

1. PURPOSE AND SCOPE. To establish local procedures for FCI Loretto's visiting program.

2. DIRECTIVES AFFECTED.

a. Directives Rescinded

IS 5267.08C	Visiting Regulations	01/25/10
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b. Directives Referenced

PS 5267.08	Visiting Regulations	05/11/06
PS 5500.11	Correctional Services Manual (Chapter 4- Entrance)	10/10/03
PS 5521.05	Searches of Housing Units	06/30/97
PS 5510.12	Searching, Detaining, or Arresting Visitors to Bureau Grounds or Facilities	01/15/08

3. STANDARDS REFERENCED. American Correctional Association Standards for Adult Correctional Institutions 4th Edition: 4-4156; 4-4267; 4-4498; 4-4499; 4-4500; 4-4501; 4-4502; 4-4503; 4-4504.

4. PROCEDURES.

a. During admission and orientation, each inmate shall be asked to submit a list of prospective visitors to the Correctional Counselor.

b. Those individuals listed by the inmate as proposed visitors and who are not immediate family members are considered friends and associates. There will be no more than ten (10) friends and associates on the inmate's approved visiting list.

DISTRIBUTION: Executive Staff, Unit Staff, Law Library,
Department Heads, Union

Visiting privileges ordinarily will be extended to friends and associates having an established relationship with the inmate prior to confinement, unless such visits could reasonably create a threat to the security and orderly running of the institution. Exception to the prior relationship rule may be requested, in writing, to the Warden. It is the inmate's responsibility to prove prior relationships, at the time of request.

The Correctional Counselor shall perform NCIC checks on all individuals requesting to be placed on an inmate's approved visiting list. Additional NCIC checks shall be completed as needed at the discretion of the Unit Team. Copies of any NCIC checks being completed (even if no ~~hits~~ occur) must be maintained with the corresponding visiting questionnaire in the FOI portion of the central file.

c. Correctional Counselors will normally prepare an approved visiting list, including immediate family members and place a copy in the central file and provide a copy to the inmate. As additional visitors are approved, the Counselor shall add them to the original list.

d. The Correctional Counselor will advise the inmate of a requested visitor's approval or denial. If denied, a memorandum will be provided to the Unit Manager for review, and final decision. After the final decision is made, the packet will be placed in the inmate's central file and the inmate will be notified that the visitor has not be approved. No information from the application, or NCIC check can be revealed to the inmate.

e. When adding approved visitors on the BOPWARE Visiting Program, Correctional Counselors will include the inmate's name and register number, the approved visitor's name and address and relationship to the inmate. Verbal notification to the inmate will signal him to update his own record.

f. The respective Correctional Counselor is responsible for the maintenance and accuracy of the inmate visiting list located in the inmate's central file, and computerized visiting program. Inmates shall be permitted to update their visiting lists on an ongoing basis. Inmate's may have immediate family members listed from the PSI and up to ten (10) friends and associates, to include other relatives.

g. 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.

Attachments 1 and 2, 3, and 4 of this supplement will be available in the Counselor's office for inmates to forward to their approved visitors on an as-needed basis.

h. Deletions shall be effected by the Counselor in the following manner. The inmate will submit the name(s) to be deleted via cop-out. Once a visitor has been removed, they will not be reinstated for a period of six months and only at the inmate's request. All visiting questionnaires shall remain in the central file even when a visitor has been removed from the approved list. Unless there is just cause to warrant otherwise, the investigation process need not be initiated a second time to reinstate a visitor to the approved list.

1. Special Visits (General): Special visits from members of the general public who are not on the inmate's approved visiting list must be approved in advance by the assigned Unit Manager. A special visit may not be approved until completion of an appropriate background investigation. A Special Visiting Memo (General), will be utilized for this purpose. Special visits, will normally occur on Fridays. These visits will normally be supervised by the scheduling department.

2. Attorney Visits: All attorney visits will be coordinated by the inmate's unit team. Any documents the inmate wishes to bring to the visit must be approved by the unit team prior to the legal visit. The unit team member will inspect the documents for contraband, count the pages, and hand carry them into the visiting room. The inmate's documents will also be inspected and counted at the conclusion of the visit by unit staff. Legal visits will be supervised by unit staff.

3. Minister of Record: Inmates wanting to receive visits from a Minister of Record, will submit, in writing, a request to the Religious Services Department. Only one Minister of Record will be listed on the inmate's approved visiting list. The addition of a Minister of Record will not count against the total number of authorized visitors on the inmate's list, and will not be counted as a social visit.

