U.S. Department of Justice **Number: MAN-5267.09(a)**
Federal Prison System **Date: July 8, 2016**
Federal Correctional Institution **Subject: Inmate Visiting**
Manchester, Kentucky 40962

Institution Supplement

1. PURPOSE AND SCOPE: To establish local visiting regulations and procedures for the Federal Correctional Institution and the Federal Prison Camp at Manchester, Kentucky.

2. DIRECTIVES AFFECTED:

   BOP Program Statement 5267.09, Visiting Regulations,
   BOP Program Statement 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities,
   BOP Program Statement 5500.14, Correctional Services Procedures Manual,
   BOP Program Statement 1380.05, Special Investigators Supervisors Manual,
   BOP Program Statement 1315.07, Legal Activities, Inmate,
   BOP Program Statement 5521.05, Searches of Housing Units, Inmates, and Inmate Work Areas,
   BOP Program Statement 5270.09, Inmate Discipline,
   BOP Program Statement 5270.10, Special Housing Units,
   Institutional Supplement 5500.11(1)(g), Entrance Procedures

   INSTITUTIONAL SUPPLEMENT, MAN-5267.09, INMATE VISITING, DATED January 25, 2016, IS RESCINDED.

3. ACA STANDARDS REFERENCED: ACA 4th Edition Standards for Adult Correctional Institutions: 4-4156; 4-4267; 4-4285; 4-4498; 4-4499; 4-4499-1; 4-4500; 4-4501; 4-4503; and 4-4504.

4. RESPONSIBILITY: The Warden shall develop procedures pertaining to inmate visiting. It is the inmate's responsibility to notify visitors of these requirements.

5. ACTION:

a. Visiting List:

   (1) Inmates will be advised at A&O to submit a list of friends, associates, and family members to their Correctional Counselor for consideration of visitors

using the Approved Visitor Request form, (Attachment 1). An inmate's visiting list ordinarily should not list more than 10 friends and associates. The Warden may make an exception to this when warranted. An inmate may make changes to his visiting list as needed. Records of inmate visits will be recorded on the computer in the Visiting Program. Only people on the approved visiting list will be allowed to visit.

Visiting privileges ordinarily will be extended to friends and associates having an established relationship with the inmate prior to confinement, unless such visits could create a threat to the orderly running of the institution. Procedures for approving an exception to the prior relationship requirement include Captain, SIS Lieutenant, and Associate Warden (Programs) approval before such a visitor is approved. Inmates are responsible for forwarding the Visiting Information and Regulations form (Attachment 6) to approved visitors so he/she will be aware of our visiting regulations.

(a) All proposed visitors will be responsible to complete a Visitor Information Form (BP-A629.052) furnished by the inmate. This form must be filled out completely and mailed to the Correctional Counselor from the proposed visitor. Upon receipt of the form(s), the Correctional Counselor will perform an NCIC inquiry on the proposed visitors, or mail a Request for Conviction Information form (Attachment 3), to a law enforcement agency. If the proposed visitor has a criminal history, arrests, or convictions and stated on the Visitor Information Form (BP-A629.052) they had never been convicted of a crime, they will ordinarily be denied visiting privileges based upon making false statements. If the NCIC indicates a criminal history, and the proposed visitor has admitted to same, the Proposed Visitor With Criminal History Form (Attachment 4) should be completed and forwarded by the Unit Team with their recommendation to the Associate Warden (Programs) or the Camp Administrator for review. The Warden will make the decision for approval or disapproval. If approved, the proposed visitor will be added to the approved visiting list. This form will be kept with other pertinent information in section two of the FOI Exempt File. If the person is disapproved, a Denial Of Proposed Visitor (Attachment 5) will be prepared by the Unit Team for the Unit Manager's signature. The original Approved Visitor Request

form (Attachment 1), as well as a copy of the approved visiting list, will be kept in the inmate's Central File. The inmate will be notified of the individuals who are approved for visiting. The inmate will also be furnished a copy of the Visiting Information and Regulations (Attachment 6).

(b) The same procedure applies to inmates in holdover status. The respective Correctional Counselor will be responsible for ensuring the preparation of a visiting list for inmates in holdover status. This will ensure there are no additional administrative expenses incurred by the Bureau as well as proper supervision of holdover visits without interfering with the normal institutional activities and/or security needs. The process of approval/disapproval ordinarily will not exceed 30 days.

(2) If an inmate's visitor is on supervision (i.e. pre-trial, probation, parole), the inmate's Correctional Counselor will obtain confirmation from the visitor's Parole/Probation Officer granting the proposed visitor permission to visit the inmate. This confirmation will be on file prior to the visitor being added to the visiting list. The Warden will have the final discretion whether the visitor may be granted permission to visit even if the visit is granted by the Parole/Probation Officer.

(3) The Approved Visitor Request form (Attachment 1) will be prepared by the inmate and submitted to Unit Staff, ordinarily the Correctional Counselor, for processing. The Correctional Counselor will load all information into BOPWARE/Visiting Program located on SALLYPORT. The original copy of the visiting list will be placed on top of section three of the inmate's Central File. When additions or deletions are made to the visiting list, the Correctional Counselor will make these changes on the program and place the updated visiting list in the Central File. Hard copies of each inmate's approved visiting list, which is provided by Unit Team, is maintained at the Front Entrance as a backup system for the computer program.

