



U. S. Department of Justice

Federal Bureau of Prisons

NUMBER: ALM-5267.07A

DATE: April 21, 2004

SUBJECT: Visiting Regulations

Federal Correctional Institution - Allenwood
White Deer, PA 17887

Institution Supplement

1. **PURPOSE AND SCOPE:** The purpose of this institution supplement is to provide specific guidelines for implementation of Program Statement 5267.06, Visiting Regulations.
2. **DIRECTIVES AFFECTED:**
 - A. **Directives Rescinded**

Institution Supplement ALM 5267.07, Visiting Regulations, dated July 7, 2003.
 - B. **Directives Referenced**

Program Statement 5267.07, Visiting Regulations, dated April 7, 2003.

Program Statement 5510.09, Searching, Detaining or Arresting Persons other than Inmates, dated March 6, 1998.

Institution Supplement ALM 5500.09C, Entrance Procedures, Front and Rear, dated April 29, 2003.

Institution Supplement ALM 5510.09B, Searches/Detaining or Arresting Persons Other than Inmates, dated September 21, 2001.
3. **STANDARDS REFERENCED:** American Correctional Association Standards, 3rd Edition: 3-4255, 3-4440 through 3-4446

4. DESCRIPTION OF RULES AND PROCEDURES:

A. Visiting Facilities: Visiting will be permitted only in the Visiting Room. The seating arrangement is at the discretion of the Captain who will ensure that it provides for adequate supervision. The Visiting Room has been designated as a non-smoking area.

B. Visiting Times: The Visiting Room will be open from 8:00 a.m. until 3:00 p.m., Friday, Saturday and Sunday. The visiting room will be closed Monday thru Thursday. The Visiting Room will also be open from 8:00 a.m. until 3:00 p.m. on all recognized Federal holidays.

C. Frequency of Visits and Number of Visitors: To avoid chronic overcrowding in the Visiting Room, each inmate is allotted five visiting days per month. Each visit, regardless of length, is equal to one day of visiting, either on weekdays, weekends, or holidays. These days are not accumulated from one month to another.

To prevent overcrowding, inmates are limited to five visitors, including children, at a time. Split visits may be permitted. Consistent with Program Statement 5267.07, other restrictions on the visiting period may be imposed in order to prevent overcrowding.

D. Regular Visitors: Unit Staff will compile a visiting list for each inmate, in accordance with Program Statement 5267.07. These shall include:

(1) Immediate Family Members - Mother, father, step-parents, foster parents, brothers, sister, spouse, and children are generally approved after verifying the relationship from an inmate's central file.

(2) Other Relatives - (Grandparents, uncles, aunts, in-laws, and cousins); Friends and Associates - In addition to immediate family members, visiting lists shall be limited to no more than ten. Background checks must be completed prior to visiting. It is the inmate's responsibility to mail the visiting application to proposed visitors.

(3) People with prior criminal convictions - the Associate Warden (Programs) has the authority to place a person with a prior criminal conviction on a visiting list. Any questions concerning the suitability of an individual, will be referred to the Associate Warden (Programs) for final determination.

(4) Individuals under Age 18 - Individuals under the age of 18 must be accompanied by a responsible adult. Visitors who are between the ages of 16 and 17 or older must be identified as an approved visitor on the inmate's visiting list, provide photo Identification and fill out a Title 18 form. Additionally, visitors are prohibited from bringing animals on institutional grounds unless the animal is a dog that assists disabled persons.

(5) Attorneys may be placed on regular visiting lists after review by the Unit Team and verification of a current Bar card.

(6) The same visitors will not be permitted for more than one inmate with the exception of family members. Inmate visitors shall not visit with other visitors not in their party. Inmates will not visit with other visitors who are not on their approved list.

E. Special Visits: Special visits will be authorized in accordance with established regulations and will not be used to circumvent regulations on background checks. All special visits will be approved by the Associate Warden (P). A memorandum authorizing the visit must be forwarded to the Operations Lieutenant, Front Entrance Officer, Control Center Officer, and Visiting Room Officer. Supervision of special visits will be provided by the unit staff arranging the visit.

F. Attorney Visits: Attorneys are encouraged to visit during the regular visiting hours. However, visits from an attorney can be arranged at other times through the Unit Manager, based on the circumstances of each case and available staff. Attorney/Client visits will be afforded a reasonable degree of privacy. The attorney rooms will be available on a first come/first serve basis and cannot be reserved by attorneys. Attorneys must present identification to show that they are currently licensed as an attorney. Inmates and attorneys may review legal documents in the visiting room. The Unit Manager must approve any legal material given to an inmate during a legal visit prior to the inmate taking the legal documents from the visiting room to their respective unit.

G. Business Visitors: The Executive Assistant may authorize an exceptional visit of this kind in accordance with Program Statement 5267.07.

H. Consular Visitors: Such visitors shall be approved in accordance with Program Statement 5267.07.

I. Visits From Representative of Community Groups: Prior to these individuals being placed on a visiting list, they must be screened by the originating department and approved by the appropriate Associate Warden and the Executive Assistant.

NOTE: Present or past participants in volunteer and citizen involvement programs will not be added to an inmate's visiting list without a recommendation by the Warden and approval by the Regional Director.

J. Pastoral Visits: Pastoral visits will be processed by the Staff Chaplain with approval by the Associate Warden (P). These visits will occur in the Visiting Room during regular visiting hours. Religious visitors will be allowed to bring religious items (bibles, korans, torahs, etc.) with them to the Visiting Room only after clearing the lobby x-ray machine. Request for pastoral visits must be made at least seven working days in advance. Pastoral visits will not be charged against the inmate's allotment of visiting days. Any questions concerning pastoral visits should be addressed to the Staff Chaplain.

K. Visits to Inmates Not In Regular Population Status:

(1) Admission Status - In the absence of an approved visiting list, only immediate family

members will be permitted to visit during the Admission and Orientation period.

(2) Administrative Detention or Disciplinary Segregation Status - These inmates shall be under the same guidelines as general population inmates for visiting purposes (i.e., facilities, times, frequency).

(3) Special security concern inmates - Arrangements for inmates posing a special security concern must be coordinated through the Captain's Office.

L. Visiting Lists: Each inmate shall submit a list of proposed visitors to his Unit Staff. Ordinarily, immediate family members will be approved to visit. Once an appropriate investigation has been completed, the unit staff will prepare a list of all approved visitors and will distribute this list to the individual inmate concerned.

M. Verification of Relationships: Unit Staff are responsible for requesting information from potential visitors who are not members of the inmate's immediate family prior to placing them on the visiting list.

N. Notification: Unit Staff will notify the inmate of each approval or disapproval of a requested person for the visiting list. They will also provide a copy of the Visiting Instructions to the inmate, (Attachment 1). It is the inmate's responsibility to forward a copy of the Visiting Instructions (Attachment 1) to each of their approved visitors.

O. Identification of Visitors: The Front Entrance Officer must be able to verify the identity of visitors prior to their admission into the institution. All applicable procedures, as outlined in the Institution Supplement 5510.09C(3) , Entrance Procedures (Front and Rear), will be implemented. The primary source of identification for visitors will be current and valid forms of photo identification. The Operations Lieutenant may approve the use of other documents to identify visitors. Following identification, each visitor must sign the visiting register (Attachment 2). All visitors will be escorted to the Visiting Room by a Visiting Room Officer. If a visit is denied, the Front Entrance Officer must complete a form to be promptly forwarded to the Operations Lieutenant (Attachment 3). If a visitor's attire does not meet the standards of approval for visiting or is deemed to be in poor taste or it has been determined that their attire resembles inmate dress, (i.e; khakis or gray sweat pants and sweatshirt), the visitor will not be permitted entrance to the institution.

P. Searching Visitors: The Front Entrance Officer must ensure that all visitors pass through the electronic metal detector before entering the institution. Visitors will be denied entry to the institution if they cannot clear the walk-through metal detector unless they are in possession of valid medical documentation specifically describing the medical implant they have. In that event, the hand-held metal detector is authorized. Additionally, if the walk-through metal detector becomes inoperative, a hand held metal detector is available for use.

During inmate visiting hours, the Visiting Escort Officer will assist the Front Lobby Officer in screening all inmate visitors through the metal detector prior to escorting them into the institution. Inmate visitors, who have been screened by the metal detector, will not be permitted to make contact

with others, in the Front Entrance Building, who have not yet been screened. All questions concerning the searching of visitors will be directed immediately to the Operation's Lieutenant, Captain, or the Institution Duty Officer. In addition to searches, all outer garments (coats, hats, etc) and any item allowed into the institution are subject to search including being scanned by an x-ray machine.

Q. Record of Visitors: The Visiting Room Officer will maintain a daily log of all visits (Attachment 4). He/she will also keep a visiting file on each inmate which includes the approved visiting list, and an up-to-date record of the accumulated visiting days for the month (Attachment 5). The number of inmates and visitors will be placed in the Day Watch Lieutenant's Log.

