

EXHIBIT 34



NUMBER: ALX-5267.08B
DATE: July 1, 2008
SUBJECT: Visiting Regulations

Federal Correctional Complex
Allenwood, Pennsylvania

Institution Supplement

1. PURPOSE. To establish visiting procedures at the Federal Correctional Complex, Allenwood, Pennsylvania.

2. DIRECTIVES AFFECTED.

a. Directives Referenced

P.S. 1315.07 Legal Activities, Inmate (11/05/99)
P.S. 4500.05 Trust Fund/Deposit Fund Manual (01/22/07)
P.S. 5100.08 Security Designation and Custody
Classification Manual (09/12/06)
P.S. 5267.08 Visiting Regulations (05/11/06)
P.S. 5270.07 Inmate Discipline and Special Housing Units
(03/20/06)
P.S. 5280.08 Furloughs (02/04/98)
P.S. 5510.12 Searching, Detaining, or Arresting Visitors to
Bureau Grounds & Facilities (01/15/08)
P.S. 5522.01 Ion Spectrometry Device Program (02/24/05)
P.S. 5521.05 Searches of Housing Units, Inmates, and
Inmate Work Areas (06/30/97)
5500.11 Correctional Services Manual (10/10/03)
5500.12 Correctional Services Procedures Manual
(10/10/03)

b. Directives Rescinded

I.S. ALM-5267.07B Visiting Regulations (08/01/04)
I.S. ALP-5267.07B Visiting Regulations (08/01/04)
I.S. ALF-5267.07B Visiting Regulations (08/01/04)
I.S. ALX-5267.07A Visiting Regulations (07/01/07)

3. STANDARDS REFERENCED.

ACA: 4-4156, 4-4267, 4-4285, 4-4498, 4-44499, 4-4499-1,
4-4500, 4-4501, 4-4503, 4-4504

DISTRIBUTION: Wardens, AW's, Dept. Heads, Unions, Reference
Libraries IDO Briefcase, Inmate Law Libraries

The requirement for the existence of an established relationship prior to confinement for visitors does not apply to visitors in this category. Any questions concerning pastoral visits should be addressed to the Staff Chaplain.

k. Prisoner Visitation and Support (PVS): The primary, though not exclusive, focus of Prisoner Visitation and Support (PVS) is to provide inmates with acute needs contact with the community. This includes inmates with long sentences, those in the Special Housing Unit, those without visits, or those who are transferred frequently. The Warden may approve PVS visitors to visit individual inmate program participants. Prior to approval, PVS visitors must have appropriate screening, including local law enforcement checks and NCIC clearances. However, PVS visitors are not required to be placed on visiting lists nor are their visits charged points.

l. Special Visits: Special Visits are arranged by the Unit Team. The Unit Team will refer all individuals being considered for a special visit to the SIA/SIS and Captain for an additional background check and approval. A memorandum through the designated Associate Warden over unit management or correctional services requesting approval of a special visit will be submitted by the Unit Team to the Warden. Copies of the approved memorandum will be provided to the Captain, Operations Lieutenant, Control Center, Visiting Room and Front Lobby Officer stations.

m. Visits to Inmates not in Regular Population Status:

(1) Admission and Holdover Status. New commitments transferring from other facilities to FCC Allenwood will be permitted to use their approved list from that facility after it has been reviewed and approved by the Unit Counselor within two weeks of the inmates arrival. The Counselor will ensure that visits are limited to the immediate family for holdovers.

(2) Special Housing Unit:

FCC Allenwood: Visitors for inmates housed in the Special Housing Unit will be processed the same as all other visitors. The Front Lobby Officer/Visiting Room Officer will telephonically contact the Special Housing Unit Officer and advise the officer of the visit. Inmates who require separation will not be in the visiting room at the same time. The Special Housing Unit Officer will ensure that this does not occur, based on his/her review of pertinent and relevant information maintained on each inmate in the Special Housing Unit. The Special Housing Unit Officer should also relay this information to the Visiting Room Officer for security reasons.



U. S. Department of Justice
Federal Bureau of Prisons

Institution Supplement

FCI Ashland, Kentucky

OPI: Correctional Services
Number: ASH-5267.8K
Date: April 15, 2012
Subject: VISITING REGULATIONS

1. POLICY:

It is the policy of the Bureau of Prisons and the Federal Correctional Institution, Ashland, Kentucky, and its Satellite Camp to encourage visiting by family and community groups to maintain the morale of the individual inmate and develop closer relationships between family members and the community.

2. PURPOSE:

The purpose of this Institution Supplement is to provide procedures to locally implement Program Statement 5267.08, Visiting Regulations. It must be read in conjunction with that Program Statement for a full understanding of policy.

3. CANCELLATION:

Institution Supplement ASH-5267.6J, Visiting Regulations, dated April 15, 2011, is rescinded and all copies are to be destroyed.

4. REFERENCES:

Federal Program Statements 5267.08, Visiting Regulations, dated May 11, 2006; 1315.07, Inmate Legal Activities, dated November 5, 1999; 1480.05, News Media Contacts, dated September 21, 2000; 5510.12, Searching, Detaining or Arresting Persons Other Than Inmates, dated January 15, 2008; and 5521.5, Searches of Housing Units, Inmates and Inmate Work Areas, dated June 30, 1997, are referenced.

5. ACA STANDARDS REFERENCED:

ACA Third Edition Standards 4-4156, 4-4193, 4-4194, 4-4183, 4- 4267, 4-4498, 4-4499, and 4-4500 are referenced.

6. VISITING TIMES:

Social visits at the Federal Correctional Institution are permitted from 8:00 a.m. until 3:15 p.m., Thursday through Monday, including all federal holidays, with no visiting on Tuesday and Wednesday. Social visits at

DISTRIBUTION: Warden, AW, SOI, Executive Assistant, Captain, Department Heads, AEGE, Local MARO and Master File. BOP-CMU-062402

April 15, 2012

VISITING REGULATIONS

I. U.S. Citizen Identification Requirements -

Staff shall verify the identity of each visitor (through driver's license, photo identification, etc.) prior to admission of the visitor to the institution. Photo identification must be a valid state or government issued photo identification.

10. VISITS OF INMATES NOT IN REGULAR POPULATION STATUS:

- A. Inmates who are admitted to a local hospital in serious condition may have visitors, once approved by the Captain, following consultation with the Health Services Administrator, the Associate Warden of Programs, the Unit Manager, and the Warden. A list of approved visitors will be provided to the escort staff assigned to the local hospital. These visits must comply with the local hospital visiting regulations.
- B. Inmates in Admission/Orientation who do not have a visiting list will be permitted to visit with immediate family only.
- C. Visits for inmates in the Special Housing Unit will be cleared through the Shift Lieutenant to ascertain if there are any known reasons the visit should not be held in the regular visiting area. Special Housing Unit inmates will visit on Monday only, regardless of custody level.
- D. Ordinarily, an inmate retains visiting privileges while in detention or segregation. Visiting may be restricted or disallowed when an inmate in this status is charged with, or been found guilty of a prohibited act relating to visiting guidelines, or may reasonably be considered a threat to the orderliness or security of the visiting room.

Loss of an inmate's visiting privileges for any other reason may not occur unless the inmate is provided a DHO hearing and results in a finding that there is a lack of other appropriate sanctions or that imposition of an appropriate sanction has been ineffective.

The UDC may not impose a loss of visiting privileges for inmates in detention or segregation. This does not interrupt visiting sanctions imposed prior to inmate's placement in detention or segregation.

11. PREPARATION OF THE LIST OF VISITORS:

The Unit Staff will compile an approved visiting list for each inmate. The visiting list is limited to immediate family, other relatives, and ten additional friends and associates. Children under the age of 16 must be accompanied by a responsible adult and must remain with adult throughout the visit. All visitors under the age of 18 must have the Visitor Information Form (BP-629) signed by the legal guardian or parent authorizing visits. All approved visitors, regardless of age, must be placed on the inmate's visiting list. In order to make additions to this list, an equal number of visitors must be removed from the existing list.

- A. The inmate must have known the proposed visitor(s) prior to incarceration. This requirement includes the Federal Correctional Institution and the Satellite Camp. The Warden's approval must be obtained for any exception. The Unit Team must submit a request to the



**U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Bastrop, Texas 78602-0730**

**OPI : Correctional Services
Number : BAS 5267.08B
Date : October 24, 2007
Subject : VISITING
REGULATIONS**

Institution Supplement

1. **PURPOSE AND SCOPE:** To implement Program Statement 5267.08, Visiting Regulations (05-11-06). This Institution Supplement must be read in conjunction with that Program Statement for a comprehensive understanding of policy and procedure.

The Warden and staff of this institution encourage wholesome and meaningful visits with relatives, friends, and community groups in order to maintain the morale of the inmate and foster closer relationships between the inmate and family members or others in the community, while at the same time, maintaining the security and orderly running of the institution.

2. **DIRECTIVES AFFECTED:**

- A. Federal Bureau of Prisons Program Statement 5267.08, Visiting Regulations, dated May 11, 2006, is referenced.
- B. Federal Bureau of Prisons Program Statement 1315.07, Inmate Legal Activities, dated November 5, 1999, is referenced.
- C. Federal Bureau of Prisons Program Statement 5500.11, Correctional Services Manual, dated October 10, 2003, is referenced.
- D. Institution Supplement BAS 5370.10B, Inmate Recreation Programs, dated February 6, 2004, is referenced.
- E. Institution Supplement BAS 5500.11, Front Entrance and Rear Gate Procedures, dated November 9, 2004, is referenced.
- F. Institution Supplement BAS 5267.08, Visiting Regulations, dated May 1, 2002, is superseded.

3. **CORRECTIONAL STANDARDS REFERENCED:** Standards for Adult Correctional Institutions, 4th Edition. Standards: 4-4156, 4-4267, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, and 4-4504.

Administrator usually after consulting with the Chief Medical Officer or Health Services Administrator, Captain, and Associate Warden over Correctional Services.

- K. Non-Contact Visiting - In the event of a need for non-contact visiting, the following procedures will be put into effect: All non-contact visiting will be conducted in the Health Services Department. The secure cell will be used as the site for visiting. The secure cell will be searched and the inmate visually searched prior to the inmate being placed in the cell. The visitor will be positioned outside of the secure cell, while the inmate remains locked in the cell for the duration of the visit. Direct staff supervision will be provided by positioning staff at the outside door of the secure cell. Upon completion of the visit, the inmate visitor will be escorted from the Health Services Department. The inmate will remain secured in the cell until the visitor is escorted from the Health Services Department. The inmate will be removed and visually searched. The secure cell will be searched prior to allowing access by other inmates.
- L. Special Housing Unit Inmates - Any inmate housed in the Special Housing Unit may visit in the Visiting Room, provided visiting privileges have not been restricted through formal discipline proceedings. Special Housing Unit inmates will be seated at the front of the Visiting Room, by the officer's platform, to allow the Visiting Room Officers to more closely monitor the visits. Procedures for inmates with separation issues are located on the M drive, under the Supplements directory.
5. **NUMBER OF VISITORS:** At the FCI, each inmate will be allowed a maximum of five visitors to include all children regardless of age due to limited space. The FCI Visiting Room capacity per the Fire Safety Code is 170 people. At the Satellite Camp, five adult visitors, not including children, may visit at one time. There is indoor and outdoor visiting space to accommodate the camp visitors. In the event outside visiting is cancelled, the capacity for the Satellite Camp Visiting Room is restricted to 105 people and the five person visitor rule will be implemented for each inmate. In the event it becomes necessary to deny or terminate a visit, permission must be granted by the Operations Lieutenant in conjunction with the Institution Duty Officer. Discretion should be used when terminating visits. Factors to be considered when asking for volunteers are first arriving visitors, frequency of visits, duration of visit, and distance traveled. These factors do not necessarily have to be implemented in the order in which they are listed. The Operations Lieutenant and the Institution Duty Officer will be present during the termination of any visits.
6. **DESCRIPTION OF PROCEDURES:**
- A. Preparation of Visiting List - An inmate desiring to have regular visitors must submit a list of proposed visitors to the designated unit staff.
- B. Visitor Verification
1. Correctional Counselors are to vouch for all proposed visitors who are not immediate family members if there is no documentation of a previous

**U.S. Department of Justice
Federal Bureau of Prisons**

FCI Beckley, West Virginia

**Institution
Supplement**

Office of
Responsibility: Correctional Services
Number: BEC-5267.08
Date: August 31, 2009
Subject: Visiting Regulations

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1. **PURPOSE AND SCOPE:** To encourage social visiting so an inmate can develop and maintain healthy family and community relationships. Visits are an important factor in maintaining the morale of an inmate and motivating him toward positive goals. This Supplement provides local procedures for implementation of applicable Bureau of Prisons policy governing inmate visitation.
 2. **PROGRAM OBJECTIVES:** To describe specific visiting procedures at the FCI and FPC.
 3. **DIRECTIVES AFFECTED:**
 - a. **Directives Rescinded**

BEC-5267.07f	Visiting Regulations	(08-29-08)
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 - b. **Directives Referenced**

P.S. 5267.08	Visiting Regulations	(05-11-06)
P.S. 5510.12	Searching, Detaining, or Arresting Persons Other than Inmates	(01-15-08)
P.S. 1315.07	Legal Activities, Inmate	(11-05-99)
P.S. 5522.01	ION Spectrometry Device Program	(02-24-05)
BEC 5518.01j	Entrance Procedures (LOU)	(08-29-08)
 4. **DESCRIPTION OF RULES OR PROCEDURES:**
 - a. **Visiting Schedule:**

FCI: Social visits are from 8:00 a.m. to 3:00 p.m. on Saturday, Sunday, Monday, and federal holidays. Visitors will not be processed into the FCI after 2:00 p.m.

