



U. S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Edgefield, South Carolina 29824

Institution Supplement

OPI: Correctional Services
NUMBER: EDG-5267.09
DATE: January 27, 2020
SUBJECT: VISITING REGULATIONS
(ENGLISH)

1. **PURPOSE AND SCOPE:** The purpose of this institution supplement is to afford offenders housed at the Federal Correctional Institution (FCI), and Satellite Camp (SCP), in Edgefield, South Carolina, the privilege of having visitors of their choice within specific guidelines. This is in order to enhance inmate morale and to maintain relationships with their family or others in the community. The visitation privilege will not supersede institutional security and orderly functioning by unnecessarily interfering with other institutional activities.

2. **DIRECTIVES AFFECTED:**
 - a. Directives Rescinded:
Institution Supplement EDG-5267.09, dated May 01, 2018.

 - b. Directives Referenced:
P.S. 5267.09, Visiting Regulations, dated December 10, 2015;
P.S. 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, dated June 17, 2013;
P.S. 7331.04, Pre-Trial Inmates, dated January 31, 2003;
P.S. 5270.09, Inmate Discipline Program, dated July 08, 2011;
P.S. 5270.11, Special Housing Units, dated November 23, 2016;
P.S. 1315.07, Legal Activities, Inmate, dated November 05, 1999;
P.S. 5100.08, Security Designation & Custody Classification System, dated September 12, 2006 (CN-1: September 04, 2019);

P.S. 2000.02, Accounting Management Manual (Parts 1 - 8), dated October 15, 1986 (Including all applicable Change Notices).

3. STANDARDS REFERENCED:

- a. American Correctional Standards for Adult Correctional Institutions 4th Edition: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, 4-4504.

4. GENERAL VISITING PROCEDURES:

A. Preparation of the Visiting List:

Visiting Regulations are incorporated in the Admission and Orientation Handbook. The A&O Handbook is provided to all inmates entering the facility.

1. Upon admission to the FCI and SCP, each inmate will be given a Visitor Information Sheet to be completed and returned to the Unit Counselor for final approval. The inmate will be required to forward the Visiting Regulations and the Visitor Information Sheet to the proposed visitors. The Visitor Information Sheet with a signed release authorization form must be returned to the Unit Counselor by the proposed visitor prior to any further action concerning the visit. Upon receipt of the completed authorization form, the Unit Counselor will initiate a National Crime Information Center (NCIC) inquiry. NCIC inquiries which result in denial of visitation will be retained in the FOI section of the inmate's central file with the visitor's information sheet. NCIC inquiries are valid for two years.

(REQUIREMENT #6)

2. After appropriate investigation, the Unit Counselor will enter the required information into the Visiting Program. A NCIC check will be completed on all inmate visitors except for law enforcement officials or officers of the Court (Judges, Probation/Parole Officers, District Attorneys, and United States Attorneys). The Unit Team members will be the only ones authorized to place a visitor on an inmate's approved visiting list. A hard copy of the visiting list will be placed in the inmate's central file and at the Front Entrance Officer's station. The Unit Counselor will notify the inmate of the visitors who have been approved. Should a visitor be disapproved, the unit counselor will notify the affected inmate, and

it will be the inmate's responsibility to notify the visitor of their visiting status. Normally, a maximum of twenty (20) visitors will be authorized on the inmate's visiting list. For inmates deemed to be indigent, the Unit Counselor will forward the Visitor Information Sheet with a signed release authorization form at government expense, in accordance with Program Statement 2000.02, Accounting Management Manual.

3. The Unit Counselor will periodically review the visiting list to ensure its accuracy. Inmate's may amend their visiting list by submitting an Inmate Request to Staff form to his Unit Team indicating the desired change. Inmates will be able to submit a change/addition to their visiting list once a quarter. **(REQUIREMENT #26)**
4. Records of Inmate Visitors: All inmates who receive a visit will be loaded into the Visiting computer system. In the event of a malfunction of the computer system, hard copies will be maintained for 1 year. The computer system is backed up daily at the Central Office. Hard copies of the authorized visitors are maintained by the Unit Team and made available to the Front Lobby when changes are made. **(REQUIREMENT #9 & #10)**

