



4. PROCEDURES:

a. Visiting Facilities: A multi-purpose Visiting Room is provided. The Visiting Room has restrooms which may be used by visitors upon request. Movement from visitor restrooms will be monitored by staff. In addition, individual attorney/ client rooms are available in the Visiting Room, ordinarily on non-visiting days with Unit Team monitoring the legal visit.

FCC Allenwood has been declared a tobacco free institution. Visitors are not authorized to bring any tobacco products into the institution and/or Visiting Room.

All visitors are required to ensure they arrange for their transportation to and from the institution and that it is available in the event a visit is terminated or denied. Visitors will not be permitted to loiter anywhere on the grounds of the FCC Allenwood property.

b. Visiting Hours: The Visiting Rooms will be open from 8:00 a.m. until 3:00 p.m., Saturday and Sunday, and all federal holidays for the FCI and USP. The LSCI is open from 8:00 a.m. until 3:00 p.m., Friday, Saturday, and Sunday. The Visiting Room will also be open from 8:00 a.m. until 3:00 p.m., on all recognized federal holidays. Visitors will not be processed into the Visiting Room after 2:00 p.m. Processing out of the Visiting Room and institution will begin at this time based on time of arrival, (i.e. first in, first out), as directed by staff. Visitors will be escorted out in small groups, with no more than ten to a group including children and each group having no more than five adults. Utilizing this process, it is expected by 3:00 p.m. all visitors will have been escorted out of the Visiting Room.

c. Frequency of Visits and Number of Visitors: The following are specific guidelines for the frequency of visits and number of visitors for FCC Allenwood:

Each inmate at the USP and FCI will be allocated Eight (8) points per calendar month and visiting will regularly occur on Saturday and Sunday. At the LSCI, visiting will be held on Fridays, Saturdays, and Sundays where inmates be allocated Twelve (12) points. Fridays, Saturdays, and Sundays, (excluding) federal holidays, two points will be deducted for each visit regardless of the length of the visit. Unless otherwise authorized by the Warden, all inmate visitors must be on the inmate's approved visiting list. No points will be deducted on federal holiday, or for Prison Visitation and Support (PVS) visits, legal visits, and Minister of record visits.

Visiting shall be recorded in the computerized visiting program on a daily basis regardless of whether the visitor stays the entire day or only part of the day. If an inmate visits part of a day and departs the Visiting Room prior to the arrival of another visitor, the second visit will be counted as a separate visit. Point(s) will be totaled for each visit.

Additional visiting points beyond the established number of points must be requested in writing and approved in advance by the designated Associate Warden. Additional visiting may be granted only when there is a significant need.

The number of visitors an inmate may visit is limited to five people (including children). Allowance of more than five visitors requires prior written approval. Additional visitors will be denied without prior written approval. Requests for additional visitors on the day of the visit will be denied. Children under 16 years of age must be accompanied by an adult and shall be kept under the supervision of the responsible adult.

- d. Visiting Lists: The following are the guidelines for the visiting lists for FCC Allenwood. Regardless of the institution's security level, the inmate must have known the proposed visitor(s) prior to incarceration. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown the proposed visitor poses no threat to the security or good order of the institution. The Warden must approve any exception to this requirement. Inmates arriving at each FCC Allenwood facility will be required to have an updated and approved visiting list prior to receiving visits, to include new and updated NCIC checks.

FCC Allenwood: Visiting privileges ordinarily will be extended to family, friends and associates who have had an established relationship with the inmate prior to confinement. This will not occur if such visits could reasonably create a threat to the security and good order of the institution.

Inmates may initiate their visiting list by completing the appropriate forms and providing the forms to their assigned Correctional Counselor.

- (1) Immediate Family / Non-Family Member: If there is a felony conviction (drugs/ violence) within the past three years, ordinarily a memo will be prepared by the Correctional Counselor and forwarded to the Unit Manager, Captain, Associate Warden, and to the Warden, with the recommendation for denial.

If the visitor is currently on supervision from a Federal, State, or local agency, then a letter from the supervising agency authorizing the individual to visit must be forwarded to the Warden along with a memo indicating recommendation for approval or denial of the visit. Only the Warden has the authority to deny a visitor from being added to an inmate's visiting list.

If a potential visitor is not honest when completing the visiting form, the Unit Team will recommend denial.

- (2) Background Checks: A background investigation is necessary before approving any visitor, including immediate family. The background investigation performed includes an NCIC (National Crime Information Center) check at each new facility. However, if an NCIC check was performed within the last 12 months at another federal facility, another check is not necessary absent new information, as long as the check is in the inmate's Central File with a signed release.

Inmates may place members of their immediate family (mother, father, sister, brother, spouse, child, etc.) on their visiting list with a restriction of 25 persons. Friends, associates, and relatives not listed above will be limited to a total of 10 persons. The inmate's Correctional Counselor will be responsible for entering the approved visitor or the removal of a visitor, in the web-based visiting program with a copy maintained in the inmate's central file.

Inmates will be responsible for obtaining visiting guidelines/regulations from their Correctional Counselor and mailing forms to each prospective visitor. These guidelines/regulations will also be made available to the visitors in the front lobby area, in English and Spanish.

Prospective visitors must return the forms directly to the Correctional Counselor. The visiting request forms will be forwarded to the Unit Manager for review and approval.

