



U.S. Department of Justice  
Federal Bureau of Prisons  
United States Penitentiary  
Atwater, CA 95301

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# Institution Supplement

**OPI:** CORRECTIONAL  
SERVICES  
**NUMBER:** ATW 5267.08A  
**DATE:** May 12, 2006  
**SUBJECT:** VISITING REGULATIONS

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I. **PURPOSE:** To implement visiting regulations with specific rules and procedures governing inmate visiting at United States Penitentiary (USP) and Satellite Camp (SCP), Atwater, California. To encourage inmate visiting and provide a visiting area which is conducive to maintaining family and community relationships.

II. **DIRECTIVES AFFECTED:**

Directives Referenced: Program Statements 5267.08, Visiting Regulations, dated May 11, 2006.

Directives Rescinded: ATW 5267.07B 04/30/2004

III. **STANDARDS REFERENCED:** American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4500, 4-4501, 4-4503, and 4-4504.

IV. **RESPONSIBILITY:** The Captain is responsible for the appearance and operation of the Visiting Room. Visiting Room Officers are responsible for implementation of regulations. Lieutenants are responsible to ensure procedures are followed and to picture identify all remaining visitors at the conclusion of the visiting day. Unit Managers are responsible for maintaining, updating and processing all inmate visiting lists.

The Special Investigative Agent (SIA) is responsible for the Visiting Room Hot List and communicating and disseminating information to staff assigned to Visiting. The SIA is responsible for conducting and documenting required quarterly training in regards to interdiction activities. The Computer Services Manager is responsible for maintaining a frequent backup of the computer visiting program.

V. **VISITING LIST AND RECORD PROCEDURES**: The Unit Counselor will provide the USP/SCP inmate with a copy of the Visiting Guidelines (Attachment 1) on the institutions visiting procedures during intake screening. The inmate may submit an initial Inmate Proposed Visiting List (Attachment 2) to the Unit Counselor during the Admission and Orientation period. This visiting list will contain the names of immediate family members. The Unit Counselor will determine if the inmate knew proposed additional Visitors prior to incarceration. The inmate will be required to forward the visiting regulations and visitor information sheet to the proposed visitor(s).

The visitor information sheet with a signed release authorization form must be returned to the 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 National Crime Information Center (NCIC) inquiry. NCIC inquiries which result in denial of visitation will be retained in the FOI section of the inmate's central file with the visitor's information sheet.

The Unit Counselor will forward the Visitor Information Sheet with a signed release authorization form at government expense for any inmate found to be indigent, according to the Accounting Management Manual. Visiting Regulations have been incorporated in the Admission and Orientation Handbook. The handbook is provided to all inmates entering the facility.

**Inmates may only request changes to their Visiting List once per a three month period. Only the Unit Manager has the authority to authorize additional changes on a case by case basis.**

Record of Visitors: The Unit Counselor will prepare, in duplicate, a list of all visitors approved for regular visiting. A hard copy of the visiting list will be placed in the inmate's central file and in the Visiting Room. The Unit Counselor will notify the inmate of those visitors who have been approved or denied. The Unit Counselor will maintain and update the computerized record of visitors for each inmate as needed. A maximum of fifteen (15) visitors will be authorized on the inmate's visiting list.

The Front Lobby Officer will ensure all social visitors complete a Notification to Visitor form upon arrival. The Front Lobby Officer will advise every visitor of the prohibition against giving to, or receiving anything from, an inmate without approval from visiting staff.

The Front Lobby Officer will ensure all areas of the form are completed. The Front Lobby Officer will ensure every visitor signature is obtained in the Social Visitor's Log Book and the visitor records in the log when they conclude the visit.