(4) Visiting files of inmates who are out of the institution on writs, furloughs, etc., will remain in the Visiting Program. When an inmate is transferred from this institution, the assigned Correctional

Counselor will print a copy of the inmate's visiting file from BOPWARE/VISITING located on SALLYPORT and place it in the inmate's Central File. The visiting list will remain in the new Visiting Program and the receiving institution will have access to retrieve the list and use discretion to either approve or disapprove the visitors.

(5) If a visitor is denied entrance to the institution, the Denial of Visitor form (Attachment 9) will be completed by the Front Entrance Officer and placed in the inmate's Central File and a copy forwarded to the Captain. The inmate(s) will be advised his/their visit has been denied.

(6) Persons known to be under the influence of drugs, or having used alcohol, or in the possession of contraband for intended purposes of introduction into the institution, will not be permitted entry, and the visit will be disallowed. The visitor may be detained until proper notification has been made. Per Program Statement 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, the use of a breathalyzer to test a visitor can only be done upon the approval of the Warden, Acting Warden, or Administrative Duty Officer. Failure by the visitor to submit to a breathalyzer test will result in denial of the visit.

(7) Attorneys will be required to provide proper identification prior to the visit. Proper identification for an attorney will consist of a valid driver's license with a photograph and the Attorney's Bar Card.

(8) An Attorney visit for an inmate will be verified and coordinated by the Unit Manager at least 24 hours in advance. If approved, the Attorney will be permitted to visit during regularly scheduled visiting days and hours. Attorneys requesting visits with inmates on non-regular visiting days or after normal visiting hours will be accommodated insofar as time, security, and manpower constraints permit, ordinarily with 24 hours advance notice. Special legal visits involving more than one inmate must be scheduled at least 24 hours in advance and approved by the Unit Manager. Attorneys shall not be placed on the inmate's approved visiting list unless they are approved as a regular visitor and do not wish to visit as an Attorney. They then forfeit Attorney status and become a social

visitor. Attorneys shall be required to sign the Official Visitors Log located in the Front Lobby when entering and departing the institution. The log will reflect the Attorney's signature, date, inmate visited, time in, time out, and remarks. In addition, all Attorneys must complete and sign an Attorney Visit form (Attachment 7).

(9) The Attorney Visiting Rooms will **only** be used for approved Attorney visits.

(10) Special visits, Consular visits, or business visits may be approved by the Warden as defined in the Visiting Regulations Program Statement. Special visits may also be limited by the availability of staff to supervise the visit. Staff responsible will primarily be Unit Team staff, although other staff may be assigned if available. This section does not imply that special visits may occur during non-visiting hours. The Warden may approve an extra visit due to special or unique circumstances and the Unit Team will supervise the special visit if additional supervision is required. Written documentation of this approval by the Warden will be submitted to the Visiting Room and Front Lobby Officers prior to the visit. Upon completion of the special visit, written documentation will be maintained in the inmate's central file.

(11) Special visits from members of the community who are not on the inmate's approved visiting list must be approved in advance by the Warden. A Request for Special Visit form (Attachment 8) will be forwarded from the assigned Unit Manager to the Front Lobby Officer and Visiting Room Officer if the special visit is approved. Minister of Record visits will be approved by the Chaplain. A memorandum will be forwarded from Religious Services to the Front Entrance Officer, Visiting Room Officer, and the Operations Lieutenant, if a Minister's Visit is approved.

(12) An inmate may only have one Minister of Record on his visiting list. The addition of the Minister of Record will not count against the total number of visitors on the inmates approved visiting list.

(13) Clergy visits must be approved by a Chaplain. The Chaplain will prepare a memorandum and forward a copy of the approved visit to the Front Entrance Officer, Visiting Room Officer, Unit Team, and the Operations Lieutenant. Clergy visits are included with the total

number of visits allowed. Clergy/Minister of Record visits will be accommodated in the Visiting Room during regular scheduled visiting hours.

b. Visiting Procedures:

(1) The visiting schedule for FCI and FPC inmates will be Friday, Saturday, Sunday, and all Federal holidays, from 8:00 a.m. to 3:00 p.m.

At the FCI, all visits for the general population inmates will be conducted in the Visiting Room. An inmate must present his Commissary identification card to the Visiting Room Officer prior to being allowed into the Visiting Room.

At the FPC, all visits will be conducted in the Visiting Room. An inmate must present his Commissary identification card to the Visiting Room Officer prior to being allowed into the Visiting Room.

