



United States Department of Justice
Federal Bureau of Prisons
United States Penitentiary Hazelton
Bruceeton Mills, West Virginia

Institution Supplement

OPI: Correctional Services
NUMBER: HAZ 5267.07B
DATE: November 7, 2007
SUBJECT: USP Hazelton Visiting
Regulations

1. **PURPOSE AND SCOPE:** The purpose of this institution supplement is to establish visiting procedures at the United States Penitentiary Hazelton (USP), the Satellite Prison Camp (SCP), and the Secure Female Facility Hazelton (SFF).
 2. **PROGRAM OBJECTIVES:** The expected results of this program are:
 - a. To provide all inmates an opportunity for visits by family, friends, and community groups consistent with the security and orderly running of the institution.
 - b. To establish an appropriate visiting schedule.
 - c. To maintain a record of visitors for all inmates.
 - d. To establish procedures to monitor all visiting areas, to prevent the introduction of contraband, and to ensure the security and good order of the institution.
 3. **DIRECTIVES AFFECTED:**
 - a. **Directives Rescinded:** Institution Supplement 5267.07, Visiting Regulations, dated February 1, 2005. Institution Supplement 5267.07A, Visiting Regulations, dated March 28, 2007.
 - b. **Directives Referenced:** Program Statement 5267.07, Visiting Regulations, dated April 14, 2003.
 4. **STANDARDS REFERENCED:**
 - a. American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4149, 4-4255, 4-4440, 4-4441, 4-4441-1, 4-4442, 4-4443, 4-4445, 4-4446.
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Distribution: Executive Staff, Department Heads, AFGE, Lieutenant's Office, Inmate Law Library, LAN Common Directory, Central Reference Library, Master File

5. PROCEDURES:

- a. The following procedures are in effect at the United States Penitentiary Hazelton and the Secure Female Facility Hazelton regulating inmate visiting.
- b. Visiting Facilities: All regular visits will be held in the Visiting Room. Processing of visitors will stop one hour prior to the closing of the Visiting Room. Visitors are discouraged from arriving prior to 8:00 a.m., for daytime visiting, and 4:30 p.m., for evening visiting. Processing of visitors will normally begin no earlier than 8:00 a.m. and 4:30 p.m., on the appropriate visiting days.
- c. Attorney Visits: Attorneys are encouraged to visit during regular visiting hours. Attorneys must show a valid bar card or other suitable professional identification, and pass through the metal detector before entry. Attorneys' briefcases and papers being introduced into the USP and SFF will be searched for contraband by use of the X-ray machines located in the USP and SFF Front Lobbies respectively. Attorneys' briefcases and papers being introduced into the Satellite Camp (SCP) will be hand searched for contraband. The use of cameras or recording equipment without the written consent of the Warden is prohibited.

All attorney visits for the USP, SFF, and SCP will be scheduled through the appropriate Unit Team and monitored by Unit Staff. The attorney and his/her client will be afforded privacy in the attorney room located inside the USP or SFF Visiting Room. At the SCP, all attorney visits will be afforded privacy in the Camp Conference Room during visitation hours. On non-visiting days all attorney visits will be conducted in the SCP Visiting Room. USP and SFF attorney visits scheduled during normal visiting will be monitored by the Visiting Room staff. Visits scheduled during non-visiting hours will ordinarily be supervised by Unit Management staff.

If the attorney rooms are in use, the attorney is to be offered the opportunity to reschedule the visit when a more private area is available. If it becomes necessary for the inmate to bring pertinent legal material into the Visiting Room, Unit Staff will bring the materials into the Visiting Room.

d. Authorized Visitors:

- (1) USP/SFF: Upon arrival, each inmate may complete and submit

to their Unit Team, a List of Requested Visitors (Attachment A), for members of their immediate family. Immediate family members will be allowed to visit for thirty (30) days pending the outcome of their background investigation to determine their criminal history. A finalized list will be prepared and forwarded to the Visiting Room and entered into the Web Visiting Program by unit staff, following the investigation of the visitors. Unit staff will maintain hard copies in the inmate's Central File and the Visiting Room file cabinet.

Visitors who are not immediate family members must submit a new Visitor Information Form allowing a new background check if the one on file is more than one (1) year old. These individuals will not be considered for approval until a new form has been received and the background check has been updated.

