



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution  
ELKTON, OHIO 44415

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# Institution Supplement

OPI: Correctional Services  
NUMBER: ELK 5267.08a  
DATE: April 14, 2008  
SUBJECT: Visiting Regulations

1. Purpose and Scope: The purpose of this supplement is to establish procedures for inmate visiting at the Federal Correctional Institution (FCI) and Federal Satellite Low (FSL), Elkton, Ohio.
2. Program Objectives: To ensure wholesome and meaningful visits are provided to inmates and their relatives, friends, or others in the community, yet maintain the security and orderly operation of the institution. Any visit, which in the opinion of the Warden or his designee, interferes with the security and orderly operation of the institution, may be denied.
3. Directives Affected:
  - a. Directives Rescinded: IS ELK 5267.06E, dated 05/12/05
  - b. Directives Referenced:
    - PS 1315.07, Legal Activities, Inmate, dated 11/05/99
    - PS 5100.07, Security Designation and Custody Classification Manual, dated 09/09/99
    - PS 5267.08, Visiting Regulations, dated 05/11/06
    - PS 5500.11, Correctional Services Manual, dated 10/10/03
    - PS 5500.12, Correctional Services Manual, dated 10/10/03
    - PS 5510.12, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities; dated 01/15/08
    - PS 5521.05, Searches of Housing Units, Inmates, and Inmate Work Areas, dated 06/30/97
    - PS 5270.07, Inmate Discipline and Special Housing Unit, 03/20/06
    - PS 5522.01 Ion Spectrometry Device Program (2/24/2005)
    - IS ELK 1480.05D, Contact With News Media, dated 10/10/07
  - c. ACA STANDARDS REFERENCED: Adult Correctional Institutions, 4<sup>th</sup> Edition: 4-4156, 4-4267, 4-4498, 4-4499-1, 4-4500, 4-4503, and 4-4504

4. Procedures:

- a. PRETRIAL/HOLDOVER/DETAINEE PROCEDURES: The procedures specified in this Institution Supplement apply to all inmates housed at FCI Elkton and FSL Elkton.
- b. VICTIM / WITNESS CASES: Refer to the Program Statement on Victim and Witness Notification for procedures when a Victim / Witness Program (VWP) inmate requests to place a victim or witness on his or her visiting list.
- c. WITSEC INMATE: Refer to the Central Inmate Monitoring System Operations Manual (Limited Official Use) for procedures when an inmate in the Witness Security Program (WITSEC) requests to place an individual on his or her visiting list.
- d. LOCATION OF THE INSTITUTION AND FSL:

The address for FCI/FSL Elkton is 8730 Scroggs Rd., Elkton, Ohio, 44415. The telephone number is (330) 420-6200. The directions to the Federal Correctional Institution, are as follows: From I-80, take the exit for Route 11, South. Take the Lisbon exit, and turn left on Route 154. Take a left on Scroggs Road, the driveway to the institution is on the right. In the city of Lisbon, Ohio; Salem, Ohio, and East Liverpool, Ohio, there are local taxi services that can transport visitors to and from FCI Elkton, Ohio.

- e. VISITING SCHEDULE: The following limitations on visiting are necessary to maintain a balance between institution security and the purpose of visits. Visits must be supervised to prevent the introduction or passage of contraband, to prevent the planning or continuation of criminal activities and to maintain the security of the institution.

1.	<u>VISITING HOURS: FCI ELKTON</u>		
	Thursday	-	5:00 p.m. - 9:00 p.m.
	Friday	-	5:00 p.m. - 9:00 p.m.
	Saturday	-	8:00 a.m. - 3:00 p.m.
	Sunday	-	8:00 a.m. - 3:00 p.m.
	Monday	-	5:00 p.m. - 9:00 p.m.
	Federal Holidays	-	8:00 a.m. - 3:00 p.m.

2.	<u>VISITING HOURS: FSL ELKTON</u>		
	Friday	-	5:00 p.m. - 9:00 p.m.
	Saturday	-	8:00 a.m. - 3:00 p.m.
	Sunday	-	8:00 a.m. - 3:00 p.m.
	<u>(Weekend visiting alternate using the odd/even Register Number system)</u>		
	Federal Holidays	-	8:00 a.m. - 3:00 p.m.

Location: All regular visits will be held in the visiting room of the FCI and FSL for those inmates, respectively. Attorney visits are also held in the visiting room. If an Attorney requests additional privacy, private rooms are available in the visiting room for this purpose. Visitors will not be processed after 2:00 p.m., on weekends, or 8:00 p.m. during evening visiting. Visitors are discouraged from arriving prior to 8:00 a.m., or 5:00 p.m. for visiting.

Due to the time and administrative costs involved, most visits must be scheduled during regular visiting hours. When a visit cannot be scheduled during regular visiting hours, it is the responsibility of the respective Unit Team to provide supervision.

Other institution activities must be maintained without unnecessary or extended interference. To reduce interference with other institution activities, visitors will be advised visiting inmates housed in the SHU, to expect a delay on visiting inmates assigned to the SHU due to the special restrictions that are necessary to apply for the purpose of escorting an inmate from SHU.