Visiting for Special Housing Unit inmates will be on Tuesday from 8:00 a.m. to 3:00 p.m. All visits for Special Housing Unit inmates will be conducted in the FCI Visiting Room. **Visitors arriving after 1 p.m. will not be afforded the opportunity to visit.**

Visiting for Special Housing Unit inmates will be on a first come, first serve basis. Based on staff availability, ordinarily, no more than four Special Housing Unit inmates will be admitted into the Visiting Room at one time. Any concerns or special circumstances the Visiting Room Officer encounters should be referred to the Operations Lieutenant for direction. Examples that may arise for discussion with the Operations Lieutenant are inmates with recent or numerous disciplinary infractions, Protective Custody cases, number of visitors total in Visiting Room versus staff coverage, and OUT Custody inmates visiting at the same time as IN Custody inmates. Decisions will be made based on circumstances and sound correctional judgment. After the required time limit listed below expires, then another family will be allowed to visit with their inmate during the period of 8:00 a.m. and 3:00 p.m.

(a) Inmates who are in Administrative Detention will be limited to a two hour visit. Inmates who are in Disciplinary Segregation will be limited to a one hour visit. Additionally, these inmates will remain in full restraints during the entire visit

(i.e., leg-irons, martin chain, handcuffs, and black box).

(b) Inmates who are in Protective Custody status will have their visiting privileges suspended until the investigation is completed or they are cleared by SIS to receive visits. Additionally, these inmates will remain in full restraints during the entire visit (i.e., leg-irons, martin chain, handcuffs, and black box).

Visitors arriving at the FCI or FPC less than one hour before the end of visiting will not be afforded the opportunity to visit.

(2) FCI/FPC inmates will be allowed eight visiting points per month. One point will be deducted for each Friday visit, and two points will be deducted for each Saturday and Sunday visit. However, no points will be deducted for Federal holiday visits. Points are deducted by visiting days, not by the number of visitors per day. Holdovers will be allowed four visiting days per month. Attorney visits will not be charged against the "points per month" limit. Unused points from one month cannot be forwarded to the following month. Any visit, regardless of the length of visit, will constitute one day of visiting.

(3) Upon a visitor's arrival at the institution, the Front Entrance Officer will verbally ascertain that each visitor is not in possession of alcohol, narcotics, firearms, ammunition, or any unauthorized items. Visitors will be advised of proper disposition procedures if found in possession of any item referenced and the Lieutenant's Office will be notified. The visitor(s) must complete a Notification To Visitor form prior to entering the visiting area. The Front Entrance Officer will verify the inmate is at this facility by reviewing the inmate roster provided by the Control Center Officer each day. The Front Entrance Officer will then verify the visitor(s) is on the inmate's approved visiting list by accessing the Inmate Visiting Program on computer. If the visitor is not on the inmate's approved visiting list, the inmate's Unit Team will be contacted. The Institution Duty Officer will be contacted to make the final decision. All visitors will be required to present a photo identification which must be a valid state or government issued photo identification.

(4) Visitors at the FCI will have to pass through and clear the metal detector prior to their entry into the institution. Visitors at the FPC may be randomly screened using the hand-held metal detector. Any visitor refusing to be processed through the metal detector or clear the metal detector will not be allowed entrance to the institution and the Operations Lieutenant or the Institution Duty Officer will be notified. If visitors have any specialized medical equipment needs e.g.; pacemakers, prosthesis, life-saving medications, etc., or any medical indications why they cannot clear the metal detector they must provide medical documentation of such. If they cannot clear the metal detector for these reasons, they will be pat searched.

(5) All visitors for the FCI/FPC will be randomly pat searched according to a daily random method.

(6) Visitors may also be subject to random visual searches of belongings as deemed necessary and appropriate by the Warden or Camp Administrator. Visual searches of persons may only be conducted when authorized by the Warden.

(7) All inmate visitors at the FCI will be stamped on the back side of the left hand with "invisible ink" prior to being admitted into the institution. Once all paperwork has been completed and the visitor is approved, the Visiting Room Escorting Officer will escort the visitors to the Visiting Room at one time. After the visit has been completed, each visitor's hand will be inspected for the "invisible ink" under the black light before being escorted from the Visiting Room. Prior to any visitors departing the Visiting Room, the inmate must be positively identified using his commissary card. The visitor will be escorted from the Visiting Room to the Control Center compound side sallyport door. The visitor will be identified by photo identification, and their hand will be inspected again for the "invisible ink" under the black light by the Visiting Room Escorting Officer, with the Control Center Officer observing the procedure on each visitor through the Control Center window. This procedure must be thoroughly completed prior to the Visiting Room Escorting Officer and Control Center Officer allowing the visitor to enter the sallyport door to exit the institution.

Visiting Room Officers will escort a maximum of five

inmate visitors in and out of the Visiting Room. The officer will remain behind the visitors for observation of contraband being tossed or dropped on the Compound. Upon departure of the visitors, staff are not to enter the sallyport with the visitors.

(8) A maximum of five visitors, including children, may visit an inmate at one time. The Captain will have authorization to approve additional visitors under special circumstances (i.e., out of town, long distance traveled, etc.)

When conditions of overcrowding exist, the number of visitors may be further limited to allow each visitor adequate space and time to conduct the visit. In the event of overcrowding in the Visiting Room, the Institution Duty Officer and the Operations Lieutenant are authorized to limit the length of visits. Visits may be limited to a minimum of one hour.

After a minimum of one hour, the Visiting Room Officer-in-Charge will notify the Operations Lieutenant that he/she is terminating the visit(s) in order to accommodate all awaiting visitors. Consideration will be given to those visitors who visit infrequently and/or have traveled long distances. These visitors will be among the last to be terminated.

