



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

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**INSTITUTION  
SUPPLEMENT**

**NUMBER:** ATL. 5267.08E  
**DATE:** April 18, 2011  
**SUBJECT:** Visiting Regulations

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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    - a. **Directives Rescinded:** Institution Supplement 5267.08C, Visiting Regulations, dated October 4, 2009.
    - b. **Directives Referenced:** Program Statement 5267.08 Visiting Regulations, dated May 11, 2006. Program Statement 5270.07, Inmate Discipline and Special Housing Units, dated December 29, 1987. Program Statement 5510.12, Searching, Detaining, or Arresting Persons Other Than Inmates, dated January 15, 2008.
  3. **STANDARDS REFERENCED:** American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499-1, 4-4499, 4-4500, 4-4501, 4-4503, 4-4504.

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

4. VISITING HOURS: (See attachment 6)

- a. USP and Detention Center Visiting hours will be from 8:00 a.m. until 3:00 p.m. on Friday thru Sunday. 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. Visitors in the Visiting Room will be required to exit at 3:00 p.m.
- b. **Federal Prison Camp visitations will be from 8:00 a.m. until 3:00 p.m. on Saturday and Sunday. 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 2:00 p.m. Visitors in the Visiting Room will be required to exit at 3:00 p.m. 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, if approved by the Warden. 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 ordinarily 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. 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.

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- b. Non-Contact Visits: As a means of enhancing visiting security procedures, inmates housed in a security status housing unit (Special Housing) will be placed on non-contact visiting status. Inmates in this status will receive one hour visitations, with a maximum of five visits per month. The visits will be conducted via video monitor. The visitor will be in the visiting room and the inmate will be in the designated video monitor area in the Special Housing Unit. **The practice of allowing Administrative Detention inmates an opportunity to visit in an open environment will be implemented, as determined appropriate by the Captain.** However, designated seating and predetermined numbers of inmates entering the Visiting Room will be applied. Inmates which present a security concern (involvement in major incidents, protective custody, and drug introduction) will continue visiting in non-contact areas.

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, and state identification card. Other forms of identification, 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. Black light stamps will be maintained in the Control Center. The West Gate Officer will randomly be given a stamp to use each day. The Officer will return the stamp to the Control Center at the end of his/her work schedule. All stamps will be accounted for each shift.

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. Exceptions may be made to this procedure for 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 good order of the institution.

All inmates must have known the proposed visitor(s) prior to incarceration. The Warden must approve any exception to this requirement.

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

Holdovers 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 their 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 made by the unit team. Holdovers will normally have to wait thirty (30) days before being allowed visitors. 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 immediate family members and are subject to the visiting policy of the community hospital and those procedures as outlined in the "Hospital Escort" Post Order. 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 Administrative Detention will be required to visit in the non-contact visiting rooms located on the west side of the third floor Special Housing Unit and inside the second floor Special Housing Unit. **Inmates may be allowed to visit in the general population visiting area as determined to be appropriate by the Captain. All visits, for inmates housed in the Special Housing Unit, will be limited to two hours. An additional time limitation may be imposed, if space is needed for awaiting visitors, limiting the visiting time to one hour.**

In all cases, the Lieutenant will be notified prior to escorting any inmate into the Special Housing Unit High Security Visiting Room. Inmates in 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. Changes to the Visitation List can be made every ninety (90) days.
- 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. **An inmate's visiting list may be amended at any time in accordance with the procedures of this section.**

f. 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, Admissions/Orientation, 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 requesting 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 Liason.
- 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 Liason, or Institution Duty Officer.
- 9) Unless the legal matter involves more than one inmate, attorneys will normally visit only one inmate at a time. In these cases prior written approval must have been obtained from the Warden through the Legal Liason.
- 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 Liason.

