



INSTITUTION SUPPLEMENT

OPI: Correctional Programs
NUMBER: COP 5267.07B
DATE: January 28, 2005
SUBJECT: Visiting Regulations

1. PURPOSE AND SCOPE. To implement the Federal Bureau of Prisons Program Statement 5267.07, Visiting Regulations. This supplement must be read in conjunction with the aforementioned Program Statement for a clearer understanding of the visiting policies at this institution.

2. DIRECTIVES AFFECTED.

a. Directives Rescinded

COP 5267.07A Visiting Regulations (10/01/03)

b. Directives Referenced

PS 5267.07 Visiting Regulations (4/14/03)
PS 5500.11 Correctional Services Manual, (10/10/03)
PS 5510.09 Searching, Detaining, or Arresting
 Persons Other Than Inmates (3/6/98)
PS 5521.05 Searches of Housing Units, Inmates, and
 Inmate Work Areas (6/30/97)
COC 5500.09.2E Entrance Procedures (11/01/03)

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 145.

5. VISITING TIMES.

Friday	8:00 a.m. - 3:00 p.m.
Saturday	8:00 a.m. - 3:00 p.m.
Sunday	8:00 a.m. - 3:00 p.m.
Monday	8:00 a.m. - 3:00 p.m.
Federal Holidays	8:00 a.m. - 3:00 p.m.

Federal or nationally recognized holidays include New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.

Visitors will not be allowed inside the Front Lobby of the institution more than 15 minutes prior to visiting hours.

Visitors will not be processed into the Visiting Room after 2:00 p.m. on visiting days. On weekends and federal holidays, visitors will not be processed between 9:30 a.m. and 10:20 a.m during the institution official count.

Due to the time and administrative costs involved, most visits must be scheduled during regular visiting hours. When a visit cannot be scheduled during regular visiting hours it is the responsibility of the respective Unit Team to provide supervision.

Other institution activities must be maintained without unnecessary or extended interference. To reduce interference with other institution activities, the secure corridors will be used when necessary. The Warden may restrict inmate visiting when necessary to ensure the security and good order of the institution.

6. VISITING RESTRICTIONS AND OVERCROWDING. Visiting may be curtailed or terminated because of an emergency, improper conduct on the part of the inmate or his visitor(s), or when the Visiting Room becomes overcrowded. Should the Visiting Room Officer determine it is necessary to curtail or terminate visiting because of overcrowding, he/she will notify the Operations Lieutenant and Institution Duty Officer (IDO). The IDO will consult with the Operations Lieutenant, make the necessary

determination, and notify the affected parties. During times of overcrowding, the Visiting Room Officer will first ask for volunteers to offer to leave. If there are no volunteers, visitors who have traveled less than 100 miles are considered local visitors and will be terminated in the order in which they arrived. Once the local visitors list has been exhausted, visitors will be terminated in the order in which they arrived. This process will continue until the overcrowding is managed.

The Operations Lieutenant must be notified and will document the circumstances of the visiting terminations in the Lieutenant's Log.

7. FREQUENCY OF VISITS AND NUMBER OF VISITORS. In order to relieve overcrowding in the Visiting Room on Saturday and Sunday, an even/odd visiting schedule will be used based on the fifth digit of the inmate's register number. All inmates may still receive visits on Friday, Monday, and federal holidays without regard to the even/odd schedule. A yearly visiting schedule will be available to visitors and will also be posted on the housing unit bulletin board. Ordinarily an inmate's visiting list should not exceed more than 15 people, including immediate family members, other relatives, friends, and associates. There should be no more than 10 friends and associates on an inmate's approved visiting list. Friends and associates must have had an established relationship prior to confinement. The Warden may authorize an exception to the prior relationship rule, particularly for inmates without other visitors. Additionally, the Warden may authorize an exception to the maximum limit provision when warranted. Ordinarily, inmates will be allowed up to four (4) adult visitors, with no limitation on the number of children who may visit at one time. Seating is available for up to four (4) adults per inmate when necessary. Children are not necessarily guaranteed seating.

