



U.S. DEPARTMENT OF JUSTICE
FEDERAL CORRECTIONAL INSTITUTION
ESTILL, SOUTH CAROLINA 29918

NUMBER: EST 5267.08B
DATE: January 14, 2009
SUBJECT: VISITING REGULATIONS

INSTITUTION SUPPLEMENT

1. **PURPOSE:** The purpose of this institution supplement is to afford offenders housed at the Federal Correctional Institution (FCI) and the Satellite Camp (SCP) in Estill, South Carolina, the privilege of having visitors of their choice within specific guidelines, in order to enhance inmate morale and maintain relationships with their families or others in the community.

2. **SUMMARY OF CHANGES:**
 - A. Information receptionist was changed to front entrance officer.

 - B. Description of Procedures: Section 6.I., Social Visiting Hours and Visitors' Handout attachment B page #1, paragraph 2, the process time on Saturdays, Sundays, and holidays was changed to 8:00 a.m.

 - C. Description of Procedures: Section 6.J.(2) Visitors Entering the Institution, Pat searches are conducted on FCI visitors randomly and determined by the operations lieutenant. All visitors, with the exception of children less than 16 years will be pat searched. The pat searches will be performed by staff of the same sex added.

 - D. Description of Procedures: Section 6.J.(5) Visitors Entering the Institution, all items will be subject to search by the visiting room officer was changed to, all items will be subject to search by the front entrance officer at the FCI and visiting room officer at the SCP.

 - E. Description of Procedures: Section 6.L Visiting Attire (Inmate), medically cleared soft shoes were added.

3. **DIRECTIVES AFFECTED:**
 - A. **Directives Referenced:** Program Statements 5267.08, Visiting Regulations, dated May 11, 2006; 7331.04 Pre-Trial Inmates, dated January 31, 2003; 5270.07, Inmate Discipline and Special Housing Units, dated December 29, 1987; 1315.07, Legal Activities, Inmate, dated November 5, 1999; 5100.08, Security Designation & Custody Classification System, dated September 12, 2006;

2000.02, Accounting Management Manual, dated February 8, 1999; and P5510.12, Searching & Detaining or Arresting Visitors To Bureau Grounds and Facilities, dated January 15, 2008.

- B. **Directives Rescinded:** Institution Supplement EST 5267.08A, Visiting Regulations, dated March 20, 2007 and 5510.09, Searching & Detaining Persons Other than Inmates, dated March 6, 1998.

4. **STANDARDS REFERENCED:** ACA Standards for Adult Correctional Institutions, 4th Edition: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4503, and 4-4504.

5. **PUBLIC RELATIONS:** Public relations are the responsibility of all employees. Staff assigned to the posts which routinely greet the public have the ability to enhance the institution's image through courteous and efficient professionalism in the performance of their duties. Public opinion is generally formed by the first impression made. The employee must always be discreet, well mannered, and tactful. Common courtesy is required of staff, even in the most adverse conditions.

6. **DESCRIPTION OF PROCEDURES:**

A. **Preparation of the Visiting List:**

- (1) Upon admission to FCI/SCP Estill, each inmate will be given a Visitor Information Sheet to be completed with pertinent information 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 visitor. The Visitor Authorization Sheet, with a signature, must be returned to the unit counselor by the proposed visitor prior to any further action concerning a visit. Upon receipt of the completed authorization form, the unit counselor will initiate a National Crime Information Center (NCIC) inquiry. The associate warden of programs will be the approving or denying authority at the FCI, and the executive assistant/camp administrator will be the approving or denying authority at the SCP for any immediate family members who fail to clear the NCIC check. All NCIC inquiries will be retained in the FOIA-exempt section of the inmate's central file with the visitor's information sheet.
- (2) After the appropriate investigation, the unit counselor will enter the required information into the visiting program on the LAN system. The unit team will be the only ones 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, in the front lobby, and in the visiting room officer's

files. The unit counselor will notify the inmate of those visitors who have been approved. It is the inmate's responsibility to notify a visitor of his or her approval or denial for visiting. It is also the inmate's responsibility to provide the approved visitor with a copy of the visiting guidelines and directions to and from the institution. **(Requirement #9 and #10)**

Normally, a maximum of twenty visitors 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.

Unless unusual circumstances exist, the requirement to re-approve the visitors already identified on an inmate's visiting list is no longer required for inmates transferring from one institution to another. However, if an NCIC is not attached, a new NCIC will be processed.

Visiting Regulations have been incorporated in the Admission and Orientation Handbook. This handbook is provided to all inmates designated to the facility.

- (3) The unit counselor will periodically review the visiting list to ensure its accuracy. The list may be amended by the inmate's submission of an Inmate Request to Staff form to his unit team indicating the desired change. **(Requirement #26)**

When an inmate requests a visitor be removed from his approved visiting list, he must wait for a period of 1 year before a request may be submitted for the person to be added back to his list.

B. Regular Visitors:

- (1) **Immediate family:** Members of the immediate family have 30 days to submit the completed Visitor Information Sheet, information questionnaire, and release form. Immediate family members include mother, father, stepparents, foster parents, brothers, sisters, spouse, and children. Individuals who have acquired, through marriage or other legal activity, different last names will be allowed to visit after submitting documentation to the inmate's unit team prior to the initial visit. The documentation must verify the visitor's status as immediate family.

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 banking accounts; or utility bills in which both parties are 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.