(9) All children under 16 years of age will be accompanied by an adult on the inmate's approved visiting list. All visitors will be expected to maintain control of their children at all times. Proposed visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian, or immediate family member at least 18 years of age, must have written approval of a parent, legal guardian, or immediate family member at least 18 years of age prior to visitation. An area is designated for children to use during visitation. At no time will an inmate enter the area designated for children (i.e., children's television room).

(10) Inmate visiting may be interrupted, delayed or postponed due to severe weather, to include fog, or an institutional emergency. Inmate visiting may proceed as long as there is no disruption to other institutional activities. On days that the FCI/FPC has visiting during adverse weather conditions, inmate visitors will be allowed to enter the institution at the discretion of the Operations Lieutenant. At clearance of an official count and the recurrence of

clear weather conditions, visitation for general population will commence along with resumption of normal operations.

(11) Once cleared to visit, the record of the visit will be documented on the Visiting Program.

c. Visiting Room Regulations:

(1) Inmates and visitors must remember, "Visiting is a family activity and good conduct is expected at all times." Socially acceptable gestures of communication and affection, such as shaking hands, kissing and embracing, are allowed within the limits of "good taste" and only at the beginning and the end of a visit. Indecent or excessive contact will not be tolerated. Inmates who repeatedly violate visiting regulations may have their visit terminated or placed under close supervision at the discretion of the Visiting Room Officer-in-Charge. All areas of the Visiting Room, including rest rooms, may be monitored to prevent passage of contraband and ensure the security and welfare of all concerned. All inmates are advised they are responsible for their visitor's behavior.

(2) All visitors are to be dressed appropriately for visiting. Allowable and prohibited items in the Visiting Room are listed on Attachment 6, page 1 thru 4.

(3) 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 placed in the visiting program under the comments section: "this inmate was convicted of a sex offense involving a minor."

Any inmate identified as having a Walsh Act assignment involving a minor will have his/her visits closely monitored. Inmates will sit in the front area close to the Officer's station.

d. Inmate Dress & Property Permitted in the Visiting Area:

(1) The appearance of any inmate who enters the Visiting

Room will be neat and clean at all times. Authorized clothing for the FCI Visiting Room will be institution issued khaki shirt, pants, belt, socks, underwear, white or brown t-shirt, and institution shoes or personal work boots purchased from Commissary. Inmates in the Special Housing Unit will wear orange issued clothing.

(2) Authorized clothing for the FPC Visiting Room will be institution issued green shirt and pants, belt, socks, underwear, white or green t-shirt and institution shoes or personal work boots purchased from Commissary.

(3) An inmate will be identified by using his Commissary identification card before entering the Visiting Room. The inmate will be re-identified by using his Commissary identification card before the inmate's visitor(s) exits the Visiting Room. The inmate will give his Commissary identification card to the Visiting Room Officer-In-Charge. The Officer processing the inmates into the Visiting Room will use the Commissary identification card to identify the inmates.

(4) Inmates will enter the Visiting Room through the Shakedown Room. Upon entry, FCI inmates will be visually searched and metal-detected. Upon departure, FCI inmates will be visually searched and metal-detected. Upon entry and departure, FPC inmates will be pat searched, and randomly visually searched. FCI inmates will be escorted to the restroom. The inmate will be visually searched and constant visual supervision will be maintained.

Only authorized personal property (listed below) will be allowed into the Visiting Room after being properly inventoried and recorded on the Visiting Room Inmate Property Log (Attachment 10).

- Wedding Band
- Religious Medallion (One)
- Religious Head Wear (The only authorized Head Wear must have been purchased through the Commissary Department to be authentic. The only exception is Head Wear purchased through a Special Purchase Order (SPO) for inmates of the Jewish faith.)
- Prescription Glasses (One Pair)
- Life Maintenance Medications Only. (At the FCI, the medications will be maintained by the Visiting Room Officer.)

- Photo tickets
- Personal Work Boots: Timberland (Wheat brown) or Red Wing (Dark brown)

(5) Inmate personal property will be re-inventoried prior to releasing the inmate to the Compound.

e. Special Concerns of the Visiting Room Officers:

(1) Hospitalized Inmates:

(a) When the Clinical Director recommends denial of a visit because the inmate is suffering from an infectious disease, is in a psychotic or emotional episode which makes visitation inadvisable, or is otherwise not in a condition to see visitors, the situation shall be carefully and sensitively interpreted to the proposed visitor and documented in the inmate's Central File by a member of the inmate's Unit Team.

(b) Inmates hospitalized in the community will not receive visitors unless authorized by the Warden or his/her designee.

f. Temporary Suspension of Visiting Privileges: The following procedures shall be followed to notify an inmate and his involved visitor(s) that the inmate's visiting privileges have been temporarily suspended as a result of misconduct in the Visiting Room.

(1) If an incident serious in nature occurs between an inmate and an approved visitor(s), the Visiting Room Officer-in-Charge shall notify the Operations Lieutenant. The visit will be temporarily suspended until a determination is made as to whether to terminate the visit or allow it to continue. An Incident Report will be written, if appropriate.