- VI. **DISAPPROVED PROPOSED VISITORS:** Each proposed visitor with a prior criminal conviction will be reviewed by the Unit Manager, who will forward a recommendation to the Warden for final decision in granting visiting privileges. The Captain will be notified by the Unit Manager, in writing, of all such cases which are approved. The proposed Visitor will be denied should it be determined the inmate did not know the proposed Visitor prior to incarceration. The Unit Manager will review all such cases. Exceptions to this rule may be considered by the Unit Manager and forwarded to the Warden for approval.
- VII. **SPECIAL VISIT REQUIREMENTS:** Unit Managers are responsible for arranging and supervising special visits. Requests for a special visit will be routed through the Captain and Associate Warden (Programs) for review and approval by the Warden. Special visits may not be counted as regular visits. Unit staff are responsible for notifying the Institution Duty Officer (IDO), Operations Lieutenant, Front Entrance Officer and Visiting Room Officer, in writing, when special visits have been approved. Requests should be accomplished as far in advance of the special visit as possible. It is required that the inmate not be under a sanction of loss of visiting privileges. Sanctioned inmates will not be considered for a Special Visit.
- VIII. **MINISTER OF RECORD AND CLERGY VISITS:** The Chaplain will review and may approve a Minister of Record and Clergy to be added to an inmates Visiting List. The Chaplain will prepare and distribute a memorandum approved by the Associate Warden (Programs) for volunteers, religious groups, and special Clergy visits. All Clergy visits will be coordinated through Religious Services. A copy of this memorandum will be provided to the Lieutenants Office, IDO, Front Entrance, and Visiting Room Officer. When the Clergy arrives, he/she will be checked in as expeditiously as possible, utilizing the same procedures used for attorneys. The front entrance staff will be responsible for entering the visitor's information into the Visiting Program. Clergy visits, specifically those by the Minister of Record, will not count against the inmates monthly social visiting totals. Visits by clergy, other than the Minister of Record, will count against the monthly social visiting totals.

- IX. **HOSPITAL VISIT PROCEDURES:** Visiting for inmates hospitalized in the community, when approved, is restricted to the immediate family. The designated Unit Manager will be responsible for notification of approved or denied hospital visit. Inmates with medical conditions which would prevent visits, as outlined in the community hospital standards, will not be approved. The Unit Manager will obtain and follow the general visiting policy of that hospital. Hospital visits will be limited to one hour. The IDO will be present for the duration of the visit and will ensure the Notification to Visitor form (BP-224) is completed. Searching of visitors policy will be followed for hospital visits (i.e., hand held metal detector scan and personal property search).
- X. **NON-CONTACT VISITING AREA:** Unit 1B, Administrative Detention, and Disciplinary Segregation inmates will be limited to non-contact visits. Non-contact visits will be limited to two visitors per visit. The Operations Lieutenant will be notified when an inmate in the Special Housing Unit (SHU) has a visit. All Non-contact visits will be limited to one hour. Unit 1B inmates will be visually searched and scanned with metal detector after a visit.
- SHU inmates will be placed in ambulatory restraints for the duration of the visit. Inmates will be visually searched and scanned with a metal detector before exiting the SHU. The SHU inmate will be visually searched and scanned with a hand-held metal detector in the visiting search area before returning to SHU. SHU entrance procedures will require the inmate be visually searched and screened with a hand-held metal detector again upon entering SHU.
- XI. **HOLDOVER VISITING PROCEDURES:** Inmates on holdover status may visit in accordance with the procedures for general population inmates. Holdover visiting lists will be limited to the immediate family of the inmate visits and only those individuals whose identity and relationship can be verified through available documentation (i.e., visiting list from sending institution, etc). Ordinarily, approval will occur within seven days.
- XII. **DIRECTIONS AND VISITING ROOM HOURS:** United States Penitentiary, Atwater is located at 1 Federal Way, Atwater, California, 95301. The telephone number is 209-386-2621. From the North, visitors will exit Highway 99 at Buhach and turn left. Continuing on Buhach visitors will turn right on Santa Fe. Proceed on Santa Fe to Fox Rd and turn left. Continue to Federal Way and turn left. From the South, visitors will exit Highway 99 at "R"

Street and turn right. Proceed on "R" St. to Santa Fe and turn left. Follow Santa Fe to Fox Road and turn right. Continue on Fox Rd to Federal Way and turn left. Arrival at the institution parking lot prior to 8:15 a.m. is prohibited. As a reminder, person(s) not permitted to visit, may not remain in the institution or the institution parking lot. Information about taxi service in the Merced, California area is available by calling 209-722-8294. Information about Bus service is available from Greyhound Lines at 800-231-2222. Information about Train service is available from AMTRAK at 800-872-7245.