4. Clergy: Visit from clergy (other than the Minister of Record), will be conducted in accordance with the general visiting procedures, and will be counted as a social visit. Visits from the Minister of Record or other Clergy will take place during regular visiting hours, in the visiting room.

i. Visiting Room Operations:

1. The Visiting Room will operate as follows:

Friday, Saturday, Sunday, and federal holidays from 8:15 a.m. to 2:15 p.m.

In order to be permitted to visit, visitors must be processed one hour prior to the end of visiting hours.

Visits for inmates in SHU will end at 1:15 p.m.
No SHU visits will be processed after 12:15 p.m.

On Saturdays, Sundays, and federal holidays, visitors will be processed until 9:15 a.m. in order to prepare for the 10:00 a.m. institution count. Upon a clear verbal count by the Visiting Room staff to the Control Center Officer, visitors that have been processed and are in the Front Entrance shall be escorted into the Visiting Room. No visitor shall be permitted to exit the Visiting Room until the 10:00 a.m. institution count has cleared. No inmates will be called to the visiting room until the 10:00 a.m., count clears.

2. Camp Visiting: Visiting will be on Saturday, Sunday, and federal holidays, from 8:15 a.m. to 2:15 p.m. Visitors for inmates housed at the Camp will report to the Front Entrance Building for Camp visits. Once the visitor is cleared by the Front Entrance Officer, they are to report directly to the camp visiting room. Visitors who do not report directly to the camp will be sent back to the front lobby for reprocessing. Inmates will be responsible for advising their visitors of the visiting times and the proper entrance to use for visiting. All rules and regulations outlined for visiting for the general population will apply to visitors at the Camp.

3. The Front Entrance Officer will verify each visitor's identity by a government issued photo I.D. (i.e., driver's license, passport, etc.). This photo I.D. will be retained by the visitor for identification when exiting the institution at the completion of their visit.

4. A visitor may not enter the institution without clearing the metal detector. If a visitor has a medical reason for not clearing the metal detector (i.e., hip or knee replacement, etc.) it is the responsibility of the visitor to provide medical documentation of this condition, prior to entering the institution. If documentation is provided, the visitors will be screened using the hand held metal detector. Prior to terminating a visit, the visiting room officers should consult with the Shift Lieutenant or Institution Duty Officer.

5. Every Thursday afternoon, the Front Entrance Officer shall access the visiting program to download the complete list of authorized visitors for each inmate. Should the visiting program be unavailable for any reason, staff would utilize the downloaded list to ensure only approved visitors enter the institution. The electronic files must be updated by noon, every Thursday. No other changes will be made until the following Monday.

6. The Visiting Room Officer shall first page the inmate. In the event the inmate does not report to the Visiting Room, the Visiting Room Officer will contact either the Unit Officer or the Detail Supervisor, and advise him/her of the inmate visit.

Inmates reporting to the visiting room for a visit must be properly attired. Proper attire includes: institution uniform, institution issued boots/shoes or boots purchased through FCI Loretto's commissary, belt, and proper name and register number label affixed to both their shirt and pants. Also, inmates reporting for visits are required to present their commissary cards to the Visiting Room Officer. These cards must reflect an accurate likeness to the inmate's current appearance. These cards will be used to identify the inmate when he arrives for the visit. The cards are to be returned to the inmate, after he is identified, at the conclusion of visiting and before his visitors depart.

7. Inmates and their visitors will be assigned seats. Inmates will face the visitor bathrooms, and visitors will face the Control Center. Inmates and adult visitors will sit across from each other during the visit. Children (under the age of 16) of the inmate may sit beside the inmate.

Visitors exiting the visiting room will be escorted by a staff member. The staff member will check the visitor's photo identification and verify the correct hand stamp with the black light. The staff member will then escort no more than twenty (20) adult visitors to the Front Lobby building at one time.

The inmate departs with all items he entered with, as logged by the Visiting Room Officer upon his entry.

8. Each inmate will be permitted eight (8) points per month. **Two points will be assessed for visits on a Friday, Saturday, Sunday, or Federal Holidays.** Visiting points will be levied against an inmate on a per visit basis.

