

# INSTITUTION SUPPLEMENT

OPI: Captain  
NUMBER: SCH 5267.09D  
DATE: September 30, 2024  
SUBJECT: Visiting Regulations

1. **PURPOSE:** To implement local visiting procedures at the Federal Correctional Institution and the Federal Satellite Camp Prison, Schuylkill, PA.

2. **DIRECTIVES AFFECTED:**

Directive Rescinded: FCI Schuylkill Institution Supplement SCH 5267.09C, Visiting Regulations, dated February 11, 2020.

Directives Referenced: Program Statement 5267.09, CN-1, Visiting Regulations, dated August 1, 2023; Program Statement 5500.14, CN-1, Correctional Services Procedures Manual, dated August 1, 2016; Program Statement 5510.15 Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, dated July 17, 2013; and Program Statement 5360.10, Religious Beliefs and Practices, dated October 24, 2022.

3. **CORRECTIONAL STANDARDS REFERENCED:** ACA 5th Edition Standards for Adult Correctional Institutions: 5-ACI-2E-03, 5-ACI-4A-21, 5-ACI-7D-14, 5-ACI-7D-16, 5-ACI-7D-15, 5-ACI-7D-17, 5-ACI-7D-19, 5-ACI-7D-21, 5-ACI-7D-22.

4. **PROCEDURES:**

**A. Visiting Facilities:** The Warden shall have the Visiting Room arranged to provide a quality atmosphere for family visiting and adequate supervision based on security requirements of the institution.

**B. Visiting Times:** Regular visiting for the FCI will be conducted Saturday, Sunday, and Federal holidays, 8:00 AM through 3:00 PM. Camp visiting will be conducted on Saturday, Sunday, and Federal holidays only, 8:00 AM

through 3:00 PM. All visitors will be out of the Visiting Room by 3:30 PM. During weekends and holidays, all inmate movement to and from the Visiting Room will be terminated at 9:30 AM in preparation for the 10:00 AM official stand-up count. In the event a deviation from the normal visiting schedule occurs, a notice will be sent to the inmate population and posted on the TRULINCS system. Additionally, a notification will be posted to the public website, notifying the public of the change.

**C. Frequency of Visits at FCI:** Social visits may be on consecutive days, or they may be spread throughout the calendar month. The point system will be used to account for the number of visits and visitors. Inmates will be allowed a total of (6) six full points per month. Once the 6 points for the month have been exhausted, no visiting will be permitted for that inmate until the following month. Points will be automatically calculated through the Web Visiting Program.

Weekday visits will count as (1) one point and weekends will count as (2) two points. Holidays will not be considered as a point reduction. Names of visitors, dates of visits, and the total number of visits for the month shall be maintained in the Web Visiting Program. Once a visitor leaves the Visiting Room they will not be allowed to return to the Visiting Room until the next scheduled visiting day. There will be a limit of five (5) total visitors, including children, for each inmate. No more than three (3) visitors may be adults. Exceptions to visitor limitations must be approved in writing by the Captain and Associate Warden (P) prior to the visit.

**D. Frequency of Visits at the Camp:** All social visits at the Camp will be conducted on weekends (Saturday and Sunday) and all Federal holidays. The frequency of visits will be based on the point system. All weekend visits will count as two (2) points. Inmates will be allowed a total of six (6) points per month. Once the 6 points for the month have been exhausted, no visiting will be permitted for that inmate until the following month. Points will automatically be calculated through the Web Visiting Program.

These procedures do not apply for legal visits, as they are

approved in advance by the Camp Administrator and Associate Warden (P) and are conducted in the designated attorney client room of the Camp Visiting Room.

Camp staff will post the holiday visiting schedules. It is each inmate's responsibility to familiarize his or herself with the schedule, notify their visitors of these procedures and notify their visitors of the dates they are permitted to visit.

Camp social visits will be conducted on a first come first served basis. The Camp Visiting Room Officer shall maintain all information automatically through the Web Visiting Program including names of visitors, dates of visits, and the total number of visits for the month. There will be a limit of five (5) total visitors, including children, for each inmate. No more than three (3) visitors may be adults. Exceptions to visitor limitations must be approved in writing by the Camp Administrator and Associate Warden (P). Once a visitor leaves the Camp Visiting Room they will not be allowed to return to the Visiting Room until the next scheduled visiting day.