- (2) SCP: Upon arrival, each inmate may complete and submit to their Unit Team a List of Requested Visitors for members of their immediate family. Immediate family members will be allowed to visit. During Admissions and Orientation, each inmate will complete and submit to their Unit Team a List of Requested Visitors. A background investigation will be conducted on these visitors. A finalized list will be prepared and forwarded to the Visiting Room and entered into the Web Visiting program by Unit Staff, following investigation of the visitors. Unit staff will maintain a hard copy in the inmate's central file. The Unit Staff will coordinate with the Visiting Room Staff to ensure that a hard copy is maintained in the Visiting Room file.

Visitors who are not immediate family members must submit a new Visitor Information Form, allowing a new background check, if the one on file is more than one (1) year old. These individuals will not be considered for approval until a new form has been received and the background check has been updated.

- (3) Once an inmate's visitors are approved, the inmate will be given a copy of the appropriate visiting regulations along with the list of approved visitors. It is the responsibility of the inmate to notify the visitors of approval/disapproval and to inform the visitors of the visiting guidelines.

Visitors with prior criminal convictions must be approved in writing by the Warden prior to being allowed to visit.

- (4) Procedures for approving exceptions to the prior

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relationship requirements:

- (a) Unit Counselors will require background information from all potential visitors who are not members of the inmate's immediate family before placing them on the inmate's approved visiting list. When little or no information is available on the inmate's potential visitor, visiting maybe denied pending receipt and review of necessary information, including information which is available about the inmate and/or the inmate's offense, including alleged offenses.
 - (b) The Visitor Information Form (BP-629) will be used to request background information and obtain the visitor's consent to release information. This form will be filed in section 2 of the Privacy Folder in the Inmate Central File.
 - (c) USP Hazelton and the Secure Female Facility will require background information on potential visitors who are not immediate family members. The Warden, or his designee, may make an exception to this procedure when warranted.
 - (d) 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 Warden, or his designee, will be the final approving authority. A copy of this approval will be forwarded to SIS.
- (4) Procedures for disapproving proposed visitors: If the background information reveals that visitation privileges for the individual would present security concerns or disrupt the orderly running of the institution, the Warden may deny visiting privileges. Documentation reflecting this decision should be maintained in section 2 of the Privacy Folder in the Inmate Central File.
- (5) Procedures for amending the visiting list: The visiting list may be amended by the inmate's submission of an Inmate Request to Staff Member form to his or her Unit Team indicating the desired change once every Ninety (90) days.

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e. Metal Detector/Drug Detector/X-ray Machines: All visitors entering the institution are required to pass through the metal detector located in the Front Lobby. All visitors are subject to random drug screening by use of the ION Scan Drug Detector. All visitors' jackets will be scanned through the X-ray machine located in the Front Lobby at the USP or SFF. Any visitor refusing to submit to this procedure or who fails to pass the metal detector and/or drug detector will be denied access into the institution. The Operations Lieutenant will be contacted and it is his or her responsibility to inform the visitor that he or she will not be allowed into the institution. The Front Lobby Officer will generate a memorandum and submit it to SIS concerning any drug testing failure and attach the testing information from the ION Scan.

f. Visiting Schedule for the USP, SFF, and SCP: Visits are regularly scheduled from 8:00 a.m. to 3:00 p.m. on Saturday, Sunday, and federal holidays, and from 4:30 p.m. to 8:30 p.m. on Friday. Each inmate will receive twelve (12) visiting points per month. Visits conducted for Special Housing Unit (SHU) inmates will be completed one half hour prior to general population visits. Visiting points will be charged as follows:

Two (2) points per day - Saturdays, Sundays, and federal holidays.

One (1) point per day - Fridays

The maximum number of visitors an inmate may have at one time is six, including children. A maximum of four adult visitors will be allowed in at one time. Children age 16 and above will be counted as one adult visitor. Specific local visiting guidelines have been established for the USP, SFF, and SCP Hazelton and are contained in Attachment B, Visiting Regulations.

g. Visiting Files: Binders containing hard copies of the inmates' visiting lists, will be available to the Front Lobby Officer. Each Unit Team will ensure the binder for their respective unit is up to date. At the conclusion of visiting, these binders will be secured. At no time will staff allow inmates or visitors to view any visiting file.

h. Searches: All inmates entering the SCP Visiting Room will be pat searched and screened with a metal detector before entering the

Visiting Room. All inmates housed in SHU receiving visits will be given a visual search in SHU prior to entering the Visiting Room. All USP inmates will be visually searched prior to entering the Visiting Room with the exception of SHU inmates. All SHU inmates will be pat searched before departing the Visiting Room and visually searched on return to SHU, to include a new issue of clothing. All USP inmates will be visually searched prior to returning to the General Population. Periodic visual searches will be conducted at the SCP prior to inmates departing the Visiting Room.