8. APPROVED VISITORS. Visits are limited to those on the inmate's approved visiting list as authorized by the Unit Team. It is the responsibility of the inmate to advise his visitors they have been approved and placed on his authorized visiting list. An individual may be placed on the approved list after investigation from official sources, i.e., Presentence Report, U.S. Probation Office, NCIC checks, local law enforcement agencies, etc. No visitor will be added to an inmate's permanent visiting list prior to NCIC clearance.

a. If a visitor is on the approved visiting list of more than one inmate, except for immediate family, they will normally only be allowed to visit one inmate at a time.

b. When an inmate transfers to this institution, his visiting list will only be recognized if the file reflects proper documentation, to include NCIC checks within the past 12 months. New NCIC checks will be completed at the Unit Manager's discretion as necessary to update information on inmates' visiting lists.

c. If an immediate family member, who is not on an inmate's approved visiting list, arrives at the institution, the inmate's Unit Team will be notified. If the inmate has been at the institution for less than four weeks, a member of the Unit Team will review the Central File to determine if the visitor is a member of the immediate family. If unit staff are not available, and the visitor's relationship to the inmate cannot be confirmed, the visit will be denied. If the inmate has been at the institution for more than four weeks and no visitation form exists, the visitor(s) will be denied. If the visit is denied, the Operations Lieutenant will be notified and will document the denial of the visit in the Lieutenant's Log.

d. Persons with Criminal Records(to include federal and state probation/parole or supervised release): While the history of an arrest record or criminal record does not necessarily preclude visiting privileges, careful evaluation and consideration should be given to the nature and extent of the criminal record. History of recent criminal activity is weighed against the value of the relationship and the security of the institution. The Warden will make the final determination as to the approval or disapproval of visiting requests in these types of cases.

e. Former Inmates of the Institution and Relatives of Other Inmates: Rarely will individuals in this category be permitted to visit. In those instances necessitating such visits, the Warden must give prior approval.

f. Holdovers and New Commitments: When an approved visiting list is not available, visits for new commitments and inmates in holdover status will be limited to confirmed members of the immediate family. A Birth Certificate or some form of identification that would indicate they are members of the same family will be required. In addition, a check of the inmate's Presentence Report (if one is available) shall be conducted. Holdovers may request family members to be placed on a visiting list by submitting a request for visitor approval to their assigned unit counselor. The time frame for approval will be the same as general population inmates.

g. Protective Custody, Separation Cases: The Warden or

designee (normally the Captain) will determine approval of the visit, and schedule visiting for protective custody and separation cases. Visits of this nature will be reviewed on a case-by-case basis, taking into account the safety of the inmate and the security requirements of the institution. The non-contact visiting areas may be used in these cases.

h. The Visiting Room Officer will take special precautions when a visitor closely resembles an inmate (as in the case of identical twins). The non-contact visiting area may be used in these cases.

9. INJURIES TO VISITORS. Any injuries occurring to visitors, while inside the institution will be assessed by the senior medical staff member on duty. An injury report will be completed and only emergency treatment will be rendered. No medication will be prescribed. Injured visitors will be referred to the local hospital emergency room or their respective physician for follow up treatment when appropriate.

10. IDENTIFICATION OF VISITORS. All visitors, with the exception of children under the age of 16 years, must display a current photo identification before entering the institution. All applicable procedures, as outlined in the Institution Supplement, Front and Rear Entrance Procedures, will be followed. The primary form of identification for visitors will be a photo identification. All visitors must present valid identification. Valid identification includes: a valid state driver's license, state issued identification, government identification or passport, issued by a local, state or federal agency, or foreign government. The Institution Duty Officer or Operations Lieutenant will be notified in questionable cases.

The Front Lobby Officer will stamp each visitor's hand with a black light stamp prior to his/her entrance to the Visiting Room. The Visiting Room Officer will check each visitor's hand for the presence of the stamp prior to the visitor's entrance and exit from the Visiting Room.

11. SPECIAL VISITS. All special visits must be requested by the Unit Manager and approved by the AW(P), or designee. A memorandum authorizing the visit must be forwarded to the Front Lobby Officer, Visiting Room Officer, Captain, Duty Officer, Operations Lieutenant, and Central File ordinarily 24 hours prior to the visit. It is the responsibility of the respective Unit Team to provide supervision for special visits.

