



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Complex
Allenwood, Pennsylvania

Complex Supplement

OPI: Correctional Services
Number: ALX-5267.08E
Date: April 25, 2015
Subject: Visiting Regulations

1. PURPOSE. To establish visiting procedures at the Federal Correctional Complex (FCC), Allenwood, Pennsylvania.

2. DIRECTIVES AFFECTED.
 - a. Directives Referenced

P.S. 1315.07	Legal Activities, Inmate (11/05/99)
P.S. 4500.10	Trust Fund/Deposit Fund Manual (05/29/14)
P.S. 5100.08	Inmate Security Designation and Custody Classification Manual (09/12/06)
P.S. 5267.08	Visiting Regulations (05/11/06)
P.S. 5270.09	Inmate Discipline Program (07/08/11)
P.S. 5270.10	Special Housing Units (07/29/11)
P.S. 5280.09	Inmate Furloughs (01/20/11)
P.S. 5510.15	Searching, Detaining, or Arresting Visitors to Bureau Grounds & Facilities (07/17/13)
P.S. 5521.05	Searches of Housing Units, Inmates, and Inmate Work Areas (06/30/97)
P.S. 5522.01	Ion Spectrometry Device Program (02/24/05)
P.S. 5500.11	Correctional Services Manual (10/10/03)
P.S. 5500.14	Correctional Services Procedures Manual (10/19/12)

 - b. Directives Rescinded

ALX-5267.08D	Visiting Regulations (04/25/14)
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3. STANDARDS REFERENCED.

ACA: 4-4156, 4-4267, 4-4285, 4-4498, 4-44499, 4-4499-1, 4-4500, 4-4501, 4-4503, 4-4504
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DISTRIBUTION: Wardens, AWs, Dept. Heads, Unions, Reference Libraries, IDO Briefcase, Inmate Law Libraries

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 FCC Visiting Rooms will be open from 8:00 a.m. until 3:00 p.m., Friday, Saturday, and Sunday. The Visiting Room will be closed Monday through Thursday. 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 2:15 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, including children, with no more than ten to a group. 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:

Inmates will be afforded a total number of points (LSCI=12, FCI=05, USP=09) for the opportunity to visit per calendar month.

At the FCI, each visit will count as one point regardless of the day of the visit. At the LSCI two points will be used for each weekend day visit and for federal holidays; one point will be used for normal weekday visits. At the USP two points will be used for each weekend day visit; one point will be used for normal weekday visits; and zero points for federal holidays. No points will be assessed for Prison Visitation Support 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 serious medical illness involving either the inmate and/or immediate family.

The number of visitors an inmate may visit is limited to five. Children who are two years of age and under will not be included in the total of five visitors. Each child over the age of two will be considered as one of five authorized visitors. 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 supervision of the responsible adult.

- d. Visiting Lists: The following are the guidelines for the 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 is reliable and 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 friends and associates who have had 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.

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 of the visit. Unit Managers can deny it outright.

If a potential visitor is not honest when completing the visiting form, the individual will be denied visiting privileges by the Unit Manager.

- (3) Background Checks: A background investigation is necessary before approving any visitor, including immediate family, and an investigation will be performed to include an NCIC at the 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, same sex marriage partner, 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 the 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, 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. No shorts (regardless of length), halter tops, half tops, low-cut tops, backless clothing, tight-stretch clothing (such as Spandex-type items), sheer clothing (i.e., transparent or semi-transparent items), or clothing items of a suggestive or revealing nature will be permitted in the institution. Skirts and dresses should be knee length or below. Sleeveless shirts are not authorized. The dress code will be adhered to by both male and female visitors.

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.

- 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. The Correctional Services Supervisor will either approve or disapprove the visit and submit documentation to the Central File and visiting file.
- 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.

- 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.
- l. Special Visits: Special Visits are arranged by the Unit Team and will be supervised by Unit Team staff. A 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. The responsibility of supervising special visits will be determined by the appropriate Associate Warden.
- m. Visits to Inmates not in Regular Population Status:
- (1) Admission and Holdover Status. New commitments transferring from other facilities to FCC Allenwood will be permitted to use their approved list from that facility after it has been reviewed and approved by the Correctional Counselor within two weeks of the inmate's arrival. The Correctional Counselor will ensure visits are limited to the immediate family for holdovers.
 - (2) Special Housing Unit:

FCC Allenwood: 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 those in SHU will be two hours 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 only the immediate family and are subject to the general visiting policy of the hospital. If approved, the Captain, Operation's Lieutenant, Institution Duty Officer (IDO), 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.