USP Visiting - USP Visiting hours are 8:30 a.m. to 3:00 p.m. on Friday, Saturday, Sundays, and Federal Holidays. The processing of visitors will begin at 8:15 a.m. The visiting room is normally closed Monday through Thursday. No visitors will be processed after 2:00 p.m. SHU inmate visiting hours are from 8:30 a.m. to 2:30 p.m. SHU inmate visitors will not be processed after 1:30 p.m.

SCP Visiting - SPC visiting hours are 8:30 a.m. to 3:00 p.m. on Saturday, Sunday, and Federal Holidays. The processing of visitors will begin at 8:15 a.m. No visitors will be processed after 2:00 p.m.

A Visitor Denied Memorandum (Attachment 3) will be completed by the IDO or Lieutenant anytime a visitor is denied entry. In an attempt to provide equitable visiting on federal holidays, all holidays which would result in a four (4) day visiting weekend will be open to all inmates.

XIII. **VISITING LIMITATIONS:** A copy of the Visiting Guidelines should be sent by the inmate to each approved visitor. Additionally, the Visiting Rules and Regulations are provided to the visitors at the Front Lobby and Bureau of Prisons website ([www.bop.gov](http://www.bop.gov)). Inmates will be limited to three (3) approved adult visitors and (3) children (under the age of sixteen) at any one time.

Each USP inmate will be allotted 32 visiting point on the first day of each month. There is no point system for visiting at the SCP. One hour of weekday, weekend, and holiday visiting equals 1 point. Points will not carry over from one month to another. After a 15-minute grace period, any portion of an hour will count as a full hour for point computation. It is the responsibility of the inmate to assure points are available for any visit through the month.

Inmates entering the visiting area will be dressed in an institution issued yellow jumpsuit or prescribed institutional issued khaki shirt and khaki pants. Footwear will be provided by the institution (i.e., plastic sandal or boots, etc). Inmates will wear a t-shirt which has sleeves, underwear, and socks. All other attire will be prohibited (i.e., jackets, thermal underwear, sweat shirts, sweat pants, etc). Soft shoe requirements may only be approved by the Captain. SCP inmates will wear the prescribed institutional issued shirt and pants. SCP inmates will wear a t-shirt, underwear, and socks. Inmates may carry the following items into the Visiting Room:

- Commissary Card
- One wedding band (no stone)
- One approved religious medallion (with chain)
- Religious headgear
- Prescription eyeglasses.

All items taken into the Visiting Room will be inventoried, by staff, and the same items must leave the Visiting Room with the inmate. Unit Team may approve inmates to bring legal material into the Visiting Room for a legal visit only. This material will be inspected by the Visiting Room Officer for contraband. Visitors are not authorized to give anything to an inmate.

USP inmates will may only use the inmate restroom located in the Visual Search Room. Each USP inmate entering and exiting the visiting area must be searched visually, to include anytime the restroom is used. Additionally, after having contact with the public, each USP inmate exiting the Visiting Room will be screened with a metal detector. Visual searches will be conducted by a staff member of the same sex as the inmate. SCP inmates will be visually searched on a random basis.

XIV. **VISITING ROOM CAPACITY:** The visiting room capacity is 100 persons. The visiting room capacity will be monitored by the Visiting Room Officer and when the capacity has been reached, termination of visits will begin. The visits will be terminated based on the distance a visitor has driven, and the length of time the visitor has been in the visiting room. The IDO, or in their absence, the Operations Lieutenant will make the determination as to which visits will be terminated. This will be documented in the Lieutenants' Log and will be supported by a memorandum to the Captain. In special circumstances, space permitting, the IDO, in consultation with the Operations Lieutenant, has the authority to permit additional persons, who are on the approved

visiting list, if they have traveled a long distance. Visitors under 16 years of age must be accompanied by a responsible adult, who is also on the approved visiting list.