B. Regular Visitors:

1. Members of the Immediate Family: These include mother, father, stepparents, foster parents, brothers, sisters, spouse, and children. Inmates who are initially designated to the FCI and SCP will be required to submit the Visitor Information Sheet and signed Release Authorization Form to the Unit Counselor. A NCIC will be completed prior to immediate family members being placed on the visiting list. Inmates who transfer to the FCI or SCP from another federal facility will have their visiting list approved if the NCIC is current and the immediate family members are verified in the inmate's Pre-sentence Report.
2. Other Visitors: For prospective visitors who are not Immediate Family, a completed Information Questionnaire and Release Form will be required prior to consideration for approval. Visiting privileges will usually be extended to friends and associates having established a relationship prior to confinement unless such visits could reasonably create a threat to the security and good

order of the institution. The Warden must approve any exception to the prior relationship requirement in writing. **(Requirement #5)**

3. Special visits: Arrangements for Special visits will be made by Unit Team. Inmates must submit a Special Visit Request to their Unit Team at least three days in advance of the visiting date. The Unit Manager must approve visits from persons not on the approved list. The Unit Team will enter the visitor's information into the Visiting Program. If this information is not entered, the Unit Team will be contacted concerning the visit and will take appropriate action to either allow or deny the visit. During regular visiting hours, Correctional Services staff will supervise the visit. Unit Team will supervise special visits not occurring during regular visiting hours. **(Requirement #3, #5, #8 & #18)**
 - a. Persons with Criminal Records: Unit Team will arrange for visits by Persons with Criminal Records. Only the Warden may authorize visits of this kind.
 - b. Business Visits: Unit Team will arrange for Business Visits. Only the Warden may authorize visits of this kind.
 - c. Consular Visits: Unit Team will arrange for Consular Visits. The Warden must be notified in advance of any Consular Visit.
 - d. Visits from Representatives of Community Groups: Unit Team will arrange for Community Group visits. Only the Warden may authorize visits of this kind.
 - e. Legal Visits: Unit Team will arrange for Legal Visits. Attorneys visiting for Legal Visits must present a valid Bar Identification Card prior to entry. If all attorney/client rooms are occupied, the attorney visit may take place in the main visiting room, at the election of the attorney and the inmate. If a visit occurs in the main visiting room, staff will make every effort not to overhear any of the conversation between the inmate and attorney. There is to be no exchange or delivery of legal documents between an inmate and an attorney during visitation. During non-

visitation hours, the Unit Team who arranged the visit will supervise attorney visits.

- f. Minister of Record: An inmate may only have one Minister of Record on his visiting list. The addition of the Minister of Record will not count against the total number of authorized regular visitors an inmate can have on his visiting list. The Minister of Record will not count against the total number of social visits allowed.
- g. Religious Visits: Religious Services will arrange for Religious Visits. The Chaplain is responsible for coordinating Religious Visits through Unit Team. These visits will be supervised during regularly scheduled visiting hours by Visiting Room staff and, to the extent practicable, in an area of the visiting room that provides a degree of separation. Visits from Religious Visitors (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.
- h. Official Visits: Unit Team will arrange for Official Visits. Official Visitors are those representing Law Enforcement Agencies, U.S. Parole Offices, U.S. Attorneys Offices, and Mental Health Professionals performing court-ordered examinations. Unit Team will notify SIS of Official Visits by memorandum. SIS will provide advance notice of Official Visits to the Captain and Warden. SIS will verify, approve, coordinate, and appropriately supervise interviews between official visitors and inmates. Official visitors must provide appropriate professional identification prior to entry. Official visitors will receive priority during processing.

C. Visits to Offenders not in a Regular Population Setting:

- 1. New Commitments: Inmates will not be afforded social visits during the first 72 hours of commitment at FCI or SPC Edgefield.

2. Intake Period: Visits occurring after the initial 72-hour intake period will be limited to immediate family, pending verification of proposed visitors. Inmates transferred from other federal facilities will maintain their approved visiting lists unless circumstances warrant a change. All visitors will be rechecked through NCIC.

3. Hospital Patients: Visits for an inmate housed in the institution Health Services Unit or in a community hospital requires the Warden's approval. Approved visits to a community hospital will be subject to the visiting policy of the hospital. An approved visiting list will be forwarded to the BPT officers supervising an inmate in a community hospital. Approved visitors must complete a Title 18 Form and provide "valid photo identification," as stipulated in the **Identification of Visitors** portion of this supplement. Pat-searches will be conducted on all approved visitors. All visitors and their property and/or belongings will be searched by electronic means (wand). The assigned BPT officers and the Duty Officer or Unit Manager will supervise all visits in community hospitals.
(Requirement #21)

4. Special Housing Unit (SHU): The Duty Officer and Operations Lieutenant will be notified when a SHU inmate has visitors. SHU inmates will visit in the non-contact visiting area. If more than one inmate is scheduled to have a non-contact visit, the Operations Lieutenant will be notified. The Operations Lieutenant will establish an equitable time limit in attempt to allow for multiple non-contact visits. SHU visits will be a minimum of one hour in duration. Attorney visits for SHU inmates will be scheduled to occur prior to 12:00p.m.

