

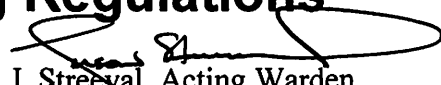


U.S. Department of Justice
Federal Bureau of Prisons

INSTITUTION SUPPLEMENT

OPI: Correctional Services
NUMBER: LVN-5267.09D
DATE: 08/12/2016

Visiting Regulations

Approved: 
J. Streeval, Acting Warden
United States Penitentiary
Leavenworth, Kansas

1. PURPOSE AND SCOPE

The purpose of this supplement is to establish procedures for inmate visiting at United States Penitentiary (USP) and Satellite Camp (SCP) Leavenworth.

a. Directive Rescinded: LVN-5267.08C (12/15/2015)

2. PROGRAM OBJECTIVES

To ensure wholesome and meaningful visits are provided to inmates and their relatives, friends, and/or community members while maintaining the security and orderly operation of the institution. Any visit that interferes with the security and orderly operation of the institution as determined by the Warden or designee may be denied or terminated.

3. PRETRIAL/HOLDOVER/DETAINEE PROCEDURES

The procedures specified in this Institution Supplement apply to all inmates housed in USP and SCP Leavenworth.

4. PROCEDURES

Visiting Identifier: Visiting at the USP will be determined by register number. Specifically, if the fifth digit of an inmate's register number is an odd number (1,3,5,7,9) the inmate will be allowed to visit on odd weekends throughout the month (first and third weekend). If the fifth digit of an inmate's register number is an even number (0,2,4,6,8) the inmate will be allowed to visit on even weekends throughout the month (second and fourth). A weekend is defined as Saturday and Sunday. Visiting on federal holidays, when the federal holiday occurs Monday through Friday, is open to all visitors: space providing. When a federal holiday falls on a Saturday or Sunday, the rules related to alternate weekends listed above will apply. Occasionally, a month will have five weekends (November 2014, March 2015, May 2015, August 2015, etc.). The fifth weekend will be available to all inmates. On rare occasions, exceptions may be granted to this schedule with the approval of the Associate Warden of Programs.

Visiting Limitations: The following limitations on visiting are necessary to maintain a balance between institution security and the purpose of visits. Visits must be supervised to prevent the introduction or passage of contraband, to prevent the planning or continuation of criminal activities and to maintain the security of the institution.

Visiting Hours: USP Leavenworth's visiting hours are 8:00 a.m. to 3:00 p.m., four (4) days a week (Friday, Saturday, Sunday, and Monday). Although visiting hours are until 3:00 p.m., visiting room staff will begin clearing the visiting room at 2:45 p.m. to ensure duties are completed by the end of the officers' shift.

At the SCP, the visiting hours are 8:00 a.m. to 3:00 p.m., three (3) days per week (Saturday, Sunday, and Monday).

Visiting Point System: The visiting point system permits up to 24 hours of visiting time per month. Each inmate will be allotted 24 points per month which may be used as follows:

- One (1) hour of visiting time equals one (1) point on Friday or Monday
- One (1) hour of visiting time equals two (2) points on Saturday, Sunday, or a holiday.
- Points do not carry over from one month to another
- If a visit does not last an hour, the inmate will be charged one (1) full hour of visiting time.

Number of Visitors: An inmate may have a maximum of five (5) visitors. The maximum number of individuals allowed on a visiting list is twenty (20), ten (10) of whom may be friends. Friends must have had an established relationship with the inmate prior to incarceration. The inmate must request, in writing, to his unit team for consideration for an exception to the prior relationship. The unit team will forward a recommendation to the Warden for a decision. The unit team will notify the inmate of the final decision.

Visitors may not visit more than one (1) inmate at any one time, regardless of the relationship to the inmate. However, when extenuating circumstances develop, they are reviewed on a case-by-case basis by the Associate Warden of Programs for approval. Inmates should refrain from excessive requests to change their visiting list. Unit staff identifying an inmate requesting excessive changes may submit a recommendation to the Associate Warden of Programs for approval to limit the inmate's visiting list to immediate family.