- XV. **VISITOR AUTHORIZED ITEMS AND CHILDREN:** Items of personal property may be required to be returned to the visitor's vehicle, prior to entering the institution. If a visitor was dropped off and does not have a vehicle, items not allowed in the visiting room may be placed in a locker. Items to be placed in a locker are subject to a thorough search by staff. Refusal to allow staff to search the items will result in the visit being denied. A Visitor Denied Memorandum will be completed.

Vehicles and Parking: Large vehicles (i.e., campers, mobile recreational vehicles, tractor trailers, etc) are prohibited from being parked on the institution grounds or parking lot at any time. Violators maybe subject to towing, at the owner's expense. If a visitor has to leave the approved visiting area for any reason, the visit will be terminated. Loitering by visitors in the institution parking lot, or on institution grounds, is not permitted. All authorized items entering the visiting room must be carried in a clear plastic container. Only the following articles are authorized to be carried into the institution by visitors:

- One clear plastic change purse, 8 inches in length and width or less.
- Change to be used for vending, no more than \$20.00.
- Photo identification.
- Essential medication will be limited to the amount needed during the visiting period, and will be controlled by the Visiting Room Officer.
- Visitors will be allowed to wear Religious headgear, only after it has been searched.

Special Rules for Children: Children must be the son, daughter, brother, or sister of the visitor or inmate. Visitors will be responsible for keeping their children in their company and under control within the bounds of the visiting area. The following items will be permitted, per child, when infants are visiting:

- Two (2) Diapers.
- One (1) package of baby wipes (Unopened).
- One (1) change of infant clothing.

- Two (2) clear baby bottles with contents.
- Two (2) small jars of baby food (Unopened).
- One (1) receiving blanket.
- One (1) clear drinking cup.
- One (1) Clear plastic diaper bag approximately 12 inches long and 12 inches wide.

All items will be subject to search at any time by the Visiting Room Staff. All baby items will be held by Visiting Room Officer when not in use. Procedures for Child Areas: The designated child area located in the visiting room is out of bounds for inmates. The visitor is responsible for the child. The child area room capacity is 12 children.

- XVI. **VISITOR ATTIRE**: Visitors will be expected to wear clothing which is within the bounds of good taste. Visitors will not be allowed to wear low-cut or see-through clothing, tube tops, tank tops, backless clothing, camouflage, khaki, orange, or green-colored clothing. Dresses with slits above the bend of the knee are not authorized. Dresses and skirts will not be allowed if the hemline is above the bend of the knee. Any other apparel of a suggestive or revealing nature (i.e., skin tight clothing, mini skirts, short culottes or sleeveless clothing, etc) is not authorized. Female visitors will be required to wear all appropriate undergarments. The IDO or Operations Lieutenant will be consulted prior to denying a visitor entry because of attire.
- XVII. **IDENTIFICATION REQUIREMENTS**: All visitors, with the exception of children under sixteen years, must display a valid photo identification (i.e., valid driver's license, valid state identification card, a valid/current passport) before being permitted into the institution. Visitors under the age of 16, and accompanied by a parent or legal guardian are exempt from this requirement.
- XVIII. **VISITING ROOM CONDUCT**: It is the responsibility of the inmate to ensure all visits are conducted in a quiet, orderly, and dignified manner. Inappropriate conduct during a visit may result in the termination of the visit. All inmate visitors arriving in the Visiting Room will report to the Visiting Room Officer for processing, and seating assignment. Inmates entering the Visiting Room will report to the Visiting Room Officer and check in. Inmates and visitors are not allowed to move freely inside the visiting area. The vending machines and surrounding area is off limits to inmates at all times. Only visitors may utilize the vending area, then return to their seat. All food items purchased from the vending



machines must be consumed prior to visitors departing the visiting room. Inmates are not allowed to take any food items back to their housing unit. Physical contact is limited to handshaking, embracing and a kiss between the inmate and his visitor(s) upon the initial arrival, and again at the completion of the visit.