SHU visitation will be conducted each Saturday starting from 12:30p.m. to 2:30p.m. Once all visitors have been processed, the visitors will be escorted to the Visiting Room as a group. No SHU visitors will be processed after 12:50p.m. **(Requirement #20 & #24)**

5. Holdover Inmates: The FCI and SCP are not designated as holdover facilities. If a holdover inmate arrives at Edgefield, visitation will only be permitted for those individuals verified as immediate family members. A request to visit an inmate on holdover status must be submitted to the appropriate Unit Team at least three

days in advance of the visiting date. Visits for holdover inmates will be conducted in accordance with the provisions pertaining to Special Housing Unit inmates.

(Requirement #2)

D. Visitors Entering & Exiting the Institution:

1. Visiting Schedule: Inmate visiting at the FCI will be open to all inmates each day visiting is conducted. The visiting will occur on a first-come, first-served basis. The SCP utilizes an Odd/Even visiting system. Specifically, inmates whose first 5 digits of their Register Number end in an Odd number will be the only inmates allowed to visit on a specified Saturday and/or Sunday (e.g. Register Number 12345-000). The following weekend, Saturday and/or Sunday, only inmates whose first five digits of their Register Number end in an Even number would be allowed to visit (Example: Register Number 23456-000). Inmates can obtain a copy of the visitation schedule from their Unit Team. **(Requirement #1 & #7)**

Social Visiting Hours: Social visits occur on Saturdays, Sundays, and on Federal Holidays. The following schedule will be utilized for inmates with social visits for the FCI and SCP:

Saturday:	8:30 a.m. to 3:00 p.m.
Sunday:	8:30 a.m. to 3:00 p.m.
Federal Holidays:	8:30 a.m. to 3:00 p.m.

*Federal or nationally recognized holidays include New Year's Day, Martin Luther King Jr., Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. **(REQUIREMENT #12)**

Hours of Visitation [8:30a.m. to 3:00p.m.]: Visitors will not be allowed inside the front lobby of the institution before visiting hours are scheduled to begin.

During visiting days, visitor admittance will cease at 9:30a.m. in order to conduct an official count. Those visitors arriving at 9:30a.m. through the conclusion of the official count will leave the institutional grounds until the count has cleared. There will be no movement into or out of the Visiting Room during the count.

Admittance into the Visiting Room will resume at the conclusion of the official count.

Visitors will not be admitted into the Visiting Room after 2:00 p.m.

2. Visitor Parking: Visitors are to park their cars in the designated visitors parking area.
 - a. Parking Times: No vehicle will be parked on institution grounds for a prolonged period before or after visiting hours.
 - b. Large Vehicles: Large vehicles (e.g., campers, mobile recreational vehicles, tractor-trailers) will be parked in the area of the parking lot farthest away from the institution.
 - c. Loitering: Loitering in the parking lot or on institution grounds is not permitted at any time.
3. Institution Entrance & Exit Procedures:
 - a. The Lobby/Visitation Officers have the responsibility of maintaining institution security by ensuring that proper entrance and screening procedures are practiced and followed.
 - b. All visitors will enter and leave the institution through the Front Entrance. Visitors will be limited to the authorized number of visitors. The authorized number of visitors is seven (7) total, including no more than four (4) adults. Adults include any person 16 years of age or older.
4. Visitor Sign-in & Sign-out:
 - a. Social Visitors: These visitors will be required to complete a Notification to Visitor form upon arrival. These forms will be maintained for a period of one (1) year. The visitors will sign-in and sign-out of the Visitor Logbook before and after the visit.
 - b. Official Visitors: Official Visitors will be required to sign the Visitor Logbook upon arrival and departure. In addition, Official Visitors, except Federal Law Enforcement Personnel, will be required to complete a Notification to Visitor form.

