



U.S. Department of Justice
Federal Bureau of Prisons
United States Penitentiary, Lee

Institution Supplement

OPI: Correctional Services
Number: LEE-5267.09I
Date: October 15, 2018
Subject: Visiting Regulations

1. PURPOSE. To establish visiting procedures at the United States Penitentiary, Lee.

2. DIRECTIVES AFFECTED.

a. Directives Referenced

P.S. 1315.07	Legal Activities, Inmate (11/05/99)
P.S. 4500.12	Trust Fund/Deposit Fund Manual (03/15/18)
P.S. 5100.08	Inmate Security Designation and Custody Classification Manual (09/12/06)
P.S. 5267.09	Visiting Regulations (12/10/15)
P.S. 5270.09	Inmate Discipline Program (07/08/11)
P.S. 5270.11	Special Housing Units (11/23/16)
P.S. 5280.09	Inmate Furloughs (01/20/11)
P.S. 5500.15	Correctional Services Manual (01/02/18)
P.S. 5500.14	Correctional Services Procedures Manual (08/01/16)
P.S. 5510.15	Searching, Detaining, or Arresting Visitors to Bureau Grounds & Facilities (07/17/13)
P.S. 5521.06	Searches of Housing Units, Inmates, and Inmate Work Areas (06/04/15)
P.S. 5522.02	Ion Spectrometry Device Program (04/01/15)

b. Directives Rescinded

LEE-5267.08H Visiting Regulations (10/15/17)

3. STANDARDS REFERENCED.

ACA: 4-4156, 4-4267, 4-4498, 4-4499, 4-4499-1, 4-4500,
4-4501, 4-4503, 4-4504

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.

USP Lee 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 it is available in the event a visit is terminated or denied. Visitors will not be permitted to loiter anywhere on the grounds of USP Lee property.

- b. Visiting Hours: The USP Visiting Room will be open from 8:15 a.m. until 3:00 p.m., Saturday, and Sunday. The Visiting Room will be closed Monday through Friday. The Visiting Room will also be open from 8:15 a.m. until 3:00 p.m., on all recognized federal holidays. Visitors will not be processed into the Visiting Room after 2:00 p.m. Processing out of the Visiting Room and institution will begin at this time based on time of arrival, (i.e.: first in, first out), or 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. Outdoor visiting is not permitted.

The Camp Visiting room will be open Friday from 5:00 p.m. until 8:30 p.m., and Saturday and Sunday from 8:15 a.m. until 3:00 p.m. The Visiting Room will also be open from 8:15 a.m. until 3:00 p.m., on all recognized federal holidays. Outdoor visiting is not permitted.

- c. Frequency of Visits and Number of Visitors: Inmates are authorized an unlimited number of visits throughout the month providing it's according to the established schedule. No more than three (3) adult visitors, not including dependent children (under the age of 16), will be permitted for each inmate at any given time.

Allowance of more than three 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. No group visiting is permitted.

- d. Visiting Lists: The following are the guidelines for the visiting lists for USP Lee. 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 USP Lee/SCP will be required to have an updated and approved visiting list prior to receiving visits, to include new and updated NCIC checks.

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 arrived at USP Lee will be required to have an updated and approved visiting list prior to receiving visits, to include new and update NCIC checks.

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

Members of the immediate family will be placed on the inmate's approved visitor list immediately, in compliance with national policy. Appropriate background checks are required on each prospective visitor. Should the background check be determined unsatisfactory, the immediate family member may be removed from the approved visitor list.

- (1) Immediate Family / Non-Family Member: If there is a felony conviction (drugs/violence) within the past five 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.

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

- (2) 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. Background investigations and NCIC checks will be conducted on approved visitors every three years.

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 via U.S. Mail. The visiting request forms will be forwarded to the Unit Manager for review and approval.

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.

Normally, visitors may not be on more than one inmate's visiting list, except where inmates have the same immediate family member. In these rare cases, the visitors may visit each inmate separately.

- 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 USP Lee.

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 SIS staff will provide coverage for the visit.
- j. Pastoral Visits: Pastoral visits will be processed by the staff Chaplain. 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.

- 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 USP Lee/SCP 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:

USP Lee/SCP: 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 USP Lee 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.

- (2) 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.

- 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 two inches 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
- No outwear/jackets, sweaters, etc.

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.

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.

