



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

INSTITUTION SUPPLEMENT

OPI: Correctional Services
NUMBER: TOM 5267.09J
DATE: 06/24/2025
SUBJECT: Visiting Regulations

1. **PURPOSE AND SCOPE:** To implement Program Statement. 5267.09, CN-1 Visiting Regulations (08/01/2023), and Program Statement 5267.09 Visiting Regulations (12/10/2015), at the Federal Correctional Institution and Satellite Prison Camp, Thomson, IL. This supplement must be read in conjunction with that Program Statement. This supplement establishes local procedures that allow inmates to receive supervised visits in an effort to maintain family ties, provide access to counsel and foster good public relations.

2. **DIRECTIVES AFFECTED:**
 - a. **Directive Rescinded:**

TOM 5267.09I Visiting Regulations (03/26/2025)

 - b. **Directives Referenced:**

P.S. 5267.09	Visiting Regulations CN-1 (08/01/2023)
P.S. 5267.09	Visiting Regulations (12/10/2015)
P.S. 1280.11	JUST, NCIC and NLETS Telecommunication Systems (Management and Use) (01/07/2000)
P.S. 1315.07	Legal Activities, Inmate (11/05/1999)
P.S. 1490.06	Victim and Witness Notification Program (10/20/2016)
P.S. 4500.12	Trust Fund/Deposit Fund Manual (03/15/2018)
P.S. 5100.08	Inmate Security Designation and Custody Classification (09/12/2006)
P.S. 5180.04	Central Inmate Monitoring System (08/16/1996)
P.S. 5267.09	Visiting Regulations

(12/10/2015)

P.S. 5270.09 Inmate Discipline (07/08/2011)

P.S. 5270.11 Special Housing Units
(11/23/2016)

P.S. 5280.09 Inmate Furloughs (01/20/2011)

P.S. 5360.09 Religious Beliefs and Practices
(06/12/2015)

P.S. 5500.14 Correctional Services
Procedures Manual (08/01/2016)

P.S. 5510.15 Searching, Detaining, or
Arresting Visitors to Bureau
Grounds and Facilities
(07/17/2013)

P.S. 5521.06 Searches of Housing Units,
Inmates, and Inmate Work Areas
(06/04/2015)

P.S. 5522.02 Ion Spectrometry Device Program
(04/01/2015)

P.S. 7331.04 Pretrial Inmates (01/31/2003)

3. **STANDARDS REFERENCED:**

a. American Correctional Association 5th Edition Standards for Adult Correctional Institutions: 5-ACI-2E-03, 5-ACI-4A-21, 5-ACI-7D-14, 5-ACI-7D-15, 5-ACI-7D-17, 5-ACI-7D-19, 5-ACI-7D-21, 5-ACI-7D-22

4. **PROCEDURES:**

a. Visiting Schedule:

(1) FCI: Visiting will be offered on Saturday, Sunday, and all federal holidays. Visiting hours on these days will be 8:30 a.m. to 3:00 p.m. Social visits will not be processed before 8:30 a.m. or after 1:30 p.m.

DAY OF THE WEEK	VISITING BEGINS	VISITING ENDS
Sunday	8:30 a.m.	3:00 p.m.
Saturday	8:30 a.m.	3:00 p.m.
Holidays	8:30 a.m.	3:00 p.m.

(2) SCP: Visiting will be offered on Saturday, Sunday, and all federal holidays. Visiting hours on Saturday, Sunday, and holidays will be 8:30 a.m. to 3:00 p.m. Social visits will not be processed before 8:00 a.m. or after 1:30 p.m. Outside visiting is authorized at the SCP.

DAY OF THE WEEK	VISITING BEGINS	VISITING ENDS
Sunday	8:30 a.m.	3:00 p.m.
Saturday	8:30 a.m.	3:00 p.m.
Holidays	8:30 a.m.	3:00 p.m.

b. FCI Physical Address: 1100 One Mile Road Thomson, Illinois, 61285.

c. Directions: 1100 One Mile Road, Thomson, Illinois. The nearest major airport is Quad City International Airport (MLI/KMLI). This airport offers domestic flights from Moline, Illinois, and is 48 miles south of Thomson, Illinois. Another major airport is Dubuque Regional Airport (DBQ/KDBQ), which offers domestic flights from Dubuque, Iowa, and is 59 miles north of Thomson, Illinois. Two other airports in the area are Cedar Rapids, Iowa (CID) and Rockford, Illinois (RFD). Contact with the facility can be made anytime, however, regular business hours are Monday - Friday, 7:30 a.m. to 4:00 p.m.

d. FCI & SCP Phone: (815) 259-1000

Persons who are under the influence or in possession of drugs and/or alcohol or in possession of any weapon(s) will not be permitted into the institution.

These written guidelines are available on the internet at www.bop.gov. A summary is also available to visitors and legal visitors as attachments here and at the Front Lobby of each institution (Attachment B & Attachment C).

Visitors may be required to be screened by electronic drug detection devices prior to admission into the facility. Breathalyzer, urinalysis, and visual searches of visitors must be approved by the Warden or their designee. At the camp, a random order of search criteria will be selected and approved by the Operations Lieutenant prior to the start of visitation - random searches must be conducted out of view of other visitors and inmates.