Camp: Visiting hours are on 8:00 a.m. to 3:00 p.m. on Saturday, Sunday, Monday, and federal holidays. Visitors will not be processed into the Camp after

BEC-5267.08
August 31, 2009
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sign a Visiting Attorney form. Points are assessed for attorneys who visit as social visitors.

I. Visits to Inmates not in Regular Population Status:

- (1) Admission and Orientation/Holdover Status: Visits during the Admission and Orientation (A&O) period or for Holdovers are limited to immediate family which can be verified in the Pre-Sentence Investigation (PSI) Report.
- (2) Hospitalized Inmates:
 - (a) FCI and FPC inmates hospitalized in the community will not receive visitors unless authorized by the Warden, Acting Warden or Administrative Duty Officer.
- (3) Administrative Detention/Disciplinary Segregation Status: There are no provisions at FCI Beckley for non-contact visiting. Inmates in this status and their visitors will be required to be seated near the Visiting Room Officer. The Visiting Room Officer-in-Charge (OIC) will determine seating for Administrative Detention/Disciplinary Segregation inmates and their visitors. Visiting for inmates in Administrative Detention or Disciplinary Segregation will be from 8:00 a.m. to 10:00 a.m. or from 1:00 p.m. to 3:00 p.m., on Saturday, Sunday, Monday, and Federal Holidays.

j. Preparation of Visiting List:

- (1) General Population: When an inmate desires to have a non-immediate family member added to his list, he shall obtain a Visitor Information Form (BP-629) from his counselor, complete the top section, and mail it out.
- (2) Approval/Disapproval of Visitors: When the Visitor Information Forms are sent directly to the Unit Counselor from the potential visitor, they will be reviewed to ensure they are completely filled out and signed by the requesting visitor.

A Request For Conviction Information Form, (BP-311.52), will be completed if a background investigation is necessary. After a potential visitor's form has been processed and cleared, the



Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Bennettsville, South Carolina

INSTITUTION SUPPLEMENT

OPI: Correctional Services
NUMBER: BEN 5267.08d
DATE: 07/01/2009
SUBJECT: Visiting Regulations

1. **PURPOSE:** The purpose of this Institution Supplement is to establish procedures for inmate visiting at the Federal Correctional Institution (FCI), and Satellite Camp (SCP), in Bennettsville, South Carolina.
2. **PROGRAM OBJECTIVES:** To ensure wholesome and meaningful visits are provided to inmates and their relatives, friends, or others in the community, yet maintain the security and orderly operation of the institution.
3. **DIRECTIVES AFFECTED:**
 - A. **Directives Referenced:**
 - P.S. 1315.07 Legal Activities, Inmate (11/05/1999)
 - P.S. 2000.02 Accounting Management Manual (2/08/1999)
 - P.S. 5100.08 Security Designation & Custody Classification (09/12/2006)
 - P.S. 5267.08 Visiting Regulations (05/11/2006)
 - P.S. 5270.07 Discipline and Special Housing Units (03/20/2006)
 - P.S. 7331.04 Pre-Trial Inmates (01/31/ 2003)
 - B. **Directives Rescinded:**
 - BEN 5267.08c Visiting Regulations (07/01/2008)
4. **STANDARDS REFERENCED:** American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503.
5. **DESCRIPTION OF PROCEDURES:**
 - A. **Preparation of the Visiting List:**
 1. Upon admission to the FCI and SCP, each inmate will be given a Visitor Information Sheet to be completed and returned to the Unit Counselor for final approval. The inmate will be required to forward the Visiting Regulations and the Visitor Information Sheet (Attachment E) to the proposed visitors. The Visitor Information Sheet with a signed release authorization form must be returned to the Unit Counselor by the proposed visitor prior to any further action concerning the visit. Upon receipt of the completed authorization form, the Unit Counselor will initiate a

examinations will receive priority when processing. Representatives are to call and schedule their visits by contacting the inmate's Unit Team. The Unit Team will notify the S.I.S. office by memorandum concerning all pending law enforcement visits. Every effort should be made to schedule the visit during normal visiting hours. Requests should be called in at least twenty-four (24) hours prior to the proposed visit. If approved by the Associate Warden (Programs) or Camp Administrator, Unit Staff will prepare a memorandum authorizing the visit and distribute copies to the Lieutenants' Office, Front Entrance, and Visiting Room. If the visit is requested during non-visiting hours, the Unit Team will attempt to accommodate the request insofar as time, security, and manpower constraints permit. Ordinarily, a 24-hour advance notice is required. Additionally, the visitation privilege will not supercede institutional security and orderly functioning by unnecessarily interfering with other institutional activities.

F. Visits to Offenders not in a Regular Population Setting:

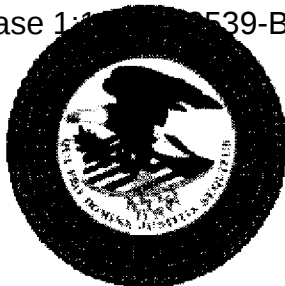
1. Admission Status: Visits occurring after the initial 72-hour intake period will be limited to immediate family, pending verification of proposed visitors.

Inmates transferred from other federal facilities will maintain their approved visiting lists unless circumstances warrant a change. A background check will not be performed on immediate family members if the NCIC authorization is in the central file. Other visitors must have a background check performed. If the NCIC authorization is in the file, it maybe used to perform the updated background check. If the NCIC authorization is not available in the file, a new form must be sent by the inmate for the placement of the visitor on the approved visiting list.

2. Hospital Patients: Visits for inmates hospitalized in the community will be determined by the Warden or Acting Warden only. If a visit is approved, it will be limited to immediate family only. All visits will be subject to the general visiting policy of the hospital. An approved visiting list will be forwarded to the hospital officer(s).
3. Special Housing Unit: The Operations Lieutenant will be notified when an inmate in the Special Housing Unit has visitors. Each case will be individually handled. During the visit, inmates in Special Housing status will be under constant supervision of the Visiting Room Officer and will be seated at a designated area.

Satellite Camp Prison inmates who are housed in the Special Housing Unit, and have not been sanctioned to a loss of visiting privileges, will be allowed to visit on Wednesdays from 9:00am to 11:00am. The visiting room will be supervised by Unit Team during this time. All visitors will be processed through the FCI Front Lobby using normal entrance procedures.

4. Holdover Inmates: The FCI and SCP are not designated as holdover facilities. In the event that a holdover inmate arrives, visitation will only be permitted for those individuals verified as immediate family members or attorney of record. A request to visit an inmate on holdover status must be submitted to the respective Unit Team at least one day in advance of the visiting date for approval. The visits will be conducted in accordance with the aforementioned provisions pertaining to Special Housing Unit inmates.



U. S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Big Spring, Texas

Institution Supplement

OPI: Correctional Services
Number: BIG 5267.08D
DATE: August 19, 2011
SUBJECT: Visiting Regulations

1. PURPOSE: The purpose of this institution supplement is to provide local instructions to implement procedures as outlined in the Program Statement regarding Inmate Visiting. This supplement should be read in conjunction with the governing program statement for a complete understanding of all applicable regulations.
2. PROGRAM OBJECTIVES: It is the intent of the Federal Correctional Institution and Satellite Camp, Big Spring, Texas, that inmates maintain wholesome and constructive ties with their families and friends.
3. DIRECTIVES AFFECTED:
 - a. Directives Rescinded:
Institution Supplement BIG 5267.08C, dated (11/20/10).
 - b. Directives Referenced:
PS 5267.08 Visiting Regulations, dated (5/11/06).
4. STANDARDS REFERENCED:
 - a. American Correctional Association Standards for Adult Correctional Institutions, 4th Edition: 4-4156, 4-4267, 4-4498, 4-4499, 4-4500, 4-4501, 4-4503, and 4-4504.
5. PROCEDURES: It is the Unit Team's responsibility to educate inmates on visiting procedures. If, during the Admission/Orientation process, an inmate anticipates visits from immediate family members (spouse, children, parents, brothers, sisters, step parents, and foster parents), he must submit their names to his Unit Counselor. Upon completion of the Admission/Orientation Program, a permanent list, to include immediate family, other relatives, or friends, will be prepared. To accomplish

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August 19, 2011
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hospitalization. If the inmate meets the appropriate medical criteria, the HSA will forward the request to the Captain to address correctional concerns. All visitors must be on the inmate's approved visiting list or must be verifiable through the Pre-sentence Report. Only immediate family members or designated next of kin will be considered for visitation. If the inmate meets both the medical and correctional criteria, the request will be routed from the HSA through the Captain, the Associate Warden and to the Warden for final approval.

During off-duty hours, the HSA will be paged to verify the medical information and any previous visiting considerations. The IDO will contact the Captain for guidance and/or approval. Since all community hospital visitation should be approved in advance, this should only occur when the inmate is hospitalized as a medical emergency. Once a community hospital visit is approved, the visitors must report to the institution for processing and to ensure that proper forms are completed. The Operations Lieutenant, Front Lobby Officer, Control Center Officer, and the officers supervising the inmate will be notified. Additionally, the HSA will notify the appropriate hospital liaison. No visits for any reason will be authorized without prior approval. In addition to restrictions imposed by the Bureau of Prisons regarding visiting hospitalized inmates, the visiting policy of the hospital and attending physician will be followed.

21. **Detention or Segregation Status**

An inmate in administrative detention or disciplinary segregation status may ordinarily receive visits in accordance with the same rules and regulations that apply to general population inmates, providing such visits do not pose a threat to the security and orderly operation of the institution. In such cases, the Warden may authorize special visiting procedures to preclude such a threat. The visiting for A/D and D/S inmates will be separated from regular visiting in an area set aside in the Visiting Room.

Staff will always check for separations before any inmate is escorted to visitation.



U.S. Department of Justice
Federal Bureau of Prisons
*Federal Correctional Complex
Butner, North Carolina*

Complex Supplement

OPI: Correctional
Services
NUMBER: BUX 5267.08E
DATE: February 1, 2010
SUBJECT: Visiting
Regulations

1. **PURPOSE AND SCOPE:** To encourage visiting by family, friends, and community groups to maintain the morale of the inmate and to develop closer relationships between the inmate and family members or others in the community. This supplement provides local procedures for implementation of applicable Bureau of Prisons policy governing inmate visitation.
2. **PROGRAM OBJECTIVES:** To delineate specific visiting procedures for the Federal Correctional Complex, (FCC), Butner, North Carolina. To provide visiting privileges without unnecessary or extended interference to other institutional activities.
3. **DIRECTIVES AFFECTED:** Program Statement 5267.08, Visiting Regulations, dated May 11, 2006, is referenced. Visiting Regulations, BUX 5267.07A, dated May 1, 2008, is rescinded.
4. **STANDARD REFERENCED:** American Correctional Association 4th Edition Standards: 4-4498, 4-4499, 4-4499-1, 4-500, 4-4501, and 4-4504, 4-ALDF-5B-02 and ALDF-5B-03.
5. **PROCEDURES:**
 - a. **Visiting Facilities:** A multi-purpose Visiting Room is provided at each institution. Inmates will enter through the Visitation Search Room and depart through the Visitation Search Room. Visitors will be escorted to and from the Visiting Room by a staff member, except for visitors to the Federal Prison Camp (FPC) who will enter and exit the Visiting Room through the front entrance doors.