- (4) Inmates Requiring Increased Security Considerations or Holdovers: Inmates with increased security concerns will be considered for non-contact visiting first. In the event non-contact visiting is not warranted, inmates will visit one at a time in the Visiting Room for a two hour period. Normally, this will occur on a first-come/first-serve basis. Inmates in holdover status requesting to visit, must send a cop-out two weeks prior to requesting a visit to their respective unit team. These visits will be permitted in the non-contact visiting area and will be two hours in duration. These visits ordinarily will take place during regular visiting days.

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 separatees and security concerns will be made at that time and the proper notifications and precautions will be taken.

Inmates at the USP pending designation, designated, or in a holdover status 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.

o. Visitor Identification: Positive identification of visitors 16 years of age or older is required prior to admission into the institution. Acceptable identification is a valid driver's license with photograph, official state, federal, or local government-issued identification with photograph, or armed forces identification with photograph. 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 low-cut blouses
- No tank tops/muscle 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
- 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

Visitors will not be permitted to wear pants, coats, and/or 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.

Visitors may be denied entry based on their dress attire. This decision will not be delegated lower than the Operations Lieutenant.

Specifically, all visitors will wear shoes in the Visiting Room to ensure their safety. Therefore, no open-toed shoes are allowed. All visitors 16 years old and older will be expected to wear an inner garment covering the breast or chest area. If the outer garment is of such material that the breast or chest area is revealing or would cause distraction to inmates or other visitors in the Visiting Room an appropriate covering will be required.

Failure of visitors to recognize and adhere to these requirements will be reason to disallow the visit.

- q. Items authorized to be taken into the Visiting Room by an Approved Visitor: All persons entering upon 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:

Clear plastic purse

Medication - Necessary life supportive medication

ID Card, Driver's License

Jewelry being worn by the visitor

Female hygiene items - Two sanitary napkins or tampons.

Money - A total of \$25.00 in change or paper currency (\$1.00 or \$5.00 bills).

Religious headgear

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

3-Diapers

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

1-container of baby food (sealed)

1-empty plastic baby bottle

1-clear drinking cup

1-plastic serving spoon

1-small, **clear** plastic tote bag for the above contents

1-plastic zip lock bag containing baby wipes

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.

- r. 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.

All visitors will have their photograph taken at the front entrance, via use of the visiting room program. The visiting room program (BOPWARE) will be utilized to determine if the visitors are approved visitors. If the program (BOPWARE) is not working, or they are not on the list, an attempt should be made to contact the Unit Team for verification.

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' hands are stamped and verify the stamp is visible via the black light.

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 (for the USP, the visitors picture identification card will be handed to the Control Center Officer). 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. Visits will be denied or terminated **only** through the Operations Lieutenant in consultation with the Institution Duty Officer.

- s. Searches/Inmate Attire and Personal Property: All inmate's entering the Visiting Room at the LSCI and FCI will be pat searched thoroughly upon entry. All inmates entering the Visiting Room at the USP will be visually searched. 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 inmates departing the Visiting Room will be visually searched for any unauthorized contraband. All personal items on the inmate will be verified against the documentation form.

FCC Allenwood: Only institution-issued clothing, with the exception of the USP, will be allowed in the Visiting Room. Inmate issued shoes are the only shoes authorized to be worn in the USP Visiting Room. Sneakers are not permitted for visiting at the LSCI unless an inmate has been issued a soft shoe permit.

Institution-issued Inmate Account (identification) Card

1-Comb

1-Religious medal (with chain)

1-Wedding band (plain)

1-Approved religious headgear

1-Pair of 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.

- t. 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. A brief closed mouth kiss upon arrival and at the completion of the visit is acceptable.

Visiting Room Officers will assign seating for inmates and their visitors when applicable. Inmates at the FCI and USP 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 in all areas of the visiting room, including the restroom. Children will be seated with the visitors during the visit, unless in the children's play area. Children will not be allowed to disrupt other visits. In the event an inmate and/or visitors cannot control the behavior of their children, and a disruption is being caused due to their behavior, the Visiting Room Officer(s) may terminate the visit after notification is made to the Operations Lieutenant and/or Institution Duty Officer (IDO). 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 will be terminated. The Operations Lieutenant is authorized to terminate a visit for disruptive and/or offensive behavior. Such conduct involving an inmate will result in an Incident Report.

