



U.S. Department of Justice
Federal Bureau of Prisons
United States Penitentiary
Canaan, Pennsylvania

Institution Supplement

OPI: Correctional Services
NUMBER: CAA-5267.09E
DATE: February 8, 2024
SUBJECT: Inmate Visiting
Regulations

1. **PURPOSE AND SCOPE:** It is the intent of this Institutional Supplement to establish visiting hours and procedures at United States Penitentiary (USP)/Satellite Prison Camp (SPC) Canaan, Pennsylvania.

2. **DIRECTIVES AFFECTED**

a. **Directive Rescinded**

IS 5267.09D Inmate Visiting Regulations, November 27,
2023

b. **Directives Referenced**

PS 5267.09, CN-1 Visiting Regulations, August 1, 2023
PS 7331.04 Pretrial Inmates, August 1, 2023
PS 5270.09, CN-1 Inmate Discipline Program, November 18, 2020
PS 5270.11 Special Housing Units, November 23, 2016
PS 1315.07, CN-1 Legal Activities, Inmate, August 1, 2023
PS 5100.08, CN-1 Inmate Security Designation and Custody
Classification, September 4, 2019
PS 2000.02, CN-69 Accounting Management Manual,
February 8, 1999
PS 5510.15 Searching, Detaining, or Arresting Visitors
to Bureau Grounds and Facilities,
July 17, 2013
PS 5521.06 Searches of Housing Units, Inmates, and
Inmate Work Areas, June 4, 2015

3. **STANDARDS REFERENCED**

American Correctional Association Standards for Adult
Correctional Institutions, 4th Edition: 4-4156, 4-4267, 4-4285,
4-4498, 4-4499, 4-4500, 4-4501, 4-4502, 4-4504

4. **PROCEDURES**

A. Preparation of the Visiting List

1. Upon admission to USP or SPC Canaan, each inmate will be provided a Visitor Information Questionnaire (BPS-629.052) and Visitor Information Handout (USP/SPC inmates Attachment #1). This is to be completed and returned to the Unit Counselor for final approval. The inmate will be required to mail the Visitor Information Forms to the proposed visitors, unless they are indigent. If an inmate is indigent they can submit an Inmate Request to their Unit Manager requesting postage stamps. If the inmate is found to be indigent, postage stamps will be issued for the purpose of mailing the Visitor Information Forms. 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. If the NCIC reveals a questionable conviction by a proposed visitor, the Associate Warden of Programs (USP) or the Camp Administrator (SPC) will be the normal review authority; however, the Warden will be the review authority for former federal inmates. 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. It is the inmate's responsibility to notify the visitors of their approval/disapproval, and to advise the visitors of visiting guidelines.
2. The Unit Team will be responsible for placing a visitor on an Inmate's Approved Visiting List, and a hard copy of the Visiting List will be placed in the inmate's Central File and in the Visiting Room. The Unit Counselor will notify the inmate of those visitors who have been approved or denied. Program Statement 5267.09, Visiting Regulations, allows immediate family, other relatives, and no more than ten (10) friends and associates on their approved visiting list at one time. Visiting Regulations have been incorporated in the Admission and Orientation (A&O) Handbook. The A&O handbook is provided to all inmates during intake screening.
3. The Unit Counselor will periodically review the Visiting List to ensure it is accurate. The list may be amended by the inmate's submission of an Inmate Request to Staff Form

to his Unit Team indicating the desired change on a quarterly basis.

4. The Approved Visiting Lists are entered into the Visiting Program. This program will be utilized by the Front Lobby Officer to verify the inmate visitor. Hard copies of an inmate Approved Visiting List will also be maintained in the Unit Team Central File and in the Visiting Room. The hard copies will be utilized in the event of program failure.
5. Written guidelines will be made available to an inmate's visitors at the request of the visitor to the Operations Lieutenant or IDO. These guidelines will also be made available on the Bureau of Prisons public website.