If a background investigation is necessary before approving a visitor, the inmate shall be held responsible for mailing a release authorization to the proposed visitor. That form must be signed and returned to staff by the proposed visitor prior to any further action regarding visiting. Upon receipt of the authorization form, staff may then forward a questionnaire, along with the release authorization, to the appropriate law enforcement or crime information agency. An inmate's visiting list may be changed at any time in accordance with these procedures. Existing visiting lists

for inmates housed at FCC Allenwood will be updated on an as needed basis.

- e. Attorney Visits: The following are guidelines for attorney visits for each respective institution:

Attorneys and Support Staff: During non-visiting days, approved attorneys, paralegals, sponsors, investigators, or others who request admission to the facility to conduct interviews, will be processed as regular visitors and allowed entrance under escort of the affected area. Staff from the affected department will provide visual supervision of attorney and support staff/ client visits. Upon conclusion of the visit, staff from the affected department will search the inmate in accordance with established procedures.

If any suspicious activity occurs during the course of any attorney/ support staff visit, supervising staff should contact the Operations Lieutenant. Attorneys are expected to display a professional demeanor while inside the institution.

Pursuant to the Program Statement entitled, Legal Activities, inmate attorneys may not directly give their inmate clients any document or item. Instead, attorneys have the options of:

- (1) Placing documents to be left with their client in a sealed envelope that will be provided by staff. The inmate's name and Register Number must be written legibly on the face of the envelope, and it should be marked as LEGAL MAIL. This envelope will then be routed directly through the institution mail room and to the inmate.
- (2) Mailing the documents to the inmate through the institution after the attorney/client visit. This latter option is the most widely used procedure, as it permits attorneys to make file copies of all documents in their home offices.

- f. Business Visitors: The following are guidelines for business visits for FCC Allenwood.

Where documentation exists that an inmate was an owner of a business and has relinquished the operation of the business or profession to another person, and a decision must be made which could substantially affect the assets or prospects of the business, the Warden may approve a Special Visit. In such a matter, the Warden may waive the requirement for the existence of a prior relationship. A request must be submitted through the inmate's Unit Team and be reviewed by the Special Investigative

Agent (SIA) or the Special Investigative Supervisor (SIS) prior to the request being forwarded to the Warden for approval.

- (1) Business Visitors Dress Code: Business visitors include, but are not limited to, clergy, minister of record, attorneys, paralegal specialists, investigators, members of community groups, students, volunteers, and other visitors who are visiting based on a professional relationship with an inmate. Such individuals should wear professional attire or business casual clothing consistent with their profession.
- g. Consular Visitors: The Unit Team will verify whether the inmate is a citizen of a foreign country and verify the visit is concerning matters of legitimate business prior to the visit being allowed.
- h. Visits from Representatives of Community Groups: The requesting department is responsible for investigating the interest and qualifications of any community groups or representatives of these groups wishing to visit. The Warden will either approve or disapprove the visit and submit documentation to the Central File and visiting file.
- i. Law Enforcement Visits: Whenever a law enforcement agent makes a request to visit an inmate, it will be coordinated and cleared by the SIA or the SIS. The Unit Team and/or the SIS staff will provide coverage for the visit.
- j. Pastoral Visits: Pastoral visits will be processed by the staff Chaplain. Pastoral visits will not be charged against the inmate's allotment of visiting points. Visitors in this category ordinarily provide assistance in release planning, counseling, and discussion of family problems. The requirement for the existence of an established relationship prior to confinement for visitors does not apply to visitors in this category. Any questions concerning pastoral visits should be addressed to the Staff Chaplain. Pastoral visits will only take place during normal visiting hours, to include Federal Holidays.
- k. Prisoner Visitation and Support (PVS): The primary, though not exclusive, focus of PVS is to provide inmates with acute needs contact with the community. This includes inmates with long sentences, those in the Special Housing Unit (SHU), those without visits, or those who are transferred frequently. The Warden may approve PVS visitors to visit individual inmate program participants. Prior to approval, PVS visitors must have appropriate screening, including local law enforcement checks and NCIC clearances. However, PVS visitors are not required to be placed on visiting lists nor are their visits charged points.

1. Special Visits: Special Visits are arranged by the Unit Team and will be supervised by Unit Team staff. Memorandum through the designated Associate Warden over unit management or correctional services requesting approval of a special visit will be submitted by the Unit Team to the Warden. Copies of the approved memorandum will be provided to the Captain, Operations Lieutenant, Control Center, Visiting Room, and Front Lobby Officer Stations.
  
- m. Visits to Inmates not in Regular Population Status:
  - (1) Admission and Holdover Status:—Inmates on holdover status will not be eligible for visits at their holdover facility.
  
  - (2) Special Housing Unit (SHU): Visitors for inmates housed in SHU will be processed the same as all other visitors. The Front Lobby Officer/ Visiting Room Officer will telephonically contact the SHU Officer and advise the officer of the visit. Inmates who require separation will not be in the Visiting Room at the same time. The SHU Officer will ensure this does not occur, based on his/her review of pertinent and relevant information maintained on each inmate in SHU. The SHU Officer should also relay this information to the Visiting Room Officer for security reasons.

All SHU inmates at FCC Allenwood will have no contact visits. All visits for inmates housed in SHU will be one hour in duration. Non-contact visiting may also be utilized in other instances at the Warden's discretion.
  