At the FPC, visitors may not linger in the parking lot in front of the Administration Building. In addition, once a visitor enters the Visiting Room and begins a visit with an inmate, the visitor may not leave the area for any reason. If the visitor leaves the area prior to actually completing the visit, the visit will be terminated. There is no smoking by either inmates or visitors permitted. No visiting or picture-taking will occur on the patio.

In each visiting room, children of visitors are permitted to play in the designated area only under parental supervision. The children's play area is not for general adult visiting, only adults accompanying children can be in this area. Children five years of age and younger must be accompanied by a parent (visitor) on a pre-approved visiting list while in the children's play area. Children six years of age and above are not required to be accompanied by a parent; however, they must be under parental supervision (e.g., parents must be in an area of the Visiting Room

prior to taking such action.

- f. Special Visits: Inmates may submit requests for special visits to their Unit Team. These requests will state the specifics of the visit to include purpose, duration and visitor's identity. The Unit Team will verify the information supplied by the inmate and forward their recommendation to the Warden or his/her designee for approval. The Warden may authorize special visits for:

- (1) Clergy, former or prospective employers, sponsors and parole advisors.
- (2) Authorized visitors at other than regularly established visiting times.
- (3) Attorneys.
- (4) Pretrial inmates to assist in protecting their business or in preparing for trial.

Special visits will ordinarily be scheduled during the normal business day or visiting hours. Special visits authorized during non-visiting hours will be supervised by Unit Team staff. The Unit Team will monitor the time and administrative expense incidental to arranging and supervising visits outside of the established visiting schedule.

- g. Visits to Inmates not in Regular Populations Status

- (1) Admission and Holdover Status - Only immediate family members may visit inmates during the Admission and Orientation (A & O) period or for inmates in holdover status where there is neither a visiting list from a transferring institution nor other verification of proposed visitors. In these instances, Unit Team staff will identify immediate family members by reviewing the Central File. Upon verification of the visitors identity, the visitor will be approved and added to the visitation list.

LSCI: Inmates who are housed in the Special Housing Unit in holdover status will visit as follows: Monday, Thursday, and Friday. On Monday, Medium and High security inmates will visit from 9:00 a.m. - 11:00 a.m. and Low and Minimum security inmates will visit from 12:00 p.m. - 2:00 p.m. On Thursday and Friday, Medium and High security inmates will visit from 2:30 p.m. - 5:00 p.m. and Low and Minimum security inmates will visit from 5:30 p.m. - 8:00 p.m.

- (2) Administrative Detention and Segregation Status: Visitors for inmates housed in the Special Housing Unit, which is located at the LSCI, and FCI II will be processed in accordance with the procedures identified in this Institution Supplement. The Front Entrance Officer will telephonically contact the SHU OIC and advise the officer of the visit. The SHU OIC will notify the Operations Lieutenant of all visits and advise him/her of any separation issues as described in this section.

Ordinarily, an inmate in Administrative Detention or disciplinary segregation status may receive visits in accordance with the same rules and regulations that apply to general population. However, inmates with separation concerns while in SHU may be considered by the Warden to pose a threat to the security and orderly operation of the institution. Thereby, authorizing special visiting procedures to preclude such a threat.

Inmates who require separation will not be in the Visiting Room at the same time. The

SHU OIC will ensure that this does not occur, based on his/her review of pertinent and relevant information maintained on each inmate in the Special Housing Unit. In such cases, special arrangements may be made for the visit to take place at another location inside the institution. The visit will require direct staff supervision with a specific time frame of two(2) hours.

All Special Housing Unit inmates and their visitors will sit in a designated area directly in front of the Visiting Room Officer's desk. The Outside Patio will not be utilized by Special Housing Unit inmates. The Front Lobby Officer will notify the Operations Lieutenant of all high security inmates.

(3) Inpatient Visits:

A. Institution Hospital (FMC): Requests, either initiated by the inmate or family members, for inmates to receive visits for inmates housed in the inpatient area will be submitted to the Unit Team. Visit for inmates with medical conditions will be reviewed by the Clinical Director (or in his/her absence the Hospital Administrator) in consultation with the Unit Team, the Captain, and SIS, shall determine whether a visit may occur, and if so, whether it may be held in the hospital. Normally, only immediate family members will be allowed to visit inmates in the inpatient area.

Denial of visits due to an inmate suffering from an infectious disease, is in a psychotic or emotional episode which makes a visit inadvisable, or is otherwise not in a condition to see visitors, will be explained by the Unit Team staff, Operations Lieutenant and /or the Institution Duty Officer the type of situation. Documentation of this notification will be placed in section 2 of the privacy folder in the inmate's central file.

B. Community Hospital: The Warden may approve visits for inmates hospitalized in the community. Normally, only immediate family members will be allowed to participate in these visits. Approved visits are subject to the general visiting policies of the community hospital.

h. Preparation of Visiting List: Preparation and maintenance of an inmate visiting lists will be the responsibility of the inmate's Correctional Counselor. Staff shall ask each inmate to submit a list of visitors during the admission/orientation process. Ordinarily, an initial list is prepared and distributed within seven days upon receipt of the required information.

Inmates may request a total of 10 friends and associates be placed on their visiting list. This does not include immediate family members. Visiting privileges will ordinarily be extended to friends and associates having an established relationship prior to incarceration, unless such visits could reasonably create a threat to the security and good order of the institution. Inmates may request exceptions to the prior relationship rule through their Unit Team. Any exceptions to the rule require the Warden's approval.



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Complex
Coleman, Florida

COMPLEX SUPPLEMENT

OPI: Correctional Services
NUMBER: COC 5267.08.A
DATE: January 22, 2010
SUBJECT: Visiting Regulations

1. PURPOSE AND SCOPE. The Purpose of this Institution Supplement is to establish visiting regulations and procedures in accordance with the mission and goals of the Federal Correctional Complex at FCC Coleman, Florida, and in accordance with the Program Statement P5267.08, Visiting Regulations. These procedures govern inmates at the Federal Prison Camp (FPC), Federal Correctional Institution (FCI), United States Penitentiary (USP), as well as holdovers confined within the complex.

2. DIRECTIVES AFFECTED.

a. Directives Rescinded

CLP 5267.07A	Visiting Regulations (1/30/06)
COP 5267.07B	Visiting Regulations (1/28/05)
COM 5267.07F	Visiting Regulations (1/12/06)
COL 5267.07B	Visiting Regulations (3/27/05)

b. Directives Referenced

PS 5267.08	Visiting Regulations (5/11/06)
PS 5500.12	Correctional Services Manual, (10/10/03)
PS 5510.12	Searching, Detaining, or Arresting <i>Persons Other Than Inmates (1/15/08)</i>
COC 5500.12.2A	Entrance Procedures (12/05/05)

3. STANDARDS REFERENCED. American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499, 4-4500, 4-4501, 4-4503, 4-4504.

4. VISITING FACILITIES. All regular visits not requiring special security measures will be conducted in the institution's visiting room. Separate rooms within the visiting area are provided for legal visits. Non-contact visiting rooms will be used when special security measures are needed. The maximum number of persons allowed in the visiting room is CAMP-200, COL-275, COM-275, COP-192, CLP-178.

COC 5267.08.A
January 22, 2010
Visiting Regulations

The Captain or Deputy Captain will approve additional visitors above those ordinarily permitted. Approval for additional visitors must be obtained in advance of the visit and in writing. The documentation will be initiated by the Unit Team after review of requests by inmates. Ordinarily, additional visitors are granted to accommodate visitors traveling long distances or unable to visit regularly.

- i. Any inmate who requires special precautions may have his visiting restricted when necessary to ensure the security and good order of the institution. These cases will normally consist of protection cases and inmates who cannot be allowed in the Visiting Room with other inmates from the general population. The Captain will make the final decision regarding the restrictions of the visiting time. During weekends and holidays, the Institution Duty Officer or Operations Lieutenant may make the decision regarding visiting restrictions of the inmates who fall into this category. Special visits will require prior written approval by the Captain and Unit Manager in advance of the visit.
- j. Special Housing Unit visiting procedures - USP: The following procedures will be utilized regarding non-contact visiting for inmates housed in the Special Housing Unit (SHU) at USP 1 and USP 2. The visits must be approved in advance by the Unit Team and Captain. Visits may take place on weekends or holidays only. SHU visitors will not be processed after 11:00 a.m. SHU visits will be limited to a duration of two (2) hours. No more than two (2) visitors will be allowed to visit each inmate. Inmates will be secured in the non-contact room throughout the visit. Inmates will be escorted from SHU to the visiting room in handcuffs, leg irons and martin chain. Prisoners Visitation and Support (PVS) visits for SHU inmates will take place inside the visiting room under direct supervision by Visiting Room Officers. Legal visits may take place in the Visiting Room after review and approval by the Captain. The main corridor will be secured during the move of an inmate from the Special Housing Unit to the visiting room and during his return to the Special Housing Unit.
- k. Special Housing Unit visiting procedures - FCI: The following procedures will be utilized regarding social visiting for inmates housed in the Special Housing Unit (SHU) at the FCI. Inmates may be permitted social visiting in the institution visiting room. A list of inmates with special security concerns will be generated by the SIS Office with review by the Captains' Office to document those inmates who will be precluded from contact social visiting and permitted non-contact visiting only.

All SHU inmates will be seated in close proximity to the Visiting Room Officers' desk and will remain under constant supervision. SHU inmates will be escorted to the visiting

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January 22, 2010
Visiting Regulations

room and back to SHU at the conclusion of visiting in restraints. SHU inmates will remain dressed in the orange jumpsuit while in the visiting room. Visiting for SHU inmates will conclude at 12:00 p.m. SHU inmates will be processed out of the visiting room first, ahead of other general population inmates. After regular work hours, additional security may be implemented as needed by the Operations Lieutenant in consultation with the Duty Officer as concerns arise.

1. USP inmates temporary housed in the FCI SHU visiting procedures- FCI: The following procedures will be utilized regarding inmates in Trans Seg status housed in the Special Housing Unit. The visits must be approved in advance by the Unit Team and Deputy Captain. SHU visitation will occur on Thursdays form 8:00 a.m., to 12:00 p.m. The Deputy Captain can authorize pre-approved exceptions for week day visits. SHU visitors will not be processed after 11:00 a.m. SHU visits will be limited to a duration of two (2) hours. No more than two (2) visitors will be allowed to visit each inmate. Inmates will be limited to four (4) hours of visiting a month. Due to the limited space available for non-contact visiting, consideration must be made to afford other inmates the privileges of visitation. Therefore, visiting privileges could be restricted to one visit a month. A written copy of the approved visit will normally be proved to the Lieutenants Office, Control Center, Front Entrance, FCI Tower #1 and SHU staff.

Visits for SHU inmates will take place inside the visiting room under direct supervision by Visiting Room Officers. Legal visits may take place in the Visiting Room after review and approval by the Deputy Captain.

Video visiting procedures: The following procedures will be placed into effect regarding Video visiting for inmates housed in the Special Housing Unit (SHU). There is one system in place for video visiting between inmates and their visitors.

Video visiting is a closed circuit video system designed to permit visiting without contact and without removing inmates from the Special Housing Unit. Specifically, visitors view a video monitor in the visiting room and talk to the inmate on a closed telephone system. The inmate at the same time views the visitors and talks from a secure area within the Special Housing Unit.

Visits must be approved in advance by the Unit Team and Captain. Visits may take place on weekends or holidays only. SHU visitors will not be processed after 1:00 p.m. SHU visits will be limited to a duration of two (2) hours.



**U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Cumberland, Maryland 21502**

Institution Supplement

OPI: Correctional Services
NUMBER: CUM 5267.08B
DATE: May 1, 2009
SUBJECT: Visiting Regulations

1. **PURPOSE:** To establish local visiting regulations and procedures for the Federal Correctional Institution (FCI) and Federal Prison Camp (FPC), Cumberland, Maryland.

