



U.S. Department of Justice
Federal Bureau of Prisons
U.S. Penitentiary
Lewisburg, PA 17837

LEW 5267.08C
Visiting Regulations
March 17, 2016

Institution Supplement

1. PURPOSE AND SCOPE

To provide updated information pertaining to visiting regulations at USP Lewisburg, the Federal Prison Camp (LEC) and Resident Drug Abuse Program (RDAP).

In order to achieve the objectives of the Bureau of Prisons, it is essential the offender develop and maintain family relationships during his incarceration. Visits by family and friends are important factors in maintaining the morale of the offender. Visits are to be utilized as opportunities for developing closer relationships between family members and friends, for the purpose of achieving correctional goals.

2. DIRECTIVES REFERENCED

Directive Rescinded: I.S. 5267.08B, dated October, 2014.

Directives Referenced: PS 5267.09, Visiting Regulations, dated December 10, 2015; PS 5521.06, Searches of Housing Units, Inmates and Inmate Work Areas, dated June 4, 2015; PS 1315.07, Legal Activities, dated November 5, 1999; PS 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and facilities, dated July 17, 2013; PS 5280.09, Furloughs, dated January 20, 2011; PS 7331.04, Pre-Trial Inmates, dated January 31, 2003; PS 5270.09, Inmate Discipline and Special Housing Units, dated July 8, 2011; and PS 4500.11, Trust Fund Management Manual, dated April 9, 2015.

3. VISITING REGULATIONS

- a. Visiting Facilities: Inmate visits at the USP will take place in the USP Visiting Room. Inmates in the SMU program in Phases 1 and 2 will receive video visitation. (See SMU visits) Inmate visits for the Lewisburg Camp and RDAP, will take place in the Camp Visiting Room.

- b. Visiting Room Staff: Inmate visits must be supervised to prevent the passage of contraband and to ensure inmates and their visitors interact appropriately. Visits have an inevitable and extensive public relations aspect. The impressions gained by the visitor, whether he/she is a member of the offender's family or a Government Official, are of the utmost importance. The Officer's personal appearance, manner of speech, ability to be tactfully firm, alertness, grasp of regulations, and their judgment in sensing situations requiring referral to other Institution Departments, will determine the effectiveness of the visit. Visiting Room Officers will work closely with SIS and Unit Management Staff.
- c. Visiting Times: Visiting hours at the Penitentiary are 8:00 a.m. until 3:00 p.m., Saturday and Sunday. There will be no visitation Monday through Friday, with the exception of Federal holidays falling on any of these days. Visitors arriving after 2:30 p.m. will not be admitted to visit.

Camp/RDAP Visiting:

Saturday - 8:00 a.m. to 3:00 p.m.
Sunday - 8:00 a.m. to 3:00 p.m.

Camp/RDAP Visiting on Federal Holidays will be scheduled at the discretion of the Camp Administrator. A Camp inmate visiting schedule rotated by the inmate Register Number (odd/even, 5th digit), will be generated and posted quarterly.

Inmate Visitors arriving after 2:30 p.m. for day visits; will not be admitted/authorized to visit.

Inmate visitors will be processed into the Visiting Room during the 10:00 a.m. count on weekends and federal holidays, with the exception of the Camp. However, no inmate visitors will be escorted out of either Visiting Room until the 10:00 a.m. count has been officially cleared by the Control Center.

- d. Frequency of Visits: (Penitentiary) To avoid overcrowding in the Visiting Room and the disappointment of having to turn away visitors, the following restrictions will govern the frequency of visits at the main institution.
- (1) Should the Visiting Room become overcrowded, all special visits will be terminated first. Then if

necessary, visits will be terminated on arrival time and distance traveled.