- 12) Inmates are prohibited from bringing papers or legal material into the Visiting Room unless prior permission from the Unit Manager or Legal Liason 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
  - f. **Prisoner Visitation and Support (PVS) volunteers will be allowed to visit inmates during normal visiting hours. These visits will be documented through the routing of a memorandum generated by the Chaplain's Office. This memorandum will be routed through the Associate Warden of Programs and Warden's Office for approval. Once signed, copies of these memorandums will be forwarded to the West Gate Officer and placed electronically on the Local Area Network. These memorandums can be accessed from any computer desktop. All staff will be able to read and print a hard copy of these memorandums. The PVS visitor will follow all entry requirements for any person desiring to enter this facility. These visits will be supervised by the Visiting Room Officers or other assigned staff members.**
12. VIOLATIONS OF REGULATION AND/OR INTRODUCTION OF CONTRABAND
- a. The right to 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 Visiting Escort 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. "Visitors are not authorized to bring any items to give to an inmate".** 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 the staff member giving the warning.
- d. Visitors may have their visiting privilege suspended for demonstrating inappropriate (Disrespectful) behavior or a positive test result on the ION Scan. Any visitors suspended, as a result of any infraction for behavioral issues will have their visiting privileges suspended as determined by the Warden.

Visitors testing positive with the ION Scan machine will have their visiting privileges suspended as outlined below:

1. 1<sup>st</sup> Offence, the visitor will be denied visitation for 48 hours.
2. 2<sup>nd</sup> Offence, the visitor will be denied visitation for 30 days.
3. 3<sup>rd</sup> Offence, the visitor will be denied visitation for 90 days.
4. 4<sup>th</sup> and subsequent Offences, the visitor will be denied visitation for 180 days.

### 13. SEARCHING OF VISITORS AT THE USP

\*\*\* **Pat Searches**

\*\*\* **(1) All Visitors and their belongings may be pat searched either randomly or upon reasonable suspicion.**

\*\*\* **(2) A pat search of a visitor's person or belongings involves a staff member pressing his/her hands on a visitor's outer clothing, or the outer surface of a visitor's belongings, to determine whether prohibited objects are present.**

\*\*\* **(3) Whenever possible, pat searches of a visitor's person will be**

**performed by staff members of the same sex. Pat searches may be conducted by staff members of the opposite sex only in emergency situations with the Warden's authorization.**

- 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 to 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 appropriate Associate Warden.
- 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 Visiting Escort Officer 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 be forwarded 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.
- d. Religious Attire: Visitors, who have religious attire or clothing, will not be subjected to any other procedures not outlined above. Visitors in religious attire will be processed through the metal detector and hand-held metal detector. Failure to pass these procedures will result in following the same guidelines outlined for any visitor.

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 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 are 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 assignments 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 UPON ENTERING THE VISITING ROOM.**

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, or any kind of shirt with a hood. Bras must be worn. No skin-tight clothing, khaki pants or shirts, gray sweat pants or shirts will be allowed. Children under the age of twelve (12) may wear shorts.

\*\*\* Regular street shoes, open toe shoes, sandals, and tennis shoes are permitted. Prohibited footwear includes; shower shoes, house shoes and beach type shoes. At no time will coats or jackets of any kind will be worn inside the visiting room. The elderly and small children are permitted to wear a sweater, as deemed appropriate for the current weather conditions. **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 Shift Lieutenant or Institution Duty Officer. A denied entrance into the institution form will be submitted by the appropriate staff and forwarded to the Captain.

- 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:

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.

In addition, only USP visitors will be permitted to use the vending machine area located in the Visiting Room to purchase items during the visit. USP inmates will not be permitted to use 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) 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. This is to be used as a back-up to the Visitation computer program.
- c. West Gate/Visiting Officer. When an inmate receives a visit, the Officer will identify the visitor, have them sign the visiting log, and complete 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 retention.

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 strip searched upon entrance and exiting the visiting room at the end of each visit. A hand-held transfrisker will be used during every visual search. Searches with the hand-held transfrisker will be conducted on every inmate as he enters and exits the visiting area. 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 usually be visually 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 or brown boots purchased through the commissary. Under no circumstances will an inmate be allowed to wear tennis shoes or personal soft shoes in the Visiting Room. Bus shoes will be provided for inmates with medical restrictions by Health Services.

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 and FPC Visiting Room and all restrooms are non-smoking areas. Visitors are not allowed to bring cigarettes into the Visiting Room.
- c. 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. 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/records under "Attorney Visits"). A visitor may take money into the Visiting Room. Children may not take in toys, books, cards, dolls, or games.