**E. Regular Visitors:** The Unit Manager/Camp Administrator will be responsible for implementing this section as outlined in P.S. 5267.09.

1. Inmate visiting lists may consist of the immediate family listed by name in the inmate's PSI to include: mother, father, stepparents, foster parents, brothers and sisters, spouse, and children. These family members are placed on the visiting list, absent strong circumstances which may preclude visiting. Other relatives may be placed on the visiting list, if the inmate requests them, as defined in P.S. 5267.09. No limit will be placed on the number of immediate family members who can be placed on an inmate's approved visiting list if there is no reason to exclude them.

2. An inmate may request up to ten (10) friends and associates to be placed on his approved visiting list in addition to his immediate family and other relatives as defined in P.S. 5267.09. Friends and associates must have an established relationship with the inmate prior to confinement. Exceptions to the prior relationship rule may be made by the Warden,

particularly for inmates without other visitors. The Warden's approval is required when an inmate requests more than ten friends to be added to his visiting list.

**3.** Children under the age of 18 may not visit unless they are under direct supervision of a responsible adult, who is an approved visitor, who is visiting the same inmate. Young children are the responsibility of the inmate and visitor and must be kept under control during their visit. The individual granting this approval must have completed a BP-A0629, Visitor Information form, and be on the inmate's approved visiting list.

**4.** Contract employees and volunteers will not be allowed on an inmate's visiting list, even if they cancel volunteer group participation or terminate employment unless approved in writing by the Associate Warden of Programs.

**5.** All visitors, including immediate family members, will be required to complete and submit a BP-A0629, Visitor Information form to the inmate's Counselor. The Counselor will then complete an NCIC/background check regarding the proposed visitor's criminal history. Should there already be a current (within the past year) BP-A0629, and corresponding background check in the inmate's Central File, those documents may be used to consider approval or denial of the visitor.

The authority to approve visiting privileges for non-immediate family members and associates and for approving immediate family members is delegated to the Camp Administrator/Unit Manager level. Denial of visiting privileges for immediate family members will require the review of the Warden. The Warden must review and approve any visitor who did not have an established relationship with the inmate prior to his incarceration. The Warden must also review and approve an inmate's visiting list which exceeds the normal limit of 10 friends and associates. Normally, a proposed visitor will not be approved for visiting privileges with an inmate if the visitor is already approved to visit another inmate at this facility;

exceptions must be approved by the Warden. Inmates will be provided with an updated copy of the visiting list whenever a visitor is approved. When a proposed visitor is denied, the inmate will be notified by the Camp Administrator/Unit Manager via a memorandum. No visitor is prohibited from visiting an inmate due to such use of sanitary products (i.e. feminine hygiene).

A criminal record will not be the sole factor in approving or disapproving a proposed visitor, and staff will use sound correctional judgment when considering visiting applications. If a prospective visitor provides false information on the BP-A0629 (i.e., incorrect name, date of birth, address, telephone number, social security/alien registration number, relationship, etc.) and/or does not provide accurate information regarding criminal convictions, the application may be denied. If denied, the proposed visitor must then wait six months before reapplying for visiting privileges through a new BP-A0629. An inmate's visiting list may be changed at any time in accordance with these procedures.

**F. Special Visits:** The Associate Warden (Programs) and/or the Camp Administrator/Executive Assistant, may approve special visits. The Case Manager, in conjunction with the Captain, and Associate Warden (Programs) and/or the Camp Administrator/Executive Assistant, is responsible for investigating all special visits and making a determination as to the need. Religious Services staff shall be the point of reference regarding Clergy or Minister of Record visits. Inmates desiring a special visit, except for Clergy or Minister of Record visits, shall submit an Inmate Request to Staff via TRULINC staff messaging to their Unit Team at least one week prior to the anticipated visit. Inmates wanting a Clergy or Minister or Record visit shall submit an Inmate Request to Staff Member via TRULINC staff messaging to the Religious Services department.