- (2) The number of visits for inmates will not exceed five (5) per month. Attorney and Parole Representative visits are excluded from the 5 total monthly visits.
- e. Visiting Lists: Unit Management Staff will be responsible for compiling visiting lists for each assigned inmate.
- (1) Friends and Associates: Visiting privileges may be extended beyond relatives, to include friends and other non-relatives, if it can be verified the association/friendship was established prior to confinement. Exceptions may be made to the PRIOR relationship rule; particularly for inmates without other visitors.
 - (2) It must be shown, however, the proposed visitor is reliable and poses no threat to the institution. The number of friends and other non-relatives on a visiting list may not exceed four (4) persons. The names may be rotated every 90 days, by initiating a request through the inmate's Unit Team. At the Camp/RDAP, the number of friends and other non-relatives on the visiting list may not exceed ten (10) persons.
 - (3) Persons With Prior Criminal Convictions: The existence of a criminal conviction alone, should not constitute a barrier to proposed visits. Consideration should be given to the nature, extent, and recentness of the convictions, as weighed against the value of the relationship. However, with approval of the Captain and Associate Warden (Programs), prospective visitors will be considered on a case by case basis. At the Camp/RDAP, the Camp Administrator will review each case for appropriateness.
 - (4) Ex-Inmates of this Institution: Such visits will require prior approval of the Warden.
 - (5) Procedures for Disapproving Proposed Visitors: In the event Staff propose to disapprove a visitor, the respective Unit Team will route the request for

disapproval through the Captain and Associate Warden (Programs). The disapproval of Camp/RDAP inmate visitors will be routed through the Camp Administrator. Staff shall notify the inmate of each approval or disapproval of a requested person for the visiting list. The inmate is responsible for notifying the visitor of the approval or disapproval to visit.

- (6) Age Limitations: Visiting is disallowed for those persons who have not attained their 18th birthday, unless accompanied by a legal guardian or an immediate family member who is over 18 years-of-age.
- (7) Visiting groups will be kept to a reasonable size, i.e., no more than five (5) persons (including children) at one time. At the Camp, no more than four (4) persons (including children) may visit at one time.

7. **SPECIAL VISITS**

All Special Visits will be initiated from the Unit Team and routed to the Captain and Associate Warden (Programs) for approval. In the event of approval, a copy of the request will be forwarded to the Lieutenant's Office and SIS Office. Special visits at the Camp may be authorized by the Camp Administrator. Visits in this category serve such purposes as assistance in release planning, counseling, and discussion of acute family problems. All special visits will be supervised by Unit Team.

Visits for these purposes at the USP or Camp will not count toward the total authorized monthly visits. Prisoner Visitation Services (PVS) visits, also will not count toward the total authorized monthly visits.

Visits from an inmate's minister of record must submit a written request to the Chaplain. Upon approval, unit staff will 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 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 or her visiting list, and will not count against the total number of social visits allowed.

Visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures, and will count against the total number of regular visits allowed. Ordinarily, clergy visits will not be accommodated unless requested by the inmate. However, the Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy.

Clergy/minister of record visits will be accommodated in the visiting room during regularly scheduled visiting hours and, to the extent practicable, in an area of the visiting room which provides a degree of separation from other visitors. If a private area is not available, the visit may be rescheduled.

Each inmate will be limited to one visit from their minister of record per month. However, during times of personal or family emergencies, an inmate will be authorized an additional visit from his or her minister of record and must be scheduled and approved by the Chaplain.

8. **BUSINESS VISITORS**

No inmate shall be permitted to engage actively in a business or profession while serving a sentence. An inmate who has engaged in a business or profession prior to commitment will be expected to delegate authority for the operation of such business or profession. This does not mean the offender may not have a visit which may be necessary to protect his resources or operation of his business or profession. There may be an occasion where a decision must be made which will substantially affect the assets or prospects of the business. In such instances, a special visit may be authorized by the Captain and Associate Warden (Programs). The Camp Administrator will authorize Camp special visits.

- a. Before visits of this kind are permitted, it should be ascertained the business is of a legitimate nature. When there are excessive requests for business visits, the matter shall be brought to the attention of the Captain, Associate Warden (Programs), or Camp Administrator. These visits are not counted against the total authorized monthly visits.
- b. Whenever it has been determined an inmate is a citizen of a foreign country, the consular representative of that country shall be permitted to visit such offenders on matters of official business.
- c. These official visits will not count toward the total

authorized monthly visits.

