



**U.S. Department of Justice
Federal Bureau of Prisons
U.S. Penitentiary
Atlanta, Georgia 30315**

INSTITUTION SUPPLEMENT

DEPARTMENT: Correctional Services
NUMBER: ATL. 5267.05 F
DATE: July 1, 2003
NAME: Visiting Regulations

1. PURPOSE: The Warden of this institution encourages wholesome and meaningful visits with relatives, friends, and community groups to maintain inmate morale and to foster closer relationships between the inmate and family members or others in the community. 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 and/or terminated.
2. DIRECTIVES AFFECTED
 - a. Directives Rescinded: Institution Supplement 5267.05E, Visiting Regulations, dated July 1, 2000.
 - b. Directives Referenced: Program Statement 5267.06, Visiting Regulations, dated May 17, 1999. Program Statement 5270.07, Inmate Discipline and Special Housing Units, dated December 29, 1987. Program Statement 5500.09, Correctional Services Manual, dated October 27, 1997. Program Statement 5510.09, Searching, Detaining, or Arresting Persons Other Than Inmates, dated March 6, 1998
3. STANDARDS REFERENCED: American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4149, 3-4255, 3-4440, 3-4441, 3-4441-1, 3-4442, 3-4443, 3-4445, 3-4446.

DISTRIBUTION: Warden, Associate Wardens, Executive Assistant, Camp Administrator, Department Heads, Correctional Supervisors, Case Managers, AFGE President, SERO

4. VISITING HOURS:

- a. Visiting hours will be from 8:00 a.m. until 3:00 p.m. Visitors will not be allowed inside the institution prior to 7:45 a.m., but may wait in the visitor's parking lot. Processing of incoming visitors will terminate at 2:00 p.m. at the West Gate Lobby. Visitors in the Visiting Room will be required to exit at 3:00 p.m. General population inmates can receive social and attorney visits, Thursday through Monday of each week. However, only attorney visits can take place on Tuesday and Wednesday. Holdover and Pre-Trial inmates can receive social and attorney visits, Saturday through Wednesday of each week. However, only attorney visits can take place on Thursday and Friday of each week.
- b. Federal Prison Camp visitations will be from 8:00 a.m. until 3:30 p.m. No visitors will be allowed inside the institution prior to 8:00 a.m., but may wait in the visitor's parking lot. Processing of incoming visitors will terminate at 3:00 p.m. at the Visiting Room entrance. Visitors in the Visiting Room will be required to exit at 3:30 p.m. The inmates will receive visits on Saturday and Sunday of each week. The Camp does not use the point system.
- c. All eligible inmates may receive visits on the recognized Federal holidays without regard to the even/odd schedule. The recognized holidays are: New Year's Day; Martin Luther King, Jr.'s Birthday; President's Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Veteran's Day; Thanksgiving; and Christmas.
- d. On Saturday and Sunday an even/odd schedule will be used for USP General Population inmates only. The fifth digit of an inmate's register number is utilized when determining if he has an even or odd number.

5. FREQUENCY OF VISITS:

- a. Each USP inmate is allotted five visits per calendar month, regardless of the duration of the visit. Visits on Federal holidays will not count against the five (5) allotted visits each month.
- b. Visiting Restrictions and Overcrowding: Visiting may be curtailed or terminated because of an emergency, improper conduct on the part of an inmate or his visitor(s), or when the visiting area becomes overcrowded. Should it become necessary to curtail or terminate visiting because of overcrowding, a Lieutenant or Institution Duty Officer will authorize and supervise the process. A two-hour maximum visiting time

limit will go into effect. Staff will apply the time limit first to those visitors who reside within a 200-mile radius of Atlanta. If the area is still overcrowded, those who accumulated the most number of visits for that month will be terminated or curtailed next.

- c. Visitation will not ordinarily affect the normal activities of the institution. Inmates scheduled to receive a visit will be required to report to their regular assignment until they are called for the visit.
6. NUMBER OF VISITORS: The number of persons allowed and seats used while visiting one inmate as a group, will be limited to four. Seating is available for up to four for each inmate, when necessary. The seats are for adult visitors.