5. VISITING FACILITIES:

a. The number of visitors/inmates/staff in any visiting area will not exceed the posted rated capacity of that visiting

area. The Institution Duty Officer and/or Operations Lieutenant are authorized to deny a visit or terminate visits in the event of overcrowding or if conduct interferes with normal institution operations.

b. Except for the use of toilet facilities, inmates and visitors will remain within the designated visiting area for the duration of the visit.

c. Inmates will be permitted to embrace and kiss their visitors within good taste at the beginning and end of a visit and will be directly monitored by staff.

d. Inmates will not be permitted to hold the hand of a visitor or be permitted to put their arms around their visitors and/or on the back of their visitor's chair. Inmates/visitors will sit across from each other.

e. Inmates are not permitted to move around the visiting room, unless otherwise instructed by a staff member. They are not permitted movement into the vending machine area and are not permitted to go near the visitors' restrooms or designated children's areas.

f. An inmate or visitor must not move any chairs from their location. There will be no circling of chairs permitted.

g. Inmates will not be permitted to handle visitor's change containers/bags, or currency of any kind. Inmates will not be permitted to cover their hands or face with any covering such as an infant's receiving blanket or other authorized item.

h. Inmates will be expected to sit with their front side facing the center of the visiting room and will remain seated at all times.

i. At the conclusion of visitation all inmates and visitors will remain seated until told by visiting staff to conduct their embrace or kiss while being directly observed by staff. Any attempt to contact beyond this is strictly prohibited. The visitor will be directed to separate from the inmate, the inmate will be directed to another area of the visiting room away from all visitors.

j. Visiting Room Officers will properly identify each inmate utilizing a picture identification card. After positive identification, the inmate will remain in the visiting room

until all visitors have been positively identified by using photo identification by the Activities Lieutenant or Visiting Room Officer.

k. Visitors will be escorted out of the visiting room 5 adults at a time, not including children.

l. Persons who are under the influence or in possession of drugs and/or alcohol or in possession of any weapon(s) will not be permitted into the institution.

6. FREQUENCY OF VISITS AND NUMBER OF VISITORS:

A "visitor" for purposes of the number of visitors allowed in the visiting room at one time is defined as an adult or child who occupies a seat during the visit.

a. Number of Visitors: Inmates will be limited to four (4) approved visitors. The total number of visitors may be exceeded by three children when those children are under the age of ten and will not occupy a seat during the visit. If a child occupies a seat, that child will be considered an adult visitor. Children may be in the play area or sitting in the lap of a visitor. Children will not be allowed to sit on the floor of the visiting room. Children under the age of 16 must be on the inmates visiting list and may not visit unless accompanied by a responsible adult and they may only interact with their own children.

b. Each inmate is allotted six (6) visiting points per calendar month. On Saturday, Sunday, (excluding) federal holidays, two points will be deducted for each visit regardless of the length of the visit. Unless otherwise authorized by the Warden, all inmate visitors must be on the inmate's approved visiting list. The point shall be used during the month rewarded and will be cancelled at the end of the month. All unused points are cancelled at the end of the month.

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

d. Visiting List: A maximum of 20 visitors will be

authorized on an inmate's approved visiting list. An inmate may submit an Inmate Request to a Staff Member during Unit Team Open House hours whenever a change is desired no matter the frequency of changes.

(1) All prospective visitors, including confirmed inmate immediate family members, will be subject to a background check and approval. All visits must have prior approval for immediate family, relatives, and friends.

(2) Immediate family is defined as a mother, father, stepparents, foster parents, brothers, sisters, wife, common law wife, and children. All visitors must be on the inmates approved visiting list. Children under the age of sixteen (16) must be on the visiting list and must be accompanied by their parent or legal guardian who must be on the approved visiting list. Children ages sixteen (16) and seventeen (17) must be on the approved visitation list and accompanied by their parent or legal guardian who must be on the approved visiting list.

(3) Should a proposed visitor's visiting application be questionable, e.g., discrepancy in application, NCIC hit, etc., the Unit Manager has the authority to disapprove a proposed visitor. Visiting is ordinarily for persons having an established relationship with the inmate prior to incarceration. However, exceptions to the prior relationship rule can be made when it can be demonstrated the visit would not pose a threat to the orderly running of the institution. Approval for proposed visitors will be consistent with court-imposed sentences, which carry stipulations that inmates not associate or communicate with specified persons. Exceptions require the Warden's approval.

(4) The Unit Manager is responsible for approving or denying proposed visitors. If a proposed visitor is denied, the Unit Manager notifies the inmate. The inmate is responsible for notifying the proposed visitor of the denial. Applications requiring further review are forwarded to the Warden for approval or denial.

(5) The Unit Manager will ensure any inmate having been convicted of a sex crime involving a minor (WALSH ACT) will have the following information annotated in the visiting program, "This inmate was convicted of a sex offense involving a minor, and their visits will be closely monitored."

(6) The existence of a prior criminal conviction does not automatically prohibit proposed visitors from visiting. Staff

shall consider the relationship of the visitor to the inmate (i.e., immediate family requires "strong circumstances that preclude visiting"), nature, extent, and recentness of convictions weighed against security considerations.