- u. 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 full time 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.
- v. 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.

- w. 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: 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:

Trailway 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: List of Authorized Visitors

Attachment 2: Visiting Regulations

Attachment 3: Request for Conviction Information

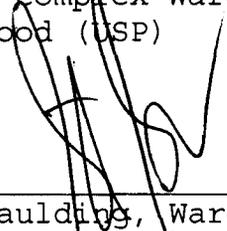
Attachment 4: Visitor Information

7. EFFECTIVE DATE. Immediately upon issuance

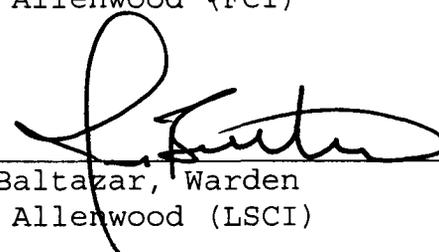
8. APPROVAL SIGNATURES.



W.J. Oddo, Complex Warden
FCC Allenwood (OSP)



CAPT S. Spaulding, Warden
FCC Allenwood (FCI)



J. Baltazar, Warden
FCC Allenwood (LSCI)

FEDERAL CORRECTIONAL COMPLEX
ALLENWOOD, PENNSYLVANIA
LIST OF AUTHORIZED VISITORS

Attachment 1

DATE: _____

	<u>NAME</u>	<u>RELATIONSHIP</u>	<u>ADDRESS</u>	<u>CITY-STATE-ZIP</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
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11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____

INMATE'S NAME

REGISTER NUMBER

QUARTERS

APPROVED: _____
CORRECTIONAL COUNSELOR

DATE

**FEDERAL CORRECTIONAL COMPLEX ALLENWOOD
VISITING REGULATIONS**

Attachment 2, Page 1 of 2

PHONE NUMBERS

LSCI: 570-547-1990

FCI: 570-547-7950

USP: 570-547-0963

VISITING DAYS	HOURS
FRIDAY	8:00 AM - 3:00 PM
SATURDAY	8:00 AM - 3:00 PM
SUNDAY	8:00 AM - 3:00 PM
FEDERAL HOLIDAYS	8:00 AM - 3:00 PM

- 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.
- All persons authorized to visit at this facility must abide by all institution rules. **NO PERSON MAY VISIT UNLESS HE/SHE HAS BEEN APPROVED IN ADVANCE AND DOCUMENTED AS VISITORS ON THE INMATE'S VISITING LIST. AN INMATE'S VISITING LIST IS NOT PUBLIC INFORMATION; THEREFORE, ANY CALLS PERTAINING TO A VISITING LIST CANNOT BE ANSWERED.** All visitors must carry picture identification (such as a valid Driver's License, current passport with photo, alien identification card with photo) in order to be admitted to the Visiting Room. An **authorized** form of identification is a valid state or government issued photo identification.
- 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. Infants who are two years of age and under **will not** be encompassed in the total of five visitors. Each child over the age of two will be considered as one of five authorized visitors. Allowance of more than five visitors requires prior approval from the inmate's respective Unit Manager. Adults will maintain control of their children at all times. Visiting is limited to immediate family, i.e., father, mother, sister, brother, step-parents, foster parents, spouse and children. Other persons who wish to visit an inmate for either personal or business reasons must be on the approved inmate's visiting list. This includes other relatives, i.e., grandparents, uncles, aunts, in-laws, cousins.
- 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 \$25.00 total in either \$1.00 and \$5.00 bills or silver change denominations are allowed.)
- Visitors **are not** permitted to bring any type of photographic equipment on institution grounds.
- Large purses or tote bags are not permitted inside the institution. Only a small clear change purse is authorized.
- Allowable baby items are as follows: 3 diapers, 3 plastic baby bottles containing prepared formula 3/4 full, 1 container of baby food (sealed), 1 empty plastic baby bottle, 1 clear drinking cup, 1 plastic serving spoon, 1 small **clear** plastic tote bag for the above contents, and 1 plastic ziploc bag containing baby wipes.
- Games or toys will not be permitted into the visiting area.
- Animals are not authorized on institution grounds. Exception: Animals trained to assist disabled persons, e.g. seeing eye dogs for the blind, will be authorized with proper documentation.
- 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 at any time. 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.
- ALL visitors will be dressed in an appropriate manner and in good taste. You are entering a **CORRECTIONAL SETTING** and this is a requirement. Any visitor who arrives provocatively dressed, will be denied the privilege of visiting. Inmates will inform visitors **prior** to visiting, clothing **MUST** be appropriate for an institution setting and **should not** demonstrate disrespect to others who may be present in the Visiting Room. All visitors must be fully attired, including shoes. Visitors are to refrain from wearing apparel which is revealing or suggestive. Shorts, 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. No tight-fitting clothing, no see-through clothing (if white-colored clothing is revealing, it will be considered see-through), no low-cut blouses, no tank tops/muscle shirts, all shirts and blouses must cover the shoulders (both male/female), no wrap-around skirts, no button up/down skirts. Visitors will not be permitted to wear flip flops or open toed shoes. 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. Religious headgear may be worn. However, all headgear will be searched prior to entering the Visiting Room. No headwear is permitted unless the headwear is religious. Sunglasses, scarfs, and hooded jackets or shirts will not be permitted in the Visiting Room. 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.
- 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: FCC Allenwood allows 5 points per month, USP Allenwood allows 9 points per month and LSCI Allenwood allows 12 points per month.