- i. Food: Visitors are not permitted to bring food items into the institution. There are vending machines in the Visiting Rooms for use by the visitors. It is not permissible for inmates to accompany their visitors to the vending machine area of the Visiting Room. Inmates and visitors are not permitted to remove any vending items from the Visiting Room. Inmates are not permitted to handle any currency while in the Visiting Room.
- j. Restrooms: Mens' and Womens' restrooms are provided for visitors. Inmates will utilize the facilities located in the visual search room and all inmates will be pat searched prior to, and at the completion, of using the facilities. Inmates will be under constant supervision by the escorting staff while using the facilities.
- k. Inmate Identification: Staff will make positive identification of inmates arriving at the Visiting Room for visits, utilizing the inmate's identification card or a picture card from Control if their identification card is lost or stolen. Staff will keep the inmate's identification card until the visit is complete, to positively identify the inmate prior to the inmate returning to the compound.
- l. SHU Inmates: Inmates housed in SHU will receive No-Contact Visitation. These inmates have displayed behaviors which pose a threat to the secure and orderly running of the institution. Such reasons being assaultive behavior, protective custody (verified and unverified) and other actions which warrant placement in SHU. These inmates will visit in the No-Contact Visitation Rooms located in the Visiting Area. Each inmate will be allowed two visitors due to limited space in this area. The point system will still be in effect. There is a 30 minute time limit on visits which begins when the inmate is placed in the no-contact visiting area.

- m. Inmate Property allowed in the Visiting Room: Inmates will not take any property to a visit except one comb, one handkerchief, one plain wedding band, one plain neck chain with a religious medallion, prescription glasses (no sunglasses unless medically approved), commissary card, authorized headgear, and photo tickets. Watches are not allowed. If an inmate has property in his possession which is not authorized in the Visiting Room, the inmate will be instructed to return to his or her unit and secure the property before he is authorized to enter the Visiting Room. Items not authorized upon the inmate's departure will be considered contraband and confiscated. No items, other than exchanged clothing, will be stored in the search area.
- n. Proper Dress and Grooming for Inmates in the Visiting Room: Inmates at the USP, SCP, and SFF are required to wear institution-issued clothing (institution-issued pants and shirts at the USP, SFF, and SCP with Visiting Room-issued black, canvas shoes at the USP, or the assigned jump suits for inmates housed in SHU) during a visitation. Institutional clothing must be neat and clean in appearance. Shirts will be tucked into the trouser waistband at all times. Approved religious headgear (such as a Yarmulke) may be worn in the Visiting Room. All religious headgear will be inspected prior to, and at the completion, of the visit. Visits will not be permitted for those who are not properly groomed. Proper grooming requires that hair is neat and clean.
- o. Proper Dress for Visitors in the Visiting Room: Inmates are responsible for informing prospective visitors that dress should be within the bounds of good taste and should not possibly offend others who may be present in the Visiting Room. The following items WILL NOT be allowed: Hats, watches, transparent or sheer clothing, bib overalls (due to clearing security devices), open-toed shoes, halter tops, sleeveless tops or dresses, shorts, miniskirts, culottes, capri pants, or spandex. Dresses will not be shorter than the top of the knee. Blouses or other apparel of a suggestive nature (i.e., low-cut, v-neck, tank tops, any garment which reveals the mid-section, or skirts with slits above the knee) will not be allowed. No clothing with derogatory, sexually suggestive, or gang-related logos are allowed. Because inmates wear similar clothing in the institution, jogging and/or sweatsuits will not be permitted to be worn into the institution. Sweatshirts/sweatpants and jogging outfits (pants or jackets) are not allowed to be worn in conjunction with regular civilian style clothing if similar to inmate clothing. All visitors will wear underclothing garments. All female visitors are required to wear a bra. Any other clothing that, at the discretion of the

Operations Lieutenant or Institution Duty Officer, resembles the style or color of inmate clothing (i.e., khaki-colored clothing) will not be allowed to be worn into the institution. At the discretion of the Operations Lieutenant or Institution Duty Officer, children under the age of twelve (12) will be allowed to wear shorts. No bare feet will be permitted (excluding babies).