7. VISITOR IDENTIFICATION:

All visitors requesting entry into the FCI or SCP must have photo identification (photo ID) except for children under the age of 16. Photo Identification must be a valid state or United States government photo ID. Any visitor who has been denied entrance for any reason must depart the grounds of the institution within a reasonable time period.

a. Entry into the Institution: Staff will verify the identity of each visitor by examining a valid driver's license or official government issued photo ID, (i.e., Military or State Identification, passport). Non-governmental issued identification and foreign country identification other than a passport, like Consulate issued Identification Cards, will not be accepted. Once a visitor has signed in the visitor logbook and has been verified as being on the inmates' visiting list, the visitor will be processed for visiting. Visitors shall park only in designated visiting parking areas.

b. All visitors will read and sign form BP-A0224, Notification to Visitor. It is the inmate's responsibility to ensure potential visitors receive a copy of the instructions, guidelines, and policies for visiting. All visitors will be required to sign into the visitor logbook.

c. Exiting the Institution: Upon conclusion of a visit, all visitors will be identified at the front desk of the visiting room using photo ID and hand stamp. The escorting officer will also verify the visitor's identification at the door of the visiting room prior to the visitor leaving the visiting room. The Control Center Officer will again identify all visitors by photo ID and hand stamp prior to the visitor leaving the secure side of the facility.

8. INMATE IDENTIFICATION:

a. In-processing: The Visiting Room Officer will positively identify the inmate by photo ID (commissary card). In addition, the Web-based Visiting program may be used. Inmates

will not be allowed to enter the visiting room without the appropriate identification. Each inmate will have a Visiting Room Property Form completed prior to admission into the visiting area.

(1) FCI - All inmates will be visual searched entering and exiting the visiting room at the FCI.

(2) SCP - A pat search with handheld metal detector will be conducted on all inmates entering the SCP visiting room.

b. Out-processing: Inmates will be positively identified by photo ID (commissary card). All FCI inmates will be visually searched. FCI inmates' personal belongings (i.e., clothing, shoes) will be searched or scanned using handheld metal detector as may be appropriate prior to their departing the visiting room. A minimum of 10% of SCP inmates will be visually searched.

c. Out-processing of inmates from the visiting room will cease 30 minutes prior to the end of visiting hours and will not resume until all visitors have been escorted from the Visiting Room.

d. The Activities Lieutenant will be present to control the completion of visits and coordinate visitor groups no larger than 5 at a time out of the institution.

e. All inmates will be positively identified and accounted for by their commissary card (photo and register number) or the Visiting Program prior to visitors departing the visiting room.

9. AUTHORIZED INMATE PERSONAL PROPERTY:

a. Inmates are only authorized to bring the following items into the Visiting Room:

(1) Wedding Band

(2) Religious Medallion or headgear

(3) Prescription Eyeglasses (no case)

(4) Essential Medication (Asthma Inhaler, Nitroglycerine limited to the amount needed during the visit) and is to be maintained by the Visiting Room Officer.

(5) For Legal Visits - inmates may also bring legal materials to the visiting room.

b. The Visiting Room Inmate Property form (Attachment D) will be completed during in-processing and will be used during out-processing from the visiting room. The Visiting Room Officer will compare the list with all items in the inmate's possession to ensure the inmate leaves with the same property with which they entered. Any property found on the inmate that was not inventoried prior to the inmate entering the visiting room will be confiscated. A confiscation form or chain of custody form (along with the property) will be turned over to the Operations Lieutenant and an incident report will be written. It is the inmate's responsibility to declare all personal property prior to entering the visiting room.

The Visiting Room Officer will not dispense medication. Inmates requiring essential medications will be allowed to store their medication at the Officers Station. No other medication will be allowed in the Visiting Room.

10. AUTHORIZED VISITOR PERSONAL PROPERTY:

a. Only the following items will be authorized for entry into the Visiting Room:

(1) Small clear plastic container/bag no larger than 8"x8"

(2) Up to \$20 in coins for the vending machines

(3) Photo Identification

(4) Essential Medication (Asthma Inhaler, Nitroglycerine limited to the amount needed during the visit) to be maintained by the Visiting Room Officer and have prior approval-upon placement upon the visitation list.

The Visiting Room Officer will not dispense medication. Visitors requiring essential medications will be allowed to store their medication at the Officers Station. No other medication will be allowed in the Visiting Room without the approval of the Institution Duty Officer (IDO).

b. The following items will be permitted, per child, for infant visitors:

(1) Two (2) diapers

- (2) One (1) package baby wipes (unopened)
- (3) One (1) change of infant cloth
- (4) Two (2) clear baby bottles with contents
- (5) Two (2) small jars of baby food. (unopened)
- (6) One (1) receiving blanket
- (7) One (1) clear drinking cup
- (8) Medium clear plastic container/bag no larger than 12"x16"

Breastfeeding: Mothers who are breastfeeding may do so in a designated "Lactation Room" or Attorney Client Room in the Visiting area. A chair will be placed in a discreet area of the room, out of view of inmates and visitors. Inmates will not be allowed to accompany the visitor. Breastfeeding should be conducted in a manner that is not disruptive in a prison environment. If found to be performed in such a way as to be disruptive, the Operation Lieutenant has the discretion to allow the visitor to leave the facility to breastfeed the infant and then return to complete the visit or terminate the visit.