9. **ATTORNEY VISITS**

- a. Visits by retained and appointed attorneys in contemplation of legal representation, or by an attorney who wishes to interview an inmate as a witness, shall be permitted.
- b. Specific regulations pertaining to the frequency of visits have not been established. The number of visits necessary is dependent upon the nature and urgency of the case. Attorney visiting hours for the Penitentiary will be scheduled Monday through Friday, from 8:00 a.m. to 3:00 p.m.
- c. The attorney should normally make an appointment with Unit Management Staff prior to each visit. Every effort should be made to accommodate an attorney's visit in the event prior notification is not practicable. However, an attorney may encounter a delay in visiting with an inmate where prior notification was not established.
- d. When making an appointment with Unit Management Staff to visit, the attorney shall identify himself/herself as the attorney for whom the visit has been requested.
- e. An attorney who employs an assistant, (i.e. paralegal, investigator, etc.) and requests the assistant visit an inmate concerning legal matters, shall provide the inmate's Unit Team with a signed statement to include:
 - (1) Certification of the assistant's ability to perform in this role and awareness of the responsibility of this position.
 - (2) A pledge to supervise the assistant's activities.
 - (3) Acceptance of personal and professional responsibility for all acts of the assistant which may affect the institution, its inmates and Staff.
 - (4) Each assistant must fill out and sign a personal history statement and a pledge to abide by Bureau regulations and institution guidelines.
- f. The Bureau of Prisons reserves the right to refuse admission to one of its facilities, to anyone who fails to comply with regulations, or who tries to exploit offenders.

If there are any questions about the identity of the attorney or his/her qualifications as an attorney in good standing, the matter should be referred to Institution Legal Department Staff.

- g. Visits between the attorney and his/her client, shall not be subject to auditory supervision. Tape recordings may be used by the visiting attorney during the course of his/her visit, with prior written approval of the Warden in advance of the interview. The only purpose of the recording is to facilitate the attorney/client relationship.

Attorney visits will ordinarily be conducted in the Visiting Room under the visual supervision of the Visiting Room Officer. The attorney and his/her client will be permitted to converse privately. Documents may be shown by the inmate to the attorney, but no documents or other articles will be given to the attorney by the inmate for retention (vice versa) without prior written authorization of Institution Legal Department Staff.

10. **INMATES NOT IN GENERAL POPULATION STATUS**

- a. Admission Status: Visits during the admission and orientation period may generally be limited to the immediate family. However, some flexibility and good judgement should be exercised in approving or disapproving visitors during this period.
- b. Hospital Patients: Inmates hospitalized in the community will not receive visitors, unless authorized by the Warden.
- c. Special Management Unit Visits: Inmates must submit a request, in writing, to the Unit Manager at least two weeks in advance of the expected visit. Visiting request forms must be requested through the Unit Counselor.

Provided there are no visiting restrictions as the result of disciplinary or other reasons, visitation for inmates in Levels One and Two will be facilitated via video visiting, and will only be available to immediate family members, which include parents or (legal guardians which must be verified), siblings, offspring, spouses, and grandparents. The relationship must be verified.

Inmates in Levels Three and Four will be permitted non-contact visiting in the institution's visiting room. Visits will only be available to immediate family members,

which include parents or (legal guardians which must be verified), siblings, offspring, spouses, and grandparents. The relationship must be verified.

As the availability of video equipment and non-contact booths is limited, visits will be limited to one hour per inmate. Visits will be scheduled in accordance with availability. All SMU visiting will be conducted on the weekends with a memorandum of approval.

- d. Reinstatement of Visiting Privileges: Only the Warden can reinstate an individual to an inmate's visiting list, once they have been removed. The Unit Manager or Camp Administrator will prepare a memorandum through the Associate Warden (Programs) to the Warden, enumerating the specific reasons for reinstating the individual to the approved visiting list.

Under no circumstances will special visits be permitted to individuals who have been removed from the approved visiting list, without thorough investigation and approval by the Warden.