**All authorized items entering the visiting room must be carried in one (1) clear plastic container / bag no larger than 8" x 6" in size..**

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**Visitors will not be allowed to wear coats or jackets into the USP GP Visiting Room area. However, the elderly and small children will be permitted to wear a sweater, as deemed appropriate for the current weather conditions. If these items are not allowed at the time of the visit, the items must be left in the lockers provided in the visiting lobby area. The visitors to the FPC will be allowed to wear coats in the visiting area as deemed appropriate for the current weather conditions.**

- g. At the USP, diaper bags will not be permitted in the institution. Visitors with infants may carry in two extra diapers 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 Jail Administrator is responsible for the appearance of the USP visiting area. The Camp Administrator is responsible for the appearance of the FPC visiting area. The Visiting Rooms 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 training of the Visiting Room Officer, West Gate Officer, and Visiting Gate Officers is under the supervision of the Captain. Lieutenants will periodically question these officers to ensure that they understand the requirements outlined in this supplement.
- j. Child Visitation Area. The area designated for use by children visiting the institution will only be used by children for entertainment purposes. The children in this area will be supervised by the adult visitors. No inmate will be allowed in this area at any time.
19. MEALS: No food or drinks may be brought into or taken out of 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. DIRECTIONS: 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.

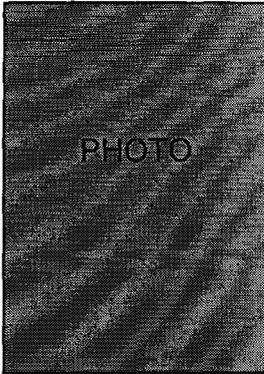
USP Atlanta  
601 McDonough Blvd., SE  
Atlanta, Georgia 30315  
(404) 635-5301

21. EFFECTIVE DATE: This Institution Supplement is effective upon issuance.
22. OFFICE OF PRIMARY RESPONSIBILITY: Correctional Services.

  
\_\_\_\_\_  
J. A. Keller, Warden

  
\_\_\_\_\_  
Date

**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

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.
- ( ) No loud, boisterous talk or profane language will be allowed inside the Visiting Room.
- ( ) Children must be controlled to the extent of consideration of other visitors 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.

( ) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Officer's Signature: \_\_\_\_\_

Inmate's Signature: \_\_\_\_\_

( ) Shown to the inmate, but refused to sign: \_\_\_\_\_

DIST: Original, filed in Inmate's Visiting Folder. Duplicate, send to Unit Manager

UNITED STATES PENITENTIARY  
ATLANTA, GEORGIA  
VISITOR DENIED ENTRANCE INTO THE INSTITUTION

Anytime a visitor is denied entrance into the institution, the Officer-in-Charge of the institution entrance will be required to complete this form. The form will be completed after consultations are made with the Operations Lieutenant and/or the Staff Duty Officer. Upon completion of this form, it will be submitted to the Operations Lieutenant who will review and sign it. This form will then be placed in the inmate's Unit Team mailbox. The Unit Team will be responsible for filing the form in the inmate's Central File.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ (AM) (PM)

At the above date and time, the following named visitor was denied entrance into the Institution.

(Mr.) (Mrs.) (Ms.) \_\_\_\_\_

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 8:00 a.m. until 3:00 p.m. General population, Holdover, and Pre-Trial inmates will receive visits Friday through Sunday of each week. Attorney visits for general population, Holdover, and Pre-Trial inmates will be seven (7) days a 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. Unit team will supervise attorney visits on non-visiting days.

### 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.

**ATL. 5267.08D.  
August 26, 2010  
Visiting Regulations  
Attachment # 5B**

CHILDREN:

Children Seventeen (17) 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 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. Visitors arriving 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.

USP Atlanta  
601 McDonough Blvd., SE  
Atlanta, Georgia 30315  
(404) 635-5301

**VISITING SCHEDULES FOR INMATES HOUSED IN  
HOLDOVER/PRETRIAL STATUS**

DAY	START	END
Friday	8:00 AM	3:00 PM
Saturday	8:00 AM	3:00 PM
Sunday	8:00 AM	3:00 PM
Holiday	8:00 AM	3:00 PM

**VISITING SCHEDULES FOR INMATES HOUSED AT THE  
FEDERAL PRISON CAMP**

DAY	START	END
Saturday	8:00 AM	3:00 PM
Sunday	8:00 AM	3:00 PM
Holiday	8:00 AM	3:00 PM

**VISITING SCHEDULES FOR INMATES HOUSED AT USP  
ATLANTA**

DAY	START	END
Friday	8:00 AM	3:00 PM
Saturday	8:00 AM	3:00 PM
Sunday	8:00 AM	3:00 PM
Holiday	8:00 AM	3:00 PM