  - (3) Inmates in Local Hospitals: All inmate visits taking place while the inmate is confined in an outside hospital must be approved, in writing, by the Warden or Warden's designee. Visits to inmates hospitalized in the community may be restricted to immediate family only and limited to two visitors at any one time. Visitors are subject to the general visiting policy of the hospital and the institutional visiting policy, to include a review by unit team. If approved, the Captain, Operation's Lieutenant, Complex Duty Officer), and institution staff at the hospital will be notified of the visit. A copy of the memorandum listing the name of the visitor (s), date and time of visit, will be provided to the IDO and institution staff at the hospital. The visit must be directly supervised by the Correctional Officers on duty. If the inmate is quartered at the local hospital and is under the supervision of a Guard Service, said guard service must be notified of the approved visit. Visits in local hospital(s) will be supervised by the Duty Officer when available.

- (4) Inmates Requiring Increased Security Considerations or Trans Seg Inmates: Inmates with increased security concerns will be considered for non-contact visiting first.

These visits ordinarily will take place during regular visiting days. Inmates who are on Trans Seg status will only be permitted non-contact visiting.

Arrangements for inmates posing a special security concern must be coordinated through the Captain's Office. Upon receiving notification an inmate assigned under this status has a visit, the Operations Lieutenant will be advised. A check of possible separates and security concerns will be made at that time and the proper notifications and precautions will be taken.

Inmates at the USP pending designation or designated for ADX Florence or any other inmate who has demonstrated a need for increased security precautions will visit utilizing the non-contact Visiting Rooms. Visits will be limited to immediate family members. Only one visitor will be permitted to visit at a time. Should more than one authorized visitor arrive at the same time, a "split visit" may be arranged. Furthermore, an individual leaving the Visiting Room to permit another family member to visit will not subsequently return for visiting the same day. Points for inmates in this status are the same as general population inmates.

- n. Visiting Files: Visiting information will be maintained in the BOPWARE computer program by the inmate's Unit Team. In addition, a hard copy should be maintained in the inmate Central File for use when BOPWare is not functioning.
- o. Visitor Identification: Positive identification of visitors 16 years of age or older is required prior to admission into the institution. Acceptable identification includes, but is not limited to:

<u>Valid forms of identification:</u>	<u>Invalid forms of identification:</u>
Federal, State, and Local Government Agencies (must contain photo, name, DOB, gender, height, eye color & address)	Passport without proper United States Visa stamp
Passport with United States Visa stamp / 194 Form	Consulate Identification Visa Card/ Border Crossing Cards

Valid United States Military Identification Card with photo	Photo Identification cards from financial/ business institutions/ High School/ College
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Check cashing cards or other easily produced forms of identification are not acceptable. Any identification altered, forged, expired or otherwise not sufficient to provide positive identification will not be accepted. In the event an acceptable form of identification cannot be produced or questionable identification is produced, the Operations Lieutenant will be notified.

Visitors under the age of 16 who are accompanied by a parent or legal guardian are exempt from this provision.

p. Visitor Dress Code:

All visitors will be dressed appropriately. This requirement includes footwear and clothing appropriate for a correctional setting. Shorts, skirts, and dresses will be at a maximum of no more than one inch above the knee to include any slits in the dresses or skirts. The dress code is as follows:

No tight-fitting or stretch clothing

No see-through clothing (if white-colored clothing is revealing, it will be considered see-through)

No hoodies, athletic or sweat pants, jogging shorts.

No revealing shirts, low cut shirts, halter tops, or shirts revealing the mid-drift

No tank tops/ muscle shirts / sleeveless shirts - All shirts and blouses must cover the shoulders (both male/female)

No wrap-around skirts

No button up/ down skirts

No flip-flop style/ open toe shoes / open back slip on shoes

No ball caps, hats, bandanas, sweat bands, do-rags, or any other type of head gear is authorized with the exception of approved religious head gear.

No watches of any kind

No sunglasses

No scarfs

No grey colored sweat pants or shirts

No hooded shirts or jackets

No Camouflage type clothing

No torn or ripped clothing

Visitors will not be permitted to wear pants, coats, and/or shirt that resembles the khaki-colored inmate uniform or green inmate jackets. Any visitor wearing clothes similarly-colored (brown, light brown, beige, khaki, tan, or green) will not be allowed to enter the visiting room.

Visitors may be denied entry based on their dress attire. This decision will be made by the Operations Lieutenant and/or Duty Officer. Specifically, all visitors will wear shoes in the Visiting Room at all times to ensure their safety. Therefore, no open-toed shoes are allowed. All female visitors must wear undergarments (bra).

Visitors will not be allowed to wear plain white T-shirts as their only shirt. The wearing of any type of club, gang, or other organization symbols is strictly prohibited. The wearing of prohibited clothing items under coats or jackets is also prohibited. No professional sport's team related items or clothing will be permitted inside the visiting room. Failure of visitors to recognize and adhere to these requirements will be reason to disallow the visit.

Approved religious headwear may be worn, but may require removal to successfully clear the walk-through metal detector and x-ray machine in the front entrance. Religious headwear that obscures a visitor's face must be removed sufficiently to reveal the face for identification upon entering and leaving the institution. In these cases, the visitor will be escorted to an area of privacy by an assigned staff member of the same sex, when available, and instructed to remove enough of the headwear to properly identify the visitor's face.

