



U.S. Department of Justice
Federal Bureau of Prisons
Metropolitan Correctional Center
Chicago, Illinois 60605

Institution Supplement

OPI: Chief Correctional Supervisor
NUMBER: CCC 5267.09D
DATE: March 6, 2018
SUBJECT: Visiting Regulations

1. **PURPOSE:** To specify local guidelines affecting visitors to MCC Chicago.
2. **DIRECTIVES AFFECTED:**
 - a. Directives Referenced: Program Statement 5267.09, Visiting Regulations, dated December 10, 2015. Program Statement 5522.02, Ion Spectrometry Device, dated April 1, 2015.
 - b. ACA Standards: 4-ALDF-5B-01, 4-ALDF-5B-02 and 4-ALDF-5B03 are referenced.
 - c. Directives Canceled: Institution Supplement 5267.09C, Visiting Regulations, dated April 4, 2016, is hereby canceled.

3. **VISITOR CATEGORIES:**

Five categories of visitors are identified as Attorney/Legal, Official, Social, Prisoner Visitation and Support (PVS), and Special.

- a. **Attorney/Legal:** This category includes attorneys or legal representatives, i.e. paralegals, law clerks, law students, assistants, interpreters and investigators. Attorney visiting hours are as follows: Monday through Friday from 8:30 AM to 3:00 PM and 5:00 PM to 7:45 PM. Weekend and holiday attorney visits will be from 8:30 AM until 3:00 PM. Attorneys who wish to visit clients during normal social visiting hours will be given priority and processed prior to social visitors. Attorney processing will stop one hour prior to the end of visiting hours. Attorneys arriving after this time will not be allowed to visit.
- b. **Official:** Official visitors are those with a governmental interest in the inmate or case, i.e. contract/volunteers, law enforcement officials, probation officers, military, and consulate officials.

- c. **Social:** Authorized social visitors are persons described in governing policy. Legal guardians are considered the same as parents. Visiting hours are Sunday Monday, Friday and Saturday from 9:00 AM - 3:00 PM. There are no social visits Tuesday, Wednesday and Thursday. Visitor processing will stop one hour before the end of the visiting hours. Visitors must be in the front lobby 1 (one) hour prior to the conclusion of visiting to be processed for a visit. Any visitor arriving after that time will be not be allowed to visit. The visiting schedule will be a continued rotation. Any deviation from the schedule must be approved by the administration.

		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
WEEK 1	UNITS	23	15	NO VISITING	NO VISITING	NO VISITING	19	13
WEEK 2	UNITS	17	21	NO VISITING	NO VISITING	NO VISITING	25	12
WEEK 3	UNITS	15	23	NO VISITING	NO VISITING	NO VISITING	13	19
WEEK 4	UNITS	21	17	NO VISITING	NO VISITING	NO VISITING	12	25
		9:00 AM 3:00 PM	9:00 AM 3:00 PM				9:00 AM 3:00 PM	9:00 AM 3:00 PM

- d. **Prisoner Visitation and Support:** Inmates who have been at MCC Chicago for at least 30 days, have not received a social visit, and would like someone from the Chicago area to visit, may contact the Chaplain to have these arrangements made.
- e. **Special:** The Associate Warden (Programs) will approve all special visits. The approval process begins with a written recommendation from the unit team stating the reason for the special visit. All special visits must be authorized in writing and must include the name of the visitor(s), purpose, date and time of the visit. All special visits will be supervised the same as a social visit and will be subject to the same rules and regulations. Copies will be sent to the Captain, Lobby Officer, and the inmate's central file. Special visits will only be considered once every 90 days. Inmates requesting a visit from their Minister of Record must submit a written request to the Chaplain. Upon approval, unit team will add the name and title (Minister of Record) to the inmate's visiting list. Approval for visits from clergy (other than Minister of Record) will be in accordance with the general visitor procedures.

Hospital Visits: The Warden will approve visits on a case-by-case basis for inmates at outside local hospitals. Only immediate family members will be considered for visits.