- XIX. **TERMINATION OF VISITING:** The IDO, in consultation with the Operations Lieutenant, has the authority to prohibit or terminate any visit for reasons of improper conduct or failure to comply with visiting regulations on the part of the inmate or the visitor. Only the IDO or Operations Lieutenant are authorized to terminate visits to relieve overcrowding, or during an emergency situation. The Visiting Room Officer will advise the Operations Lieutenant when these circumstances exist. The IDO will assume responsibility for notifying visitors of termination of their visit.

**The Visiting Room Officer will positively picture identified the inmate before the visitor(s) depart the Visiting Room.**

- XX. **OFFICIAL COUNTS:** During official counts, inmates and visitors will be separated. Inmates will stand on the opposite side of the Visiting Room for count. The inmates will be picture identified by the Visiting Room Officer and counted. Visitors will not be authorized to depart during an official count.
- XXI. **PRISONER VISITATION AND SUPPORT:** Prisoner Visitation and Support (PVS) visits will not denied without the Captain's prior approval. The Executive Assistant will be responsible for the scheduling of all PVS visits and will make all necessary notification.
- XXII. **Office of Primary Responsibility:** Correctional Services

Approved:

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D. Smith, Warden

Attachment 1

**UNITED STATES PENITENTIARY, ATWATER  
VISITING GUIDELINES**

The following is an outline of the guidelines governing visiting at the United States Penitentiary and Satellite Camp, Atwater. Visiting guidelines are provided to visitors at the Front Lobby and Bureau of Prisons website ([www.bop.gov](http://www.bop.gov)). Inmates are limited to three adult and three children visitors at one time.

**Address and Directions:** USP Atwater is located at 1 Federal Way, Atwater, CA 95301. The telephone number is (209)386-4621. From the North, visitors will exit Highway 99 at Buhach and turn left. Continuing on Buhach visitors will turn right on Santa Fe. Proceed on Santa Fe to Fox Rd and turn left. Continue to Federal Way and turn left. From the South, visitors will exit Highway 99 at "R" Street and turn right. Proceed on "R" St. to Santa Fe and turn left. Follow Santa Fe to Fox Rd. and turn right. Continue on Fox Rd to Federal Way and turn left.

**Local Transportation:** Taxi in the Merced area: (209)722-8294. Bus service from Greyhound Lines: (800)231-2222. Train service AMTRAK: (800)872-7245

**Days and Hours of Visitation:** Arrival at the institution parking lot prior to 8:15 a.m. is prohibited. USP Visiting hours are 8:30 a.m. to 3:00 p.m. on Friday, Saturday, Sundays, and Federal Holidays. The processing of visitors will begin at 8:15 a.m. The visiting room is normally closed Monday through Thursday. No visitors will be processed after 2:00 p.m. SHU inmate visiting hours are from 8:30 a.m. to 2:30 p.m. SHU inmate visitors will not be processed after 1:30 p.m. SPC visiting hours are 8:30 a.m. to 3:00 p.m. on Saturday, Sunday, and Federal Holidays. The processing of visitors will begin at 8:15 a.m. No visitors will be processed after 2:00 p.m.

**Dress Code:** Visitors will be expected to wear clothing which is within the bounds of good taste. Visitors will not be allowed to wear low-cut or see-through clothing, tube tops, tank tops, shorts, backless clothing, camouflage, khaki, orange, or green-colored clothing. Dresses with slits above the bend of the knee are not authorized. Dresses and skirts will not be allowed if the hemline is above the bend of the knee. Any other apparel of a suggestive or revealing nature (i.e., skin tight clothing, mini skirts, short culottes or sleeveless clothing, etc) is not authorized. Female visitors will be required to wear all appropriate undergarments.

**Identification Requirements:** All visitors, with the exception of children under sixteen years, must display a valid photo identification (i.e., valid driver's license, valid state identification card, a valid/current passport) before being permitted into the institution. Visitors under the age of 16, and accompanied by a parent or legal guardian are exempt from this requirement. Person(s) not permitted to visit, may not remain in the institution or the institution parking lot.

