



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution -  
Gilmer  
Glennville, West Virginia 26351

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# Institution Supplement

Number: GIL-5267.09H

Date: May 15, 2024

Subject: Visiting  
Regulations

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1. **PURPOSE AND SCOPE:** To establish guidelines for implementing institution supplement 5267.09 CN-1, Visiting Regulations, at the Federal Correctional Institution (FCI) and Satellite Prison Camp (SPC) Gilmer, West Virginia. This Institution Supplement must be read in conjunction with Program Statement 5267.09 CN-1, Visiting Regulations.
2. **PROGRAM OBJECTIVES:** The expected results of this program are coordinated with the Correctional Program Administrator and Regional Office to provide all inmates an opportunity to visit family, friends, and community groups consistent with the security and orderly running of the institution.
3. **DIRECTIVES AFFECTED:**
  - A. Directives Rescinded:  
Institution Supplement GIL-5267.09G, Visiting Regulations, dated March 3, 2023.
  - B. Directives Referenced:  
Program Statement 5267.09 CN-1, Visiting Regulations, dated August 1, 2023.

Program Statement 5510.15, Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities, dated, July 17, 2013.

C. STANDARDS REFERENCED:

American Correctional Association 5<sup>th</sup> Edition Standards for Adult Correctional Institutions, 5-4A-4267, 5-5A-4285, 5-7D-4498, 5-7D-4499, 5-7D-4500, 5-7D-4501 5-7D-4503, and 5-7D-4504.

PROCEDURES:

A. **VISITING SCHEDULE FOR THE FCI AND THE SPC:**

Visits are regularly scheduled from 8:00 a.m. to 3:00 p.m., on Sundays, Mondays, and federal holidays at the FCI. Visits for the SPC are scheduled from 8:00 a.m. to 3:00 p.m., on Saturdays, Sundays, and federal holidays. Visiting for Special Housing Unit (SHU) and Holdover inmates are on Tuesday mornings in two-hour increments from 8:00 a.m. to 10:00 a.m. and 10:00 a.m. to 12:00 p.m. and needs to be scheduled two weeks in advance for approval. Visits for Tuesdays will also be for First Step Act (FSA) visiting incentives and federal holidays. These visits will be from 12:00 p.m. to 3:00 p.m., no other in-processing will be after 2:00 p.m. Visitation is subject to cancellation or change due to environmental hazards such as natural disaster, inclement weather, or pandemics. Visitation is also subject to change due to accommodation of institutional security.

**B. EXIT PROCEDURES:**

When there are 15 or more inmates in the visiting room, out-processing will begin at approximately 2:30 p.m. When less than 15 inmates, out-processing will begin at approximately 3:00 p.m. Visitation staff will notify one row at a time to exit, allow the inmate one short kiss and one short embrace with their visitors in the designated area outlined in red. Visitation staff will direct inmates to line up on the wall adjacent to the inmate exit door in preparation for a second visual search. Visitors will be directed to line up behind the visitation door in preparation to exit the facility. Visitors will be released in groups of no more than six at a time. All other rows shall remain seated until directed to stand by the Visitation Officers.

**C. INSTITUTIONAL ADDRESS AND PHONE NUMBER:**

Federal Correctional Institution-Gilmer  
201 FCI Lane  
Glenville, West Virginia, 26351

Telephone Number: 304-626-2500

**D. DRIVING DIRECTIONS:**

From Charleston, West Virginia, proceed north on interstate 79 approximately 79 miles to exit 79. At the bottom of the exit ramp, turn left on West Virginia route 5. Go approximately 12 miles then turn left and cross the I.L. Morris Bridge and proceed approximately one mile on FCI Lane to the institution.

From Morgantown, West Virginia, proceed south on interstate 79 approximately 82 miles to exit 79. At

the bottom of the exit ramp, turn right on West Virginia route 5. Go approximately 12 miles then turn left and cross the I.L. Morris Bridge and proceed approximately one mile on FCI Lane to the institution.

There is no public transportation available for visitors to the institution.

**E. VISITOR IDENTIFICATION:**

Satisfactory identification of adult visitors, 16 years and older is required. All visitors 16 years of age and older must produce a form of picture identification. This will ordinarily be accomplished by a valid drivers' license, government/state/school issued photo identification card or a passport. If a visitor does not present identification with a photograph, the visitor will not be permitted entry. Inmate visitors will sign the visitor's logbook, complete Title 18 form and have their hand stamped with invisible ink by the Front Lobby Officer. Prior to entering the institution, the hand stamp will be checked by the Control Center Officer, via ultraviolet light, to ensure hand stamps are visible. At the end of their visit, the visitor's hand stamp will be checked in the Visiting Room and again at the Control Center prior to allowing the visitor to depart. The visitor will then sign out of the visitor's logbook. The Operations Lieutenant will be notified of any discrepancies prior to allowing the visitor to depart the sallyport.