4. **PROCEDURES FOR ATTORNEYS ENTERING THE METROPOLITAN CORRECTIONAL CENTER:** The following procedures will be used during the processing and admittance of attorneys to MCC Chicago.
- a. Upon arrival to the institution, attorneys will present a valid bar card and photo I.D. to the front lobby officer. If the attorney does not have a bar card, the lobby officers will call the Legal Department for verification.
 - b. A "Notification to Visitor" form, BP-A0224, will be completed by each attorney for each inmate they wish to visit. The attorney is also required to sign the attorney sign-in/sign-out log book.
 - c. A "Notification to Visitor" form, BP-A0224, will be completed by legal representatives, i.e., paralegals, law clerks, law students, assistants, interpreters and investigators. Their names must appear on the List of Authorized Legal Visitors submitted by the MCC Legal Department, which can be found at **G:\Shared\Inmate Visiting List\Legal Rep and Psychologist Visitors.** *Investigators, Mitigation Specialists, and Paralegals from the Federal Defender Program are not required to appear on the authorized list but must show their Federal Defender credentials.* The legal visitors are also required to sign the attorney sign-in/sign-out log book. Visiting attorneys must be properly identified and hand stamped for proper identification. Exiting attorneys will be black lighted before departing.
 - d. Ordinarily, attorney visits for all inmates in general population will be conducted on the eighth floor. Attorney visiting rooms will be filled on a first-come, first-served basis. If all attorney visiting rooms are filled, the attorney will be given the option of visiting with the inmate(s) in the main visiting room.
 - e. Attorneys will not be permitted to carry briefcases or bags to the visiting room. All cases and bags will be stored in lockers located in the lobby, if space permits. Attorneys may hand-carry legal documents and/or resources necessary to conduct the legal visit. All documents/resources will be searched electronically and/or visually.
 - f. Attorneys may not bring electronic discovery materials or electrical devices into the visiting room without first seeking authorization from the MCC Legal Department.
 - g. Attorneys wishing to provide their client legal material may do so by U.S. mail. Attorneys (or their staff) may also leave legal materials for their clients in the legal mailbox located in the front lobby. Inmates will not be allowed to deliver any items through the visiting room to their attorney.
 - h. Only the Operations Lieutenant or Administrative Duty Officer may terminate a

legal visit. Executive staff will be informed of the termination.

- i. **DRESS CODE:** Attorneys are required to wear professional or casual business attire at all times when entering the institution. Jeans are acceptable.

5. **PROCEDURES FOR OFFICIAL VISITORS ENTERING THE METROPOLITAN CORRECTIONAL CENTER:**

The following procedures are established for official and special visitors:

- a. Upon arrival to the institution, official visitors will provide the front lobby officer with proper identification reflecting official capacity. They will be stamped for identification purposes upon entering. The black light shall be used to positively identify official visitors departing the facility.
- b. Official law enforcement visitors shall consist of the following: Department of Justice employees, state and local law enforcement personnel, Members of Congress, the judiciary, the military, and visiting BOP staff members. Official law enforcement visitors **are not** required to complete the Title 18, Notification to Visitor form, nor will they be stamped. The lobby officer will ask the law enforcement visitor if they are in possession of any weapons or ammunitions. Any weapons and ammunitions will be stored in the rear sallyport prior to entering the institution. Official credentials will be used to identify official law enforcement visitors upon departing the institution. These individuals will sign the Official Visitor's Log Book.
- c. Law enforcement visitors who arrive to visit an inmate but are not on a memorandum (SIS Office will generate a memorandum for most law enforcement visits) will complete a Title 18. This is necessary to document who is visiting the inmate. Official visitors who wish to interview an inmate will utilize the attorney's visiting room located on the eighth floor.
- d. Official visitors will be escorted while in the institution. In rare circumstances, the Warden may make an exception.
- e. In the event official visitors from the Central or Regional Office or other institutions enter the building, the Warden, AWs, or Captain will be notified immediately upon the visitor's arrival.
- f. Only the Operations Lieutenant or Administrative Duty Officer (ADO) may terminate an official visit. Executive staff will be informed of the termination.
- g. **DRESS CODE:** Official visitors are required to wear professional or casual business attire at all times when entering the institution. Jeans are acceptable.