Overcrowding: Visiting may be terminated as a result of an emergency, improper conduct on the part of the inmate or his visitor(s), or when the visiting areas become overcrowded. Should it become necessary to terminate visiting because of overcrowding, the Operations Lieutenant and Institution Duty Officer will be notified. The Institution Duty Officer will make the final decision. At that time, a two (2) hour maximum visiting time limit will go into effect and terminations will be based on "first in, first out." The visiting room has a capacity of 58 persons on the main floor and 49 on the lower level.

Holdovers: If an inmate is housed in a holdover status, his assigned unit team will review/approve his visiting list within seven (7) working days of arrival. As holdovers are not housed in general population, the visitation will occur utilizing the non-contact video visiting system.

Special Housing Unit (SHU): Inmates assigned to SHU may receive visits utilizing the non-contact visiting area during regular visiting hours. Only one (1) adult visitor will be allowed to visit an inmate housed in SHU. The visit will not exceed a maximum of two (2) hours. Visiting will be conducted via the non-contact video visiting system.

Disapproving Visitors: A proposed visitor may be denied if upon return of the visiting questionnaire:

- All requested information is not submitted during the approval process.
- Written authorization from the appropriate federal or state probation/parole board cannot be obtained in the case of a person with prior criminal convictions.
- A prior relationship cannot be proven by the inmate or the proposed visitor.
- The visitor poses a threat to the security of the institution.

If a visitor is denied, the inmate will be notified by the unit team of the denial.

Walsh Act Requirements: Any inmate identified as having a Walsh Act assignment involving a minor poses a security concern in the visiting room. Accordingly, any inmate having a Walsh Act conviction will have the following annotation in the visiting room program/file: “this inmate was convicted of a sex offense involving a minor.” The visiting room officers must be alert to inmates with these convictions and will closely monitor their visits to ensure the safety of other visitors.

Prisoner Visitation Services (PVS). The PVS program will be coordinated through Religious Services. A monthly list will be provided to the Institution Duty Officer and Visitor Processing Center Officer which indicates the proposed visitation for the month. Visits will be conducted in the Visiting Room during regular visiting hours. PVS visitors are also required to read and sign form BP-S224-022, *Notification to Visitor Form*, concerning the introduction of contraband. PVS visitors may generally carry paper and writing instruments into the visiting room. No PVS visitor will be denied or terminated without the Warden’s approval.

Non-Visiting Days: Limited visiting (non-legal visit) may be authorized at other than normal visiting times in unusual circumstances upon request of the unit team and approval of the Associate Warden of Programs. If approved, the unit team will be responsible for supervising the visit.

Minister of Record/Clergy Visits: An inmate may only have one (1) minister of record on his visiting list at a time. The inmate must submit a written request to the Chaplain for review. Upon approval, the Chaplain will notify the unit team, and they will add the name and title (minister of record) to the inmate’s visitor list. The addition of the minister of record will not count against the total number of authorized regular visitors an inmate is allowed to have on his/her visiting list, and will not count against the total number of social visits allowed.

Special clergy visits may occur if they are approved in advance by the Chaplain and they meet an inmate's religious needs that are unavailable at this institution, or to assist the inmate in counseling and discussion of family problems. Visits from clergy (other than minister of record) will be in accordance with the general visitor procedures, and will count against the total number of regular visits allowed. These visits will take place within the regular Visiting Room. If the need is such that a private area is recommended by the Chaplain for the visit, then the Chaplain will arrange for the area where the visit takes place. In conjunction with the respective Unit Manager, the Chaplain will arrange for staff supervision of the visit. Clergy will also be required to read and sign form BP-S224.022, *Notification to Visitor Form*, concerning the introduction of contraband. The requirement for the existence of an established relationship prior to incarceration does not apply to clergy visitors.

Clergies are permitted to bring religious materials (Bible, pamphlets, paper, etc.) into the institution, but are prohibited from leaving these materials with an inmate.

All other “special visits” (i.e., business visitor, Consular visit, representatives of community groups, etc.) will be in compliance with the Program Statement and will be approved by the Warden on a case-by-case basis.