**Authorized Items in Visiting:** Visitors are not authorized to give anything to an inmate. Articles authorized to be carried into the institution by visitors: One clear plastic change purse 8 inches in length and width or less; Change for vending is limit \$20.00; Photo identification; Essential medication limited to the amount needed during the visiting period; Religious headgear. All authorized items entering the visiting room must be carried in a clear plastic container. **18 U.S.C. 1791, which provides a penalty of imprisonment for not more than twenty years, a fine, or both for providing or attempting to provide to an inmate anything whatsoever without the knowledge and consent of the Warden.**

**Special Rules for Children:** Children under the age of 16 will not be allowed entry into the institution to visit unless they are accompanied by an adult visitor. Adult visitors will be responsible for the conduct of children under their supervision. This includes keeping them within the authorized visiting areas. Inmates and visitors will be responsible for keeping their children quiet so as not to disrupt others. The following items will be permitted, per child, when infants are visiting: Two Diapers; One package of baby wipes (Unopened); One change of infant clothing; Two clear baby bottles with contents; Two small jars of baby food (Unopened); One receiving blanket; One clear drinking cup; One Clear plastic diaper bag approximately 12 inches long and 12 inches wide.

**Special Visit Requirements:** The Warden may authorize special visits to accommodate a unique circumstances (e.g., a person traveling a long distance, visiting a hospitalized inmate). Special visits are not counted as regular visits. Requests should be accomplished as far in advance of the special visit as possible.

**Parking:** No parking is allowed on the roadway leading to the institution. Visitors are directed to the back of the parking lot where visitor parking is located. Designated Handicap parking is available. No occupants may remain in parked cars. Non-visitors must leave the institution grounds and may return to pick up the visitors at a prearranged time. Large vehicles (i.e., campers, mobile recreational vehicles, tractor trailers, etc) are prohibited from being parked on the institution grounds or parking lot at any time. Violators maybe subject to towing, at the owner's expense. When you have parked your car, make sure it is locked and the windows are closed.

**PROCESSING:** Visitors and belongings entering the institution are subject to search. Anyone refusing a search will be refused entry. Visitors are required to pass through a walk-through metal detector without activation. Please refrain from wearing clothing with metal content. Visiting areas are subject to video monitoring.

Attachment 2

**UNITED STATES PENITENTIARY, ATWATER  
 INMATE PROPOSED VISITING LIST**

**NAME:** \_\_\_\_\_  
**PRINT CLEARLY** LAST FIRST MIDDLE

**REGISTER NUMBER:** \_\_\_\_\_ **UNIT:** \_\_\_\_\_

Any visitor with a criminal record must have prior written approval from the Warden. Complete each space giving the information required. If a brother or sister is married, give both names. If you do not know an address, give at least the city and state.

RELATIONSHIP	NAME OF VISITOR	AGE	ADDRESS/TELEPHONE NUMBER
FATHER			
MOTHER			
STEP FATHER			
STEP MOTHER			
WIFE			
CHILD			
CHILD			
CHILD			
BROTHER			
BROTHER			
BROTHER			
SISTER			
SISTER			
SISTER			
CLERGY			
MINISTER OF RECORD			
FRIEND			
FRIEND			
FRIEND			
FRIEND			
FRIEND			

\_\_\_\_\_  
 PRINTED NAME AND TITLE OF STAFF MEMBER

\_\_\_\_\_  
 SIGNATURE OF STAFF MEMBER

\_\_\_\_\_  
 INMATE SIGNATURE

**UNITED STATES PENITENTIARY, ATWATER  
VISITOR DENIED MEMORANDUM**

**DATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ (IDO or Lieutenant only)

**SUBJECT:** Visitor Denial

**TO:** Captain

On the above date, at \_\_\_\_\_ (am/pm), the following visitor(S) was denied entrance to visit the inmate named below:

Visitor : \_\_\_\_\_

Visitor : \_\_\_\_\_

Visitor : \_\_\_\_\_

Visitor : \_\_\_\_\_

INMATE TO BE VISITED NAME	REGISTER NUMBER

**Reason for denial (check one) :**

- Improper or no Identification
- Not on inmate's visiting list
- Under age or without parent/guardian
- Other \_\_\_\_\_

Comments: