



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b. Directives Rescinded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.

Additional visiting points beyond the established number of points must be requested in writing and approved in advance by the designated Associate Warden. Additional visiting may be granted only for a serious medical illness, a family emergency, or other reasons deemed appropriate by staff.

The number of visitors an inmate may visit is limited to five. Children who are two years of age and under will not be included in the total of five visitors. Each child over the age of two will be considered as one of five authorized visitors. Allowance of more than five visitors requires prior approval from the respective Unit Manager. Children under 16 years of age must be accompanied by an adult and shall be kept under supervision of the responsible adult. If no approval was received for additional visitors, the Operations Lieutenant, in consultation with the Institution Duty Officer, will make the final decision.

d. Visiting Lists: The following are the guidelines for the visiting lists for FCC Allenwood. Regardless of the institution's security level, the inmate must have known the proposed visitor(s) prior to incarceration. 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.

FCC Allenwood: Visiting privileges ordinarily will be extended to friends and associates who have had an established relationship with the inmate prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution.

Inmates may initiate a visiting list by completing the appropriate forms and providing the forms to their assigned Correctional Counselor. Inmates may place members of their immediate family (mother, father, sister, brother, spouse, etc.) on their visiting list with a restriction of 25 persons. Friends, associates, and relatives not listed above will be limited to a total of 10 persons. Any additions or deletions to an inmate's visiting list must be made in writing from the inmate to his Counselor. The inmate's Counselor will be responsible for entering the approved visitor or the removal of a visitor, in the web-based visiting program with a copy maintained in the inmate's central file.

Inmates will be responsible for obtaining visiting guidelines/regulations from their Correctional Counselor and mailing forms to each prospective visitor. These guidelines/regulations will also be made available to the visitors in the front lobby area, in English and Spanish. Prospective visitors must return the forms directly to the Correctional Counselor. The visiting request forms will be forwarded to the Unit Manager for review and approval.

If a background investigation is necessary before approving a visitor, the inmate shall be held responsible for mailing a release authorization to the proposed visitor. That form must be signed and returned to staff by the proposed visitor prior to any further action regarding visiting. Upon receipt of the authorization form, staff may then forward a questionnaire, along with the release authorization, to the appropriate law enforcement or crime information agency. If a visitor form is denied for any reason, the visiting form and unit team recommendation will be forwarded to the designated Associate Warden over unit management for approval or denial. An inmate's visiting list may be changed at any time in accordance with these procedures.

e. Attorney Visits: The following are guidelines for attorney visits for each respective institution:

FCC Allenwood: Attorneys and Support Staff: During non-visiting days, approved attorneys, paralegals, sponsors, investigators, or others who request admission to the facility to conduct interviews, will be processed as regular visitors and allowed entrance under escort of the affected area. Staff from the affected department will provide visual supervision of attorney and support staff/client visits. Upon conclusion of the visit, staff from the affected department will search the inmate in accordance with established procedures.

If any suspicious activity occurs during the course of any attorney/support staff visit, supervising staff should contact the Operations Lieutenant. Attorneys are expected to display a professional demeanor while inside the institution.

Pursuant to the Program Statement entitled, Legal Activities, Inmate, attorneys may not directly give their inmate clients any document or item. Instead, attorneys have the options of:

(1) Placing documents to be left with their client in a sealed envelope that will be provided by staff. The inmate's name and register number must be written legibly on the face of the envelope, and it should be marked as LEGAL MAIL. This envelope will then be routed directly through the institution mail room and to the inmate.

(2) Mailing the documents to the inmate through the institution after the attorney/client visit. This latter option is the most widely used procedure, as it permits attorneys to make file copies of all documents in their home offices.

f. Business Visitors: The following are guidelines for business visits for the Federal Correctional Complex, Allenwood.

Where documentation exists that an inmate was an owner of a business and has relinquished the operation of the business or profession to another person, and a decision must be made which could substantially affect the assets or prospects of the business, the Warden may approve the Special Visit. In such a matter, the Warden may waive the requirement for the existence of a prior relationship. A request must be submitted through the inmate's unit team and be reviewed by the SIA/SIS prior to the request being forwarded to the Warden for approval.