Any other item of clothing which is determined by the Operations Lieutenant and/or the Complex Duty Officer to be of poor taste, derogatory in nature, or may threaten the security and orderly running of the institution, will not be permitted.

- q. Vehicles: All visitors' vehicles will be parked in the assigned Visitor's Parking Lot area at the institution they are visiting. Designated "Visitor Parking" spaces will be clearly marked. Vehicles will be locked and windows closed. Visitors and/or unapproved visitors are not permitted to wait in their vehicles in the parking lot during visiting hours. Vehicles may not contain prohibited items. Prohibited items include: firearms, ammunition, explosives, illegal drugs/ narcotics, and alcoholic beverages. Animals of any type will not be permitted to remain in visitors' vehicles. All visitors will register their vehicles, including make, model, license number, and visitor parking space

number, with the Front Lobby Officer. This will be indicated on the Notification to Visitor form. Any visitor providing false information may be denied entrance into the institution. All vehicles are subject to search.

Any visitor vehicle discovered in staff parking will result in cancellation of the visit up to and including suspension of visiting privileges.

At no time will a visitor's vehicle be allowed to remain in the parking lot after visiting has concluded for the day, to include vehicles having mechanical issues where the vehicle will not start or move. It is the responsibility of the visitor to make arrangements for the vehicle to be removed from the prison property. Any visitor vehicle left unattended or abandoned in the parking lot after visiting has concluded will be removed at the owner's expense.

- r. Items authorized to be taken into the Visiting Room by an Approved Visitor: All persons entering these premises are subject to routine searches of their person, property (including vehicles), and packages. THE USE OF CAMERAS OR RECORDING EQUIPMENT WITHOUT WRITTEN CONSENT OF THE WARDEN IS STRICTLY PROHIBITED.

FCC Allenwood:

1- Clear plastic purse/ zip lock style bag

Medication - Necessary life supportive medication ID card, Driver's License

Jewelry being worn by the visitor

Female hygiene items two sanitary napkins or tampons

One (1) vehicle key or key fob

Money - Visitors are limited to \$30 in U.S. currency (either in quarters, one or five dollar increments) per adult for use of the vending machines. Any money exceeding the \$30 limits will not be allowed in the visiting room. No money, checks, money orders, etc., will be accepted from a visitor for deposit into an inmate's account. Inmates are not authorized to handle or be in possession of money (bills or coins). No items purchased will be removed from the visiting room.

Only those items needed for an infant's stay will be authorized in the Visiting Room. Allowable items are as follows:

3- Diapers

3- Plastic baby bottles containing prepared baby formula 3/4 full

- 1- container of baby food in manufacturer sealed container
- 1- clear plastic Sippy cup
- 1- plastic serving baby spoon
- 1- small, clear plastic tote bag for the above contents
- 1- plastic zip lock bag containing baby wipes
- 1- Change of clothing
- 1- baby blankets (no larger than 2' x 3')

Discretion should be used while nursing, based on being in a correctional environment. Nursing mothers must have a small blanket or other type of covering to ensure the breast is not exposed during nursing of infants.

**Not permitted items are powders, creams, ointments, and bowls.**

All items entering the Visiting Room will be thoroughly inspected by staff at the Front Lobby prior to admission into the Visiting Room.

**Items not Authorized into the Visiting Room:**

- Baby items in excess of the amounts above will be placed in the visitors' lockers or personal vehicle.
- All other medication will be placed in the visitors' lockers or personal vehicle.
- Baby strollers or any type of baby carrying device are not authorized in the Visiting Room.
- Cigarettes or any other tobacco items.
- Any food items, other than already mentioned.

- s. Processing of Visitors: All inmate visitors, with the exception of children under the age of 16, will sign the log book at the Front Lobby Officer's desk. The Front Lobby Officer will ensure he/she processes all visitors in accordance with established procedures. The Lobby Officer will then instruct all inmate visitors with the exception of federal, state, and local law enforcement officials, members of Congress and the Judiciary, to complete a Notification of Visitor Form. All sections will be thoroughly completed.

The visiting room program (BOPWARE) will be utilized to determine if the visitors are approved visitors. If the program (BOPWARE) is not working, or the visitors are not on the approved visiting list, an attempt should be made to contact the Unit Team for verification. A copy of approved visiting list will be kept in the visiting room or front lobby files. If no Unit Team are available, the Operations Lieutenant and Duty Officer will discuss allowance of the visit. Note-prior visiting history should be reviewed as part any consideration.

Visitors who arrive in personal or rented vehicles will not be allowed to place items in a locker located in the Front Lobby area. They will be required to place the items in their secured vehicle. No cell phones or electronic devices of any kind will be permitted in the institution at any time. These items will be returned to the visitor's secured vehicle.

For visitors who arrive via public transportation or other than a personal or rented vehicle, a locker will be provided for the cell phone to be secured in. After this notification, processing of visitors shall proceed via use of the walk-through metal detector.