5. Identification of Visitors: Adult visitors will not be permitted admission into the institution without proper identification. Staff must be able to positively verify the identity of adult visitors (16 years and older) prior to every visit. Visitors under the age of 16 are exempt from providing photo identification. The only form of identification for visitors will be "valid photo identification." Valid photo identification is a current state issued driver's license, state issued identification card, verifiable government issued identification or passport, or verifiable identification issued by a foreign government. An expired I.D. of any type is not considered valid. In addition to the valid photo identification, attorneys visiting for Legal Visits must provide a valid Bar Identification Card (see Legal Visits). Law Enforcement visiting for official business must provide appropriate professional credentials (see Official Visits). The Duty Officer or the Operations Lieutenant will be notified in questionable cases of identification. **(REQUIREMENT #14)**
6. Screening Protocol: Verification that the inmate is at this facility will be made by reviewing the inmate roster provided daily by the Control Center. Verification will subsequently be made that the visitor is on the inmate's approved visiting list.
7. Number of Visitors: Only visitors documented on an inmate's approved visiting list will be authorized to visit. Inmates housed in the FCI and SCP will be limited to the authorized number of visitors. The authorized number of visitors is seven (7) total, including no more than four (4) adults. Adults include any person 16 years of age or older.
8. Visitor Clothing: Visiting is an important family function. Dress code requirements are necessary to maintain the dignity of those involved. All visitors will be properly dressed when coming to visit the FCI and SPC. The Front Lobby/Visitation Officer will ensure all visitors are appropriately dressed. Visitors are prohibited from wearing camouflage clothing, khaki colored clothing (when visiting the FCI), olive drab colored clothing (when visiting the SPC).

Visitors are prohibited from wearing low cut (e.g., V-neck) shirts or dresses, see-through clothing, spandex, tube tops, tank tops, halter tops, crop tops, sleeveless clothing, backless clothing, swim suits, sweat suits, mesh clothing, break away pants, open toe shoes, clothing with logos that may indicate gang affiliation, or any other apparel of a suggestive or revealing nature (e.g., skin-tight clothing). Provocative attire is reason to deny and/or preclude visiting.

Shorts must be no higher than above the bend of the knee. The length of a dress will not be shorter than the bend of the knee. This requirement includes any type of slit or cut in the dress. Women should avoid wearing under-wire bras since they may not clear the metal detector.

Except for religious headgear (e.g. kufi, headbands, turban, hijab), hats, bandanas and/or scarfs are not permitted.

Wrist watches, timepieces or electronic devices of any sort are not authorized.

The Operations Lieutenant or Duty Officer must be consulted prior to denying a visitor entry into the institution because of his/her attire. **(REQUIREMENT #13)**

9. Visitor's Personal Belongings: All approved items will be subject to search by the Lobby/Visiting Room Officer. Visitors are only authorized to bring the following items into the Visiting Room: **(REQUIREMENT #15)**
- a. All authorized items entering the visiting room must be carried in a clear plastic bag/container not to exceed 6" long by 6" wide by 3" deep. **(REQUIREMENT #23)**
 - b. Valid Photo identification
 - c. Money for food and refreshments: No more than \$25 (no denomination over \$5.00), per adult visitor.
 - d. Required prescription medication: "Life Essential" medication (heart medication, inhalers, etc.) will be limited to the amount necessary during the visitation period. If staff are unsure whether a medication is classified as life essential, they should contact the institution medical staff for guidance. Any approved

medication will be left with and supervised by the Visiting Room Officer during the visit.

- e. Jewelry: Jewelry may be worn by the visitor (not excessive).

Staff should pay close attention to jewelry, ensuring it is not an electronic device. Any questionable item should not be allowed in the Visiting Room.

- f. Feminine Hygiene Products: A reasonable amount of feminine hygiene items are permitted into the Visiting Room. Products must be in originally sealed packaging.

- g. Infants: The following items will be permitted, per child, when infants are visiting:

1. One (1) Clear diaper bag or clear plastic container of reasonable size to hold infant products contained therein
2. Four (4) Diapers
3. One (1) package of baby wipes (unopened)
4. One (1) change of infant clothing
5. Two (2) baby bottles with contents
6. Two (2) small jars of baby food (unopened)
7. One (1) receiving blanket
8. One (1) see-through drinking cup

10. Searching Visitors: All searches will be conducted using the guidelines set forth in Program Statement 5510.15, Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities.

Denying Visitors: Only the Duty Officer or Operations Lieutenant may deny or cancel a visit. If for any reason a visitor is denied entrance to the facility, Attachment A will be completed and forwarded to the appropriate parties.