- f. VISITING RESTRICTIONS AND OVERCROWDING: A visit may be terminated due to overcrowding, improper conduct on the part of the inmate or visitor, or an emergency. The Operations Lieutenant or the Institutional Duty Officer (when on duty) will determine which visits will be terminated and in what order. If overcrowding is a concern, local visits will be terminated first to allow more space for "Out of Town" visitors. Local visits are defined to those visitors who reside within a 75 mile radius of the institution.
- g. FREQUENCY OF VISITS: FCI inmates are restricted to the number of visits they may receive. Each inmate will be allotted four (4) points at the beginning of each month to be used as follows:
1. Each day or fraction of a day visited on a weekend counts as one (1) point.
  2. No points will be charged for week nights or Federal Holiday visits.

A record of points used will be maintained in the inmate visiting file by the **Web Visiting Program**. Once the inmate reaches four 4 points, visiting will cease on the weekend until the start of a new month. Law enforcement interviews or Attorney visits will not be counted on the point system. For those inmates that request additional points

beyond 4, approval must be obtained from the Unit Manager.

There will be no point system for FSL Visiting. All inmates at the FSL may visit on Friday evenings and Federal holidays. The weekend visiting will be rotated by using the "odd" and "even" number system resulting from the fifth digit of their eight digit assigned federal registration number.

- h. NUMBER OF VISITORS: Inmates will be allowed to have up to six (6) visitors in the visiting room at one (1) time including children.
1. Split Visits: Should more than six (6) authorized visitors arrive at the same time, a split visit will be arranged. A split visit is defined as a visit where one or more of these visitors leave the visiting room to be replaced by other authorized visitors. Those visitors participating in split visits that are not visiting must depart the institution grounds. They will not be permitted to wait in their vehicles in the parking lot. On split visits, only one interchange of visitors will be permitted (i.e., individuals leaving the visiting room to permit other members of the party to visit may not subsequently return for further visiting the same day.)
  2. Special Housing Unit (SHU) Inmates: When a visitor arrives to visit an inmate in detention status, the Shift Lieutenant will be notified by the Front Lobby Officer. The SHU Officer In Charge and Visiting Room Officer in Charge will communicate to ensure inmates with separatees in the institution are never in the visiting room at the same time. Upon arrival, the inmate will be escorted to the Visiting Room and the visit will be conducted in close proximity of the supervising officers. Inmates will be moved from SHU in restraints, which will be removed before the inmate enters the Visiting Room. Should the visit be denied for security reasons, the Shift Lieutenant will carefully explain the reasons for the denial to the visitor. A memorandum to the Captain will be prepared explaining the supervisor's denial, with a copy to the Warden.

Inmates in SHU on Administrative Detention status will visit during regular hours. All visits for inmates assigned to SHU will conclude thirty (30) minutes prior to the conclusion of regular visiting. This applies to both FCI and FSL inmates housed in SHU. FSL inmates will only visit on normal FSL visiting days despite their assignment to the Special Housing Unit within the FCI. All SHU inmates, whether FCI or FSL, will sit in front of the officer's desk during their visits.

- I. **IDENTIFICATION OF VISITORS:** Visitors sixteen years old (16) and over must have valid proof of their identity with them such as a driver's license, state issued identification card, INS card, military identification or passport. Any form of unofficial photo identification (credit cards, store cards, school identification, birth certificates, Social Security card, bank cards, etc.) is an invalid form of identification. **If a visitor does not present a current form of identification with a photograph, they will not be authorized to visit.** (Foreign driver's licenses are considered valid proof of identification.) Children under the age of 16 may not visit unless accompanied by a responsible adult. Children shall be kept under supervision of a responsible adult or children's program. **Exceptions in unusual circumstances, the IDO will contact the ADO, who will gain approval/disapproval from the Warden to allow entry into the institution.**
- j. **APPROVED VISITORS:** Visits are permitted to those on the inmate's approved visiting list as authorized by the inmate's Unit Team. It is the responsibility of the inmate to advise his friends and family not to visit prior to the inmate receiving notification from the Unit Team that they have been authorized as visitors. **Each inmate will be authorized no more than twenty (20) visitors on their visiting list.** This includes children. Except for immediate family, visitors will not ordinarily be placed on more than one inmate's approved visiting list. Any visitor placed on the approved visiting list must have known the inmate prior to incarceration. Any exception to this must be approved by the Warden. An inmate requesting a visitor with whom he has no pre-existing relationship, must have submitted a detailed written request to the Warden through his Unit Team explaining the reason for his visitor's approval.

In the event an inmate should receive a visit prior to an approved visiting list being initiated, Unit staff will make the decision of approval/disapproval and in the absence of Unit staff, the Duty Officer will be the deciding authority. This approval should be limited to immediate family members only and will be documented in writing by the Duty Officer.

1. **Holdovers and New Commitments:** When an approved visiting list is not available, visits for new commitments (A&O) and inmates in holdover status may be authorized by the Operations Lieutenant or **Institution Duty Officer**. These visits will be limited to members of the immediate family and can be extracted from the inmate's Pre-Sentence Report. These persons include father, mother, step parents, foster parents, brother and sister, spouse, and children. Such visitors as grandparents, uncles,

aunts, nephews, nieces, in-laws, and cousins are **not considered** as immediate family and will be **denied** a visit if they are not on the inmate's approved visiting list. The only exception is a written approval from the Captain or IDO.