B. Regular Visitors

- 1. Members of the Immediate Family:** This category includes mother, father, step-parents, foster parents, brothers, sisters, spouse, and children. These individuals are to be placed on the Visiting List if identified in the inmate's Pre-sentence Investigation and upon completion of an NCIC Check. However, the inmate will initiate the Visitor Information Form, and the form must be returned to the Unit Counselor before the NCIC Check is initiated.
- 2. Other Relatives:** This includes grandparents, uncles, aunts, in-laws, and cousins. They can be placed on the Approved Visitation List if the inmate requests to have visits from them regularly and if there exists no reason to exclude them. They are required to complete a Visitor Information Form and have a NCIC Check.
- 3. Friends and Associates:** The visiting privilege shall ordinarily be extended to friends and associates having established relationships prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. These individuals are to be placed on the Visiting List if identified in the inmate's Pre-sentence Investigation and upon completion of an NCIC Check.
- 4. 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 CONV). Any inmate fitting these criteria 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 more closely monitored.

5. **Non-Contact Visits:** All Non-Contact Visits are to be conducted in booths designated for this purpose. In the event multiple visitors are present for these purposes, the booths will be filled on a first come first serve basis and be limited to two hours.
6. **Special rules for children:** Children under 16-years of age cannot visit unless accompanied by a responsible adult who will provide close supervision.

Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution. The Warden must approve any exception to this requirement.

C. Special Visits

1. Inmates must submit a special visit request to their Unit Team at least two weeks in advance of the proposed visiting date. Visits from persons not on the approved list must be approved by the Warden (USP) or Camp Administrator (SPC). The Warden has designated the Associate Warden (Programs) to approve these visits. Upon approval, the Unit Manager will notify, in writing, the Captain, Operations Lieutenant, Control Center, Front Entrance Staff, and Visiting Room Staff of the Special Visit. During scheduled visiting hours, Correctional Services staff assigned to the Visiting Room will supervise the visit. If no staff are assigned to the Visiting Room, Unit Team staff will supervise the visit.

D. Clergy Visits

1. Inmates wishing to receive visits from his Minister of Record will 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. No visiting points will be deducted for visitation by the

Minister of Record. An inmate may have only one Minister of Record

2. All Clergy visits will be coordinated through the Religious Services Department and approved by the Warden. The Chaplain will issue an authorization memo for each visit. A copy of this memorandum will be provided to the Lieutenants' Office, Control Center, Front Lobby Officer, and the Visiting Room Officer. When the Clergy arrives, he/she will be checked in as expeditiously as possible, utilizing the same procedures used for attorneys. The Front Lobby Officer will be responsible for entering the visitor's information into the Visiting Program. A review of the Minister's credentials and the appropriate security checks will be conducted. The Minister of Record will then be placed on the Inmate Visiting List as the Minister of Record. No visiting points will be deducted for visitation by the Minister of Record. An inmate may have only one Minister of Record. Visitation by other Clergy will be charged visitation points.

E. Professional Visits (Law Enforcement)

1. Requested visitation from a representative of a law enforcement agency, will be approved and arranged by the SIS/SIA, or Captain. United States Probation Officers (USPO) and Mental Health Professionals performing court-ordered examinations will receive priority when processing. This visitation will be approved and arranged through the inmates Unit Team. All visits will be arranged during normal business hours. If approved by the Captain, a memorandum authorizing the visit will be distributed to the Lieutenants' Office, Control Center, Front Lobby Officer, and Visiting Room. Front Lobby Staff will be responsible for entering the visitor's information into the Visiting Program.

F. Attorney Visitation

1. Attorney, paralegal, or private investigator visits, representing an inmate client, will be arranged through the Unit Team. Requests are to be placed via telephone or mailed, at least twenty-four (24) hours prior to the proposed visit. During any institution lockdown, attorney visits representing an inmate will continue to be scheduled through the Unit Team, at least twenty-four (24) hours prior to the proposed visit.

G. Consular Visits

1. All non-United States Citizens are encouraged to maintain contact with their consulate. Consulate visits will be arranged by the Case Management Coordinator (CMC).