- p. Institutional Activities: Visiting is a positive activity for inmates and visiting will normally take precedence over other institutional activities. In the event of an institution emergency, inmate visits may be terminated or limited at the discretion of the Warden.
- q. Prisoner Visitation and Support: The Prisoner Visitation and 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 Hazelton 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 are not to be charged against social visits, but will be conducted during normal visiting hours. They are expected to adhere to the institution dress code and visiting policies.
- r. Miscellaneous Visiting Room Regulations:
 - (1) No personal keys or electronic devices will be allowed into the Visiting Room. Electronic devices will include the following: beepers, cellular phones, car alarm remote or any remote operating device. Lockers will be available to visitors for the storage of personal items.
 - (2) Papers, packages, money orders, and/or gifts are not to be allowed into, or exchanged in, the Visiting Room.
 - (3) All visiting areas are "No Smoking Areas." No tobacco products of any kind are allowed in the visiting areas.
 - (4) Visitors are responsible for their children while in the Visiting Room. The inmate will be warned if their children misbehave. If the children continue to misbehave, the visit may be terminated by the Operations Lieutenant or IDO.
- s. Limited Visiting Space: In the event the Visiting Room becomes overcrowded, it may be necessary to limit the length of visits or

the number of visitors. The decision to limit the duration of a visit will be made by the Operations Lieutenant or IDO. The visits of local and/or frequent visitors will be terminated first.

- t. **Terminating Visitors:** The Operations Lieutenant or IDO also has the prerogative of terminating visits for reasons of improper conduct on the part of the inmate or his visitor(s). The right to have future visits may be denied as part of an administrative action for any visitor who attempts to circumvent or evade institutional regulations. In situations where visits are terminated or have been denied, the visitor(s) will immediately depart the institution grounds by way of taxi, personal vehicle, or other means of transportation. Under no circumstances, will the visitor be allowed to remain on the institution grounds.
- u. **Unauthorized Visitors:** On occasion, individuals come to the institution to visit an inmate without prior approval or notification to staff. The requested visit will normally be denied. In cases where there are extenuating circumstances and Unit Staff are not available, the Operations Lieutenant will be contacted to render the final decision. When this occurs, the Operations Lieutenant or IDO will notify the inmate of the decision.
- v. **Special Visits:** Special visits may be permitted under the following circumstances:
 - (1) Family emergencies
 - (2) Special social visits for members of the inmate's immediate family not on the approved visiting list may be authorized by the assigned Unit Manager, Camp Administrator and/or Associate Warden. In addition, this is to be routed through SIS as part of the approval process.
 - (3) Pre-release planning interviews
 - (4) Business/court-appointed investigation/ interpreters
 - (5) Consulate Representatives
 - (6) Minister of Record - An inmate wanting to receive visits from his minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the visitor to the inmate's visiting list. An inmate may only have one minister of record on his visiting list at a time. The addition will not count against the total number of

authorized regular visits an inmate is allowed. Inmates will be allowed two minister of record visits per month.

- (7) Clergy - Visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures, and will count against the total number of regular visits allowed. Ordinarily, clergy visits will not be accommodated unless requested by the inmate. However, the Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy.

Clergy/minister of record visits will be accommodated in the Visiting Room during regularly scheduled visiting hours and, to the extent practicable, in an area of the Visiting Room which provides a degree of separation from other visitors. If a private area is not available, the visit may be rescheduled.

NOTE: It will be the responsibility of the Unit Team to coordinate, gain final approval, arrange, and provide for security/supervision of all special visits. All special visits will be routed through SIS as part of the approval process.

- w. Visits to Offenders not in a Regular Population Setting: 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. All visits will be subject to the general visiting policy of the hospital. Approved visitors will report to the institution for processing and will be accompanied to the hospital by the Institution Duty Officer. Visits will be limited to two (2) hours.
- x. Holdover Status: Since regular visiting lists are generally unavailable for those in holdover status, visitors must have prior approval of A/O Staff. Approved visits for inmates in Holdover Status, will be conducted in the No-Contact Visiting Booths during normal visitation hours.
- y. Notification to Visitors: Staff shall make written guidelines for visiting the institution available to all visitors. Staff shall have the visitor sign a statement acknowledging that the guidelines were provided and declaring that the visitor does not have any article in his/her possession which the visitor knows to be a threat to the security of the institution. Staff may deny the privilege of visiting to a visitor who refuses to make such a declaration. Visiting Room staff are to make the institution's written guidelines for visiting available to visitors. Written

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Hazelton Visiting guidelines are attached to inmate visitation request forms which are sent to potential visitors. Additionally, rules are posted in the Visiting Room.