- k. **VISITS TO INMATES NOT IN GENERAL POPULATION:** Visits for inmates in Administrative Detention, Disciplinary Segregation, or Medical Isolation will be conducted in accordance with national policy, Program Statement 5270.07, Inmate Discipline and the SHU, dated 03/20/2006 and Program Statement 5267.08, Visiting Regulations, dated 05/11/2006.

**Special Housing Units:** Visiting privileges will ordinarily not be denied because of violation of institutional regulations, unless the restriction is a formal sanction imposed through formal discipline proceedings. However, inmates in the SHU may have their visits denied or restricted if in the opinion of the Warden, or his designee, the visit interferes with the security and orderly operation of the institution, is a threat to other inmates, visitors or staff, or causes disruption inside the Visiting Room. Due to security issues, the processing of a potential visitor wishing to visit a SHU inmate will be denied after 2:00 p.m. The only exception will be by written approval from the Captain.

Holdover inmates will visit consistent with the procedures established for inmates housed in general population or SHU based upon their current housing assignment.

**Hospital Patients:** If a determination is made that a visit is to be held in the institution hospital, such visits will be subject to availability of staff to supervise the visit and will be approved in writing by the Warden. The visit will be limited to one (1) hour. The Health Services Administrator (HSA) is authorized to restrict visits if the inmate is suffering from an infectious disease, is in a psychotic or emotional episode which makes a visit inadvisable, or is otherwise not in a condition to see visitors. When the HSA recommends against visits for medical or psychiatric reasons, the situation will be carefully and sensitively interpreted to the proposed visitor by the HSA or IDO. The HSA or IDO will prepare a memorandum for the inmate's central file through the Unit Manager, outlining the circumstances under which the visit was denied.

**Local Hospital:** Authorized visits to inmates hospitalized in the community will have written approval of the Warden and be restricted to members of the immediate family and are subject to the visiting policy of the community hospital and those procedures as outlined in the " Hospital Escort " Post Orders.

**Prior to any outside hospital visits, authorization will be made from the inmate's Unit Team through the Captain, to the Warden for approval.**

- I. **PREPARATION OF THE LIST OF VISITORS:** Each new inmate will be provided information concerning the local visiting guidelines within twenty-four (24) hours after their arrival, during their Unit Orientation Program. The Unit Team, ordinarily the Counselor, will be responsible for the timely completion of each inmate's visiting list. Visiting regulations will be sent along with a visiting request form to all prospective visitors (Attachment A). Inmates are responsible for sending this form. Additionally, the institution will make available these rules and regulations to the visitors in the visitors' processing area. The Unit Team will be responsible for the preparation and entry of the original inmate visiting list into the computerized visiting program. A copy of the approved visiting list will be maintained in section three (3) of the inmate's central file.

**The Unit Counselor will be responsible for providing an updated hard copy to the Visiting Room. The Visiting List will be replaced when it is updated with the addition or removal of visitors.**

Amendments to the visiting list will be processed by the inmate's Counselor. An inmate desiring a change of visitors to his official list will submit a request to his Counselor with the appropriate information.

The Counselor will request information from potential visitors who are not members of the inmate's immediate family, prior to placing the potential visitors on the inmate's approved visiting list. The requested information will include a **Visitor Information and Authorization for Release (Visitor) Form BP-629.052**. Each inmate is responsible for mailing the form to all prospective visitors. The forms must be completed in their entirety, signed, and mailed directly to the Counselor by the proposed visitor prior to any further action concerning their approval to visit. The Counselor will notify the inmate in writing of any changes or adjustments to the visiting list. This is accomplished by providing the inmate a copy of the revised list. During A&O the Counselor will provide the inmate with a copy of the visiting guidelines. The inmate is responsible for notifying all visitors of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the **Visiting Regulations, (Attachment A)**. The inmate is required to sign **Attachment A**, acknowledging the receipt of the guidelines. This will be forwarded to his respective Unit Team to be filed in Section 3 of his central file. If more than one (1) visitor is approved, the inmate will request additional copies of the visiting guidelines from his Counselor to mail to his visitors. He will receive a temporary visiting list to fill out. On this form the inmate will

list his immediate family members. The inmate's respective Unit Team will investigate the list and make appropriate decisions as set forth in this institution supplement. The respective Unit Team is responsible for ensuring the names of approved visitors are available in the Inmate Visiting Program. If an inmate does not request to have any visitors, the information will be documented accordingly within the Inmate Visiting Program. Additionally, a hard copy will be maintained in the inmate central file and the inmate is required to sign the form. The inmate must prove that he knew the proposed visitor prior to incarceration, and this relationship must be established prior to the proposed visitor's placement on the approved visiting list. Any exception to this must be approved by the Warden as previously stipulated.

**Disapproving Visitors:** A proposed visitor may be denied if one (1) of the following conditions exist:

1. All requested information is not submitted during the approval process.
2. Written authorization from the appropriate federal or state probation/ parole board cannot be obtained in the case of a person with prior criminal convictions.
3. A pre-incarceration relationship cannot be proven by the inmate or the proposed visitor.

m. **SPECIAL VISITS:**

**Prison Visitation and Support (PVS) :** The PVS program will be coordinated through the Volunteer Program Coordinator. When necessary, further coordination will be provided by the Chaplain. Visits will be ordinarily arranged 15 days prior to the visit and will be conducted in the visiting room during regular visiting hours. PVS visitors are also required to read and sign a **Notification to Visitors Form BP-S224.022**, concerning the introduction of contraband. PVS visitors may generally carry paper and writing implements into the visiting room.