2. **DIRECTIVES AFFECTED:**
 - a. Directives Referenced:
 - PS 1315.07 Legal Activities, Inmate (11/05/99)
 - PS 5267.08 Visiting Regulations (05/11/06)
 - PS 5500.12 Correctional Services Manual (10/03/03)
 - PS 5510.12 Searching and Detaining Non-Inmates; Arrest Authority (01/15/08)
 - PS 5521.05 Searches of Housing Units, Inmates, and Inmate Work Areas (06/30/97)
 - PS 5355.03 Parenting Program Standards (01/20/95)
 - CUM IS 5500.12C Front and Rear Entrance Procedures (03/31/09)

 - b. Directives Rescinded:
 - IS CUM 5267.08A Visiting Regulations (05/29/08)

3. **RESPONSIBILITY:** The Warden shall develop procedures pertaining to inmate visiting. It is the inmate's responsibility to notify visitors of these requirements.

4. **VISITING PROCEDURES:**
 - a. Visiting hours for the FCI and FPC:
 - (1) Friday—visiting hours are 4:30 p.m. to 8:30 p.m. for the FCI and FPC. Monday—visiting hours are 4:30 p.m. to 8:30 p.m. for the FCI (holdover inmates only) and FPC. Visiting for the Special Housing Unit will terminate at 8:00 p.m.

 - (2) Visiting hours for Saturday, Sunday, and all Federal holidays are 8:30 a.m. to 3:00 p.m. Visiting for the Special Housing Unit will

DISTRIBUTION: WARDEN, ASSOCIATE WARDENS, AFGE LOCAL, CENTRAL REFERENCE LIBRARY, MXRO, LAN COMMON DIRECTORY, INMATE LAW LIBRARY
BOP CMU 065190

11. SPECIAL CONCERNS OF THE VISITING ROOM OFFICERS:

a. Hospitalized Inmates:

- (1) The Clinical Director (or, in his/her absence, the Health Services Administrator), in consultation with the Captain, will make the recommendation for or against the arrangement of visits for inmates he/she observes to be suffering from infectious diseases or emotional, psychotic episodes.

NOTE: THE HEALTH SERVICES ADMINISTRATOR WILL DRAFT THE RATIONALE FOR REFUSING AN INMATE VISIT. IN THE EVENT THE UNIT TEAM ADVISES AGAINST AN INMATE RECEIVING VISITORS, THE SITUATION WILL BE CAREFULLY DOCUMENTED IN THE INMATE'S CENTRAL FILE BY A MEMBER OF THE INMATE'S UNIT TEAM.

- (2) Inmates hospitalized in the community will not receive visitors unless authorized by the Warden with the advice of Health Services Administrator, Captain, Associate Warden (Programs), or Camp Administrator for Camp inmates. When a visit is authorized, the Institution Duty Officer will be present.

NOTE: VISITS TO INMATES NEAR DEATH WHO ARE HOSPITALIZED IN THE COMMUNITY WILL BE RESTRICTED TO IMMEDIATE FAMILY MEMBERS ONLY. VISITS TO INMATES WHO ARE HOSPITALIZED FOR MINOR SURGERY DO NOT WARRANT VISITS BY IMMEDIATE FAMILY MEMBERS. ALL VISITS ARE SUBJECT TO THE GENERAL VISITING POLICY OF THAT HOSPITAL.

- b. Inmates in Administrative Detention and Disciplinary Segregation:
Inmates from Administrative Detention and Disciplinary Segregation are required to sit with their visitors in close proximity to the Visiting Room Officer. Visiting for these inmates terminates one-half hour prior to the end of regular visiting hours.

c. Supervision of Visits:

- (1) It is the responsibility of the inmate to ensure all visits are conducted in a quiet, orderly and dignified manner. Visits that are not conducted in the appropriate manner may be terminated by the Visiting Room Officer-in-Charge with the expressed consent of the Operations Lieutenant and/or Institution Duty Officer.
- (2) The Operations Lieutenant and/or Institution Duty Officer must be notified if staff have reasonable suspicion and/or probable cause to believe contraband has been passed during the visit. BOP CMU 065204



Federal Correctional Institution
Dublin, California

Number: DUB 5267.08(B)
Date: 12/04/09
Subject: Visiting Regulations

INSTITUTION SUPPLEMENT

1. **PURPOSE:** To establish and implement visiting regulations at the Federal Correctional Institution (FCI) Dublin, California.
2. **DIRECTIVES AFFECTED:**
 - a. **Directive Rescinded:**

DUB 5267.08(A) Visiting Regulations (08/08/08)
 - b. **Directive Referenced:**

P.S. 5267.08 Visiting Regulations (05/11/06)
P.S. 5510.12 Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities (1/15/08)
3. **CORRECTIONAL STANDARDS REFERENCED:**
 - a. ACA 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, and 4-4504.
4. **RESPONSIBILITY:** The Captain is delegated as having responsibility and oversight of the inmate visiting regulations.
5. **PROCEDURES:**
 - a. **Visitor Approval:**
 - (1) All inmates desiring to receive regular visits must submit a list of proposed visitors to the designated staff. Staff will compile an approved visiting list following a background check of the proposed visitors.
 - (a) Ordinarily, an initial visiting list will be prepared and distributed within seven days of receiving the required information to process the visiting list.
 - (2) The inmate must have known the proposed visitor prior to incarceration. The Warden must approve visiting privileges for proposed visitors who did not have an existing relationship with the inmate prior to incarceration.

DUB 5267.08(B)

12/04/09

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inmate's ongoing litigation, must be mailed to the inmate as legal mail. Recordings may not be left in the "Special Mail Depository." Once opened in the presence of the inmate, the Unit Counselor will take physical possession of the tapes and check them out to the inmate until the review is complete. It is the inmate's responsibility to mail the tapes back to their attorney.

- (d) Attorneys may use a non government-owned or government-owned computer during an attorney visit. There will be no audio or video recording of conversations, individuals, rooms or buildings. All Wi-Fi or remote devices will be disabled or turned off. Any unauthorized use of a non government-owned computer; unauthorized use, destruction or misuse of a government-owned computer or information resources; or disclosure of information to unauthorized individuals will be immediately reported to staff.
- i. Institutional Activities: Institutional activities must be maintained. Visits which unnecessarily interfere with institutional activities will not be allowed.
- j. Visits for Inmates not Housed in General Population:
 - (1) Admission and Holdover Status: The Warden may limit visitors to immediate family members of the inmate, during the admission-orientation period, or for holdovers, where there is neither a visiting list from a transferring institution nor other verification of proposed visitors.
 - (a) Ordinarily, an initial visiting list will be prepared and distributed within seven days of receiving the required information to process the visiting list.
 - (2) Special Housing Unit (SHU) / Special Supervision Unit (SSU): Visits for inmates assigned to the SHU are limited to three (3) hours and SSU are limited to one (1) hour. Visits will be conducted in the visiting room at the tables closest to the officer's station. The Operations Lieutenant will be consulted regarding method of restraint.
 - (3) Visits at Outside Hospital: All visits require prior approval by the Warden and are subject to the general visiting policy of the hospital.



U.S. DEPARTMENT OF JUSTICE
FEDERAL PRISON SYSTEM
FEDERAL CORRECTIONAL INSTITUTION
EDGEFIELD, SOUTH CAROLINA

NUMBER: EDG 5267.08D
DATE: December 28, 2007
SUBJECT: VISITING REGULATIONS

INSTITUTION SUPPLEMENT

1. **PURPOSE:** The purpose of this Institution Supplement is to afford offenders housed at the Federal Correctional Institution (FCI), and Satellite Camp (SCP), in Edgefield, South Carolina, the privilege of having visitors of their choice within specific guidelines. This is in order to enhance inmate morale and to maintain relationships with their family or others in the community. The visitation privilege will not supercede institutional security and orderly functioning by unnecessarily interfering with other institutional activities.

2. **SUMMARY OF CHANGES:** The following are highlights of this revised Institution Supplement.

Attachment B, page 4: Added procedures for use of storage lockers by inmate visitors.

3. **DIRECTIVES AFFECTED:**

A. **Directives Referenced:** Program Statements 5267.08, Visiting Regulations, dated May 11, 2006; 7331.04, Pre-Trial Inmates, dated January 31, 2003; 5270.07, Discipline and Special Housing Units, dated December 29, 1987; 1315.07, Legal Activities, Inmate, dated November 5, 2003; 5100.07, Security Designation & Custody Classification System, dated September 3, 1999; and 2000.02, Accounting Management Manual, dated October 15, 1986.

B. **Directives Rescinded:** Institutional Supplement EDG 5267.08C, dated November 14, 2006.

4. **STANDARDS REFERENCED:** 4-4156, 4-4267, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, 4-4504

5. **DESCRIPTION OF PROCEDURES:**

A. **Preparation of the Visiting List:**

(1) Upon admission to the FCI and SCP, each inmate will be given a Visitor Information Sheet to be completed and returned to the Unit Counselor for

C. Visits to Offenders not in a Regular Population Setting

- (1) Admission Status: Visits occurring after the initial 72-hour intake period will be limited to immediate family, pending verification of proposed visitors.

Inmates transferred from other federal facilities will maintain their approved visiting lists unless circumstances warrant a change. All visitors will be rechecked through NCIC.

- (2) Hospital Patients: Visitors requesting to see an inmate in the institution Health Services Unit will require the approval of the Captain and the Health Services personnel on duty.

Visits for inmates hospitalized in the community will be determined by the Warden or Acting Warden only. If a visit is approved, it will be limited to immediate family only. All visits will be subject to the general visiting policy of the hospital. An approved visiting list will be forwarded to the hospital officer(s). **(Requirement #21)**

- (3) Special Housing Unit: The Operations Lieutenant will be notified when an inmate in the Special Housing Unit has visitors. Each case will be individually handled. During the visit, inmates in Special Housing status will be under constant supervision of the Visiting Room Officer and will be seated at a designated area. Certain inmates will be designated to visit in the Non-contact area. These inmates will not have any contact with the General Population inmates. If more than one inmate is designated to have Non-Contact visit, there will be a time limit established to ensure all inmates are allotted time to visit. **(Requirement #20, #24)**



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
ELKTON, OHIO 44415

Institution

OPI: Correctional Services

NUMBER: ELK 5267.08B

DATE: May 2, 2011

SUBJECT: Visiting Regulations

Supplement

1. Purpose and Scope: The purpose of this supplement is to establish procedures for inmate visiting at the Federal Correctional Institution (FCI) and Federal Satellite Low (FSL), Elkton, Ohio.
2. Program Objectives: To ensure wholesome and meaningful visits are provided to inmates and their relatives, friends, or others in the community, yet maintain the security and orderly operation of the institution. Any visit, which in the opinion of the Warden or his designee, interferes with the security and orderly operation of the institution, may be denied.
3. Directives Affected:
 - a. Directives Rescinded: IS ELK 5267.08A, dated 04/14/08
 - b. Directives Referenced: PS 5267.08, Visiting Regulations, dated 05/11/06
4. Procedures:

ELK 5267.08B

May 2, 2011

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Split Visits: Should more than six (6) authorized visitors arrive at the same time, a split visit will be arranged. A split visit is defined as a visit where one or more of these visitors leave the Visiting Room to be replaced by other authorized visitors. Those visitors participating in split visits who are not visiting must depart the institution grounds. They will not be permitted to wait in their vehicles in the parking lot. On split visits, only one interchange of visitors will be permitted (i.e., individuals leaving the Visiting Room to permit other members of the party to visit may not subsequently return for further visiting the same day).

Special Housing Unit (SHU) Inmates: When a visitor arrives to visit an inmate in detention status, the Shift Lieutenant will be notified by the Front Lobby Officer. The SHU Officer In Charge and Visiting Room Officer in Charge will communicate to ensure inmates with separatees in the institution are never in the Visiting Room simultaneously. Upon arrival, the inmate will be escorted to the Visiting Room and the visit will be conducted in close proximity of the supervising officers. Inmates will be moved from SHU in restraints, which will be removed before the inmate enters the Visiting Room. Should the visit be denied for security reasons, the Shift Lieutenant will carefully explain the reasons for the denial to the visitor. A memorandum to the Captain will be prepared explaining the supervisor's denial, with a copy to the Warden.