H. Media Visits

1. Media visits will be coordinated by the Executive Assistant and facilitated in conjunction with Unit Team.

I. Visits to Offenders not in the General Population

1. **Admission Status**: All social visits will be limited to approved visitors only.
2. **Hospital Patients**: Visits for inmates hospitalized in the community will be approved by the Warden or his designee. This will normally be limited to immediate family members. A request must be initiated from the inmate's family to the inmate's Unit Team for a specific date and time to visit any inmate who is hospitalized. All visits will be subject to the general visiting policy of the hospital. An Approved memo will be forwarded by the inmates Unit Team, through the Captain, and will be maintained by the escort officer(s).
3. **Special Housing Unit (SHU)**: The Operations Lieutenant and Special Housing Unit Lieutenant will be notified when an inmate in the Special Housing Unit (SHU) has a visit. Each case will be handled on an individual basis. SHU inmates will be limited to 2 hours of Visitation. SHU inmates will be secured in a Non-Contact Visiting Room. SHU visits will only be processed until 1:00 pm. Special Housing Unit Visiting will occur during regular visiting hours.
4. **Admission and Holdover Status**: The Warden may limit Visitation to immediate family for the inmates going through A&O or for holdovers. Normally holdover inmates will not receive social visits. Any legal visits will be pre-approved through the unit team. USP Canaan does not ordinarily house any inmates with the status of Holdover or Admission.

J. Number of Visitors

1. Inmates will be limited to four (4) total approved visitors at any one time. This includes approved adult visitors (over the age of sixteen), children and babies. Exceptions will be requested through the Unit Manager. Split visiting can be used at the discretion of a Lieutenant or the Institution Duty Officer. A split visit is defined as a visit where four persons are present in the Visiting Room and one or more of these person(s) leaves the Visiting Room to be replaced by another authorized visitor(s). On split visits, only one exchange of visitors will normally be permitted.

K. Social Visiting Hours

1. The following schedule will be utilized for inmates with social visits at USP Canaan:

Friday 8:00 a.m. to 2:30 p.m.
Saturday 8:00 a.m. to 2:30 p.m.
Sunday 8:00 a.m. to 2:30 p.m.
Holidays 8:00 a.m. to 2:30 p.m.

2. The following schedule will be utilized for inmates with social visits at SPC Canaan:

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

3. Social Visitors will not be processed before 8:00 a.m. or after 2:00 p.m., on visiting days.
4. Due to security concerns and count preparation procedures, social visitors will not be escorted into the Visiting Room after 9:00 a.m. Escorts for social visitors will resume as soon as possible after the 10:00 a.m. count is cleared. In the event of an emergency situation, the Operations Lieutenant will determine when escorts for social visitors will resume.
5. There may be times when the USP/SPC visitation is suspended during scheduled visiting hours. Visitors are

directed to check the following website for information regarding visitation, www.BOP.gov.

L. Limitations

1. Each inmate housed at USP/SPC Canaan will be given 8 visiting points on the first day of each month. Two (2) points are incurred for each visit.
2. No points will be incurred for legal visits, or Prisoner Visitation Service (PVS) visits.

M. Visiting Room Capacity

1. Inmate visitation at the USP/SPC will be open to all inmates while visiting is conducted. Once the Visiting Room capacity has been reached, termination of visits will begin. The capacity for the USP and SPC Visiting Rooms is 90 occupants each.
2. The Visits will be terminated based on the order they entered the Visiting Room. The Institution Duty Officer (IDO), or in their absence, the Operations Lieutenant, will make the determination as to which visits will be terminated. This will be documented in the Lieutenants' Log and will be supported by a memorandum to the Captain.
3. The total inmate capacity for the USP is 18 (non-contact rooms are not included).

N. Visitors Entering the Institution

1. In the event the inmate Visiting Program is not operational, staff will refer to the physical copy of the inmates visiting list located in the Visiting Room. Staff must be able to verify the identity of visitors (over the age of 16) prior to admission into the institution. Photo Identification must be a valid state or government issued photo identification. Any identification that is altered, forged, or expired, is not a valid form of identification and will not be accepted. Check cashing cards and other easily produced forms of identification are not accepted.
2. Staff may require a visitor to submit to a personal search of items of personal property prior to allowing or continuing a visit. Items of personal property may

be required to be returned to the visitor's vehicle prior to entering the institution. If a visitor was dropped off and does not have a vehicle, items not permitted in the Visiting Room may be placed in a locker. Items to be placed in a locker are subject to a thorough search by staff. Refusal to allow staff to search the items will result in the visit being denied. Visitors will be allowed to wear Religious headgear, after it has been searched.