**Non-Visiting Days:** Limited visiting (nonlegal visit) may be authorized at other than normal visiting times in unusual circumstances upon recommendation of the Unit Manager and approval of the Warden or his designee. When this occurs, the Unit Manager will be responsible for providing the staff to process and supervise the visit.

**Consulate Visits:** Whenever it has been determined that an inmate is a citizen of a foreign country, the Consulate of that country will be permitted to visit on matters of legitimate business. This privilege **will not** be withheld even though the inmate may have had visits suspended through the discipline process or be confined in the SHU. The requirement for the existence of an established relationship prior to incarceration does not apply to consular visitors.

**Attorney Visits:** Visits by retained and appointed attorneys and by attorneys requested by an inmate or his family in contemplation of prospective legal representation will be permitted.

Attorney visits will ordinarily take place during regular visiting hours. However, dependent upon the nature and urgency of the legal issue (i.e., court deadlines, etc.) such visits will not be limited by normal visiting procedures. Legal visits are subject to approval in advance by the Unit Team. The Unit Team will be responsible for providing adequate supervision for attorney visits during non-visiting periods. An attorney will normally make an advance appointment for a visit through the Unit Manager prior to each visit. Every effort should be made to accommodate an attorney's visit where prior notification was not practical. Prior to approving each visit, attorneys are required to identify themselves (an American Bar Association identification card is considered a standard form of identification) and confirm that they wish to visit an inmate. This may be confirmed by proper identification, showing a letter from the inmate or his family requesting the visit, or other information that would identify them as an attorney of record for the inmate they have requested to see.

The institution reserves the right to refuse admission to those who fail to comply with regulations. If there is a question about identity of the attorney or his/her qualifications as an attorney, the matter should be referred to the Northeast Regional Counsel.

Visiting attorneys will be subject to a search of their person and belonging for the purpose of ascertaining if contraband is present. They will also be required to read and sign a **Notification to Visitor Form BP- S24.022**, concerning the introduction of contraband.

Inmate/attorney visits will take place in a private conference room located within the Visiting Room. If all the rooms are in use, the visit may take place within the regular Visiting Room or the inmate and attorney will be offered the opportunity to reschedule the visit when a private conference room is available. The Warden must authorize the use of tape/video recording devices by attorneys during the course of the visit. The attorney must stipulate in writing in advance of the visit that the only purpose of the recording is to facilitate the attorney/client

relationship.

Any immediate grievance or concerns an attorney may have concerning his client which are deemed appropriate for response during the visit are to be referred to the appropriate Unit Manager, or IDO.

Attorneys will normally visit only one (1) inmate at a time unless prior written approval has been obtained from the Captain or the Associate Warden of Programs. An attorney may be permitted to take from the institution or leave with the inmate legal documents with prior permission of the Warden or his designee. Ordinarily, this material is not to be read by a staff member except with the consent of the attorney and / or the inmate. Inmates will not participate in legal or attorney visits against their will.

**Minister of Record/Clergy Visits:** An inmate may receive visits from his minister of record. However, a written request must be submitted to the Chaplain. Upon approval, unit staff will add the name and title (minister of record) to the inmate's visitor list. An inmate may only have one (1) minister of record on his visiting list at a time. The addition of the minister of record will not count against the total number of authorized regular visitors an inmate is allowed to have on his visiting list, and will not count against the total number of social visits.

Special clergy visits may occur if they are approved in advance by the Chaplain and Unit Manager and if they meet an inmate's specific religious needs that are unavailable at this institution, or to assist the inmate in counseling and discussion of family problems. These visits will take place within the regular Visiting Room. If the need is such that a private area is recommended by the Chaplain for the visit, then the Chaplain will arrange for the area where the visit takes place. In conjunction with the Unit Manager, the Chaplain will arrange for staff supervision of the visit. Clergy will also be required to read and sign a Notification of Visitors Form BP-S224.022, concerning the introduction of contraband. The requirement for the existence of an established relationship prior to incarceration does not apply to consular visitors.

Clergies are permitted to bring religious materials (Bible, pamphlets, paper, etc.) into the institution but are prohibited from leaving these materials with an inmate.

- n. **Violations of regulations and/or Introduction of Contraband:**  
In order to ensure that a visitor is aware of the above policy, each adult visitor, sixteen (16) years of age and older, will complete and

sign a **Notification to Visitor Form BPS224.022**, acknowledging his or her awareness and understanding of the possible penalties for violation of the visiting room regulations and/or introduction of contraband into the institution. At the completion of each visiting day, these forms will be sent to the Captain's Office, where they will remain on file for one (1) year. If a visit is terminated because of a violation of regulations, the officer identifying the violation will ordinarily prepare and submit an incident report on the inmate(s) involved. Refusal by the visitor to cooperate in the interview and to provide the written statement will be documented and submitted to the Captain.