(1) Business Visitors Dress Code: Business visitors include, but are not limited to, clergy, attorneys, paralegal specialists, investigators, members of community groups, students, volunteers and other visitors who are visiting based on a professional relationship with an inmate. Such individuals should wear professional attire or business casual clothing consistent with their profession. No shorts (regardless of length), halter tops, half tops, low-cut tops, backless clothing, tight-stretch clothing (such as Spandex-type items), sheer clothing (i.e., transparent or semi-transparent items), or clothing items of a suggestive or revealing nature will be permitted in the institution. Skirts and dresses should be knee length or below. Sleeveless shirts are not authorized. Religious headgear may be worn, but may require removal to successfully clear the walk-through metal detector and x-ray machine in the front entrance. The dress code will be adhered to by both male and female visitors.

g. Consular Visitors: The Unit Team will verify whether the inmate is a citizen of a foreign country and verify that the visit is concerning matters of legitimate business. The Warden will either approve or disapprove the visit and submit documentation to the central file and visiting file.

h. Visits from Representatives of Community Groups: The Unit Team is responsible for investigating the interest and qualifications of community groups or representatives wishing to visit. The Warden will either approve or disapprove the visit and submit documentation to the central file and visiting file.

i. Law Enforcement Visits: Whenever a law enforcement agent makes a request to visit an inmate, it will be coordinated and cleared by the Special Investigative Agent or the Special Investigative Supervisor. The Unit Team and/or the SIS staff will provide coverage for the visit.

j. Pastoral Visits: Pastoral visits will be processed by the staff Chaplain. Pastoral visits will not be charged against the inmate's allotment of visiting points. Visitors in this category ordinarily provide assistance in release planning, counseling, and discussion of family problems.

The requirement for the existence of an established relationship prior to confinement for visitors does not apply to visitors in this category. Any questions concerning pastoral visits should be addressed to the Staff Chaplain.

k. Prisoner Visitation and Support (PVS): The primary, though not exclusive, focus of Prisoner Visitation and Support (PVS) is to provide inmates with acute needs contact with the community. This includes inmates with long sentences, those in the Special Housing Unit, those without visits, or those who are transferred frequently. The Warden may approve PVS visitors to visit individual inmate program participants. Prior to approval, PVS visitors must have appropriate screening, including local law enforcement checks and NCIC clearances. However, PVS visitors are not required to be placed on visiting lists nor are their visits charged points.

1. Special Visits: Special Visits are arranged by the Unit Team. The Unit Team will refer all individuals being considered for a special visit to the SIA/SIS and Captain for an additional background check and approval. A memorandum through the designated Associate Warden over unit management or correctional services requesting approval of a special visit will be submitted by the Unit Team to the Warden. Copies of the approved memorandum will be provided to the Captain, Operations Lieutenant, Control Center, Visiting Room and Front Lobby Officer stations.

m. Visits to Inmates not in Regular Population Status:

(1) Admission and Holdover Status. New commitments transferring from other facilities to FCC Allenwood will be permitted to use their approved list from that facility after it has been reviewed and approved by the Unit Counselor within two weeks of the inmates arrival. The Counselor will ensure that visits are limited to the immediate family for holdovers.

(2) Special Housing Unit:

FCC Allenwood: Visitors for inmates housed in the Special Housing Unit will be processed the same as all other visitors. The Front Lobby Officer/Visiting Room Officer will telephonically contact the Special Housing Unit Officer and advise the officer of the visit. Inmates who require separation will not be in the visiting room at the same time. The Special Housing Unit Officer will ensure that this does not occur, based on his/her review of pertinent and relevant information maintained on each inmate in the Special Housing Unit. The Special Housing Unit Officer should also relay this information to the Visiting Room Officer for security reasons.

At the USP, all Special Housing inmates on visits will have no contact visits. At the FCI and the LSCI, designated areas are established for Special Housing inmates on visits. All visits for those in Special Housing will be two hours in duration. The outside patios shall not be utilized by Special Housing Unit inmates.

(3) Inmates in Local Hospitals: Visiting privileges for inmates housed in local hospitals will be approved by the Warden.