(REQUIREMENT #4)

- a. Metal Detector: At the FCI, all visitors are required to clear the metal detector before entering the institution. Alternative methods are not authorized for this search requirement.
- b. Electronic Searches: At the FCI and SPC, all visitors and their property/belongings will be searched by electronic means (walk-through or hand-held metal detector, ion spectrometry

devices, x-ray screening, etc.). Items of personal property may be required to be returned to the visitor's vehicle. In the event a visitor was dropped off at the institution, the visitor will be allowed to place disallowed items of personal property in the provided lockers. Alternative methods are not authorized for this search requirement. **(REQUIREMENT #19)**

- c. Pat Searches: All visitors are randomly pat searched according to a daily random method.
- d. Right to Refusal: A visitor who objects to any search, test, or entrance procedure has the option of refusing and leaving the institution grounds, unless there is reason to detain or arrest the visitor. Staff will deny admission of a visitor into the institution who refuses to undergo a search of person and/or effects as dictated by Bureau of Prisons policy.
- e. Animals: Visitors are precluded from bringing animals on to institutional grounds, except for animals that assist persons with disabilities. The visitor must provide staff with verifiable certification that the animal is trained for a specified purpose with the approved visitor. The Operations Lieutenant and Duty Officer will be notified before any animal is permitted into the institution (SCP or FCI).
- f. Visitors with Disabilities: If there are any concerns or questions regarding visitors with disabilities (walkers, oxygen bottles, etc.), the Operations Lieutenant and Duty Officer will be contacted to assist in visitor processing.
 - 1. Wheelchairs: Visitors who arrive in a wheelchair will be expected to submit to a thorough search. Every reasonable effort will be made to search the visitor in a sensitive and professional manner. When possible, visitors requiring a wheelchair will be required to use a wheelchair provided by the Health Services Department. However, if a visitor is physically unable to move their extremities to where they are confined to a

wheelchair, they will remain in the wheelchair, but have to agree to their person as well as the wheelchair being physically searched and metal detected. If the visitor refuses to being searched, their visit request will be denied.

- E. Visiting Room Policy: All regular visits not requiring special security measures will be conducted in the institution's Visiting Room. Separate rooms within the visiting area are provided for Legal Visits. Non-contact visiting rooms will be used when special security measures are needed. The maximum number of people allowed in the visiting room is limited at the FCI to 288 people and 164 people for the SCP. **(REQUIREMENT #7 & #24)**
1. Visiting Regulations: A copy of the Visiting Regulations Attachment B) will be posted in the Visiting Room and will be given to each approved visitor by the Visiting Room Officer upon the visitor's initial visit to the institution. Any violation of the institution's visiting procedures may result in termination of the visit and/or disciplinary action. Only the Operations Lieutenant and/or the Duty Officer have the authority to terminate a visit. However, the Visiting Room Officer can temporarily suspend a visit if the visitor violates any of the Institutional Visiting Rules and Regulations. **(REQUIREMENT #6)**
 2. Visiting Attire (Inmate): Inmates entering the visiting area will be dressed in institution clothing. Inmates will wear institution issued boots. All inmates will be required to have shirttails tucked in. Belts will be worn. All other attire will be prohibited.
 3. Inmate Possessions: All items taken into the Visiting Room will be inventoried, and the same items must leave the Visiting Room with the inmate. All FCI inmates entering and exiting the visiting area will submit to visual strip searches. Random visual strip searches will be conducted on inmates departing the SCP Visiting Room. Inmates will not be permitted to carry out any items other than those brought into the Visiting Room. In no instance will the Visiting Room Officer accept articles or gifts for an inmate, except packages which have prior approval by the Warden. **(REQUIREMENT #17)**

Inmates may carry the following items into the Visiting Room area:

- a. One wedding band (no stone)
 - b. One religious' medallion (with chain)
 - c. Prescription eyeglasses
 - d. Inmate Legal Materials: With prior Unit Team approval, inmates will be allowed to bring legal material into the Visiting Room for Legal Visits. This material will be inspected by the Visiting Room Officer for contraband. The contents of legal material will not be read by staff.
4. Supervision of Visits: It is the responsibility of the inmate to ensure all visits are conducted in a quiet, orderly, and dignified manner. A visit not conducted in an appropriate manner may be terminated by the Operations Lieutenant or Duty Officer. The Operations Lieutenant or Duty Officer will prepare a memorandum to the Captain and Unit Manager explaining the circumstances surrounding visit termination. The Visiting Room Officer will be aware of all articles passed between the inmate and the visitor. If there is any reasonable basis to suspect materials are being passed which constitute a violation of the law or institutional regulations, the officer may examine the item. The Operations Lieutenant or Duty Officer will be consulted in questionable cases.
5. Seating Assignments: The Visiting Room Officer will assign specific seating to inmates and visitors. For security reasons, the officer may also have the inmate and visitors moved to another seating area. Visiting will not be authorized in the patio area at the FCI or SPC. Visitors are not permitted to move or rearrange the chairs or tables.
6. Non-contact Visiting Areas: SHU inmates are only permitted visits in the non-contact visiting area. For the secure and orderly running of the institution, the Institutional Duty Officer may require other visits to take place in the non-contact visiting area. The maximum number of visitors in the non-contact visiting area is two (2) at a time. If more than one inmate is scheduled to have a non-contact visit, the Operations Lieutenant and Duty Officer will be notified. The Duty Officer will establish an equitable time-limit in attempt to

allow for multiple non-contact visits. Non-contact visits will be a minimum of one hour in duration.

(Requirement #24)

7. Visiting Room Conduct: Visitors arriving in the Visiting Room will report to the Visiting Room Officer for processing prior to being seated. Inmates will report to the Visiting Room Officer for check in.

Inmates are to remain in their seats until the end of their visit. Inmates will only move towards the shakedown room at the authorization of the Visiting Room staff.

The vending machine areas are off limits to inmates.

No loud, boisterous talk or profane language will be allowed in the visiting area. Physical contact between the inmate and his visitor(s) will be limited to an embrace upon the initial arrival and at the completion of the visit. The officers will issue only one warning for additional contact. Any contact following the warning will constitute reason for the Operations Lieutenant or Duty Officer to terminate the visit. Unauthorized touching may result in disciplinary action, to include the temporary loss of visiting privileges.

Criminal prosecution may be initiated against the visitor, the inmate, or both, in cases of criminal violations.

8. Visiting Restrictions and Overcrowding: Although there is no restriction on the frequency of visits during normal visiting hours, a visit may be curtailed or terminated for emergency situations, improper conduct on the part of the inmate or his visitor(s), or when the visiting area reaches maximum capacity.

Should the visiting room reach full capacity; the Visiting Room Officer will advise the Operations Lieutenant and the Duty Officer. The Operations Lieutenant and Duty Officer have the authorization to curtail or terminate visits. Should it become necessary to curtail visits due to overcrowding, a maximum two-hour visit will be implemented. Inmates exceeding the two-hour limit will be asked to voluntarily end their visits in a chronological order. If there are no volunteers, the Duty Officer

or Operations Lieutenant will begin curtailing visits of those who live within a fifty-mile radius of the institution, continuing at fifty-mile increments thereafter. The address on a visitor's I.D. card will be the primary method for determining a visitor's place of residence. If overcrowding continues, those who visit most frequently will have their visits terminated first. The process used to curtail visitation and the visits that were terminated will be documented in the Lieutenants' Log and in the Duty Officer Report. **(REQUIREMENT #7 & #25)**

9. Inner-family Visits: In addition to the above procedures, consideration will be given for allowing inmates who are related (e.g., brothers, father/son) to visit simultaneously with one visitor. Prior approval must be obtained from the Unit Manager, Captain and an Associate Warden, prior to the visit. This will be documented in a memorandum, and a copy will be provided to the Visiting Room Officers to be maintained in their area. Without previous approval, there will be no "cross visiting." **(REQUIREMENT #7)**
10. Children Visitors: Children are not allowed to wander from the immediate area of the visit, run about the visiting room, or create noise that disturbs other visits. Failure to supervise children will result in one written warning, and upon a second incident, either during the present visit or any subsequent visits, the visit will be terminated, and an incident report will be written. Children's areas are designated for children and visitors only. Inmates are prohibited from entering the children's area. Toys and games from the children's area must remain in the designated children's area. Inmates are responsible for the conduct of their visitors while in the children's area. **(REQUIREMENT #16 & #22)**
11. Walsh Act Requirements: Any inmate convicted of a Sex offense involving a minor (WA CONV) 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 visits closely monitored. **(Requirement #27)**