The Front Lobby Officer must ensure all visitors pass through the electronic metal detector before entering the institution. Visitors will be denied entry to the institution if they cannot clear the walk-through metal detector unless they are in possession of valid medical documentation specifically describing the medical implant they have. In that event, the hand-held metal detector is authorized. Additionally, if the walk-through metal detector becomes inoperative, a hand-held metal detector is available for use. Inmate visitors, who have been screened by the metal detector, will not be permitted to make contact with others in the Front Entrance Building, who have not yet been screened. The Front Lobby Officer must ensure all visitors 16 years of age or older, have their hand stamped with invisible black-light ink.

Visitors will be randomly selected to be tested with the ion spectrometry device by a staff member. The staff member will use a hand held device and pass it over the visitor, touching the clothing, to include the tops of the front pant pockets, waist area, pants cuffs (or shoe area) and personal identification. Visitors refusing to be screened by the device will not be allowed to visit for a minimum time period of 48 hours.

Staff may test visitors out of random order when reasonable suspicion exists of a visitor's possible involvement with illegal substances.

If denied visitation based on a confirmed positive test result, the visitor may seek a re-entry after 48 hours.

Subsequent confirmed positive tests that result in denial of visitation will be handled as follows:

- **Second Occurrence.** The visitor's visiting privilege will be suspended for 30 days.
- **Third Occurrence.** The visitor's visiting privilege will be suspended for 90 days.

■ **Fourth and Subsequent Occurrences.** The visitor's visiting privilege will be suspended for 180 days.

Another institution may use a visitor's previously confirmed positive test results from one institution as a foundation for increasing the consequences of the same inmate visitor incrementally, as indicated above.

Visitors must not be informed of the type of substance for which they tested positive. All confirmed positive test will be complete and accurate and forward to SIS.

Once the visitor(s) has been processed, the visitor(s) will proceed to the Visiting Room, escorted by a staff member. The visitor's photographic identification and Notification to Visitor Form will be hand-carried to the Visiting Room and relinquished to a Visiting Room Officer upon entry. The Control Room Officer will verify the visitor's stamp, via the black light, before permitting entrance into the secured perimeter of the institution. The Visiting Room Officer will also verify the visitor's stamp, via the black light, before and after the visit. Visits will be denied or terminated only through the Operations Lieutenant in consultation with the Institution Duty Officer.

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, and identify each visitor, via the photo identification. The visitor(s) will then be escorted to the Outside Administration Building.

The Control Room Officer will verify all visitors' hand stamps, via the black light, prior to releasing the visitor(s) from the Sallyport.

- t. Searches/Inmate Attire and Personal Property: All inmates will be visually searched and screened with a metal detector upon entering and exiting the visiting room. Visual searches will be conducted by a staff member of the same sex as the inmate. All authorized personal items on the inmate will be verified and documented.

If an inmate has property in his possession which is not authorized to be taken into the Visiting Room, the inmate will be instructed to return to his unit and secure the property before he is permitted to visit. All personal items on the inmate will be verified against the documentation form.

FCC Allenwood: The FCI and LSCI will allow only institution-issued clothing in the Visiting Room. USP inmates will be issued visiting specific clothing that will be worn for contact and non-contact visits. Inmate visiting issued shoes are the only shoes authorized to be worn in the Visiting Room. Sneakers are only permitted if an inmate has been issued a soft shoe permit by Medical at their assigned institution. Inmates are required to wear khaki shirts and trousers, a T-shirt, underwear, and socks during visits. Inmates are not permitted to wear purchased personal clothing items into the visiting room.

Authorized Personal Items:

Institution-issued Inmate Account (identification) Card

1 -Comb

1 -Religious medal (with chain)

1 -Wedding band (plain)

1 -Approved religious headgear

1 -prescription glasses

1 -Handkerchief (cloth)

Photo tickets

Life sustaining medication (heart, asthma, etc., kept at the Officers station) and the visitor will be seated in close proximity of the Officers station.

- u. Miscellaneous Visiting Regulations: The Visiting Room Officer will make positive identification of inmates arriving at the Visiting Room. The inmate will be required to bring his Identification Card to the Visiting Room where it will be maintained by the Visiting Room Officer for the duration of the visit. Inmates will be positively identified in this manner before leaving the Visiting Room.

Socially acceptable gestures of communication and affection, such as shaking hands, embracing, and praying, may be permitted within the bounds of good taste at the beginning and the end of each visit. Brief closed mouth kiss upon arrival and at the completion of the visit is acceptable. Inmates failing to follow these guidelines will be subject to disciplinary action.

Visiting Room Officers will assign seating for inmates and their visitors when applicable. Inmates at all the institutions will be required to sit across from their adult visitor(s). Seating or chairs will not be changed without the approval of the Visiting Room Officer.

Inmates will not utilize visitor restrooms. Only one visitor is permitted in the restroom at a time. Restrooms will remain locked when not in use.

Inmates will not be permitted to handle visitor's change purses or currency of any kind.

Inmates will not be authorized access to the vending machines or the immediate area surrounding the machines. All purchases are to be accomplished by the inmate's respective visitor(s). All food items purchased via the vending machines must be consumed prior to visitors departing the Visiting Room.

Inmates are permitted to have photographs taken with their visitor(s). Inmates will not take photographs with other inmates in the Visiting Room. The Recreation Supervisor will assign inmates as photographers, provide orientation for the inmate(s) on their conduct/ behavior in the Visiting Room, and establish their work schedule.