11. OTHER/SPECIAL VISITORS:

Visits by representatives of community groups or other special visitors must be submitted for approval prior to the visit. Except as specified, the conditions of visiting for special visitors are the same as for regular visitors.

12. CONSULAR VISITORS:

Visits by a consular representative will be arranged by Unit Team. The Unit Manager will submit an Entrance Memorandum to the Warden when such visits occur. A copy of the approved memorandum will be distributed as indicated on the Entrance Memorandum prior to the arrival of the consular. The unit team will supervise consular visits when the visits occur beyond regular visiting days and hours.

13. MINISTER OF RECORD:

An inmate wanting to receive visits from his/her minister of record must submit a written request to the Chaplain. Upon

approval, unit staff add the name and title (minister of record) to the inmate's visitor list. An inmate may only have one minister of record on his/her visiting list at a time. 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.

14. CLERGY VISITS/COMMUNITY GROUPS:

An Entrance Memorandum requesting the visit and indicating staff responsible for supervision of the visit, typically Religious Services staff, must be approved by the Warden and distributed as indicated on the Entrance Memorandum.

15. HOLDOVER:

Visits for holdover inmates will be limited to immediate family. Inmates will submit an "Inmate Request to Staff" form to their Correctional Counselor fourteen days prior to the date of the requested visit.

16. ATTORNEY VISITS:

Attorney visits will ordinarily be conducted during duty hours listed above. Attorney visits outside of normal visiting hours require an appointment. No material may be provided to the inmate in the visiting room. A discovery computer may be available at the institution upon request.

a. Attorneys and non-attorney visitors are authorized to enter with the following additional items: pens / pencils; writing paper or writing tablet; papers, folders and other paper legal materials.

b. Any materials needed outside of this must have prior approval from the Warden.

c. All personal property entering the institution will be searched and screened prior to the visitor being admitted to the Visiting Room.

d. Attorney/Non-Attorney legal visitors are not authorized to bring anything into the institution for provision to an inmate.

e. Legal material is to be processed through Special Mail Procedures.

f. Inmates and their visitors will be closely supervised when there is a suspicion that the visitor is attempting to introduce contraband; when there has been a history of contraband introduction or attempted contraband introduction; when an inmate has been convicted of a sex crime involving a minor (WALSH ACT); or when, based on sound correctional judgment, there is any concern about a visit. Visits may be temporarily suspended when there is reasonable suspicion that there would be a threat to the good order or security of the institution.

(1) Procedures:

i. FCI and Camp: Prior to the visit, Attorneys shall provide confirmation they are an attorney in good standing of a Federal or State bar association by providing a print-out of their status from the bar web page or completing form BP-A0241, Visiting Attorney Statement, along with a written request to visit, and fax or mail them to the inmate's Unit Manager, for approval of the visit. The Unit Manager will communicate approval to the Attorney. The Attorney shall be prepared to show their government issued picture identification to staff upon entrance. An Attorney/Client Room may be available and can be scheduled in advance or made available to attorneys on a first come first serve basis.

ii. In time-sensitive cases where the attorney arrives without prior approval or the attorney is not listed on the visiting list, the Institutional Duty Officer or Operations Lieutenant will verify the attorney is a member in good standing of a Bar Association by requesting the attorney produce a current bar membership card, identifying the state in which they are licensed to practice law and presenting a government issued picture ID to verify the attorney is a member in good standing of that state's bar through on-line resources. Only bona fide attorneys with current pending litigation (within 10 days) will be approved in this manner.

iii. Normal social visiting procedures will apply in cases where the attorney and inmate are involved in a personal as well as business relationship unless prior approval for a legal visit has been granted by the Unit Manager. If privacy is

required, or if the visit must occur during non-visiting hours, the visit must be coordinated by unit staff. Unit staff will supervise such visits.

iv. Non-Attorney Legal Visits:

1. Under Attorney Supervision

(Accompanying Attorney): When an Attorney's Paralegal, Investigator, Interpreter, or Legal Assistant requests to visit, they must complete form BP_AO660 Criminal History Check; have a valid government issued picture identification card, and complete a BP-A0243, Application to Enter Institution as a Representative form; Visiting Paralegal or Legal Assistant Data Request. The forms will be faxed to the Unit Manager or emailed to the TOM-LegalCallVisitCoordinator-S@bop.gov email box as specified above.

2. Non-Attorney Legal Visitor Without

Attorney Present: There are times when a non-attorney legal visitor will seek to visit an inmate as part of the inmate's legal team without the attorney being present. Any person seeking authorization to visit an inmate without the attorney being present, must receive approval in advance of the visit. The non-attorney legal visitor must provide a completed BP-AO660 Criminal History Check, a completed BP-A0243, Application to Enter Institution as Representative form, and a valid government issued picture identification card in advance for approval. The forms will be faxed to the Unit Manager or emailed to the TOM-InmateLegalCallVisitCoord-S@bop.gov email box as specified above.