- e. ADX Control Unit: An inmate who has been approved for, and is awaiting placement in, the ADX Control Unit will visit in the non-contact visiting booth.
- f. Non-Contact Visits: Visits in special cases deemed not appropriate for regular visiting room seating, based on security needs, shall be conducted in the non-contact visiting area in the visiting room. These visits include but are not limited to those inmates awaiting transfer to the ADX, Special Housing Unit and SMU (Phase 1 and 2) inmates. Any inmate who has been found to have committed the prohibited act of Introduction, Possession, or Use of Narcotics, will be reviewed by the Captain and Associate Warden (Custody), for approval of non-contact visiting. Other inmates identified by the Captain and/or Associate Warden (Custody), as a result of security concerns, will visit in the non-contact area.
- g. Holdover Visits: In the event USP Lewisburg houses hold-over inmates, they will ordinarily be afforded the same privileges as those in general population. This will be addressed on a case by case basis, as deemed necessary.
- h. Special Housing Unit Visits: Provided there are no visiting restrictions as the result of disciplinary or other reasons, visitation for inmates in the Special Housing

Unit, (SHU), will be facilitated via non-contact visiting, and will only be available to immediate family members, which include parents or (legal guardians which must be verified), siblings, offspring, spouses, and grandparents. The relationship must be verified. Non-contact visiting will be conducted in the penitentiary's visiting room.

SHU inmates must submit a request, in writing, to the Unit team at least one week in advance of the expected visit. As the availability of non-contact rooms will be limited, visits will be limited to two hour per inmate (more time may be allotted based on availability of visiting booths). Visits will be scheduled in accordance with the availability of the non-contact rooms needed to facilitate the visit. All SHU visiting will be conducted on the weekends with a memorandum of approval.

Camp inmates, who are placed in Administrative Detention, will be placed inside the secure confines of USP Lewisburg or at LSCI Allenwood. These inmates will be subject to the visiting regulations at their respective facility.

11. **PREPARATION OF THE LIST OF VISITORS**

- a. All inmates will forward requested visitor names, to all their assigned counselors.
- b. A form BP-5629.052, Visitor Information, requesting information from potential visitors, will be forwarded by the Counselor to all visitors whom the inmate has requested.
- c. Members of the immediate family will be placed on the inmate's approved visitor list immediately, in compliance with national policy. Appropriate background checks are required on each prospective visitor. Should the background check be determined unsatisfactory, the immediate family member may be removed from the approved visitor list.

An NCIC check will be conducted when the potential visitor completes and returns the form directly to the respective Counselor. Inmates will be advised of the visitor's approval/denial. Distribution will be made to the inmate file, the individual inmate concerned, and the Visiting Room Officer. This process will ordinarily be started within the first few days, upon the inmate's arrival.

- d. When an inmate requests a potential visitor who was on his approved visiting list at his last institution of confinement, the potential visitor has a satisfactory background check completed within the last three years; that visitor will be placed on the inmates approved visiting list.

The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the visiting guidelines and directions to the institution (Attachment A). These regulations provide specific instructions for reaching the institution and references Section 1791, Title 18, U.S. Code; which provides a penalty of not more than twenty years or a fine of not more than \$250,000 or both, for any person who provides or attempts to introduce to an inmate, any prohibited or illegal contraband.

Even though a potential visitor has completed the Visitor Information Form and returned the form to the Counselor via the U. S. Mail, the visitor is not approved for visitation until the Counselor has completed the processing of the form and the respective inmate has verified with his Counselor the potential visitor is approved for visitation. Visitors which are not on the approved visiting list, will not be allowed visitation (see exception for Holdover inmates). All changes to a visiting list will be conducted through the counselor and can be made every 90 days.

- e. Identification of Visitors: Each visitor will be required to establish his/her identity, as the person for whom a visit has been approved. Staff shall verify the identity of each visitor (through driver's license, photo identification, etc.) prior to admission of the visitor to the Institution. Inability to establish identification should be reported to the Operation's Lieutenant and will be grounds for denial of the visit. No visitor should be admitted whose identity is questionable.
- f. Notification of Visitors: Each visitor will be provided written guidelines for visiting the institution (Attachment B). Visitors will be required to sign a statement (Notification to Visitor Form) each visit, acknowledging the guidelines were provided and declaring they do not have any articles in their possession which threatens the security of the Institution. Any visitor who refuses to make a declaration will be denied visiting privileges.