3. All inmate visitors, with the exception of children under the age of 16, will be required to sign the Log Book at the Front Lobby Officers Desk. All Visitors will be required to complete a Notification of Visitor Form and pass through the walk-through metal detector. Processing of visitors will include stamping the visitors and verification to ensure it is visible by the black light.

Visitors with surgically implanted metal plates, pins, or pacemakers, will need to supply medical documentation on paper of these items prior to entry into the institution. If a visitor has appropriate documentation of a medical condition, which would prevent him/her from clearing the walk-through metal detector the Operations Lieutenant and the IDO will be notified.

4. Once the Visitor(s) has been processed, and his/her hand stamped with the selected stamp of the day, the Front Lobby officer will verify the stamp with a black light located at the Front Lobby. Visitor(s) will proceed to the Visiting Room and will be escorted by a staff member. The visitor's photographic identification and Notification to Visitor Form will be hand-carried to the Visiting Room by the Visiting Room Officer. All documentation will be relinquished to a Visiting Room Officer upon entry into the Visiting Room. If a locker is assigned, the Front Lobby Officer will note the number of the visitor's locker on the top of the Notification to Visitor Form. The Control Room Officer will verify the visitor's stamp via the black light before permitting entrance into the secured perimeter of the Institution. Upon entry, the Visiting Room Officer will also verify the visitor's stamp via the black light.

Upon completion of the visit, the inmate and visitor will report to the Visiting Room Officer. The inmate must be positively identified. The Visiting Room Officer will then instruct the inmate to wait by the Inmate Search Room. The Visiting Room Officer will then verify all visitors' hand stamps via the black light, identify each visitor via the photo identification, and relinquish Notification to Visitor Forms to the escorting staff member. The visitor(s) will then be escorted to the Administration Building. Before entering the Control Sally Port all Visitors will stand behind the red line located between the institution and the Administrative Building, the escorting staff member will proceed to the Control Sally Port window for positive identification prior to allowing visitors' to enter the Control Sally Port. The Control Room Officer will verify all visitors' hand stamps via the black light, prior to releasing the visitor(s) from the Sally Port. The Front Lobby Officer will ensure each Notification to Visitor Form is returned and each visitor's hand stamp is verified, via the black light, prior to the visitor(s) departing the Institution.

Visits will be denied or terminated *only* by the Operations Lieutenant in consultation with the IDO.

Visitor Lockers are located in the Front Lobby area for storage of visitors' handbags and/or purses. If all lockers are occupied, the visitors will place these items in their secured vehicle. No cell phones, cameras or electronic devices of any kind will be permitted in the Administration Building or the institution at any time. The items will be returned to the visitor's secured vehicle. In the event all visitor lockers are utilized, incoming visitors must wait until a locker is open prior to entry into the Visiting Room.

Medication will be left in the lockers provided, unless the medication is essential to support life. The visitor will only be permitted to have the exact dosage needed during the time that he/she will be visiting. Prior to allowing the medicine into the Institution, the

Front Lobby Officer will contact a member of the medical staff to determine if the medicine is necessary. If the medication must be retained by the visitor, the Front Lobby Officer will advise the Visiting Room Officer that the visitor has medication. The Visiting Room Officer will hold the medication until it is used by the visitor.

If for any reason a visitor is denied entrance to the facility, Attachment #2 will be completed and forwarded per distribution noted on the form.

5. Social Visitors: All social visitors will be required to complete a Notification to Visitor Form upon arrival. All areas of the form will be completed. Visitors will also sign in on the Visitor's Log Book and sign out when they conclude the visit. If a visitor has to leave the approved visiting area for any reason, the visit will be terminated. Attachment #4, will be used to log in all inmate visitors.

