



U.S. Department of Justice
Federal Prison System
United States Penitentiary
Leavenworth, Kansas 66048
Number : LVN5267.08
Date : February 28, 2008
Subject : Visiting Regulations

Institution Supplement

1. **PURPOSE AND SCOPE:** The purpose of this supplement is to establish procedures for inmate visiting at the United States Penitentiary (USP) and Federal Prison Camp (FPC), Leavenworth, Kansas.
2. **PROGRAM OBJECTIVES:** To ensure wholesome and meaningful visits are provided to inmates and their relatives, friends, or others in the community, yet maintain the security and orderly operation of the institution. Any visit, which in the opinion of the Warden or his designee, interferes with the security and orderly operation of the institution, may be denied.
3. **DIRECTIVES AFFECTED:**
 - A. Directives Rescinded:

Institutional Supplement LVN-5267.07d Visiting Regulations (03-28-2005)
 - B. Directives Referenced:

PS 1280.11 JUST/NCIC, & NLETS Systems Users Guide
PS 1315.07 Legal Activities, Inmate
PS 1490.06 Victim and Witness Notification
PS 4500.05 Trust Fund/Deposit Manual
PS 5100.08 Security Designation and Custody Classification Manual
PS 5180.04 Central Inmate Monitoring System Operations Manual
PS 5270.07 Inmate Discipline and Special Housing Units
PS 5280.08 Furloughs
PS 5360.09 Religious Services and Practices
PS 5500.12 Correctional Services and Practices
PS 5510.12 Searching, Detaining, or Arresting Persons Other Than Inmates
PS 5521.05 Searches of Housing Units, Inmates and Inmate Work Areas
PS 7331.04 Pretrial Inmates
4. **EFFECTIVE DATE: Upon issuance.**
5. **PRETRIAL/HOLDOVER/DETAINEE PROCEDURES:** The procedures specified in this Institution Supplement apply to all inmates housed in USP Leavenworth and FPC

Leavenworth.

6. **PROCEDURES:**

A. VISITING IDENTIFIER:

A 75 mile radius of the City of Leavenworth is used to determine whether a visitor is considered a Local Visitor.

B. VISITING LIMITATIONS:

The following limitations on visiting are necessary to maintain a balance between institution security and the purpose of visits. Visits must be supervised to prevent the introduction or passage of contraband, to prevent the planning or continuation of criminal activities and to maintain the security of the institution.

1. Visiting Hours: USP LVN Visiting hours are 8:00 am to 3:00 pm, three days per week (Friday, Saturday, and Sundays). The Visiting Room will be closed on Monday, Tuesday, Wednesday and Thursday. At Leavenworth Camp the visiting hours are 8:00 a.m. to 3 p.m., three days per week (Saturday, Sunday and Monday). The visiting room will be closed on Tuesday, Wednesday, Thursday and Friday.

2. Visiting Point System: The visiting point system permits 24 hours of visiting time per month. Each inmate will be allotted 24 points per month which may be used as follows:

- a. One hour of visiting time equals one point.
- b. One hour of visiting time equals two points for the weekends.
- c. Points do not carry over from one month to another.
- d. If a visit does not last an hour, the inmate will be charged a full hour of visiting time.

3. Number of Visitors: An inmate may have a maximum of five (5) visitors with a limit of 3 adults/children at any time. An example, 2 adults and 3 children, 3 adults and 2 children; but never 4 adults or 4 children. The maximum number of individuals allowed on a visiting list is twenty (20), ten of which may be friends. Friends must have had an established relationship with the inmate prior to incarceration. The inmate must request, in writing, to his unit team for consideration for an exception to the prior relationship. The unit team will forward a recommendation to the Warden for a decision. The unit team will notify the inmate of the final decision.

Visitors may not visit more than one inmate at any one time, regardless of the relationship to the inmate. However, when extenuating circumstances develop they

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are reviewed on a case by case basis by the Associate Warden (P) for approval.

