



U.S. Department of Justice
Federal Bureau of Prisons
United States Penitentiary
Canaan, Pennsylvania

Institution Supplement

DEPARTMENT: Correctional Services
NUMBER: CAA-5267.08B
DATE: December 5, 2006
SUBJECT: Inmate Visiting
Regulations

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1. **PURPOSE AND SCOPE:** It is the intent of this Institutional Supplement to establish visiting hours and procedures at United States Penitentiary (USP)/Federal Prison Camp (SCP) Canaan, Pennsylvania.

 2. **DIRECTIVES AFFECTED**
 - a. **Directives Rescinded:** None

PS 5267.07 Visiting Regulations, dated May 17, 1999.
IS 5267.07 Visiting Regulations, dated November 3, 2005
IS 5267.08A Visiting Regulations, dated November 1, 2006

 - b. **Directives Referenced:**

PS 5267.08 Visiting Regulations, dated May 11, 2006.

PS 7331.04 Pre-Trial Inmates, dated January 31, 2003.

PS 5270.07 Discipline and Special Housing Units,
dated December 29, 1987.

PS 1315.07 Legal Activities, Inmate,
dated November 5, 1999.

PS 5100.08 Security Designation & Custody
Classification System, dated September 12,
2006.

PS 2000.02 Accounting Management Manual, dated October
15, 1986.

PS 5510.09 Searching, Detaining, or Arresting Persons
Other than Inmates. (03/06/98)

3. **ACA STANDARDS REFERENCED:**

American Correctional Association 4th Edition.
4-4498, 4-4499, 4-4500, 4-4501, 4-4502, 4-4503, 4-4504.

4. **PROCEDURES**

a. **Preparation of the Visiting List:**

1. Upon admission to USP or FPC Canaan, each inmate will be provided a Visitor Information Questionnaire (BPS-629.052) and Visitor Information Handout (USP/FPC inmates Attachment #1). This is to be completed and returned to the Unit Counselor for final approval. The inmate will be required to mail the same to the proposed visitors, unless they are indigent. If an inmate is indigent they can submit an Inmate Request to Staff requesting postage stamps to the Unit Manager. If the inmate is found to be indigent, postage stamps will be issued for the purpose of mailing the Visitor Information Forms. The Visitor Information Sheet with a signed release Authorization Form must be returned to the Unit 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. If the NCIC reveals a questionable conviction by a proposed visitor, the Associate Warden of Programs (USP) OR THE Camp Administrator (FPC) will be the normal review authority; however, the Warden will be the review authority for former federal inmates. 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. It is the inmate's responsibility to notify the visitors of their approval/disapproval, and to advise the visitors of visiting guidelines.
2. The Unit Team will be responsible for placing a visitor on an Inmate's Approved Visiting List, and a hard copy of the Visiting List will be placed in the inmate's Central File. The Unit Counselor will notify the inmate of those visitors who have been approved. Program Statement 5267.08, Visiting Regulations, permits a maximum total of thirty (30) visitors authorized on the inmate's Visiting List. No more than

Ten (10) of the maximum total will consist of friends and associates. Visiting Regulations have been incorporated in the Admission and Orientation (A&O) Handbook. The A&O handbook is provided to all inmates during social screening.

3. The Unit Counselor will periodically review the Visiting List to ensure it is accurate. The list may be amended by the inmate's submission of an Inmate Request to Staff Form to his Unit Team indicating the desired change.
4. The Approved Visiting Lists are entered into a computer based program. This program will be utilized by the Front Lobby Officer to verify the inmate visitor. Hard copies of an inmate Approved Visiting List will also be maintained at the Front Entrance. The hard copies will be utilized in the event of program failure.

b. **Regular Visitors:**

1. Members of the Immediate Family: This category includes mother, father, step-parents, foster parents, brothers, sisters, spouse, and children. These individuals are to be placed on the Visiting List if identified in the inmate's Pre-sentence Investigation and upon completion of an NCIC Check. However, the inmate will initiate the Visitor Information Form, and the form must be returned to the Unit Counselor before the NCIC Check is initiated.
2. Other Relatives: This includes grandparents, uncles, aunts, in-laws, and cousins. They can be placed on the Approved Visitation List if the inmate requests to have visits from them regularly and if there exists no reason to exclude them. They are required to complete a Visitor Information Form and have a NCIC Check.
3. Friends and Associates: The visiting privilege shall ordinarily be extended to friends and associates having established relationships prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. These individuals are to be placed on the Visiting List if identified in the inmate's Pre-sentence Investigation and upon completion of an NCIC Check.

Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution. The Warden must approve any exception to this requirement.

c. **Special Visits:**

Inmates must submit a special visit request to their Unit Team at least two weeks in advance of the visiting date. Visits from persons not on the approved list must be approved by the Warden (USP), Camp Administrator (FPC). The Warden has designated Associate Warden (Programs) to approve these visits. Upon approval, the Unit Manager will notify, in writing, the Captain, Operations Lieutenant, Control Center, Front Entrance Staff, and Visiting Room Staff of the Special Visit.

d. **Clergy Visits:**

All Clergy visits will be coordinated through the Religious Services Department and approved by the Warden. The Chaplain will issue an authorization memo for each visit. A copy of this memorandum will be provided to the Lieutenants' Office, Control Center, Front Lobby Officer, and the 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 Lobby Officer will be responsible for entering the visitor's information into the Visiting Program. A review of the Ministers credentials and the appropriate security checks will be conducted. The Minister of Record will then be placed on the Inmate Visiting List as the Minister of Record. No visiting points will be deducted for visitation by the Minister of Record. An inmate may have only one Minister of Record. Visitation by other Clergy will be charged visitation points.

e. **Professional Visits (Law Enforcement):**

Requested visitation from a representative of a law enforcement agency, will be approved and arranged by the SIS/SIA, or Captain. United States Probation Officers (USPO), and Mental Health Professionals performing court-ordered examinations will receive priority when processing. This visitation will be approved, and arranged through the inmates Unit Team.

All visits will be arranged during normal business hours. If approved by the Captain, a memorandum authorizing the visit will be distributed to the Lieutenants' Office, Control Center, Lobby Officer, and Visiting Room. Front Lobby Staff will be responsible for entering the visitor's information into the Visiting Program.

f. **Attorney Visitation:**

Attorney, paralegal, or private investigator visits, representing an inmate client, will be arranged through the Unit Team. Requests are to be placed via telephone or mailed, at least twenty-four (24) hours prior to the proposed visit.

g. **Consular Visits:**

All NON-United States Citizens are encouraged to maintain contact with their consulate. Consulate visits will be arranged by the Case Management Coordinator (CMC).

h. **Media Visits:**

Media visits will be coordinated by the Executive Assistant.

I. **Visits to Offenders not in the General Population:**

1. **Admission Status:** All social visits will be limited to approved visitors only.

2. **Hospital Patients:** Visits for inmates hospitalized in the community will be approved by the Warden or his designee. This will normally be limited to immediate family members. All visits will be subject to the general visiting policy of the hospital. An Approved Visiting List will be forwarded by the inmates Unit Team, through the Captain, and will be maintained by the hospital officer(s).

3. **Special Housing Unit (SHU):** The Operations Lieutenant and Special Housing Unit Lieutenant will be notified when an inmate in the Special Housing Unit (SHU) has a visit. Each case will be handled on an individual basis. SHU inmates will be limited to 2 hours of Visitation. SHU inmates will be secured in the Non-Contact Visiting Room.

Visiting for inmates assigned to SHU will be conducted on the same days as general population inmates.

4. Admission and Holdover Status: The Warden may limit Visitation to immediate family for the inmates going through A&O or for holdovers when there is no Visiting List from a transferring institution nor other verification of proposed visitors.

j. **Number of Visitors:**

Inmates will be limited to five (5) total approved adult visitors (over the age of sixteen) at any one time.

k. **Social Visiting Hours:**

The following schedule will be utilized for inmates with social visits at USP Canaan:

Friday	8:00 a.m. to 3:00 p.m.
Saturday	8:00 a.m. to 3:00 p.m.
Sunday	8:00 a.m. to 3:00 p.m.
Holidays	8:00 a.m. to 3:00 p.m.

The following schedule will be utilized for inmates with social visits at FPC Canaan:

Saturday	8:00 a.m. to 3:00 p.m.
Sunday	8:00 a.m. to 3:00 p.m.
Holidays	8:00 a.m. to 3:00 p.m.

Social visitors will not be processed before 8:00 a.m., on Fridays, Saturdays, Sundays, and holidays. Visitors will not be processed after 2:00 p.m., on visiting days.

l. **Limitations:**

Each inmate housed at FPC Canaan will be given 8 visiting points on the first day of each month. 2 points are incurred for each visit.