12. BUSINESS VISITORS. Only the Warden may authorize an exceptional visit of this kind in accordance with Program Statement 5267.07, Visiting Regulations.

Infrequent visits by a prospective/former employer, clergy, sponsor or parole advisor may be permitted upon recommendation and approval of the Warden or his/her designee.

13. EMBASSY OR CONSULAR VISITORS. Arrangements for visits by Embassy or Consular staff will be made through the Unit Manager and approved by the Warden in accordance with Program Statement 5267.07, Visiting Regulations.

14. PASTORAL VISITS. Pastoral visits must be recommended by the supervisory Chaplain and approved by the Warden. These visits will occur in the Visiting Room during regular visiting hours.

15. OFFICIAL VISITORS. Members of the FBI, U.S. Marshals Service, Congress, Federal Public Defenders, Department of Justice officials, and Federal Prisons system personnel will be permitted to visit upon presentation of appropriate identification. Ordinarily, the law enforcement agency will provide the request in writing to the SIS Department prior to the visit/interview. Federal employees are not required to pass through the metal detector.

16. ATTORNEY VISITS.

a. Attorneys are encouraged to visit during regular visiting hours, Friday - Monday, 8:00 a.m. - 3:00 p.m. Attorney visits will normally take place in the private attorney Visiting Rooms. Under rare circumstances when an attorney visit may take place during non-visiting hours, the visit will be visually supervised by a member of the inmate's Unit Team. Staff may not subject visits between an attorney and an inmate to auditory supervision.

b. Attorneys should be on the inmate's visiting list. However, this does not preclude other attorneys from visiting at the inmate's request. Visits from attorneys not on the inmate's visiting list must ordinarily be requested in writing and approved by the Warden at least 24 hours in advance of the visit. In situations which prior notification by an attorney has not been made due to unforeseen circumstances, staff will make reasonable efforts to accommodate the attorney visit.

c. All attorneys will present a valid bar identification card and complete a Notification to Visitor form. After completing the Notification to Visitor form, attorneys will be processed through the metal detector and will have their hand stamped

before entering the institution. U.S Attorneys and Federal Public Defenders may, in lieu of a bar card and picture ID, present an official picture identification. They will be required to sign the official log. They are not required to pass through the metal detector.

d. A copy of attorney visits will be kept in the inmate's central file. In order to be considered a legal visit, the attorney must present photo identification and confirmation of attorney status.

e. Normally, exchange or delivery of legal documents between an inmate and an attorney must occur through the U.S. Mail rather than through visitation. However, attorneys are permitted to bring reasonable amounts of legal documents into the institution for review with an inmate. The amount of legal material will be approved on a case-by-case basis. The Front Lobby Officer will make the initial determination. If necessary, the Supervisory Attorney may be consulted when available. If the Supervisory Attorney is not available, the Front Lobby officer will consult with the Duty Officer and/or the Lieutenant's Office.

Any legal documents brought in by an attorney are subject to visual inspection for contraband by the Front Lobby Officer, but ordinarily staff will not read the materials.

An inmate may bring a **limited** amount of legal materials from his unit to the Visiting Room to review with his attorney. The amount of materials must be approved, in writing, by the inmate's Unit Team. The Visiting Room Officer will visually inspect the documents to verify they are limited to legal materials and include no prohibited items upon entering and exiting the Visiting Room. They will immediately notify the Operations Lieutenant if any discrepancies are noted.

Once the legal visit has concluded, the Visiting Room Officer will visually inspect the inmate's legal material to ensure that contraband is not present. If inspection reveals no concerns, the Visiting Room Officer will give the legal materials to the inmate to return to his unit. Items that cannot be thoroughly searched (e.g., padded envelopes or hard-cover books) will not be allowed to enter or leave the Visiting Room.

f. Recording devices, video equipment, and cameras will not be allowed in the Visiting Room without advanced written approval from the Warden. If such permission is granted, the institution's Legal department will be notified and available for consultation. A member of the Unit Team will visually monitor

the visit.

g. Non-attorney legal representatives such as law clerks, paralegals, and interpreters must receive prior approval to participate in legal visits, regardless if accompanied by an attorney. Attorneys desiring legal representative's participation in legal visits are responsible for submitting a completed Application to Enter Institution as Representative form to the inmate's Unit Team. These forms may be obtained from the inmate's Unit Team or by contacting the Legal department.