Children are not guaranteed seating. The Visiting Room Officers will not allow more than four adults and three children to visit one inmate at a time, without prior written approval of the inmate's Unit Team. Visiting Room staff will assign the seating arrangement for visitors and inmates.

- a. Split Visits: Should more than the authorized number of visitors arrive at the USP at the same time, a split visit may be arranged. A split visit is defined as a visit where one or more of the visitors leave the Visiting Room to be replaced by other authorized visitors. Those visitors leaving must leave the institution and may wait in the visitor's parking lot. They are not allowed to wait in the West Gate entrance area. On split visits, only one interchange of visitors will be permitted, i.e., individuals leaving the Visiting Room to permit other members of the party to visit may not subsequently return for further visiting the same day.
 - b. Non-Contact Visits: As a means of enhancing visiting security procedures, inmates housed in a security status housing unit (Special Housing Unit, Detention Center security cells, CCH, and DCU A&O) will be placed on non-contact visiting status. Inmates in this status will receive two hour visitations, with a maximum of five visits per month. Inmates will be closely supervised by staff in the High Security Visiting Room located in the west end of the third floor Special Housing Unit in the Complex. Inmates assigned to non-contact visiting will be subject to a visual search upon entering and exiting the visiting area.
7. IDENTIFICATION OF VISITORS: Positive identification of visitors is required for visitation. Proper Identification will consist of two types. At least one type must contain a photograph. "Official" forms of photographic identification are: current driver's license, a passport, state identification card, etc. Other forms of ID which may be used with a photo

identification are birth certificates or identification with the visitor's full name and signature. The Institution Duty Officer or a Lieutenant will be notified in questionable cases. Tactful questioning on the basis of available information in the inmate's Central File may help clear up doubtful cases.

Black Light Identification. All USP visitors will have one hand marked with a "black light" stamp which will be checked with the "black light" lamp prior to entry inside the institution. Prior to departing the Visiting Room, visitors will again have their hand checked with the "black light". Visitors are required to carry their photo identification with them at all times while they are inside the institution. Staff will check the photo ID of each visitor each time they check the "black light" stamp. Visitors who no longer have the ink stamp on their hand or photo identification will be detained in the area until a Lieutenant arrives to investigate the situation and identify the visitor. The Captain will purchase "black light" stamps. They will be maintained in the office of the Operations Lieutenant. The West Gate Officer will randomly select a stamp to use each day. The Officer will return the stamp to the Lieutenant's Office at the end of his/her work schedule. All stamps will be logged in and out in the stamp log book.

8. APPROVED VISITORS: Visits are permitted for those on the inmate's approved visiting list as authorized by the inmate's unit team. It is the responsibility of the inmate to advise the visitors not to visit prior to receiving notification from the inmate that they have been authorized to visit. Except for immediate family, visitors will not be placed on more than one inmate's approved visitor's list.

Holdover and New Commitments. When an approved visiting list is not available, visits for new commitments and inmates in holdover status will be limited to members of the immediate family. Birth Certificates or some form of identification that would indicate they are members of the inmate's immediate family, including a check of the inmate's PSI Report, if one is available, should be checked by the unit team. Holdovers will normally have to wait thirty (30) days before being allowed to visit. Pretrial inmates will fall under the same guidelines as the Holdover inmates with the exception of the thirty (30) day waiting period.

9. VISITS TO INMATES NOT IN GENERAL POPULATION (USP and FPC)

- a. Hospital Patients. Visits to FPC inmates hospitalized in the community will be restricted to members of the immediate family and are subject to the visiting policy of the community hospital and those procedures as outlined in the "Hospital Escort" Post Orders. Visits to USP inmates at outside medical facilities are normally restricted to "emergency" visitation during critical terminally ill episodes. These

visits will be recommended by the Clinical Director to the Unit Manager, who will prepare a memorandum requesting the visitation. The memorandum and inmate central file will be routed through the Captain's Office for approval prior to being submitted through the Associate Warden to the Warden. No visits at outside hospitals will be allowed without prior written authorization from the Warden.