6. GUIDELINES FOR VISITOR APPROVALS:

- a. All social visitors will be required to complete and return a visitor application mailed by the requesting inmate. A copy of the dress code for visitors (Attachment A) will be attached to the visitor application. Upon receipt through the United States Postal Service (USPS), the counselor will initiate a criminal background investigation through the National Crime Information Center (NCIC). If the prospective visitor has a law enforcement record, the unit manager and Associate Warden will determine if the prospective visitor will be approved. The requesting inmate will be notified by a member of the unit team and instructed to notify the prospective visitor of the approval/disapproval results.
- b. Visiting forms submitted from the Bureau of Prisons website must be verified by the unit team and inmate prior to initiating a NCIC.
- c. Active visitation lists for designated inmates will be limited to immediate family, and ten (10) non-immediate family members, 16 years and older. Cadre inmates housed on floors other than the Cadre Housing Unit (G) will visit with the unit in which they are housed.

Active visitation lists for pretrial and holdover inmates will be allowed to visit with immediate family (spouse, mother, father, sister, brother, children). Additionally, they will be allowed to place one (1) non-immediate family member on the list. The one non-immediate family can be a grandparent, in-law, aunt, uncle, or the legal guardian of the inmate's child. In instances of legal guardian visits, the child's presence is mandatory. The state of Illinois does not recognize common-law marriages. Therefore, we will not recognize such relationships. The list is limited to six (6) visitors, 16 years and older. It is the inmate and the visitor's responsibility to provide documentation to confirm the relationship prior to the visitor being added to the inmate's visiting list, i.e., marriage certificates, birth certificates, etc. Routine changes to an inmate's visiting list will only be accommodated once every three months.

- d. Due to space limitations and seating availability, a maximum of three (3) visitors, including children, will be authorized in the visiting room at one time for all inmates in pretrial and holdover status. Designated male inmates and all female inmates are authorized five (5) visitors. Normally, only those children who will be reasonably expected to occupy a seat in the Visiting Room will be considered as one of the authorized visitors. Requests to exceed the authorized number of visitors must be submitted by following the same procedure as special visits.
- e. Written guidelines and procedures are mailed with the visitor application form.
- f. MCC Chicago utilizes the BOPWARE visiting program to maintain a record of visitors for each inmate. In the event the computerized visitation program is not

in service, staff will attempt to obtain a copy of an inmate's approved visiting list. If no list is available, the inmate's central file will be reviewed.

7. PROCEDURES FOR SOCIAL VISITORS ENTERING THE INSTITUTION:

- a. Inmates assigned to general population will conduct their visits in the common area of the eighth floor visiting room. Visiting capacity is 86 total chairs.
- b. Consistent with policy, space, seating availability, and fire code standards, each visitor will be allowed a minimum of 1 hour in the visiting room.
- c. In the event the visiting room reaches capacity of 86, incoming visitors will wait until visiting space becomes available. Visits will be terminated to make room for those waiting, on a first in, first out basis.
- d. Visitors will complete a "Notification to Visitor" form (Attachment B). This form will be completed by all visitors 16 years of age and older, and returned to the lobby officer. The lobby officer will ensure the visitor is on the inmate's approved visiting list and check for proper identification.
- e. Forms of acceptable identification are: a valid driver's license, a government ID, consular-issued ID card, or passport.
- f. Dress Code: Social visitors will be expected to wear clothing which is neither provocative nor enticing to the extent it disrupts the orderly running of the institution. Staff will not provide visitors with a Title 18 Form if a visitor's dress attire is inappropriate for visitation. The visitor will be provided with the dress code restrictions. If there are concerns with a visitor's dress attire, the Operations Lieutenant or Duty Officer (IDO) will be notified to determine if the visitor will be allowed to visit. Either the Operations Lieutenant or IDO will determine if the attire is suitable for visitation.

