



U. S. Department of Justice
Federal Bureau of Prisons
United States Penitentiary Big Sandy
Inez, Kentucky

Institution Supplement

OPI: Correctional Services
Number: BSY-5267.08a
DATE: April 8, 2011
SUBJECT: Visiting Regulations

1. PURPOSE AND SCOPE The purpose of this Institution Supplement is to afford offenders housed at the United States Penitentiary (USP) and Satellite Camp (SCP), Big Sandy, Inez, Kentucky, the privilege of having visitors of their choice within specific guidelines. This is in order to enhance inmate morale and to maintain relationships with their family or others in the community. Visitation privileges will not supercede institutional security and orderly functioning by unnecessarily interfering with other institutional activities. The Warden may restrict inmate visiting when necessary to ensure the security and orderly running of the institution.

2. DIRECTIVES AFFECTED

1. Directives Rescinded

Institution Supplement BSY-5267.07b, Visiting Regulations, dated October 26, 2007

2. Directives Referenced

PS 1280.11 JUST, NCIC and NLETS Telecommunication Systems (Management and Use) (1/7/00)

PS 1315.06 Legal Activities, Inmate (11/5/99)

PS 1490.06 Victim and Witness Notification Program (5/23/02)

PS 2000.02 Accounting Management Manual (02/08/99)

PS 4500.05 Trust Fund/Deposit Fund Manual (1/22/07)

PS 5100.08 Inmate Security Designations and Custody Classification Manual (9/12/06)

PS 5180.08 Central Inmate Monitoring System Manual (12/31/07)

PS 5270.07 Inmate Discipline and Special Housing Units
(3/20/06)
PS 5267.08 Visiting Regulations (5/11/06)
PS 5280.09 Furloughs (1/20/11)
PS 5360.09 Religious Beliefs and Practices (12/31/04)
PS 5500.12 Correctional Services Procedures Manual
(10/10/03)
PS 5510.12 Searching, Detaining, or Arresting Visitors to
Bureau Grounds and Facilities (1/15/08)
PS 5522.01 Ion Spectrometry Device Program (2/24/05)
PS 5521.05 Searches of Housing Units, Inmates and Inmate
Work Areas (6/30/97)
PS 7331.04 Pre-Trial Inmates (1/31/03)

3. STANDARDS REFERENCED American Correctional Association ^{4th}
Edition, Standards for Adult Correctional Institutions: 4-4156,
4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-
4503, and 4-4504
4. General Information
 - a. USP Big Sandy is located at 1197 Airport Rd, Inez, Kentucky,
located between Prestonsburg and Paintsville, Kentucky.
 - b. Directions from Interstate 64: From the following areas:
Ashland, KY, Huntington, WV, and the Ohio area, travel
Interstate 64 to Kentucky Exit 191 to Route 23 South. Follow
23 South for approximately 38 miles until you reach Route
645. Turn left onto Route 645 South and travel approximately
11 miles until you reach Route 3. Turn right onto Route 3
and travel for approximately 10 miles until you reach Airport
Road. Turn left onto Airport Road and follow signs to the
institution.

Directions from 23 (Southern Kentucky): From the following
area: Prestonsburg, KY, and Pikeville, KY, travel Route 23
North from Prestonsburg approximately 5 miles to Route 3
North, turn right on Route 3 traveling approximately 10 miles
to Airport Road. Turn right onto Airport Road and follow
signs to the institution.
 - c. Taxi service for the immediate Martin County area - D & B
Taxi (606) 298-0022. No bus or airline service exists in the
immediate area. The closest major airports are located in
Huntington, WV, Lexington, KY, Louisville, KY, and
Cincinnati, OH.
 - d. The institution's telephone number is 606-433-2400.

5. Procedures

a. Preparation of the Visiting List

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

b. After the appropriate investigation, the Unit Counselor will enter the required information into the Visiting Program on the LAN System. The Unit Team members will be the only staff authorized to place a visitor on an inmate's approved visiting list. A hard copy of the visiting list will be placed in the inmate's central file and in the Visiting Room. The Unit Counselor will notify the inmate of those visitors who have been approved. Normally, a maximum of ten (10) friends and associates, will be authorized on the inmate's visiting list.