1 sm size clear plastic purse (no larger than 10x10)
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:

- o 3-Diapers
- o 2-Plastic baby bottles containing prepared baby formula 3/4 full
- o 1-container of baby food (sealed)
- o 1-empty plastic baby bottle
- o 1-clear drinking cup
- o 1-plastic serving spoon
- o 1-small, clear plastic tote bag for the above contents
- o 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 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. Processing of Inmates.

- (1) USP inmates will visit in the prescribed institution issued khaki colored jumpsuits. Upon inmates entering the visual search area, he will undress and his clothing will be searched, (including shoes and underwear). Inmates will be provided with an institution issued jumpsuit, t-shirt, boxers, socks, and footwear in exchange for clothing worn to the visiting room. An inmate's clothing will be stored in the visual search area lockers until completion of the visit. Unaltered socks are also required uniform items to be worn in the visiting room. Wedding rings (without stones) and necklaces with religious medallions (without stones) are the only jewelry authorized in the Visiting Room. The inmates may wear Chaplain approved religious headgear during the visit. The Visiting Room Officer will record the description of authorized items being worn into the Visiting Room.
- (2) Authorized clothing in the SCP Visiting Room will be the green uniform worn daily by camp inmates. There will be no inmate personal property brought into the Visiting Room.
- (3) USP Inmates may not proceed to the visiting area entrance door until they have been notified by staff. Once the inmate's visitor has been cleared for visiting and the visitor has been seated in the Visiting Room, the Visiting Room Officer will contact the inmate's housing unit and/or work detail by telephone and request the inmate be sent to the Visiting Room. If the

inmate fails to report to the Visiting Room within (15) fifteen minutes, the Visiting Room Officers will contact the Operations Lieutenant and a search will be initiated to determine the inmate's location. Anytime a USP inmate enters or departs the Visiting Room, he will be visually (strip) searched, and further, upon departing, be escorted to the R&D area, where an additional search of the inmate will be conducted utilizing the Secure Pass Body Scanner. SCP inmates will be identified and pat searched. If there is some evidence or suspicion an inmate assigned to the Camp has attempted to introduce contraband, a visual search may be conducted. The findings, positive or negative, must be annotated in the appropriate search log book.

- (4) Upon completion of the inmate's visit, the Visiting Room Officer will positively identify the inmate before allowing the visitor to leave. Once the visitor has been escorted to the Front Entrance, the inmate will be visually searched, and released to the Compound. Inmates at the SCP will be pat searched prior to leaving the Visiting Room.

- 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 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. Charter Bus and Van Services. Individuals arranging transportation through a chartered bus or van service should notify the institution in advance to avoid delays with the processing of visitors. To alleviate overcrowding in the front lobby area, only 10 visitors will be permitted into the lobby area at one time for processing. Additionally, the bus or van is to remain at the institution until all visitors are processed into the Visiting Room. A telephone number to contact the bus

or van service must be provided to the front lobby officer. This will enable them to contact the driver in the event a visit for one of the passengers is terminated. All visitors who are not permitted into the institution will be required to depart the institution grounds. Upon completing the processing of all passengers, the bus or van will be required to depart the institution grounds, after which they will return 15 minutes prior to the conclusion of visits for that day (the exception is if they are called to pick up a passenger whose visit was terminated prior to visitation concluding).

- v. Temporary Suspension of Visiting Privileges: The following procedures should be followed when notifying an inmate and his visitor their visit has been terminated due to misconduct in the Visiting Room:
- (1) A 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.
- w. Loss of Visiting Privileges: Visitation by the PVS, inmate legal visits, and religious visits are not restricted when an inmate is placed on visiting restriction for disciplinary reasons.
- x. 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.
- y. 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.

z. 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.

aa. Computer Failure Back-up System

During time of computer failure, the visitation program will become unavailable. This situation will enable staff to implement the hard copy back-up system so visitation can continue.

The hard copy back-up system provided by the unit teams is located at the Front Lobby.

Once a visitor completes the required paperwork at the Front Lobby, including Title 18's, the Front Lobby Officer will verify the information by using the hard copy print out of the inmate's visitation list. The Front Lobby Officer will then notify the Visitation Officer of their visitor.

bb. Location and Directions: Directions from I-75: Take exit 29 in Corbin, Kentucky. Proceed East on Highway 25 for approximately 50 miles. After driving through the Cumberland Gap Tunnel, turn North on Highway 58 into Jonesville, Virginia. Ensure you turn right on Highway 58 in downtown Jonesville. USP Lee is 9 miles East of Jonesville on the left side of the road.