5. **OFFICE OF PRIMARY INTEREST: Correctional Services**



S. W. Phelps
Warden

Distribution: SERO
Executive Staff
Department Heads
Law Library

Attachments:

- Attachment: A - Visitor Denied Visitation Form
- Attachment: B - Visiting Regulations / Visitors Handout

UNITED STATES GOVERNMENT MEMORANDUM
Federal Correctional Institution, Edgefield SC
Satellite Camp, Edgefield, SC

DATE: _____

TO: Correctional Services

FROM: _____, Lobby / Visiting Room Officer

SUBJECT: Visitor denied entrance to Visiting Room

On _____ (date), at _____ (time), the
following visitor (Mr./Ms./Mrs.) _____
was denied entrance into the Visiting Room.

Inmate Concerned: _____, _____
Name Register Number

Reason for denial:

1. Improper or no identification
2. Not on inmate's visiting list
3. Underage or without parent/guardian
4. Other: _____

Comments: _____

CC: Institution Duty Officer

**FEDERAL CORRECTIONAL INSTITUTION & SATELLITE CAMP
EDGEFIELD, SOUTH CAROLINA
VISITING REGULATIONS
VISITORS HANDOUT**

The following is an outline of the regulations and procedures governing visiting with inmates at the Federal Correctional Institution/Satellite Camp, Edgefield, South Carolina. It is the philosophy of this institution that inmate visits with family and other professional persons will help an offender to plan a more realistic future for his return to society.

Address: FCI Edgefield is located at 510 Gary Hill Road, Edgefield, SC 29824. (803)637-1500. **(REQUIREMENT #11)**

Directions from Columbia, SC

Driving Time: 1 hour, 20 minutes

Distance: 70 miles

I-20 W toward AUGUSTA, GA. 46.3 miles

Merge onto SC-19 N via exit number 18 toward JOHNSTON/EDGEFIELD. 10.5 miles

Turn SLIGHT LEFT onto US-25.4.1 miles

Turn SLIGHT LEFT onto BAUSKETT ST. 0.1 miles

Turn LEFT onto GARY HILL RD. 1.4 miles

End at 501 Gary Hill Rd, Edgefield, SC 29824-4503

Directions from Atlanta, GA

Driving Time: 3 hours

Distance: 170 miles

I-20 E toward AUGUSTA, GA. 149.2 miles

Merge onto US-25 N/SC-121 N via exit number 5 toward EDGEFIELD/JOHNSTON. 13.6 miles

Turn LEFT onto US-25. 4.2 miles

Turn SLIGHT LEFT onto BAUSKETT ST. 0.1 miles

Turn LEFT onto GARY HILL RD. 1.4 miles

End at 501 Gary Hill Rd, Edgefield, SC 29824-4503

Public Transportation: Edgefield County does not provide any public transportation Systems. Taxi Cabs are available from Augusta, GA to the institution. **(REQUIREMENT #11)**

Visitation Guidelines: All visitors will enter the institution at the front entrance. Adult visitors will not be permitted admission into the institution without proper identification. Staff must be able to positively verify the identity of adult visitors (16 years and older) prior to every visit. Visitors under the age of 16 are exempt from providing photo identification. The only form of identification for visitors will be "valid photo identification." Valid photo identification is a current state issued driver's license, state issued identification card, verifiable government issued identification or passport, or verifiable identification

issued by a foreign government. An expired I.D. of any type is not considered valid.

Only visitors documented on an inmate's approved visiting list will be authorized to visit. The authorized number of visitors for an inmate housed at the FCI or SCP is seven (7), including no more than four (4) adults. Adults include any person 16 years of age or older.

All visitors and their property/belongings will be searched by electronic means. Institutional Staff are authorized to pat-search visitors. Anyone refusing to be searched will be denied entry into the institution. Visitors must sign a Notification to Visitor form (Title 18) in the presence of a staff member prior to entrance into the institution. Persons who are not visiting or who are denied visiting may not remain on institutional grounds. De facto

A small see-through coin purse is permitted to hold photo identification and no more than \$25.00 (no denomination over \$5.00). Money is strictly for use in the Visiting Room vending machines. Visitors are not allowed to give money to inmates at any time. Individuals with health issues requiring them to carry medication into the Visiting Room must inform staff of their condition and receive permission to carry the medication into the Visiting Room. The Visiting Room Officer will maintain the medication for the duration of the visit.