The Unit Counselor will forward the Visitor Information Sheet with a signed release authorization form at government expense for any inmate found to be indigent, according to Program Statement 2000.02, Accounting Management Manual. Visiting Regulations and detailed directions to the institution have been incorporated in the Admission and Orientation Handbook. The handbook is provided to all inmates entering the facility. Additional copies of the Visiting Regulations and directions to the institution are available from the Unit Team upon request. The inmate will be responsible for mailing the Visiting Regulations and directions to the institution to the approved visitor.

c. The visiting list may be amended by the inmate's submission of an Inmate Request to Staff Member form to his Unit Team indicating the desired change once every ninety (90) days.

6. Regular Visitors

a. Members of the Immediate Family

These include mother, father, stepparent, 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 report and upon completion or verification of an NCIC check. However, the inmate will initiate the visitor form, and the form must be returned to the institution before the NCIC check is initiated.

The word "spouse" includes a common-law relationship previously established in a state honoring such a relationship. An inmate who has provided the name of a common-law relation must forward verification documentation to his Unit Team for their use. This may include, but is not limited to, joint leases or contracts; joint bank accounts, or, utility bills with both parties named. The inmate's Unit Team will review the material and place the common-law relation on the visiting list once the relationship is verified.

In addition to the above procedures, consideration will be given for allowing inmates who are related (e.g., brothers, father/sons) to visit simultaneously with one visitor on a regular basis. Approval must be obtained from the Unit Manager, Associate Warden of Programs, and the Captain for these visits. This approval will be documented in memorandum form, a copy will be given to the Visiting Room Officers to be maintained in their area, with a copy also being placed in the affected inmates' Central files. Once approved, additional memorandums will not be required.

Typically, the inmate will have known the proposed visitor (s) prior to their incarceration. The Warden is the approving authority to any exception to this requirement. Once an inmate's visitors are approved, the inmate will be given a copy of the appropriate visiting regulations along with the list of approved visitors. It is the responsibility of the inmate to notify the visitors of approval/disapproval and to inform the visitors of the visiting guidelines. The Visitor Information Form, will be used to request background information and obtain the visitor's consent to release information. This form will be filed in section 2 of the Privacy Folder in the Inmate Central File. If the background information reveals that visitation privileges for the individual would present security concerns or disrupt the orderly running of the institution, the Warden or his designee may deny visiting privileges. Documentation reflecting this decision should be maintained in section 2 of the Privacy Folder in the Inmate Central File.

The visiting list may be amended by the inmate's submission of an Inmate Request to Staff Member form to his or her Unit Team indicating the desired change once every Ninety (90) days.

b. Visitors Under Age Eighteen

Children under the age of 16 may not visit unless accompanied by a responsible adult. The signature of a parent or guardian on the Visitor Information form (BP-629) is necessary to process a request for an applicant under 18 years of age, but a parent or guardian will only be required to accompany children under the age of 16 into the Visiting Room.

c. Other Visitors

A completed Information Questionnaire and Release Form will be required prior to consideration for approval. Visiting privileges usually will be extended to other relatives, community groups, friends, and associates having established a relationship prior to confinement unless such visits could reasonably create a threat to the security and good order of the institution. An NCIC check will be completed for all visitors in this category.

d. Number of Visitors

Only those visitors documented on the approved visiting list will be authorized to visit as previously described. Inmates housed in the USP and SCP will be limited to five (5) total visitors at one time, including children. Split visits will be permitted, up to a total of ten (10) visitors, and/or 2 groups, not to exceed a total of ten (10) per visiting day. Requests for a number of visitors above the limits set in local policy will be requested through the Unit Team and reviewed by the Captain and Associate Warden on a case by case basis prior to the visit.