- b. Special Housing Unit. Visiting privileges, ordinarily, will not be denied because of a violation of the institution regulations. However, inmates in the Special Housing Unit will be required to visit in the visiting room, located on the east side of the Special Housing Unit, third floor. These visits will be limited to two hours. This time may be limited to one hour, if space is needed for awaiting visitors.

In all cases, the Lieutenant will be notified prior to escorting any inmate into the Special Housing Unit Visiting Room. Inmates from Special Housing status will be required to undergo a visual (strip) search prior to and following the visit.

10. PREPARATION OF THE LIST OF VISITORS FOR USP and FPC

- a. Each new inmate will be provided a Visiting List Request form upon his arrival at this institution. The Unit Counselor will be responsible for the preparation and placement of the original inmate visiting folder with the "Official Visiting List" in the Visiting Room file cabinet.
- b. Amendments to visiting lists will be processed by the inmate's Counselor. Inmates desiring a change will submit a request to his Counselor with the appropriate information.
- c. The Counselor will request information from potential visitors who are not members of the inmate's immediate family prior to placing the potential visitor on the inmate's approved visiting list.
- d. If a background investigation is necessary before approving a visitor, the inmate will be held responsible for having the Release Authorization form forwarded to the proposed visitor. This form must be signed and returned to the Counselor by the proposed visitor prior to any further action concerning the visit. Upon receipt of the authorization form, the Counselor may forward the questionnaire, along with the release authorization to the appropriate law enforcement agency.
- e. The Counselor will notify the inmate of each approval or disapproval of a requested person for the visiting list. Upon approval of each visitor, the Counselor will provide

the inmate with a copy of the visiting guidelines and with directions for transportation to and from the institution. The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the visiting guidelines and directions for transportation to and from the institution.

The visiting guidelines and directions to the institution will cite Title 18 U.S.C. §1791 and §3571, which provides a penalty of not more than twenty (20) years, a fine of not more than \$250,000, or both, for providing or attempting to provide an inmate anything without the knowledge and consent of the Warden.

11. SPECIAL VISITS USP and FPC

- a. Non-Visiting Days. Limited visiting may be authorized at times in unusual circumstances upon recommendation of the Unit Manager and approval of the Associate Warden (Programs) or Camp Administrator. When this occurs, the Unit Manager will be responsible for providing the staff to process and supervise the visit.
- b. Consular Visits: Whenever it has been determined that an inmate is a citizen of a foreign country, the Consular Representative of that country will be permitted to visit on matters of legitimate business. This privilege will not be withheld even though the inmate may be undergoing disciplinary status or confined in the Special Housing Unit. Consular visits, with no other approved visitors on the inmate's visiting list being present, will not count against the inmate's allotted number of visits per month.
- c. Attorney Visits:
 - 1) Visits by retained and appointed attorneys or by attorneys requested by an inmate or his family in contemplation of prospective legal representation will be permitted.
 - 2) Attorney visits will ordinarily take place during regular visiting hours. Attorney visits for inmates in security concern status areas (Special Housing Unit, A&O, CCH, and DCU secure cells) will take place in the Non-Contact Visiting area on the west side of the Special Housing Unit on the third floor. The Unit Manager will be responsible for providing actual supervision of the attorney visit during non-visiting periods.
 - 3) Prior to each visit, attorneys are required to present approved identification and identify the inmate they are representing who requested their assistance

or an inmate the attorney wishes to interview as a witness.

- 4) The institution reserves the right to refuse admission to those who fail to comply with these regulations. However, if there is a question about the identity of an attorney or of his/her qualification as an attorney in good standing, prior to refusing the visit to take place, the matter should be referred to the Legal Department.
- 5) Attorneys will be subject to a search of their person and belongings for the purpose of ascertaining if contraband is present. They will also be required to read and sign a "Notification to Visitors" form concerning the introduction of contraband.
- 6) Inmate/Attorney visits will take place in the private conference room located within the Visiting Room. If the private conference room is in use, the visit may take place within the regular Visiting Room. Visits between attorneys and inmates will not be subject to auditory supervision. If the attorney does not wish to meet in the regular Visiting Room, he or she will be offered the opportunity to reschedule the visit when the private conference room is available.
- 7) Tape players/recorders may be used by the attorney during the course of the visit, only if prior approval has been granted by the Warden. The attorney must agree in advance of the interview that the only purpose of utilizing a tape player/recorder is to facilitate the attorney/client relationship.
- 8) Any immediate grievance or concerns an attorney may have concerning his client, which are deemed appropriate to respond to during the visit, will be referred, in the following order, to the Unit Manager, Legal Department, or Institution Duty Officer.
- 9) Unless the legal matter involves more than one inmate, attorneys will normally visit only one inmate at a time, unless prior written approval has been obtained from the Warden through the Legal Department.
- 10) Attorney visits, with no other approved visitors on the inmate's visiting list being present, will not count against the inmate's allotted number of visits per month.
- 11) An attorney will not be permitted to take or leave any papers or legal