The Duty Officer or Operation's Lieutenant, in conjunction with the Visiting Room Officer, has the prerogative of terminating any visit for overcrowded conditions or for improper conduct, including the violation of any rule or regulation, by the inmate or his visitor(s). Overcrowding is defined as a lack of seating. When all chairs in the Visiting Room are full, a request will be made for visitors to voluntarily end their visit. If there are no volunteers the termination process will begin. At no time will additional chairs be added to the Visiting Room. Frequency of visits and distance traveled shall be the determining factors when termination of a visit is considered. Prior to terminating a visit, the visiting room officers should consult with the Shift Lieutenant or Institution Duty Officer.

9. The patio will not be opened for visiting at any time.

10. Vending machines are available, in the visiting area, for visitors' use. Visitors are restricted to bringing only \$20.00 per adult into the institution. Inmates may consume vending machine items while visiting. Visitors will not be permitted to depart with food items and may not be in the vending area while the vendor is in the room. Inmates are not permitted in the vending area at anytime. Inmates may not handle money at any time.

11. The following items are not permitted into the institution: handbags, wallets, or any type of electronic devices (i.e., MP3 players, cell phones, recording devices, etc.) These items must be secured in the visitor's vehicle. If a personal vehicle is not available a locker will be provided.

12. No one under 16 years of age will be permitted to visit unless accompanied by a parent, legal guardian, or immediate family member who is at least 18 years of age. The only exception to this requirement will be for those individuals 16 and 17 years of age who have provided prior written approval of a parent, legal guardian or immediate family member at least 18 years of age. This written approval will be routed through the Unit Team and documented in the inmate's visiting file.

Inmates and visitors will control their children, keeping them quiet so as not to disturb other visitors. After an initial verbal warning, further failure to conform to this standard will result in termination of the visit.

The Duty Officer and Operations Lieutenant will be consulted prior to denying any visit. A member of the Unit Team on duty should also be contacted to research the inmate central file to ensure that the visitor has not been placed on an approved visiting list.

Any visitor who enters the institution must advise the Front Entrance Officer of any contagious diseases carried by that particular individual or his/her children, i.e., measles, chicken pox, body lice, etc. Failure to conform to this standard will result in termination of the visit.

13. Only two medications will be permitted to be taken into the institution during a visit. They are: Nitro-Glycerin (any form or preparation) for a heart condition; and Bronchodilators (inhalers) for an asthma condition. Visitors are responsible for maintaining possession and control of these items at all times.

14. Visitor Medical Emergencies: If a visitor should require emergency medical care, the staff member identifying the problem will contact an on-duty medical staff member (a Physician Assistant, Registered Nurse, or Paramedic). The nature and severity of the situation will be assessed by the clinician in attendance. No diagnosis will be made and no treatment will be afforded, unless the assessment indicates that such action would be life saving in nature. The only treatment offered will be the administration of CPR and/or AED services. The operations lieutenant will make arrangements for the visitor to be transported to a local hospital or a private physician for treatment via calling 911 only. The institution will not take responsibility for transportation of visitors. The visitor and/or family of the visitor, will be notified that all medical expenses related to the medical emergency event will be the fiscal responsibility of the visitor/family member.

The on-duty medical staff member will produce a memorandum of the encounter and forward a copy to the Health Services Administrator, Operations Lieutenant, Safety Manager, and the Institution Duty Officer.

j. Visits to Inmates Not in General Population Status:

1. Separation Cases: Any inmate who has a need for separation from the inmate population shall receive his visit in the Health Service Observation Room or an area designated by the Captain. This type of visit will not exceed one (1) hour and will be closely supervised by a staff member.

2. Hospital Patients: Visits to inmates hospitalized in the community hospital are ordinarily restricted to only life threatening illnesses, terminal illnesses, or, extended illnesses. If approved, by the Warden, the inmate's Unit Team will initiate the necessary paperwork and schedule the visit. A memorandum will be generated by unit management staff, designating the specifics of the visit, and this memorandum must be routed through the proper channels, (Health Services Administrator, Captain, Associate Warden, and Warden), and the final approval must be obtained by the Warden. These visits are subject to the general visiting policy of that hospital. The escorting officers will be notified when the visit is to occur and the duration of the visit.

3. SHU Inmates: SHU inmates will be assigned to seats near the officers station. SHU inmates who are separatees from one another will be allowed to visit; however, only one (1) inmate at a time. Each inmate will be afforded an equal amount of time for their visit. SHU inmates are not allowed on the patio.

4. Holdover Cases: Any inmate who is considered a holdover will be afforded the same visitation privileges as general population inmates. Visitors will be limited to immediate family members only.