The children's play area is established for children of inmates and their visitors. Inmates are not permitted in this area at any time. Visitors are required to maintain continuous supervision and control of children at all times and in all areas of the visiting room, including the restroom. Children will be seated with the visitors during the visit, unless they are in the children's play area. Children will not be allowed to disrupt other visits. In the event a visiting child is causing a disruption due to their behavior, the Visiting Room Officer may terminate the visit after notification is made to the Operations Lieutenant and/or Complex Duty Officer. Normally, a warning prior to the termination of the visit will be given to the inmate concerning the misconduct of the children, and a notice that any further misconduct will result in the termination of the visit.

Inmates and visitors will maintain a professional and courteous manner at all times. Conduct which disrupts the orderly atmosphere of visiting or offends other visitors may be grounds to terminate the visit. Disruptive and/or offensive behavior will be reported to the Operations Lieutenant. In the event a visitor and/or inmate becomes belligerent or rude, the visit may be terminated by The Operations Lieutenant for disruptive and/or offensive behavior. Such conduct involving an inmate will result in an Incident Report.

- v. Temporary Suspension of Visiting Privileges: The following procedures should be followed when notifying an inmate and his visitor their visit has been terminated due to misconduct in the Visiting Room:

- (1) A staff member will immediately verbally notify the inmate his visiting privileges with the visitor have been

temporarily suspended pending final disposition by the Warden.

- (2) The Unit Team and/or Correctional Services Department will prepare a letter for the Warden's signature to the visitor notifying visiting privileges have been temporarily suspended.
- (3) The submitting department will notify the inmate in writing his visiting privileges with the visitor have been temporarily suspended.

w. Loss of Visiting Privileges: Visitation by the PVS, inmate legal visits, and religious visits are not restricted when an inmate is placed on visiting restriction for disciplinary reasons.

Reinstatement of Visiting Privileges: Reinstatement of visiting privileges will be approved by the Warden. Under no circumstances will special visits be permitted to individuals without prior approval by the Warden.

x. Termination of Visits due to Overcrowding: If visiting is terminated due to overcrowding, the Visiting Room Officer will contact the Operations Lieutenant and advise him/her. The Visiting Room Officer (s) will ask for volunteers before beginning termination procedures. Termination will begin with those visitors first to arrive in the Visiting Room and proceed by order of arrival. (Definition: First in/ first out, second in/ second out, and so on.) Consideration will be given to frequency of visits and/or distance traveled.

Visiting Room Capacity:

LSCI:190 (staff, inmates and visitors)  
FCI: 150 (staff, inmates and visitors)  
USP: 240 (staff, inmates and visitors)

y. Other Activities: Other activities which may require the use of the Visiting Room such as INS, parole or court hearings, media visits, inmate marriages, etc. , will ordinarily be scheduled for non-visiting days to prevent interference with regularly scheduled visitation. Should such events require scheduling during regular visiting days, these events will be conducted in a manner as to limit their effect on other inmate visits.

z. Location and Directions: FCC Allenwood is located off U.S. Highway 15, North of the town of Allenwood, Pennsylvania. The institutions are situated approximately 13 miles South of Williamsport, 8 miles North of Lewisburg, and 5 miles North of

Interstate 80. Visitors should refrain from arriving on the institution grounds before visiting is scheduled to begin. When a visit is over, all visitors must immediately leave the institution grounds.

FCC Allenwood driving directions:

From the South: Interstate Highway 80 East/West to the US Highway 15 North Exit. Continue on Highway 15 North toward Williamsport, pass through the town of Allenwood. Continue on US 15 North toward Williamsport for approximately 2 miles. At the red light turn left.

From Williamsport: US Highway 15 South toward Lewisburg. Continue on U. S. Highway 15 South. At the red light, turn right.

Local Transportation: Trail way Bus Lines can be reached at 1-800-692-6314 for transportation to FCC Allenwood.

5. OFFICE OF PRIMARY INTEREST: Correctional Services

6. ATTACHMENTS:

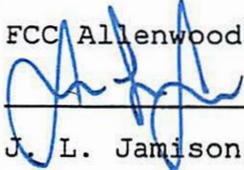
Attachment 1 : Visiting Regulations  
Attachment 2 : Visitor Information

7. EFFECTIVE DATE: Immediately upon issuance

8. APPROVAL SIGNATURES:

  
\_\_\_\_\_  
H. Quay, Complex Warden

FCC Allenwood (USP)

  
\_\_\_\_\_  
J. L. Jamison, Warden

FCC Allenwood (FCI)

  
\_\_\_\_\_  
R. Thompson, Warden

FCC Allenwood (LSCI)

**FEDERAL CORRECTIONAL COMPLEX ALLENWOOD VISITING REGULATIONS**

PHONE NUMBERS:

LSCI: 570-547-1990

FCI: 570-547-7950

USP: 570-547-0963

1. The Federal Correctional Complex, Allenwood, is located directly off Highway 15, thirteen (13) miles south of Williamsport, PA, and twelve (12) miles north of Lewisburg, PA. If you are arriving via US Interstate 80, take the north exit (210B), (old exit 30B), to highway 15 and proceed north approximately five (5) miles. The institution is on the left at the traffic light.
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 WHO IS ON AN INMATES 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 valid state or government issued photo identification.
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, including children. Allowance of more than five visitors requires prior approval. Visiting privileges ordinarily will be extended to family, friends and associates who have an established relationship with the inmate prior to confinement.
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. (No more than \$30.00 in US currency either in quarters, \$1.00 and \$5.00 bills)
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 or Ziploc type bag is authorized.
7. Allowable baby items are as follows: 3 diapers, 3 plastic baby bottles containing prepared infant formula 3/4 full, 1 container of baby food

(manufacturer sealed container), 1 clear plastic sippy type cup, 1 plastic serving baby spoon, 1 small clear plastic tote bag for the above contents, and 1 plastic Ziploc type bag containing baby wipes, 1 Change of clothing, and 1 baby blanket (no larger than 2' X 3').