- z. Exit Procedures: Upon the completion of visiting, an announcement will be made to the effect of, "Visiting is now over, inmates and visitors will be separated. Visitors please move to the north wall of the Visiting Room and inmates proceed to the south wall of the Visiting Room."

Staff will then conduct a count and visually identify each inmate using the inmate commissary picture cards. Once all inmates are accounted for, staff will start releasing visitors. Visitors will be properly identified by using their photo identification card which is attached to their, Notification to Visitor form (BP-S224.002). Visiting Staff will also check the hand stamp under the ultraviolet light which is located by the Visiting Room door. Visitors will be escorted to the Front Entrance sallyport. Visitors will be released in groups of no more than six at a time. Once inside the sallyport, the visitor photo identification card and the hand stamp are reverified by the Control Room Officer before the visitor is allowed to exit through the Front Lobby sallyport. Once all visitors have been cleared from the Visiting Room, the inmates will line up at the visual search room door for processing out of the Visiting Room.

The same procedures will be followed at the Camp with minor changes. The ultraviolet light is not used, and visitors at the Camp are not required to be escorted out.

6. OFFICE OF PRIMARY RESPONSIBILITY: Correctional Services

//s//
Joe D. Driver
Warden

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DATE:

LIST OF REQUESTED VISITORS

	NAME	RELATIONSHIP	ADDRESS	CITY-STATE-ZIP
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

INMATE'S NAME

REGISTER NUMBER

QUARTERS

APPROVED:

DATE

CASE MANAGER / COUNSELOR

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**UNITED STATES PENITENTIARY HAZELTON
VISITING REGULATIONS**

The requested visitors on the enclosed list have been approved to visit you during your stay at USP, SFF, and SCP Hazelton. In addition, the proper conduct of your visitors during visitation is your responsibility. It is also your responsibility to provide your visitors with a copy of this attachment so they will be aware of our visiting regulations.

1. **IDENTIFICATION:** Positive picture identification of visitors will be required. A valid driver's license or Government issued photo identification cards are acceptable forms of identification. If the visitor does not present a valid identification card or does not have one in their possession, their visit will be denied. Once denied, the visitor will immediately depart the institutional grounds.
2. **VISITING HOURS:** Regular visiting hours are from 8:00 a.m. to 3:00 p.m., Saturday, Sunday, and federal holidays; and 4:30 p.m. to 8:30 p.m., Fridays. No visitors will be processed after 7:30 p.m. on Fridays, and 2:00 p.m. on Saturdays/Sundays and federal holidays.
3. **NUMBER OF VISITS:** Each inmate will receive twelve (12) visiting points per month. Visiting points will be charged as follows:

Two (2) points per day on Saturdays, Sundays and federal holidays
One (1) point per day Fridays
4. **WHO MAY VISIT:** Only those people on your approved visiting list. The child's approved parent or legal guardian must accompany children under the age of 16. Children the age of 16 and over must be on your approved visiting list.
5. **NUMBER OF VISITORS:** The number of visitors an inmate may have at one time is six, including children. A maximum of four adult visitors will be allowed in at anyone time. Children the age of 16 and over will be counted as one adult visitor.
6. **PERSONAL CONTACT:** Personal contact within the limits of good taste such as shaking hands, a kiss, and embrace are permitted when the visitor and inmate meet and just prior to departing. Any case of excessive contact is grounds for the visit to be terminated.
7. **PERSONAL DRESS AND GROOMING FOR INMATES:** Inmates are required to wear the full institutional uniform, to include belt. SCP inmates wear the green pants and shirts. SHU inmates wear the assigned jump suits. The required footwear for the Visiting Room for all USP and SFF inmates is the issued, black canvas shoes. Institutional clothing

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must be neat and clean in appearance. Shirts will be tucked into the trouser waistband at all times. Approved religious headgear (such as a Yarmulke) may be worn in the Visiting Room. All religious headgear will be inspected prior to, and at the completion, of the visit. Visits will not be permitted for those who are not properly groomed.