(4) Inmates Requiring Increased Security Considerations or Holdovers: Inmates with increased security concerns will visit one at a time in the visiting room for a two hour period. Normally, this will occur on a first-come/first-serve basis. When inmates who are in holdover status from other institutions within the complex wish to have a visit, they must send a cop-out two weeks prior to requesting a visit to their respective unit team. Their visits will be monitored by the sending institution and take place during non-visiting days.

Arrangements for inmates posing a special security concern must be coordinated through the Captain's Office. Upon receiving notification that an inmate assigned under this status has a visit, the Operations Lieutenant will be advised. A check of possible separatees and security concerns will be made at that time and the proper notifications and precautions will be taken.

Inmates at the USP pending designation, designated, or in a holdover status for ADX Florence or any other inmate who has demonstrated a need for increased security precautions will visit utilizing the non-contact visiting rooms. Visits will be limited to immediate family members. Only one visitor will be permitted to visit at a time. Should more than one authorized visitor arrive at the same time, a "split visit" may be arranged. Furthermore, an individual leaving the Visiting Room to permit another family member to visit will not subsequently return for visiting the same day. Points for inmates in this status are the same as general population inmates.

n. Visiting Files: Visiting information will be maintained in the ACES computer program by the inmate's Unit Team.

o. Visitor Identification: Positive identification of visitors 16 years of age or older is required prior to admission into the institution. Acceptable identification is a valid driver's license with photograph, official state, federal, or local government-issued identification with photograph, or armed forces identification with photograph.

Check cashing cards or other easily produced forms of identification are not acceptable. Any identification that is altered, forged, expired or otherwise not sufficient to provide positive identification will not be accepted. In the event an acceptable form of identification cannot be produced or questionable identification is produced, the Operations Lieutenant will be notified. Visitors under the age of 16 who are accompanied by a parent or legal guardian are exempt from this provision.

p. Visitor Dress Code:

FCC Allenwood: All visitors will be dressed appropriately. This requirement includes footwear and clothing appropriate for a correctional setting. 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. The dress code is as follows:

- ▶ No tight-fitting clothing
- ▶ No see-through clothing (if white-colored clothing is revealing, it will be considered see-through)
- ▶ No low-cut blouses
- ▶ No tank tops/muscle shirts - **All** shirts and blouses must cover the shoulders (both male/female)
- ▶ No wrap-around skirts
- ▶ No button up/down skirts
- ▶ No flip-flop style/open toe shoes
- ▶ No ball caps, hats, bandanas, sweat bands, do rags, or any other type of head gear is authorized with the exception of religious head gear.

Visitors will not be permitted to wear a combination of pants and a shirt that resembles the khaki-colored inmate uniform. Any visitor wearing clothes similarly-colored (brown, light brown, beige or tan) will not be allowed to enter the visiting room.

Visitors may be denied entry based on their dress attire. This decision will not be delegated lower than the Operations Lieutenant.

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.

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

g. Items authorized to be taken into the Visiting Room by an Approved Visitor: ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO ENTERING, WHILE WITHIN THE INSTITUTION, AND UPON DEPARTING. THE USE OF CAMERAS OR RECORDING EQUIPMENT WITHOUT WRITTEN CONSENT OF THE WARDEN IS STRICTLY PROHIBITED.

LSCI: Visitors will be limited as to the items they are allowed to bring into the institution. Unnecessary items will not be permitted. Medication will remain in the lockers provided. The only exception to this would be if the medication is life supportive and the visitor will need the exact dosage during the time that he/she will be visiting. Prior to allowing the medicine into the institution, the Front Lobby Officer may contact a member of the medical staff to determine if the medicine is indeed life supportive. 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 staff will position the visitor in close proximity to the officers station to monitor the status of the visitor and provide medication as necessary. In addition, only small, clear change purses will be allowed in the visiting room. The Front Lobby Officer/Visiting Room Officer will inspect the change purse before the visitor may take it into the visiting room.