(1) Original signatures are required for processing and hand-delivered applications are not ordinarily accepted.

(2) Review of properly submitted applications will ordinarily be completed within one week from the day after the date of receipt. Unit Team staff will notify the affected inmate when the request for a legal representative is approved.

17. LAW ENFORCEMENT INTERVIEWS. Ordinarily, the Special Investigative Agent (SIA) and/or the Criminal Investigator will approve and coordinate all interviews between law enforcement agencies and inmates. In the absence of the SIA or Criminal Investigator, the Special Investigative Supervisor (SIS) will assume this function. The purpose is to acquaint institution officials with any new developments in an inmate's situation that might jeopardize the safety and security of the institution. The completed form will be sent to the Captain for review, who will forward it to the Associate Warden (C) for final review. It will then be sent to the SIA for filing.

18. VISITS TO INMATES NOT IN REGULAR POPULATION STATUS.

a. Inmates in Special Housing Unit Detention/Segregation Status: Inmates in Detention/Segregation status and their visitors will be required to be seated in the area adjacent to the officer's station in the Visiting Room. Inmates will be required to wear the Special Housing Unit clothing issued to them. Visiting for these inmates will terminate at 3:00 p.m. to allow time to process the inmates back to the Special Housing Unit. (The non-contact areas of the Visiting Room will be used on a case-by-case basis.) Visiting Room Officers will ensure SENTRY and/or the SHU locator are checked for separatees prior to escorting Special Housing Unit inmates into the contact Visiting Room.

b. Outside Hospital Visits: Visiting privileges will not be authorized for the inmate patient unless approved in advance by the Warden. If visiting is approved, the following guidelines

will be adhered to:

- (1) The Unit Team will prepare an approved list of visitors for each inmate patient.
- (2) Prior to the inmate receiving a visit, the visitor's name, address, date, and time each visit will take place will be provided to the staff supervising the inmate in the outside hospital.
- (3) The staff supervising the inmate in the outside hospital will verify the visitor's identity at the time of the visit. The inmate will only be allowed one visitor in the room during the visit.
- (4) When the visitor enters the inmate's room, the staff member will advise the visitor of proper visiting procedures. Visitors will be screened with a hand-held metal detector. The staff supervising the inmate will place all purses and handbags in the inmate's hospital room closet or locker. The inmate patient will never have access to the visitor's purse or bags. The visitor may retrieve his/her belongings just prior to departure from the hospital room.
- (5) All inmate visitors will adhere to hospital visiting regulations and hours.
- (6) Visitors will not use the bathroom in the inmate patient's room.
- (7) Visitors/walk-ins will not be authorized to visit the inmate patient unless prior approval has been given by the Warden. In the event an unauthorized visitor appears at the hospital demanding a visit, the individual will be referred to the institution. The Captain and hospital security will be notified.

19. PREPARATION OF VISITING LISTS. The Correctional Counselor will be responsible for approving the proposed visiting list the inmate submits and for preparing all documents required. The Correctional Counselor will complete and sign the inmate's visiting list. It will be copied and filed in the visitation computer in the Front Lobby, with a copy going to the inmate. This should ordinarily be accomplished within the first five days after the inmate's arrival. The Correctional Counselor will also be responsible for additions to the visiting list, filing the updated list, and destroying the old list. All additions will be typed on the original form and initialed by the person making the

correction. The Correctional Counselor will provide the inmate a copy of the visiting regulations during the Admissions and Orientation period. Unless unusual circumstances exist, an inmate transferred from another Federal Bureau of Prisons institution will not need to have his visitors already on the visiting list approved a second time.

