



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution  
Greenville, Illinois

---

# INSTITUTION SUPPLEMENT

---

OPI: Correctional Services  
NUMBER: GRE 5267.09E  
DATE: 10/01/2024  
SUBJECT: Visiting Regulations

---

1. **PURPOSE AND SCOPE:** To establish local procedures and implement Program Statement 5267.09 CN-1, Visiting Regulations (08/01/2023). This Institution Supplement must be read in conjunction with the Program Statement. Federal Correctional Institution (FCI) Greenville encourages visiting by family, friends, and community groups to maintain the morale of the inmates, and to develop closer relationships between the inmate, family members, and the community. Due to practical considerations and the different characteristics of the institution, certain limitations and controls must be established in developing and administering visiting regulations. This supplement will provide information pertaining to visiting regulations at both the FCI and the Satellite Camp (SCP) in Greenville, Illinois.

2. **DIRECTIVES AFFECTED:**

a. **Directive Rescinded:**

GRE 5267.09D Visiting Regulations (03/17/2022)

b. **Directives Referenced:**

P.S. 1280.11	JUST, NCIC and NLETS Telecommunication Systems (Management and Use) (01/07/2000)
P.S. 1315.07	Legal Activities, Inmate (11/05/1999)
P.S. 1490.06	Victim and Witness Notification Program (10/20/2016)
P.S. 4500.12	Trust Fund/Deposit Fund Manual (03/15/2018)
P.S. 5100.08	Inmate Security Designation and Custody Classification (09/12/2006)
P.S. 5180.04	Central Inmate Monitoring System (08/16/1996)
P.S. 5267.09, CN-1	Visiting Regulations (08/01/2023)
P.S. 5270.09, CN-1	Inmate Discipline (11/18/2022)
P.S. 5270.12	Special Housing Units (03/05/2024)
P.S. 5280.09	Inmate Furloughs (01/20/2011)
P.S. 5360.09	Religious Beliefs and Practices (06/12/2015)
P.S. 5500.14	Correctional Services Procedures Manual (08/01/2016)

- P.S. 5510.15     Searching, Detaining, or Arresting Visitors  
to Bureau Grounds and Facilities (07/17/2013)  
P.S. 5521.06     Searches of Housing Units, Inmates and Inmate  
Work Areas (06/04/2015)  
P.S. 5522.02     Ion Spectrometry Device Program (04/01/2015)  
P.S. 7331.04     Pretrial Inmates (01/31/2003)

**3.     STANDARDS REFERENCED:**

- a.     American Correctional Association 4<sup>th</sup> Edition Standards for  
Adult Correctional Institutions: 4-4156, 4-4267, 4-4285, 4-  
4498, 4-4499-1, 4-4500, 4-4501, 4-4503, 4-4504

**4.     PROCEDURES:**

- a.     General Information: Regular visits will be conducted in the  
FCI Visiting Room for inmates assigned to the FCI and the  
Satellite Camp (SCP) Visiting Room for inmates assigned to  
the SCP. Inmates assigned to the Special Housing Unit (SHU)  
will have visitation conducted via non-contact visitation  
for a period not to exceed two (2) hours. All inmates are  
responsible for notifying their approved visitors of the  
visiting regulations and forwarding the appropriate  
visitation forms to their prospective visitors.
- b. Location: The physical address is: 100 U.S. HWY 40 & 4<sup>th</sup> Street,  
Greenville, Illinois. The City of Greenville is located on  
Interstate 70 in Southwestern Illinois, about 45 minutes east  
of St. Louis. From the east, take exit #45; go north to the  
first light. Take a left. Go to the first stop sign and take a  
left to the institution entrance. From the west, take exit #41,  
go north over the Interstate to Hwy 40. Go east or turn right  
and go to the first stop sign and take a right to the institution  
entrance. If going to the camp, stay on the entrance road to  
camp parking. If going to the FCI, take the first right and  
park in visitor parking only. Local Transportation: Amtrak  
currently has a train station in St. Louis at 550 S. 16th  
Street. Greyhound Lines, Inc. offers bus transportation in some  
cities surrounding Greenville, such as: Effingham (217) 342-  
4075 and Springfield (217) 544-8466. Contact with the facility  
can be made anytime, however, regular business hours are Monday  
- Friday, 7:30 a.m. to 4:00 p.m. The main institution phone  
number is (815) 664-6200.
- c.     Visiting Schedule for FCI Inmates:

DAY OF THE WEEK	VISITING BEGINS	VISITING ENDS
Saturday	8:00 a.m.	3:00 p.m.

Sunday	8:00 a.m.	3:00 p.m.
Holidays	8:00 a.m.	3:00 p.m.

Non-Contact Visiting Schedule for inmates assigned to SHU:

DAY OF THE WEEK	VISITING BEGINS	VISITING ENDS
Saturday	8:00 a.m.	3:00 p.m.
Sunday	8:00 a.m.	3:00 p.m.
Holidays	8:00 a.m.	3:00 p.m.