(2) A member of the inmate's Unit Team shall verbally notify the inmate that his visiting privileges with the involved visitor(s) have been temporarily suspended pending final disposition of administrative action taken against him.

(3) The Unit Team shall prepare a letter for the Warden's signature to the involved visitor(s), notifying him/her that the inmate's visiting privileges have been temporarily suspended.

(4) The Unit Team shall prepare a memorandum to the inmate and a letter to the visitor for the Warden's signature which notifies him/her that his/her visiting privileges have been temporarily suspended.

(5) Only the Warden can reinstate an individual to an inmate's visiting list. The Unit Manager will prepare a memorandum through the Associate Warden (Programs) to the Warden enumerating the specific reasons for reinstating the individual to the approved visiting list. Under no circumstances will special visits be permitted to individuals who have been removed from the approved visiting list without a thorough investigation and approval by the Warden.

g. Photographs: Inmates may purchase tickets from the Commissary for the purpose of obtaining photographs of themselves and family in the Visiting Room. Pictures will be taken by an authorized inmate photographer. Photographs will be taken on weekends and holidays. All photos will be in good taste. Inmate photographers will not visit with inmate families.

h. Visiting Room Capacity: The maximum capacity of the FCI Visiting Room is 163. There is no outside visiting for the FCI. The maximum capacity of the FPC Visiting Room is 189 (129 inside, 60 outside).

The Federal Correctional Institution is located North of Manchester, Kentucky, off Highway 421. The address is: FCI Manchester, 805 Fox Hollow Road, Manchester, Kentucky 40962. The telephone number is (606) 598-1900. Manchester is located approximately 26 miles East of Interstate 75; Exit 41 in London, Kentucky. Take the Hal Rodgers Parkway (formerly Daniel Boone Parkway) to the Manchester exit, turn North onto Kentucky Highway 421 (left). Continue on Kentucky Highway 421 through the town of Manchester (approximately four miles) to Fox Hollow Road, which is immediately past the Kentucky Department of Transportation buildings (on left). Turn left onto Fox Hollow Road and proceed to the main entrance of the institution (approximately one mile). There is no local transportation provided in the city of Manchester.

5. ATTACHMENTS:

Attachment 1:	Approved Visitor Request
Attachment 2:	Visitor Information
Attachment 3:	Request for Conviction Information
Attachment 4:	Proposed Visitor with Criminal History
Attachment 5:	Denial of Visiting for Proposed Visitor

Attachment 6:	Visitor Information and Regulations
Attachment 7:	Attorney Visit Form
Attachment 8:	Special Visit Authorization Form
Attachment 9:	Denial of Visitor
Attachment 10:	Visiting Room Inmate Property Log

6. ORIGINATING DEPARTMENT: Correctional Services

S. Butler, Warden

DISTRIBUTION: Master File/Warden, A/W (O)(P) (I&E), AFGE, Exec. Asst./Camp Admin., Unit Mgmt., CMC, Corr. Svc

MAN-5267.09a
July 8, 2016
Attachment 1

U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS

FCI/FPC MANCHESTER APPROVED VISITOR REQUEST

Inmate Printed Name:	Register Number:	Unit:
Inmate Signature:		Date:

I am requesting that the following names be placed on my approved visitor list.

Visitor Number	Name of Visitor	Relationship	Street Address	City	State	Zip	For Staff Use Only
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

You will be notified by a member of your unit staff if a visitor is not placed on your approved list.
Use additional sheet(s) for more than 20 requests at this time.
Quarters: _____

_____ Date: _____
Reviewed by Unit Staff Member (Printed Name & Signature)
Record (Signature) Copy - Central File, Copy - inmate

BP-A0629 **APR 10**

VISITOR INFORMATION

U.S. DEPARTMENT OF JUSTICE **FEDERAL BUREAU OF PRISONS**

Addressee	Institution	Date
	Re: (Inmate's Name and Register No.)	

Dear _____:

I am requesting that you be included among my approved visitors. In order to establish your suitability as a visitor, it may be necessary for institution officials to send an inquiry to an appropriate law enforcement or crime information agency to ascertain whether or not placing you on my visiting list would present a management problem for the institution, or have other possible adverse effects. The information obtained will be used to determine your acceptability as a visitor. The Bureau of Prisons' authority to request background information on proposed visitors is contained in Title 18 U.S.C. § 4042.

In order for you to be considered for the visiting privilege with me, it will be necessary for you to fill out the questionnaire and release form below and return it to the following address: (Institution address).

You are not required to supply the information requested. However, if you do not furnish the information, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request may be significantly delayed. If the information withheld is found to be essential to the processing of your request, you will be informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized if you do not supply the information requested, failure to supply such information could result in your not being considered for admittance as a visitor. The criminal penalty for making false statements is a fine of not more than $250,000 or imprisonment for not more than five years or both (See 18 U.S.C. § 1001).