8. Games or toys will not be permitted into the visiting area.
9. Animals are not authorized on institution grounds. Exception: Animals trained to assist disabled persons, e.g. Service Dogs (must be identified as such), Seeing Eye dogs for the blind, will be authorized with proper documentation.
10. Visitors are not authorized to bring any tobacco products into the institution or visiting room. Newspapers, magazines, clippings, photos, etc. or makeup of any kind will not be permitted inside the institution. Feminine hygiene items such as tampons or sanitary napkins, will be limited to two. Life sustaining medication (heart, epilepsy, breathing devices) will be permitted in moderation if necessary.
11. ALL visitors will be dressed in an appropriate manner and in good taste. You are entering a CORRECTIONAL SETTING and this is a requirement. Visitors may be denied entry based on their dress attire. This decision will be made by the Operations Lieutenant and/or Duty Officer. The following dress code will be adhered to: No tight-fitting or stretch clothing, no see-through clothing (if white colored clothing is revealing, it will be considered see-through), no wrap around or button skirts. Visitors will not be permitted to wear hoodies, athletic or sweat pants, or jogging shorts. All visitors will wear shoes in the Visiting Room at all times to ensure their safety. Therefore, no open-toed or open-back slip on shoes are allowed. All female visitors must wear undergarments (bra). Visitors may not wear tanks tops, muscle shirts, low cut shirts, halter-tops, or shirts that reveal the mid-drift. Visitors will not be allowed to wear plain white T-shirts as their only shirt. The wearing of any type of club, gang, or other organization symbols is strictly prohibited. The wearing of prohibited clothing items under coats or jackets is also prohibited. No professional sport's team related items or clothing will be permitted inside the visiting room. Watches of any kind, sunglasses, and scarves are prohibited. No ball caps, hats, bandanas, sweat bands, or do rags, or any other type of head gear is authorized with the exception of religious head gear. Approved religious headwear may be worn, but may require removal to successfully clear the walk-through metal detector and x-ray machine in the front entrance. Religious headwear that obscures a visitor's face must be removed sufficiently to reveal the face for identification upon entering and leaving the institution. In these cases, the visitor will be escorted to an area of privacy by an assigned staff member of the same sex, when available, and instructed to remove enough of the headwear to properly identify the visitor's face. Visitors WILL NOT be permitted to wear gray colored sweat wear or a pants and a shirt that resembles the khaki-colored inmate uniform. Any visitor wearing clothes similarly-colored (brown, light brown,

beige, khaki, or tan) will not be allowed to enter the visiting room. Failure of visitors to recognize and adhere to these requirements will be reason to deny the visit. Any other item of clothing which is determined by the Operations Lieutenant and/or the Complex Duty Officer to be of poor taste, derogatory in nature, or may threaten the security and orderly running of the institution, will not be permitted.

12. UNDER NO CIRCUMSTANCES WILL A VISITOR BE ALLOWED TO VISIT UNLESS THEY HAVE CLEARED THE METAL DETECTOR. Undergarments containing metal (i.e. under wire bra) could activate the metal detector and may need to be removed; HOWEVER, UNDERGARMENTS ARE REQUIRED FOR ADMISSION. Persons having metal plates or prosthetic devices must have written documentation from a doctor.
13. Prospective inmate visitors will be randomly tested using the Ion scan machine (Drug Detection), located in the front lobby. Any positive test results could result in denial of visitation. Visitors will also be subject to random pat searches. Failure to submit to a pat search will result in denial of visitation.
14. Once a visitor has been checked into the institution, they will not be permitted to return to their automobile or leave the visiting area. If this occurs, the visit will be terminated.
15. Frequency of Visits: USP and FCI Allenwood allow 8 points per month and LSCI Allenwood allows 12 points per month. Each visit will be 2 points, regardless of duration, except Federal Holidays.
16. Passing of any item, food or drink is prohibited in the Visiting Room. Personal items are not permitted to be passed from the visitor to the inmate.
17. THE VISITING ROOM IS A PUBLIC PLACE AND CHILDREN ARE NORMALLY PRESENT. YOU ARE EXPECTED TO CONDUCT YOURSELF ACCORDINGLY. HANDSHAKING, EMBRACING, AND A CLOSED MOUTH KISS 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!
18. LODGING: Listed below are the facilities nearest the institutions.  
**Lewisburg:**  
Hampton Inn; 140 International Drive, Lewisburg, PA. 17837; (570)522-8500  
Best Western Country Cupboard; 7701 West Branch Highway, Lewisburg, PA. 17837; (570)524-5500  
Country Inn and Suites; 134 Walter Dr. Lewisburg, PA. 17837; (570)524-6600  
**New Columbia:**  
Quality Inn New Columbia-Lewisburg; 330 Commerce Park, New Columbia, PA. 178561 (570)568-8000  
Holiday Inn Express; 160 Commerce Park Drive, New Columbia, PA. 17856; (570)568-1100