**F. NOTIFICATION TO VISITORS:**

Staff shall make written guidelines available to all visitors utilizing the visiting program. Written guidelines are attached to inmate visitation request forms and sent to potential visitors. Written guidelines are also made available in the visiting room and the Administration Building Front Lobby.

G. **VISITING LIMITATIONS:**

Visitation is open to all inmates during all visiting periods, but this is subject to change to accommodate institution safety or security concerns. There is no limit on the amount of visits an inmate may have. The maximum number of visitors an inmate may have at one time is five, including children. In the event the visiting room becomes overcrowded, it may be necessary to limit the length of visits. The decision to limit the duration of a visit will be made by the Operations Lieutenant and/or the Institution Duty Officer (IDO). Terminating visits due to limited visiting space will occur in the following order:

- a. Staff will ask inmate visitors to volunteer.
- b. Visitors who visit regularly will be asked to leave.
- c. Local visitors will be asked to leave.
- d. The first visitors in for the day will then be asked to leave if needed.

H. **VISITING FILES:**

Each inmate's visiting list will be prepared and maintained in the inmate's central file. Additionally, each inmate's visiting list will be added to the computerized visiting program. In the event the computer system is not available, unit staff will review the inmate's central file and inform the front lobby or visiting room officers if the inmate visitor is approved to visit. Inmates will be allowed to make changes to their visiting lists at any time.

Requested changes will be made through the inmate's unit team. Inmate visiting lists will be updated as needed or when new Visitor Information forms are received.

I. **SPECIAL VISITS:**

It will be the responsibility of the requesting department to coordinate, gain final approval, arrange, and provide security/supervision of all special visits.

1. **Consular Visitors:** Whenever it is determined an inmate is a citizen of a foreign country, the Consular representative of that country shall be permitted to visit on matters of legitimate business. This privilege shall not be withheld even if the inmate is in disciplinary segregation. A relationship prior to incarceration is not required. These visits are arranged and approved by the Executive Assistant or his/her designee.
2. **Law Enforcement Interviews:** Ordinarily, SIS Staff will approve and coordinate all interviews between law enforcement agencies and inmates. However, in the absence of the SIS staff, the Captain or the Operations Lieutenant will assume this function.
3. **Minister of Record:** An inmate wanting to receive visits from his minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the visitor to the inmate's visiting list. An inmate may only have one minister of record on his visiting list at a

time. The addition of the minister of record will not count against the total number of authorized visitors an inmate is allowed to have on his/her visiting list.

4. **Clergy**: Visits from clergy (other than the Minister of Record) will be in accordance with the general visitor procedures. Ordinarily, clergy visits will not be accommodated unless requested by the inmate. However, the Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy. Clergy/Minister of Record visits will be accommodated in an area of the visiting room which provides a degree of privacy from other visitors.
5. **Attorney Visits**: Attorneys are encouraged to visit during regular visiting hours. Attorneys must show suitable professional identification. Attorney briefcases and papers being introduced into the FCI will be searched for contraband by use of the x-ray machines located in the FCI Front Lobby. Attorney briefcases and papers being introduced into the SCP will be hand searched for contraband. The use of cameras or recording equipment without the written consent of the Warden is prohibited.

All non-visiting day attorney visits for the FCI and SPC will be scheduled through the appropriate unit team and monitored by unit staff. The attorney and their client will be afforded privacy in the attorney room located inside the FCI visiting room. At the SPC, all attorney

visits will be afforded privacy in the camp conference room.

If the attorney rooms are in use, the attorney is to be offered the opportunity to reschedule the visit when a more private area is available. If it becomes necessary for the inmate to bring pertinent legal material, unit staff will bring the materials into the visiting room.

6. **Prisoner Visitation and Support:** The Prisoner Visitation and Support Program (PVS) is a valuable volunteer program. The focus of PVS has always been to visit and provide moral support to inmates who do not ordinarily receive visits from family and friends. Through this program, inmates who are otherwise alienated from the community have the opportunity to develop healthy relationships and benefit from interaction with the PVS volunteers. Volunteers at FCI and SPC Gilmer are allowed to carry paper and writing implements into the visiting room. They are to be processed at the front lobby as volunteers. Their visits will be conducted during normal visiting hours. They are expected to adhere to the institution dress code and visiting policies.