The inmate should give the name and address of the individual with whom he desires a visit, their relationship, and other pertinent information which will assist the Unit Team in reaching a decision. The inmate's Correctional Counselor will notify the inmate of the approval or denial. Whether approved or denied, the Unit

Team will place documentation in the Central File with the rationale for the approval or denial. (FOI Exempt)

**Note:** If a Special Visit is approved, the Counselor will ensure a copy of the approval is placed at the Front Desk, Visiting Room, Control Center, and Captain's Office.

Consideration will be made to determine whether time and administrative expenses incidental to arranging and supervising the special visit will factor in its approval. Ultimately, the decision to approve a visit of this criteria will be approved by the Associate Warden (Programs) and/or the Camp Administrator/Executive Assistant.

1. **Business Visitors:** The Unit Team will be responsible for verifying any potential visitor as a former business associate of the inmate, meeting the criteria outlined in P5267.09. The Warden may waive the prior existing relationship requirement.
2. **Consular Visitors:** The Unit Team will determine if the inmate is a citizen of a foreign country. Once verified and approved, the Unit Manager/Camp Administrator will provide appropriate documentation in the Central File. A consular visitor must be a paid employee of the foreign consulate, not a volunteer.
3. **Visits from Representatives of Community Groups:** The Warden may approve, as regular visitors for one or more inmates, representatives from Community Groups, such as civic and religious organizations. The respective department will be responsible for confirming the interest and qualifications for those representatives wishing to visit.
4. **Clergy, Former of Prospective Employers, Sponsors, and Parole Advisors:** Clergy/Minister of Record visits will be accommodated in the visiting room during scheduled visiting hours. The visit will take place in an area of the visiting room that provides a degree of separation from other visitors.
  - a. **Minister of Record:** Inmates wishing to receive visits from his Minister of Record will submit a request to the Chaplain. The Chaplain will

review the minister's credentials and conduct a security check. Upon successful clearance, the Chaplain will write a memorandum to the inmate's Unit Team. The Unit Team will then place the pastor on the inmate's visiting list. No visiting points will be deducted for visitation by the Minister of Record. An inmate may have only one (1) Minister of Record at a time.

- b. Clergy:** Irregular visits from clergy, other than a Minister of Record, will be in accordance with the general visitor procedures, and may be counted against the total number of visits allowed. The request for this type of visit must be submitted by the inmate 14 days in advance of the day of the visit. The inmate is responsible to have the minister submit a letter to the Chaplains office, indicating his/her intent to visit the inmate. The Chaplain will contact the minister to acquire a copy of his ordination certificate, or its equivalent, and will conduct a background check. The Chaplain will send a memo to the inmates' Unit Team indicating the minister is authorized to visit. The Chaplain will draft a visiting memo for the Warden's approval for the visit, in lieu of the minister being placed on the inmate's visiting list. Copies of this memo will be provided to the Lieutenant's Office, Control Center, Front Lobby Officer, and the Visiting Room Officer.

**G. Attorney Visits:** Attorneys should be on the inmate's visiting list; however, this does not preclude other attorneys from visiting if the inmate requests such visits. The attorneys shall present proper identification identifying them as an attorney.

Attorney visits will take place in the Visiting Room during regular visiting hours. Any exception will be considered a Special Visit and must be authorized by the Associate Warden (Programs) and/or the Camp Administrator/Executive Assistant and will be supervised by the Unit Team. No items will be exchanged during a legal visit, including legal paperwork.

All legal material brought into the Visiting Room by the inmate must first be examined and hand delivered to the Visiting Room by a member of the inmate's Unit Team. Once the legal visit has been concluded, the Visiting Room Officer will contact a Unit Team member to pick up the respective inmate's legal material. It will be the responsibility of the Unit Team to ensure that the legal material is returned to the inmate. The Visiting Room Officer will not approve legal material to be brought into the Visiting Room. If a member of the inmate's Unit Team is not available, either the Operations Lieutenant or the Institution Duty Officer must approve legal material to be brought into/or taken out of the Visiting Room, but only after an inspection of the material is made.

