



Institution Supplement

OPI: Correctional Services
NUMBER: MAR-5267.08A
DATE: May 1, 2007
SUBJECT: Visiting Regulations

1. **PURPOSE AND SCOPE** To establish guidelines for the implementation of the national Program Statement on Inmate Visiting Regulations.

2. **DIRECTIVES AFFECTED**
 - A. **Directives Referenced.**

P.S. 5267.08, Visiting Regulations (May 11, 2006)
P.S. 5510.09, Searching, Detaining, or Arresting Persons other than Inmates (March 6, 1998)
P.S. 5500.11, Correctional Services Manual (October 10, 2003)
P.S. 5500.12, Correctional Services Procedures Manual (October 10, 2003)
 - B. **Directives Rescinded**

I.S. MAR-5267.07C, Visiting Regulations - Main Institution (February 3, 2006)
I.S. MAR-5267.06E, Camp Visiting Regulations (September 20, 2004)

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

4. **LIMITATIONS**
 - A. A maximum of five (5) adult visitors per inmate will be allowed in the visiting areas at any given time. Any children less than 16 years of age will not be counted in the above-mentioned limit on visitors provided they are accompanied by an approved adult visitor.
 - B. If the designated visiting areas become overcrowded, factors such as the distance a visitor has traveled, frequency of visits, relationship of visitors to inmate and frequency of visits received by the inmate will be considered when determining who will be allowed to visit. The #1 Visiting Room Officer, in coordination with the Operations Lieutenant will have discretion in matters concerning who may visit if overcrowding occurs.

5. VISITING SCHEDULE AND ATTIRE

- A. Visiting hours will be from 5:00 p.m. to 8:00 p.m. on Friday and 8:00 a.m. to 3:00 p.m. on Saturday and Sunday. No inmate visitors will be processed into the Visiting Room after 7:00 p.m. on Fridays or 2:00 p.m. on the weekends. All federal holidays will be observed as visiting days. If the holiday falls on a Friday, the normal Friday evening visiting hours will be followed.

Federal holidays are:

New Year's Day	January 1
Dr. Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Third Thursday in November
Christmas Day	December 25

- B. Visitors entering for the purpose of visiting inmates will not be allowed visiting privileges unless they are properly attired. The following attire for visitors will not be permitted:

1. Shorts
2. Spandex attire
3. Halter tops
4. Crop tops
5. See-through clothing
6. Brassiere-less (females)
7. Culottes
8. Dresses which are three inches above the knee or shorter
9. Clothing displaying obscene gestures, language or disruptive symbols
10. Shoes must be worn by all visitors except infant children
11. Revealing or tight-fitting clothing
12. Extremely loose-fitting clothing (i.e., pants that do not stay up on their own)

In the event a visitor is wearing any of the above articles of clothing, the visitor will not be processed.

- C. Inmates receiving visits are permitted to wear or bring only the following items to the visiting areas:
1. **SOCIAL VISITS** - Only undergarments, institution issued clothes and shoes or personal footwear, handkerchief, prescription eyeglasses and a wedding band (if married) will be worn or carried into the visiting areas. Personal footwear will be marked inside the USP to prevent switching of shoes. Kufis, Native American headbands, or yarmulke will be allowed in the visiting areas. Other types of headgear must be approved by the Captain and institution Chaplain in advance of visiting.