The following attire is strictly prohibited:

- a. Shorts (except for children up to age 4)
- b. Sleeveless garments (except for children up to age 4)
- c. Sweat pants, sweat shirts, sun dresses, leotards, wrap around skirts, crop tops, low-cut blouses, zippered dresses/shirts, button down skirts or dresses or low cut dresses.
- d. Halter tops, tube tops, bathing suits or backless tops.
- e. Hats, caps, headbands, head scarfs, hooded garments, wigs, hairpieces, and sunglasses.
- f. Spandex pants, tights or clothing with revealing holes

- g. No extra clothing or outer garments, coats, overcoats, jackets, or windbreakers.
- h. Any clothing similar to that issued to inmates or staff uniforms.
- i. No bare feet will be allowed except for infants.
- j. Clothing that is sexually suggestive, revealing, or any type of garment that is see through. Brassieres are required.
- k. Religious Headwear. Religious headwear is not considered part of a visitor's belongings, but rather their person. Random pat searches should NOT ordinarily include removal and inspection of religious headwear. Except in emergencies, the **Warden's authorization is required** before staff pat or visually search religious headwear.

Policy does NOT require the higher degree of "reasonable suspicion" before searching religious headwear. Such searches may occur with the Warden's authorization after considering the factors listed below. Searches of religious headwear should be conducted out of the view of other visitors and inmates.

Before approving a pat or visual search of religious headwear, the Warden must carefully consider whether it is necessary and appropriate. Specific factors to consider include:

- Reason for the visitor's presence in the facility (for example, inmate visitor or contract chaplain).
- Whether the visitor and headwear cleared a metal detector or other electronic searching device.
- The credentials of the visitor.
- The visitor's relationship to the inmate, where applicable.
- Any other relevant information.

Pat or visual searches of religious headwear must be documented as for reasonable suspicion searches, per Section 8.b(2).

Religious headwear that obscures a visitor's face must be removed sufficiently to reveal the face for identification upon entering and leaving facilities, and does not require the heightened conditions described above or documentation. In these cases, the entire headwear need not be removed if partial removal will reveal the face for identification.

- g. Visitors are not be allowed to bring any items into the institution except a small, clear or see-through coin purse, three diapers, baby wipes in a clear or see-through bag, one receiving blanket, and three feeding bottles for infants. Inmate visitors may possess no more than a total of \$50.00 in denominations no larger

than \$10.00, when visiting. Visitors are not be allowed to bring any items in for an inmate.

- h. In addition, but not limited to, the items listed on the Title 18 Notification form, purses, briefcases, two-way communication devices, blue tooth capable devices, chewing gum, food items, lighters, pocket knives, electronic games, cameras, photographs, cell phones, pagers and watches or electronic wrist wearing devices are not allowed in the institution. These items will be stored in the lobby lockers.
- i. Only a Lieutenant or IDO may deny a social visit.
- j. MCC Chicago is located at 71 W. Van Buren, Chicago, Illinois 60605. It is accessible via I-290, 55, 90, 94, based on the direction of travel. Transportation is available via Metra, CTA/PACE bus, and private taxi service. The institution phone number is 312-322-0567.

8. FREQUENCY OF VISITS:

- a. All inmates are allowed a minimum of four hours visiting each month, subject to the time and space availability discussed elsewhere in this supplement. Visits will be conducted on the days and times indicated on the institution's visiting schedule (See page 2).

9. SPECIAL HOUSING UNIT VISITATION:

Ordinarily, legal visits for inmates housed in the Special Housing Unit (SHU) will be conducted on the eleventh floor. A Lieutenant will ensure staff is available to escort legal visits in SHU after 2 PM. These visits must conclude by 7:45 PM.