In the event Non-Contact/video visitation is utilized the number of persons allowed while video visiting an inmate is limited to five (5) visitors. Any exceptions must have prior approval of the Captain. As video equipment is limited, visits will ordinarily be limited to two-hour, per inmate, per day. On the day of the visit, if there are no other visitors waiting for the use of the video visitation equipment, the Duty Officer or Operations Lieutenant may extend the Non-Contact/video visit past the two-hour limitation.

Visiting Schedule for SCP Inmates:

DAY OF THE WEEK	VISITING BEGINS	VISITING ENDS
Saturday	8:00 a.m.	3:00 p.m.
Sunday	8:00 a.m.	3:00 p.m.
Holidays	8:00 a.m.	3:00 p.m.

- d. Visitor Attire: An appropriate dress code will be enforced. The following clothing is not authorized for wear by visitors to the SCP or the FCI: Open-toed shoes, crocs, shorts, mini-skirts, sheer or form fitting clothing (Specifically: No skinny jeans, or leggings) to include pants with holes, excessively short or low-cut clothing, backless clothing, halter tops, mid-drift shirts, (shirts should not rise up if move your hands/arms) or sleeveless clothing, dresses (above the knee in length while seated), blouses or other apparel of suggestive or revealing nature, underwire bras or bras with metal clasps(sports bra would be the most suitable option), heeled footwear or platform type soles (stilettto heels, pumps, wedges,) ball caps, hats, bandanas, sweatbands, "do-rags", or any other type of headgear with the exception of religious or medical headgear, logos or wording on clothing that may be considered offensive, and any clothing that is camouflage, tan, khaki, fluorescent orange in color or anyway resembles an inmate uniform. No excessive jewelry.

If the Visiting Room Officer or Front Lobby Officer determines a visitor is improperly attired, he/she will contact the Institution Duty Officer (IDO) to determine whether to deny or terminate the visit. If necessary, the IDO will contact the Operations Lieutenant. The Front Lobby Officer is the first person the visitor encounters and they should be able to determine if the visitor is appropriately dressed. Visitors, who are inappropriately dressed, should not be allowed to make it all the way through to the Visiting Room.

- e. Identification of Visitors: All visitors 16 years of age and older must produce a valid government issued photo ID. Visitors will be required to present a picture identification card (e.g.: driver's license, passport, or other government issued picture identification). Inmates will be required to bring their inmate commissary card for identification purposes while in the Visiting Room. Visitors will not be permitted to visit without proper identification. The IDO and the Operations Lieutenant will be notified in questionable cases.
- f. Visiting Restrictions and Overcrowding: Visiting may be curtailed or terminated for emergency situations, improper conduct on the part of the inmate or his/her visitor(s), or when the visiting area reaches maximum capacity. Should the Visiting Room reach full capacity, the Visiting Room Officer will advise the Institution Duty Officer (IDO) of the situation. If necessary, the IDO will contact the Operations Lieutenant. The IDO or Operations Lieutenant will begin curtailing visits of those who live within a fifty-mile (50) radius of the institution and continue in fifty-mile (50) increments as necessary. In the event that multiple visitors live within the same fifty-mile (50) mile increment, then the visitation will be terminated based on the frequency of visits. Those who visit most frequently will have their visits terminated first.

There will be no inmate movement during count times. Inmates are required to stand during the count and may be separated from visitors as determined by staff for accountability purposes. Staff will conduct count and visually identify each inmate using the commissary identification cards. No visitors will be allowed to exit the Visiting Room during count unless authorized by the Captain.

- g. Number of Visitors for the SCP and FCI General Population: The number of persons allowed while visiting an inmate is

limited to five (5) total visitors to include children. Any exceptions must have the Warden's prior approval.

- (1) Split Visits: Should more than five (5) separate visitors arrive at the same time; a split visit may be arranged at the discretion of the IDO.
  - (2) Service Animals: Visitors are prohibited from bringing animals on institutional grounds. Service animals will be permitted if (1) the service animal is required because of a disability, and (2) the service animal has been trained to perform work or a task.
- h. Attorney Visits: Attorney visits will be arranged by the Unit Team when the attorney is not on the inmate's approved visitor list and/or the attorney is wishing to conduct the legal visit outside regular visitation hours. Attorney visits will be supervised by the Unit Team if the visitation is not conducted during regular visitation hours. Staff will make every effort not to overhear any of the conversation between the inmate and attorney. Unit Team will make arrangements for an alternate room if an attorney/client room is needed. It is the Unit Team's responsibility to submit a memorandum to the Warden requesting approval for any special equipment needed by the attorney, such as tape recorders or video equipment, prior to the scheduled visit.
- i. Special Visits: Special visits may be permitted under the following circumstances: Family emergencies, pre-release planning interviews, attorney, business, a court-appointed investigation, interpreters, consular, community group representatives, etc.
- (1) Any visit by an individual who is not associated with the Department of Justice on official business or who is not on the inmate's approved visiting list is considered a special visit.
  - (2) A special visit must be arranged through Unit Team. Unit Team will prepare a special visit memorandum (Attachment A) to the Warden requesting approval, with copies routed to the Visiting Room Officer, Control Center, Lieutenant's Office, and Institution Duty Officer.
    - (a) Consular Visitors: When it has been determined that an inmate is a citizen of a foreign country,

the consular representative of that country will be allowed to visit on matters of legitimate business. The visit may not be withheld even if the inmate is on disciplinary status.

