



NUMBER: ALX-5267.08B  
DATE: July 1, 2008  
SUBJECT: Visiting Regulations

Federal Correctional Complex  
Allenwood, Pennsylvania

## Institution Supplement

1. PURPOSE. To establish visiting procedures at the Federal Correctional Complex, Allenwood, Pennsylvania.

2. DIRECTIVES AFFECTED.

a. Directives Referenced

P.S. 1315.07 Legal Activities, Inmate (11/05/99)  
P.S. 4500.05 Trust Fund/Deposit Fund Manual (01/22/07)  
P.S. 5100.08 Security Designation and Custody  
Classification Manual (09/12/06)  
P.S. 5267.08 Visiting Regulations (05/11/06)  
P.S. 5270.07 Inmate Discipline and Special Housing Units  
(03/20/06)  
P.S. 5280.08 Furloughs (02/04/98)  
P.S. 5510.12 Searching, Detaining, or Arresting Visitors to  
Bureau Grounds & Facilities (01/15/08)  
P.S. 5522.01 Ion Spectrometry Device Program (02/24/05)  
P.S. 5521.05 Searches of Housing Units, Inmates, and  
Inmate Work Areas (06/30/97)  
5500.11 Correctional Services Manual (10/10/03)  
5500.12 Correctional Services Procedures Manual  
(10/10/03)

b. Directives Rescinded

I.S. ALM-5267.07B Visiting Regulations (08/01/04)  
I.S. ALP-5267.07B Visiting Regulations (08/01/04)  
I.S. ALF-5267.07B Visiting Regulations (08/01/04)  
I.S. ALX-5267.07A Visiting Regulations (07/01/07)

3. STANDARDS REFERENCED.

ACA: 4-4156, 4-4267, 4-4285, 4-4498, 4-44499, 4-4499-1,  
4-4500, 4-4501, 4-4503, 4-4504

DISTRIBUTION: Wardens, AW's, Dept. Heads, Unions, Reference  
Libraries IDO Briefcase, Inmate Law Libraries

4. PROCEDURES.

a. Visiting Facilities: A multi-purpose visiting room is provided. The visiting room has restrooms which may be used by visitors upon request. Use will be under direct staff supervision. In addition, individual attorney/client rooms are available in the Visiting Room.

FCC Allenwood has been declared a tobacco-free institution. Visitors are not authorized to bring any tobacco products into the institution and/or visiting room.

All visitors are required to ensure they arrange for their transportation to and from the institution and that it is available in the event a visit is terminated or denied. Visitors will not be permitted to wait anywhere on the grounds of the Allenwood Federal Correctional Complex. This means that visitors will not be allowed to wait in the visitor's parking lot or the front lobby area.

b. Visiting Hours: The FCC visiting rooms will be open from 8:00 a.m. until 3:00 p.m., Friday, Saturday, and Sunday. The visiting room will be closed Monday through Thursday. The visiting room will also be open from 8:00 a.m. until 3:00 p.m., on all recognized federal holidays. Visitors will not be processed into the visiting room after 2:15 p.m. Processing out of the visiting room and institution will begin at this time based on time of arrival, (i.e.: first in, first out), as directed by staff. Visitors will be escorted out in small groups, including children. Utilizing this process, it is expected by 3:00 p.m., all visitors will have been escorted out of the visiting room.

c. Frequency of Visits and Number of Visitors: The following are specific guidelines for the frequency of visits and number of visitors for FCC Allenwood:

Inmates will be afforded a total of number of points (LSCI=12, FCI=05, USP =09) for the opportunity to visit per calendar month. At the FCI, each visit will count as one point regardless of the day of the visit. At the LSCI and the USP, the points used shall be dependent upon which day the visit occurs. Two points will be used for each weekend day visit and one point will be used for normal weekday visits. No points will be assessed for PVS visits and federal holidays.

Visiting shall be recorded in the computerized visiting program on a daily basis regardless of whether the visitor stays the entire day or only half the day. If an inmate visits part of a day and departs the visiting room prior to the arrival of another visitor, the second visit will be counted as a separate visit. Point(s) will be totaled for each visit.