6. Only the following articles are authorized to be carried into the institution by visitors:

- Money for vending machines must be placed in a small, clear, plastic bag (no larger than 8x10) and must not exceed \$30.00. **Wallets are not allowed in the visiting room.**
- Essential medication feminine hygiene products will be limited to the amount needed during the visiting period, and will be controlled by the Visiting Room Officer. No visitor will be prohibited from visiting due to having essential medication or feminine hygiene products.
- A private room will be provided, upon request, for nursing mothers to nurse infants.

The following items will be permitted, per child, when infants are visiting:

- Three (3) Diapers
- One (1) clear package of baby wipes
- One (1) change of infant clothing
- Two (2) clear baby bottles/sippy cups with contents

- Two (2) small jars of baby food (Unopened)
- One (1) receiving blanket
- One (1) plastic serving spoon
- One (1) small clear plastic tote

All items will be subject to search at any time by the Visiting Room Staff.

7. All visitors will be expected to wear clothing which is within the bounds of good taste. Visitors will not be allowed to wear the following items:
- Garments which reveal portions of the upper torso, cleavage, and/or undergarments (ex: halter tops, midriffs, etc...).
 - Garments which do not cover the top of the shoulder (ex: tank tops, tube tops, spaghetti straps, etc...).
 - Athletic garments (ex: tights, sweat suits, jogging suits, sports jerseys, etc...).
 - Shorts of any kind.
 - Skirts or dresses which are above the knee in length or have slits extending above the knee.
 - Any clothing items of the following colors, khaki, tan, light brown, dark green, or any similar color to inmate attire.
 - Camouflage material or fatigues or any type of military garments.
 - Any garment which appears to be skin toned or allows the outline of the undergarments to be visible.
 - Hats, scarves, heavy outer coats.
 - Hooded jackets, sweatshirts, or any clothing with a hood.
 - Hospital scrubs or hospital type clothing.
 - Any clothing with rips, holes, or tears.
 - Plain white t-shirts.
 - Flip flops, sandals, house slippers, open-toed shoes, heeled type shoes, or platform soled shoes (ex: stiletto heels, pumps, wedges, etc...).
 - Watches of any kind, wrist, pocket, etc.

The above list is not all inclusive. Any attire deemed questionable may prevent visitors from entering the institution. Questions regarding dress of visitors will be referred to the Operations Lieutenant or the IDO for determination.

8. Female visitors will be required to wear a bra. Under wire undergarments are not acceptable, as this will activate the metal detector.
9. With prior Unit Team approval, inmates may be allowed to bring legal material into the Visiting Room for a legal visit only. This material will be inspected by the Visiting Room Officer for contraband. Under no circumstances will the Visiting Room Staff accept articles or gifts of any kind for an inmate, unless the packages have prior approval by the Warden.
10. Loitering by visitors in the institution parking lot, or on institution grounds, is not permitted.
11. Parking areas for visitors have been clearly marked with red parking spaces and identified by a numbered placard. Visitors are only allowed to park in the areas designated for visitor parking, no other areas will be used or allowed for visitor parking. Large vehicles (e.g., campers, mobile recreational vehicles, tractor trailers) are prohibited from being parked in the institution parking lot at any time. Violators may be subject to towing, at the owner's expense. Visitors are not allowed to remain in vehicles or on the property if they are not visiting inmates.
12. Visitors are not authorized to bring tobacco products of any kind. This will be considered contraband.
13. Neither inmates nor their visitors will be authorized to wear or have a watch on their person in the USP or SPC Visiting Room.
14. At both USP and SPC Canaan, child areas have been identified in the designated Parenting Program sections of the visiting rooms. Inmates are not permitted in these areas; however, they are responsible for the conduct of their children.
15. Visitors will be allowed to wear jackets into the visiting room, within reason. Long coats (ex: trench coats), or overly large, puffy jackets will not be permitted into the visiting room. All visitors will be required to remove their jackets and place them on the coat rack upon entering the visiting room. Once visiting hours are over, the visitor will be permitted to remove their jacket from the coat rack and then will

be escorted out of the visiting room. At no time will any jacket be permitted at the visiting room table (children's jackets included).