Social visiting days for inmates housed in the Special Housing Unit are Tuesday and Thursday mornings, from 8:30 AM to 11:30 AM. To enhance security, social visits for inmates housed in the SHU will be conducted via live video monitors located in two of the securable attorney visiting areas in the visiting room. Visits for inmates in Administrative Detention will be two hours in length and visits for inmates in Disciplinary Segregation, who retain their visiting privileges, will be one hour in length.

When an inmate housed in SHU receives a visit, the Lobby Officer will contact the Operations Lieutenant, Control Center staff, Visiting Room staff, and Special Housing Unit staff. Special Housing Unit staff will notify inmates in the unit when they have visitors. Inmates will be advised that visits are non-contact video visits, which are either one or two hours in duration depending on SHU status. Staff will monitor the length of each visit. An inmate may refuse to participate in a visit. If an inmate refuses to participate in a visit, SHU staff will contact the lobby officer who will advise the visitor of the inmate's refusal to participate.

Visitors are then expected to leave the front lobby. Inmates choosing to participate in visits will be fully dressed in a t-shirt, institution jumpsuit, and shower shoes. They will be restrained with handcuffs behind the back and escorted to the SHU non-contact visiting room. Once secured in this area, the inmate's restraints will be removed. The inmate will then be instructed to pick up the receiver and begin his visit, and the visiting room officer will be notified. The visitor(s) will be instructed to answer the phone when it rings to begin their visit. Inmates housed long-term in SHU on administrative detention status may request a contact visit from their approved visiting list once every 90 days. Requests for contact visits will be reviewed by the Captain/SHU Lieutenant and forwarded to the Warden for final approval.

10. CO-DEFENDANT LEGAL VISITS AND INTER FLOOR VISITS:

- a. Co-defendant legal visits must be approved by the MCC Legal Department. The defense counsel requesting the visit should ordinarily contact the MCC Legal Department two (2) business days in advance to allow for the notification of the appropriate staff. At least one defense counsel must be present to supervise the meeting. The co-defendant meetings shall ordinarily take place weekdays from 8:30 a.m. to 3:00 p.m. on the eighth floor attorney/client rooms or visiting area.
- b. Inter-Floor Visiting: If an inmate "family relationship" is documented in the inmate's Central file, a visit may be approved by the Associate Warden upon the unit team's recommendation. The visit will count as a social visit for both inmates. Consideration for inter-floor visits will be on an individual basis. Physical contact, e.g., kissing and hugging, will not be allowed between visiting inmates.

11. LOBBY PROCEDURES AND GUIDELINES:

- a. All inmate visitors will be escorted by visiting room or front lobby staff to and from the eighth floor. **Visitors will not ride the elevator without a staff escort.**
- b. Security: All visitors attempting to gain entry inside the facility will be required to pass through the walk through metal detector. Any person registering a positive reading will be subjected to the hand wand. If a social visitor still registers positive, they will be prevented from entering the secured environs of the institution. The social visitor will be allowed to leave and return with appropriate clothing that passes through the metal detectors without a positive reading. If the same individual fails the second time, after a change of clothing, they will not be allowed to enter for that day. **Note: Attorneys, volunteers, contract personnel, federal, state, and local law enforcement, official visitors (i.e., AUSA's, Federal Defenders, court officials, probation and pre-trial services officers, consulate officials) will be subject to the same screening process as MCC staff.**

In the event a person is suspected of having contraband, he/she may be subject to a more thorough search, i.e., pat search, prior to entering the facility. Visitors will be advised that a pat search is voluntary, but refusal will result in denied entry into the facility. Pat search of visitors (children) under the date of 16, must be approved by the Warden.

Prior to a pat search, visitors will be required to sign a consent form (see Attachment #2) indicating the individual's willingness to submit to such a search. The Lobby Officer will also sign the consent form, indicating they witnessed the visitor's signature on the consent form.

Only staff members who are the same sex as the visitor will conduct a search of the visitor. In the event an inmate visitor is transgender, the Operations Lieutenant or IDO will be notified. Pat searches will be conducted in the room provided. If a visitor refuses to submit to a search or sign a consent form, entrance will be denied. Completed consent forms and reports, with full details of the search, will be forwarded to the Warden's office for review.