Visiting Records: All visitor pictures and information are maintained in the automated visiting program. Additionally, all Title 18 paperwork is forward to the Captain’s Office for retention purposes. **NOTE:** Should the automated visiting program become inoperable, Visitor Processing Center staff will utilize the approved visiting list located in the corresponding Visitor Processing Center file or inmate central file. The available log will be maintained by the responsible staff to document the entrance and exit of inmates and their visitors.

Written Visiting Guidelines: Upon arrival, each inmate is given a copy of the written visiting guidelines for distribution to their approved visitors. Additional copies are available from their unit team.

Inmate Dress Code: All inmates must wear khaki-issued clothing that is clean and in neat condition. Shirts must be tucked in. Socks must also be worn. Only institutional issued boots are authorized. If documentation is on file, medical shoes will be allowed. Inmates must be properly groomed and no inmate will be allowed admittance to the visiting areas if his neglect of the ordinary requirements of personal hygiene would offend others.

Inmate Property Authorized: The inmate will not be permitted to possess anything during the visit with the exception of one (1) pair of prescription glasses if prescribed, one (1) comb, one (1) plain wedding band, one (1) religious medallion, and one (1) white handkerchief.

Necessary legal papers will be permitted during a visit with an attorney if approved in advance by a member of unit team. Medication, such as nitroglycerine tablets, may be permitted when authorized by the Health Services Administrator.

Other types of medications, such as inhalers for asthma patients or required drugs needed on a daily basis, may be brought into the Visiting Room and will remain at the officer’s desk. All items will be logged into the *Visiting Room Inmate Property Log*, maintained by the Visiting Room Officer.

Visitor Items: Visitors are not allowed to take any unapproved items into the Visiting Room. All non-permissible items must remain in the visitor's vehicle in the parking lot. (i.e., cellular phones, two-way pagers and pagers) A visitor may take a wallet or a small (no larger than a quart size bag), clear change purse with no more than \$20 (in change) into the Visiting Room. Visitors may utilize lockers provided for storage of coats, keys, etc. All lockers will be empty before visitors depart the institution. Oxygen tanks will be permitted into the institution upon inspection by the Front Entrance Officer. The Visiting Room Officer will inspect the oxygen tank prior permitting the visitor access into the Visiting Room.

Infant care items for visitors with infant children will be limited for security reasons. The following are the only items allowed: Premixed formula and other liquids or foods in sealed, original containers only will be permitted. Other infant care items will be limited to three (3) clear nursing bottles, three (3) diapers, wet wipes, and a clear diaper bag. Certain activities within a correctional environment present safety and security concerns. Accordingly, no breast feeding will occur within the confines of the visiting room.

Local Hospital: Visits to inmates hospitalized in the local community will be restricted to immediate family and are subject to the general visiting policy of that hospital. When visitors request to visit with a hospitalized inmate, the Captain in consultation with the Health Services Administrator shall provide a recommendation to the Warden, if a visit may occur. The Warden will authorize or deny the request for the visit.

Children's Area: A designated children's area is located in the lower rear area of the visiting room. The children's area is accessible to the visitors only when the lower floor is being utilized, and only by those visitors assigned to the lower level. Inmates will not be permitted in the children's area. Visitors will provide supervision of the children they brought to the institution. If children are not supervised appropriately by the responsible visitor who brought them, the visit may be terminated.

5. REFERENCES

Program Statements

PS5267.09 Visiting Regulations (12/10/2015)
PS1280.11 JUST/NCIC & NLETS Telecommunication Systems (01/07/2000)
PS1315.07 Legal Activities, Inmate (11/05/1999)
PS1490.06 Victim and Witness Notification (05/23/2002)
PS4500.11 Trust Fund/Deposit Fund Manual (04/09/2015)
PS5100.08 Inmate Security Designation and Custody Classification (09/12/2006)
PS5180.05 Central Inmate Monitoring System (12/31/2007)
PS5270.09 Inmate Discipline Program (07/08/2011)
PS5270.10 Special Housing Units (07/29/2011)
PS5280.09 Inmate Furloughs (01/20/2011)
PS5360.09, CN-1 Religious Beliefs and Practices (06/12/2015)
PS5500.14, CN-1 Correctional Services Procedures Manual (08/01/2016)

PS5500.11, CN-3 Correctional Services Manual 06/02/2016

PS5510.15 Searching, Detaining, or Arresting Visitors to Bureau Grounds and
Facilities(07/17/2013)

PS5521.06 Searches of Housing Units, Inmates, and Inmate Work Areas (6/04/2015)

PS7331.04 Pretrial Inmates (01/31/2003)

ACA Standards

American Correctional Association Standards for Adult Correctional Institutions, Fourth Edition: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, and 4-4504 are referenced.