5. **OPERATIONAL REVIEWS.** The Correctional Services Department is responsible for Operational Reviews of this program.

6. **ATTACHMENTS.**

Attachment 1	Directions to FCI Loretto from Johnstown Cambria County Airport
Attachment 2	Directions to FCI Loretto from Altoona Airport
Attachment 3	FCI Loretto Address, Telephone Number, and Local Transportation
Attachment 4	Visiting Rules and Regulations
Attachment 5	Authorized Items of Inmates

7. **EFFECTIVE DATE.** Immediately

R. Werlinger, Warden

Attachment 1
LOR 5267.08D
March 25, 2011

DIRECTIONS FROM JOHNSTOWN CAMBRIA COUNTY AIRPORT TO
FCI LORETTO

- A. Upon leaving the airport, make a right. Proceed to the stop sign (approx. 1 ½ miles).
- B. At stop sign, make a left.
- C. After turning left, go only 1/8 mile and make another left, this will put you on Rt. 219 North.
- D. Proceed on Route 219 North for 15 miles. Take the exit marked Route 22 East, Ebensburg.
- E. Proceed on Route 22 East for 5 miles and take the exit marked Route 164, Munster/Portage.
- F. At the stop sign after taking the exit, make a left and go 1/8 mile to the stop light.
- G. At the light, make a right and go approximately 3 miles. You will see Mount Aloysius College on your right. Take the road to the left that immediately follows the College. The sign is marked Loretto 4 miles.
- H. Follow this road approximately 3 miles. You will see FCI Loretto sitting up on a hill to your left.

Attachment 2
LOR 5267.08D
March 25, 2011

DIRECTIONS FROM ALTOONA AIRPORT TO
FCI LORETTO

- A. Upon leaving the airport, make a right and proceed on Route 866 North.
- B. Continue on 866 North until you see Route 164 in Martinsburg.
- C. At Route 164 make a left (164 West) and go towards Roaring Spring.
- D. At Roaring Spring, Routes 164 West and 36 North join, make a right and continue on Routes 164/36.
- E. Approximately 3 miles on routes 164/36, you will see a sign marked Route 220 North to Altoona. Go a short distance and make a right onto Route 220 North.
- F. Proceed on Route 220 North for approximately 5 miles. You will see a sign marked Route 22/764 Ebensburg/Hollidaysburg. Make a right here to get onto Route 22 and proceed on Route 22 West to Ebensburg.
- G. Travel approximately 9 miles until you see the Cresson Summit Exit. After taking this exit, make a right at the stop sign.
- H. Proceed until you reach a stop light. Pass straight through this light. Approximately ¼ mile you will see a sign marked Loretto 4 miles. Make a right here.
- I. Proceed approximately 3 miles and you will see FCI Loretto sitting up on a hill to your left.

FCI Loretto Address, Telephone Number and Public Transportation Information.

FCI Loretto
772 St. Joseph Street
Loretto, PA 15940

Phone Number: 814-472-4140

Airports

Johnstown Cambria County Airport	(814) 536-0002
Airport Shuttle Service	(814) 535-4584
Airline -US Air Express	(814) 539-3510

Bus Lines

Altoona Metro Transit	(814) 944-4074
Cambria County Transit	(814) 539-0033/535-5526/535-2Bus
Greyhound Bus	(814) 536-4714

Taxi

Greater Johnstown Yellow Cab	(814) 535-4584
Christy Cab Co.	(814) 539-8475
DC Cab	(814) 539-1584

Train

Amtrak	(800) 872-7245
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VISITING RULES AND REGULATIONS
FCI LORETTO

You have been approved to visit an inmate at FCI Loretto. In exercising this privilege, there are important factors, rules, and regulations that must be considered and followed respectively. Unless otherwise noted all rules and regulations listed below will apply to the FCI and Satellite Camp. Violations of these rules and regulations will result in the termination of your visit.