1. **Attorney Visit Authorization:** Verified attorneys of record may be approved by the inmate's Unit Manager/Camp Administrator (cannot be delegated to an acting or lower authority.) Documentation of the verification process will be maintained in the inmate's Central File. Attachment 3 will be utilized.

The above procedures will be adhered to in order to ensure inmates can access legal counsel as soon as safely possible following a mechanical/facilities issue or institution disturbance.

**H. Visits to Inmates not in Regular Population Status:**

1. **Admission and Holdover Status:** The Unit Team will ensure that visits are limited to the immediate family for holdovers and new commitments thus allowing time for processing and investigation of visiting forms submitted by the inmate. New commitments transferring from other facilities may be able to use their approved list from that facility, provided the Counselor verifies that the required documentation is on file and is current. Inmates will obtain information on current visiting procedures in the issued Admission and Orientation Handbook.
2. **Administrative Detention and Segregation Status:** Inmates confined in Administrative Detention or Disciplinary Segregation will ordinarily be afforded the same visiting privileges as those in the general



population with the following provisions. Inmates in special housing status will submit a request and be notified of the date and time of the proposed visit.

Video visiting is a closed-circuit video camera system designed to permit visiting without contact and without removing inmates from the Special Housing Unit. Specifically, visitors view a video monitor in the visiting room and talk to the inmate on a closed telephone system. The inmate, simultaneously, views the visitors and talks from a secure area within the Special Housing.

Special Housing Inmates will submit an inmate request form (BP-A0148) to his Unit Manager/Camp Administrator. The request will indicate a requested date and time for the visit. A memorandum will be generated by Unit Team and approved by the Captain, and Associate Warden (P). Approved memorandums will be distributed.

Visitors will be processed into the visiting room utilizing current procedures. They will then be placed in the video visiting room to begin their video visit. Once the visit is over, the visitor will be escorted from the institution utilizing current procedures.

Visits must be approved in advance by the Unit Team, Captain, and Associate Warden (P). Visits may take place on weekends and holidays only, starting at 8:30 am. SHU visitors will not be processed after 12:00 pm and visitation for those inmates assigned to the Special Housing Unit will conclude at 2:00 pm. SHU visits will be limited to the duration of two (2) hours and no more than two (2) visitors will be allowed to visit each inmate.

Again, legal visits may take place inside the visiting room after review and approval by the Captain, and Associate Warden (P).

**I. Hospital Visits:** Requests for visits to an inmate in an outside hospital will be reviewed by the Captain, Unit Team, Associate Warden (Programs) and/or the Camp Administrator/Executive Assistant and Warden. The Unit Team's recommendation shall be forwarded to the Captain and

the Associate Warden (Programs) and/or the Camp Administrator/ Executive Assistant, and Warden for review. Only the Warden, or his designee, may approve visits for inmates in an outside hospital. Approved outside hospital visits for FCI inmates shall be under direct supervision and limited to the amount of time approved by the Warden during regular hospital visiting hours. Outside hospital visits for camp inmates may or may not be supervised, as determined by the Warden.

**J. Visit Terminations:** Any infraction noted by the Visiting Room Officer will be made known to the Operations Lieutenant who has the option of terminating any visit for reasons of improper conduct on the part of the inmate or his visitor(s). The Operations Lieutenant will decide if the infraction warrants termination of the visit. The Visiting Room Officer, Operations Lieutenant and other staff involved will provide the Captain with a written detailed explanation of the incident. Either the Operations Lieutenant or Institution Duty Officer will be physically present for termination of visits. A temporary suspension of visits will be imposed based on verbal approval of the Warden.

**K. Visits Denied for Medical Reasons:** When it becomes necessary to deny an inmate visit due to the inmate suffering from an infectious disease, as in a psychotic or emotional episode that makes the visit inadvisable or is otherwise not in a condition to see visitors, the inmates' Unit Team will provide written notification to the visitor as soon as the determination to deny the visit is made. Documentation of the denial will be maintained in Section 2 of the Privacy Folder in the inmate Central File.