Once the source of the alert is identified and determined not to be contraband or an item which would jeopardize the safe and secure operation of the institution, the visitor will be permitted to visit. (Dangerous contraband items will be confiscated and visiting privileges will be denied. Visitor's must dispose of non-dangerous contraband items, e.g., chewing gum, prior to being allowed to visit). Further action, to include contacting outside law enforcement, may be initiated if appropriate. Once search procedures are conducted, visitors leaving the area adjacent to the east/west gates will forfeit their visiting privileges for the day. The Warden will be advised of the results of pat searches conducted on visitors.

- c. Wheelchairs will be allowed into the institution as long as staff is able to conduct a complete shakedown of the wheelchair. Staff will look for hidden, false or hollow compartments within the wheelchair itself. The individual occupying the wheelchair will not be removed or transferred to another wheelchair for the purpose of conducting a search. If a proper shakedown cannot be conducted without jeopardizing the safety of the individual or the security of the institution, the visit will not be allowed. Final determination will be made by the Operations Lieutenant or IDO.
- d. Medicine: All medication, unless it is life supporting, is prohibited from the visiting area. Visitors must store medication in the lockers provided.

If the medication is life supporting, the visitor will maintain the medication for the duration of the visit after the duty medical staff has determined the medication is needed (Medication should be maintained at the officer's station until needed.).

- e. Underage Persons: Underage persons (under the age of 16 years) must be accompanied by an adult on the approved visiting list.
- f. Visitors over 16 and under 18 years of age will require the signature of a parent or legal guardian on the "Visitor Information" form, BP- 629.05, when visiting without an adult.

12. VISITING ROOM PROCEDURES AND GUIDELINES:

All visitors and inmates are expected to conduct themselves in a manner that is not disruptive or that violates policy.

- a. Prior to entering the visiting room, an inmate will be identified by a 5x8 card. The institution 5x8 cards will be maintained in the shakedown room. Once the inmate has been identified, visiting room staff will turn the inmate's card over to the Visiting #1 Officer. Inmates will not have access to their 5x8 card. Upon departing the visiting room, the Visiting #1 Officer will turn the departing inmate's 5x8 card over to the staff member processing the inmate out of the visiting room. All inmates will be identified, utilizing the institution 5x8 card, prior to departing the visiting room.
- b. Contact visits provide opportunities for the introduction of contraband into the institution. Therefore, pat searches and random visual searches will be conducted on inmates prior to entering the visiting area. All inmates will be visually searched by staff of the same gender after each visit. The visiting room will be monitored through electronic surveillance and staff observation.
- c. A brief kiss and embrace are permitted at the beginning and end of the visiting period. Inmates are not permitted to mingle with the guest(s) of other inmates. Inmates are not permitted to hold hands nor embrace or kiss during the visit.
- d. Approved inmate attire for visiting include: jumpsuit and shoes for male inmates (green pants/shirts for designated inmates), pants, tops and shoes for female inmates. Jumpsuits must be buttoned up.
- e. Only institution issued blue shoes will be authorized in the visiting room.
- f. Inmates will be allowed to carry the following items into the visiting room: prescription glasses, dentures, wedding ring, approved religious medallion, verified life supporting medication, and legal materials for attorney visits.
- g. The visiting room officer **will** assign seating in the visiting room unless authorized otherwise by the Operations Lieutenant.