e. Other Relatives/Friends and Associates

Visitors who are not immediate family members must submit a new Visitor Information Form allowing a new background check if the one on file is more than five (5) years old. These individuals will not be considered for approval until a new form has been received and the background check has been updated. Unit Counselors will require background information from all potential visitors who are not members of the inmate's immediate family before placing them on the inmate's approved visiting list. When little or no information is available on the inmate's potential visitor, visiting may be denied pending receipt and review of necessary information, including information which is available about the inmate and/or the inmate's offense, including alleged offenses. The

Warden, or his designee, may make an exception to this procedure when warranted. Ordinarily, a visitor not meeting prior relationship requirements will be denied. However, under special circumstances the inmate can request a waiver through the Unit Counselor. The Warden, or his designee, will be the final approving authority. A copy of this approval will be forwarded to SIS.

7. Consular Visitors

Whenever it has been determined that an inmate is a citizen of a foreign country, the Warden will permit the consular representative of that country to visit on matters of legitimate business. The Executive Assistant will be contacted to arrange these visits. These visits will be supervised by a member of the inmate's Unit Team.

8. Visits From Representatives of Community Groups

The Warden may approve as regular visitors, for one or more inmates, representatives from community groups such as civic and religious organizations, or members of the Prisoner Visitation Service (PVS). These visits should be requested by the responsible department, in writing, to the Warden. All requested visitors should be listed.

9. Special Visits

Inmates must submit a special visit request to their Unit Team at least seventy-two (72) hours in advance of the visiting date. Visits from persons not on the approved list must be approved by the Unit Manager/Associate Warden/Warden. Upon approval, the Unit Manager will notify, in writing, the Operations Lieutenant, Front Lobby, and the Visiting Room Officer of the special visit. The Unit Team will also enter the information into the Visiting

Program on the LAN System. This information must be entered prior to allowing the visitors entrance into the institution. If this information is not entered, Unit Staff will be contacted concerning the visit and will take the appropriate action to either allow the visitor to enter or deny the visit.

During the first 72 hours, newly-committed and Holdover status inmates will not be allowed social visits until completion of an investigation of proposed visitors. Visits occurring after the initial 72-hour intake period will be limited to immediate family as determined by the inmate's Pre-Sentence Investigation report.

Any Special visits completed during regular visiting times will be supervised by visitation room staff. If during non-visiting hours, it will be supervised by Unit Team staff.

10. Clergy, Sponsor, and Parole Advisor Visits

Visits in this category serve such purposes as assistance in release planning, counseling, and discussion of family problems. Visits will be approved through the Unit Team. Clergy visits will be reviewed by the Chaplain prior to approval. Visits will be approved for certain days during regular hours in the Visiting Room. A Unit Team member will issue an authorization memo for each visit. A copy of this memorandum will be provided to the Lieutenants' Office, Front Lobby, and the Visiting Room Officer. These visits will be supervised by a Unit Team member on days outside the regular visiting schedule.

11. Professional Visits

U.S. Parole Officers will contact the CMC. Attorneys, Paralegals, Legal Assistants, and Mental Health Professionals performing court-ordered examinations will contact the Executive Assistant, who will notify the appropriate Unit Team. These visitors will receive priority when processing. Every effort should be made to schedule the visit during normal visiting hours. Requests should ordinarily be called in at least seventy-two (72) hours prior to the proposed visit. If approved, Unit Staff will prepare a memorandum authorizing the visit and distribute copies to the Lieutenants' Office, Front Lobby, and Visiting Room. If the visit is requested during non-visiting hours, the Unit Team will attempt to accommodate the request insofar as time, security, and manpower constraints permit. The Front Lobby will be responsible for entering the visitor's information into the Visiting Program.

a. If an Attorney reports to the institution for a visit during normal visiting hours, the Attorney must be on the inmate's approved visiting list, and the visit will be charged as a social visit unless a memorandum has been provided by the Executive Assistant stating that it is an Attorney/Client visit. This memorandum is to be approved by the Captain. If

an Attorney wishes to visit an inmate during non-visiting hours, the Unit Team must approve and supervise the visit. Attorney/Client conference rooms are available for Attorney visits.