**L. Inmates With Medical Conditions:** Inmates with medical conditions will be reviewed by the Chief Medical Officer or, in his/her absence, the Health Services Administrator, in consultation with the Captain, to determine whether visiting will be permitted. If visiting is permitted, the Chief Medical Officer or, in his/her absence, the Health Services Administrator, the Captain and the assigned Unit Manager will consult and determine the best course of action to accommodate the visit.

**M. Specific Visiting Room Procedures:**

1. **Responsibility:** The Captain is responsible for maintaining the appearance and operation of the Visiting Room at the FCI and SCP and the training of Visiting Room Officers.

2. **Preparation of the Visiting List:** The Unit Team shall be responsible for evaluating the proposed visiting list submitted by the inmate and preparing all documents required in PS5267.09. Counselors will load visiting data into the Web Visiting Program. They will print a copy of the list and provide it to the inmate. Additions or deletions will be made in the same manner.

The inmate shall be provided a copy of the Visiting Rules and Regulations for Approved Visitors (Attachment 1) during the Unit Admission and Orientation period. It will be the inmate's responsibility to mail a copy of the Visiting Rules and Regulations to his approved visitors.

3. **Identification of Visitors:** Staff shall verify the identity of each visitor age 16 or over (through valid Government, Federal or State, photo identification) prior to admitting the visitor into the institution. The Lobby Officer will stamp each visitor's hand with a black light stamp prior to his/her entrance to the Visiting Room. The stamp will be checked in the Front Lobby Sallyport, at Control, and again in the Visiting Room during entrance escort. The Visiting Room Officer will inspect the presence of the stamp using the black light prior to permitting the visitors to exit the Visiting Room. Female visitors with religious veils will be identified by a staff member when entering and leaving the institution.

4. **Black Light Procedures:** The FCI Lobby Officer will stamp each approved visitor with the black light stamp before the visitor proceeds from the lobby area of the Front Entrance. The FCI Lobby Officer and Control Center Officer will also ensure the presence of the stamp at the conclusion of the visit. This should be done prior to the visitor entering the Front Lobby. More critically, it will be the responsibility of the Escort Officer to ensure the presence of the

black light stamp prior to the visitors' entrance/exiting of the Visiting Room. At approximately 3:00 PM, all inmates and visitors will remain seated until the inmate's name is called. At this time, the inmate will proceed to the Officer's station to receive his inmate identification card and line up along the search room wall. The visitors will then proceed to the front of the Visiting Room for verification of hand stamp and photo I.D. Any identification deficiencies will be directed to the Operations Lieutenant for clarification before the person(s) are permitted to exit the Visiting Room. The stamp will again be inspected for identification by the Control Center Officer prior to departing the Administration Building. The visitors will be escorted to the Front Lobby Sallyport where the stamp and photograph will be inspected prior to opening the outer door. The Operations Lieutenant will physically be present to clarify visitor(s) identification that is questionable.

**5. Searching Visitors:** Visitors for FCI and SCP inmates are subject to search under certain circumstances and may be detained and/or arrested. Reference is made to Program Statement 5510.15. It is the responsibility of the FCI Front Lobby Officer and the SCP Visiting Room Officer to search items of personal property prior to admittance to the Visiting Room. Additionally, both the FCI Front Lobby and the SCP Visiting Room Officer are to ensure that all visitors pass through and clear the metal detector prior to departing the Front Entrance Area in route to the Visiting Room. In addition to being subject to electronic searches, inmate visitors will be randomly pat searched at a ratio to be determined by the Operations Lieutenant prior to the start of each visiting day.

**6. Notification to Visitors:** The FCI Front Lobby Officer and the SCP Visiting Room Officer will be responsible for making available written guidelines (BP-A0224, Title 18, Notification to Visitor Form) to the visitor, verbally question each visitor on items of contraband (i.e., Sir/Ma'am, Do you have in your possession, or in your vehicle any drugs, narcotics, firearms, ammunition, explosives, etc.) as well as

having the visitor sign for same. The FCI Front Lobby Officer and the SCP Visiting Room Officer will ensure the visitor understands what they have signed. At the FCI, the Escort Officer will hand carry the BP-A0224, Title 18's to the Visiting Room Officer.