documents he or she did not bring into the institution without prior permission of the Unit Manager or Legal Department.

- 12) Inmates are prohibited from bringing papers or legal material into the Visiting Room unless prior permission from the Unit Manager or Legal Department has been obtained. In these instances a member from the inmate's Unit Team is responsible for searching the paper/material for contraband prior to the inmate bringing them into the Visiting Room.
- d. Clergy Visits. Special clergy visits, that are approved in advance by the Chaplain and Unit Manager in order to meet an inmate's specific needs which are not provided by this institution, or to assist an inmate in counseling and discussion of family problems, will take place within the regular Visiting Room. If the need is such that a private area is recommended by the visiting Chaplain, the institution Chaplain will arrange for the area where the visit will take place and, in conjunction with the Unit Manager, arrange for staff supervision of the visit. Clergy visits, unless approved in advance by the Chaplain and Unit Manager, will count against the inmate's visiting total for the month.
- e. The time and administrative expenses incidental to arranging and supervising visits will be absorbed by the respective department responsible for the visit.

12. VIOLATIONS OF REGULATION AND/OR INTRODUCTION OF CONTRABAND

- a. The right to have future visits may be denied to anyone who tries to circumvent or evade regulations. It may also require additional action including possible prosecution. Introduction of Contraband into a Federal Penal Institution is a violation of Title 18 §1791 and §3571 of the U.S. Code Attorney General's Regulation, dated September 18, 1948. In order to ensure that a visitor is aware of the above regulation, the entrance officer will have each adult visitor, sixteen years of age and older, complete and sign a "Notification to Visitor" form, acknowledging his/her awareness and understanding of the possible penalties for violation of the Visiting Room regulations and/or introduction of contraband into the institution. At the completion of each visiting day these forms will be filed in the inmate's visiting folder and retained for one (1) year.
- b. If a visit is terminated because of a violation of regulations, the officer identifying the violation will prepare and submit an incident report on the inmate (s) involved. The Lieutenant on duty at the time of the violation will interview the outside visitor(s) involved and obtain a written, signed statement to be included in the investigative

information on the incident report, when appropriate. Refusal by the visitor to cooperate in the interview and to provide the written statement will be documented and submitted to the Captain.

- c. If it becomes necessary to warn an inmate concerning violations of visiting regulations, the Visiting Room Officer will prepare the warning in writing. The original will be placed in the inmate's official visiting folder and a copy will be sent to the Unit Manager. Both copies will show the date and reason for warning as well as the time, date, and name of staff member giving the warning.