Inmates in SHU on Administrative Detention status will visit during regular hours. All visits for inmates assigned to SHU will conclude thirty (30) minutes prior to the conclusion of regular visiting. This applies to both FCI and FSL inmates housed in SHU. FSL inmates will only visit on normal FSL

visiting days despite their assignment to the SHU within the FCI. All SHU inmates, whether FCI or FSL, will sit in close proximity of the supervising Visiting Room Officer.

- i. IDENTIFICATION OF VISITORS: Visitors sixteen years old (16) and over must have valid proof of their identity with them such as a driver's license state issued identification card, INS card, military identification or Passport. Any form of unofficial photo identification (credit cards, store cards, school identification, birth certificates, Social Security card, bank cards, etc.) is an invalid form of identification. If a visitor does not present a current form of identification with a photograph, they will not be authorized to visit. Foreign driver's licenses are considered valid proof of identification. Children under the age of 16 may not visit unless accompanied by a responsible adult. Children shall be kept under supervision of a responsible adult or children's program. Exceptions in unusual circumstances, the IDO will contact the ADO, who will gain approval/disapproval from the Warden to allow entry into the institution.

- j. APPROVED VISITORS: Visits are permitted to those on the inmate's approved Visiting List as authorized by the inmate's Unit Team. It is the responsibility of the inmate to advise his friends and family not to visit prior to the inmate receiving notification from the Unit Team they have been authorized as visitors. Each inmate will be authorized no more than twenty (20) visitors on their Visiting List. This includes children. Except for immediate family, visitors will not ordinarily be placed on more than one inmate's approved Visiting List. Any visitor placed on the approved Visiting List must have known the inmate prior to incarceration. Any exception to this must be approved by the Warden. An inmate requesting a visitor with



U.S. DEPARTMENT OF JUSTICE
FEDERAL CORRECTIONAL INSTITUTION
ESTILL, SOUTH CAROLINA 29918

NUMBER: EST 5267.08C
DATE: June 15, 2010
SUBJECT: VISITING REGULATIONS

INSTITUTION SUPPLEMENT

1. **PURPOSE:** The purpose of this institution supplement is to afford offenders housed at the Federal Correctional Institution (FCI) and the Satellite Camp (SCP) in Estill, South Carolina, the privilege of having visitors of their choice within specific guidelines, in order to enhance inmate morale and maintain relationships with their families or others in the community.
2. **SUMMARY OF CHANGES:** None.
3. **DIRECTIVES AFFECTED:**
 - A. **Directives Referenced:** Program Statements 5267.08, Visiting Regulations, dated May 11, 2006; 7331.04 Pre-Trial Inmates, dated January 31, 2003; 5270.07, Inmate Discipline and Special Housing Units, dated March 20, 2006; 1315.07, Legal Activities, Inmate, dated November 5, 1999; 5100.08, Security Designation & Custody Classification System, dated September 12, 2006; 2000.02, Accounting Management Manual, dated February 8, 1999; and 5510.12, Searching & Detaining or Arresting Visitors To Bureau Grounds and Facilities, dated January 15, 2008.
 - B. **Directives Rescinded:** Institution Supplement EST 5267.08B, Visiting Regulations, dated January 14, 2009.
4. **STANDARDS REFERENCED:** ACA Standards for Adult Correctional Institutions, 4th Edition: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4503, and 4-4504.
5. **PUBLIC RELATIONS:** Public relations are the responsibility of all employees. Staff assigned to the posts which routinely greet the public have the ability to enhance the institution's image through courteous and efficient professionalism in the performance of their duties. Public opinion is generally formed by the first impression made. The employee must always be discreet, well mannered, and tactful. Common courtesy is required of staff, even in the most adverse conditions.
6. **DESCRIPTION OF PROCEDURES:**

EST 5267.08C
June 15, 2010
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entrance officer will be responsible for entering the visitor's information into the visiting program.

The unit teams will be responsible for scheduling, completing documentation for, and supervising inmate legal visits and official visits from representatives of U.S. Parole Commission and U.S. Probation. **(Requirement #5)**

G. Visits to Offenders not in a Regular Population Setting:

- (1) Admission and holdover status: Visits occurring after the initial 72-hour intake period will be limited to immediate family for holdovers and new commitments, pending verification of proposed visitors. During the first 72 hours, newly committed inmates will not be allowed social visits until completion of an investigation of proposed visitors. **(Requirement #1)**

Inmates transferred from other federal facilities will maintain their approved visiting lists, unless circumstances warrant changes. All visitors will be re-checked through NCIC when necessary.

- (2) Hospital patients: Visits for inmates hospitalized in the community will be determined by the captain and the associate warden of programs after consultation with the respective unit manager and the hospital administrator, with the final approval of the warden. If a visit is approved, it will be limited to immediate family only. All visits will be subject to the general visiting policy of the hospital. An approved visiting list will be forwarded to the escort officer(s) by the unit manager. **(Requirement #18)**
- (3) Special Housing Unit: The operations lieutenant will be notified when an inmate in the Special Housing Unit (SHU) has visitors. Each case will be individually handled. During the visit, inmates in special housing status will be under constant supervision by the visiting room officer and will be seated in the designated area. **(Requirement #17)**
- (4) Non-contact visiting. The warden may determine an inmate housed in the (SHU) requires visits using the non-contact visiting area. Only the warden and/or acting warden may authorize non-contact visits. Examples of who may be required to have non-contact visiting are as follows: inmates who pose a threat to the security of the facility, i.e., introduction of drugs into the facility; protective custody inmates; inmates who have displayed assaultive behavior toward staff and/or visitors; and possibly those inmates



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution

P.O. Box 280
Fairton, New Jersey 08320

Institution
Supplement

OPI: CAPTAIN
NUMBER: FAI 5267.08E
DATE: November 14, 2009
SUBJECT: VISITING REGULATIONS

1. PURPOSE: The purpose of this Institution Supplement is to implement visiting procedures at the Federal Correctional Institution and Federal Prison Camp, Fairton, New Jersey.
2. DIRECTIVES AFFECTED:
 - A. Directives Referenced: FPS Program Statement 5267.08, Visiting Regulations, dated May 11, 2006; FPS Program Statement 5500.12, Correctional Services Manual, dated October 10, 2003; FPS Program Statement 5510.12, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, dated January 15, 2008; and FPS Program Statement 7331.04, Pretrial Inmates, dated January 31, 2003.
 - B. Directives Rescinded: Institution Supplement 5267.08D, Visiting Regulations, dated November 14, 2008.
 - C. CORRECTIONAL STANDARDS REFERENCED: 4-4156, 4-4267, 4-4498 to 4-4504.
3. PROCEDURES:
 - A. Visiting Facilities: The Captain is responsible for training Correctional Officers to supervise Visiting Room facilities. The Captain will provide staff coverage for the Visiting Room on regularly scheduled visiting days. On non-visiting days, the Unit Team will be responsible for providing staff coverage.
 - B. Visiting Times: Regular visiting for the FCI will be conducted Thursday through Monday, 8:15 A.M. through 3:15 P.M. Camp visiting hours are Saturday, Sunday, and holidays from 8:15 A.M. through 3:15 P.M., utilizing a point system. All visitors shall be out of the visiting room by 3:15 P.M. No inmate visitors will be allowed entry to the Front Entrance/Camp until

OPI : CAPTAIN
NUMBER: FAI 5267.08E
DATE : November 14, 2009
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2. Attorney Identifications: Attorneys will be required to state on the visiting form in which state(s) they are licensed to practice law and provide proof of that licenser. Attorneys will also be required to show normal identification and to state the inmate who they are representing or interviewing.
3. Legal Materials: All legal materials brought into the Visiting Room by the inmate must first be examined by the Visiting Room Officer. This search is to detect any contraband or unauthorized materials and will be conducted prior to those materials entering the Visiting Room. Once a legal visit has been concluded, the Visiting Room Officer will again search all legal material to ensure it is free from contraband. Once the search is completed, the legal materials will be returned to the inmate. Items cannot be exchanged during a legal visit. If any contraband is discovered, the Operations Lieutenant will immediately be notified.
4. Attorney visits for all inmates [FCI and Camp] will be conducted without deducting points from the inmate's visiting time.

J. Visits To Inmates Not in General Population Status:

1. Administrative Detention and Disciplinary Segregation Status: Special Housing Unit inmates will ordinarily be afforded the same privileges as those in general population. However, any camp inmate placed in the Special Housing unit will be afforded visiting privileges only on Saturdays, Sundays, and holidays, in order to follow the camp's visiting schedule (refer to Page 2, Procedures, Section B). Special Housing Unit inmates will be required to visit in the area immediately in front of the officer's station, or as close as possible, to facilitate observation of the visit. At NO TIME will any Special Housing Unit inmate be allowed out of his seat to go to the vending machine or to walk around. Special Housing Unit inmates needing access to

OPI : CAPTAIN
NUMBER: FAI 5267.08E
DATE : November 14, 2009
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restroom facilities will be escorted to and from the area by the Visiting Room Officer. Cases involving unusual supervision or security needs will be discussed with the Captain in conjunction with the ADO prior to approval. The Institution Duty Officer or Operations Lieutenant may deny or terminate a visit if it appears that it would disrupt the security and orderly operation of the institution.

2. Holdover Inmates: Holdover inmates will ordinarily be afforded the same privileges as those in general population.

Holdover inmates will be required to visit in the area immediately in front of the officer's station, or as close as possible, to facilitate observation of the visit. At NO TIME will any Holdover inmate be allowed out of his seat to go to the vending machine or to walk around.

3. Visits for Inmates In Medical Status: Requests for visits to an inmate in an outside hospital will be reviewed by the Unit Team and limited only to immediate family members.

The Unit Team's recommendation shall be forwarded to the Warden for a written decision. Only the Warden, or his/her designee, may approve visits for inmates in an outside hospital. Approved outside hospital visits shall be under direct supervision by the officers on duty at the hospital.

4. Visit Termination: Any infraction by visitors of inmates noted by the Visiting Room Officers will be reported to the Operations Lieutenant and the Institution Duty Officer for possible termination of the visit. Only the Operations Lieutenant, in conjunction with the IDO, may terminate a visit. Any visit that is terminated will require a memorandum explaining the incident which caused termination of the visit. Visits may also be terminated when the visiting room is at full capacity (see section L).

U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Fort Dix, NJ 08640



OPI: Correctional Programs
Number: FTD 5267.08D
Date: January 3, 2011
Subject: **VISITING PROCEDURES**

Institution
Supplement

1. **PURPOSE:** To establish visiting procedures at the Federal Correctional Institution and Satellite Camp at Fort Dix, New Jersey.

2. **DIRECTIVES AFFECTED:**

A. Directives Rescinded: Institution Supplement FTD 5267.07C Visiting Procedures, dated March 9, 2009.

B. Directives Referenced: Program Statements 1315.07, Legal Activities, Inmate, dated November 5, 1999; 5267.08, Visiting Regulations, dated May 11, 2006; 5360.09, Religious Beliefs and Practices, dated December 31, 2004; and 5510.12, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, dated January 15, 2008.

3. **STANDARDS REFERENCED:** American Correctional Association^{4th} Edition Standards for Adult Correctional Institutions: 4-4267, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501 and 4-4502, 4-4503, 4-4504.

4. **PROCEDURES:**

A. Visiting Schedule: The following procedures are in effect at the Federal Correctional Institution and Satellite Camp located at Fort Dix, New Jersey.

Visiting hours are from 8:30 a.m. to 3:00 p.m., Sunday, Monday, Thursday, Friday, and Saturday of each week to include Federal holidays. There will be no visiting on Tuesdays or Wednesdays unless the holiday falls on one of these days. At 3:00 p.m. on visiting days, visitors and inmates will be required to separate and the visitors will be processed out of the visiting room in groups of 10 or less. It is expected that all visitors will be out of the institution by 3:30 p.m. Visitors arriving after 2:00 p.m., will not be processed into the visiting room for that day. Visitors must leave the reservation once their visit has been completed.

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Number: FTD 5267.08D
Date: January 3, 2011
Page: 15

of consideration for other visiting groups and not be permitted to wander from the immediate area, run about the visiting room or create noise that disturbs other visits. Failure to control children will result in termination of the visit. T.V. / play rooms are available for small children. Inmates are not permitted in these rooms.