Visitors are not allowed to bring food into the visiting area (except baby food for infants). There are vending machines in the Visiting Room. Visitors may bring a reasonable amount of baby care items (five [5] diapers, baby wipes, one pacifier, baby formula in see-through plastic bottles, baby food in see-through plastic containers), and (1) credit card in the visiting area; large purses, bags, cell phones, car keys, etc., are not permitted in the visiting area and may be left in the visitor's locked car. All vending machines are operated with a credit card. A private area for nursing has been established inside the visiting room for nursing infants i.e. the vacant attorney visit room.

At the end of each day, the FCI and SCP Visiting Room Officer's will forward all BP-A0224, Title 18's to the SIS Office. Both FCI and SCP inmate visitors are not permitted to take from or give to an inmate, any document or item. No vending items are allowed to be shared between inmate and visitor. All items purchased for the inmate by the visitor are to be emptied onto a plate by the visitor prior to being given to the inmate.

**7. Inmate Dress Code:** All FCI and SCP Inmates must wear institution clothing (Khakis for the FCI and Greens for SCP) and tan (Commissary), or black institution boots, when reporting for a visit. Inmates will dress in clean clothing that is in good repair and in good taste. Tank tops, muscle shirts, shorts, altered clothing and jogging suits are not authorized. Hats and sunglasses are not approved for wear. (Exception: religious headgear and, prescription glasses). The only jewelry inmates are permitted to wear into the Visiting Room are wedding bands and one religious' medallion. All other items, jewelry, and watches will be secured in the inmate's unit before entering the Visiting Room. All approved items worn by the inmate will be noted on the Inmate Personal

Property Checklist (Attachment #2).

**8. Visitor's Dress Code/Authorized Items:** Front Entrance Officer will ensure that all visitors are dressed appropriately. Khaki color clothing (FCI Only), sunglasses (except prescription), hats (including baseball) except religious, watches, see-through blouses, sleeveless blouses or shirts, tank tops, miniskirts, or any dress or skirt that exposes the knee or above while in a seated position, excessively tight fitting pants, footwear exposing the toes or heels, i.e. Flip Flops, Sandals, Crocks etc., and shorts are not considered appropriate apparel and will not be authorized. Only children under 16 years old are permitted to wear shorts. Normally, the Lobby Officer will use his/her own discretion. When there is a question, the Lobby Officer will notify the IDO or Operations Lieutenant of any potential visitor considered not to be appropriately dressed. The Lieutenant or Institution Duty Officer will then proceed to the Lobby and determine as to whether the visitor is appropriately dressed. If the visit is not allowed, those staff involved will submit memoranda to the Captain and the inmate's Central File explaining the circumstances of the denial. Visitors are permitted to carry only the following items into the Visiting Room: clear see-through change purses or billfolds containing (1) credit card, and a reasonable amount of baby care items (5 diapers, one pacifier, baby formula in see-through plastic bottles, and baby food in see-through plastic containers.) Lifesaving medications will be identified and exhibited to the Visiting Room Officer for documentation and accountability. The Visiting Room Officer will maintain control of the medications during the visit. Strollers and other carrying devices will not be allowed. Normally, the Medical Department will provide wheelchairs. All items must be capable of being searched prior to entering the Visiting Room.

**9. Smoking Privileges:** Smoking is strictly prohibited.

**N. Overcrowding/Assignment of Seats:** The Visiting Room Officer may assign inmates and visitors to specific seats within the Visiting Room to accommodate anticipated volume

and/or provide adequate supervision/visibility during visits.

The rated capacity in the FCI Visiting Room is 120. The rated capacity in the SCP Visiting Room is 130. If a visit should have to be terminated due to overcrowding, the Visiting Room Officer will notify the Operations Lieutenant and the Institution Duty Officer, who will terminate visits. The following guideline will be adhered to when terminating visits:

1. Volunteers will be solicited by making an announcement informing visitors that the maximum capacity has been reached and anyone wanting to end their visits early should do so at this time.
2. If staff must terminate visits the following factors will be considered:
  - Frequency of visits the inmate receives during the month.
  - Distance traveled by the visitor.
  - Length of time visitors have been visiting a particular inmate on the date of termination.