2. **LEGAL VISITS** - In addition to the items permitted for social visits, legal materials (subject to inspection for contraband) may be permitted if the visit is with an attorney.
3. **RELIGIOUS VISITS** - In addition to the items permitted for social visits, a religious book (Bible, Koran, etc.) of the denomination approved for the visit is permitted. Any other religious item must be approved by the institution Chaplain and the Captain.
6. **PETS** Visitors are strictly prohibited from bringing pets on institution grounds except for dogs that assist persons with disabilities. In this circumstance, the visitor must provide the Front Lobby Officer with certification that the dog is trained for that purpose. Any questions regarding the admittance of a visitor with an assist dog should be directed to the Captain or the Operations Lieutenant during weekends or holidays.
7. **ATTORNEY VISITS** Attorney visits will take place in the specially designated area for that purpose. If all attorney visiting facilities are in use and another attorney arrives, he or she may wait until a regular attorney visiting area is available or utilize the regular visiting room area. To allow sufficient time for verification, preparation and distribution of attorney visit memoranda, attorneys are to contact the institution Legal Office at least 24 hours prior to their planned visit. The Legal Office will be responsible for coordinating attorney visits and for the preparation and distribution of the authorizing memoranda. Attorney visits will be conducted with only the inmate(s) approved for visiting on the date scheduled. An attorney visit may be conducted with only one inmate at a time, unless specific prior approval has been given. This should be indicated in the approval memorandum.
8. **SPECIAL VISITS** Requests for approval of any special visit in excess of the allowable visits per month, and during non visiting days may be made with the Unit Manager with final approval given by the Associate Warden Programs. Visiting during non-scheduled visiting days will be limited to the availability of staff to supervise the visit, as arranged by the Unit Manager, during regular duty hours. An attorney visit is to be scheduled as outlined in section seven (7) of this institution supplement. The addition to the visiting list of a minister of record may be accomplished by submitting a request to the Chaplain for approval. All ministers of record and/or clergy additions will be made in accordance with the program statement on inmate visiting.
9. **HOLDOVER VISITS** Inmates housed as holdover status will be allowed visits with verified immediate family. An inmate is to advise the appropriate Unit Team staff member for approval of the visitor prior to the expected visit. Immediate family members are mother, father, sister, brother, step parents, foster parents, wife and children, that can be verified by means of Pre-sentence Investigation Reports and/or other means available to staff. If approved visiting lists are available from another Federal prison, the visiting list may be used unless greater security needs are required. The Unit Team assigned to holdovers will be responsible for preparing the visiting list.
10. **CONSULAR VISITS** When it has been determined that an inmate is a citizen of a foreign country, the consular representative of that country will be allowed to visit on matters of legitimate business. The visit may not be withheld even if the inmate is on disciplinary status. The requirement for the existence of an established relationship prior to confinement does not apply to consular visitors.

11. **REPRESENTATIVES OF COMMUNITY GROUPS** The Warden may approve visits on a recurring basis to representatives from community groups (i.e., civic, volunteer, or religious organizations) who are acting in their official capacity. These visits may be for the purpose of meeting with a single inmate or with a group of inmates. The requirement for the existence of an established relationship prior to confinement does not apply to community visitors.
12. **MEDIA VISITS** Requirements for media visits are governed by P.S. 1480.05, News Media Contacts. A media representative who wishes to visit outside his or her official duties must qualify as a regular visitor or, if applicable, a special visitor.
13. **RELIGIOUS VISITS** Clergy ordinarily provide assistance in release planning, counseling and discussion of family problems. The requirement for the existence of an established relationship prior to confinement for visitors does not apply to visitors in this category.
14. **HOSPITAL VISITS** Visits to inmates hospitalized in the community may be only the immediate family and are subject to the general visiting policy of the hospital and must be approved prior to the visit by the Warden or Acting Warden.
15. **VISITING LIST AND FILE PROCEDURES**
 - A. The Counselor has the responsibility for working with an inmate to complete his visiting list. An approved visiting list received from another Federal prison may be used unless greater security needs are required.
 - B. Upon commitment, the assigned Unit Team will provide an inmate with the proper forms for approval of a visiting list during admission and orientation. Any visitor who is not a member of the inmate's immediate family will be required to submit visitor information forms as listed in paragraph C of this section. In order to place a friend or associate on the approved visiting list, a relationship must have been established prior to confinement. Exception to this rule must be approved by the Warden. Immediate family is considered to be mother, father, sister, brother, step parents, foster parents, wife and children. All Visitors regardless of age are required to be listed on an inmate's visiting list. Visitors under the age of 16 years are required to be accompanied by an approved parent or legal guardian. Visiting lists will be generated using the computerized inmate visiting program. The original will be maintained in section three of the Inmate Central File. A copy will be forwarded to the Lobby Officer or Camp Visiting Room Officer, Visiting Room, SIS and to the inmate. Inmates may request changes to their visiting list monthly. When additions or deletions are approved, they will be updated on the computerized visiting program with paper copies forwarded to the Lobby Officer, Visiting Room, SIS and the inmate. Paper copies will be maintained by the Lobby Officer and the Camp Visiting Room as a backup to the computerized visiting program. In addition, a 5"x 8" card with the inmate's photograph.
 - C. The inmate may obtain copies of the Visitor Information Form, BP-629 from counselors. The inmate will mail the visitor information request form to prospective visitors. The visitor information form is to be mailed to the inmate's counselor after completion by the prospective visitor. If additional information is required, staff are to mail a Request for Conviction Information form to the appropriate law enforcement agency or complete an NCIC background check. Visitor Information and Request for Conviction information forms will be maintained in

section 2 of the FOI-Exempt section of an inmate's central file. Unit staff are to advise an inmate of the approval or disapproval of a visitor to his visiting list. It will be the responsibility of the inmate to notify the prospective visitor of approval or disapproval. Inmates are to supply the visitor with a copy of the visiting rules, regulations and directions for transportation to and from the institution which are to be received from the inmate's counselor.