6. MANAGING DEPARTMENT/DIVISION

Correctional Services

7. EFFECTIVE DATE

This supplement is effective upon issuance.

ATTACHMENT A

VISITING GUIDELINES

It is the policy of this institution to encourage visiting by family, friends, and community members to maintain the morale of inmates and for inmates to develop strong family and community ties. Limitations are recognized and controls are established in order to ensure the security and good order of the institution and safety of visitors, inmates and staff.

PROCEDURES:

Visiting Identifier: Visiting at the USP will be determined by register number. Specifically, if the fifth digit of an inmate's register number is an odd number (1,3,5,7,9) the inmate will be allowed to visit on odd weekends throughout the month (first and third weekend). If the fifth digit of an inmate's register number is an even number (0,2,4,6,8) the inmate will be allowed to visit on even weekends throughout the month (second and fourth). A weekend is defined as Saturday and Sunday. Visiting on federal holidays, when the federal holiday occurs Monday through Friday, is open to all visitors: space providing. When a federal holiday falls on a Saturday or Sunday, the rules related to alternate weekends listed above will apply. Occasionally, a month will have five weekends (November 2014, March 2015, May 2015, August 2015, etc.). The fifth weekend will be available to all inmates. On rare occasions, exceptions may be granted to this schedule with the approval of the Associate Warden of Programs.

USP and SCP Leavenworth's address is: 1300 Metropolitan Avenue, Leavenworth, Kansas 66048. The institution can be reached at: 913-682-8700.

Both USP Leavenworth and SCP Leavenworth are easily accessible from the metropolitan Kansas City area. Visitors may wish to take I-29 north to the Platte City exit. After taking the exit, turn left and follow the road all the way through Platte City. After crossing the Platte River bridge a sign will direct the visitor to the Leavenworth turn-off, which is HWY 92. USP Leavenworth and SCP Leavenworth are approximately 12 miles west of Platte City on HWY 92. There is no metropolitan mass transit available; however, taxis and rental cars are available throughout the metropolitan area.

Visiting Limitations: The following limitations on visiting are necessary to maintain a balance between institution security and the purpose of visits. Visits must be supervised to prevent the introduction or passing of contraband, to prevent the planning or continuation of criminal activities, and to maintain the security of the institution.

Visiting Hours: Visiting hours are 8:00 a.m. to 3:00 p.m., four (4) days per week. If a holiday falls on a Tuesday, Wednesday, or Thursday, visitation will occur on that day as well. Although visiting hours are until 3:00 p.m., visiting room staff will begin clearing the visiting room at 2:45 p.m. to ensure duties are completed by the end of the officers' shift.

Visiting Point System: The visiting point system permits up to 24 hours of visiting time per month. Each inmate will be allotted 24 points per month which may be used as follows:

- One hour of visiting time equals two points for the weekends and holidays.
- Points do not carry over from one month to another.
- If a visit does not last an hour, the inmate will be charged a full hour of visiting time.
- One hour of visiting time equals one point on Fridays and Mondays.

Number of Visitors: An inmate may have a maximum of five (5) visitors. The maximum number of individuals allowed on a visiting list is twenty (20), ten (10) of which may be friends. Friends must have had an established relationship with the inmate prior to incarceration. The inmate must request, in writing, to his unit team for consideration for an exception to the prior relationship. The unit team will forward a recommendation to the Warden for a decision. The unit team will notify the inmate of the final decision.

Visitors may not visit more than one (1) inmate at any one time, regardless of the relationship to the inmate. However, when extenuating circumstances develop, they are reviewed on a case-by-case basis by the Associate Warden of Programs for approval.