Sincerely,

1. Legal Name	2. Date of Birth	3. Address (Including Zip Code)
4. Telephone Number (Including Area Code)	5. Race and Sex of Visitor	
6. Are you a U.S. Citizen? ___ Yes ___ No	6a. If yes, provide Social Security No: _____ 6b. If no, provide Alien Registration No: _____ 6c. Provide Passport No: _____	

7. Relationship to above-named inmate	8. Do you desire to visit him/her? ___ Yes ___ No

9. Did you know this person prior to his/her current incarceration? ___ Yes ___ No

10. If the answer to #9 is yes, indicate the length of time you have known this person and where the relationship developed.

11. Have you ever been convicted of a crime? If so, state the number, date, place, and nature of the conviction/s:

12. Are you currently on probation, parole, or any other type of supervision? If so, state the name of your supervising probation/parole officer and the address and telephone no. where he/she can be contacted:

13. Do you correspond or visit with other inmates? If so, indicate the individual(s) and their location(s):

14. Driver's License No. and State of Issuance

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize release to the Warden of:)**FCI Manchester, KY** any record of criminal offenses for which I have been arrested and convicted, and any information related to those convictions.

_____ _____

Signature for Authorization to Release Information (Sign and Print Name)Parent or Guardian

(If applicant is under 18 years of age, signature of parent or guardian indicates consent of minor to visit)

If additional space is required, you may use the back of this form.To be filed in Inmate Central File, FOI Section 2

FILE IN SECTION 3 UNLESS APPROPRIATE FOR PRIVACY FOLDER SECTION 3

BP-A0311
JUN 10

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

REQUEST FOR CONVICTION INFORMATION

1. TO (Addressee)	2. FROM (Institution)
3. Inmate's Name	4. Register No.

5. The above named inmate of this facility has requested permission to receive visits from:

a. Name of Potential Visitor	b. Date of Birth
c. Social Security Number	d. Motor Vehicle Operator's I.D.-Number and State of Issuance

(5) Citizenship: _____. If other than U.S., please provide alien registration number or passport number: _____.

f. Address of Potential Visitor	g. Potential Visitor's Relationship to the inmate

h. Race of Potential Visitor	(a) Sex of Potential Visitor
Black White Hispanic Indian Asian Other _____	Male Female

f. Has this person been convicted of any criminal offense? If so, please complete the appropriate response below. An authorization to release information, signed by the person in question, is attached.

a. Signature of Case Manager	b. Institution	c. Date
d. Printed Name of Case Manager		

RESPONSE

1. A search of the records of this office concerning the individual named above, who wishes to visit an inmate of a Federal Correctional Facility reveals:
   - No record of prior convictions.
   - The following record of convictions:

1a. Date	1b. Offense
1c. Sentence	

2. Printed Name/Signature	3. Title	4. Date
5. Agency		

This form may be reproduced via WP

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

FILE IN SECTION 3 UNLESS APPROPRIATE FOR PRIVACY FOLDER

SECTION 3

Proposed Visitor With Criminal History

Date Proposed		Proposing Unit Manager	
Recommendation			

Inmate Name		Register Number	

Information on Visitor:

Name of Visitor	Relationship to Inmate

Charge		Date of Conviction	
Disposition		Jurisdiction	

Charge		Date of Conviction	
Disposition		Jurisdiction	

Reviewed by SIS Lieutenant		Date	
Recommendation			

Reviewed by The Captain		Date	
Recommendation			

Associate Warden (Programs) or Camp Administrator		Date	
Recommendation			

Warden	Approve / Disapproved	Date	

Denial of Proposed Visitor

Date Denied		Unit Manager	

Inmate Name		Register Number	

Your request to have the below named visitor(s) placed on your Visiting list has been denied.

Name of Visitor	Relationship to Inmate

Reason(s) for denial:

You have the right to appeal this decision through the Administrative Remedy Program. Your Counselor will provide you with the necessary form. This appeal must begin within 15 days from the date you receive this notification.

cc: Central File

FEDERAL CORRECTIONAL INSTITUTION
MANCHESTER, KENTUCKY

You are also responsible for forwarding this form to your approved visitor so he/she will be aware of our visiting regulations.

VISITING INFORMATION AND REGULATIONS

Children under 16 years of age must be accompanied by an adult member of the family that is on the approved visiting list. Other persons not approved who wish to visit an inmate for either personal or business reasons must write the institution at least two weeks in advance of the visit and explain the circumstances. If a visit is approved, an authorization will be sent for presentation on arrival. The number of persons visiting one inmate as a group shall be limited to five visitors, including children.

VISITING SCHEDULE: The visiting schedule for FCI and FPC inmates will be Friday, Saturday, Sunday, and all Federal holidays from 8:00 a.m., until 3:00 p.m., except for Special Housing Unit inmates. Visiting for Special Housing Unit inmates will be on Tuesday from 8:00 a.m., to 3:00 p.m. Inmates who are in Administrative Detention will be limited to a two-hour visit. Inmates who are in Disciplinary Segregation will be limited to a one-hour visit. No visitor will be allowed into the institution prior to scheduled visiting hours.

On Fridays, Saturdays, and Sundays, visitors arriving at the FCI or FPC less than one hour before the end of visiting will not be afforded the opportunity to visit.

On Tuesdays, visitors arriving after 1 p.m. will not be afforded the opportunity to visit.