3. Special Legal Visitors (Court Reporters

/ Expert Witnesses): There may be a time when an attorney may request the presence of a court reporter or expert witness. These individuals must provide a completed BP_AO660 Criminal History Check, and a valid government issued picture identification card in advance for approval.

(2) Exchange of Legal Materials: The exchange of legal documents in the visiting room is prohibited. The Attorney or other legal visitor should leave the visiting room with all of the items they brought with them. They may follow regular special mail procedures to provide inmates copies of legal materials.

(3) Law Enforcement/Investigative Visits: Visits by law enforcement officials will be coordinated by the Special Investigations Supervisor (SIS) Lieutenant and approved by the Warden or Designee. Requests for law enforcement/investigative

visits should be made at least twenty-four (24) hours prior to the proposed visit. Every effort should be made to schedule the visit during normal business hours. The Operations Lieutenant will perform the SIS Lieutenant's responsibilities during non-duty hours or in emergency situations. The SIS Lieutenant will advise appropriate unit staff of the visit and will also supervise the visit. The visiting official will present identification and/or credentials to the Front Lobby Officer and the Control Center for verification. It is critical to determine whether the official law enforcement visit will result in the filing of a detainer or new charges, as this information could affect the inmate's safety or institution security. The Operations Lieutenant, Associate Warden (P), and CMC will be advised in the event this occurs.

17. VISITS TO INMATES NOT IN GENERAL POPULATION STATUS:

a. Inmates in Local Hospitals: Hospitalized FCI inmates will not normally be authorized visits. The Warden may grant an exception; however, the visit would be limited to immediate family members. The unit team will coordinate the visit with Correctional Services and Health Services to ensure the safety and security of all concerned. The unit team will submit the request to visit to the Warden, through the Captain and Associate Warden (P), for approval. Any authorized visit is subject to the general visiting policy of that hospital.

b. Special Housing Status Inmates: Visits for inmates in special housing status are subject to the general visiting policy of the facility with a few exceptions. Visitors for inmates housed in Special Housing Units will not be processed after 1:00 p.m.

c. FCI: The Operations Lieutenant and Special Housing Unit (SHU) Lieutenant will be notified when an inmate in the SHU has a visit. Visits for SHU inmates will be limited to one (1) hour visits, except for inmates on visiting restriction. SHU inmates will be secured in a non-contact visiting room. Special Housing Unit (SHU) inmates will have non-contact legal visits as well, for inmates on visiting restriction. Visiting will be allowed on Friday, Saturday, and Sunday, from 8:30 a.m. to 3:00 p.m. Visits will ordinarily be authorized for one (1) hour periods per inmate. Contact legal visits may be scheduled in advance by

following the directions addressed above.

18. VISITING ROOM DRESS CODE/BEHAVIOR:

a. Inmate Dress Code:

(1) FCI: Inmates entering the visiting area will wear standard institution issued brown (khaki) uniforms and white or brown t-shirts. The shirt must be buttoned and tucked in. Rolling up the sleeves is not authorized. Trousers with torn or missing pockets, or otherwise altered, will not be allowed. Standard issue boots/shoes are allowed. Shower shoes/thongs or athletic (tennis, running) shoes are not permitted. Socks must be worn at all times. Jackets are not allowed inside the Visiting Room.

(2) Camp: Inmates entering the visiting area will wear standard institution issued forest green (dark green) uniforms and white or brown t-shirts. The shirt must be buttoned and tucked in. Rolling up the sleeves is not authorized. Trousers with torn or missing pockets, or otherwise altered, will not be allowed. Standard issue boots/shoes are allowed. Shower shoes/thongs or athletic (tennis, running) shoes are not permitted. Socks must be worn at all times. Jackets are not allowed inside the Visiting Room.

b. Dress Code for Visitors: The following restrictions on clothing will be strictly enforced:

(1) Excessively revealing clothing is not permitted. Tops will cover the upper body, including stomach, chest/breasts, and back. Tank tops are not permissible. Clothing made of see-through material will not be permitted. Tops that are worn in such a way as to reveal the rise of a breast(s) or cleavage (defined as the depression between a man or woman's breasts) is not appropriate to a correctional environment and is prohibited. It is irrelevant if the apparel is actually "low-cut" or simply worn with buttons not buttoned, if the rise of a breast(s) or cleavage is observable, the apparel will be considered "excessively revealing."

(2) Dresses, skirts, or tops that wrap around the body, and/or any dress or skirt with a slit above the top of the knee will not be permitted. Shorts, skirts or dresses must not be shorter than two inches above the mid-knee for persons over 10 years of age. Tight or form fitting dresses such as knit, Spandex, or any other material that is form fitting will not be

permitted. Clothing with suggestive or offensive words or pictures will not be permitted.

i. Any "pantyhose" type leggings, Jeggings, Spandex, leotards, etc. (any pants that are skin tight, regardless of the material), or pants with holes, will not be permitted unless the lower body is covered.

ii. Closed toe shoes are required. No open-toe footwear or house shoes, including beach style footwear (i.e., flip-flops, slippers) may not be worn. Footwear with rolling heels is not permitted.

iii. Any clothing accessible to the inmate population through the commissary such as sweat pants, sweat shorts, and plain white T-shirts are not permitted. Any - brown (khaki) at the FCI or forest green (dark green) at the Camp - colored pants, shirts, jackets or coats are not permitted.

iv. Head-wear, such as hats, visors, head wraps, or headbands (with the exception of religious head-wear) will not be permitted. Sun glasses, or any hooded clothing or shirts will not be permitted in the visiting room.

v. Any clothing not noted above that is deemed inappropriate for wear in a correctional facility will not be authorized. Provocative and/or excessively revealing attire will not be permitted in the correctional facility.