J. **SPECIAL HOUSING UNIT (SHU), HOLDOVER AND NON-CONTACT INMATES:**

All visits will be conducted in the non-contact visiting room. FCI Gilmer currently has one non-contact visiting area. All non-contact inmates will be limited to a two-hour visit and are required to visit in hand restraints, martin chain, and leg

restraints. Inmates will be properly dressed in full Special Housing Unit institution issued clothing. Holdover inmates are classified as administrative detention inmates. Visits for these inmates may be arranged when the inmate submits a request to his unit team. All requests should be submitted for approval two weeks prior to the date of the requested visit. These visits will be limited to legal visits and visits from the inmate's immediate family. Members of immediate family include father, mother, step-parents, foster parents, brother, and sister, spouse, and children. Inmates in Holdover status will be limited to a one-hour visit.

**K. VISITING PROCEDURES FOR INMATES IN A LOCAL MEDICAL FACILITY:**

Upon request by the inmate or the inmate's family to visit an inmate in the hospital, the unit team will consult with the Clinical Director to obtain the inmate's medical status. If the inmate is in serious/critical condition, the unit team may prepare a request in memorandum format for immediate family to visit the inmate. This request will be routed through the Captain, Associate Warden (Programs), and Warden. The memorandum will contain the location of the inmate, his confirmed prognosis (non-specific), and the exact names/relationships of those wishing to visit. Verification will be obtained via the Pre-Sentence Investigation Report. The family will be informed of the approval and all visits are subject to hospital visiting regulations.

The original memorandum will be maintained in the inmate's central file, with a copy to the Operations

Lieutenant. The Operations Lieutenant will ensure the escorting staff members are made aware of the approved visitation.

**L. PROCEDURES FOR APPROVING EXCEPTIONS TO THE PRIOR  
RELATIONSHIP REQUIREMENTS:**

Ordinarily, a visitor not meeting prior relationship requirements will be denied. However, under special circumstances, the inmate can request a waiver through their Unit Manager. The Associate Warden (Programs) will be the final approving authority.

**M. PROCEDURES FOR DISAPPROVING PROPOSED VISITORS:**

If the background information reveals visitation privileges for an individual would present security concerns or disrupt the orderly running of the institution, the Unit Manager requests visitation denial to the Associate Warden (Programs). The Associate Warden (Programs) will be the final approving authority. Documentation reflecting this decision should be maintained in section two of the Privacy Folder in the Inmate Central File. The inmate will be notified by the unit team of this decision and his appeal rights.

**N. PROPER DRESS:**

At the FCI, inmates are required to wear institution issued clothing (khaki pants, shirts, and government issued boots) to visitation. Inmates will be issued a one-piece jump-suit and slip-on shoes. All inmates must wear the one-piece jump-suit provided, completely

buttoned up. Inmates will not take any property to a visit except one plain wedding band, one plain neck chain with a religious medallion, prescription glasses (no sunglasses unless medically approved), commissary card, authorized religious headgear and photo tickets. Watches and hats are not allowed. 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 authorized to enter the visiting room. Items not authorized upon the inmate's departure will be considered contraband and confiscated. No items, other than exchanged institutional clothing, will be stored in the search area.

At the SPC, inmates are required to wear institution issued clothing (green pants and shirts) during visitation. Only government issued boots will be permitted in the visiting room. Institutional clothing must be neat and clean in appearance. Shirts will be tucked into the trouser waistband at all times. Approved religious headgear may be worn in the visiting room. All religious headgear will be inspected prior to and at the completion of the visit.

At the SPC, inmates will not take any property to a visit except one institution issued comb, one plain wedding band, one plain neck chain with a religious medallion, prescription glasses (no sunglasses unless medically approved), commissary card, authorized religious headgear, and photo tickets. Inmates are not permitted to wear hats in the visiting room. Watches are not allowed. 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 authorized to enter the visiting room. Items not authorized upon the inmate's departure will be considered contraband and confiscated.

**O. PROPER DRESS FOR VISITORS IN THE VISITING ROOM:**

Winter coats/jackets are approved during cold weather months but must be scanned through an X-ray machine in the Front Lobby prior to entering the visitation area. Coats or Jackets are not permitted at the assigned seat. All coats or jackets must be hung in a designated area of the visitation room. Inmates are responsible for informing prospective visitors that dress should be within the bounds of good taste and should not wear clothing which would offend others who may be present in the visiting room. The following WILL NOT be allowed: Hats, watches, transparent or sheer clothing, spandex, halter tops, sweat pants of any type, jogging suits, sleeveless tops/dresses, shorts of any type, miniskirts, dresses, culottes, capri pants, blouses or other apparel of a suggestive nature (i.e., low-cut, v-neck or any garment that reveals the mid-section, or skirts with slits above the knee) admitted into the institution. No clothing with derogatory, sexually suggestive or gang-related logos is allowed. No bare feet (including babies), open toe shoes, flip flops, slip on shoes with no backs or sandals are allowed in the institution.