FCI/FPC inmates will be allowed eight (8) visiting points per month. One (1) point will be deducted for each Friday visit, and two (2) points deducted for each Saturday and Sunday visit. No points will be deducted for visits on Federal holidays. Points are deducted by visiting days and not by the number of visitors per day. Points cannot be carried over from the previous month. Upon the authority of the Institution Duty Officer and the Operations Lieutenant, the Visiting Room Officer may terminate a visit because of overcrowded conditions, or improper conduct of the visitor and/or the inmate.

The right to make future visits will be denied to anyone who tries to circumvent or evade regulations. The introduction of or attempt to introduce contraband into a federal penal institution is in violation of Title 18, U.S. Code, Section 1791.

Inmates will be permitted to visit with AUTHORIZED VISITORS ONLY. The Front Entrance Officer will require proper identification of all visitors, both inmate and official. Visitors must have one form of identification with a photo. All visitors over the age of 16 must have a current/valid government photo ID. Positive identification of visitors will be required. The best forms of identification are driver's license and photo identification card.

All visitors are to be dressed appropriately for visiting. The following items of clothing and personal property **are not allowed** for visiting at the Federal Correctional Institution and Federal Prison Camp at Manchester, Kentucky:

- Open-toed shoes
- Shorts (Male and female over age 12 years)
- Mini Skirts or Skirts/Dresses with long side or front splits
- Halter Tops or Halter Dresses
- Blouses and/or Other Apparel Revealing in Nature
- Shirts with Hoods/Hoodies
- Strapless Dresses/Shirts
- Sleeveless Dresses/Shirts
- Spandex/Lycra Pants or Shorts (yoga pants, jeggings, leggings)
- Low cut shirts

- Dresses or skirts with long side or front splits
- Excessively tight fitting clothing of any kind
- Athletic Attire (sweatpants, "track" or running pants, jogging or wind suits)
- Camouflage Clothing
- Khaki or Dark Brown Clothing
- Bandanas or Scarves
- Caps or Hats (with the exception of religious head wear)
- Any clothing item that displays Obscene or Controversial Screen Print/Obscene Language
- No gum or candy
- Keyless entry remote
- Cellular Telephone (must be secured in vehicle)
- Watches
- All metal items which will not clear the metal detector to include body piercing, excess metal on clothing, hair accessories & underwire bras

Visitor's personal property which will be allowed to be taken into the Visiting Room:

- One (1) clear plastic container/bag not to exceed 11 X 14 inches in size
- Money (Not to exceed $20 in coins)
- Comb/Hair Brush
- Baby Bottles (Four)
- Diapers (Four)
- Baby Food (limited to three unopened plastic jars & a small plastic spoon)
- Baby Clothes (One Set)
- Medication ((Note: Life maintenance medications only, i.e. heart, asthmatic inhalers, etc. At the FCI, these medications will be maintained by the Visiting Room Officer. Diabetic medications and syringes are not considered life maintenance medications and will be stored securely in the lockers or the visitor's vehicle.)
- Jewelry Worn (No jewelry will be carried in)
- Sweater, Light Jacket, or Coat (Must remove upon entering Visiting Room)
- Feminine Hygiene Items (Reasonable Amount Only)
- No diaper bags or baby carriers will be permitted in the Visiting Room. No tobacco products will be permitted in the Visiting Room.

Visitors at the FCI will have to pass through and clear the metal detector prior to their entry into the institution. Visitors at the FPC may be randomly screened using the hand-held metal detector. Any visitor refusing to be processed through the metal detector or clear the metal detector will not be allowed entrance to the institution and the Operations Lieutenant or the Institution Duty Officer will be notified. If visitors have any specialized medical equipment needs ie; pacemakers, prosthesis, life-saving medications, etc, or any medical indications why you cannot clear the metal detector you must provide medical documentation of such. If you cannot clear the metal detector for these reasons, you will be pat searched.

All other personal property will be secured in the visitor's personal vehicle or in the property lockers located in the Front Lobby. All items authorized for entrance into the Visiting Room will be searched by the Front Lobby Officer. Visitors will not be allowed to leave money for deposit into an inmate's account, or remove any items belonging to an inmate from the Visiting Room, at the conclusion of a visit.

Visitors will not be allowed to bring tobacco products, magazines, newspapers, books, matches, lighters, photographs, photo albums, personal business forms, etc. (other than legal material on an Attorney visit) into the Visiting Room.

NOTE: Recording equipment or cameras will not be allowed on the institution grounds without advanced written permission from the Warden.

Vending machines are available in the visiting area and will be operated by visitors only. At no time will an inmate possess or handle money or enter the vending area. No food or beverages will be allowed to be brought into the Visiting Room by a visitor or an inmate. Items purchased from the vending machines, but not consumed, will remain in the Visiting Room at the conclusion of the visit. All food items purchased must be placed on a plate before leaving the vending machine area. The Officer assigned to the Visiting Room is not responsible for the loss of money or malfunction of the vending machines. Visitors are cautioned to use the machines at their own risk. Reimbursement is not guaranteed.