All questions regarding the termination of a visit should be directed to the Operations Lieutenant and Institution Duty Officer respectively.

**O. Penalty for Visiting Room Violations:** The Unit Team will issue copies of the rules and regulations to the inmate for each approved visitor, so that all potential visitors are aware of the rules and regulations and the consequences for violating those regulations. It will be the inmate's responsibility to mail a copy of the Visiting Rules and Regulations (Attachment 1) to his approved visitors.

**P. Law Enforcement Visits:** All Law Enforcement visits will be referred to the SIS department for coordination. The SIS department will be responsible for coordinating visits with all Law Enforcement Agencies and the Unit Team. Each Unit Team will provide a staff member to escort inmates on non-visiting days. Generally, a routine Law Enforcement visit will be scheduled between the hours of 9:00 AM and 2:00 PM, Monday through Thursday, excluding

holidays, unless otherwise approved by the Associate Warden (Programs) and/or the Camp Administrator/Executive Assistant.

**Q. Inmate Searches:** All FCI and SCP inmates entering and exiting the Visiting Room will be visually searched. Additionally, FCI and SCP inmates will be screened with a handheld metal detector prior to entering and exiting the search room.

**R. Supervision:** Staff shall maintain visual contact with all visitors and inmates within all areas of the visitation room. This is to ensure and prevent the passage of contraband and to ensure the security and good order of the institution. The Visiting Room Officers shall ensure that all visits are conducted in a quiet, orderly, and dignified manner. The Visiting Room Officer shall be aware of any articles passed between the inmate and the visitor. If there is any reasonable basis to believe that any item is being passed which constitutes contraband or is otherwise in violation of the law or Bureau regulations, the Visiting Room Officer will immediately intervene and examine the item.

Staff shall permit limited physical contact, such as handshaking, embracing, and kissing between an inmate and a visitor, unless there is clear and convincing evidence that such contact would jeopardize the safety or security of the institution. Where contact visiting is provided, handshaking, embracing, and kissing are ordinarily permitted within the bounds of good taste and only at the beginning and at the end of the visit. The staff may limit physical contact to minimize the opportunity for the introduction of contraband and to maintain the orderly operation of the visiting area. Additionally, child visitors over the age of 5 years old will not be permitted to sit on the lap of the inmate during the visit.

**S. Maintaining Institution Operations/Activities:**

Visiting operations will not ordinarily affect the scheduled program activities within the institution. However, movement of inmates housed in special security areas may require an extended interference in processing inmates into the Visiting Room.

**T. WEB Visiting Program/Backup Procedures:**

In the event of failure of the visiting computer system,



the following backup system will be utilized:

The Front Lobby Officer will notify an on-duty unit staff member when a visitor arrives for a specific inmate. In the absence of any unit staff member, the Institution Duty Officer (IDO) will be notified. The unit staff member, or IDO in their absence, will access the inmate's Central File and review the current visiting list in Section 3 to determine if the proposed visitor is an approved visitor. The unit staff member or IDO will also review Section 4 and the chronological disciplinary record for potential visiting restrictions. The unit staff member or IDO will then notify the Front Lobby Officer whether the visit will be permitted or not.

**U. 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.

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."

**V. No Contact Visits:** Inmates who received disciplinary sanctions of "No Contact Visits," or inmates who pose a threat to the safe running of the visiting room may receive a No Contact Visit. These visits will be conducted as any other visit however the inmate will be secured in the designated no contact room and will communicate with his or her visitor via a two-way phone. At no time will the inmate have any contact with the visitor.

**5. ATTACHMENTS:**

- Attachment 1 - Visiting Rules, Regulations and Directions to Approved Visitors
- Attachment 2 - Inmate Visiting Personal Property Checklist
- Attachment 3 - Attorney Visitation Form

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**Beth A. Rickard, Warden**

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