- (b) Holdover Status: The Warden may limit visits to immediate family for holdovers, when neither a visiting list from a transferring institution nor other verification of proposed visitors is available.
  - (c) Ministerial Visits: Special visits from an area clergyman or religious leader will be arranged by the Chaplain. The Chaplain will prepare a special visit memorandum (Attachment A) to the Warden requesting approval, with copies routed to the Visiting Room Officer, Control Center, Lieutenant's Office, and Institution Duty Officer. All ministerial visitors must comply with the visiting rules, applicable policies, and meet entrance requirements.
  - (d) Minister of Record: An inmate wishing to receive visits from his minister of record must submit a written request to the Chaplain. The Chaplain will notify Unit Team to process the request for a special visit for the minister of record. The inmate can only have one minister of record at a time. This will be submitted via a Visitor Information Form (BP-A0629). Minister of record visit will not count towards the inmates approved visitor list.
  - (e) Hospital Visits: The Warden will determine whether a visit may take place at the local hospital. In these cases, the visitors will be restricted to immediate family and attorneys. Approved visitors will visit only during the hospital's visiting times.
- j. Approved Visitors: Unit Team will be responsible for placing a visitor on an inmate's approved visiting list, and a hard copy of the visiting list will be placed in the inmate's Central File.
- (1) Inmates housed at FCI Greenville are eligible for visits from all visitors outlined in P.S. 5267.09, CN-1; and

will be required to undergo a background check. All previously approved visiting list will be honored for inmates with a background check on file if conducted within the past three (3) years. Background information greater than three (3) years will require all potential visitors to reapply for visitation.

- (2) Camp inmates are eligible for visits from all visitors outlined in P.S. 5267.09, CN-1; and will be required to undergo a background check. All previously approved visiting list will be honored for inmates with a background check on file if conducted within the past three (3) years. Background information greater than three (3) years will require all potential visitors to reapply for visitation.
- (4) Inmates may have a maximum of ten (10) friends and associates placed on their visiting list. This visiting privilege will be extended to friends and associates having an established relationship with the inmate prior to confinement, unless such visits could reasonably create a threat. Exceptions to the prior relationship rule may be made, particularly for inmates without other approved visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution.
- (5) When requesting placement of a visitor other than immediate family on the visiting list, a Visitor Information Form (BP-A0629) must be completed by the potential visitor. The Visitor Information Form and a copy of their government issued ID should be mailed directly to the inmate's unit team. An NCIC check will be conducted on all potential visitors at FCI Greenville.
- (6) The inmate is responsible for mailing these forms to their potential visitor.
- (7) The forms must be completed and signed by the visitor and sent directly to the Correctional Counselor responsible for the inmate's case. Unit Team will not accept Visitor Information Forms for processing directly from an inmate.
- (8) The signature of a parent or guardian on the Visitor Information Form (BP-A0629) is necessary to process a request for an applicant under 16 years of age.

- (9) On occasion, an inmate visitors' application, or a subsequent NCIC check may reveal information that would cause disapproval of the request. If such information is identified, the original request, NCIC printout, and memorandum explaining the request for denial will be forwarded to the Warden for review and final decision.

Once a decision is made, the Visitor Information Form, NCIC, and Warden's memorandum will be placed into the inmate's central file, FOIA section. Staff shall notify the inmate of each approval or disapproval of a requested person for their visiting list. However, no information from the application or subsequent NCIC checks can be revealed to the inmate. 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 Instructions for Visiting (Attachment B & C).

- (10) The Instructions for Visiting (Attachment B & C) shall include specific directions for reaching the institution and shall cite 18 U.S.C. 1791, which provides a penalty of imprisonment for not more than twenty years, a fine, or both to any person who introduces, or attempts to introduce, into or upon the grounds of any Federal Institution, or takes or attempts to send therefrom, anything whatsoever, without the knowledge and consent of the Warden.
- (11) Visitors are not permitted to visit until they have been approved and added to the inmate's list of approved visitors.
- (12) An inmate's visiting list may be amended at any time in accordance with the procedures of this section. Normally, visitors may not be on more than one (1) inmate's visiting list, except where inmates have the same immediate family members. In these rare cases, the visitor may visit each inmate, either separately or together. If visiting together, the inmates must get prior approval from the Warden.

k. Preparation of the List of Visitors/Method by Which Staff Will Make Written Guidelines Available to Visitors:

- (1) Each new inmate will be provided copies of the local visiting guidelines (Admission and Orientation



Handbook) and a visiting list request form (BP-A0629). The Unit Team is responsible for maintaining the inmate visiting lists in the Visiting Room and on the visiting computer program. Amendments to the visiting list will be processed by the Unit Team.