12. Outside Law Enforcement

All visits by outside law enforcement will be scheduled and supervised by SIS staff. If a member of a law enforcement agency

contacts a Unit Team member, the call will be referred to the SIS office for disposition.

13. Visits to Offenders not in a Regular Population Setting

a. Inmates transferred from other federal facilities will maintain their approved visiting lists unless circumstances warrant a change.

b. Hospital Patients

Visitors requesting to see an inmate in the institution Health Services Unit will require the approval of the Captain and the Health Services personnel on duty. Visits for inmates hospitalized in the community will be determined by the Warden or Acting Warden only. If a visit is approved, it will be limited to immediate family. All visits will be subject to the general visiting policy of the hospital. Approved visitors will report to the institution for processing and will be accompanied to the hospital by the Institution Duty Officer. Visits will be limited to two (2) hours.

14. Social Visiting Hours

The following schedule will be utilized for inmates with social visits for the USP and SCP:

a. General Population Inmates

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

Social visitors will not be processed before 8:00 a.m. Saturdays, Sundays, and holidays. Visitors will not be processed after 2:00 p.m. Saturdays, Sundays, and holidays. Inmates will not be called to the Visiting Room between 9:30 a.m. and the completion of the 10:00 a.m. count.

b. Special Housing Unit Inmates

Friday	8:30 a.m. to 3:00 p.m.
Thursday	8:30 a.m. to 3:00 p.m. (When a holiday falls on Friday)

Inmates in the Special Housing Unit, with visiting privileges, will visit on Friday. During weeks where a holiday occurs on Friday, inmates in the Special Housing Unit will visit on Thursday to afford General Population inmates the opportunity to visit on the holiday. Social visitors will not be processed before 8:00 a.m. or after 2:00 p.m. on the day Special Housing Unit inmates have visiting privileges. No visitors will be processed between the hours of 10:30 a.m. and 12:30 p.m.. Mainline will be served to the General

Population at this time. All approved Special Housing Unit visits will take place in the non-contact visiting rooms and will be limited to two hours in duration. There will be a limit of two visitors per inmate.

- c. Non-Contact Visits The need for non-contact visits will be determined by the Warden on a case by case basis.

15. Inmate Visiting at the USP

Visiting will be open to inmates on a point system, with each inmate being afforded ten (10) points per month. Each visit during the month will count as one (1) point. If an inmate leaves the visiting room after a visit is completed and returns later in the day for another visit, the inmate will be charged two (2) points for the day.

16. Inmate Visiting at the SCP

Visiting will be open to inmates on a point system, with each inmate being afforded ten (10) points per month. Each visit during the month will count as one (1) point. If an inmate leaves the visiting room after a visit is completed and returns later in the day for another visit, the inmate will be charged two (2) points for the day.

17. Visiting Limits/Procedures

To ensure a comfortable visitation for inmates and visitors at this facility, the maximum safe capacity of the USP is 190 people and 50 people for the SCP. The visits will be terminated based on the distance a visitor has driven, the length of time the visitor has been in the visiting room, and the relationship of the visitor to the inmate. The Operations Lieutenant or Institution Duty Officer 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.

- a. Federal Holidays In an attempt to provide equitable visiting on Federal holidays, all holidays which would result in a three (3) day visiting weekend will be open to all inmates at the USP and SCP, with the exception of inmates in SHU. The visiting room will be monitored.

Non-Federal Holidays For family holidays, (e.g., Easter, Mother's Day, Father's Day), the visiting room will be open for all inmates at the USP and SCP, with the exception of inmates in SHU.

Visiting Records: The Visiting Room Officer, Camp Officer, Front Entrance Officer at USP Big Sandy shall maintain a

record of each visit in the authorized computer program. Visiting information will be loaded into the program, to include authorized visitors, by the Unit Team. Printed copies of all inmates' visiting lists will be maintained in the Central File as required. In the absence of the computer program, Unit Team staff will provide copies of or review from the central file approved visiting lists for inmates seeking visits. Records of visitors and inmates visited will be maintained for input into the computerized program once the program is returned to operation.