1. The inmate is responsible for identifying his desired visitors and coordinating his visits. Once notified for approved visiting by institution staff, visits should be coordinated with the inmate.
2. Visitors will utilize the visitor parking area. Vehicles will remain locked at all times when not in use. Non-visitors may remain in their vehicles in the designated visitor parking areas located at the rear of the parking lot. Walking about the institution grounds is prohibited. Once signed in as a visitor, return trips to the parked vehicles are prohibited.
3. The number of adult visitors is limited to four (4) at any given time. Children under the age of 16 will not be counted.
4. Children under the age of 16 must be accompanied by an adult. Inmates will be responsible for ensuring children are within their immediate area throughout the entire visit. Children will not be allowed to run or become loud, thus disrupting other inmates and their visitors.
5. Regular visiting time is unlimited within the prescribed hours unless circumstances warrant otherwise. Should overcrowding of the Visiting Room occur, visits will be terminated under the following guidelines:
 - a. Volunteers will be solicited first
 - a. Frequency of inmate's visits
 - b. Distance traveled by the inmate's visitors

Visitors will not be permitted to enter the institution grounds prior to the commencement of the designated visiting times. Also, visitors must be processed one hour prior to the end of visiting to be permitted to visit.

Institution Visiting Hours: Friday, Saturday, Sunday, and federal holidays from 8:15 a.m. until 2:15 p.m.

Camp Visiting Hours: Saturday, Sunday, and federal holidays, from 8:15 a.m. until 2:15 p.m.

6. Visitors 16 years of age and older will present themselves, upon arrival, with a form of photo identification (driver's license).
7. All visitors must adhere to the following dress code regulations. Casual attire is permissible; however, clothing must be worn in a conservative manner. Absolutely no suggestive or revealing clothing will be permitted in the Visiting Room. Admittance of the visitors is up to the discretion of the Front Entrance Officer and the attending Lieutenant. The following is a list of clothing and items that **ARE NOT** permissible:

- *No work out type clothing (Gray in color)
- *No hot pants, or other shorts above the knee
- *No tight fitting pants (including stretch pants unless worn with an oversized shirt)
- *No skirts above the knee
- *No swim suits
- *No tank tops or halter tops
- *No lace shirts, shorts or pants
- *No see-through blouses (unless worn with a camisole)
- *No sleeveless shirts or v-neck shirts
- *No crop tops
- *No shirts/dresses with open backs
- *No clothing with vulgar or obscene language or picture.
- *No utility clothing, green or camouflage in color, or clothing similar to inmate dress
- *No hats are permitted
- *No sandals or open toe shoes
- *No wallets
- *No hygiene products this includes lipstick, chapstick, or any lotion
- *No sunglasses
- *No gloves
- *No scarfs

***No** clothing with tears, rips, or holes

8. The following items are not permitted into the institution: handbags, wallets, or any type of electronic devices (i.e., MP3 players, cell phones, recording devices, etc.) These items must be secured in the visitor's vehicle. If a personal vehicle is not available a locker will be provided.

Visitors are **not** permitted to bring any food items into the Visiting Room. However, visitors are permitted to bring \$20.00 per adult into the institution for use in the vending machine. Visitors are not permitted to leave with items purchased in the Visiting Room.

The only purse or bag which is permitted to be brought into the Visiting Room at the FCI and Satellite Camp is a small clear plastic purse no larger than 5" by 8". One small sized diaper bag which can be readily searched is permitted with necessary diapers, pre-mixed formula, 3 clear baby bottles, and baby food for an infant, for the length of a visit. Baby wipes contained in a clear bag are authorized. Strollers and baby carriers are not authorized items at the FCI or FPC. No toys will be allowed to enter the institution. No glass containers are permitted to enter the institution.

Medications are prohibited from entering the institution. Persons mandated specific medications must declare the medications to the Front Entrance Officer, thereby permission may be granted by the Operations Lieutenant.

9. **No** personal recreational items including photographs will be permitted to enter the FCI or Camp. **No** pets will be permitted in the institution.
10. All federal institutions are tobacco free.
11. Any excessive display of affection between inmate and visitor may result in termination of the visit and/or removal of a visitor from the inmate's approved visiting list. The inmate will be permitted to kiss and embrace his visitor(s) once at the beginning of the visit and once at the conclusion of the visit. Hand holding is permitted; however, the inmate's hands must be in

plain view of the Visiting Room staff at all times.

12. Umbrellas can not be brought into the institution.
13. Inmates are not permitted in the vending area. Visitors are not permitted in the vending area while the vendor is filling the machine. Items may not be purchased directly from the vendor.

Attachment 5
5267.08D
March 25, 2011

Inmate Authorized Items:

1. Comb
2. Eyeglasses
3. Eyeglass Case
4. Handkerchief
5. Wedding Band
6. Chain with Medal
7. Shoes (I=Institution, S=Soft, C=FCI Loretto Commissary Boots)