13. SEARCHING OF VISITORS AT THE USP

- a. Right of Refusal. Any visitor who objects to a search, test, or entrance procedures, has the option of refusing, but must leave the institution grounds immediately. Staff will deny admission for any visitor who refuses to undergo a search of personal effects, e.g., purse, coat, bags, briefcases, etc. Visitors who refuse any search or procedure and elect to leave the institution, will not be permitted to return to visit without prior approval of the Associate Warden (Custody).
- b. Termination of a Visit. The Institution Duty Officer, in conjunction with the Lieutenant, will terminate a visit upon determining that a visitor is in possession of, is passing or attempting to pass contraband not previously detected, or who is engaging in any conduct or behavior which poses a threat to the orderly or secure running of the institution, or to the safety of any person in the institution. The staff member terminating the visit will prepare written documentation describing the basis for this action. The required documentation will include the date, time visit began, time of termination, persons involved, and the reasons for the termination. The original report will go to the Warden.
- c. Metal Detectors. Visitors will be required to submit to a search before entering the institution by electronic means (e.g., walk-through and/or hand-held metal detectors), and their personal effects will be visually searched. Lockers have been provided for personal effects not allowed in the Visiting Room. Visitors who fail the metal detector screening will not be allowed entrance into the institution. Occasionally, a visitor will be equipped with a prosthesis containing metal. In such cases, following approval from the Institution Duty Officer, a Physician's Assistant from the hospital will be requested to perform a personal shakedown in the restroom located in the front entrance to include a thorough examination of the prosthetic device. Visitors may have surgically implanted pins and plates that will not clear the metal detector.

The hand-held metal detector must be used in these cases, in addition to a visual examination of the body area. Careful examination will also be required of wheelchair bound visitors, including a complete search of the chair.

14. CONTROLLED VISITING - DENYING VISITS - USP AND FPC

- a. Visiting Restrictions. Visiting may be restricted to controlled situations or to more closely supervised visits when there is any suspicion that the visitor is introducing or attempting to introduce contraband, or when there has been a prior incident of such introduction or attempted introduction, or when there is any concern, based upon sound correctional judgement, about the visitor presenting a risk to the orderly running of the visiting room or area. These restrictions must be approved by a Lieutenant and Institution Duty Officer (when on duty).
- b. Visiting privileges may be denied when a controlled or closely supervised visit is not possible. This denial must be approved by a Lieutenant and Institution Duty Officer (when on duty).
- c. This institution has the right to assign specific seating locations for visitors and inmates. The Visiting Room Officer will assign specific seating assignments to inmates and visitors who are suspected of, or have displayed problems with obeying the procedures located in this supplement. **INMATES MUST PROVIDE THE VISITING ROOM OFFICER WITH THEIR COMMISSARY CARD PRIOR TO ENTERING.**
- d. Fondling and indiscreet contact is not permitted. Kissing and embracing is permitted only when the visitors and inmate meet at the beginning of a visit and just prior to terminating a visit. At no time will unauthorized displays of affection, by personal contact, be permitted. Such violations will be cause for termination of the visit and disciplinary action taken against the concerned inmate. Repeated violations of the personal contact regulations will be cause for removal of a particular visitor from the inmate's approved visiting list.
- e. It is expected that visitors will exercise reasonable good taste and consideration for others with the clothing they wear into the visiting room. Provocative attire is reason to deny and/or preclude visiting. Visitors will not be allowed into the institution in skirts or dresses exceeding three (3) inches above the knee in length, shorts, see-through clothing, halter tops, tube tops, tank tops or any kind of top that reveals the midriff area of the anatomy, low-cut shirts or blouses, revealing front, or backless/strapless clothing. Bras must be worn. No skin-tight clothing, khaki pants,

or shirts will be allowed. Children under the age of twelve (12) may wear shorts. Regular street shoes or tennis shoes are permitted. Inmates are responsible for advising their visitors of the dress requirements to be allowed entrance into the visiting room. Visits may be denied for noncompliance by the West Gate officer after consulting with the Shift Lieutenant or Institution Duty Officer. A denied entrance into the institution form will be submitted to appropriate staff.

- f. Visitors who give evidence of recent use of alcoholic beverages, drugs or narcotics, or who display inappropriate behavior will not be permitted to visit or remain on the institution's grounds.
- g. No loud, boisterous talk or profane language will be allowed inside the Visiting Room.

15. VISITOR'S CONDUCT:

- a. Each inmate having a visit must assume reasonable responsibility for proper conduct during the visit with as much control of visitor(s) conduct as may be expected of him. Children must be controlled to the extent of consideration for other visiting groups and not be permitted to wander from the immediate area of the visit, run about the Visiting Room or create noise that disturbs other visits. Failure to control children will result in termination of the visit.
- b. In addition, only USP visitors will be permitted to be in the vending machine area located in the Visiting Room to purchase items during the visit. USP inmates will not be permitted in the vending machine area or permitted to carry or possess money while in the Visiting Room. Inmates found to be in possession of money while in the Visiting Room will be subject to disciplinary action.