19. INMATE BEHAVIOR IN THE VISITING ROOM:

Inmates are expected to always follow the regulations and behavior standards. Any failure to do so will result in disciplinary action against the inmate.

a. If a visitor leaves the visiting area, they will be denied re-entry until the next visiting day.

b. In order to maintain security and the good order of the institution, the Visiting Room Officers will monitor all visitors and inmates while in the Visiting Room area.

c. Each inmate having a visit must assume responsibility for proper conduct during the visit. The Visiting Room must remain orderly and non-distracting to others. Children are not allowed to wander from the immediate area, run about the Visiting Room, or create noise that disturbs other visits. Any

disruptive and/or offensive behavior will be reported to the Operation's Lieutenant. The Operation's Lieutenant, or the IDO, is authorized to terminate a visit for disruptive and/or offensive behavior. Such conduct involving an inmate may result in disciplinary action. The Visiting Room staff maintain the right to assign seating in order to ensure the area continues to operate in an orderly manner.

d. FCI Inmates will be permitted to embrace and kiss their visitors within good taste at the beginning and end of a visit and will be directly monitored by staff.

e. Inmates will not be permitted to hold the hand of a visitor or be permitted to put their arms around their visitors and/or on the back of their visitor's chair. Inmates/visitors will sit across from each other.

f. Inmates are not permitted to move around the visiting room, unless otherwise instructed by a staff member. They are not permitted movement into the vending machine area and are not permitted to go near the visitors' restrooms or designated children's areas.

g. An inmate or visitor must not move any chairs from their location. There will be no circling of chairs permitted.

h. Inmates will not be permitted to handle visitor's change containers/bags, or currency of any kind. Inmates will not be permitted to cover their hands or face with any covering such as an infant's receiving blanket or other authorized item.

i. Inmates will be expected to sit with their front side facing the center of the visiting room and will remain seated at all times.

j. At the conclusion of visitation all inmates and visitors will remain seated until told by visiting staff to conduct their embrace or kiss while being directly observed by staff. Any attempt to contact beyond this is strictly prohibited.

k. Inmates who have the following annotation in the visiting program "this inmate was convicted of a sex offense involving a minor" and/or a SENTRY assignment of (WA CONV) will have their visits closely monitored. Visiting room staff will ensure inmates are assigned to specific areas/seats in the visiting room in a location where they are under close visual

supervision.

20. ADMINISTRATIVE RESPONSIBILITIES:

The Captain is responsible for training all staff assigned to Visiting Room posts, as well as the overall appearance and operation of the visiting area.

a. Unit Staff will update the Web-based Visiting program and maintain a copy of the current approved visiting list in each inmate's central file for backup purposes. In the event the visiting program is not in service, a Unit Team staff member within the institution will be contacted to confirm approved inmate visitors using central files.

b. The Operations Lieutenant will ensure visiting policy is adhered to, and all visiting room staff are enforcing institution rules and regulations.

c. The Visiting Room Officer(s) will ensure proper visiting procedures are followed and a high level of sanitation is maintained in the visiting room.

d. All staff assigned to the visiting room will ordinarily be dressed in the approved authorized uniform.

21. PROHIBITED ITEMS:

Recording equipment or cameras of any kind are not allowed on the premises without the Warden's written permission. Food and beverages may not be brought into the institution. Visitor purses, coats and jackets not worn, cell phones, pagers, or other electronic devices must be secured in their vehicles. All visitors' keys and vehicle remotes must be stored with the Lobby Officer in the key retention box or visitor locker if provided. Paper currency and debit/credit cards are not allowed in the visiting room.

22. PENALTIES FOR VIOLATION(S) OF VISITING REGULATIONS:

Any act or effort to violate the visiting regulations of the institution may result in disciplinary action against the inmate. These actions may include, but are not limited to, extended visiting restrictions. Prosecution may be initiated against visitors and inmates when criminal violations occur.

23. DENIAL OF VISIT(S) :

Inmate visitors who do not meet visiting requirements will be denied entry into the institution. The Institution Duty Officer (IDO) and Operations Lieutenant will be notified that a proposed visitor does not appear to meet visiting requirements by either the Front Lobby Officer or the Visiting Room Officer. Inmate visitors who do not adhere to the visitor dress code will be given the opportunity to change into appropriate attire prior to being denied a visit. The IDO and Operations Lieutenant will be advised of any visitor who does not appear to meet the dress code requirements. Under no circumstances will the visit be denied by staff unless the visitor decided voluntarily to decline the visit. Only the IDO or Operations Lieutenant will notify a visitor of the denial of their request to visit. Staff will turn in the Visitor Denial Form (Attachment A or BP-A0728, and BP-A0729) prior to the end of their shift.