R. Supervision of the Visiting Room: Packages, handbags, baby strollers, etc., are not permitted in the Visiting Room. Visitors will be instructed to leave items of this type in their automobiles. As an option to leaving these items in their automobiles, visitors may use the lockers in the Front Entrance Building. When a visitor is assigned a locker, he/she will be issued a corresponding key which will be used to access the locker. After the items are stored, the key will be held by the Front Entrance Officer until the end of the visit. The key will be reissued after the visit to retrieve the visitor's person items prior departure from the institution.

Items for infant needs (i.e., diapers, only the amount needed for duration of visit, baby food, in original unopened containers, baby bottles, clear plastic only) are permitted but must be inspected for contraband prior to permitting them into the Visiting Room. Visitors refusing to have these items inspected, must return them to their automobiles. Visitors failing to comply with either of these options will be denied entrance into the institution. Questions on the permissibility of baby care items should be referred to the Operations Lieutenant or the Institution Duty Officer.

Other items authorized to bring into the institution after being x-rayed include: small, clear change purse or wallet, money (\$25.00 maximum), comb, and jewelry normally worn. Any item that cannot be easily searched should not be allowed into the institution.

Socially acceptable gestures of communication and affection, such as shaking hands, kissing, and embracing, are allowed within the limits of good taste and then only at the beginning and at the end of a visit. Indecent, annoying or excessive contact will not be tolerated.

Inmates who repeatedly violate visiting regulations may have their visit terminated or be placed under closer supervision at the discretion of the Visiting Room Officer-in-Charge.

Cash, checks, or money orders or any other items will not be accepted by staff in the Visiting Room or Front Desk area for deposit into the inmate's commissary account. Visitors will be advised that they should use the U. S. Postal Service for that purpose.

Proper inmate attire for the Visiting Room is limited to one khaki shirt, one pair of khaki trousers with pockets intact, one pair of socks, one pair shoes, one pair of undershorts and undershirt or tee shirt. Thermal undergarments will not be permitted in the Visiting Room. Coats or jackets may be worn to the visiting room during periods of inclement weather only and must remain in the inmate

processing area. Inmates will be allowed to have the following items in their possession upon entry into the visiting room: Comb, eyeglasses, handkerchief, wedding band, religious medallion, and/or approved religious head gear. Inmates in possession of items other than those listed above will not be processed into the visiting room. Only visitors may make purchases from the vending machines. Inmates are not permitted to handle money or allowed into the vending machine area of the visiting room.

Inmates and visitors are responsible for the conduct of their children. Children will be seated with the visitors during the visit. Children will not be allowed to disrupt other visits. In the event an inmate and/or his visitors cannot control the behavior of their children, and a disruption is being caused due to their behavior, the Visiting Room OIC may terminate the visit after notification is made to the Operations Lieutenant and/or the Institution Duty Officer (IDO). Normally, a warning will be given to the inmate concerning the misconduct of the children, and a notice that any further misconduct will result in the termination of the visit will occur before the visit is terminated.

Attachment (6) is to be completed daily by the Visiting Room Shakedown Officer. This form is used to record those items brought into the Visiting Room by each inmate, and again to record those items in the inmate's possession upon completion of the visit.

Medication: Visitors may not bring prescribed medication into the visiting room with the exception of nitroglycerin. If nitroglycerin is prescribed, the visitor must give the medication to the Visiting Escort Officer. This medication will be kept at the officer's desk at all times. The prescribed medication must be taken in the presence of a visiting room officer. Failure to comply with these procedures may result in termination of the visit. Questions concerning medications, specifically life saving medications, must be brought to the attention of the operations Lieutenant and Health Services staff.

Temporary Suspension of Visiting Privileges: The following procedures should be followed when notifying an inmate and his visitor that their visit has been terminated due to misconduct in the Visiting Room:

- (a) A full time staff member will immediately verbally notify the inmate that his visiting privileges with the visitor have been temporarily suspended pending final disposition by the Associate Warden (Programs).
 - (b) The Unit Team will prepare a letter (Attachment 8) for the Associate Warden of Programs' (AWP) signature to the visitor notifying the visitor that visiting privileges have been temporarily suspended.
 - (c) The Unit Team will notify the inmate in writing that his visiting privileges with the visitor have been temporarily suspended.
- (3) Reinstatement of Visiting Privileges: Only the Warden can reinstate an individual to an inmate's visiting list. The Unit Manager will prepare a memorandum through the Associate Warden of

Programs to the Warden listing the specific reasons for reinstating the individual to the approved visiting list.