16. RECORDS:

- a. The following forms will be used and maintained in the inmate's visiting folder.
 - 1) An official Inmate Visiting List (**ATTACHMENT 1**).
 - 2) Perpetual Visiting Record (**ATTACHMENT 2**).
 - 3) Notice of Visiting Violation (**ATTACHMENT 3**).

- 4) Visitor Denied Entrance into the Institution (**ATTACHMENT 4**).
 - 5) Visiting Guidelines (**ATTACHMENT 5A & 5B**).
- b. Unit Teams. Official inmate visiting folders will be maintained in the Visiting Room file cabinet. The records will be maintained in alphabetical order by the inmate's last name. It will be the responsibility of the Unit Teams to prepare the original visiting folder on each inmate. The visiting folder is to include memorandums concerning special visits and any documentation that would affect an inmate's visits. The Unit Teams will remove the records of those inmates who are transferred or released from this institution.
 - c. West Gate/Visiting Officer. When an inmate receives a visit, the Officer will identify the visitor, have them sign the visiting log, and fill out a Visitor Notification form.
 - d. Inmate Visitors Sign-In Logs. The West Gate Officer and FPC Visiting Room Officer will maintain the Inmate Visitor Sign-in Logbook, documenting the visitor's name, time of arrival and departure, name and number of inmate to be visited, and signature. Once the logbook is full and closed out, the logbook will be forwarded to the Captain's Office for archiving.

17. SUPERVISION:

- a. It is the responsibility of the Visiting Room Officer to ensure that the visiting room regulations are followed as outlined in this supplement and that visits are conducted in a quiet, orderly, and dignified manner. Direct observation of visits is not required at all times, but officers will constantly observe the general visiting areas. Inspections should determine that visits are being conducted in an acceptable manner.
- b. The Visiting Room Officers should be aware of any article passed between the inmate and his visitor. If there is substantial basis to conclude that materials are being passed which constitute contraband or are otherwise in violation of the law or regulations, the Visiting Room Officer may examine the materials. The Lieutenant or Institution Duty Officer will be consulted in questionable cases.
- c. Each USP inmate will be pat searched upon entrance to the visiting room, and a strip search of each inmate is required at the end of each visit. A hand-held transfrisker will be used during the strip search. Searches and shakedown will be conducted in private, out of the sight of visitors and other inmates. Each FPC inmate will be pat

searched upon entrance and exit to the visiting room.

- d. In no instance will the Visiting Room Officer accept articles, or gifts of any kind for an inmate. No item will be given to visitors by an inmate.
- e. Restroom facilities for visitors are located inside the Visiting Room. USP inmates, under direct escort supervision by the assigned officer will utilize the restroom located in the shakedown area. Inmates will be strip searched upon entry into the restroom and prior to exiting the restroom. The inmate will be escorted back to his assigned seat.

18. OTHER APPLICABLE REGULATIONS:

- a. Inmate Dress. All inmates from the USP general population will be dressed in full khakis uniform which are neat and in clean condition. Shirts must be worn with shirt tails tucked inside the pants with an institution issued belt and buckle. All inmates will wear institution issued black work shoes. Under no circumstances will an inmate be allowed to wear tennis shoes or personal soft shoes in the Visiting Room. Inmates must be properly dressed and groomed. No inmate will be allowed admittance to the visiting area if he neglects to follow the visiting dress requirements. **(ATTACHMENT 4).**
- b. No Smoking. The USP Visiting Room and all restrooms are non-smoking areas. Inmates are not allowed to bring cigarettes nor are visitors allowed to bring cigarettes into the Visiting Room.

The FPC Visiting Room and all restrooms are non-smoking areas. Visitors and inmates are allowed to smoke in designated outside smoking areas. Visitors are allowed to bring in one package of cigarettes. Inmates are allowed to take cigarettes only to be used during the visit, however the inmates are not allowed to return from their visit with the cigarettes.