Each inmate housed at USP Canaan will be given 8 visiting points on the first day of each month. 2 points are incurred for each visiting day on weekends and 1 point is incurred for each visiting day on weekdays.

No points will be incurred for recognized Federal Holidays, legal visits, or prisoner visitation service (PVS) visits.

m. **Visiting Schedule:**

Inmate visitation at the USP/FPC will be open to all inmates while visiting is conducted. Visitation will occur on a first-come, first-served basis. Once the Visiting Room capacity has been reached, termination of visits will begin. The capacity for the USP is 259 and 90 for the FPC.

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 Institution Duty Officer (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.

n. **Visitors Entering the Institution:**

1. Staff must be able to verify the identity of visitors (over the age of 16) prior to admission into the institution. A Birth Certificate is an acceptable form of identification for young adults from the ages of 16-18. All visitors must be pre-approved utilizing the Visitor Information Questionnaire (BPS-629.059) and be placed on the inmates Visiting List. All approved visitors will be loaded into the inmate Visiting Program. In the event the inmate Visiting Program is not operational the Front Lobby Officer will utilize the Inmate Approved Visitor List maintained in the Front Lobby safe. One of the following forms of identification will be required for identification purposes: valid driver's license, valid state or federal identification card, or a valid/current passport. Any identification that is altered, forged, expired, is not a valid form of identification will not be accepted. Check cashing cards and other easily produced forms of identification are not appropriate. For security purposes, we will also require each visitor to have their picture taken. The picture will be printed on the back of Visitor Form and will aid

in the identification of each visitor.

2. Staff may require a visitor to submit to a personal search of items of personal property prior to allowing or continuing a visit. 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 permitted 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. Visitors will be allowed to wear Religious headgear, after it has been searched.
3. All inmate visitors, with the exception of children under the age of 16, will be required to sign the Log Book at the Front Lobby Officers Desk. Visitors, with the exception of Federal, State, and Local Law Enforcement Officials, Members of Congress, and the Judiciary, will be required to complete a Notification of Visitor Form and pass through the walk-through metal detector. Processing of visitors will include stamping the visitors and verification to ensure it is visible by the black light.

Visitors with surgically implanted metal plates, pins, or pacemakers, will need to supply medical documentation of these items prior to entry into the institution. If a visitor has appropriate documentation of a medical condition, which would prevent him/her from clearing the walk-through metal detector the Operations Lieutenant and the IDO will be notified.

4. A Drug/Explosive Detection Device is being utilized in the USP Front Lobby. The device is utilized on randomly selected inmate visitors. All Visitors testing positive will receive notification that their visiting privileges are suspended with the date and the appropriate number of hours/days the visitors privileges are suspended. Only the Operations Lieutenant or the IDO can notify the visitor that they have tested positive, and are being denied entrance into the

institution.

Visitors testing positive will have their visiting privileges suspended as follows and will not be allowed to return to the institution until after the specified time frame.

- a. First Occurrence: 48 Hours, the scheduled visiting day.
 - b. Second Occurrence: This person is suspended from visiting for 30 days.
 - c. Third Occurrence: This person is suspended from visiting for 90 days.
 - d. Fourth Occurrence: This person is suspended from visiting for 180 days.
5. Once the visitor(s) has been processed, the visitor(s) will proceed to the Visiting Room, and will be escorted by a staff member. The visitor's photographic identification, and Notification to Visitor Form will be hand-carried to the Visiting Room. All documentation will be relinquished to a Visiting Room Officer upon entry into the Visiting Room. If a locker is assigned, the Front Lobby Officer will note the number of the visitor's locker on the top of the Notification to Visitor Form. The Control Room Officer will verify the visitor's stamp via the black light before permitting entrance into the secured perimeter of the Institution. Upon entry, the Visiting Room Officer will also verify the visitor's stamp via the black light.

Upon completion of the visit, the inmate and visitor will report to the Visiting Room Officer. The inmate must be positively identified. The Visiting Room Officer will then instruct the inmate to wait by the Inmate Search Room. The Visiting Room Officer will then verify all visitors' hand stamps via the black light, identify each visitor via the photo

identification, and relinquish Notification to Visitor Forms to the escorting staff member. The visitor(s) will then be escorted to the Administration Building. Before entering the Control Sally Port all Visitors will stand in the red square located between the institution and the Administrative Building, the escorting staff member will proceed to the Control Sally Port window for positive identification prior to allowing visitors' to enter the Control Sally Port. Visiting Regulations The Control Room Officer will verify all visitors' hand stamps via the black light, prior to releasing the visitor(s) from the Sally Port. The Front Lobby Officer will ensure each Notification to Visitor Form is returned and each visitor's hand stamp is verified, via the black light, prior to the visitor(s) departing the Institution.