O. Supervision of Visits

1. When an inmate has a visit, the Unit Officer will be notified by the Visiting Room #1 Officer. The Unit Officer will notify the inmate via the public address system. At the USP, the light system will be used by the inmate to notify Visiting Room Staff that he is awaiting processing.
2. It is the responsibility of the inmate to ensure all visits are conducted in a quiet, orderly, and dignified manner. Inappropriate conduct during a visit may result in the termination of the visit.

P. Letters

1. 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 being passed, which may adversely affect the security of the institution, or constitute a violation of the law or regulations, the Visiting Room Officer is to examine the item. The Operations Lieutenant and/or SIS Office will be consulted in questionable cases.

Q. Visiting Attire (Inmate)

1. Inmates entering the USP Canaan Visiting Room will be dressed as follows:
 - Yellow issued shirt and pants set
 - Visiting room issued shoes.
 - Brown issued socks
 - Yellow T-Shirt, worn underneath yellow top (issued)
 - All other attire will be prohibited
2. Inmates entering the SPC Canaan Visiting Room will be dressed as follows:
 - Spruce green pants and top
 - Institution issued shoes or commissary purchased shoes
 - White T-Shirt, worn underneath spruce green top (issued or purchased), all shirts will be tucked in the waistband
 - All other attire will be prohibited

3. Inmates may carry the following items into the Visiting Room area:
 - Identification card
 - One wedding band (no stone)
 - One approved religious medallion (with chain) worn inside the shirt
 - Prescription eyeglasses (no case)
 - Life sustaining medication (Officer will maintain during the visit)
 - Religious headgear
 - Photo ticket
4. All items taken into the Visiting Room will be inventoried by staff utilizing Attachment #3, and the same items must leave the Visiting Room with the inmate. All inmates entering will be pat searched and screened with a metal detector (except at the SPC). Random visual searches will be conducted when entering the Visiting Room. All inmates exiting the visiting area (except at the SPC) will be screened with a metal detector and submit to a visual search. Inmates will not be permitted to return with any items other than those documented as being brought into the Visiting Room. Upon exiting the Visiting Room all SPC inmates will be pat searched. SPC inmates may be visually searched on a random basis.

R. Inmate and Visitor Conduct within Visiting Room

All inmate visitors arriving in the Visiting Room will report to the Visiting Room Officer for processing and seating assignment.

Inmates entering the Visiting Room will report to the visiting room officer and check in. Inmates and visitors are not allowed to move freely inside the visiting area. Inmates are not authorized to receive any food items from the vending machines. The vending machines are for visitors' use only and only with the permission of staff. Inmates who are in the visiting room during the noon meal may request an alternative meal from food serve be set aside until the completion of their visit.

Inmates and their visitor(s) are permitted to take tasteful pictures in a designated area only. Pictures will be completed as soon as the inmate photographer arrives and in the order they were logged.

Physical contact between the inmate and his visitor(s) will be limited to a brief embrace and kiss, only at the initial arrival and again at the completion of the visit, and only in the pre-designated area identified as the "Embrace Box" located adjacent to the Officer Station. Both the visitor and inmate may be subject to a security check of their mouth prior to or after any embrace or kiss occurring. The staff must limit physical contact to minimize the opportunity for the introduction of contraband and to maintain the orderly operation of the visiting room. Children under the age of five (5) year old may be held by inmates only at the assigned inmate's seat, unless security concerns dictate otherwise.

Inmates are not allowed to receive any items from any visitor without prior authorization from either the Operations Lieutenant or Warden.

Any violation of the Institution's Visiting Procedures may result in termination of the visit and/or disciplinary action. The Captain, IDO or the Operations Lieutenant have the authority to terminate a visit. The Captain, IDO or the Operations Lieutenant can deny entry of unauthorized and pre-approved visitors based on violations of the Institutional Visiting Rules and Regulations

S. Non-Smoking Area

The entire Visiting Room and the Attorney Visiting Rooms are designated as non-smoking areas.