Inmate visitors are not allowed to take any item into the Visiting Room, except an I.D. Card, a clear change purse, wallet, up to four baby diapers, two plastic milk bottles prepared with baby formula 3/4 full, one pacifier, one plastic zip lock bag containing "baby wipes". If medication is needed by the visitor, the Front Entrance Officer will notify the Visiting Room OIC. The visitor will be instructed to surrender the medication to the Visiting Room OIC. The medication will be maintained for the visitor, should it be required; and returned upon the visitor's departure. Lockers are provided for those items not authorized in the visiting room, such as, cell phones, car keys, handbags, etc.

Prospective inmate visitors will be randomly tested for prohibited substance contamination. The Ion Scan Machine located in the front entrance will be utilized for testing in accordance with the Institution Supplement for Ion Spectrometry Device Program.

- g. Records of Visitors: The Institution will maintain a record of visitors for inmates in connection with the inmate's visiting record. The visitor's signature is required on the visiting slip each visit.

In addition to the visiting program, the unit team will maintain a hard copy back-up file to be utilized in the event the computer malfunctions.

- h. Metal Detector: A walk-through metal detector will be used to process all visitors into the United States Penitentiary. If physical limitations or mechanical breakdowns prevent its use, a hand-held metal detector shall be used. If the walk-thru metal detector is operational, it is incumbent on the visitor to clear the metal detector.

Staff will be searched in accordance with Program Statement 5510.15, Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities, dated July 17, 2013.

Should an inmate visitor not clear the metal detector for medical reasons, documentation must be provided to verify the medical condition.

- i. Supervision of Visits: In the supervision of visiting, it is the responsibility of the Visiting Room Officers to make

certain that all visits are conducted in a quiet, orderly, and dignified manner. Visits may be terminated if an inmate and/or visitor violate said demeanor.

- (1) At all times a visitor should maintain a professional and courteous manner toward all Staff Members. In the event a visitor becomes belligerent or rude toward a Staff Member, the Operation's Lieutenant will be notified and the visit may be terminated.
- (2) When legal or business matters are being discussed and papers need to be scrutinized or signed by the inmate, they will first be examined by a Correctional Officer for contraband.
- (3) In no instance shall the Visiting Room Officer accept or authorize articles or gifts of any kind for an inmate.
- (4) Handshaking, embracing, and kissing may be permitted within the bounds of good taste, at the beginning and the end of the visit. The reason for limiting physical contact is to minimize the opportunity to introduce contraband into the Institution.

12. **MISCELLANEOUS VISITING ROOM REGULATIONS**

- a. Inmates are required to wear institution jumpsuits during visitation. No other clothing is permitted. Camp inmates are required to wear institution issued khakis, when reporting for a visit.
- b. It is not permissible for inmates to accompany their visitors to the vending machine area. Furthermore, inmates are not permitted to remove any vending items from the Visiting Room.
- c. Inmates shall not take anything to a visit except a comb, handkerchief, wedding band, prescription glasses, and authorized religious head coverings, (i.e. kufies, headbands, etc). Any religious item must be worn for the duration of the visit and may not be exchanged for a religious item the visitor may have in their possession. If an inmate has property in his possession upon entering the Visiting Room, he will be instructed to return to his Unit and secure the property in question. No items of personal property will be stored in the shakedown area.

- d. Inmates are responsible to inform prospective visitors that dress should be appropriate for an institutional setting and should not present possible disrespect to others who may be present in the Visiting Room. Individuals who are dressed in revealing clothing will not be allowed to enter the institution for visiting. Shorts and skirts that cover the knee while standing up, will be permitted.

Additionally, tank tops, sleeveless clothing, or see-through tops are not permitted. Shirts or blouses must cover the midriff while standing. Children, 12 and under, are the only individuals who will be allowed to wear shorts above the knee, tank tops or sleeveless clothing. No ball caps, hats, bandanas, sweat bands, do rags, or any other type of head gear, is authorized with the exception of religious head gear. Visitors will be denied a visit when Supervisory Staff (i.e., Lieutenant, Duty Officer, etc.) determine a visitor's dress is inappropriate for the institutional setting.

- e. USP Lewisburg has been designated a tobacco free institution. Smoking is prohibited in all areas.
- f. Inmate visitors are responsible for controlling the behavior of their children during visits. They are not to be running, climbing on furniture, or engaging in any rough play. Although there is no designated play area for children, inmate visitors are responsible for their supervision.
- g. During fog conditions, inmate visiting will be allowed, upon fog posts being staffed. Should the Operation's Lieutenant determine the fog is too heavy for the Front Tower Officer to identify departing visitors; processed visitors will remain in the visiting room, until fog conditions are lifted, or in the event of extraordinary circumstances (i.e. medical issues, emergencies).