If it becomes necessary to warn an inmate concerning violations of visiting regulations, the visiting room officer will document the warning in writing in a log book. This log book will remain in the Visiting Room. Inmates who violate the institution visiting regulations may be subject to disciplinary action and loss of their visiting privileges.

o. **SEARCHING OF VISITORS:**

A visitor who exercises his or her option of refusal by objecting to any search, test, or entrance procedures must leave the institution grounds. Staff will deny admission to any visitor who refuses to be screened by a metal detector, Ion Scanner, pat search, or who refuses to undergo a search of personal items (i.e.: purse, coats, bags, briefcases, etc.). Visitors, who refuse any such search or procedures and elect to leave the institution, will not be permitted to return for a visit without prior approval of the Associate Warden Programs.

**METAL DETECTORS:** Visitors will be required to submit to a search before entering the institution by electronic means ( i.e.: walk-through and/or handheld metal detectors). Their personal items will also be searched and what is determined unauthorized in the Visiting Room must be returned to the visitor's vehicle. It is not the institution's responsibility to store personal effects or be responsible for any missing items.

Visitors who cannot pass the walk through metal detector for medical reasons (surgically implanted pins and plates that will not clear the metal detector) will be subjected to a hand held metal detector and a visual examination of the area. If the area is of a sensitive nature, the Operations Lieutenant and IDO will be contacted. A visual search of any visitor will require the Warden's approval.

Visitors requiring wheelchairs will keep their personal wheelchair. A thorough search of the wheelchair must be conducted prior to entering the Visiting Room.

**ION SCANNING:** Visitors will be required to submit to a scanning of their person through the use of the Ion Scanner on a random basis as determine by the SIS Department or Operations Lieutenant. This will be conducted in accordance with national policy, PS 5522.01, Ion Spectrometry Device Program, dated 2/24/2005.

p. **CONTROLLED VISITING - DENYING VISITS:**

**Visiting Restrictions:** Visiting may be terminated early because of an institutional emergency, inappropriate behavior on the part of an inmate or his visitor(s), or when the visiting area becomes overcrowded. Visiting may be restricted to controlled situations or more closely supervised visits when there is a suspicion that a visitor is introducing or attempting to introduce contraband or when there is concern based upon sound correctional judgement about the visitor presenting a risk to the orderly operation of the institution or Visiting Room.

Such violations will be cause for termination of the visit and disciplinary action will be taken against the concerned inmate. Such actions may be cause for removal of a particular visitor from the inmate's approved visiting list.

**Visitor Attire:** Visitors will dress appropriately and avoid clothing styles that are sexually suggestive or could easily be confused with inmate clothing (i.e. , khaki or orange clothing that matches the jump suits.) A visit may be terminated in order to maintain good taste and consideration for others. Questionable attire will be referred to the IDO prior to denial of the visit.

**Visitor Conduct:** Visitors who give evidence of recent use of alcoholic beverages, drugs, or narcotics, or who display inappropriate behavior will not be permitted to visit or remain on the institution grounds.

**Profanity:** No loud, boisterous talk, or profane language will be allowed while visitors are being processed, escorted, or during the visit inside the Visiting Room.

**Visitor's Children:** Each inmate having a visit must assume reasonable responsibility for proper conduct during the visit, including the control of his visitor(s). Children should be controlled to the extent of consideration for other visiting groups and not be permitted to wander from the immediate area of the visit, run about the Visiting Room, or create noise that disturbs other visits. Failure to control children will result in termination of the visit. Visitors are not to lay down or sleep anywhere in the visiting areas. Children under the age of sixteen (16) years old may not visit unless accompanied by a responsible adult. Exceptions in unusual circumstances may be made through special

approval by the Warden.

- q. **RECORDS:** All visiting records will be forwarded to the Captain's Office at the close of each visiting period, where they must be maintained for review purposes.

**Front Entrance Officer:** When an inmate receives a visit, the Front Entrance Officer will identify the visitor, have him or her sign the visiting log, and fill out a **Notification to Visitor Form BP-S224.022**. The officer will ensure the visitor is on the inmate's approved visitation list. The officer will ensure the visitor and his and/or her personal effects are thoroughly searched and his and/or her hand is stamped appropriately.

**Visiting Room Officer:** The Visiting Room 1 Officer/ FSL 1 Officer will positively identify the visitor and log the date, visitor's name, and time the visitor(s) arrive in the Visiting Room. The time of their departure from the Visiting Room will also be logged. The Visiting Room 3/FSL 3 Officer will also be responsible for logging in the time the inmate enters and leaves the Visiting Room.

The Front Entrance Officer/ FSL 1 Officer will ensure all visitors are accurately loaded into the Web Visiting Program, maintaining an accurate count of visitors and inmates in the Visiting Rooms at all times. The Visitor Sign-in Log will be a bound ledger and the assigned Officers will ensure it is completed properly and maintained on the post.

- r. **Supervision:** It is the responsibility of all Visiting Room Officers to ensure the visiting room regulations are followed as outlined in this supplement and that visits are conducted in a quiet, orderly, and dignified manner. Direct observation of visits is not required at all times, but Officers will constantly observe the general visiting areas. Inspections should determine that visits are being conducted in an acceptable manner.

At no time will the Visiting Room Officer be allowed to accept articles or gifts of any kind from an inmate or visitor. No items will be given to visitors by an inmate without the prior written approval as noted in this supplement.

The Visiting Room Officers should be aware of any article(s) passed between the inmate and his visitor. If there is substantial basis to conclude that materials are being passed which constitute contraband, or are otherwise in violation of the law or regulations, the Visiting Room staff may examine the materials. The Operations Lieutenant will be consulted in questionable cases.