Inmate Property. Inmates will not take any personal items to the Visiting Room except one pair of prescription glasses, one comb, one wedding band, one handkerchief, and one religious medal. Necessary legal papers will be permitted during a visit with an attorney, if approved in advance by the Unit Manager. Medication, such as nitroglycerine tablets may be permitted when authorized by the Health Systems Administrator.

- d. Signatures and Documentation. Papers or gifts are not to be exchanged. Signatures on legal papers are permitted. Legal papers cannot be left with the inmate, but must be mailed to the inmate at the institution.
- e. Money. Money will not be accepted for deposit to the inmate's account through the visiting area.
- f. Visitor's Property. Visitors are not allowed to take any unapproved items into the Visiting Room. Lockers are located in the visitors waiting room for the storage of non-permissible items. No food, chewing gum, or medication is permitted in the Visiting Room, with the exception of nitroglycerine tablets. No newspapers, magazines, photo albums, luggage, packages, tape players/records, or cameras are allowed (see exceptions for tape players/recorders under "Attorney Visits"). A visitor may take a wallet (small change purse) and money into the Visiting Room. Children may not take in toys, books, cards, dolls, or games.
- g. At the USP, diaper bags will not be permitted in the institution. Visitors with infants may carry in one extra diaper and one bottle. These items must be opened and inspected prior to being allowed inside. If an emergency occurs, a visitor with an infant may be permitted to return to the waiting room to take care of the need. However, the visitor and infant will again be fully processed prior to their return to the Visiting Room. No other items will be permitted inside the institution unless approved by a Lieutenant.
- h. At the FPC, visitors with small infants will be permitted into the visiting room with one diaper bag containing baby wipes, one bottle with formula, two small jars of baby food, and one receiving blanket.
- i. Minor Children. Minor children (under the age of 18) will not be permitted to wait in the parking lot, visitors waiting room, or entrance of the institution unless they are accompanied by an adult. Visitors must leave the prison grounds once the visit has been completed.
- j. Visiting Room Arrangement. The Captain is responsible for the appearance of the visiting area. The Visiting Room will be arranged so as to provide adequate supervision and will be furnished so that it will be as comfortable and pleasant as possible. The Escort Officer is responsible for the sanitation of the visitors waiting room, hallways, elevator and entrance areas. The Visiting Room Officers are

responsible for sanitation of all visiting rooms.

- k. Visiting Room Staffing. The selection and training of the Visiting Room Officer, West Gate Officer, and Visiting Gate Officers are under the supervision of the Captain. Lieutenants will periodically question these officers to ensure that they understand the requirements of this supplement.
19. MEALS: No food or drinks may be brought into the institution by a visitor. The only exception to this will be one baby bottle filled with formula or milk, which can be brought into the visiting area after having passed a security check with a metal detector and a visual inspection of the contents. There are vending machines located in the visiting area for use by the visitors. Visitors will be permitted to purchase food from the vending machines for the inmate they are visiting.

AT NO TIME WILL INMATES BE PERMITTED TO POSSESS OR CARRY MONIES DURING VISITATION. ANY INMATE FOUND TO BE IN POSSESSION OF MONIES WILL BE SUBJECT TO DISCIPLINARY ACTION.

20. TRANSPORTATION ASSISTANCE: Unit staff will provide the inmates with written directions for transportation to and from the institution. Similarly, the inmate will be provided with a narration which will identify routes which are commonly used for traveling to and from the institution. It will be the responsibility of the inmate to forward these to approved visitors.
21. EFFECTIVE DATE: This Institution Supplement is effective upon issuance.
22. OFFICE OF PRIMARY RESPONSIBILITY: Correctional Services.

R. Wiley, Warden

**UNITED STATES PENITENTIARY
ATLANTA, GEORGIA
OFFICIAL INMATE VISITING LIST**



INMATE'S NAME: _____

ENTER FULL NAME/RELATIONSHIP ADDRESS OF VISITOR.	ENTER FULL NAME/RELATIONSHIP ADDRESS OF VISITOR.
1).	7).

2).	8).
3).	9).
4).	10).
5).	11).
6).	12).