24. TERMINATION OF VISITATION:

Any act or effort to violate the visiting regulations of the institution may result in the immediate termination of the visit. The IDO and Operations Lieutenant have the authority to terminate or prohibit any visit for reasons of improper conduct or failure to comply with visiting regulations on the part of the inmate or visitor. The Operations Lieutenant or the IDO will be the only staff members authorized to terminate any visitation. Under no circumstances will Visiting Room Officers terminate visits though immediate action may be taken to prevent criminal or disruptive activity.

25. SERVICE ANIMALS:

Visitors are prohibited from bringing animals on institutional grounds. Service animals will be permitted if (1) the service animal is required because of a disability, and (2) the service animal has been trained to perform work or a task. Documentation verifying the service animal is required and properly trained must be presented at the time of the visit.

26. NURSING MOTHERS (FCI-SCP) :

Mothers who are breastfeeding may do so in an Attorney Client Room in the Visiting area. A chair will be placed in a discreet area of the room, out of view of inmates and visitors. Inmates will not be allowed to accompany the visitor. Breastfeeding

should be conducted in a manner that is not disruptive in a prison environment. If found to be performed in such a way as to be disruptive, the Operation Lieutenant has the discretion to allow the visitor to leave the facility to breastfeed the infant and then return to complete the visit or terminate the visit.

27. NOTIFICATION OF VISITING DISRUPTION:

In instances where there is a significant or disruptive event affecting the conditions of confinement and, institution management decides to restrict legal and/or social visiting, employees must make all reasonable efforts to notify all known parties affected by the disruption. This includes, but is not limited to inmate families, defense counsel, local courts, and the public. For facilities housing pretrial inmates, such notice must also be made to the local Federal Public Defender Office(s), the local United States District Court(s), and the local United States Attorney's Office(s). This information can be transmitted via telephone, email, or listed on the Institution's webpage.

28. MANAGING DEPARTMENT: Correctional Services

Approved by:



B. Lammer
Warden

VISITOR DENIAL FORM
FEDERAL CORRECTIONAL INSTITUTION, THOMSON, IL

Date: _____

TO: CORRECTIONAL SERVICES

REPLY TO

ATTN OF: _____, Visiting Room Officer

SUBJECT: Visitor Denied Entrance to Visiting Room

On the above date, at _____ (a.m./p.m.), the following
visitor (Mr./Mrs./Miss) _____ was
denied entrance into the Visiting Room at the following
institution: FCI/CAMP (Please circle the institution effected)

Inmate Concerned: _____
Last Name, First Name Reg. No.

Reason for denial: 1. Improper or no identification
2. Not on inmate's visiting list
3. Underage or without parent/guardian

Other (Be Specific) _____

Comments: _____

Lieutenant/IDO Signature: _____ Date: _____

CC: TOM-Warden
TOM-Associate Warden
TOM-Captain
Unit Manager

Not be provided to the inmate in the visiting room.

**VISITING INSTRUCTIONS AND REGULATIONS
(FCI)**

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

The Federal Correctional Institution (FCI) is located at 1100 One Mile Road, Thomson, Illinois. The FCI is in the Northeast region of Illinois, along the Mississippi River. The nearest major airport is Quad City International Airport (MLI/KMLI). This airport has domestic flights from Moline, Illinois, and is 48 miles south of Thomson, Illinois. Another major airport is Dubuque Regional Airport (DBQ/KDBQ), which has domestic flights from Dubuque, Iowa, and is 59 miles North of Thomson, Illinois. Regular business hours are Monday-Friday, 7:30 a.m. to 4:00 p.m. The main institution phone number is (815)259-1000.

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

Only approved visitors are permitted to enter the institution grounds during visiting hours. No one may wait at the front entrance or in a vehicle in the parking lot. Anyone denied admission must leave the grounds immediately. All vehicles parked in the institution parking lot must be locked and secured. All areas of the institution grounds, except the parking lot, and the Visiting Room, are off limits to visitors. Upon commitment, an inmate may submit a list of proposed visitors to his Correctional Counselor for approval. Once the request is submitted, absent good cause, members of the immediate family (e.g.: parents, grandparents, stepparents, foster parents, brothers, sisters, spouse, and children) will be placed on the inmate's visiting list. Other relatives and friends may be authorized to visit, but only after a proper background investigation has been completed. Once approved, it is then the inmate's responsibility to inform the visitor of his/her approval to visit. Special visits may be granted in accordance with the established regulations and with written approval of the Unit Manager. Other relatives and friends authorized to visit is limited to twenty (20) total

visitors. For just cause, a visitor may be removed from the inmate's visiting list and will not be reinstated without the Warden's approval.

Visiting Hours:

DAY OF THE WEEK	VISITING BEGINS	VISITOR PROCESSING ENDS	VISITING ENDS
Sunday	8:30 a.m.	9:15 a.m. and 1:30 p.m.	3:00 p.m.
Saturday	8:30 a.m.	9:15 a.m. and 1:30 p.m.	3:00 p.m.
Holidays	8:30 a.m.	9:15 a.m. and 1:30 p.m.	3:00 p.m.