The institution provides an area for children's activities in the main Visiting Room. The Visiting Room officer will maintain supervision over the designated area and will only allow children and approved visitors access to the area. Inmates are not authorized access to the children's activities area. The children must be supervised at all times while in the children's room.

18. Visitors Entering the Institution

- a. Staff must be able to verify the identity of visitors prior to admission into the institution. One of the following forms of identification will be used for identification purposes: driver's license, photo identification, or valid passport.
- b. Staff may require a visitor to submit to a personal search, including any items of personal property, as a condition of allowing or continuing a visit. Items of personal property may be required to be returned to the visitor's vehicle.

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

- c. Professional Visits These visitors will be required to sign the Visitor Log book upon arrival and departure. In addition, professional visitors, except Federal Law Enforcement Personnel, will be required to complete a Notification to Visitor form.
- d. Social Visitors These visitors will be required to complete a Notification to Visitor form upon arrival. The visitors will sign in on the Visitor Log book and sign out when they conclude the visit.
- e. Only the following articles are authorized to be carried into the institution by visitors:
 1. Photo identification

2. Essential medication (will be limited to the amount needed during the visiting period and controlled by the Visiting Room Officer)

Cellular phones and pagers are not permitted in the institution and may not be stored in visitor lockers. Visitors are required to leave these items in their vehicles.

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

1. Two (2) Diapers
2. One (1) small package of baby wipes (unopened)
3. One (1) change of infant clothing
4. One (1) see through baby bottle with contents
5. One (1) small jar of baby food
6. One (1) receiving blanket

All items will be subject to search by the Front Entrance Officer and the Visiting Room Officer. No tobacco products are allowed.

All authorized items outlined in this section entering the visiting room must be carried in a clear plastic container or bag not to exceed 10 inches by 10 inches.

Life Essential Medication Visitors who possess life essential medication, i.e., heart medication, inhalers, etc., may be authorized to bring it into the Visiting Room. If staff are unsure about whether a medication is classified as life essential, they should contact the institution medical staff for guidance. These medications shall be brought to the attention of the Visiting Room Officers. Visitors who have a need for assistance from an animal due to a disability, should have prior approval. There will be a need for prior approval to ensure the appropriate accommodations can be provided.

19. Visiting Attire (Visitors)

Visitors will be expected to wear clothing which is within the bounds of good taste. Visitors will not be allowed to wear low-cut or see-through clothing, tube or tank tops, backless clothing, camouflage, khaki, or green-colored clothing, slits in dresses above the bend of the knee, or any other apparel of a suggestive or revealing nature (e.g., skin tight clothing, mini skirts, short culottes or sleeveless clothing). Dresses and skirts must be knee length. Shorts will not be allowed for visitors over the age of sixteen. Nylon jogging suits are allowed to be worn. The Operations Lieutenant or Institution Duty Officer will be consulted prior to denying a visitor entry into the institution because of his/her attire.

20. Visiting Attire (Inmate)

Inmates entering the visiting area will be dressed in institution Khaki pants and shirt with a belt and safety shoes at the USP. Camp inmates will wear the institution issued green uniform. No items of personal clothing will be permitted in the visiting room. All inmates will be required to have shirt tails tucked in, and belts will be worn. Tennis shoes are not permitted.

- a. Inmates may carry the following items into the Visiting Room:
- One (1) comb
 - One (1) handkerchief
 - One (1) wedding band (no stone)
 - One (1) religious medallion (with chain)
 - One (1) one pair-prescription eyeglasses (no sunglasses)
 - One (1) article of religious head wear (i.e. Kufi, crown, etc)

All items taken into the Visiting Room will be inventoried, and the same items must leave the Visiting Room with the inmate. All inmates entering and exiting the visiting area will submit to visual searches. Inmates requesting to use the restroom will do so under direct staff supervision.

Visual searches will be conducted on all inmates departing the SCP Visiting Room. Inmates will not be permitted to carry out any items other than those brought into the Visiting Room.

If needed for a Legal Visit, the Unit Team will bring legal material into and out of the Visiting Room for legal visits. This material will be inspected for contraband. The contents of legal material will not be read.