- (2) The inmate may obtain blank copies of the Visitor Information Form (BP-A0629) from their Correctional Counselor at any time.
- (3) Inmates will review their approved visitor list with their counselor during every regularly scheduled program review.
- (4) Posted Guidelines are available in the Front Lobby for the FCI and the Message Center for the FPC. Guidelines are also posted in each visiting room.

1. Visiting Room Conduct:

- (1) If a visitor leaves the visiting area, they will be denied re-entry until the next visiting day.
- (2) In order to maintain security and the good order of the institution, the Visiting Room Officers will monitor all visitors and inmates while in the Visiting Room area. At no time will female visitors, on the inmates approved visiting list, be prohibited from visiting an inmate due to them using sanitary (i.e. feminine hygiene) products.
- (3) Each inmate having a visit must assume responsibility for proper conduct during the visit. The Visiting Room must remain orderly and non-distracting to others. Children are not allowed to wander from the immediate area, run about the Visiting Room, or create noise that disturbs other visits. Any disruptive and/or offensive behavior will be reported to the Operation's Lieutenant. The Operation's Lieutenant, or the IDO, is authorized to terminate a visit for disruptive and/or offensive behavior. Such conduct involving an inmate may result in disciplinary action. The Visiting Room staff maintain the right to assign seating in order to ensure the area continues to operate in an orderly manner.
- (4) Inmates receiving contact visits, i.e. General Population and Camp inmates are permitted to shake hands, a short embrace, and closed mouth kiss their

visitor at the beginning and end of the visit in the area designated by staff. At no time will inappropriate displays of affection by physical contact be permitted. Excessive physical contact (e.g.: massages, touches, etc.) may be grounds for termination of the visit. No loud, boisterous talk, or profane language will be allowed in the visiting area. There will be no contact between the inmate and his visitor until both the inmate and visitor have been processed and cleared by the Visiting #1 Officer.

m. Records: As a back up to the computerized system, an official inmate visiting binder(s) shall be maintained in the FCI Front Lobby for all inmates and the Camp message center for camp inmates. It is the responsibility of Unit Team to keep these binders current and organized alphabetically.

- (1) Inmate Visitor's Sign-In Logs: Visitors will be required to sign in at the time of their arrival and list the name of the inmate to be visited. The Visiting Room Officer will maintain the visitor log.
- (2) Visiting room staff should keep a record of visiting room behavior in the event visiting behavior warrant suspension or rises to the level of disciplinary action of an inmate. The log shall be maintained in the visiting room.
- (3) Notification to Visitor Form (BP-A0224): Each visitor, age of 16 and older, will fill out the Notification to Visitor form. The Visiting Room Officer will collect the completed forms and forward them to the Lieutenant's office at the end of each visiting day. The completed forms will be kept on file for one year.

n. Other Applicable Regulations:

- (1) Inmate Attire: All inmates at the FCI will be visually searched prior to their visit. FCI inmates entering the Visiting Room will be dressed in institution clothing to include institution issued shoes and jumpsuit. The approved inmate uniform at the SCP will be worn, consisting of the institutional collared shirt and slacks. Either black institutional boots or brown commissary purchased boots are permitted in the visiting room. If an inmate has a soft shoe pass, they may be permitted to wear their soft sole shoes only with the required medical documentation. With the exception of

approved religious headgear, no other clothing is authorized in the visiting room. No jewelry will be worn in the Visiting Room with the exception of a wedding band (no religious jewelry or watches). All authorized items entering the visiting room will be documented using the visiting room property checklist (Attachment D). Prescription glasses are permitted.

- (2) Inmate Property: The inmate shall not take anything to the Visiting Room except the following items:
  - (a) One pair of prescription glasses
  - (b) One wedding band
  - (c) Identification card - MANDATORY
  - (d) Picture tickets
  - (e) Approved religious headgear
- (3) Inmates are to ensure that no items other than those stipulated above are brought to the Visiting Room. Doing so could result in the delay of a visit since unauthorized items must be returned to the unit by the inmate. Lifesaving medication, such as nitroglycerin tablets, inhalers, etc., may be permitted when specifically authorized by Health Services staff, and left with the visiting room staff.
- (4) Legal Papers/Documentation: Papers/documents are not to be exchanged. Inmates may bring legal materials into the Visiting Room during attorney visits only with approval of and hand carried by their Unit Team. Inmates may not give legal papers to the attorney or receive papers from the attorney to retain after the visit. Legal papers will be mailed to the institution prior to the scheduled visit in every case.
- (5) Currency: Money will not be accepted for deposit to the inmate's account through the visiting area. Inmates are not allowed to handle or retain money. Inmates are not authorized to be in the vending machine area or to use the vending machines at any time.
- (6) Visitor Items Not Allowed in Visiting Room: Visitor purses, watches, car keys, cell phones and headgear (with the exception of religious headgear or for medical

reasons, e.g.: a chemotherapy patient) must be secured in the visitor's vehicle, except as noted in the below section. During the cold season, heavy winter coats and protective headgear will be screened. These items must be hung on a coat rack immediately inside the Visiting Room. Visitors may retrieve these coats as they are leaving the Visiting Room. Visitors are authorized to bring the following items into the Visiting Room:

- (a) Clear change purse (8"x8"x8").
  - (b) TBS Cash to Card vending system will require a vending card that can be purchased in the Front Lobby or Message Center areas for \$5.00 by initially using only a \$5.00 bill and will be pre-loaded with \$2.00 already on the card. Each TBS Cash to Card vending dispenser can have cash added onto an existing card in the following denominations including \$1's, \$5's, \$10's & \$20's with a maximum balance of \$99.00. Change currency cannot be applied to the vending card. No cash or change currency is allowed past the screening site in the Front Lobby or Message Center.
  - (c) Prescription medication (only enough for one day visitation) will be held at the Officer's Station.
  - (d) Four baby diapers, four (plastic only) containers of processed baby food (commercially sealed), four (plastic only) baby bottles (with milk, formula or juice), one baby blanket (crib size), and one small (paper or plastic), no larger than 8"x8"x8", diaper bag for baby items and/or female hygiene items will be allowed to enter the Visiting Room.
  - (e) The diaper bag will be supervised by the Visiting Room Officers at their station and accessed by the parent when needed.
- o. SHU Visiting: SHU non-contact visitation will be video visiting and scheduled on a first come, first serve basis.
  - p. Child Designated Areas: Adult visitors will be responsible for the conduct of children under their supervision. This includes keeping them within the authorized visiting areas. All Inmates and visitors will be responsible for keeping their children quiet so they do not disrupt others. Inmates at the FCI are not allowed in the designated child play

areas; therefore, adult visitors must care for their children in those areas. Inmates at the FPC are allowed in the child play areas when space is available.

- q. Walsh Act Requirements: 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 this criterion will have the following annotation entered in the visiting program by their Counselor under the comments section: "This inmate was convicted of a sex offense involving a minor." Any inmates having a Walsh Act assignment will be identified in the visiting program. This will ensure visiting room staff assign seating and monitor closely any visits involving minors.
- r. There has been a statutory change that now allows a woman to breastfeed her child in a federal building, or on Federal property, if the woman and her child are otherwise authorized to be present at the location. Based on this law, breastfeeding will be permitted in the visiting room. It is the expectation that the female visitor will use appropriate discretion in opting to breastfeed their infant. At a minimum, the female visitor will drape her infant and chest with an article of clothing so there will be minimal chance of exposure. If in a particular instance, the breastfeeding is conducted in a manner that is disruptive to other inmates or visitors or facilitates prohibited conduct under the Bureau of Prisons disciplinary codes, the visit will be terminated.
  - (a) A lactation room is provided at the FCI and FPC for nursing mothers needing a private area. Inmates are not permitted into the lactation room. Inmates will sit at their assigned seat and will not converse with other inmates or visitors. Visiting room employees will search the lactation room before and after use.

**5. FCI GREENVILLE NON-CONTACT VISITING PROCEDURES (SHU):**

- a) Non-Contact Visiting: Provided there are no visiting restrictions as the result of disciplinary or other reasons, visitation for inmates in SHU will be facilitated via non-contact visiting and will only be available to immediate family members which include parents or (legal guardians which must be verified), siblings, offspring, spouses, and grandparents. These relationships must be verified.

**6. 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, employees must make all reasonable efforts to notify all known parties affected by the disruption. This includes, but is not limited to inmate families, defense counsel, local courts, and the public. For facilities housing pretrial inmates, such notice must also be made to the local Federal Public Defender Office(s), the local United States District Court(s), and the local United States Attorney's Office(s). This information can be transmitted via telephone, email, or listed on the Institution's webpage.

**7. MANAGING DEPARTMENT: Correctional Services**

SPECIAL VISIT MEMORANDUM  
FCI AND SATELLITE CAMP  
GREENVILLE, ILLINOIS

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

INMATE NAME AND REG. NO. : \_\_\_\_\_

The above named inmate is requesting a Special Visit on

\_\_\_\_\_, at \_\_\_\_\_, for the following reason:

\_\_\_\_\_ Attorney Visit

\_\_\_\_\_ Ministerial/Clergyman Visit

\_\_\_\_\_ Family emergency (death in family, etc.)

\_\_\_\_\_ Pre-Release Planning Interview

\_\_\_\_\_ Other \_\_\_\_\_

Name of Visitor(s):

\_\_\_\_\_

\_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Warden

\_\_\_\_\_  
Date

cc: Visiting Room Officer, Control Center Officer, Lieutenants' Office, Institution Duty Officer

## **VISITING INSTRUCTIONS AND REGULATIONS**

The following information is provided for all visitors of inmates at the Federal Correctional Institution, Greenville, Illinois. We trust these instructions and regulations will be informative and of benefit to you and enable you to adhere to our visiting guidelines. This information is provided as a guideline and is not intended to cover all situations or incidents. If there are any questions, please feel free to contact one of the Visiting Room Officers or the Lieutenant.