16. VISITOR ENTRANCE AND EXIT PROCEDURES

- A. All visitors 16 years old and above must possess official photo identification. Official identification is defined as a state driver's license and identification card, military identification card, passport or local, state, or federal identification card. No other identification will be accepted.
- B. All visitors entering the USP visiting room will be screened by walkthrough metal detector and an ion scanner. If metal is detected by the walkthrough metal detector, and the visitor does not have any metal objects, a hand-held metal detector will be used. If the presence of metal is detected after using the hand-held metal detector, the Operations Lieutenant is to be informed and the visitor will not ordinarily be allowed to enter the institution. Visitors who have been properly searched and are awaiting admittance to the visiting room will not be allowed physical contact with visitors who have not been properly searched.
- C. Items visitors may bring into the visiting room are limited to: (1) 8" x 10" clear plastic bag to carry change, a maximum of \$20.00 in change; (3) baby bottles filled; (3) baby diapers; baby wipes in a clear container; (1) baby blanket; (2) baby food containers with spoon. Baby care items may be carried in a clear bag only large enough for the needed items. Baby strollers, infant car seats, carriers, etc., will not be allowed in the visiting room. Required medication must be left with the visiting room officer.
- D. All allowable items entering the visiting room will be searched by the Lobby Officer or the Camp Visiting Room Officer. Attorneys who must carry briefcases into the visiting room will display the contents inside the case, and the briefcase will be x-rayed if entering the USP. Any item allowed inside the visiting room, which cannot be properly searched visually, will be x-rayed before entering the visiting room. Any item not allowed inside the visiting room will be locked inside the visitor's automobile or placed inside a visitor locker.
- E. A visitor who objects to any entrance procedure has the option of leaving institution property. Any visitor who disrupts the orderly running of the visiting room can be asked to leave with the concurrence of the Operations Lieutenant and Institution Duty Officer. Searches and detaining of visitors outside the scope of this institution supplement are to be conducted according to I.S. MAR-5510.9, Searching/Detaining of Non-Inmates, Arresting Authority, Use of Metal Detectors.
- F. All USP visitors will be required to be hand-stamped and photographed by the Lobby Officer before entering the visiting room. If a visitor leaves the visiting area, they will be denied a re-entry into the visiting room until the next visiting day. Upon completion of the visit, the USP Visiting Room Officer will check the visitor's hand-stamp using the black light installed inside the visiting room, prior to leaving the visiting room. The Control Center Officer will allow the escorting staff member to pass through grille #2 while the visitor waits between #2 and #3. Once

the escorting staff member reaches grille #1 the Control Center Officer will verify staff are not under duress and will allow the visitor to pass through grille #2. The Lobby Officer will identify the visitor using video imaging prior to exiting grille #2. The Lobby Officer will check the visitors hand stamp using the black light located at grille #1, prior to the visitor exiting grille #1.

- G. The decision to terminate or deny any visit will only be made after consulting the Institution Duty Officer. During weekday visiting and when the Institution Duty Officer is not available, the Operations Lieutenant will consult the Captain. Anytime a visit is denied or terminated a memorandum explaining the circumstances will be written to the Captain and forwarded to the Associate Warden (Programs) or the Camp Administrator.
- H. When a visitor is not on an inmate's approved visiting list, the inmate's Unit Team is to be consulted. If a member of the Unit Team is not available, the Operations Lieutenant is to be consulted. Ordinarily, visitors not on the inmate's approved visiting list will not be allowed to visit.

17. INMATE VISITING ROOM PROCEDURES

- A. Inmates will be identified by commissary card before being allowed access to the visiting room. All inmates will be identified with the visiting room file picture card prior to leaving the visiting room.
- B. USP inmates will be visually searched when entering and exiting the visiting room. Inmates will be searched with a hand-held metal detector before and after their visit. Allowable personal property and visual searches will be recorded in the inmate search log by the visiting room OIC.
- C. Inmates disrupting the orderly running of the visiting room and/or committing a prohibited act will receive an incident report and possible termination of their visit. Termination of a visit will be in accordance with section eleven of this institution supplement.
- D. Procedures for screening, processing, and monitoring visitors not included in this supplement will be outlined in the post orders for the Lobby Officer and the Visiting Room Officers.
- E. For the Camp, the visiting room is the only area where inmates and their visitors may be together. Inmates will not be permitted to meet their visitors in the parking lot and escort them to the visiting room. Visitors will check into the visiting room and then the officer will summon the inmate to the visiting room. All visits will begin and end at the officer's desk. Inmates with visitors will be required to utilize the designated restroom in the visiting area. The parking lot area and sidewalk immediately in front of the visiting area are off limits to all inmates during visiting hours.
- F. Camp inmates will be pat searched and occasionally visually searched when exiting the visiting room.
- G. Inmates and their visitors are responsible for the conduct of their children. Improperly monitored or disruptive children may lead to termination of the visit.
- H. Inmates are not allowed in the areas of the visitors bathrooms, vending machines or the children's area.