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

S. Recognition of Visiting List: The visiting list of an inmate who transfers to this facility will not be recognized.

T. Termination of a Visit: In the event there is a need to terminate a visit for any reason during a visit (except for overcrowding) Attachment 7 must be completed in its entirety (for every visitor involved) and distributed to the proper officials.

U. Visitor Information: Form BP-5629.052, Visitor Information, is the only authorized form that will be used by FCI Allenwood.

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

6. **ATTACHMENTS**:

- Attachment 1, Visiting Instructions
- Attachment 2, Notification to Visitors
- Attachment 3, Denial of Visitor Entrance into the Institution
- Attachment 4, Visiting Room Daily Log
- Attachment 5, Visiting Room Monthly Record
- Attachment 6, Visiting Room Inmate Shakedown Report
- Attachment 7, Termination of Visit
- Attachment 8, Temporary suspension of Visiting Privileges

S. A. Yates, Warden

FEDERAL CORRECTIONAL INSTITUTION
ALLENWOOD, PA. 17887
VISITING INSTRUCTIONS

We would like to take this opportunity to welcome you to the Federal Correctional Institution, Allenwood, Pa. We are located off of Route 15 between Route 44 and Route 54.

The visiting room will be open Friday, Saturday and Sunday, and all federal holidays from 8:00 A.M. to 3:00 P.M.

Ordinarily, immediate family members will be approved to visit. All other persons must obtain permission to visit in advance of a planned visit. Once a person's name is placed on the approved list the requesting party will be notified by the inmate. It is not necessary to obtain permission in advance of any other visits. The same visitors will not be approved for more than one inmate, with the exception of immediate family members.

Individuals under the age of eighteen must be accompanied by a responsible adult. Children between the ages of 16 and 17 years of age must be on an approved visiting list for the inmate they are visiting. All visitors must fill out a Title 18 form along with show proper photo identification. Inmates will be responsible for keeping visitors in their company and within the bounds of the visiting room.

Please refrain from arriving on the Institution grounds before the scheduled visiting periods. When a visit is over, all visitors must leave the Institution grounds immediately. The Visiting Room Officer may terminate a visit because of overcrowded conditions or improper conduct of the visitors, including and/or the Inmate.

Visiting limitation may be imposed due to overcrowding and/or inclement weather. Only five persons, including children, are permitted to visit an inmate at anyone time. Exceptions must be approved in advance by the inmate's unit team.

To maintain the morale of inmates and to develop closer relationships between inmates and family members, or others in the community, all visitors are expected to display good judgement concerning clothing worn during visits. If a visitor's attire does not meet the standards of approval for visiting or is deemed to be in poor taste or it has been determined that their attire resembles inmate dress, (i.e., khaki colored pants, gray sweat pants and sweatshirt).

To implement this, specific consideration and limitations will be recognized and adhered to by all visitors to the inmate population.

Specifically, all visitors will wear shoes in the visiting room to ensure their safety. Therefore, no open toed shoes are allowed. All visitors 16 years old and older will be expected to wear an inner garment covering the breast or chest area. If the outer garment is of such material that the breast or chest area is revealing or would cause distraction to inmates or other visitors in the visiting room an appropriate covering will be required.

Shorts, skirts, and dresses will be at a maximum of no more than one inch above the knee to include any slits in the dresses or skirts. No halter, sleeveless, or midriff exposed tops will be allowed in the visiting room. Hats, bandanas, scarves, cellular phones, and pagers are not authorized. Visitors may be denied a visit if supervisory staff determines a visitor's dress is inappropriate for the institution setting.

Failure of visitors to recognize and adhere to these requirements will be reason to disallow the visit.

Proper embracing and kissing are permissible only at the beginning and termination of a visit. But Socially acceptable gestures of communication and affection, such as shaking hands, kissing, and embracing, are allowed within the limits of good taste and then only at the beginning and at the end of a visit, but no other physical contact is allowed. Indecent, annoying or excessive contact will not be tolerated.

IT IS A FEDERAL CRIME TO BRING UPON THESE PREMISES ANY WEAPONS, AMMUNITION, INTOXICANTS, DRUGS OR CONTRABAND.

To introduce contraband of any kind into this institution or on its property is a violation of Federal Law (Title 18, U.S.C., Section 1791) requiring "A penalty of imprisonment for not more than twenty years, a fine of not more than \$250,000 or both, to a person who provides, or attempts to provide, to an inmate any prohibited object."

ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO ENTERING AND UPON DEPARTING THE INSTITUTION.