The physical address is: 100 U.S. HWY 40 & 4<sup>th</sup> Street, Greenville, Illinois. The City of Greenville is located on Interstate 70 in Southwestern Illinois, about 45 minutes east of St. Louis. From the east, take exit #45; go north to the first light. Take a left. Go to the first stop sign and take a left to the institution entrance. From the west, take exit #41, go north over the Interstate to Hwy 40. Go east or turn right and go to the first stop sign and take a right to the institution entrance. If going to the camp, stay on the entrance road to camp parking. If going to the FCI, take the first right and park in visitor parking only. Local Transportation: Amtrak currently has a train station in St. Louis at 550 S. 16th Street. Greyhound Lines, Inc. offers bus transportation in some cities surrounding Greenville, such as: Effingham (217) 342-4075 and Springfield (217) 544-8466. Contact with the facility can be made anytime, however, regular business hours are Monday - Friday, 7:30 a.m. to 4:00 p.m. The main institution phone number is (815) 664-6200.

Visitors are not permitted to enter institution grounds with alcohol, narcotics, weapons or ammunition on their person or in their vehicles. Title 18, United States Code, Section 1791, provides for a penalty of imprisonment for not more than twenty (20) years, a fine of not more than \$250,000.00 or both, to a person who introduces, or attempts to introduce, into or upon the grounds of any Federal Institution, or takes or attempts to send therefrom, anything whatsoever, without the knowledge and consent of the Warden. Furthermore, Title 18, United States Code, Section 1001, states the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than five (5) years, or both. All areas of the institution, including the Visiting Room, may be monitored by video surveillance.

Only approved visitors are permitted to enter the institution grounds prior to, or during visiting hours. No one may wait at the front entrance or in a vehicle in the parking lot. Anyone denied admission must leave the grounds immediately. All vehicles parked in the institution parking lot must be locked and secured. All areas of the institution grounds, except the parking lot, and the Visiting Room, are off limits to visitors.

Upon commitment, an inmate may submit a list of proposed visitors to his Correctional Counselor for approval. Once the request is submitted, absent good cause, members of the immediate family (e.g.: parents, grandparents, stepparents, foster parents, brothers, sisters, spouse and children) will be placed on the inmate's visiting list. Other relatives and friends may be authorized to visit, but only after a proper background investigation has been completed. Once approved, it is then the inmate's responsibility to inform the visitor of his/her approval to visit. Special visits may be granted in accordance with the established regulations and with written approval of



the Warden. Other relatives and friends authorized to visit is limited to twenty (20). For just cause, a visitor may be removed from the inmate's visiting list and will not be reinstated without the Warden's approval.

Visiting Hours:

DAY OF THE WEEK	VISITING BEGINS	VISITOR PROCESSING ENDS	VISITING ENDS
Saturday	8:00 a.m.	9:15 a.m. and 2:15 p.m.	3:00 p.m.
Sunday	8:00 a.m.	9:15 a.m. and 2:15 p.m.	3:00 p.m.
Holidays	8:00 a.m.	9:15 a.m. and 2:15 p.m.	3:00 p.m.

Federal Holidays are as follows:

New Year's Day	Juneteenth	Veterans' Day
Martin Luther King Day	Independence Day	Thanksgiving Day
Presidents' Day	Labor Day	Christmas Day
Memorial Day	Columbus Day	

All visitors 16 years of age and older must have proper photo identification, preferably a driver's license or a photo identification with full name and signature. Approved visitors under the age of 16 must be accompanied by an approved visiting adult.

Visiting is a privilege extended to all inmates at FCI Greenville and may be suspended or revoked as a sanction for committing prohibited acts. Inmates will be processed into the Visiting Room only once per day. Visitors may not leave the institution and return for visiting on the same day unless authorized, in advance, by the Warden. The inmate and his visitors are responsible for supervising their children at all times. In the event the Visiting Room becomes overcrowded, it may be necessary to limit the length of visits or the number of visitors. The decision to limit the duration of a visit will be made by the Operations Lieutenant or Duty Officer. In making this decision, they will consider the following factors:

1. Visiting Room Capacity
2. Distance Traveled
3. Local or frequent visitors

The Operations Lieutenant or Duty Officer has the prerogative of terminating visits for reasons of improper conduct on the part of the inmate or his visitor(s). The right to have future visits may be denied as part of an administrative action to an inmate who attempts to circumvent or evade institution regulations.

Prior to all visits, visitors aged 16 and older will be required to sign a Notification to Visitors and a Declaration of Contraband/Acknowledgment Form, declaring any contraband in their possession or in the possession of their children (These forms are available in English or Spanish). In addition to the Notification to Visitors and Declaration of Contraband/Acknowledgment Form, each visitor aged 16 and older will be required to sign the Inmate Visitors Log prior to each visit.

Inmates are permitted to shake hands, a short embrace, and closed mouth kiss their visitor at the beginning and end of the visit in the area designated by staff. Additional physical contact is not permitted and may result in the termination of the visit.

Visitors are held to a dress code before being admitted into the institution. Visitors wearing transparent clothing, dresses (above the knee in length while seated), blouses, or other apparel of a suggestive or revealing nature, halter-tops, shorts, mini-skirts, culottes, or excessively tight-fitting clothing will not be admitted into the institution. Additionally, visitors may not wear open-toed shoes, crocs, ball caps, hats, bandanas, sweat bands, "do rags" or any other type of headgear, are not authorized with the exception of religious or medical headgear. Clothing that is khaki, camouflage and fluorescent orange will not be permitted. Excluding babies, no bare feet will be permitted. Any questions regarding proper attire will be directed to the Institution Duty Officer or the Operations Lieutenant.