21. Loitering in the parking lot or on institution grounds is not permitted.

22. Large vehicles (e.g., campers, mobile recreational vehicles, tractor trailers) will not be allowed on institution grounds.

23. Supervision of Visits and Passing Articles

It is the responsibility of the inmate to ensure all visits are conducted in a quiet, orderly, and dignified manner. Visiting behavior will be monitored by visiting room staff. In addition, the visiting room is subject to video camera monitoring. A visit not conducted in an appropriate manner may be terminated by the Operations Lieutenant. The Lieutenant will prepare a written memorandum to the Captain and Unit Manager explaining the circumstances relied upon in terminating the visit.

Visitors may not bring anything into the institution to be given to an inmate.

It is not permissible for papers of any kind to be examined or signed during social visits, nor may the visitor receive any items from the inmate. Such transactions must be handled through correspondence addressed to the inmate. Any exception must be approved prior by Unit Team, Captain, IDO, or Warden.

The Visiting Room Officer will be aware of all articles passed between the inmate and the visitor. If there is any reasonable basis to suspect materials are being passed which constitute a violation of the law or regulations, the officer may examine the item. The Operations Lieutenant will be consulted in questionable cases.

In no instance will the Visiting Room Officer accept articles or gifts of any kind for an inmate, except packages which have prior approval by the Warden. Visitors will not be permitted to leave money with staff for deposit in the inmate's commissary account. All funds will be delivered to the National Lockbox, now located at P.O. Box 474701, Des Moines, Iowa 50947-0001. through the regular mail or Western Union.

Bringing any unauthorized items, such as medication, weapons, tools, food, drugs or alcohol, into the institution violates institution rules and Federal law. Infractions may result in the visitor's permanent removal from the visiting list, referral to the proper law enforcement agencies for prosecution, and/or administrative sanctions against the inmate.

The use of cameras or recording equipment without the consent of the Warden, or his designee, is strictly prohibited.

Inmates requesting to utilize the restroom during visits will be coordinated with visiting room staff. All inmates will use the visiting search room and be observed by staff of the same gender. Inmate requesting to depart the Visiting Room will not be re-admitted.

Institutional Activities: Visiting is a positive activity for inmates and will normally take precedence over other institutional activities. In the event of an institutional activities. In the event of an institution emergency, inmate visits maybe terminated or limited at the discretion of the Warden.

24. Inmate and Visitor Conduct within Visiting Room

Inmates, upon entering the Visiting Room, will report to the Visiting Room Officer for check in and seating by the Visiting Room Officer. The vending machine areas are off limits to all inmates at all times.

- a. Physical contact between the inmate and his visitor(s) will be limited to an embrace upon the initial arrival and at the

completion of the visit. Inmates will be permitted to hold hands during the visit, but no other physical contact between an inmate and his visitor will be permitted.

The officers will issue only one warning; afterwards, the visit will be subject to termination by the Operations Lieutenant or the Institution Duty Officer, and disciplinary action will be taken which may result in the loss of visiting privileges for a period of time. Criminal prosecution may be initiated against the visitor, the inmate, or both, in cases of criminal violations.

A copy of the Visiting Regulations (Attachment B) will be posted in the Visiting Room and will be given to each approved visitor by the Visiting Room Officer upon the visitor's initial visit to the institution. Any violation of the institution's visiting procedures may result in termination of the visit and/or disciplinary action. Only the Operations Lieutenant and/or the Institution Duty Officer have the authority to terminate a visit. However, the Visiting Room Officer can deny entry of unauthorized and pre-approved visitors, after notifying the Operations Lieutenant or Institution Duty Officer, if the visitor violates any of the Institutional Visiting Rules and Regulations.

25. Non-Smoking Area

The entire Visiting Room and the attorney visiting rooms are designated as non-smoking areas.

26. OFFICE OF PRIMARY RESPONSIBILITY Correctional Services

D. Berkebile
Warden

Distribution: Master File
MARO
Law Library
Union
E-File