

UTM - 3107  
Casework (Left) - 3616  
Casework Manager (Right) - 3614

## MHU

UTM - 3107  
Casework (Left) - 3624  
Casework (Right) - 3626

## NHU

UTM - 3107  
Casework (Left) - 3636  
Casework (Right) - 3636

## PHU

UTM - 3107  
Casework Manager (Left) - 3644  
Casework (Right) - 3646

# Maintaining Contact with YOUR Loved One Through Phone Calls

- The offender fills out a pin sheet and phone list.
- They are allowed 1 number per name and address, no business numbers and no toll free numbers.
- They are allowed 20 numbers of friends and family with numerous attorney numbers.
- They can change the list the first 7 days of each month.
- The offender can purchase debit time from commissary to pay for the phone calls or you can call 1-877-650-4249 to set up a pre-paid account.
- You can go to [www.offenderconnect.com](http://www.offenderconnect.com) to add money to your pre-paid account or to the offender's debit account.

# Maintaining Contact with YOUR Loved One Through Visits

- All visitors must complete the “Application for Visiting Privileges” and mail it to the facility. It will not be accepted via fax. All sections must be complete.
- Parents/Legal Guardians shall complete an application for minors under the age of (18) eighteen years and sign the application on behalf of the minor child.
- Upon receipt of the application staff will review the application for accuracy, verify no current restrictions on the application exist and conduct a criminal warrants check. All information must be true.
- The application is then approved or denied based upon criteria set forth in departmental policy.

# Offender's Legal Rights Summary

- Every offender is allowed to have access to the Courts. Offenders may access the Courts to appeal their criminal conviction or to resolve an issue in civil court (e.g., tort claim, CAB Habeas appeals, etc.) Additionally, offenders are allowed to have access to their attorneys both by on-site visits and through telephone calls and the U.S. mail. (See, IDOC Policy 00-01-102, "Access to the Courts")
- WVCF has two law libraries, one on the North Side (for offenders in the following Housing Units: SCU, D, E, F, G, and J) and another on the South Side (for offenders in Housing Units CCU, K, L, M, N, P and Infirmary). Except for segregated offenders (SCU and CCU), all housing units are allotted time each week to allow offenders in the unit to use the law library. Offenders should contact their unit team staff to find out how to get signed up to use the law library during their housing unit's allotted time.
- Segregated offenders are not allowed to leave their units to physically access the library itself. However, those offenders may obtain information from the law library through the use of offender clerks who visit SCU and CCU for the express purpose of providing legal materials to segregated offenders.
- Mail to the courts and to attorneys is considered "legal mail", and it may not be read or withheld from an offender. Offenders who are indigent are provided free postage by IDOC in order to allow them to send legal mail to courts or attorneys.

# Offender's Legal Rights Summary Continued

- In all civil (i.e., non-criminal) cases, before going to court an offender must first make sure to file an offender grievance and to pursue the grievance through all appeals. Failing to do so may result in the court refusing to allow the offender to pursue a case in court. (See, IDOC Policy 00-02-301, "Offender Grievances")

There are two exceptions to the grievance requirement:

- Tort Claims: Offenders who believe their personal property was lost or damaged due to staff carelessness may seek to recover the cost to repair or replace the item. In order to do so, the offender must first file a "tort claim". Every tort claim is investigated. Thereafter the Indiana Attorney General may deny the claim or may offer an out-of-court settlement to the offender. If the offender is dissatisfied with the response of the Attorney General, he may proceed to seek payment in court.
- CAB Appeals: If an offender is found guilty of a Conduct Report (i.e., "write-up"), he may appeal the guilty finding and/or the sanction he received. On appeal, the CAB result may be upheld, overturned, or modified. The appeal starts with the Superintendent. If offender is dissatisfied with the Superintendent's response, he may appeal to DOC Central Office. If he is still dissatisfied after the response from Central Office, he may ask the court to review the matter. (See IDOC Policy 02-04-101, "Adult Disciplinary Policy")
- To access full copies of IDOC Policies, please go to: <http://www.state.in.us/idoc/2830.htm>