DO NOT BRING FOOD OF ANY KIND into the institution. Food items and beverages are available from vending machines. The food items and beverages will not be allowed to be taken from the visiting area. Only visitors are allowed to approach and purchase items from the vending machines.

Inmates and visitors alike must remember visiting is a family activity and good conduct is expected at all times. Socially acceptable gestures of communication and affection, such as shaking hands, kissing, and embracing, are allowed within the limits of good taste and only at the beginning and the end of a visit. Proposed visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian or immediate family member at least 18 years of age must have the written approval of a parent, legal guardian or immediate family member at least 18 years of age prior to visitation. Indecent or excessive conduct will not be tolerated.

Inmates who repeatedly violate visiting regulations may have their visit terminated or placed under close supervision. All areas of the Visiting Room, to include restrooms, may be monitored to prevent passage of contraband and ensure the security and welfare of all concerned. All children under 16 years of age will be accompanied by an adult on the inmate's approved visiting list. All visitors over the age of 16 must have a current/valid government photo ID. All visitors will be expected to maintain control of their children at all times. Inmates are not permitted to hold children over the age of 1 year on their laps. It is illegal for any person to introduce or attempt to introduce into or upon the grounds of any federal penal institution, to take, or attempt to take or send therefrom, anything whatsoever without the knowledge or consent of the Warden. The law provides that violators may receive 20 years or a $250,000.00 fine and/or both. All persons and packages are subject to search (Title 18, U.S. Code, Sections 1791 and 1792).

IT IS A FEDERAL CRIME TO BRING UPON THESE PREMISES ANY WEAPONS, AMMUNITION, INTOXICANTS, DRUGS OR CONTRABAND.

Contraband is defined as the introduction or attempt to introduce into or upon the grounds of any federal penal or correctional institution, or the taking or attempt to take or send therefrom, anything whatsoever without the knowledge and consent of the Warden or Superintendent of such federal penal or correctional institution.

Contraband items include, but are not limited to guns, knives, cell phones, tools, ammunition, explosives, hazardous chemicals, gas, narcotics, drugs, or intoxicants. Prior to admission, visitors must request and obtain permission of the Warden or Staff Representative to bring any item or thing upon the institution grounds.

ADDRESS/DIRECTIONS TO THE INSTITUTION

The Federal Correctional Institution is located North of Manchester, Kentucky, off Highway 421. The address is: FCI Manchester, 805 Fox Hollow Road, Manchester, Kentucky 40962. The telephone number is (606) 598-1900. Manchester is located approximately 26 miles East of Interstate 75; Exit 41 in London, Kentucky. Take the Hal Rogers Parkway (formerly Daniel Boone Parkway) to the Manchester exit, turn North onto Kentucky Highway 421 (left). Continue on Kentucky Highway 421 through the town of Manchester (approximately four miles) to Fox Hollow Road, which is immediately past the Kentucky Department of Transportation buildings (on left). Turn left onto Fox Hollow Road and proceed to the main entrance of the institution (approximately one mile). The Federal Prison Camp is to the left after you enter institution grounds, and the main facility is to the right. There is no local transportation provided in the city of Manchester.

Attorney Visit

Date of Attorney Visit	

Inmate Name		Register Number	

Name of Attorney	

Licensed Attorney in the State of:	

Address of Office:	

I certify by my signature, the attorney-client visit with the above named inmate is for the purpose of facilitating the attorney-client relationship and for no other purpose. I agree the tape recording,(if approved), made by me will only be used to facilitate this relationship.

Signature of Attorney	

cc: Central File

Request for Special Visit

Date Proposed		Proposing Unit Manager	
Inmate Name		Register Number	
Date(s)/Time(s) of Visit			
Reason for Visit/Unit Team Recommendation			

Information on Visitor(s):

Name of Visitor	Relationship to Inmate

A recording device has been approved by the Warden	
Reviewed by SIS Lieutenant if Law Enforcement Agent	
Reviewed by Captain	Recommendation
Reviewed by Associate Warden (Programs)	Recommendation
Reviewed by Warden	Approval/Disapproval

cc: SIS Lieutenant, Operations Lieutenant, Front Lobby, Control Center

DENIAL OF VISITOR

DATE VISIT DENIED		TIME VISIT DENIED	

INMATE NAME		REGISTER NUMBER	

The following inmate visitor(s) were denied entrance into the institution:

NAME OF VISITOR	RELATIONSHIP TO INMATE

Reason(s) for denial: (No identification, not on visiting list, under age without parent/guardian, improper attire, other.)

Unit Team Member Contact If Applicable	

Approved By IDO or Operations Lieutenant	

Front Lobby Officer Denying Visit	

cc: Central File

Attach to Notification Form and Forward to SIS Office

FCI/FPC Visiting Room Inmate Property Log

Date: _____/_____/_____

Only the items listed on this form are authorized in the Visiting Room. Inmates who report to the Visiting Room with items other than those listed will be required to return them to their assigned Housing Unit. A check mark will be used to indicate what was brought into the Visiting Room and a circle around the check mark will be used to indicate it is accounted for upon their departure.

Inmate	Register Number	Religious Medal	Religious Head Wear	Prescription Glasses	Wedding Band