T. Reinstatement of Visiting Privileges

1. Only the Warden can reinstate a suspended individual to an Inmate's Visiting List. The Unit Manager will prepare a memorandum through the Captain and AW(P), to the Warden, explaining the specific reasons for reinstating the individual to the Approved Visiting List.
2. Under no circumstances will special visits be permitted for individuals who have been removed from the approved visiting list without a thorough investigation, and approval by the Warden or his/her designee.

U. Transportation Assistance

1. Directions for transportation to and from the institution, pay phone service, with commercial transportation phone numbers will be posted, and be made available at the USP/SPC to assist visitors.

V. Attachments

- Attachment 1 Visitor Information Handout
- Attachment 2 Visiting Denial Form
- Attachment 3 Inmate Personal Property Form
- Attachment 4 Inmate Visitor Log

W. Effective Date: Effective upon issuance

Approved by:



F. Garza, Warden

**United States Penitentiary, Canaan
and
Satellite Prison Camp
Phone: (570) 488-8000
3057 Eric J. Williams Memorial Drive – Waymart, PA 18471**

Visitor Information Handout

VISITING DAYS:

SCP: Weekends & federal holidays (8:00 a.m. - 3:00 p.m.)

USP: Fridays, weekends, & federal holidays (8:00 a.m. - 2:30 p.m.)

VISITING INFORMATION

1. USP Canaan is located approximately 23 miles northeast of Scranton, PA. From Scranton, PA, take 81 north to Route 6 to the town of Waymart. At the stop light turn right onto State Route 296. Follow Route 296 for 1.4 miles, where the prison entrance is on the right. From New York/Milford area take 84 west to exit 17 ramp, turn onto Route 191 north, and continue to travel on Route 191 until signs appear for Route 296 north (Route 196 turns into Route 296). Continue Route 296 until signs appear for the prison entrance.
2. All persons authorized to visit at this facility must abide by all institution rules. No person may visit unless he/she has been approved in advance and documented as visitors on the inmate's visiting list. An inmate's visiting list is not public information, therefore any calls pertaining to a visiting list cannot be answered. All visitors must carry picture identification (such as a valid Driver's License, current passport with photo, alien identification card with photo) in order to be admitted to the Visiting Room. An authorized form of identification is a document with the visitor's photograph and signature.
3. Children under 16 years of age must be accompanied by an adult parent or guardian. Children sixteen (16) years of age and over MUST fill out a visitors form and have it sent to the respective Counselor. The number of visitors an inmate may visit is limited to four (4) persons; children will be included in this number.

Allowance of more than four visitors requires prior approval from their respective Unit Manager and Captain. Adults will maintain control and are responsible for their children at all times.

4. Sandwiches, soft drinks and candy are available from vending machines in the Visiting Room. Food or drinks will not be permitted to be brought in from outside the institution. Inmates are not allowed to receive any food from the vending machines, all vending machine items are for visitors only.
5. Visitors are not permitted to bring any type of photographic equipment on institution grounds.
6. Large purses or tote bags are not permitted inside the institution. Only a small clear change purse is authorized.
7. Allowable baby items are as follows: 3 diapers, 2 plastic baby bottles or sippy cup containing formula 3/4 full, 2 sealed plastic jar of baby food, 1 empty plastic baby bottle, 1 plastic serving spoon, 1 small clear plastic tote bag for contents, 1 plastic zip lock bag containing baby wipes.
8. Games or toys will not be permitted into the visiting area. Video cassettes will be available at the institution for children's viewing. Newspapers, magazines, clippings, photos, etc. will not be permitted. NO make-up inside the institution at any time.
9. All visitors will be dressed in an appropriate manner and in good taste. You are entering a correctional setting, and this is a requirement. Visitors will not be allowed to wear the following items.
 - Garments which reveal portions of the upper torso, cleavage, and/or undergarments (ex: halter tops, midriffs, etc...).
 - Garments which do not cover the top of the shoulder (ex: tank tops, tube tops, spaghetti straps, etc...).
 - Athletic garments (ex: tights, sweat suits, jogging suits, sports jerseys, etc...).
 - Shorts of any kind.
 - Skirts or dresses which are above the knee in length or have slits extending above the knee.