Visits will be denied or terminated *only* by the Operations Lieutenant in consultation with the IDO.

Visitors Lockers are located in the Front Lobby area for storage of visitors handbags and/or purses. If all lockers are occupied, the visitors will place these items in their secured vehicle. No cell phones, cameras or electronic devices of any kind will be permitted in the Administration Building or the institution at any time. The items will be returned to the visitors secured vehicle.

Medication will be left in the lockers provided, except if the medication is essential to support life. The visitor will only be permitted to have the exact dosage needed during the time that he/she will be visiting. Prior to allowing the medicine into the Institution, the Front Lobby Officer will contact a member of the medical staff to determine if the medicine is necessary. If the medication must be retained by the visitor, the Front Lobby Officer will advise the Visiting Room Officer that the visitor has medication. The Visiting Room Officer will hold the medication until it is used by the visitor.

If for any reason a visitor is denied entrance to the facility, Attachment #2 will be completed and forwarded per distribution noted on the form.

6. Social Visitors:

All social visitors will be required to complete a Notification to Visitor Form upon arrival. All areas of the form will be completed. Visitors will also sign in on the Visitor's Log Book and sign out when they conclude the visit. If a visitor has to leave the approved visiting area for any reason, the visit will be terminated. Attachment #4, will be used to log in all inmate visitors.

7. Only the following articles are authorized to be carried into the institution by visitors:

- a. Wallet or small clear plastic bag.
- b. Money to be used for refreshments, no more than \$25.00.
- c. Photo identification.
- d. Essential medication will be limited to the amount needed during the visiting period, and will be controlled by the Visiting Room Officer.

The following items will be permitted, per child, when infants are visiting:

- a. Three (3) Diapers
- b. One (1) clear package of baby wipes
- c. One (1) change of infant clothing
- d. Two (2) clear baby bottles/sippy cups with contents(3/4 full)
- e. Two (2) small jars of baby food (Unopened)
- f. One (1) receiving blanket
- g. One (1) plastic serving spoon
- h. One (1) small clear plastic tote

All items will be subject to search at any time by the Visiting Room Staff.

8. All 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, khaki, or green-colored clothing, open toed sandals or shoes. 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 (e.g., skin tight clothing, shorts, mini skirts, short culottes or sleeveless clothing) is not authorized. Female visitors will be required to wear a bra and all appropriate undergarments. Under wire undergarments are not acceptable, as this will activate the metal detector. The Operations Lieutenant or IDO will be consulted prior to denying a visitor entry into the institution because of his/her attire.

9. With prior Unit Team approval, inmates may be allowed 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. Under no circumstances will the Visiting Room Staff accept articles or gifts of any kind for an inmate, unless the packages have prior approval by the Warden.
10. Loitering by visitors in the institution parking lot, or on institution grounds, is not permitted.
11. Large vehicles (e.g., campers, mobile recreational vehicles, tractor trailers) are prohibited from being parked in the institution parking lot at any time. Violators may be subject to towing, at the owner's expense.
12. Visitors are not authorized to bring tobacco products of any kind. This will be considered contraband.
13. At both, USP and SCP Canaan, child areas have been identified in the designated Parenting Program sections of the visiting rooms. Inmates are not permitted in these areas; however, they are responsible for the conduct of their children.

o. **Supervision of Visits:**

When an inmate has a visit, the Unit Officer will be notified by the Visiting Room #1 Officer. The Unit Officer will notify the inmate via the public address system. At the USP, the light system will be used by the inmate to notify Visiting Room Staff that he is awaiting processing.

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.

p. **Letters:**

The Visiting Room Officer will be aware of all articles passed between the inmate and the visitor. If there is any reasonable basis to suspect materials being passed, may adversely effect the security of the institution, or constitute a violation of the law or regulations, the Visiting Room Officer is to examine the item. The Operations Lieutenant and/or SIS Office will be consulted in questionable cases.

q. **Visiting Attire (Inmate):**

Inmates entering the USP Canaan Visiting Room will be dressed as follows:

1. khaki pants and top
2. Institution issued shoes or commissary purchased shoes.
3. White T-shirt, worn underneath Khaki top (issued or purchased).