18. **INMATES NOT HOUSED IN GENERAL POPULATION**

All inmates housed in Z Unit (Special Housing) will visit utilizing video visiting. The following procedures will be adhered to:

Front Lobby Officer will contact the Special Housing Unit, SHU #1 Officer to notify staff of the requested inmate social visit.

SHU #1 Officer will review the requested inmate's Disciplinary Record to determine if the requested inmate is authorized to receive social visits. If the requested inmate has been sanctioned to loss of visiting privileges, the SHU #1 Officer will inform the Front Lobby Officer of his/her findings. If the requested inmate is authorized social visits, the SHU #1 Officer will inform the Front Lobby Officer to proceed with established entrance procedures for the inmate visiting.

The SHU #1 Officer will notify his/her staff to prepare the requested inmate for a social visit. If the inmate refuses the social visit, the SHU #1 Officer will notify the Front Lobby Officer of the inmate's refusal. Additionally, the SHU #1 Officer will document the inmate's refusal in his/her written log and the inmate's 292.

Inmate visitors will be processed into the institution visiting room in accordance with established guidelines for visiting. **Note: No more than three (3) visitors, including children will be allowed in the video visiting room at any given time.**

Inmate visitors will be escorted by available staff to the designated video visiting station located in the visiting room. Prior to placing the inmate visitors in the assigned visiting area, escorting staff will perform a visual inspection of the visiting area noting the condition of the area. Any damages to monitoring equipment or visiting room will be documented via written memorandum.

SHU staff will escort the requested inmate to the assigned visiting room within the Special Housing Unit in full restraints and secured in place. Prior to placing the inmate in his assigned visiting area, escorting staff will perform a visual inspection of the visiting area noting the condition of the area. Any damages to monitoring equipment or visiting room will be documented via written memorandum and incident report.

NOTE: Restraints will remain in place for the duration of the social visit.

VISITING SCHEDULE:

Administrative Detention and Holdover Status inmates will be allowed social visits on Saturdays and Sundays from 8:00 a.m. to 3:00 p.m. for a period of three (3) hours.

Disciplinary Segregation inmates will be allowed social visits on Saturdays and Sundays from 8:00 to 3:00 p.m. for a period of two (2) hours.

Upon completion of the social visit, the inmate will be escorted back to his assigned cell.

Upon completion of the social visit, the inmate visitor will notify available staff the visit has ended. Once notified, staff will escort the inmate visitor back to the front lobby area for completion of exit procedures. Exit procedures will be in accordance with established guidelines.

19. **VISITING ROOM MONITORING** The visiting room is equipped with video cameras. Monitoring of suspicious actions or behavior is possible. Signs will be posted in the visiting room stating that visits are subject to video monitoring.
20. **SUSPENSION OF INMATE VISITING** Inmate visiting days and hours may be suspended by the Warden or his designee due to an institution emergency, security and the orderly running of the institution.
21. **RESPONSIBILITY AND AUTHORITY** The Captain is responsible for the annual review/revision of this supplement.
22. **EFFECTIVE DATE** This supplement is effective upon issuance.

Date

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B. A. Bledsoe, Warden

Attachment 1

UNITED STATES PENITENTIARY
MARION, ILLINOIS

VISITING RULES, REGULATIONS AND DIRECTIONS FOR TRANSPORTATION
TO AND FROM THE INSTITUTION

1. It is the policy of this institution to provide facilities and procedures for visiting with relatives, friends, groups, etc. Visits by relatives, friends, groups, etc., are important in maintaining the morale of each inmate and motivating him toward positive aspirations. It is the responsibility of each visitor/inmate to adhere to the visiting regulations as set forth in the following paragraphs.
2. Social visits are permitted from 5:00 p.m. to 8:00 p.m. on Fridays and 8:00 a.m. to 3:00 p.m. on Saturday, Sunday and Federal holidays. When the holiday falls on Friday, the regular evening visiting hours will be followed. No visitors will be processed into the visiting room after 7:00 p.m. on Fridays and 2:00 p.m. on the weekends. No visitor will be allowed to leave the visiting area and return to the visiting area. **Administrative Detention and Holdover Status** inmates will be allowed social visits on Saturdays and Sundays from 8:00 a.m. to 3:00 p.m. for a period of three (3) hours.