Directions from I-81: Take I-26 North to Weber City, Virginia. Turn West on Highway 23 toward Duffield, Virginia. In Duffield, turn left onto Highway 58. The facility is about 15 miles on your right.

PHYSICAL ADDRESS

U.S. Penitentiary
Lee County Industrial Park
Hickory Flats Road
Pennington Gap, VA 24277

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.

5. OFFICE OF PRIMARY INTEREST. Correctional Services

6. ATTACHMENTS:

Attachment 1: Visiting Regulations

7. DISTRIBUTION. A copy will be forwarded to the Mid-Atlantic Regional Correctional Services Administrator for review.

M. Breckon, Warden

Attachment A**VISITING REGULATIONS****LOCATION**

Directions from I-75: Take exit 29 in Corbin, Kentucky. Proceed East on Highway 25 for approximately 50 miles. After driving through the Cumberland Gap Tunnel, turn North on Highway 58 into Jonesville, Virginia. Ensure you turn right on Highway 58 in downtown Jonesville. USP Lee is 9 miles East of Jonesville on the left side of the road.

Directions from I-81: Take I-26 North to Weber City, Virginia. Turn West on Highway 23 toward Duffield, Virginia. In Duffield, turn left onto Highway 58. The facility is about 15 miles on your right.

PHYSICAL ADDRESS

U.S. Penitentiary Lee
Lee County Industrial Park
Hickory Flats Road
Pennington Gap, VA 24277
Telephone Number 276-546-0150

2. All persons authorized to visit at this facility must abide by all institution rules. **NO PERSON MAY VISIT UNLESS HE/SHE HAS BEEN APPROVED IN ADVANCE AND DOCUMENTED AS VISITORS ON THE INMATES 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.

3. Children under sixteen (16) years of age must be accompanied by an adult parent or guardian. Children sixteen (16) years of age and over **MUST** fill out a visitors form and have it sent to the respective Counselor. The number of visitors an inmate may visit is limited to five. 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 Warden. Adults will maintain control of their children at all times. Visiting is limited to immediate family, i.e., father, mother, sister, mother, 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.

4. Sandwiches, soft drinks and candy are available from vending machines in the Visiting Room. Food and 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.)

5. Visitors **are not** permitted to bring any type of photographic equipment on institution grounds.

6. Large purses or tote bags are not permitted inside the institution. Only a small clear change purse is authorized.

7. Allowable baby items are as follows: 3 diapers, 3 plastic baby bottles containing prepared formula $\frac{3}{4}$ 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.

8. Games or toys will not be permitted into the visiting area.

9. Animals are not authorized on institution grounds. Exception: Animals trained to assist disabled persons, e.g. seeing eyed dogs for the blind, will be authorized with proper documentation.

10. Visitors are not authorized to bring any tobacco products into the institution or visiting room. Newspapers, magazines, clippings, photos, etc. or makeup of any kind will not be permitted inside the institution 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.

11. All visitors will be dressed in an appropriate manner and in good taste. You are entering a **CORRECTIONAL SETTING** and this is a requirement. 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 two inches below 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, no outwear/jackets, sweaters, etc.

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.

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

12. UNDER NO CIRCUMSTANCES WILL A VISITOR BE ALLOWED TO VISIT UNLESS THEY HAVE CLEARED THE METAL DETECTOR. Undergarments containing metal (i.e. underwire bra) could activate the metal detector any 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 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. 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.

16. THE VISITING ROOM IS A PUBLIC PLACE AND CHILDREN ARE NORMALLY PRESENT. YOU ARE EXPECTED TO CONDUCT YOURSELF ACCORDINGLY. HANDSHAKING 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!

17. 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 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.

It is a federal crime to bring upon these premises any weapons, ammunition, intoxicants, drugs, or contraband. All persons are subject to search pursuant to Title 18 U.S.C., Section 1791 and 3571. The use of cameras or recording equipment on the institution grounds without written consent of the Warden is strictly forbidden. It is also a federal crime to provide false statements when being processed into the institution and are subject to fines and imprisonment pursuant to Title 18 US Code 1001). Violators are subject to criminal prosecution.

Visiting Room is subject to video monitoring to ensure institution security and good order.

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