The Unit Team shall notify the inmate of each approval or disapproval of a requested person. **The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the visiting guidelines.**

20. VISITOR DRESS. The Front Lobby Officer will ensure all visitors are appropriately dressed. Visitors will dress appropriately and avoid clothing styles that are suggestive. See through garments, sleeveless tops, overly tight fitting clothes, plunging necklines, or garments that expose private parts of the body will not be permitted to be worn in the Visiting Room. Skirts, shorts, culottes, and dresses will not be higher than two inches above the top of the knee. Halter tops, wrap-around skirts, spandex, caps, hats, and clothing with logos that may indicate gang affiliation or bathing-suit type attire will not be permitted. Provocative attire worn by men or women is reason to deny visiting. A visit may be terminated in order to maintain good taste and consideration for others. No grey sweat clothes, khaki clothing similar to inmate attire, or camouflage clothing is to be worn by visitors inside the Visiting Room. Female visitors should avoid wearing underwire bras since they may not clear the metal detector. If they cannot clear the metal detector, entrance will be denied. Visitors may not remove undergarments to clear the metal detector.

The Front Lobby Officer will notify the Operations Lieutenant of any potential visitor considered not to be appropriately dressed. The Lieutenant and/or IDO will proceed to the Front Lobby area and determine whether the visitor is dressed appropriately. When a visit is not allowed, the Operations Lieutenant will document the reason(s) in the Lieutenant's Log.

21. PERSONAL BELONGINGS. Cellular phones, pagers, or any other electronic devices will not be allowed into the Visiting Room at any time. **Visitors' personal property which will be allowed into the Visiting Room is as follows:**

- a. Change purse (clear)
- b. Money (\$30.00 maximum, with no bill denomination over \$5.00)
- c. Comb/hair brush

- d. Empty baby bottles (must be clear plastic)
- e. Diapers (reasonable amount), baby powder, ointment, diaper wipes (in a clear container)
- f. Commercially sealed, prepackaged baby food (not to exceed 6 sealed containers)
- g. Baby clothes (one set) and one small blanket
- h. Life maintenance medications (i.e., heart, epileptic, etc.) Diabetic medication and syringes are not considered life maintenance medications. Life maintenance medications must be maintained at the Visiting Room Officers' station throughout the visit.
- i. Jewelry worn in by the visitor (not excessive)
- j. Sweater/light jacket
- k. Reasonable amount of feminine hygiene items
- l. One (1) vehicle key (no car alarms or remote controls)

All other items will be placed in lockers provided for visitors located in the front reception area or secured in the visitor's vehicle. Electronic items (i.e., cellular phones, pagers, etc.) may not be stored in the Visitors' lockers. They must be left in the Visitor's vehicle.

22. SEARCHING VISITORS. Visitors are subject to search and, under certain circumstances, to be detained and/or arrested. Reference is made to Program Statement 5510.09, Searching and Detaining or Arresting Persons Other than Inmates. It is the responsibility of the Front Lobby Officer to search items of personal property prior to admittance to the Visiting Room, and to ensure that all visitors pass through the metal detector and the ION Drug Detection Scanner just prior to admittance to the Visiting Room. Failure to successfully clear through the metal detector or the ION Drug Detection Scanner will warrant denial of the visiting privilege. On occasion, a hand-held metal detector may be used to isolate a specific area. Staff will consult the IDO or the Operations Lieutenant prior to using the hand-held metal detector to screen visitors. If a visitor fails to clear the metal detector, hand-held metal detector, and/or ION scan, the Duty Officer will notify the visitor the visit is denied.

Visitors who arrive in a wheelchair or with prosthetic devices will be expected to submit to a thorough search. Every reasonable effort will be made to search the visitor in a sensitive and professional manner. Visitors may be required to show proof from a medical doctor of internal devices (i.e., pacemaker, steel pins, steel plates etc.). If there are any concerns or questions regarding this procedure, the Institution Duty Officer will be contacted immediately to assist in processing visitors with disabilities.