**Visual/Strip:** At the FCI, a pat search of each inmate is required prior to the inmate being allowed to visit. A visual/strip search will be conducted on every inmate returning from a visit in the FCI. Additionally, every inmate will be screened with a handheld metal detector during the visual/strip search. All searches will be conducted in private, out of the sight of visitors and other inmates. FSL inmates will be pat searched, with visual/strip searches being conducted at the end of the visit.

**Restroom:** Restroom facilities for visitors are located inside the Visiting Room. Inmates, only under the direct visual supervision of Visiting Room staff, will be authorized to utilize the restroom located in the search/shakedown area. Inmates will randomly receive a visual search prior to being allowed to use this restroom.

s. **OTHER APPLICABLE REGULATIONS:**

**Inmate Dress Code:** All inmates must wear issued khaki jumpsuit at the FCI. Inmates in the SHU will wear an issued orange jumpsuit. Socks must also be worn. Inmates must be properly groomed and no inmate will be allowed admittance to the visiting areas if his neglect of the ordinary requirements of personal hygiene would offend others.

**Inmate Property Authorized:** The inmate will not take anything to the visit except necessary items identifiable as; one (1) pair of prescription glasses, one (1) comb, one (1) plain wedding band, one (1) religious medallion and one (1) white handkerchief. Necessary legal papers will be permitted during a visit with an attorney if approved in advance as noted in this supplement. Medication, such as nitroglycerin tablets, may be permitted when authorized by the HSA. Other types of medications, such as inhalers for asthma patients or required drugs needed on a daily basis may be brought into the Visiting Room and remain at the Officer's desk. Oxygen tanks will be permitted once they have been checked by the Visiting 1 Officer prior to being brought into the Visiting Room. All items will be logged into the **Visiting Room Inmate Property Log**, and maintained by the Visiting Room 3 Officer.

**Visitor's Prohibited Items:** Visitors are not allowed to take any unapproved item into the Visiting Room. All non-permissible items

must remain in the visitor's vehicle in the parking lot. **Cellular phones, two-way pagers and pagers are not authorized.** No food items, chewing gum, or medication are permitted in the Visiting Room, with exception of nitroglycerin tablets. Oxygen tanks will be permitted once they have been checked by the Front Entrance Officer and the Visiting

1 Officer prior to being brought into the Visiting Room. Prohibited items include but are not limited to the following items: large handbags, umbrellas, instant type photos, photo albums, films, cameras, radios, blankets, television sets, pocket knives, electronic games/toys, personal papers or legal documentation, newspapers, magazines, books, chewing gum, pens, pencils, eating and drinking utensils, thermos sport bottles, sunglasses (except prescription sunglasses), luggage, packages, tape players, tape recorders, are not allowed (see exceptions for tape recordings under "Attorney Visits"). A visitor may take a clear plastic container or bag equivalent to the size of a wallet or small, clear change purse.

**Infant Care Items :** Infant care items for visitors with infant children will be limited for security reasons. Premixed formula and other liquids or foods in sealed, original containers only will be permitted. Other infant care items will be limited to three (3) clear nursing bottles, four (4) diapers, wet wipes, and one small blanket. Baby powders, ointments, creams, bowls, cups, baby carriers or strollers, etc. are not permitted.

Children may not take in toys, books, cards, dolls, crayons, or games, including electronic devices. Diaper bags will be permitted only for visitors with small infants and it must be clear plastic. Mothers who breast feed must have a small blanket or other type of covering to ensure the breast is not exposed during nursing and will be afforded the privacy of breast feeding in any one of attorney / client rooms. Only the mother and child will be allowed in the room for this purpose.

**Pets:** Visitors are precluded from bringing animals on institutional grounds, except for dogs that assist persons with disabilities. In such cases, the visitor must provide staff with certification that the dog is trained for that purpose.

**Money:** Visitors of any type (i.e.: social, lawyer, consulate, etc.) **may not** leave any money for deposit in the inmate's account with either FCI / FSL Elkton staff or the inmate visited.

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**MEALS:** Food items are not permitted to be brought into the institution, except baby bottles filled with formula or milk, which can be brought into the visiting area after having passed a security check with the metal detector and a visual inspection of the contents.

**Originator :** Correctional Services.

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J. T Shartle, Warden



**FEDERAL CORRECTIONAL INSTITUTION  
ELKTON, OH  
VISITING GUIDELINES**

It is the policy of this institution to encourage visiting by family, friends, and community groups to maintain the morale of inmates and to develop closer relationships between inmates and family members or others in the community. Limitations are recognized and controls are established in order to ensure the security and good order of the institution.

The regularly scheduled visiting hours for the FCI are Monday, Thursday, Friday, 5:00 p.m. to 9:00 p.m. Saturday, Sunday, and Federal Holidays, 8:00 a.m. - 3:00 p.m. Visitors will be denied entrance to the FCI Visiting Room after the hours of 2:00 p.m. on Saturday, Sunday and Holidays and after 8:00 p.m. on Monday, Thursday, and Friday. Visitors should not arrive prior to the beginning of the scheduled visiting hours.