Children under the age of six will be allowed to wear shorts. Clothing resembling the style or color of inmate clothing (i.e., khaki, white, gray or camouflage in color clothing), will not be permitted to be worn into the institution. All visitors will wear underclothing garments. All female visitors are required to wear a bra. Chewing gum is not authorized in the Visiting Room for any reason.

**P. AUTHORIZED ITEMS ALLOWED IN VISITING ROOM:**

Visitors may bring the following items into the institution.

1. A transparent change purse no larger than 5"x8"x4".
2. No more than \$30.00 in change total each day, per adult visitor.
3. Visitors may bring two sanitary napkins or tampons. No visitor will be prohibited from visiting an inmate due to their use of sanitary products.
4. Visitors with infants may bring in four diapers, two small unopened store-bought containers of baby food, three baby bottles with contents, one baby blanket, one package of baby wipes, one change of infant clothing and one see-through drinking cup for small children.
5. Medications of a necessary or emergency nature, such as asthma inhalants or nitroglycerine, which will be supervised by the Visiting Room Officers at their station and accessed by the visitor when necessary.

**Q. ITEMS NOT AUTHORIZED IN THE VISITING ROOM:**

Visitors are not authorized to bring any item into the institution to give to an inmate. Lockers are not available to visitors for the storage of personal items not allowed in the institution. These items must be returned to the inmate visitor's personal vehicle.

1. It is not permissible to bring gifts or packages of any type. Money will not be accepted to credit to an inmate's account.
2. Cell phones, pagers, etc. of any type are not authorized inside the institution.
3. No tobacco products of any type are authorized in the institution.
4. Cameras and recording equipment are not authorized.

**R. CHILDREN'S AREA, NURSING AREA, & SPECIAL RULES FOR CHILDREN:**

Inmates are not permitted in the area designated for children, except when attending approved Education Parenting Programs. Games are provided for children to use while in the visiting room. However, the inmate and his visitors are responsible for their children's actions while in the visiting room. Any behavior that disrupts other visits can result in termination of visit. Children are not permitted to play on the tables. Failure to maintain control of their children may result in the inmate's visit being terminated. A private area for nursing infants is available inside of the visitation room. Only the

nursing visitors and the nursing infant are permitted in this area. This area will be secured when not in use.

**S. PENALTY FOR VIOLATION OF VISITING REGULATIONS:**

**TERMINATING VISITORS:**

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 other disciplinary action or court proceedings 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 an inmate anything whatsoever without the knowledge and consent of the Warden. These visiting regulations are provided to you in order to assist you in properly preparing for and participating in the FCI Gilmer visiting program.

Should you have any questions, please do not hesitate to contact Unit Staff. In an effort to eliminate the introduction of drugs and drug paraphernalia into FCI Gilmer, the Bureau will seek criminal prosecution against visitors who participate in contraband violations.

Additionally, as a disincentive for inmates found guilty of these violations, the Discipline Hearing Officer (DHO) or Unit Discipline Committee (UDC), may impose the loss of visiting privileges as a sanction. Refer to the Program Statement on Inmate Discipline and Special Housing Units for information regarding

loss of visiting privileges resulting from disciplinary action.

**T. WALSH ACT REQUIRMENTS:**

The Unit Team will evaluate all inmates on their caseload and all incoming inmates to determine if they have an inmate who has been convicted of a sex offense involving a minor (**WA W CONV**).

Any inmate fitting the criterion will have the following annotation placed in the visiting program under the comments section "**this inmate was convicted of a sex offense involving a minor.**" Any inmate identified as having a Walsh Act assignment will have his/her visits closely monitored. Specific procedures will be determined locally by the warden.

**U. Alternative Legal Access Arrangements.**

To ensure inmates have access to legal counsel as soon as it is safely possible after a significant or disruptive event after the first 24 hours, the following procedures will be implemented if required.

1. Alternate visiting location which would allow privacy for the attorney and their client, which still permits sufficient observation by the appropriate Unit Team employee.
2. Expansion of normal visiting hours may be considered to accommodate a visit with legal counsel.

Restriction of legal access should occur only when necessary to protect the safety and security of employees, inmates, or the public.

**V. Notification of Visiting Disruption.**

In instances where there is a significant or disruptive event affecting the conditions of confinement and, institution management decides to restrict legal and/or social visiting, the appropriate Unit Team employees must make all reasonable efforts to notify all known parties affected by the disruption. This includes the follow methods.

1. Identifying and notifying any scheduled inmate Families and defense counsel, of the change or cancelation of visitation.
2. Notifying the public and if applicable, the local courts.

This information can be transmitted via telephone, email, or listed on the Institution's webpage.

4. OFFICE OF PRIMARY RESPONSIBILITY: Correctional Services  
Supervisor



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R. Brown  
Warden

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Distribution List: Executive Staff  
MXR  
Inmate Law Library

Electronic File  
Master File