- T. Special Housing Unit (SHU) Visits: FCI Fort Dix does not have non-contact visiting areas. Providing the inmate's visiting privileges have not been denied, inmates assigned to the Special Housing Unit (SHU) will ordinarily be permitted to visit in the institution's visiting room. Visiting for SHU inmates will be restricted to two hours each on Thursdays. No more than five (5) SHU inmates will be allowed to visit at one time. As the two hours expire for those inmates in the visiting room, they will be rotated with other inmates waiting to visit. SHU inmates will be processed and seated in a location directly in front of the Officer's desk. SHU inmates will only wear the orange/red jumpsuit that is standard issue in the SHU. Staff will closely monitor the inmates and visitors.

The SHU Officer In Charge and Visiting Room Officer in Charge will communicate to ensure inmates with separatees in the institution are never in the visiting room at the same time. Upon arrival, the inmate will be escorted to the Visiting Room and the visit will be conducted in close proximity of the supervising officers. Inmates will be moved from SHU in restraints, which will be removed before the inmate enters the Visiting Room. Should the visit be denied for security reasons, the Shift Lieutenant will carefully explain the reasons for the denial to the visitor. A memorandum to the Captain will be prepared explaining the supervisor's denial, with a copy to the Warden.

- U. Outside Hospital Visits: Visits to inmates hospitalized in the community will be restricted to members of the immediate family with prior written approval from the Warden. All visitors are subject to the visiting policy of the outside community hospital.

Institution Supplement

Number: FOX 5267.07-09
Date: January 14, 2011
Subject: Visiting Regulations

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1. **PURPOSE AND SCOPE.** To establish procedures to allow inmates to receive visits and to provide a visiting area.
 2. **PROGRAM OBJECTIVES.** To establish visiting regulations which will be conducted and supervised in such a manner as to contribute to good public relations, provide a relaxed atmosphere, and maintain the security of the institution.
 3. **DIRECTIVES AFFECTED.**
 - A. Directives Rescinded:

FOX 5267.07-08, Visiting Regulations, dated May 4, 2007.
 - B. Directives Referenced:

Program Statement 5267.08; Visiting Regulations, dated May 11, 2006.
Program Statement 5522.01, Ion Spectrometry Device Program. dated February 24, 2005.
Program Statement 5510-09 Searching, Detaining, or Arresting Persons other than inmates (3-6-98).
Program Statement 5500.12 Correctional Services Manual (10-10-03).
Program Statement 5270.07 Inmate Discipline and Special Housing Units (12-29-87).
 4. **STANDARDS REFERENCED.** ACA 4th Edition Standards for Adult Correctional Institutions: 4-4261, 4-4448, 4-4499-1, 4-4500, 4- 4285, 4-4503, and 4-4504.
 5. **VISITING FACILITIES.**
 - A. **FCC Medium Visiting Room:**
 1. An area within the secure perimeter of the FCC Medium has been designated as the visiting room. This area has a rated capacity of 364 persons. A parenting room is available for use when scheduled parenting classes are being held.
 2. The Visiting Room and all adjacent areas are designated as "No Smoking" areas.
 3. The patio will be used for visiting (at the Operations

C. Visiting room rules.

1. A kiss and embrace at the beginning and at the end of a visit, is authorized. Hand holding is the only other form of physical contact allowed during a visit. The inmate's hands must remain in plain view of Visiting Room staff at all times.
2. All visits are supervised visually. Any apparent violation of institution regulations by the visitor and/or inmate may result in the termination of the visit.
3. The visiting room and outside visiting patio areas are designated as "No Smoking" areas. Once a visitor departs the visiting room, the visit is terminated. The visitor cannot leave and return to the visiting room.
4. Inmates are not allowed in the family area of the visiting room unless approved prior to the visit by the family room coordinator and the Captain.
5. The Duty Officer or Operations Lieutenant is authorized to terminate visits due to overcrowding, or for improper conduct, including the violation of any rule or regulation by the inmate or his visitors. Prior to terminating visits for overcrowding a request for volunteers to leave should be made. The frequency of visits and distance traveled should be considered when terminating a visit due to overcrowding. Should all factors equate, visits should be terminated on a basis of first to enter, first to leave.

10. VISITS TO INMATES NOT IN GENERAL POPULATION STATUS.

- a. Separation Cases: Any inmate who has a need for separation from the inmate population will receive his visit in an area that will be designated by the Captain. This type of visit will not exceed a one (1) hour period and will be closely supervised by a staff member.
- b. Special Housing Unit (SHU): Inmates housed in the SHU will normally receive their visitors in the Visiting Room during Monday visiting hours only. They will be dressed in the designated SHU jumpsuit and seated directly in front of the Visiting Room Officer's console. Inmates in this status are to remain seated at all times while in the Visiting Room except when terminating their visit or when utilizing the inmate restroom.
- c. Loss of an inmate's visiting privileges for any reason may not occur unless the inmate is provided a hearing before the Discipline Hearing Officer (DHO) in accordance with the



**U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution - Gilmer
Glennville, West Virginia 26351**

Institution Supplement

OPI: Correctional
Services
Number: GIL-5267.08A
Date: March 10, 2010
Subject: Visiting
Regulations

1. PURPOSE AND SCOPE: The purpose of this institution supplement is to establish visiting procedures at the Federal Correctional Institution (FCI) and Satellite Prison Camp (SPC) Gilmer, for all inmates.

PROGRAM OBJECTIVES: The expected results of this program are to provide all inmates an opportunity to visit family, friends, and community groups consistent with the security and orderly running of the institution.

DIRECTIVES AFFECTED:

A. Directives Rescinded:

GIL-5267.08, Visiting Regulations, (6/23/06)

B. Directives Referenced:

PS5267.08, Visiting Regulations, (5/11/06)

STANDARDS REFERENCED:

ACA Standards for Adult Correctional Institutions, 4th Edition
4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4500, 4-4501 4-4503, and
4-4504.

PROCEDURES:

OPI: Correctional Services

Number: GIL-5267.08A

Date: January 18, 2010

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Support Program (PVS) is a valuable volunteer program. The focus of PVS has always been to visit and provide moral support to inmates who do not ordinarily receive visits from family and friends. Through this program, inmates who are otherwise alienated from the community have the opportunity to develop healthy relationships and benefit from interaction with the PVS volunteers. Volunteers at FCI and SPC Gilmer are allowed to carry paper and writing implements into the visiting room. They are to be processed at the front lobby as volunteers. Their visits will be conducted during normal visiting hours. They are expected to adhere to the institution dress code and visiting policies.

- I. **Special Housing Unit (SHU) and Holdover Inmates:** Visiting for SHU and Holdover inmates will be on Thursday from 8:00 a.m. to 3:00 p.m. All visits will be conducted in the visiting room. There are no non-contact visiting areas at FCI Gilmer. SHU inmates will be required to visit in hand restraints, martin chain, and leg restraints.

Inmates in administrative detention will be limited to a two hour visit. Inmates in disciplinary segregation will be limited to a one hour visit. Inmates in protective custody status, will be required to visit in an attorney room located inside the FCI visiting room, and will be kept separate from the other inmates who are in the visiting room.

Holdover inmates are classified as administrative detention inmates.

OPI: Correctional Services

Number: GIL-5267.08A

Date: January 18, 2010

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Visits for these inmates may be arranged when the inmate submits a request to his unit team. All requests should be submitted for approval two weeks prior to the date of the requested visit. These visits will be limited to legal visits and visits from the inmate's immediate family. Members of immediate family include father, mother, stepparents, foster parents, brother and sister, spouse, and children. Inmates in Holdover status will be limited to a two hour visit.

- J. **Visiting Procedures for Inmates in a Local Medical Facility:** Upon request by the inmate or the inmate's family to visit an inmate in the hospital, the unit team will consult with the clinical director to obtain the inmate's medical status. If the inmate is in serious/critical condition, the unit team may prepare a request in memorandum format for immediate family to visit the inmate. This request will be routed through the Captain, Associate Warden (Programs), and Warden. The memorandum will contain the location of the inmate, his confirmed prognosis (non-specific), and the exact names/relationships of those wishing to visit. Verification will be obtained via the Pre-Sentence Investigation Report. The family will be informed of the approval and that all visits are subject to hospital visiting regulations.

The original memorandum will be maintained in the inmate's central file, with a copy to the operations lieutenant. The operations lieutenant will ensure the escorting staff members are made aware of the impending, approved visitation.

- K. **Procedures for Approving Exceptions to the Prior Relationship Requirements:** Ordinarily a visitor not meeting prior relationship requirements will be denied. However, under special circumstances, the inmate can request a waiver through the Unit Counselor. The Associate Warden (Programs) will be the final approving authority.



**U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS
FEDERAL CORRECTIONAL INSTITUTION
GREENVILLE, ILLINOIS 62246**

**NUMBER: GRE 5267.08B
DATE: June 10, 2010
SUBJECT: Visiting Regulations**

INSTITUTION SUPPLEMENT

1. **PURPOSE AND SCOPE:** To afford offenders housed at the Federal Correctional Institution/Federal Prison Camp (FCI/FPC) in Greenville, Illinois, the privilege of having visitors of their choice within specific guidelines, in order to enhance inmate morale and to maintain relationships with their family or others in the community.
2. **DIRECTIVES REFERENCED:**
 - PS 5267.08 Visiting Regulations (05/11/06)
 - PS 1315.07 Legal Activities, Inmate (11/05/99)
 - PS 5100.08 Inmate Security Designation and Custody Classification (09/12/06)
 - PS 7331.04 Pre-Trial Inmates (01/31/03)
 - PS 5500.11 Correctional Services Manual (10/10/03)
3. **ACA STANDARDS REFERENCED:** 4-4156, 4-4255, 4-4498, 4-4499, 44500, 4-4501, 4-4503, 4-4504
4. **DESCRIPTION OF PROCEDURES:**
 - A. **Preparation of the Inmate Visiting List:** Upon admission to FCI/FPC Greenville, each inmate will be given a Visitor Information form (BP-S629.052) to be completed and returned to the Unit Team for final approval. The inmate will be required to forward a copy of the Visiting Regulations (Attachment A) and a Visitor Information form (BP-S629.052) to the proposed visitor(s). The Visitor Information form (BP-S629.052) must be returned to the Unit Team by the visitor prior to any further action concerning the visit. Upon receipt of the completed authorization form, the Unit Team will initiate a National Crime Information Center (NCIC)/National Law Enforcement Telecommunication System(NLETS) inquiry.

After the appropriate investigation, the Unit Team will prepare and place a hard copy of the approved visiting list in the inmate's central file. The Unit Team will notify the inmate of those visitors who have been approved. An inmate's visiting list will not contain more than ten (10) friends and associates, other than immediate family members. NCIC/NLETS inquiries which result in denial of visitation will be retained in the FOI section of the

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DATE: June 10, 2010
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situation may arise where private conference rooms are in use, and the attorney does not wish to meet in a regular visiting room. When this occurs, the attorney is to be offered the opportunity to reschedule the visit when a more private area is available.

There will be no set standard operating procedures requiring or not requiring removal and inspection searches, but the determination should be made on a case by case basis taking into account the nature of the visit, credentials of the visitor, and their relationship to the inmate.

O. **Visits to Offenders not in Regular Population Status:**

- 1) **Admission and Holdover Status:** Visits occurring during the initial 72-hour intake period will be limited to immediate family, pending verification of proposed visitors. The Warden may limit to the immediate family of the inmate visits during the admission-orientation period or for holdovers where there is neither a visiting list from a transferring institution nor other verification of proposed visitors. Inmates transferred from other federal facilities will maintain their approved visiting list unless circumstances warrant a change. All visitors will be re-checked through NCIC/NLETS.
- 2) **Hospital Patients:** When visitors request to see an inmate who is hospitalized in the institution, the Associate Warden (Programs) will be the approving authority, after consulting with the Chief Medical Officer (or in his absence, the Health Services Administrator), and the Captain. When the Chief Medical Officer, or, the Health Services Administrator, recommends against the visit, because of the inmate's medical condition, the situation is to be carefully explained to the proposed visitor and documented in the inmate's central file. Visits to inmates hospitalized in the community may be restricted to only the immediate family. They are subject to the general visiting policy of that hospital and the prior approval of the Associate Warden (Programs).
- 3) **Special Housing Unit:** SHU visiting will occur on Tuesdays between the hours of 8:00 a.m. and 3:00 p.m. Visits will last a maximum of two hours. Visiting for inmates in SHU will be scheduled on a first come, first serve basis. There will be no more than six inmates permitted in the visiting room at one time, unless prior authorization is granted by the Captain. The Warden may authorize special visits for inmates who are not authorized visiting

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during normal hours.