23. RECORD OF VISITORS. The Front Lobby Officer will ensure all visitors read and sign the Notification to Visitor form (BP-224(52)) and sign the Inmate Visitor's Log Book. This will ensure all visiting is recorded and a file is maintained on all visitors. The visitor will complete the Notification to Visitor form in the lobby and the escorting officer will carry it to the Visiting Room. The Visiting Room Officer will forward the completed BP-224's to the Captain's Office. The Visiting Room Officer will maintain a daily log of all visits.

24. INMATE NOTIFICATION AND IDENTIFICATION. Once the visitor has entered the Visiting Room, the Visiting Room #1 Officer will contact the inmate's work detail supervisor or housing unit officer and inform them of the visit. The inmate will then proceed to the Visiting Room. Upon arrival, he must present his inmate identification card to the officer.

25. INMATE VISITING ATTIRE. Inmates must wear institution clothing when participating in the visiting program. Inmates will dress in clean clothing that is in good repair and in good taste. Inmates will wear the white, soft shoes issued by the Laundry Department, specifically for wear into the Visiting Room. Hats and sunglasses are not approved for wear with the exception of religious headgear and prescription sunglasses. The only jewelry inmates are permitted to wear into the Visiting Room are wedding bands and religious medallions. Any other jewelry, including watches, will be secured in the inmate's unit before leaving for the Visiting Room. Inmates will be permitted to bring one comb and one handkerchief into the Visiting Room. Visiting Room Officers will document all items carried into the Visiting Room by an inmate, and ensure only/all of those items remain in the inmate's possession upon exiting the Visiting Room.

26. DETAINING VISITORS. Only the Warden, or an authorized designee, can authorize detaining visitors when there is probable cause to believe they are involved in a serious violation of visiting regulations constituting a violation of the law. An individual is not ordinarily detained for conduct which poses little or no threat to the security or orderly running of the institution (i.e., being under the influence of intoxicants or drugs, etc.)

27. SUPERVISION OF THE VISITING ROOM.

a. It is the Visiting Room Officer's responsibility to ensure the Visiting Room regulations are followed as outlined in this supplement and the visits are conducted in a quiet, orderly, and dignified manner. Direct observation of the visits is not required at all times, but the officers will move about the area and constantly observe the general visiting area to prevent the passage of contraband. Inspections should determine that the visits are being conducted in an acceptable manner to ensure the security and orderly running of the institution. Inmates are not allowed to visit with other inmates and/or other inmates' visitors.

b. A search of each inmate is required at the beginning and at the end of a visit. Pat searches will be performed on all inmates prior to entrance into the Visiting Room. A visual search shall be performed on all inmates prior to leaving the Visiting Room. Searches shall be conducted by staff of the same gender as the inmate, except in circumstances when a delay would mean the likely loss of contraband. They will be conducted out of view of visitors and in privacy. All searches shall be recorded in a visual search log book located in the inmate processing area. Inmates visiting in non-contact visiting area may be visually searched if staff reasonably believe the inmate is attempting to conceal something. Any inmate visiting in the non-contact area who is assigned to the Special Housing Unit will be visually searched immediately upon return to that unit.

c. In no instance shall the Visiting Room Officer accept articles or gifts of any kind for an inmate. Inmates shall not give visitors hobby craft, art items, etc.

d. Restroom facilities for visitors are located inside the Visiting Room. Visitors' restrooms will remain locked through the course of visiting. In the event a visitor requests to use the restroom, staff will unlock the restroom only during use. Staff will immediately search the restroom for contraband and security purposes as the visitor departs, and re-secure the door. Inmates, under direct visual supervision of the Visiting Room Officer, will use the restroom located in the Shakedown Room. Inmates will receive a thorough pat search prior to being allowed to use this restroom.

e. Visitors are not permitted to take anything from, or give anything to an inmate in the visiting area.

f. Staff shall permit limited physical contact, such as handshaking, embracing, and kissing between an inmate and a visitor, unless there is clean and convincing evidence that such contact would jeopardize the safety or security of the institution. Where contact visiting is provided, handshaking, embracing, and kissing are ordinarily permitted within the bounds of good taste and only at the beginning and at the end of the visit. Staff may limit physical contact to minimize opportunity for the introduction of contraband and to maintain the orderly operation of the visiting area.