- h. Inmates may not be allowed to possess money at any time. Inmates are not authorized to handle or receive money from a visitor during a visit. Inmates are not authorized to accompany their visitor to the microwave oven or vending area to make purchases. Inmate visitors may not congregate in the vending area.
 - i. Any violation of visiting rules by a visitor or inmate may result in termination of the visit, disciplinary action and/or the removal of the visitor from the inmate's visiting list.
 - j. Breastfeeding is permitted in the visiting room. It is expected the female visitors will use appropriate discretion when breast feeding their infants in the visiting room. At a minimum, the female visitor will drape her infant and chest with clothing so there is minimal chance of an exposed breast. If the breastfeeding is conducted in a manner that is disruptive to other inmates and visitors, the visit will be terminated and further actions may be considered pursuant to discussion with MCC Chicago legal staff.
 - k. Inmates and their visitors will be responsible for supervising children during visits. Children must be controlled and behave in a manner which will not disturb other visitors. Failure to properly supervise children may result in termination of the visit. A family room is available where inmates and their families may view DVDs. Visiting Room staff will maintain and make DVD's available to the visitors. Inmates and visitors must supervise their children in this area.
13. **SPANISH TRANSLATION:** The Chief Correctional Supervisor will arrange for the Spanish translation of this institution supplement.
14. **PROGRAM MANAGEMENT.** Chief Correctional Supervisor.
15. **EFFECTIVE DATE:** This supplement is effective upon issuance.

Approved by:

A.M. Owens, Warden

Date

DISTRIBUTION:

Associate Wardens

Department Heads

Correctional Supervisors

President, AFGC Local

NCRO

Master File

**METROPOLITAN CORRECTIONAL CENTER
CHICAGO, ILLINOIS**

NOTIFICATION TO SOCIAL VISITORS

THE FOLLOWING CLOTHING AND ITEMS ARE NOT AUTHORIZED AT MCC CHICAGO

CLOTHING NOT AUTHORIZED (TO INCLUDE CHILDREN AGES 4 AND OVER):

- a. Dresses, skirts, or mini-skirts with long slits in the middle or side
- b. Mini-skirts or wrap around skirts; skirts more than two (2) inches above the knee
- c. Sleeveless, strapless or bareback blouses or dresses; partial sleeves exposing the underarm area
- d. Tight, form-fitting or see-through clothing. This includes see through shirts with a shirt underneath
- e. Deep v-neck blouses, low-cut shirts or dresses
- f. Shorts
- g. Caps, hats, hooded shirts, and scarves of any kind
- h. Coats of any type (excluding suit coats/blazers worn appropriately) Long coats, which extend two inches below the knee, all sweaters and jackets
- i. Clothing of any type which would symbolize gang activity or gang affiliation
- j. Halter tops or midriff shirts
- k. Fish-net shirts or pants
- l. Spandex pants
- m. Athletic shorts/sweat pants (cloth material)/wind suits/warm up suits/jogging suits
- n. Swimwear
- o. Slippers
- p. Sandals, shower shoes or “flip flop” type shoes, open toed or open heeled shoes
- q. Orange, green, or camouflage colored clothing (clothing similar to that worn by inmates)
- r. Uniforms of any kind (medical scrubs, law enforcement, etc.)
- s. Clothing with holes

ITEMS NOT AUTHORIZED

- a. Weapons, ammunition, pocketknives, handcuffs, handcuff keys of any type;
- b. Cosmetics of any kind;
- c. Electronic devices, games and toys of any kind;
- d. Cigarette packages, cigarette lighters, pipes and chewing tobacco;
- e. Photos, albums and photographic material;
- f. Radios, iPods, MP3 players, any recording devices, or cell phones;
- g. No more than three (3) baby bottles with milk or formula (No ‘sippy cups’)
- h. No more than three (3) baby diapers;
- i. No more than one receiving blanket per child ages 0-12 months;
- j. Glass containers and cans;
- k. Baby powder, ointments and creams;
- l. Purses, change bags, baby wipe containers and diaper bags that are not see through;
- m. Magazines, books, and the religious materials;
- n. Sunglasses;
- o. Umbrellas;
- p. Candy, gum or food items of any type;
- q. Eating and drinking utensils;
- r. Baby carriers and strollers.
- s. Watches – wristwatches, pocket watches, etc.