Non contact visits in the Special Housing Unit, will be determined on a case by case basis and approved by the Warden or his/her designee. These visits will ordinarily be allowed during normal visiting hours.

P. **Entrance/Exit Procedures:**

Staff must be able to verify the identity of visitors prior to admission into the institution. Each visitor, age 16 and above, is required to present a form of government (i.e., passport, driver's license, state or local identification card) photo identification. Mexican consular identification cards (matricular consular cards) will not be accepted as valid form of identification.

All visitors must clear the walk through metal detector in the front lobby and their personal belongings must be scanned through the front lobby x-ray machine. Items not authorized may be returned to the visitor's vehicle, or placed in a secured visitor's locker at the FPC and FCI. Staff may not accept articles or gifts of any kind for an inmate, unless prior approval from the Warden or designee in writing.

An inmate visitor may not leave money with any staff member for deposit in the inmate's commissary account.

Visitors will not be allowed to bring in or give anything to an inmate.

If a visitor is found in violation of the rules and guidelines of the FPC and FCI, criminal prosecution may be initiated in the case of criminal violations. Any act or effort to violate the rules and guidelines of FPC and FCI visiting regulations may result in disciplinary action against the inmate, which may include the denial of future visits over an extended period of time.

- 1) **Professional Visits:** These visitors will be required to sign in upon arrival and departure. In addition, professional visitors, except Federal Law Enforcement Personnel, will be required to complete a Notification to Visitor form (BP-A224.022).
- 2) **Social Visitors:** These visitors will be required to complete a Notification to Visitor form (BPA224.022) upon arrival. These forms will be maintained for a period of one (1) year. The visitors will sign in upon arrival, and sign out when departing.



U. S. Department of Justice
Federal Bureau of Prisons
MDC Guaynabo
Cataño, Puerto Rico 00963

Institution Supplement

OPI: Correctional Services
Number: GUA 5267.08 A
Date: June 10, 2010
Subject: Visiting Regulations

1. **Purpose:** To encourage inmate visiting and to provide a visiting area that is conducive to maintaining family and community relationships. All visiting procedures listed in this supplement pertain to all inmates, to include designated, pretrial, holdover, Immigration or Custom Enforcement (ICE) and Material Witness.
2. **Policy:** To implement regulations, rules, and procedures pertaining to inmate visits at the Metropolitan Detention Center (MDC), Guaynabo, Puerto Rico.
3. **Directives Affected:**
 - A. **Directives Referenced:**
 - PS 1280.11 JUST, NCIC, & NLETS Systems Users Guide (1/7/00)
 - PS 1315.07 Legal Activities, Inmate (11/5/99)
 - PS 1490.06 Victim and Witness Notification (5/23/02)
 - PS 4500.04 Trust Fund/Warehouse/Laundry Manual (9/24/04)
 - PS 5100.08 Security Designation and Custody Classification Manual (9/12/06)
 - PS 5180.04 Central Inmate Monitoring System Operations Manual (8/16/96)
 - PS 5267.08 Visiting Regulations (5/11/06)
 - PS 5270.07 Inmate Discipline and Special Housing Units (3/20/06)
 - PS 5280.08 Furloughs (2/4/98)
 - PS 5500.11 Correctional Services Manual (10/10/03)
 - PS 5510.12 Searching, Detaining or Arresting Persons Other Than Inmates (1/15/08)
 - PS 5521.05 Searches of Housing Units, Inmates and Inmate Work Areas (6/30/97)
 - PS 7331.04 Pretrial Inmates (1/31/03)
 - B. **Directives Rescinded:**

Institution Supplement GUA 5267.07 A, Visiting Regulations dated April 23, 2004.

C. **Special Housing Unit Visits:**

Inmates housed in the Special Housing Unit will be entitled to social visits on Tuesdays with a maximum of five (5) inmates in the Visiting Room. Special Housing Unit visit will be limited to one (1) hour social visit. Inmates sanctioned to a loss of visiting privileges by the Unit Discipline Committee or Discipline Hearing Officer, will not be allowed social visits until the end of the sanction.

Inmates housed in the Special Housing Unit will be permitted to have visits comparable to the other units. If any specific concerns regarding security, restrictions or other are warranted, or if the inmate housed in the Special Housing Unit is classified as "High Security" the social and legal visits will be conducted on the fourth floor with prior written approval from the Warden. If a visit is to be conducted on the fourth floor, visitors under the age of sixteen (16) are not allowed into the secure area of the institution.

D. **Inmate with Inmate Visits:**

Inmates housed at MDC Guaynabo, who have immediate family members also assigned at MDC Guaynabo will be allowed to visit with each other one visit each month. This visit will be requested by the inmate to his/her assigned Unit Team via an Inmate Request to Staff Member (cop out) and will be approved or denied by the respective Unit Managers. Inmate with inmate visits are scheduled for the third (3rd) Thursday of each month from 12 noon to 3:00 p.m. In addition, where both parents are incarcerated at MDC Guaynabo, visits with their kids will be allowed once a quarter (i.e., December, March, June, September, on the third Thursday of the month). The children may be accompanied by an immediate family member; these visits will be counted as a social visit and a point will be subtracted from each inmates' visiting total. A memorandum prepared by the unit team will be forwarded to the Lieutenants' Office and visiting room to inform staff which inmates will be visiting.

During an institution official count or census count, all inmates present in the visiting room will be double counted in the visiting room. Thirty (30) minutes prior to an official count or census count, the officer-in-charge (OIC) of the visiting room will prepare and submit an out-count form to the control center OIC. This count will be verified by the control center OIC.

E. **Special Visits:** Special visits may be approved by the Associate Warden of Programs. Ordinarily, these visits will be arranged and supervised by a member of the respective Unit Team in conjunction with Correctional Services staff.



Institution Supplement

OPI: CORRECTIONAL SERVICES
NUMBER: HER 5267.08 B
DATE: NOVEMBER 24, 2009
SUBJECT: VISITING REGULATIONS

1. PURPOSE AND SCOPE: To establish guidelines and procedures for visiting at the Federal Correctional Institution (FCI) and the Federal Prison Camp (FPC), Herlong, California.

2. DIRECTIVES AFFECTED:
 - a. Directives Rescinded:

IS HER 5267.08 A, Visiting Regulations (08/15/08)

 - b. Directives Referenced:

PS 5267.08 Visiting Regulations (05/11/06)
PS 1315.07 Inmate Legal Activities (11/05/99)
PS 5270.07 Inmate Discipline and Special Housing Units (12/29/87)

PS 5500.11 Correctional Services Manual (10/10/03)

PS 5510.12 Searching, Detaining, or Arresting Visitors, to Bureau Grounds and Facilities (01/15/08)

3. CORRECTIONAL STANDARDS REFERENCED: American Correctional Association, Fourth Edition, Standards for Adult Correctional Institutions, Standards: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, and 4-4503.

NOVEMBER 24, 2009

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4. VISITING HOURS: Social visits at the FCI and FPC are conducted on Saturdays, Sundays, and federal holidays from 8:00 a.m. to 3:00 p.m.

5. SPECIAL HOUSING/HOLDOVER VISITING PROCEDURES:

Visiting for inmates housed in the Special Housing Unit (SHU), including Holdover inmates, will be conducted on Saturdays, Sundays, and Federal holidays from 8:00 a.m. to 12:00 p.m., with prior approval of Unit Team and Correctional Services. Inmates housed in the SHU will be closely supervised in the Visiting Room. The Confidential Rooms will be utilized for SHU inmates. Any inmate violating this procedure will be subject to disciplinary action.

a. Approval: Inmates with separation issues will be addressed on a case-by-case basis. Final approval for the visit will be determined by the Institution Duty Officer (IDO) and Operations Lieutenant.

b. Permitted Visitors: All visitors on an approved visiting list will be permitted. All visits will take place in the Visiting Room under direct supervision. Attorney visits for all inmates will be conducted in the Visiting Room utilizing one of the attorney/client rooms.

c. Time Limits: Visits for SHU inmates, including Holdover inmates, will be 8:00 a.m. to 12:00 p.m. on Saturdays, Sundays and Federal holidays only. Each SHU inmate's visit will be for a one-hour period.

6. SPECIAL VISITORS: Inmates requesting special visits must complete a BP-A148.055, Inmate Request to Staff (cop-out) form, to be submitted to the inmate's assigned unit team. The unit team will complete a Special Visit Authorization form (Attachment B) and distribute it prior to any special visit taking place.

a. Attorney Visits: Attorney visits will ordinarily take place in the attorney/client rooms in the Visiting Room. Attorney visits will be arranged by the Unit Team prior to the visit when the attorney is not on the

Institution Supplement

OPI: Correctional Services
NUMBER: HOU 5267.08a
DATE: November 23, 2009
SUBJECT: Visiting Regulations

1. **PURPOSE AND SCOPE:** To implement regulations and procedures pertaining to inmate visits. This should be read in conjunction with P.S. 5267.08, Visiting Regulations.

2. **DIRECTIVES AFFECTED:**

A. **Directive Rescinded:**

Institution Supplement 5267.08, Visiting Regulations dated 1/26/07.

B. **Directive Referenced:**

Program Statement 1315.07, Legal Activities, Inmate
Program Statement 5267.08, Visiting Regulations
Program Statement 5360.09, Religious Beliefs and Practices
Program Statement 5500.11, Correctional Services Manual
Program Statement 5500.12, Correctional Services Procedures Manual
Program Statement 5580.07, Personal Property, Inmate
Program Statement 5510.12, Searching, Detaining, or Arresting Visitors
Institution Supplement 1315.07e, Legal Activities, Inmate

3. **IMPLEMENTATION:**

A. **Visiting Area:**

All visits not requiring special security measures will be conducted in the institution Visiting Room. Separate rooms located in the visiting area are provided, subject to availability, for legal and diplomatic visits. These rooms will not be used for social visiting unless approved in advance by the Captain. When security concerns require a legal visit to occur elsewhere in the institution, Unit Team staff will, in consultation with the Operations Lieutenant, select an appropriate and available location, and supervise the visit.

Inmates will not normally be permitted to use restroom facilities during social visits unless the visit exceeds one hour. Any inmate using the restroom shall be escorted and remain under constant visual staff supervision. Inmates requesting to depart the Visiting Room will not be readmitted. Visitors will immediately depart the Visiting Room after completion of their visit.

NOTE: All inmates will be identified by picture card prior to the departure of their visitor(s) from the Visiting Room.

pertinent biographical data, sent to the Warden by PVS staff. Prior to approval, PVS visitors are subject to local law enforcement checks and NCIC clearance. Volunteer training provided by FDC Houston staff will be afforded to PVS visitors. Renewal of PVS visitor status is conducted every five years.

PVS visitors desiring to partake in inmate social visitation at FDC Houston may do so by scheduling their visit to the facility in advance. Such visits will ordinarily occur in the Visiting Room during normal visitation hours. Although PVS visitors will generally identify the inmates with whom they wish to visit through prior correspondence, Religious Services staff will facilitate this process. PVS visitors may generally bring paper and writing implements into the Visiting Room.

S. Special Housing Unit (SHU) Inmates:

Inmates housed in the SHU will be permitted to have visits in the same manner as other inmates unless restricted for security or discipline concerns. Inmates housed in the SHU will be seated in a designated area in the Visiting Room. SHU holdover inmates from other institution will be considered for social visiting during visiting sessions normally limited to legal visits.

Inmates housed in the SHU who the Warden determines are unable to have visitation in the Visiting Room due to security concerns will be considered for visitation in the SHU in the non-contact rooms. The Warden will identify the parameters of any visitation which occurs in the SHU on an individual basis. Visitors under the age of eighteen (18) years of age, however, are prohibited from visiting in the SHU under all circumstances.