13. **PENALTY OF CIRCUMVENTING REGULATIONS**

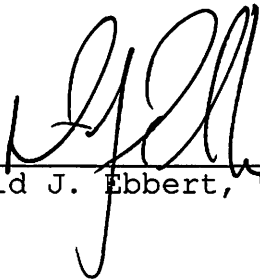
Any effort to circumvent or evade the visiting regulations established at this facility, will not only result in the denial of future visits, but may require other disciplinary action and possible Court proceedings be initiated.

14. **WALSH ACT REQUIREMENTS**

The Unit Team will evaluate all inmates on their caseload and all incoming inmates to determine if they have an inmate who has been convicted of a sex offense involving a minor (WA W CONV). Any inmate fitting this criterion will have the following annotation placed in the visiting program under the comments section: "this inmate was convicted of a sex offense involving a minor." Any inmate identified as having a Walsh Act assignment involving a minor will have his/her visits closely monitored.

15. **DEPARTMENT OF PRIMARY RESPONSIBILITY:** Correctional Services

16. **EFFECTIVE DATE:** This supplement is effective upon issuance.



David J. Ebbert, Warden

Attachment A

U. S. PENITENTIARY
P.O. Box 1000
LEWISBURG, PA. 17837

Telephone Number: 570-523-1251

VISITING DAYS: Sunday and Saturday.

VISITING HOURS: 8:00 AM TO 3:00 PM

VISITING ROOM CLOSED on Monday, Tuesday, Wednesday, Thursday, and Friday

VISITING INSTRUCTIONS

1) Approved visitors will be notified by the inmate requesting their placement on his approved visiting list. Ordinarily, members of the inmate's immediate family (parents, brothers, sisters, wife, & children) will be approved. No other person may visit unless the visit has been approved. An inmate may request other family members or friends for approval. These persons will be notified by the requesting inmate, if approval is granted. Visitors are required to present photo identification (i.e. driver's license) prior to authorized entrance for visiting.

2) When overcrowding exists, visits may be terminated by Institutional Staff, in order to accommodate others wishing to visit.

3) Children under the age of 16 may not visit, unless accompanied by a responsible adult on the inmate's approved visiting list.

4) It is a Federal Offense to introduce, or attempt to introduce any article into, or upon the grounds of this institution, without the Warden's consent. Personal items may not be brought into the institution. No article may be given to an inmate during a visit. You are prohibited from introducing narcotics, alcohol, firearms, or explosives onto the Federal Reservation. (Title 18, U.S. Code , Section 1791)

5) The institution is located just North of the City of Lewisburg. The entrance road (William Penn Road) leads West from U.S. Route 15. Visitors must report to the Front Tower Officer, via the speaker box located at the stop sign located in front of the front entrance. Cars must be locked and no one is allowed to remain in the parked cars on the reservation. There is not any bus service, between Lewisburg, PA and the institution. However, the following types of transportation is obtainable.

A) AIR SERVICE - The nearest commercial airlines are located in Williamsport, Pa. Please consult telephone directory for toll free number.

B) CAR RENTAL AGENCY- The AVIS Car Rental Agency is located inside the main terminal at the Williamsport Airport.

C) AREA HOTELS- Holiday Inn Express (570) 568-1100; Comfort Inn (570) 568-8000; Country Cupboard Inn (570) 524-5500.

D) BUS SERVICE - Those visitors that use Greyhound or Trailways as a means of travel, may contact their local terminals for information concerning arrival and departure times.

E) TAXI SERVICE- A local taxi service is available for your service. A coin-operated telephone is located in the visitor's waiting station.

F) Transportation by a Charter Bus is also available to inmate's families through several community organizations, who schedule busses from distant Metropolitan Areas.

G) Snack items/soft drinks, are available from vending machines in the visiting room.

6) Embracing is allowed only at the beginning and the end of a visit.

7) Violations of instructions may result in the denial of future visits. Violations of Federal Laws will be referred to the appropriate agency.