Only those items needed for an infant's stay will be authorized in the visiting room. Allowable items are as follows:

- ▶ 3-Diapers
- ▶ 2-Plastic baby bottles containing prepared baby formula 3/4 full
- ▶ 1-jar of baby food (sealed)
- ▶ 1-empty plastic baby bottle
- ▶ 1-plastic serving spoon
- ▶ 1-small, clear plastic tote bag for the above contents
- ▶ 1-plastic zip lock bag containing baby wipes
- ▶ 1-infant seat (will be scanned/searched)

All items entering the Visiting Room will be thoroughly inspected by staff at the Front Lobby prior to admission into the Visiting Room.

FCI:

- ▶ Clear plastic purse
- ▶ Medication - Necessary life supportive medication
- ▶ ID Card, Driver's License
- ▶ Jewelry being worn by the visitor

- ▶ Female hygiene items - Two sanitary napkins or tampons.
- ▶ Money - A total of \$25.00 in change or paper currency (\$1.00 or \$5.00 bills).
- ▶ Religious headgear

USP:

- ▶ Clear plastic purse
- ▶ Medication - Necessary life supportive medication
- ▶ ID Card, Driver's License
- ▶ Jewelry being worn by the visitor
- ▶ Female hygiene items - Two sanitary napkins or tampons.
- ▶ Money - A total of \$25.00 in change or paper currency (\$1.00 or \$5.00 bills).
- ▶ Religious headgear

Items not Authorized into the Visiting Room:

- ▶ Baby items in excess of the amounts above will be placed in the visitors' lockers.
- ▶ All other medication will be placed in the visitors' lockers.
- ▶ Baby strollers are not authorized in the visiting room.
- ▶ Cigarettes or any other tobacco items.
- ▶ Any food items, other than already mentioned.

r. Processing of Visitors: All inmate visitors, with the exception of children under the age of 16, will sign the log book at the Front Lobby Officer's desk. The Front Lobby Officer will ensure that he/she processes all visitors in accordance with established procedures. The Lobby Officer will then instruct all inmate visitors with the exception of federal, state and local law enforcement officials, members of Congress and the Judiciary, to complete a Notification of Visitor Form. All sections will be thoroughly completed.

All visitors will have their photograph taken at the front entrance, via use of the visiting room program. The visiting room program will be utilized to determine if the visitors are approved visitors. If they are not on the list, an attempt should be made to contact the Unit Team for verification.

Visitors who arrive in personal or rented vehicles will not be allowed to place items in a locker located in the Front Lobby area. They will be required to place the items in their secured vehicle. No cell phones or electronic devices of any kind will be permitted in the institution at any time. These items will be returned to the visitor's secured vehicle.

For visitors who arrive via public transportation or other than a personal or rented vehicle, a locker will be provided for the cell phone to be secured in. After this notification, processing of visitors shall proceed via use of the walk-through metal detector. The Front Lobby Officer must ensure 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. 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 visitors, including volunteers and contractors, will be subject to ION Spectrometry testing on a random basis, i.e. one every second, third, or fourth visitor. The ratio of testing will be documented on days of operation on ION Spectrometry Device Daily Testing Log. Visitors testing positive will receive a Notice of Denied Visitation. Visitors who have a prior positive test will be tested during each future processing for visitation. Visitors refusing ION Spectrometry testing will be denied entrance into the institution. All positive tests and refusal to submit to ION Spectrometry testing will be reported to the Operation's Lieutenant. At no time, will a visitor be informed of the substance for which they tested positive. Refer to Program Statement, ION Spectrometry Device Program, for testing and system operation procedures. All questions concerning the searching or testing of visitors will be directed immediately to the Operations Lieutenant, Captain, or the Institution Duty Officer. The Front Lobby Officer must ensure that all visitors' hands are stamped and verify that the stamp is visible via the black light.

Once the visitor(s) has been processed, the visitor(s) will proceed to the visiting room, escorted by a staff member. The visitor's photographic identification and Notification to Visitor Form will be hand-carried to the visiting room and relinquished to a Visiting Room Officer upon entry (for the USP, the visitors picture identification card will be handed to the Control Center Officer.) The Control Room Officer will verify the visitor's stamp, via the black light, before permitting entrance into the secured perimeter of the institution. The Visiting Room Officer will also verify the visitor's stamp, via the black light, before and after the visit.

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, and identify each visitor, via the photo identification. The visitor(s) will then be escorted to the Outside Administration Building.