T. Violations of Regulations and/or Introduction of Contraband:

If a visit is terminated because of an alleged violation of regulations, the officer identifying the violation will prepare and submit an incident report on the inmate(s) involved. The Operations Lieutenant will prepare a Temporary Restriction of Visitation memorandum and forward it to the Warden no later than two working days after the incident. Only the Warden may restrict visiting privileges pending final disposition of the Unit Disciplinary Committee or Disciplinary Hearing Officer. The Disciplinary Hearing Officer or Unit Disciplinary Committee should ordinarily impose the loss of visiting privileges as a sanction on inmates found to have committed prohibited act(s) involving violations of regulations and/or introduction of contraband.

The Bureau of Prisons may seek criminal prosecution against visitors who participate in criminal violations.

U. Searching of Visitors:

a. Right of Refusal: Visitors who refuse any such search or procedure and elect to leave the institution, will not be permitted to return for a visit without prior approval of the Associate Warden of Programs. The Operations Lieutenant will prepare a memorandum through the Captain to the Associate Warden of Programs when a visitor is denied entrance due to objecting to a search.



OPI: CORR SERVICES
NUMBER: JES 5267.08
DATE: April 1, 2011
PAGE: 1

U.S. DEPARTMENT OF JUSTICE
FEDERAL CORRECTIONAL INSTITUTION
JESUP, GEORGIA 31599

NUMBER: JES5267.08B
DATE: April 1, 2011
SUBJECT: VISITING
REGULATIONS

Institution Supplement

1. PURPOSE AND SCOPE: The purpose of this institution supplement is to establish local visiting regulations and procedures for the Federal Correctional Institution (FCI), the Federal Satellite Low (FSL), and the Federal Prison Camp (FPC) at Jesup, Georgia. This institution supplement must be read in conjunction with the directives affected.
2. DIRECTIVES AFFECTED:
 - A. Federal Bureau of Prisons Program Statement 5267.08, Visiting Regulations, dated May 11, 2006, is referenced.
 - B. Federal Bureau of Prisons Program Statement 5510.12, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, dated January 15, 2008, is referenced.
 - C. Correctional Services Procedures Manual 5500.12, dated October 10, 2003, is referenced.
 - D. Federal Bureau of Prisons Program Statement 1315.07, Inmate Legal Activities, dated November 5, 1999 is referenced.
 - E. Federal Bureau of Prisons Program Statement 5521.05, Searches of Housing Units, Inmates, and Inmate Work Areas, dated June 30, 1997, is referenced.
 - F. Institution Supplement JES 5267.07.C, Front and Rear Entrance Procedures, dated March 18, 2005, is referenced.
 - G. Institution Supplement JES 5180.05, Central Inmate Monitoring System, dated April 16, 2010, is referenced.
 - H. Institution Supplement JES 5267.08, Visiting Regulations, dated July 1, 2009, is rescinded.
3. SUMMARY OF CHANGES:
 - A. Special Housing visits will be on Tuesdays only, with various times for the Camp, FSL and FCI.

Administrative Remedy No. 479787-A1

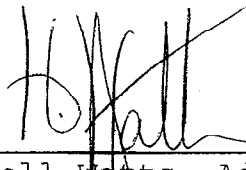
Part B - Response


This is in response to your Central Office Administrative Remedy Appeal in which you object to your designation to the Communication Management Unit (CMU) at your current location. Although you contend this action violated your due process rights, you did not make a specific request.

Our review of this matter reveals both the Warden and the Regional Director comprehensively addressed your concerns. We reviewed relevant information and the rationale provided explaining your assignment to the CMU. We concur with the decision, finding no reason to reverse the decision made. We remind you the Bureau retains the discretion and authority to determine appropriate housing unit accommodations and assignments to institutions. Considering your July 2007 transfer to the CMU was not a punitive action, a due process hearing was not required. We find you have been appropriately designated and also advise you the continued necessity of your current designation will be reviewed at regular intervals. Records show your next scheduled program review is slated for July 2008.

Accordingly, we concur with the responses provided. This response is for informational purposes only.

May 14, 2008
Date



Harrell Watts, Administrator
National Inmate Appeals 

Inmates at the FPC will be pat-searched, and randomly visually searched at the conclusion of their visits.

F. SPECIAL CONCERNS OF THE VISITING ROOM OFFICERS:

1. Hospitalized Inmates:

- a. When visitors come to see an inmate who is housed in the Health Services Unit (HSU), the Health Services Administrator, in consultation with the Captain, will determine whether a visit may take place and, if so, whether it should be held in the HSU or some other location. When the Health Services Administrator recommends against the visit because the inmate is suffering from an infectious disease, is in a psychotic or emotional episode which makes visitation inadvisable, or is otherwise not in a condition to see visitors, the medical staff will inform the visitor of the denial of the visit.
- b. Inmates under escort and hospitalized in the community will not receive visitors unless authorized by the Warden, the Captain, and the Health Services Administrator.
- c. Normal visiting procedures will be followed: The visitor will complete a Notification to Visitor form and will be searched with a hand-held metal detector checked out from the control center. Only immediate family, who are on the inmate's approved visiting list, may visit. The length of the visit may not ordinarily exceed one (1) hour per authorization.
- d. The visit will be entered into the log book, and all forms will be brought back to the institution for retention.
- e. General visiting rules and regulations of the hospital will be observed at all times and may supersede these guidelines.
- f. Inmates on medical furlough and hospitalized in the community may receive visitors in accordance with local hospital visiting policy.

2. **Inmates in Detention/Segregation/Holdover Status:** Inmates in Detention/Segregation/Holdover status and their visitors will be required to be seated near the visiting room officer. Visiting for these inmates will terminate two (2) hours after their assigned times based on Camp, FSL or FCI status.

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- a. Staffs assigned to the Special Housing Unit (SHU) are responsible for knowing the procedures set forth in Institutional Supplement 5180.04C, Central Inmate Monitoring System. SHU staff will utilize SENTRY to insure an inmate housed in the SHU does not have any separation issues (i. e. an inmate from the FSL housed in the SHU with a separate's at the FCI).
 - b. Inmates who have been verified as protective custody status inmates because there is threat to their safety will make their request to visit through their unit team. These inmates will not be allowed to visit in the visiting room, but in the Receiving and Discharge (R&D) area of the Inmate System Department. The pre-arranged visit will be supervised by unit staff, last no longer that two (2) hours, and will not interfere with R & D's daily functions. Unit staff shall be responsible for the coordination of the visit to include an approval memo to be sent to the Captain, SHU Lieutenant, Front Entrance, R&D, and the original to the central file.
 - c. Inmates with the above status will make their request to their unit team and will indicate the date and time their visitors will be arriving. Inmates will not be authorized to use the restroom that their visitors use and will be responsible for informing their visitors that the visit shall last no longer than two (2) hours, prior to the visitor's arrival.
3. **Special Visit Request:** On occasions, individuals come to the institution during normal visiting hours to visit an inmate without prior approval or notification to staff. The requested visit will normally be denied. If the visit is approved, unit staff on duty must enter the visitor into the computer system as a "special visit" with the appropriate information. The assigned Visiting Room Officer will be responsible for supervising the visit. In cases where there are extenuating circumstances and unit staff are not available, the Operations Lieutenant, in consultation with the Staff Duty Officer, will be contacted to render the final decision. When this occurs, it will be the responsibility of the Staff Duty Officer to:
- a. Notify the inmate of the decision.
 - b. Prepare a memorandum for the inmate's central file, via the appropriate Unit Manager, specifying the circumstances upon which the visit was either approved or denied.
 - c. In addition, there may be times when an inmate makes a request to have visitors come to the institution during non-visiting days or hours. If approved, the unit staff on duty must enter the visitor into the computer system as a "special visit" with the appropriate information.



U.S. Department of Justice
Federal Bureau of Prisons
United States Penitentiary
Lee, Virginia

Institution Supplement

DEPARTMENT: Correctional Services
NUMBER: LEE-5267.08C
DATE: 01/01/11
SUBJECT: Visiting Regulations

1. PURPOSE AND SCOPE. To establish visiting regulations and policy for inmates at the United States Penitentiary (USP) and Federal Prison Camp (FPC), Lee, Virginia.
2. SUMMARY OF CHANGES

Visitor attire and personal items have been updated and clarified. Procedures for ION Track scanning have been updated and implemented.
3. DIRECTIVES AFFECTED
 - a. Directives Rescinded

LEE-5267.08B Visiting Regulations (08/05/09)
 - b. Directives Referenced

PS 5267.08 Visiting Regulations (05/11/06)
4. STANDARDS REFERENCED. American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503 and 4-4504.
5. PROCEDURES
 - a. Location. Directions from I-75: Take exit 29 in Corbin, Kentucky. Proceed East on Highway 25 for approximately 50 miles. After driving through the Cumberland Gap Tunnel, turn North on Highway 58 into Jonesville, Virginia. Ensure you turn right on Highway 58 in downtown Jonesville. USP Lee is 9 miles East of Jonesville on the left side of the road.

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checked with black light at the time of entry/departure of the Visiting Room. At the conclusion of a visit, visitors will be escorted toward the Front Entrance, Control Center staff, along with the escorting officer, will visually verify the stamp prior to entry into the sally port.

- g. Record of Visitors. Once a visitor has entered either Visiting Room, Visiting Room Officers will maintain a Visiting Record (Attachment B) on each inmate. In addition, Visiting Room Officers will complete a Visitor Tracking Record (Attachment C) to identify the visitor, and the time they enter/depart the Visiting Room, as well as the time an inmate is notified of his visit and when he actually enters/departs the Visiting Room. At the conclusion of the visiting day, the Visitor Tracking Record will be routed to the SIA. The visiting record will remain in the inmate's visiting file.
- h. Inmate & Visitor Identification. Each inmate being processed into the Visiting Room will be positively identified by their issued ID card prior to entering/departing the Visiting Room. The visitors ID will be maintained by the Visiting Room officer until the visit is completed. During times when a large group of visitors are departing, visitors will remain in the Visiting Room until all inmates have been identified, physical separation of inmates and visitors has been accomplished, and the count verified. The visitors will then be permitted to leave (no more than 5 at a time) under the supervision of the Escorting Officer. Additionally, a picture card file for all inmates housed at the USP will be maintained within the visual search room to assist in identifying inmates. This file will be audited by the Visiting Room staff once a week to ensure accuracy.
- i. Visits For Inmates Not in Regular Population Status of the institution.
- (1) Inmates in the Special Housing Unit (SHU).
Inmates housed in SHU will be permitted full visiting privileges, unless their conduct dictates otherwise. SHU inmates will be escorted to the Visiting Room, visually searched, their clothing will be searched and re-issued by the Visiting

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Room staff. SHU inmates will sit in a designated location in the Visiting Room, as determined by the Visiting Room Officers.

- (2) Non-Contact Visiting. The Warden may determine when an inmate requires using the non-contact visiting area. Examples of who may require non-contact visiting are inmates who pose a threat to the security of the USP, identified Protective Custody inmates and inmates who were found to have committed drug-related prohibited acts. Visiting Room staff are responsible for ensuring all known separation requirements are met. When non-contact visiting is deemed appropriate, only two visitors will be permitted to visit at any time. It is the responsibility of the inmate to advise the visitors of this restricted status. Inmates who have committed drug-related prohibited acts will be subject to increased sanctions. The Discipline Hearing Officer may sanction an inmate to the loss of visiting privileges, to be followed by a period of non-contact visiting. The duration of these sanctions will increase with each additional drug-related prohibited act.
- (3) Pretrial and Holdover Inmates. The USP and FPC are not designated as a pretrial or holdover facilities. In the event a pretrial/holdover inmate arrives, visitation will only be permitted for those individuals verified as immediate family members. The visits will be conducted in accordance with the provisions pertaining to SHU inmates.
- (4) Inmates Admitted to a Hospital. Visiting may be permitted when an inmate is in a life threatening situation. If the inmate has an infectious disease or is mentally unstable and visiting is inadvisable, the circumstances will be carefully and sensitively explained to the visitor. Documentation of the explanation of condition will be forwarded to the Unit Team for retention in the privacy section (2) of the Central File. In instances when a visit is requested, a memorandum will be prepared by the Unit Team, listing each visitor (the visitor must be on the approved visiting list), and the date and time of visit.