Inmates should refrain from excessive requests to change their visiting list. Unit staff identifying an inmate requesting excessive changes may submit a recommendation to the Associate Warden of the Programs for approval to limit the inmates visiting list to immediate family.

4. Overcrowding: Visiting may be terminated because of an emergency, improper conduct on the part of the inmate or his visitor(s) or when the visiting areas become overcrowded. Should it become necessary to terminate visiting because of overcrowding, the Operations Lieutenant and Duty Officer will be notified. The Duty Officer will make the final decision. At that time, a two (2) hour maximum visiting time limit will go into effect. The officers will apply this action first to those who reside within a seventy-five (75) mile radius of USP Leavenworth (local visitor). The officer will determine who the local visitors are and terminate visitation beginning with the first visitors.

- C. Holdovers:** If an inmate is housed in a holdover status, his assigned unit team will review/approve his visiting list within seven working days of arrival. As holdovers are not housed in general population, the visitation will occur in the Special Housing Unit.

Special Housing Unit: Inmates assigned to the Special Housing Unit will receive visits utilizing the non-contact visiting area (video visiting) located in the Special Housing Unit during regular institution inmate visiting hours. Only one adult visitor will be allowed to visit an inmate housed in the Special Housing Unit. The visit will not exceed a maximum of two hours.

- D. Disapproving Visitors:** A proposed visitor may be denied if upon return of the visiting questionnaire:

1. All requested information is not submitted during the approval process.
2. Written authorization from the appropriate federal or state probation/parole board cannot be obtained in the case of a person with prior criminal convictions.
3. A prior relationship cannot be proven by the inmate or the proposed visitor.
4. The visitor poses a threat to the security of the institution.

After review by the unit team determines a denial of visitation is warranted; a letter is prepared, for the Warden's signature, to the visitor with an explanation of the denial. Also, the inmate is notified by the unit team of the denial and the letter is maintained in

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Section 3 of the central file.

E. SPECIAL VISITS:

Prisoner Visitation and Support (PVS): The Prisoner Visitation and Support program will be coordinated through the Chaplain's Office. A monthly list is provided to the Duty Officer and Front Entrance Officer which indicates the proposed visitation for the month. Visits will be conducted in the visiting room during regular visiting hours. PVS visitors are also required to read and sign a **Notification to Visitors Form BP-S224.022**, concerning the introduction of contraband. PVS visitors may generally carry paper and writing implements into the visiting room.

Non-Visiting Days: Limited visiting (nonlegal visit) may be authorized at other than normal visiting times in unusual circumstances upon request of the Unit Manager and approval of the Associate Warden or his designee.

When this occurs, the Unit Manager will be responsible for providing the staff to process and supervise the visit.

Minister of Record / Clergy Visits: The inmate must submit a written request to the Chaplain for review. Upon approval, the Chaplain will notify the unit staff and they will add the name and title (minister of record) to the inmate's visitor list. An inmate may only have one (1) minister of record on his visiting list at a time.

Special clergy visits may occur if they are approved in advance by the Chaplain and they meet an inmate's specific religious needs that are unavailable at this institution, or to assist the inmate in counseling and discussion of family problems. These visits will take place within the regular Visiting Room. If the need is such that a private area is recommended by the Chaplain for the visit, then the Chaplain will arrange for the area where the visit takes place. In conjunction with the Unit Manager, the Chaplain will arrange for staff supervision of the visit. Clergy will also be required to read and sign a **Notification of Visitors Form BP-S224.022**, concerning the introduction of contraband. The requirement for the existence of an established relationship prior to incarceration does not apply to consular visitors.

Clergies are permitted to bring religious materials (Bible, pamphlets, paper, etc.) into the institution but are prohibited from leaving these materials with an inmate.