Visiting Schedule: Social visits occur on Saturdays, Sundays, and on Federal Holidays. The following schedule will be utilized for inmates with social visits for the FCI and SCP:

Saturday: 8:30 a.m. to 3:00 p.m.
Sunday: 8:30 a.m. to 3:00 p.m.
Federal Holidays*: 8:30 a.m. to 3:00 p.m.

*Federal or nationally recognized holidays include New Year's Day, Martin Luther King Jr., Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

Hours of Visitation [8:30a.m. to 3:00p.m.]: Visitors will not be allowed inside the front lobby of the institution before visiting hours are scheduled to begin. During visiting days, visitor admittance will cease at 9:30a.m. in order to conduct an official count. Visitors who are in the Lobby prior to 9:30a.m. will be processed and remain in the Lobby until the conclusion of count. Visitors arriving at 9:30a.m. through the conclusion of the official count are required to leave the institutional grounds until the count has cleared. There will be no movement into or out of the Visiting Room during the count. Admittance into the Visiting

Room will resume at the conclusion of the official count. Visitors will not be admitted into the Visiting Room after 2:00p.m.

Visitor Parking: Visitors are to park their cars in the designated visitors parking area. No vehicle will be parked on institution grounds for a prolonged period before or after visiting hours. Loitering in the parking lot or on institution grounds is not permitted at any time. Large vehicles (e.g., campers, mobile recreational vehicles, tractor-trailers) will be parked in the area of the parking lot farthest away from the institution.

Visitor Clothing: Visiting is an important family function. Dress code requirements are necessary to maintain the dignity of those involved. All visitors will be properly dressed when coming to visit the FCI and SPC. The Front Lobby/Visitation Officer will ensure all visitors are appropriately dressed. Provocative attire is reason to deny and/or preclude visiting.

Visitors are prohibited from wearing camouflage clothing, khaki colored clothing (when visiting the FCI), and olive drab colored clothing (when visiting the SPC). Visitors are prohibited from wearing low cut (e.g., V-neck) shirts or dresses, see-through clothing, spandex, tube tops, tank tops, halter tops, crop tops, sleeveless clothing, backless clothing, swim suits, sweat suits, mesh clothing, break away pants, open toe shoes, clothing with logos that may indicate gang affiliation, or any other apparel of a suggestive or revealing nature (e.g., skin-tight clothing). Shorts must be no higher than above the bend of the knee. The length of a dress will not be shorter than the bend of the knee. This requirement includes any type of slit or cut in the dress.

Women should avoid wearing under-wire bras since they may not clear the metal detector. Except for religious headgear (e.g. kufi, headbands, turban, hijab), hats, bandanas and/or scarfs are not permitted. Wristwatches, timepieces or electronic devices of any sort are not authorized.

Visitor Belongings: All approved items will be subject to search by the Lobby/Visiting Room Officer. Visitors are only authorized to bring the following items into the Visiting Room:

- a. All authorized items entering the visiting room must be carried in a clear plastic bag/container not to exceed 6" long by 6" wide by 3" deep
- b. Valid Photo identification
- c. Money for food and refreshments: No more than \$25 (no denomination over \$5.00), per adult visitor
- d. Required prescription medication: "Life Essential"

medication (heart medication, inhalers, etc.) will be limited to the amount necessary during the visitation period. Any approved medication will be left with and supervised by the Visiting Room Officer during the visit

- e. Jewelry: Jewelry worn in by the visitor (not excessive)
- f. Feminine Hygiene Products: A reasonable amount of feminine hygiene items are permitted into the Visiting Room. Products must be in originally sealed packaging
- g. Infants: The following items will be permitted, per child, when infants are visiting:
 - 1. One (1) Clear diaper bag or clear plastic container of reasonable size to hold infant products contained therein
 - 2. Four (4) Diapers
 - 3. One (1) package of baby wipes (unopened)
 - 4. One (1) change of infant clothing
 - 5. Two (2) baby bottles with contents
 - 6. Two (2) small jars of baby food (unopened)
 - 7. One (1) receiving blanket
 - 8. One (1) see-through drinking cup

Federal Law: Title 18, U.S. Code, Section 1001, states that "whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes any materially false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, imprisoned not more than 5 years or, if the offense involves international or domestic terrorism, imprisoned not more than 8 years, or both."

Title 18, U.S. Code, Section 1791, provides a penalty of up to 20 years imprisonment for any person who introduces, or attempts to introduce, any "prohibited object" into any federal correctional institution, without the knowledge and consent of the Warden.