The regularly scheduled visiting hours for the FSL are Friday, 5:00 p.m. to 9:00 p.m., Saturday, Sunday, and Federal Holidays, 8:00 a.m. to 3:00 p.m. Visitors will be denied entrance to the FSL Visiting Room after the hours of 2:00 p.m. on Saturday, Sunday and Holidays and after 8:00 p.m. on Friday. Visitors should not arrive prior to the beginning of the scheduled visiting hours. The FSL weekend visit (Saturday and Sunday) rotate according to the inmate's fifth digit of his federal register number. This is conducted using the odd/even system.

1. All adult visitors, 16 years of age or older, must have with them a valid photo identification, (i.e., Passport, State Driver's License, or State ID Card), which is to be presented to the Front Lobby Officer at the time of processing into the institution. Children under sixteen are not required to have ID with them, but must be accompanied by an adult who has been approved to visit. Visitors without the proper Identification will be denied entry to the Visiting Room.
2. The debit card system will be utilized by visitors to purchase food and snack items in the Visiting Room. A debit machine will be available in the front lobby areas for visitors to purchase debit cards. Therefore, no money will be allowed in the Visiting Room.
3. Tobacco products are not permitted, as this is a non-smoking facility.
4. Visitors with infants may carry in one (1) small bag containing baby wipes, one (1) baby blanket, four (4) extra diapers, and three (3) clear plastic bottles with formula, or infant food stored in a plastic container. These items must be opened and inspected prior to being allowed inside. Children may not take in toys, cards, dolls, or games. No other items will be permitted unless approved by the Operations Lieutenant.
5. All carry-in items such as coats and baby needs **WILL** be searched before you enter the Visiting Room.
6. Visitors are not allowed to bring into the Visiting Room any type of weapon or ammunition, any type of drug/narcotic, food items, chewing gum, newspapers, magazines,

photo albums, photos, luggage, packages, tape players, tape recorders, cameras, pagers, cellular phones, or cosmetics. Prescription medications must be secured in your vehicle.

7. Medication of a necessary or emergency nature, such as asthma inhalants or nitroglycerine, are allowed to be brought in; however, these medications **MUST BE DECLARED** to the Front Lobby Officer. Oxygen tanks and wheel chairs are permitted but must be searched prior to entering the Visiting Room.

8. Visitors are expected to be appropriately dressed. The following restrictions will be adhered to:

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**Female Dress:** The following clothing items are not permitted to be worn by adult females in the visiting room.

- a. No sleeveless shirts or sleeveless dresses
- b. See-through garments; skin-tight clothing
- c. Spandex attire; wrap around skirts
- d. Shorts, skirts or dresses with slits that exceed (3) inches above the knee
- e. Midriff tops, strapless garments, or garments which expose private parts
- f. Hats or headbands, except religious covering
- g. **The wearing of khaki or orange clothing that matches jump suits worn by the inmates will not be permitted.**

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**Male Dress:** The following clothing items are not permitted to be worn by adult males in the visiting room:

- a. No cutoffs
- b. Tank tops, and camouflage clothing
- c. Shirts of any kind that have symbols that are profane, sexually explicit, or illegal material.
- d. The wearing of **khaki or orange** clothing that matches the jump suits worn by the inmates will not be permitted.

Bare feet or sandals are not authorized for entry into the visiting room by any adult.

Questionable attire will be referred to the Operations Lieutenant and/or Institution Duty Officer (when on duty) and an "in person" check will be made by the Operations Lieutenant and/or Institution Duty Officer prior to denial of visit. Chewing gum or wax of any kind will not be allowed in the visiting room. This also includes items already in the mouth.

9. Any individual with alcohol on his/her breath, or who appears to be under the influence of alcohol or drugs, will not be allowed to enter the facility.

10. You may not give anything to the inmate. This includes money, jewelry, pictures, papers, etc. Any item the inmate departs the Visiting Room with that he did not enter the Visiting Room with will be declared contraband and taken from the inmate. Disciplinary actions will be taken against the inmate for receiving contraband.

11. Ensure that you are on the inmate's visiting list prior to planning a visit. Individuals who arrive for visits that are not on the visiting list will not be allowed access to the visiting room.

12. Inmates will be allowed only six (6) visitors at any given time. Kissing and embracing is permitted only when the visitor and inmate meet at the beginning of a visit and at the conclusion of the visit. Holding small children on the lap is permissible. Additional personal contact is not permitted and will be cause for termination of the visit and disciplinary action will be taken against the concerned inmate. A visit may be terminated in order to maintain good taste and consideration for others. Violations may also result in the removal of a particular visitor from the inmate's visiting list. Inmates are not permitted to speak with other inmates' visitors in the Visiting Room, so visitors are advised not to speak with other inmates other than the one they are at the institution to visit.

13. Keys, excluding institution locker keys, will not be permitted in the FCI Visiting Room. A small locker will be provided for visitors' personal (i.e. vehicle) keys.

14. All visitors must clear the metal detector(s) or other detection devices used prior to entering the institution.

15. FCI Elkton reserves the right to refuse admittance to anyone who fails to comply with our policies. Violations of these guidelines can result in a suspension of the inmate's visiting privileges.