No money will be accepted or held by the Visiting Room Officers.

Food and beverages may not be brought into the FCI. The Visiting Room is equipped with tables, chairs and restroom facilities for visitors and inmates. Vending machines and microwave ovens are available for visitor use. All personal items not permitted into the Visiting Room, will be stored in the visitors' secured vehicle. Small, clear wallet or change purses, and actual baby needs are permitted in the Visiting Room. Prescription medication (only enough for one day visitation) will be permitted into the institution and held at the Officer's Station. The following items are the only items, other than personal clothing, allowed in the Visiting Room:

One clear wallet or change purse, no larger than 8"x8"x8", containing money and identification only, four baby diapers, four containers of (plastic only) processed baby food (commercially sealed), four baby bottles (plastic only) (with milk, formula or juice), one baby blanket (crib size), and one small (paper or plastic), no larger than 8"x8"x8", diaper bag for baby items and/or female hygiene items will be allowed to enter the Visiting Room.

FCI Greenville is a tobacco-free institution.

Cellphones and cameras are not allowed on institution grounds or in the Visiting Room. However, inmates may purchase photographs through the Inmate Trust Fund. Photographs will be taken in the Visiting Room by the inmate photographer. Photographs may be taken of just the inmate or the inmate and his visitor(s). Visitors may only be photographed with the inmate they are approved to visit. Only one inmate may be photographed at any one time.

All visitors entering the institution are required to pass through a metal detector and any items brought in listed above must be passed through an X-ray machine. Visitors should consider clothing that will allow them to pass through with ease. Any visitor refusing to submit to these tests or who fails to successfully pass the metal detector and/or X-ray machine will be denied access to the institution.

## **SATELLITE CAMP (SCP) VISITING INSTRUCTIONS AND REGULATIONS**

The following information is provided for all visitors of inmates at the Federal Correctional Institution, Greenville, Illinois. We trust these instructions and regulations will be informative and of benefit to you and enable you to adhere to our visiting guidelines. This information is provided as a guideline and is not intended to cover all situations or incidents. If there are any questions, please feel free to contact one of the Visiting Room Officers or the Lieutenant.

The physical address is: 100 U.S. HWY 40 & 4<sup>th</sup> Street, Greenville, Illinois. The City of Greenville is located on Interstate 70 in Southwestern Illinois, about 45 minutes east of St. Louis. From the east, take exit #45; go north to the first light. Take a left. Go to the first stop sign and take a left to the institution entrance. From the west, take exit #41, go north over the Interstate to Hwy 40. Go east or turn right and go to the first stop sign and take a right to the institution entrance. If going to the camp, stay on the entrance road to camp parking. If going to the FCI, take the first right and park in visitor parking only. Local Transportation: Amtrak currently has a train station in St. Louis at 550 S. 16th Street. Greyhound Lines, Inc. offers bus transportation in some cities surrounding Greenville, such as: Effingham (217) 342-4075 and Springfield (217) 544-8466. Contact with the facility can be made anytime, however, regular business hours are Monday - Friday, 7:30 a.m. to 4:00 p.m. The main institution phone number is (815) 664-6200.

Visitors are not permitted to enter institution grounds with alcohol, narcotics, weapons or ammunition on their person or in their vehicles. Title 18, United States Code, Section 1791, provides for a penalty of imprisonment for not more than twenty (20) years, a fine of not more than \$250,000.00 or both, to a person who introduces, or attempts to introduce, into or upon the grounds of any Federal Institution, or takes or attempts to send therefrom, anything whatsoever, without the knowledge and consent of the Warden. Furthermore, Title 18, United States Code, Section 1001, states the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than five (5) years, or both. All areas of the institution, including the Visiting Room, may be monitored by video surveillance.

Only approved visitors are permitted to enter the institution grounds prior to, or during visiting hours. No one may wait at the front entrance or in a vehicle in the parking lot. Anyone denied admission must leave the grounds immediately. All vehicles parked in the institution parking lot must be locked and secured. All areas of the institution grounds, except the parking lot, and the Visiting Room, are off limits to visitors.

Upon commitment, an inmate may submit a list of proposed visitors to her Correctional Counselor for approval. Once the request is submitted, absent good cause, members of the immediate family (e.g.: parents, grandparents, stepparents, foster parents, brothers, sisters, spouse and children) will be placed on the inmate's visiting list. Other relatives and friends may be authorized to visit, but only after a proper background investigation has been completed. Once approved, it is then the inmate's responsibility to inform the visitor of his/her approval to visit. Special visits may be granted

in accordance with the established regulations and with written approval of the Warden. Other relatives and friends authorized to visit is limited to twenty (20). For just cause, a visitor may be removed from the inmate's visiting list and will not be reinstated without the Warden's approval.