All visitors wishing to visit inmates within the FCI, will remove all personal items containing metal, i.e., coins, hairpins, shoes, etc. **All visitors must clear the walk through a metal detector prior to being admitted for visiting.** Visitors will refrain from wearing clothing which would activate the metal detector.

Keys and keychains will be secured in lockers. Clothing items that contain metal, i.e., underwire bras, cannot be removed before passing through the metal detector. The use of a camera or recording equipment without written consent of the warden is strictly prohibited. No written messages may be exchanged during a visit. All radios, tape players, and tape recorders, must remain in the lockers provided in the front lobby or stored in the visitor's vehicle

IT IS NOT PERMISSIBLE TO BRING PACKAGES OR GIFTS OF ANY KIND

All food items purchased in the Visiting Room must be consumed during the visit. Food items will not be permitted to be retained by the visitor or the inmate at the conclusion of the visit.

ONLY THE ITEMS LISTED BELOW ARE AUTHORIZED TO BE TAKEN INTO THE VISITING ROOM:

1. Clear Plastic Purse
2. Money, (Not to exceed \$25.00 per visitor) The vending machines only accept ones, fives and change.
3. Necessary baby items only, (i.e., plastic baby bottles, formula, diapers, wipes, baby food in a plastic unopened container, baby blanket, etc.) Glass bottles or baby food jars are unauthorized.
4. Jewelry normally worn.
5. Necessary medications, (i.e., heart medication or breathing devices)

Inmates are furnished all necessities and visitors are prohibited from bringing articles or gifts of any kind. Cameras and tape recorders are not permitted in the visiting room or institution grounds. Inmates will not be permitted to sign or exchange any papers during the visit without prior authorization of the inmate's Unit Manager. Visitors will not be allowed to bring food or beverages into the visiting area or remove from Visiting Room.

All visitors are required to sign into the institution upon arrival. Visitors must have a current and valid form of photo ID or other official identification issued from the state of current residence, or passport as proof of identity on their person.

LOCATION

From New York City take the George Washington Bridge to Interstate 80 West, travel time is approximately 3 ½ hours to exit 210B where you would take route 15 north, to the complex.

From Philadelphia take the Pennsylvania turnpike west to interstate 80, take exit 210B where you would take route 15 north, to the complex.

From Washington, D.C. take Interstate 270 to Frederick Maryland then you would take 15 north to the complex.

From states out west, Take Interstate 80 East to exit 210B where you would take route 15 north, to the complex.

INMATES: _____ VISITORS: _____ SPECIAL: _____ LEGAL: _____ TOTAL: _____

ALM 5267.07A
Attachment 5

FCI Allenwood, Pa
Visiting Room Monthly Record

Total Days per month - 5 Starting Date: _____

	DATE
SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	
EXTRA	

MONTHLY TOTAL: _____

REMARKS: _____

INMATE'S NAME: _____ NUMBER: _____

UNITED STATES GOVERNMENT
MEMORANDUM

Federal Correctional Institution
Allenwood, Pennsylvania

DATE:

**REPLY TO
ATTN OF:**

SUBJECT: Termination of Visit

TO: S. A. Yates, Warden

A visit between inmate _____ Register No.: _____, was terminated on _____. This termination was in compliance with Program Statement 5510.07, Page 10, Paragraph 9B, which states, "Staff may terminate a visit upon determining that a visitor is in possession of, or is passing or attempting to pass contraband not previously detected during the search process, or is engaged in any conduct or behavior which poses a threat to the orderly running of the institution, or to the safety of any person in the institution. The staff member terminating the visit is to prepare written documentation describing the basis for this action." An in-depth description of the activities leading to the termination of the visit is as follows:

Time the Visit Began Time Efforts of Termination Began Time of Termination

Person Involved (Name and Title)

Staff Member Authorized to Terminate Visit (Name and Title)

CC: Regional Director
 Captain
 SIS Office



ALM 5257.07A
Attachment 8

U.S. Department of Justice
Federal Bureau of Prisons

*Federal Correctional Institution, Allenwood
P. O. Box 2500
White Deer, Pennsylvania 17887*

(DATE)

(NAME)
(ADDRESS)

RE: Visiting Privileges with (Inmate's Name and Register Number)

Dear (Name):

You are temporarily suspended from visiting (Inmate's Name) pending final disposition of administrative action stemming from your visit on (Date).

This action will remain in effect until further notice. (Inmate's Name) has been notified of this decision. It will be his responsibility to inform you of the final disposition taken in this matter.

Sincerely,

Associate Warden of Programs

cc: Central File