**Montgomery:**

White Deer Motel; 6967 US highway 15, Montgomery, PA. 17752;  
(5670)412-6488

Northwood Motel; 6801 US Hwy 15, Montgomery, PA. 17752; (570)547-6624

**Watsontown:**

Watson Inn; 100 Main St., Watsontown, PA. 17777; (570)538-1832

**Williamsport:**

Holiday Inn; 100 Pine St., Williamsport, PA. 17701; (570)327-8231

Hampton Inn; 140 Via Bella, Williamsport, PA. 17701; (570)323-6190

Residence Inn; 150 West Church St., Williamsport, PA. 17701; (570)505-3140

Genetti; 200 W. Fourth St., Williamsport, PA. 17701; (570)326-6600

Towne Place Suites; 10 West Church St., Williamsport, PA. 17701;  
(570)567-7467

Comfort Inn; 1959 East Third St., Williamsport, PA. 17701; (570)601-9300

19. TRANSPORTATION: This area has no public transportation (city bus service) between the institution and the surrounding areas. There are private transportation services that are available. However, privately owned vehicles or rental vehicles are suggested.

BlueLine Chauffeurs; 619 Red Hill Rd., Milton PA. 17847; (570)742-7472

Susquehanna Valley Limousine; 2225 Ridge Rd., Northumberland, PA. 17857; (570)473-8833

Limousine & Car Service; 850 Sunbury Rd., Shamokin Dam, PA. 17876; (570)556-4777

20. MISCELLANEOUS: Any effort to circumvent or evade the visiting regulations established at this facility will not only result in the denial of future visits but may require that other disciplinary action or court proceedings be initiated against the visitor.

18 U.S.C. 1791, provides a penalty of imprisonment for not more than 20 years, a fine, or both for providing or attempting to provide to an inmate anything whatsoever without the knowledge and consent of the Warden.

These Visiting Regulations are being provided to you in order to assist you in properly preparing for and participating in the FCC Allenwood visiting program. Should you have questions, please do not hesitate to contact Unit Team Staff.

BP-A629.052  
 MAR 2002

U.S. DEPARTMENT OF JUSTICE  
 FEDERAL BUREAU OF PRISONS

**VISITOR INFORMATION**

Addressee	Institution	Date
Re: (Inmate's Name and Register No.)		

Dear \_\_\_\_\_:

I am requesting that you be included among my approved visitors. In order to establish your suitability as a visitor, it may be necessary for institution officials to send an inquiry to an appropriate law enforcement or crime information agency to ascertain whether or not placing you on my visiting list would present a management problem for the institution, or have other possible adverse effects. The information obtained will be used to determine your acceptability as a visitor. The Bureau of Prisons' authority to request background information on proposed visitors is contained in Title 18 U.S.C. § 4042.

In order for you to be considered for the visiting privilege with me, it will be necessary for you to fill out the questionnaire and release form below and return it to the following address: (Institution address).

You are not required to supply the information requested. However, if you do not furnish the information, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request may be significantly delayed. If the information withheld is found to be essential to the processing of your request, you will be informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized if you do not supply the information requested, failure to supply such information could result in your not being considered for admittance as a visitor. The criminal penalty for making false statements is a fine of not more than \$250,000 or imprisonment for not more than five years or both (See 18 U.S.C. § 1001).

Sincerely,

1. Legal Name	2. Date of Birth	3. Address (Including Zip Code)
4. Telephone Number (Including Area Code)	5. Race and Sex of Visitor	
6. Are you a U.S. Citizen? ___ Yes ___ No	6a. If yes, provide Social Security No: 6b. If no, provide Alien Registration No: 6c. Provide Passport No:	
7. Relationship to above-named inmate	8. Do you desire to visit him/her? Yes ___ No	
9. Did you know this person prior to his/her current incarceration? ___ Yes ___ No		

10. If the answer to #9 is yes, indicate the length of time you have known this person and where the relationship developed.

11. Have you ever been convicted of a crime? If so, state the number, date, place, and nature of the conviction/s:

12. Are you currently on probation, parole, or any other type of supervision? If so, state the name of your supervising probation/parole officer and the address and telephone no. where he/she can be contacted:

13. Do you correspond or visit with other inmates? If so, indicate the individual(s) and their location(s):

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14. Driver's License No. and State of Issuance

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**AUTHORIZATION TO RELEASE INFORMATION**

I hereby authorize release to the Warden of: \_\_\_\_\_ any record of criminal offenses for which  
(Institution, Location)

I have been arrested and convicted, and any information related to those convictions.

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**Signature for Authorization to Release Information** (Sign and Print Name) **Parent or Guardian**

(If applicant is under 18 years of age, signature of parent or guardian indicates consent of minor to visit inmate).

If additional space is required, you may use the back of this form.

To be filed in Inmate Central File, FOI Section 2

(This form may be replicated via WP)

Replaces BP-S629 of Sep 00

**FILE IN SECTION 3 UNLESS APPROPRIATE FOR PRIVACY FOLDER**

**SECTION 3**