F. Visiting Records

All visitors pictures and information is maintained in the automated visiting program. Additionally, all Title 18 paperwork is forward to the Captain's Office for retention

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purposes. *Note* Should the automated visiting program become inoperable, Front Entrance staff will utilize the approved visiting list located in the corresponding Front Entrance File or inmate Central File. The available log will be maintained by the responsible staff to document the entrance and exit of inmates and their visitors.

G. Written Guidelines

Upon arrival, each inmate is given a copy of the written guidelines for distribution to their approved visitors. Additional copies are available from their unit team.

H. Inmate Dress Code

All inmates must wear issued khaki clothing that is clean and in neat condition. Shirts must be tucked in. Socks must also be worn. Inmates must be properly groomed and no inmate will be allowed admittance to the visiting areas if his neglect of the ordinary requirements of personal hygiene would offend others.

I. Inmate Property Authorized

The inmate will not take anything to the visit except necessary items identifiable as: one pair of prescription glasses, one comb, one plain wedding band, one religious medallion and one white handkerchief. Necessary legal papers will be permitted during a visit with an attorney if approved in advance as noted in this supplement. Medication, such as nitroglycerine tablets, may be permitted when authorized by the Health Services Administrator.

Other types of medications, such as inhalers for asthma patients or required drugs needed on a daily basis may be brought into the Visiting Room and will remain at the officer's desk. Oxygen tanks will be permitted once they have been checked by the Front Entrance Officer and the #1 Visiting Room Officer prior to being brought into the Visiting Room. All items will be logged into the **Visiting Room Inmate Property Log**, maintained by the Visiting Room Officer.

J. Visitor's Prohibited Items

Visitors are not allowed to take any unapproved items into the Visiting Room. All non-permissible items must remain in the visitor's vehicle in the parking lot. **Cellular phones, two-way pagers and pagers are not authorized.** A visitor may take a wallet or small, clear change purse with no more than \$20, in change, into the Visiting Room.

Infant Care Items: Infant care items for visitors with infant children will be limited for

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security reasons. The following is the only items allowed: Premixed formula and other liquids or foods sealed in the original containers. Other infant care items will be limited to three (3) clear nursing bottles, three (3) diapers, wet wipes, a clear diaper bag and one small blanket if needed for nursing.

K. ION SCAN

USP Leavenworth uses the ION SCAN to check inmate visitors for the presence of narcotic substances. A positive indication on the test is not evidence of the visitor's use of narcotics but only that they have been in contact with narcotic substances.

All inmate visitors, contractors, and volunteers are subject to testing. Testing may be random or may be done when reasonable suspicion exists that a potential visitor may have come in contact with narcotic substances.

Visitors have the right to refuse the test; however, they will not be allowed to visit that day. If there are several members in the visitor's party, and one person refuses, the entire party will be denied entry in to the Visiting Room.

If a visitor refuses a test, they will be tested the next time they attempt to enter the visiting room.

If a visitor produces a positive test, the visitor will be denied entry in to the Visiting Room, and their visiting privileges will be suspended as follows:

First occurrence: 48 hours.

Second occurrence: 30 days.

Third occurrence: 90 days.

Fourth and subsequent occurrence: 180 days or at the Warden's discretion.

Additionally, the visitor will be required to test each time they attempt to visit for a period of one year from the last positive test.

If there are other members in the visitor's party, and one member tests positive, all members of the party will be tested prior to being allowed entry into the Visiting Room. Visitors may appeal the decision to deny or suspend visiting privileges in writing by following the procedures on the Notice of Denied Visitation Form (**BP-S732**). Inmates may appeal the decision using the Administrative Remedy process.

L. Local Hospital

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Visits to inmates hospitalized in the local community will be restricted to immediate family and are subject to the general visiting policy of that hospital. Visitors requesting to visit with a hospitalized inmate, the Captain in consultation with the Health Services Administrator, shall provide a recommendation to the Warden if a visit may occur. The Warden or his designee will authorize or deny the request for the visit.