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: FCC Allenwood is located in a rural area and lodging is limited. However, listed below are the facilities nearest the institutions.

WATSONTOWN, PA

Watson Inn
100 Main Street
Watson, PA
(570) 538-1832

WHITE DEER, PA

Allenwood Motel
Route 15
Allenwood, PA
(570) 538-2541

NEW COLUMBIA, PA

Comfort Inn
Route 11&15 and I-80
New Columbia, PA
(570) 568-1100

White Deer Motel

6967 RT 15
Montgomery, PA
(570) 547-1007

LEWISBURG, PA

Best Western Country Cupboard
Route 15
Lewisburg, PA
(570) 523-5500

WILLIAMSPORT, PA

Holiday Inn
100 Pine Street
Williamsport, PA
(570) 327-8231

Hampton Inn
140 Via Bella Street
Williamsport, PA
(570) 323-6190

Days Inn
409 N. Deer Drive, Route 15
Lewisburg, PA
(570) 523-1171

Genetti Hotel
West 4th Street
Williamsport, PA
(570) 326-6600

Candlewood Suites
1836 E. 3rd Street
Williamsport, PA
(570) 601-9100

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.

Winner Limo Service Billtown Cab Co., Williamsport, PA (570) 322-2222
Trailways Bus Line, Williamsport, PA (570) 326-1511

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 Staff.

BP-A0311

JUN 10

REQUEST FOR CONVICTION INFORMATION

1. TO (Addressee)		2. FROM (Institution)	
3. Inmate's Name		4. Register No.	
5. The above named inmate of this facility has requested permission to receive visits from:			
a. Name of Potential Visitor		b. Date of Birth	
c. Social Security Number		d. Motor Vehicle Operator's I.D. Number and State of Issuance	
e. Citizenship: _____. If other than U.S., please provide alien registration number or passport number: _____.			
f. Address of Potential Visitor		g. Potential Visitor's Relationship to the inmate	
h. Race of Potential Visitor <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Indian <input type="checkbox"/> Asian <input type="checkbox"/> Other _____		i. Sex of Potential Visitor <input type="checkbox"/> Male <input type="checkbox"/> Female	
6. Has this person been convicted of any criminal offense? If so, please complete the appropriate response below. An authorization to release information, signed by the person in question, is attached.			
a. Signature of Case Manager		b. Institution	c.
Date			
d. Printed Name of Case Manager			

RESPONSE

1. A search of the records of this office concerning the individual named above, who wishes to visit an inmate of a Federal Correctional Facility reveals: <input type="checkbox"/> No record of prior convictions. <input type="checkbox"/> The following record of convictions:			
1a. Date	1b. Offense		
1c. Sentence			
2. Printed Name/Signature		3. Title	4. Date
5. Agency			

Replaces BP-311(52) of MAR 93 and BP-S311.052 of MAR 93

FILE IN SECTION 3 UNLESS APPROPRIATE FOR PRIVACY FOLDER

SECTION 3

April 25, 2015

Page 21

Attachment 4

BP-A0629

VISITOR INFORMATION CDFRM

APR 10

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

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 or both (See 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):		
14. Driver's License No. and State of Issuance		

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize release to the Warden of: _____ any record of criminal offenses for which
(Institution, Location)
have been arrested and convicted, and any information related to those convictions.

Signature for Authorization to Release Information

(Sign and Print Name) Parent or Guardia

(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.

SECTION 3

To be filed in Inmate Central File, FOI Section 2