Federal Holidays are as follows:

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

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

Visiting is a privilege extended to all inmates at FCI Thomson and may be suspended or revoked as a sanction for committing prohibited acts. Inmates will be processed into the Visiting Room only once per day. Visitors may not leave the institution and return for visiting on the same day unless authorized, in advance, by the Warden. Inmates will be limited to four (4) approved visitors. The total number of visitors may be exceeded by three children when those children are under the age of ten and will not occupy a seat during the visit. If a child occupies a seat, that child will be considered an adult visitor. Children may be in the play area or sitting in the lap of a visitor. Children will not be allowed to sit on the floor of the visiting room. Children under the age of 16 may not visit unless accompanied by a responsible adult. In the event the Visiting Room becomes overcrowded, it may be necessary to limit the length of visits or the number of visitors. The decision to limit the duration of a visit will be made by the Operations Lieutenant or Duty Officer. In making this decision, they will consider the following factors:

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

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

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

Inmates may shake their visitor's hand, embrace, and kiss within the bounds of good taste, at the beginning and at the end of the visit, under the observation of staff. Additional physical contact is not permitted and may result in the termination of the visit.

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

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

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

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

FCI Thomson is a smoke-free institution.

Cellphones and cameras are not allowed on institution grounds or in the Visiting Room. However, inmates may purchase photographs through the Inmate

Trust Fund. Photographs will be taken in the Visiting Room by the inmate photographer. Photographs may be taken of just the inmate or the inmate and his visitor(s). Visitors may only be photographed with the inmate they are approved to visit. Only one inmate may be photographed at any one time.

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

SATELLITE CAMP (SCP)
VISITING INSTRUCTIONS AND REGULATIONS

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

The Satellite Camp is located at 1100 One Mile Road, Thomson, Illinois. The SCP is in the Northeast region of Illinois, along the Mississippi River. The nearest major airport is Quad City International Airport (MLI/KMLI). This airport has domestic flights from Moline, Illinois, and is 48 miles south of Thomson, Illinois. Another major airport is Dubuque Regional Airport (DBQ/KDBQ), which has domestic flights from Dubuque, Iowa, and is 59 miles North of Thomson, Illinois. Regular business hours are Monday-Friday, 7:30 a.m. to 4:00 p.m. The main institution phone number is (815)259-1000.

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

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

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

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

Visiting Hours:

DAY OF THE WEEK	VISITING BEGINS	VISITOR PROCESSING ENDS	VISITING ENDS
Sunday	8:30 a.m.	9:15 a.m. and 1:30 p.m.	3:00 p.m.
Saturday	8:30 a.m.	9:15 a.m. and 1:30 p.m.	3:00 p.m.
Holidays	8:30 a.m.	9:15 a.m. and 1:30 p.m.	3:00 p.m.

Federal Holidays are as follows:

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

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

Visiting is a privilege extended to all inmates at SCP Thomson and may be suspended or revoked as a sanction for committing prohibited acts. Inmates will be processed into the Visiting Room only once per day. Visitors may not leave the institution and return for visiting on the same day unless authorized, in advance, by the Warden. The number of adult visitors per inmate is limited to two (2), because of the limited available space. There is no limit of the number of children allowed to visit; however, the inmate and his visitors are responsible for supervising the children at all times. In the event that the Visiting Room becomes overcrowded, it may be necessary to limit the length of visits or the number of visitors. The decision to limit the duration of a visit will be made by the Operations Lieutenant or Duty Officer. In making this decision, they will consider the following factors:

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

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

Prior to all visits, visitors age 16 and older will be required to sign a Notification to Visitors and a Declaration of Contraband/Acknowledgment

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

Inmates may shake their visitor's hand, embrace, and kiss within the bounds of good taste, at the beginning and at the end of the visit, under the observation of staff. Additional physical contact is not permitted and may result in the termination of the visit.

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

No money will be accepted or held by the Visiting Room Officers. Food and beverages may not be brought into the camp. The Visiting Room is equipped with tables, chairs and restroom facilities for visitors and inmates. Vending machines and microwave ovens are available for visitor use. All personal items not permitted into the Visiting Room, will be stored in the visitors' secured vehicle. Small, clear container/bag, and actual baby needs are permitted in the Visiting Room. Prescription medication (only enough for one day visitation) will be permitted into the institution and held at the Officer's Station. The following items are the only items, other than personal clothing, allowed in the Visiting Room:

One clear container/bag, no larger than 8"x8", containing up to \$20.00 in quarters, not in rolls. Two (2) diapers, one (1) package baby wipes (unopened), one (1) change of infant clothing, two (2) clear baby bottles with contents, two (2) small jars of baby food (unopened), one (1) receiving blanket, one (1) clear drinking cup, medium clear plastic container/bag no larger than 12"x16".

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

All visitors entering the institution are required to pass the walk-through metal detector. Visitors should consider clothing that will allow them to

pass through with ease. Any visitor refusing to submit to this test or who fails to successfully pass the metal detector will be denied access to the institution. Visitors with metal in their bodies or braces not removable must have documentation supporting and may be permitted to be screened with the hand-held metal detector.

[illegible]