Each visitor is advised of the following provisions of 18 U.S.C. §1791:

§ 1791. Providing or possessing contraband in prison:

a. Offense. Whoever

(1) in violation of a statute or a rule or order issued under a statute, provides to an inmate of a prison a prohibited object, or attempts to do so; or

(2) being an inmate of a prison, makes, possesses, or obtains, or attempts to make or obtain, a prohibited object; shall be punished as provided in subsection (b) of 18 U.S.C. §1791.

b. Punishment. The punishment for an offense under this section is a fine under this title or—

(1) imprisonment for not more than 20 years, or both, if the object is specified in subsection (d)(1) of 18 U.S.C. §1791;

(2) imprisonment for not more than 10 years, or both, if the object is specified in subsection (d)(1)(A) of 18 U.S.C. §1791;

(3) imprisonment for not more than 5 years, or both, if the object is specified in subsection (d)(1)(B) of 18 U.S.C. §1791;

(4) imprisonment for not more than one year, or both, if the object is specified in subsection (d)(1)(D) or (d)(1)(E) of 18 U.S.C. §1791; and

(5) imprisonment for not more than 6 months, or both, if the object is specified in subsection (d)(1)(F) of this section.

c. [FN1] Any punishment imposed under sub-section (b) for a violation of this section involving a controlled substance shall be consecutive to any other sentence imposed by any court for an offense involving such a controlled substance. Any punishment imposed under sub-section (b) for a violation of this section by an inmate of a prison shall be consecutive to the sentence being served by such inmate at the time the inmate commits such violation.

d. Definitions. As used in this section the term "prohibited object" means a firearm or destructive device or a controlled substance in schedule I or II, other than marijuana or a controlled substance referred to in sub-paragraph © of this sub-section;

(A) marijuana or a controlled substance in schedule III, other than a controlled substance referred to in subparagraph © of this sub-section, ammunition, a weapon (other than a firearm or destructive device), or an object that is designed or intended to be used as a weapon or to facilitate escape from a prison;

(B) a narcotic drug, methamphetamine, its salts, isomers, and salts of its isomers, lysergic acid diethylamide, or phencyclidine;

© a controlled substance (other than a controlled substance referred to in subparagraph (A), (B), or © of this sub-section) or an alcoholic beverage;

(D) any United States or foreign currency; and

(E) any other object that threatens the order, discipline, or security of a prison, or the life, health, or safety of an individual;

(F) the terms "ammunition", "firearm", and "destructive device" have, respectively, the meanings given those terms in section 921 of this title;

(G) the terms "controlled substance" and "narcotic drug" have, respectively, the meanings given those terms in section 102 of the Controlled Substances Act (21 U.S.C. 802); and

(H) the term "prison" means a Federal correctional, detention, or penal facility.

**ACKNOWLEDGMENT OF INMATE**

I hereby acknowledge the receipt of the Visiting Guidelines. I further acknowledge that it is my responsibility to make each and every visitor approved to visit me at FCI Elkton aware of the guidelines.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Inmate / Register No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name / Title / Signature of Staff Member

cc: Inmate Central File



**FEDERAL CORRECTIONAL INSTITUTION  
Elkton, OH**

**RULES AND CONDUCT FOR INMATES**

**WHEN ENTERING VISITATION:**

1. Inmates will wear full institutional clothing at all times when they are in visitation.
  - A. Khaki Jumpsuits (FCI), Orange Jumpsuit (SHU), Dark Green Khaki pants and shirt (FSL).
  - B. Tee-shirts, underwear and socks.
  - C. Visiting Room Shoes
  - D. Inmate Commissary card. (Mandatory for identification)
  
2. Authorized items to bring into Visitation: (Anything else will be taken back to the unit by the inmate)
  - A. Comb
  - B. Ring
  - C. Eye glasses
  - D. Religious Chain and Medallion
  - E. Handkerchief
  - F. Religious head dress
  - G. Inmate photo debit card
  
3. Submit to a pat search and/or visual search.

**WHILE IN VISITATION:**

1. Hugging and kissing is prohibited after the initial greeting and at the visitors departure.
  
2. Once the inmate has entered the Visiting Room and taken a seat with his visitor, he will not be permitted to get up until the end of the visit. The only exceptions to this rule are: the inmate may get up to use the rest room (under staff supervision), to take pictures, to get a drink of water, or to relocate to a seating area on the patio. On the patio, inmates will sit beside their visitor and will not be permitted to sit straddling the bench. During the visit, inmates are not permitted to walk around inside the visiting room. This includes the vending area.
  
3. Inmates may hold small children on their lap.
  
4. Physical contact, actions that are not permitted:
  - A. Laying down
  - B. Lay on top of each other

- C. Placing their head or hand on or in the visitor's lap.
  - D. Placing their hands under any part of each other's clothing.
  - E. Placing their legs over their visitor's legs or body.
  - F. Sitting between each others legs, i.e., when sitting facing each other, you will not place your legs between or on the outside of your visitor's legs.
5. Inmates are prohibited from using the visitor's debit cards, food vending machines and microwave machines at any time while they are in visitation.
  6. No yelling, using foul language or horse play allowed.
  7. Nothing will be moved without the permission of the visitation officer. (i.e., chairs, tables).
  8. Children are to be under the strict supervision of the inmate and visitor. The inmate will be held liable for the conduct of their children.

**WHEN DEPARTING VISITATION:**

1. The inmate will ensure that he has nothing that belongs to his visitors on his person.
2. The inmate will submit to a visual search upon departure of the Visiting Room.