BP-A0224
JUNE 10

NOTIFICATION TO VISITOR CDFRM

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

Date: _____ Time: _____ Officer's Name: _____

Institution: _____ Location: _____

Name of Inmate To Be Visited: _____ Register No.: _____

NOTICE TO ALL PERSONS: CONSENT TO SEARCH

Federal Bureau of Prisons (Bureau) staff may search you and your belongings (bags, boxes, vehicles, container in vehicles, jackets, coats, etc.) before you enter, or while you are on or inside, Bureau grounds or facilities.

Consent to Search Implied. By entering or attempting to enter Bureau grounds or facilities, you consent to being searched in accordance with Bureau policy and Federal regulations in volume 28 of the Code of Federal Regulations, Part 511. If you refuse to be searched, you may be prohibited from entering Bureau grounds or facilities.

NOTICE TO ALL PERSONS: PROHIBITED ACTIVITIES AND OBJECTS

You are prohibited from engaging in prohibited activities or possessing prohibited objects on Bureau grounds, or in Bureau facilities, without the knowledge and consent of the Warden. Violators may be detained or arrested for possible criminal prosecution, either by Bureau staff, or local or federal law enforcement authorities.

Prohibited Activities include any activities that could jeopardize the Bureau's ability to ensure the safety, security, and orderly operation of Bureau facilities, and protect the public, including, but not limited to, violations of Titles 18 and 21 of the United States Code, Federal regulations, or Bureau policies.

Prohibited Objects include, but are not limited to, weapons; explosives; drugs; intoxicants; currency; cameras of any type; recording equipment; telephones; radios; pagers; electronic devices; and any other objects that violate criminal laws or are prohibited by Federal regulations or Bureau policies.

PLEASE ANSWER THE FOLLOWING QUESTIONS: Are any of the following items in your possession, or in possession of children in your party under 16 years of age?

Tobacco Products	Yes _____	No _____	Narcotics	Yes _____	No _____
Explosives	Yes _____	No _____	Marijuana	Yes _____	No _____
Weapons	Yes _____	No _____	Camera	Yes _____	No _____
Ammunition	Yes _____	No _____	Food Items	Yes _____	No _____
Metal Cutting tools	Yes _____	No _____	Alcoholic Beverages	Yes _____	No _____
Recording Equipment	Yes _____	No _____	Prescription Drug*	Yes _____	No _____
Telephones-any type	Yes _____	No _____	Intoxicants	Yes _____	No _____
Radios	Yes _____	No _____	Pagers	Yes _____	No _____
Electronic Devices	Yes _____	No _____	Firearms	Yes _____	No _____

*All types of medication carried must be listed in the following space, and must be left at the entry area:

I have read, I understand, and I agree to the above. If I am visiting with an inmate, I also understand and agree to abide by the visiting guidelines provided me by this institution. I declare that I do not have articles in my possession which I know to be a threat to institution safety, security, or good order. I am aware that if I have questions about what is authorized, I should consult with the officer. I am aware that the penalty for making a false statement is a fine of not more than \$250,000 or imprisonment of not more than five years or both (pursuant to 18 U.S.C. § 1001). I am aware that the visiting area, including restrooms in the visiting area, may be monitored to ensure institution security and good order.

Printed Name/Signature: _____

Street Address/City and State: _____

Vehicle License No.: _____ Year, Color, Make and Model of Vehicle: _____

If visiting with an inmate, please complete the following: Names of children under 16 years of age for whom I am responsible:

If not visiting with an inmate, please indicate:

Name of Organization: _____ Purpose of Visit: _____

Printed Name/Signature of Staff Witness: _____

FILE IN SECTION 3 UNLESS APPROPRIATE FOR PRIVACY FOLDER

SECTION 3

**CONSENT TO BE SEARCHED OR TESTED
OFFICIAL FORM**

I, Mr./Mrs./Ms. _____ do voluntarily agree to be searched/tested in accordance with applicable federal statues, rules or agency policy guidelines in order to gain entrance to the Metropolitan Correctional Center, Chicago, Illinois, to visit with inmate _____, Register Number _____, this _____ day of _____, 201___. Time _____.

Signed: _____

Witness:

Staff Printed Name

Staff Signature

cc: Warden
NCRO Director