- Any clothing items of the following colors, khaki, tan, light brown, any similar color to inmate attire.
- Camouflage material or fatigues or any type of military garments.
- Any garment which appears to be skin toned or allow the outline of the undergarments to be visible.
- Hats, scarves, heavy out coats.
- Hooded jackets, sweatshirts, or any clothing with a hood.
- Hospital scrubs or hospital type clothing.
- Any clothing with rips, holes, or tears.
- Plain white t-shirts.
- Flip flops, sandals, house slippers, open-toed shoes, heeled type shoes, or platform soled shoes (ex: stiletto heels, pumps, wedges, etc...).
- Watches of any kind, wrist, pocket, or etc...

The above list is not all inclusive. Any attire deemed questionable may prevent visitors from entering the institution. Questions regarding dress of visitors will be referred to the Operations Lieutenant or the IDO for determination.

Female visitors will be required to wear a bra. Under wire undergarments are not acceptable, as this will activate the metal detector.

10. Under no circumstances will a visitor be allowed to visit unless they have cleared the metal detector. Persons having metal plates or prosthetic devices must have written documentation from a doctor.
11. You and your belongings may be pat searched either randomly or upon reasonable suspicion. A pat search of your person or belongings involves a staff member pressing his/her hands on your outer clothing, or the outer surface of your belongings, to determine whether prohibited objects are present. Whenever possible, pat searches of your person will be performed by staff members of the same sex. Pat searches may be conducted by staff members of the opposite sex only in emergency situations with the Warden's authorization.

12. Once a visitor has been checked into the institution, they may not be permitted to return to their automobile or leave the visiting area. If this occurs, the visit may be terminated.
13. The visiting room is a public place and children are normally present. You are expected to conduct yourself accordingly. Handshaking, embracing and kissing are ordinarily permitted within the bounds of good taste and only at the beginning and end of the visit. Behavior deemed inappropriate will result in immediate termination of the visit, and possible loss of future visits. No exceptions!
14. Each inmate housed at USP/SPC Canaan will be allotted 8 visiting points on the first day of each month. Two (2) points are incurred for each visit on weekends and 1 point is incurred for each visit on weekdays. No points will be incurred for legal visits.
15. Visitors are not authorized to bring in tobacco products of any kind. This is considered contraband.
16. For security purposes we may also require each visitor to have their picture taken. The picture will be printed on the back of visitor form and will aid in the identification of each visitor.
17. Visitors are not authorized to give any items to any inmate.
18. LOCAL TAXI SERVICE:
 - Pioneer City Cab (Carbondale)
282-6060
 - Maple City Transit, Inc. (Carbondale)
282-0750

Attachment 2



U.S. Department of Justice
Federal Bureau of Prisons
United States Penitentiary Canaan
P.O. Box 400
Waymart, PA 18472

<DATE>

MEMORANDUM FOR _____, **CAPTAIN**

THRU: _____, **Operations Lieutenant**

FROM: _____

SUBJECT: Visitor Denied Entrance to Visiting Room

+++++

Inmate Concerned:

NAME

REGISTER NUMBER

+++++

Reason for denial:

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

Comments:

CC: Institution Duty Officer

INMATE PERSONAL PROPERTY VISITING ROOM CHECK OFF SHEET

DATE: _____

NAME	REGISTER NUMBER	ID CARD		MEDICATION		WEDDING BAND		GLASSES		RELIGIOUS HEADGEAR		NECKLACE – COLOR/STYLE		PHOTO TICKETS	
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT

NO JEWELRY OTHER THAN RELIGIOUS MEDALS OR PAPERS OF ANY KIND PERMITTED WITHOUT EXPRESSED WRITTEN APPROVAL. ANYTHING OTHER THAN THE ABOVE APPROVED ITEMS WILL BE RETURNED TO THE HOUSING UNIT BEFORE ENTERING THE VISITING ROOM. ALL UNAUTHORIZED ITEMS LEAVING THE VISITING ROOM WILL BE CONFISCATED.

NECKLACES AND RELIGIOUS MEDALS WILL BE ITEMIZED, (I.E. 1 YELLOW CHAIN, 1 WHITE MEDALLION, ETC.)