M. Children's Area

A designated children's area is located in the lower rear area of the visiting room. The children's area is accessible to the visitors only, when the lower floor is being utilized, and only by those visitors assigned to the lower level.

6. MANAGING DEPARTMENT/DIVISION: Correctional Services.

C. Chester, Warden

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ATTACHMENT A

United States Penitentiary Leavenworth, Kansas VISITING GUIDELINES

It is the policy of this institution to encourage visiting by family, friends, and community groups to maintain the morale of inmates and to develop closer relationships between inmates and family members or others in the community. Limitations are recognized and controls are established in order to ensure the security and good order of the institution.

PROCEDURES:

A. VISITING IDENTIFIER:

_____ A 75 mile radius of the City of Leavenworth is used to determine whether a visitor is considered a Local Visitor.

USP and FPC Leavenworth's address is: 1300 Metropolitan Avenue, Leavenworth, Kansas 60648. The institution can be reached at: 913-682-8700.

Both USP, Leavenworth and FPC, Leavenworth are easily accessible from the metropolitan Kansas City area. Visitors may wish to take I-29 north to the Platte City exit. After taking the exit, turn left and follow the road all the way through Platte City. After crossing the Platte River bridge, a sign will direct the visitor to the Leavenworth turn-off, which is HWY 92. USP, Leavenworth and FPC, Leavenworth is approximately 12 miles west of Platte City on HWY 92. There is no metropolitan mass transit available; however, taxis and rental cars are available throughout the metropolitan area.

B. VISITING LIMITATIONS:

The following limitations on visiting are necessary to maintain a balance between institution security and the purpose of visits. Visits must be supervised to prevent the introduction or passage of contraband, to prevent the planning or continuation of criminal activities and to maintain the security of the institution.

1. Visiting Hours: Visiting hours are 8:00 am to 3:00 pm, three days per week. If a holiday falls on a Wednesday or Thursday, visitation will not occur.

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2. Visiting Point System: The visiting point system permits 24 hours of visiting time per month. Each inmate will be allotted 24 points per month which may be used as follows:

- a. One hour of visiting time equals two points for the weekends.
- b. Points do not carry over from one month to another.
- c. If a visit does not last an hour, the inmate will be charged a full hour of visiting time.
- d. One hour of visiting time equals one point, except on weekends when they count as two.

3. Number of Visitors: An inmate may have a maximum of five (5) visitors with a limit of 3 adults/children at any time. An example, 2 adults and 3 children, 3 adults and 2 children; but never 4 adults or 4 children. The maximum number of individuals allowed on a visiting list is twenty (20), ten of which may be friends. Friends must have had an established relationship with the inmate prior to incarceration. The inmate must request, in writing, to his unit team for consideration for an exception to the prior relationship. The unit team will forward a recommendation to the Warden for a decision. The unit team will notify the inmate of the final decision.

Visitors may not visit more than one inmate at any one time, regardless of the relationship to the inmate. However, when extenuating circumstances develop they are reviewed on a case by case basis by the Associate Warden (P) for approval.

4. Overcrowding: Visiting may be terminated because of an emergency, improper conduct on the part of the inmate or his visitor(s) or when the visiting areas become overcrowded. Should it become necessary to terminate visiting because of overcrowding, the Operations Lieutenant and Duty Officer will be notified. The Duty Officer will make the final decision. At that time, a two (2) hour maximum visiting time limit will go into effect. The officers will apply this action first to those who reside within a seventy-five (75) mile radius of USP Leavenworth,(local visitor). The officer will determine who the local visitors are and terminate visitation beginning with the first visitors.

C. VISITORS DRESS CODE

Female Dress: No sleeveless shirts or dresses; see-through garments; skin-tight clothing; spandex attire; sweat clothes; white undershirts worn alone; shirts with zippers; hooded shirts; bib overalls; wraparound skirts; shorts; khakis; skirts or dresses with slits that exceed two (2) inches above the knee; or sandals.