All other attire will be prohibited.

Inmates entering the FPC Canaan Visiting Room will be dressed as follows:

1. Spruce green pants and top
2. Institution issued shoes or commissary purchased shoes.
3. White T-shirt, worn underneath spruce green top (issued or purchased).

All other attire will be prohibited.

Inmates may carry the following items into the Visiting Room area:

- a. Identification Card
- b. One wedding band (no stone)
- c. One approved religious medallion (with chain)
- d. Prescription eyeglasses (no case)
- e. Life sustaining medication (Officer will maintain during the visit)
- f. Religious headgear
- g. Photo tickets
- h. Approved tennis shoes

All items taken into the Visiting Room will be inventoried, by staff utilizing Attachment #3, and the same items must leave the Visiting Room with the inmate. All inmates entering will be pat searched and screened with a metal detector (except at the FPC). Random visual searches will be conducted when entering the Visiting Room. All inmates exiting the visiting area (except at the FPC) will be screened with a metal detector and submit to a visual search. Inmates will not be permitted to return with any items other than those documented as being brought into the Visiting Room. FPC inmates may be visually searched on a random basis.

r. **Inmate and Visitor Conduct within Visiting Room:**

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 are off limits to inmates at all times. Visitors are only permitted to 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.

Inmates and their visitor(s) are permitted to take pictures in a designated area. Pictures will be completed as soon as the inmate photographer arrives and in the order they were logged.

Physical contact between the inmate and his visitor(s)

will be limited to a brief embrace and kiss upon the initial arrival, and again at the completion of the visit. Any unauthorized embracing or contact may result in termination of the visit. The staff may limit physical contact to minimize the opportunity for the introduction of contraband, and to maintain the orderly operation of the visiting area.

Any violation of the Institution's Visiting Procedures may result in termination of the visit and/or disciplinary action. The Captain, IDO or the Operations Lieutenant have the authority to terminate a visit. The Captain, IDO or the Operations Lieutenant can deny entry of unauthorized and pre-approved visitor based on violations of the Institutional Visiting Rules and Regulations.

s. **Non-Smoking Area:**

The entire Visiting Room and the Attorney Visiting Rooms are designated as non-smoking areas.

t. **Reinstatement of Visiting Privileges:**

Only the Warden can reinstate a suspended individual to an Inmate's Visiting List. The Unit Manager will prepare a memorandum through the Captain, AW(P), to the Warden explaining the specific reasons for reinstating the individual to the Approved Visiting List.

- u. Under no circumstances will special visits be permitted for individuals who have been removed from the approved visiting list without a thorough investigation, and approval by the Warden or his/her designee.

v. **Transportation Assistance:**

Directions for transportation to and from the institution, pay phone service, with commercial transportation phone numbers will be posted, and be made available at the USP/FPC to assist visitors.

w. **Attachments:**

Attachment 1	Visiting Regulations
Attachment 2	Visiting Denial Form
Attachment 3	Inmate Personal Property Form
Attachment 4	Inmate Visitor Log

x. **Effective Date:** Effective upon issuance.

Approved by:

//s// _____
Cameron Lindsay, Warden

USP/SCP CANAAN
CANAAN, PA
PHONE: (570) 488-8000
Visitor Information Handout

VISITING DAYS:

SCP: Weekends & federal holidays (8:00 a.m. - 3:00 p.m.)

USP: Fridays, weekends & federal holidays (8:00 a.m. - 3:00 p.m.)

VISITING INFORMATION

1. USP Canaan, is located approximately 23 miles northeast of *Scranton, PA*. From *Scranton, PA*, take 81 north to route 6 to the town of Waymart. At the stop light turn right onto state route 296. Follow route 296 for 1.4 miles, where the prison entrance is on the right. From *New York/Milford* area take 84 west to exit 17 ramp, turn onto route 191 north, continue to travel on route 191 until signs appear for route 296 north. (route 196 turns into route 296). Continue route 296 until signs appear for the prison entrance.
2. All persons authorized to visit at this facility must abide by all institution rules. No person may visit unless he/she has been approved in advance and documented as visitors on the inmate's visiting list. An inmate's visiting list is not public information, therefore any calls pertaining to a visiting list cannot be answered. All visitors must carry picture identification (such as a valid Driver's License, current passport with photo, alien identification card with photo) in order to be admitted to the Visiting Room. An authorized form of identification is a document with the visitor's photograph and signature.
3. Children under sixteen (16) years of age must be accompanied by an adult parent or guardian. Children sixteen (16) years of age and over MUST fill out a visitors form and have it sent to the respective Counselor. The number of visitors an inmate may visit is limited to five adults. Children under the age of 16 will not be counted. Allowance of more than five visitors requires prior approval from their respective Unit Manager and Captain. Adults will maintain control and are responsible for their children at all times.