FOR MORE VISITORS, USE ADDITIONAL CARD WITHOUT PHOTOGRAPHS

UNITED STATES PENITENTIARY **ATLANTA, GEORGIA** **PERPETUAL VISITING RECORD**

PERPETUAL VISITING RECORD MONTH OF _____

INMATE'S NAME: _____ REG. NO.: _____

DATE OF VISIT	NUMBER OF VISITORS		TIME IN	TIME OUT	OFFICER'S NAME
1).					
2).					
3).					

4).						
5).						

**UNITED STATES PENITENTIARY
ATLANTA, GEORGIA**

NOTICE OF VISITING VIOLATION

Date: _____ Time: _____

Inmate's Name: _____ Reg. No: _____

Unit: _____

This is a written warning for a violation of Visiting Regulations as stated below. Continued violation will result in an Incident Report and termination of your visit.

- () Fondling and indiscreet contact is not permitted. Kissing and embracing is permitted only when visitors and inmate meet at the beginning of a visit and just prior to terminating a visit.

Inmate's Name: _____

Register Number: _____

Reason for Denial: (Check or provide explanation)

1). No Identification _____

2). Not on Visiting List _____

3). Under age without Parent/Guardian _____

4). Other:

Reviewed: _____
Operations Lieutenant

**UNITED STATES PENITENTIARY
ATLANTA, GEORGIA
VISITING GUIDELINES**

RETAIN THIS SHEET FOR YOUR OWN INFORMATION

Do not attempt to visit until the resident has written to you and stated that you are approved and have been placed on his Visitor's List. You will not be permitted to enter the institution until you are approved and placed on this list.

VISITING HOURS:

Visiting hours will be from 8:30 a.m. until 3:00 p.m. each day. General population inmates will

ATL. 5267.05E
July 1, 2000
Visiting Regulations
Attachment # 5b

receive visits Thursday through Monday of each week. Holdover and Pre-Trial inmates will receive visits Saturday through Wednesday of each week. On Saturday and Sunday an Even/Odd schedule will be used for general population inmates only. The fifth digit of an inmate's register number is used to determine if he has an even or odd number. For example: Inmate Register #12344-000, will visit on even numbered weekends and Inmate Register #12345-000, will visit on odd numbered weekends.

Attorney visits for general population and Holdover/Pre-Trial inmates will be seven (7) days a week.

IDENTIFICATION:

Two forms of identification are required, at a minimum. At least one identification card must have a laminated photograph. This may be accomplished by a driver's license, birth certificate, passport or state identification card with picture, full name and signature. Visitors will not be permitted entry without proper identification.

NUMBER OF VISITORS:

A total of four (4) adults and three (3) children are all that will be allowed to visit an inmate at any one time in the visiting area. The seats are for adult visitors. Children are not guaranteed seating.

VISITOR'S CONDUCT:

Visitors who exhibit signs of recent use of alcoholic beverages, drugs or narcotics, or who display inappropriate behavior will not be permitted to visit or remain on the grounds of the institution. Visitors without proper attire will be denied entrance into the institution.

CHILDREN:

Children eighteen (18) or under will be permitted to visit only if accompanied by a responsible adult. Children must be controlled, in consideration of other visitors, and will not be permitted to wander from the immediate area of the visit. Children are not permitted to bring dolls, toys, or games inside the Visiting Room.

CONTRABAND NOTE:

Federal Law provides penalties, fines and/or imprisonment for persons who misrepresent themselves

ATL. 5267.05E
July 1, 2000
Visiting Regulations
Attachment # 5b

in order to gain admission to any Federal institution or attempt to give anything to residents in institutional custody. Food and drink items are available from vending machines located within the Visiting Rooms. No items of food, drink, money, photographs, magazines, newspapers or personal property are to be brought into the Visiting Room for inmates.

LOCATION:

USP Atlanta, Georgia, is located in the southeast quadrant of the city of Atlanta. The airport is 15 minutes away by taxi. Arrival by auto should drive Interstate 20 and exit on the Boulevard ramp. The institution is located two miles south of I-20 at the intersection of Boulevard and McDonough Boulevard. All major hotel/motel chains are represented in the metropolitan area. Public transportation to the institution is provided by local taxi service and "MARTA" rapid rail and bus service.