Overcrowding: Visiting may be terminated because of an emergency, improper conduct on the part of the inmate or his visitor(s) or when the visiting areas become overcrowded. Should it become necessary to terminate visiting because of overcrowding, the Operations Lieutenant and Duty Officer will be notified. The Duty Officer will make the final decision. At that time, a two (2) hour maximum visiting time limit will go into effect and terminations will be based on "first in, first out."

Visitor Dress Code:

Female Dress: No sleeveless shirts or sleeveless dresses, see-through garments, clothing items containing rips, tears, cuts, or holes to include factory made, spandex attire, sweat clothes (i.e. loose fitting sweatpants or sweatshirts), white undershirts worn alone, shirts with zippers, hooded shirts, bib overalls, wraparound skirts, shorts, khakis, skirts or dresses with slits that exceed two (2) inches above the knee, or sandals/open-toed shoes.

Children under the age of ten (10) may wear shorts but cannot exceed two (2) inches above the knee.

Male Dress: No shorts, cutoffs, sandals, tank tops, white undershirts worn alone, khaki clothing that can be mistaken for inmate clothing, or hooded shirts.

Outer coats are not permitted in the Visiting Room. Visitor lockers are provided period of the visit.

Identification Requirements: All visitors sixteen (16) years of age and older are required to provide positive photo identification to the Visiting Room Officer prior to admission into the visiting room, such as a current driver's license, state-issued identification card, military identification, or passport. All forms of unofficial photo identification (credit cards, store cards, school identification, birth certificates, Social Security card, bank cards, etc.) are invalid forms of identification. If a visitor does not present a current identification with a photograph, they will not be authorized to visit. (Foreign driver's licenses are considered valid proof of identification). The Visiting Room Officer in charge of processing visitors into the Visiting Room will ensure that a picture is taken of each visitor. These pictures will be kept on file and compared with the visitor's picture identification when they visit again.

Visitor Conduct: Children under the age of sixteen (16) may not visit unless accompanied by a responsible adult. Children shall be kept under supervision, at all times, by the responsible adult who brought the children into the institution.

Visitors are allowed to purchase items from the available vending areas for the inmate they are visiting. Inmates are not allowed past designated areas, or to have direct contact with money or the vending machines themselves.

Visitors are subject to search of their person and/or personal property as a condition of allowing or continuing a visit. All items entering through the Front Entrance will be x-rayed and be visually searched by the Front Entrance Officer.

An embrace and/or kiss within the bounds of good taste is permitted only at the beginning and end of the visit. The only other approved contact during the visit will be limited to holding hands, not above the wrist of the visitor/inmate.

18 U.S.C. 1791, provides a penalty of imprisonment for not more than twenty (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.

Prohibited Items: Visitors are not allowed to bring in any item to be given to the inmate they are visiting.

Visitors are not allowed to take any unapproved items into the Visiting Room. All non-permissible items must remain in the visitor's vehicle in the parking lot. If a visitor brings items that are not authorized to the Visitor Processing Center, there are storage areas for the visitors. The visitor will give their I.D. Card or Driver's License to the Visitor Processing Center Officer and a key will be given to them for the items. When the visitor is done visiting, they will give the key back to the Visitor Processing Center Officer and their I.D. Card or Driver's License will be returned.

Cellular phones, two-way pagers and pagers are not authorized. A visitor may take a wallet or a clear change purse no larger than a quart size bag, with no more than \$20 (in change) into the Visiting Room.

Infant Care Items: Infant care items for visitors with infant children will be limited for security reasons. Premixed formula and other liquids or foods in sealed, original containers only will be permitted. Other infant care items will be limited to three (3) clear nursing bottles, three (3) diapers, wet wipes, and a clear diaper bag. Certain activities within a correctional environment present safety and security concerns. Accordingly, no breast feeding will occur within the confines of the visiting room.

ACKNOWLEDGMENT OF INMATE

I hereby acknowledge the receipt of the Visiting Guidelines. I further acknowledge that it is my responsibility to make each and every visitor approved to visit me aware of the guidelines prior to their visit.

Signature of Inmate

Register Number

Date

Staff Witness (print name)

Title

Signature of Staff Member

cc: Inmate Central File