8. **PERSONAL DRESS FOR VISITORS:** Inmates are responsible for informing prospective visitors that dress should be within the bounds of good taste and should not possibly offend others who may be present in the Visiting Room. The following items WILL NOT be allowed: Hats, watches, transparent or sheer clothing, bib overalls (due to clearing security devices), open-toed shoes, halter tops, sleeveless tops or dresses, shorts, miniskirts, culottes, capri pants, or spandex. Dresses will not be shorter than the top of the knee. Blouses or other apparel of a suggestive nature (i.e., low-cut, v-neck, tank tops, any garment which reveals the mid-section, or skirts with slits above the knee) will not be allowed. No clothing with derogatory, sexually suggestive, or gang-related logos are allowed. Because inmates wear similar clothing in the institution, jogging and/or sweatsuits will not be permitted to be worn into the institution. Sweatshirts/sweatpants and jogging outfits (pants or jackets) are not allowed to be worn in conjunction with regular civilian style clothing if similar to inmate clothing. All visitors will wear underclothing garments. All female visitors are required to wear a bra. Any other clothing that, at the discretion of the Operations Lieutenant or Institution Duty Officer, resembles the style or color of inmate clothing (i.e., khaki-colored clothing) will not be allowed to be worn into the institution. At the discretion of the Operations Lieutenant or Institution Duty Officer, children under the age of twelve (12) will be allowed to wear shorts. No bare feet will be permitted (excluding babies).

9. **ONLY THE FOLLOWING ITEMS LISTED BELOW ARE AUTHORIZED TO BE TAKEN INTO THE VISITING ROOM BY VISITORS:**

- a. One (1) wallet or transparent change purse no larger than 5"x8"x4"
- b. Four (4) diapers
- c. Two (2) jars of Baby Food, unopened
- d. Three (3) baby bottles clear and half full
- e. One (1) baby blanket
- f. Female sanitary napkins or tampons
- g. Heart and epilepsy medication only

The above will be the only items allowed into the Visiting Room. No other item(s) will be allowed. No car seats or strollers are allowed. No written messages may be exchanged during a visit.

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ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO ENTERING, AND UPON DEPARTING, THE INSTITUTION. THE USE OF CAMERAS OR RECORDING EQUIPMENT WITHOUT WRITTEN CONSENT OF THE WARDEN IS STRICTLY PROHIBITED.

10. **PACKAGES:** It is not permissible for visitors to bring packages, photos, or gifts of any kind into the institution. Documents or papers may not be brought into the Visiting Room and should be handled through correspondence.
11. **MONEY:** Money cannot be accepted for deposit into the inmate's trust fund account through the Visiting Room or Front Lobby. This should be done through the mail. Visitors are allowed to bring \$20.00 in change to purchase food items from vending machines located in the Visiting Room.
12. **SMOKING:** The Visiting Room is a **NO SMOKING** area. No tobacco products of any kind are allowed into the institution.
13. **LOCATION:** The USP, SFF, and SCP are located approximately 24 miles East of Morgantown, West Virginia, just off Interstate 68 East, on "Casteel" Road. The institutional complex is located approximately 50 miles West of Cumberland, Maryland, just off Interstate 68 West. Please refrain from arriving on the institution grounds before 8:00 a.m. on visiting days and 1:00 p.m. on visiting evenings.
14. **Title 18 U.S.C. Sections 1791 and 3571:** Provides a penalty of imprisonment of not more than twenty years, a fine of not more than \$250,000 or both, to a person who, in violation of a statute, rule, or order issued pursuant to that statute, provides, or attempts to provide, to an inmate anything whatsoever without the Warden's knowledge and consent. This includes, but is not limited to, such objects as firearms, weapons, narcotics, drugs and currency.

Visitors are encouraged not to wear clothing with metal content, such as a western style shirt with metal buttons or undergarments with metal supports. All visitors are required to pass through a walk-through metal detector without activating it. Visitors with metal implants or non-removable medical metal items must contact the individual Unit Team prior to the visits and provide supporting documentation. In addition, drug screening is in effect (ION scan). Visitors will be denied entry for positive testing.