Disciplinary Segregation inmates will be allowed social visits on Saturdays and Sundays from 8:00 to 3:00 p.m. for a period of two (2) hours.

3. A visit may be terminated due to unacceptable conduct. It should be noted when the visit is terminated due to unacceptable conduct, the inmate will receive disciplinary action.
4. Visitors approved to visit one inmate may not, without special permission, visit with another inmate until the completion of the scheduled visit and only if pre-approved for that day.
5. Prospective visitors under the age of 16 must be accompanied by a responsible adult. All visitors with the exception of children under the age of sixteen years, must provide photo identification to the front entrance officer. All Visitors regardless of age are required to be listed on an inmate's visiting list. Each adult visitor will be required to sign an information form indicating his or her name, relationship to the inmate, complete address, inmate being visited and acknowledging his or her awareness and understanding of possible penalties for violation of visiting regulation and/or the introduction of contraband. Any attempt to bring unauthorized items into the institution is a serious violation of federal law (USC Title 18 1791) and is punishable by imprisonment of up to twenty (20) years and/or fine.
6. The Visiting Room Officer is responsible for supervising the visits, and visitors are required to dress and conduct themselves within the limits of good taste. Visitors are to maintain complete control of their children while in the visiting room or on institution property. Visitors and/or those accompanying them are not authorized to loiter in the institution lobby or on the institution grounds during or after a visit, unless they are waiting for public transportation. Each inmate will assume reasonable responsibility for proper conduct during the visits, with as much control of visitor conduct as may be expected of him. Each inmate and his visitors are expected to maintain a safe and sanitary visiting area. The use of a camera or recording equipment without written consent of the Warden is strictly prohibited. Documents or papers will not be examined or signed in the visiting room without prior approval of the Unit Manager or the Captain. Visitors are encouraged to store all of their parcels, handbags, etc., in their vehicles or in their motel rooms prior to coming to the institution, as

these items will not be allowed in the visiting room. Packages or gifts of any kind are not permitted, and visitors will only be permitted to bring a small change purse and needed medication into the visiting room. Coats will not be permitted in the USP visiting room. They may be left in a locker. Food items may not be brought into the visiting area except for visitors with an infant who may bring baby food and/or baby bottles. Visitors may not leave money with the front lobby officer for deposit into the inmate's commissary account. Funds for deposit to inmate accounts should be sent to the inmate in the form of a postal money order, via the U.S. Mail. Visitors may not give the inmate any items such as papers or photos without prior approval of the Warden. Any effort to evade the visiting regulations may result in disciplinary action for the inmate and possible legal proceedings against the visitor.

Visitors entering the main institution for the purpose of visiting inmates will not be allowed visiting privileges unless they are properly attired. The following attire for female visitors will not be permitted:

1. Shorts
2. Spandex attire
3. Halter Tops
4. Crop Tops
5. See through clothing
6. Brassiereless (females)
7. Culottes
8. Dresses (3" above the knee)
9. Clothing displaying obscene gestures, language or disruptive symbols
10. Shoes must be worn by all visitors (except infant children)
11. Revealing or tight-fitting clothing.
12. Extremely loose-fitting clothing (i.e., pants that do not stay up on their own)

In the event a visitor is wearing any of the above articles of clothing, the visitor will not be processed past the front lobby.

7. Inmates may kiss and embrace briefly when greeting and terminating the visit. Hand-holding is permitted but no other physical activity is authorized. This policy will be strictly enforced.
8. All Camp visitors must report immediately to the Camp Visiting Room upon their arrival at the institution. Visitors possessing improper identification, who are not on an inmate's approved visiting list or are not permitted to visit for any reason must leave the institution grounds immediately.
9. The institution does not provide meals for visitors but vending machines are available.
10. Pay telephones are available for visitors' use in the administration building of the penitentiary.
11. The United States Penitentiary, Marion, Illinois, is located about 10 miles south of Marion, Illinois, just off Highway 148. Signs mark the way and the only public transportation is a taxi. Marion Cab Company - (618) 993-8181 or Red Top Cab - (618) 997-1098.
12. Address: 4500 Prison Road, Marion, Illinois 62959 Phone: (618) 964-1441.

APPROVED VISITING LIST
UNITED STATES PENITENTIARY
MARION, ILLINOIS

INMATE'S NAME:

INMATE'S REG. NO.:

REVISED:

	Visitor's Name	Address	Relationship	Date
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____

Distribution: Front Desk
Visiting Room
Inmate
SIS Office
Central File (Original)

Counselor