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Male Dress: No shorts; cutoffs; sandals; tank tops; white undershirts worn alone; khaki clothing that can be mistaken for inmate clothing; hooded shirts.

Outer coats are not permitted in the Visiting Room.

D. IDENTIFICATION REQUIREMENTS FOR VISITORS

- All visitors sixteen (16) years of age and older are required to provide positive photo identification to the Visiting Room Officer prior to admission into the visiting room, such as a current drivers license, state issued identification card, INS card, military identification or passport. Any form of unofficial photo identification (credit cards, store cards, school identification, birth certificates, Social Security card, bank cards, etc.) are invalid forms of identification. If a visitor does not present a current identification with a photograph, they will not be authorized to visit. (Foreign drivers licenses are considered valid proof of identification). The Visiting Room Officer in charge of processing visitors into the Visiting Room will ensure that a picture is taken of each visitor. These pictures will be kept on file and compared with the visitor's picture identification when they visit again.

E. VISITORS CONDUCT

Children under the age of sixteen (16) may not visit unless accompanied by a responsible adult. Children shall be kept under supervision, at all times, by the responsible adult who brought the children into the institution.

Visitors are subject to search of their person and/or personal property as a condition of allowing or continuing a visit.

An embrace and/or kissing within the bounds of good taste is permitted only at the beginning and the end of the visit. Any other physical contact will not be allowed.

According to 18 U.S.C. 1791, provides a penalty of imprisonment for not more than twenty years, a fine or both for providing or attempting to provide anything to an inmate without the knowledge and consent of the Warden.

F. Visitor's Prohibited Items

Visitors are not allowed to take any unapproved items into the Visiting Room. All non-permissible items must remain in the visitor's vehicle in the parking lot. Cellular phones, two-way pagers and pagers are not authorized. A visitor may take a wallet or small, clear change purse with no more than \$20, in change, into the Visiting Room.

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G Infant Care Items

Infant care items for visitors with infant children will be limited for security reasons. Premixed formula and other liquids or foods in sealed, original containers only will be permitted.

Other infant care items will be limited to three (3) clear nursing bottles, three (3) diapers, wet wipes, a clear diaper bag and one small blanket, if need for nursing.

H. ION SCAN:

USP Leavenworth uses the ION SCAN to check inmate visitors for the presence of narcotic substances. A positive indication on the test is not evidence of the visitor's use of narcotics, only that they have been in contact with narcotic substances.

All inmate visitors, contractors, and volunteers are subject to testing. Testing may be random or may be done when reasonable suspicion exists that a potential visitor may have come in contact with narcotic substances.

Visitors have the right to refuse the test; however, they will not be allowed to visit that day. If there are several members in the visitor's party, and one person refuses, the entire party will be denied entry in to the Visiting Room.

If a visitor refuses a test, they will be tested the next time they attempt to enter the visiting room.

If a visitor produces a positive test, the visitor will be denied entry in to the Visiting Room, and their visiting privileges will be suspended as follows:

First occurrence: 48 hours.

Second occurrence: 30 days.

Third occurrence: 90 days.

Fourth and subsequent occurrence: 180 days or at the Warden's discretion.

Additionally, the visitor will be required to test each time they attempt to visit for a period of one year from the last positive test.

If there are other members in the visitor's party, and one member tests positive, all members of the party will be tested prior to being allowed entry in to the Visiting Room.

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Visitors may appeal the decision to deny or suspend visiting privileges in writing by following the procedures on the Notice of Denied Visitation Form (BP-S732). Inmates may appeal the decision using the Administrative Remedy process.

ACKNOWLEDGMENT OF INMATE

I hereby acknowledge the receipt of the Visiting Guidelines. I further acknowledge that it is my responsibility to make each and every visitor approved to visit me at USP Leavenworth aware of the guidelines.

Signature of Inmate / Register No.

Date

Name / Title / Signature of Staff Member

Date

cc: Inmate Central File