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BP-S224.022 NOTIFICATION TO VISITOR CDFRM
MAY 99

U.S. DEPARTMENT OF JUSTICE FEDERAL BUREAU OF PRISONS

Date: _____ Time: _____ Officer's Name: _____
Institution: _____ Location: _____

Name of Inmate To Be Visited: _____ Register No. _____

It is a Federal crime to bring upon the institution grounds any firearm, destructive device, ammunition, other object designed to be used as a weapon, narcotic drug, controlled substance, alcoholic beverage, currency, or any other object that threatens the order, discipline, or security of a prison, or the life, health, or safety of an individual without the knowledge and consent of the Warden. 18 U.S.C. §§ 1791 and 3571 provides a penalty of imprisonment for not more than twenty years, a fine of not more than \$250,000 or both, to a person who provides, or attempts to provide, to an inmate any prohibited object. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages. The Warden, upon reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order, may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyzer test, or other comparable test. A visitor has the option to refuse any of the search or test or entrance procedures, with the result that the visitor will not be permitted entry to the institution.

NOTE: Your refusal of these procedures means that you will not be permitted entry to the institution, and you will be allowed to leave the institution property, unless there is a reason to detain and/or arrest you. The use of cameras or recording equipment without permission of the Warden is strictly prohibited; violators are subject to criminal prosecution. Once a visit with an inmate begins, if a visitor leaves the visiting area, the visit will be terminated. Any exception must be approved by the visiting room officer.

PLEASE

ANSWER THE FOLLOWING QUESTIONS: Are any of the following items in your possession, or in possession of children in your party under 16 years of age?

Firearms	Yes	No	Narcotics	Yes	No
Explosives	Yes	No	Marijuana	Yes	No
Weapons	Yes	No	Camera	Yes	No
Ammunition	Yes	No	Food Items	Yes	No
Metal Cutting tools	Yes	No	Alcoholic Beverages	Yes	No
Recording Equipment	Yes	No	Prescription Drug*	Yes	No
Cellular Phone	Yes	No			

*All types of medication carried must be listed in the following space, and must be left at the entry area:

I have read, I understand, and I agree to the above. If I am visiting with an inmate, I also understand and agree to abide by the visiting guidelines provided me by this institution. I declare that I do not have articles in my possession which I know to be a threat to institution safety, security, or good order. I am aware that if I have questions about what is authorized, I should consult with the officer. I am aware that the penalty for making a false statement is a fine of not more than \$250,000 or imprisonment of not more than five years or both (pursuant to 18 U.S.C. § 1001). I am aware that the visiting area, including restrooms in the visiting area, may be monitored to ensure institution security and good order.

Printed Name/Signature: _____

Street Address/City and State: _____

Vehicle License No.: _____

Year, Color, Make and Model of Vehicle: _____

If visiting with an inmate, please complete the following: Names of children under 16 years of age for whom I am responsible: _____

If not visiting with an inmate, please indicate: _____

Name of Organization: _____

Purpose of Visit: _____

Printed Name/Signature of Staff Witness: _____

HAZ: 5267.07B
DATE: November 7, 2007
SUBJECT: USP Hazelton Visiting
Regulations
PAGE: Attachment D



**United States Department of Justice
Federal Bureau of Prisons
United States Penitentiary Hazelton
Post Office Box 450
Sky View Drive
Bruceton Mills, West Virginia 26525
(304) 379-5000**

(Date)

(Name)
(Address)

RE: Visiting Privileges with (Inmate's Name and Register Number)

Dear (Name):

You are temporarily suspended from visiting (Inmate's Name & Number) at (USP or SFF or SCP) Hazelton for a period of (# Days) for an administrative action stemming from your visit. On (Date & Summary of Incident)

This action will remain in effect for a period of (# Days). (Inmate's Name) has been notified of this decision. It will be his or her responsibility to inform you of the final disposition taken in this matter.

Sincerely,

Joe D. Driver
Warden

cc: Central File



United States Department of Justice
Federal Bureau of Prisons
United States Penitentiary - Hazelton
Post Office Box 450
Sky View Drive
Bruceton Mills, West Virginia 26525
(304) 379-5000

(Date)

MEMORANDUM FOR JOE D. DRIVER, WARDEN
UNITED STATES PENITENTIARY - HAZELTON
BRUCETON MILLS, WEST VIRGINIA

FROM: (Name), Institution Duty Officer
United States Penitentiary - Hazelton
Bruceton Mills, West Virginia

SUBJECT: Visitors Denied Entrance

On at (a.m., p.m.) the following visitor was denied entrance into the institution.

Inmate Name and Number: _____

Reason for denial:

1. No identification
2. Not on Visiting List
3. Underage without parent/guardian
4. Improper Attire
5. Other

Comments:

cc: Associate Wardens
Unit Manager
Captain