4. Sandwiches, soft drinks and candy are available from vending machines in the Visiting Room. Food or drinks will not be permitted to be brought in from outside the institution. Visitors may purchase food for the inmate, but may never give the inmate money.
5. Visitors are not permitted to bring any type of photographic equipment on institution grounds.
6. Large purses or tote bags are not permitted inside the institution. Only a small clear change purse is authorized.
7. Allowable baby items are as follows: 3 diapers, 2 plastic baby bottles or sippy cup containing formula 3/4 full, 2 sealed plastic jar of baby food, 1 empty plastic baby bottle, 1 plastic serving spoon, 1 small clear plastic tote bag for contents, 1 plastic zip lock bag containing baby wipes.
8. Games or toys will not be permitted into the visiting area. Video cassettes will be available at the institution for children's viewing. Newspapers, magazines, clippings, photos, etc. will not be permitted. NO make-up inside the institution at any time.
9. ALL visitors will be dressed in an appropriate manner and in good taste. You are entering a correctional setting, and this is a requirement. Any visitor who arrives provocatively dressed, will be denied the privilege of visiting. Inmates will inform visitors prior to visiting, that clothing MUST be appropriate for an institution setting and should not demonstrate disrespect to others who may be present in the visiting room. All visitors must be fully attired, including shoes. Visitors are to refrain from wearing apparel which is revealing or suggestive. Shorts, dresses or skirts which reveal any part of the buttocks or crotch area, see-through blouses/dresses, halter tops, midriff tops, strapless tops/dresses and spandex style clothing WILL NOT be permitted. While undergarments must be worn, underwire bras are not acceptable, as this will activate the walk-through metal detector. Only religious headwear may be worn; However, all headgear will be searched prior to entering the Visiting Room. Visitors are not permitted to wear gray colored sweat wear. Visitors will not be permitted to wear a combination of pants and shirts that resemble the SPC colored inmate uniform (spruce green).
10. Under no circumstances will a visitor be allowed to visit unless they have cleared the metal detector. Persons having metal plates or prosthetic devices must have written documentation from a doctor.
11. Prospective inmate visitors will be randomly tested using the (Drug Detection Device, located in the Front Lobby. Any

positive test results will result in denial of visitation.

12. Once a visitor has been checked into the institution, they may not be permitted to return to their automobile or leave the visiting area. If this occurs, the visit may be terminated.
13. Visitors will not be permitted to wear open-toed shoes. This includes sandals and flip flops.
14. The visiting room is a public place and children are normally present. You are expected to conduct yourself accordingly. Handshaking, embracing and kissing are ordinarily permitted within the bounds of good taste and only at the beginning and end of the visit. Behavior deemed inappropriate will result in immediate termination of the visit, and possible loss of future visits. No exceptions!
15. Each inmate housed at USP/SCP Canaan will be allotted 8 visiting points on the first day of each month. 2 points are incurred for each visit on weekends and 1 point is incurred for each visit on weekdays. No points will be incurred for recognized Federal Holidays, or legal visits.
16. Visitors are not authorized to bring in tobacco products of any kind. This is considered contraband.
17. For security purposes we will also require each visitor to have their picture taken. The picture will be printed on the back of visitor form and will aid in the identification of each visitor.



CAA 5267.08B
December 5, 2006
Attachment 2

U.S. Department of Justice
Federal Bureau of Prisons

USP Canaan
3057 Easton Turnpike
Waymart, PA 18472

Date

MEMORANDUM FOR: _____, Captain

FROM:

THRU: Operations Lieutenant

SUBJECT: Visitor denied entrance to Visiting Room.

On the above date, at _____ (a.m./p.m.), the following visitor (Mr./Mrs./Ms./Miss) _____ was denied entrance into the Visiting Room.

Inmate Concerned: _____

NAME

REGISTER NUMBER

- Reason for denial:
1. Improper or no identification
 2. Not on inmate's visiting list
 3. Under age or without parent/guardian
 4. Other _____

Comments: _____

CC: Institution Duty Officer