28. PENALTY FOR VISITING ROOM VIOLATIONS. All inmates are to be aware of the rules and regulations and the consequences for violating those regulations. Inmates are responsible for providing each of their visitors a copy of the visiting rules and regulations brochure. Any act or effort to violate the visiting guidelines of the institution may result in disciplinary action against the inmate, which may include the denial of future visits. In the case of criminal violations, prosecution may be initiated against the visitor and the inmate.

Stan Yates, Warden

DISTRIBUTION: Executive Staff
Regional Office
Department Heads
Inmate Law Library

VISITOR GUIDELINES FOR USP COLEMAN

VISITING DAYS: Friday, Saturday, Sunday, Monday and federal holidays. Visitors must follow the ODD/EVEN visiting schedule for weekend visits unless prior authorization has been given for a special visit.

HOURS OF VISITATION: 8:00 a.m. to 3:00 p.m. Visitors will not be processed into the Visiting Room after 2:00 p.m. On weekends and federal holidays processing will cease between 9:30 a.m. and 10:20 a.m. in order to conduct an official count.

IDENTIFICATION OF VISITORS: Approved photo identification is required for visitors 16 years of age and older. A current state driver's license, state issued I.D. card, or government issued passport with photo are acceptable forms of identification. Birth certificates are not acceptable forms of identification. Persons without proper identification will not be permitted to visit.

PERMITTED ITEMS IN THE Visiting Room:

1. Change purse (clear)
2. Money (\$30.00 maximum, with no bill denomination over \$5.00)
3. Comb/hair brush
4. Empty baby bottles (must be clear plastic)
Diapers (reasonable amount), baby powder, ointment, diaper wipes (in a clear container)
5. Commercially sealed, prepackaged baby food (not to exceed 6 sealed containers)
6. Baby clothes (one set) and one small blanket
7. Life maintenance medications (i.e., heart, epileptic, etc.) Diabetic medication and syringes are not considered life maintenance medications. Life maintenance medications must be maintained at the Visiting Room Officers' station throughout the visit.
8. Jewelry worn in by the visitor (not excessive)
9. Sweater/light jacket
10. Reasonable amount of feminine hygiene items
11. One (1) vehicle key (no car alarms or remote controls)

ITEMS NOT PERMITTED:

1. Sunglasses, over the counter medications, cards, children's toys.
2. Chewing gum, candy, open containers of baby food, any form of makeup.
3. Photos, letters, pens, pencils, etc.

CLOTHING ATTIRE: Visitors will dress appropriately and avoid clothing styles that are suggestive. See-through garments, sleeveless tops, shorts, overly tight fitting clothes, plunging neck lines, or garments that expose private parts of the body will not be permitted to be worn in the Visiting Room. Skirts, culottes, shorts, and dresses will not be higher than two inches above the top of the knee. Halter tops, wrap-around skirts, spandex, caps, hats, and clothing with logos that may indicate gang affiliation or bathing-suit type attire will not be permitted. Provocative attire worn by men or women is reason to deny visiting. A visit may be terminated in order to maintain good taste and consideration for others. No grey sweat clothes, khaki clothing similar to inmate attire, or camouflage clothing is to be worn by visitors inside the Visiting Room. Women should avoid wearing underwire bras since they may not clear the metal detector. If they cannot clear the walk-thru metal detector, entrance will be denied. Visitors may not remove undergarments to clear the metal detector.

ENTRANCE PROCEDURES: All personal items will be secured in the visitor's vehicle, or in the event the visitor is dropped off, their belongings will be secured in the lockers in the front reception area. Electronic items (i.e., cellular phones, pagers, etc.) may not be stored in the Visitors' lockers. They must be left in the Visitor's vehicle. All visitors must successfully pass through the walk-through metal detector or they will be denied entry into the institution. An electronic drug detection system is in use - anyone testing positive for illegal substances will be denied entry into the facility.

The inmate is responsible for notifying the visitor of the approval or disapproval to visit, and is expected to provide the approved visitor with a copy of the visiting guidelines.