Visiting Hours:

DAY OF THE WEEK	VISITING BEGINS	VISITOR PROCESSING ENDS	VISITING ENDS
Saturday	8:00 a.m.	9:15 a.m. and 2:15 p.m.	3:00 p.m.
Sunday	8:00 a.m.	9:15 a.m. and 2:15 p.m.	3:00 p.m.
Holidays	8:00 a.m.	9:15 a.m. and 2:15 p.m.	3:00 p.m.

Federal Holidays are as follows:

New Year's Day	Juneteenth	Veterans' Day
Martin Luther King Day	Independence Day	Thanksgiving Day
Presidents' Day	Labor Day	Christmas Day
Memorial Day	Columbus Day	

All visitors 16 years of age and older must have proper photo identification, preferably a driver's license or a photo identification with full name and signature. Approved visitors under the age of 16 must be accompanied by an approved visiting adult.

Visiting is a privilege extended to all inmates at SCP Greenville, and may be suspended or revoked as a sanction for committing prohibited acts. Inmates will be processed into the Visiting Room only once per day. Visitors may not leave the institution and return for visiting on the same day unless authorized, in advance, by the Warden. The inmate and her visitors are responsible for supervising their children at all times. In the event that the Visiting Room becomes overcrowded, it may be necessary to limit the length of visits or the number of visitors. The decision to limit the duration of a visit will be made by the Operations Lieutenant or Duty Officer. In making this decision, they will consider the following factors:

1. Visiting Room Capacity
2. Distance Traveled
3. Local or frequent visitors

The Operations Lieutenant or Duty Officer has the prerogative of terminating visits for reasons of improper conduct on the part of the inmate or her visitor(s). The right to have future visits may be denied as part of an administrative action to an inmate who attempts to circumvent or evade institution regulations.

Prior to all visits, visitors age 16 and older will be required to sign a Notification to Visitors and a Declaration of Contraband/Acknowledgment Form, declaring any contraband in their possession or in the possession of their children (These forms are available in English or Spanish). In addition to the Notification to Visitors and Declaration of Contraband/Acknowledgment Form, each visitor age 16 and older will be required to sign the Inmate Visitors Log prior to each visit.

Inmates are permitted to shake hands, a short embrace, and closed mouth kiss their visitor at the beginning and end of the visit in the area designated

by staff. Additional physical contact is not permitted and may result in the termination of the visit.

Visitors are held to a dress code before being admitted into the institution. Visitors wearing transparent clothing, dresses (above the knee in length while seated), blouses, or other apparel of a suggestive or revealing nature, halter-tops, shorts, mini-skirts, culottes, or excessively tight-fitting clothing will not be admitted into the institution. Additionally, visitors may not wear open-toed shoes, ball caps, hats, bandanas, sweat bands, "do rags" or any other type of headgear, are not authorized with the exception of religious or medical headgear. Clothing that is khaki, camouflage and fluorescent orange will not be permitted. Excluding babies, no bare feet will be permitted. Any questions regarding proper attire will be directed to the Institution Duty Officer or the Operations Lieutenant.

No money will be accepted or held by the Visiting Room Officers.

Food and beverages may not be brought into the camp. The Visiting Room is equipped with tables, chairs and restroom facilities for visitors and inmates. Vending machines and microwave ovens are available for visitor use. All personal items not permitted into the Visiting Room, will be stored in the visitors' secured vehicle. Small, clear wallet or change purses, and actual baby needs are permitted in the Visiting Room. Prescription medication (only enough for one day visitation) will be permitted into the institution and held at the Officer's Station. The following items are the only items, other than personal clothing, allowed in the Visiting Room:

One clear wallet or change purse, no larger than 8"x8"x8", containing money and identification only, four baby diapers, four containers (plastic only) of processed baby food (commercially sealed), four baby bottles (plastic only) (with milk, formula or juice), one baby blanket (crib size), and one small (paper or plastic), no larger than 8"x8"x8", diaper bag for baby items and/or female hygiene items will be allowed to enter the Visiting Room.

SCP Greenville is a tobacco-free institution.

Cellphones and cameras are not allowed on institution grounds or in the Visiting Room. However, inmates may purchase photographs through the Inmate Trust Fund. Photographs will be taken in the Visiting Room by the inmate photographer. Photographs may be taken of just the inmate or the inmate and his visitor(s). Visitors may only be photographed with the inmate they are approved to visit. Only one inmate may be photographed at any one time.

All visitors entering the institution are required to pass the hand-held metal detector. Visitors should consider clothing that will allow them to pass through with ease. Any visitor refusing to submit to this test or who fails to successfully pass the metal detector will be denied access to the institution.

## GREENVILLE, ILLINOIS

[illegible]

- |                            |                       |
|----------------------------|-----------------------|
| 1. Prescription Eyeglasses | 3. Religious Headgear |
| 2. Picture Tickets         | 4. Plain Wedding Band |

No jewelry is allowed other than a plain wedding band. No papers of any kind without prior written approval. Anything other than the above-approved items will be confiscated and returned to the housing unit before entering the Visiting Room.

DATE: \_\_\_\_\_