- (2) Other visitors: When an inmate requests a visitor other than immediate family, the proposed visitor must complete and submit the information sheet with a signed release authorization form. In addition, one separate notarized statement from an individual, other than family, must be submitted. The statement must affirm direct knowledge of a relationship between the inmate and the proposed visitor existing prior to the inmate's incarceration and the individual's association with the inmate and the proposed visitor. Visiting privileges will be extended to friends and associates having established relationships prior to confinement.
(Requirement #5)
- (3) Consular visitors: Whenever it has been determined 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 warden may not withhold a visit, even though the inmate is in disciplinary status.
- (4) Visits from representatives of community groups: The warden may approve visits on a recurring basis to representatives from community groups (for example, civic, volunteer, or religious organizations) who are acting in their official capacities. These visits may be for the purpose of meeting with an individual inmate or with a group of inmates. The requirement for the existence of an established relationship prior to confinement for visitors does not apply to representatives of community groups.

As distinguished from representatives of community groups, past or present participants in volunteer and citizen involvement programs ordinarily will not be added to an inmate's visiting list without the Regional Director's approval. Such approval is ordinarily not granted.
- (5) Business visitors: The unit manager will be responsible for verifying any potential visitor as a former business associate of the inmate, meeting the

criteria outlined in Bureau policy. The warden will then approve/deny the visit, and the unit manager will enter the appropriate documentation in the inmate's central file.

- (6) Prisoner Visitation and Support Visits: Inmates are authorized visits by representatives of the National Prisoner Visitation and Support (PVS) group. PVS representatives do not have to be on the inmate's approved visiting list; however, they will ordinarily provide advance notification of who they will visit and when. In the event PVS does not give prior notification, PVS should NOT be denied entry based on the lack of advance notification. Every effort will be made to expedite their entry into the visiting room. Visits are conducted in the visiting room only during normal visiting hours. PVS visits are not to be counted as social visits. PVS visitors are authorized to carry into the institution a pen, pencil, and paper for note-taking purposes. PVS visitors must adhere to all institution and visiting room rules and regulations.
- C. Special Visits: An inmate must submit a special visiting request to their unit team at least 3 days in advance of the proposed visiting date. All visitors not on the approved list must have an NCIC check completed and be approved by the unit manager prior to visiting. Upon approval, the unit manager will notify, in writing, the operations lieutenant, front entrance officer, 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 the visitor being allowed entrance into the institution. If this information is not entered, then 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. **(Requirement #18)**
- D. Attorney Visits: Staff may not conduct auditory supervision of visits between an attorney and an inmate. To the extent practicable, attorney visits, for both pretrial and sentenced inmates, are to take place in a private conference room. Where such a room is not available, the attorney visit may occur in a regular visiting room, provided the inmate and the inmate's attorney have a degree of separation from other visitors. It is important that the inmate and his attorney be afforded a private meeting area. On occasion, a situation may arise when private conference rooms are in use and the attorney does not wish to meet in a regular visiting room. When this occurs, the attorney is to be offered the opportunity to reschedule the visit when a more private area is available.
- E. Clergy Visits: Clergy visits to inmates are approved through the Religious Services Department. Clergy visits will be verified by the chaplain, and the visits

will be approved for certain days during regular hours in the visiting room. A chaplain will issue an authorization memo for each visit.

Copies of this memorandum will be provided to the lieutenants' office, front entrance officer, and the visiting room officer. When clergy arrives, he or she will be checked in as expeditiously as possible, utilizing the same procedures used for attorneys. The front entrance officer will be responsible for entering the visitor's information into the visiting program. **(Requirement #3).**

- F. **Professional Visits:** Representatives of law enforcement agencies and various U. S. Attorney offices will receive priority when processing. Representatives will call and schedule their visits by contacting SIS staff. Every effort should be made to schedule the visit during normal visiting hours. Requests should be called in at least 24 hours prior to the proposed visit. If approved, SIS staff will prepare a memorandum authorizing the visit and distribute copies to the lieutenants' office, front entrance officer, and visiting room officer. If the visit is scheduled during non-visiting hours, SIS staff will provide supervision for the visit. The front entrance officer will be responsible for entering the visitor's information into the visiting program.

The unit teams will be responsible for scheduling, completing documentation for, and supervising inmate legal visits and official visits from representatives of U.S. Parole Commission and U.S. Probation. **(Requirement #8)**

- G. **Visits to Offenders not in a Regular Population Setting:**

- (1) **Admission and holdover status:** Visits occurring after the initial 72-hour intake period will be limited to immediate family for holdovers and new commitments, pending verification of proposed visitors. During the first 72 hours, newly committed inmates will not be allowed social visits until completion of an investigation of proposed visitors. **(Requirement #2)**

Inmates transferred from other federal facilities will maintain their approved visiting lists, unless circumstances warrant changes. All visitors will be re-checked through NCIC when necessary.

- (2) **Hospital patients:** Visits for inmates hospitalized in the community will be determined by the captain and the associate warden of programs after consultation with the respective unit manager and the hospital administrator, with the final approval of the warden. If a visit is approved, it will be limited to immediate family only. All visits will be subject to the

general visiting policy of the hospital. An approved visiting list will be forwarded to the escort officer(s) by the unit manager.

(Requirement #21)

- (3) Special Housing Unit: The operations lieutenant will be notified when an inmate in the Special Housing Unit (SHU) has visitors. Each case will be individually handled. During the visit, inmates in special housing status will be under constant supervision by the visiting room officer and will be seated in the designated area. **(Requirement #20)**
- (4) Non-contact visiting. The warden may determine an inmate housed in the (SHU) requires visits using the non-contact visiting area. Only the warden and/or acting warden may authorize non-contact visits. Examples of who may be required to have non-contact visiting are as follows: inmates who pose a threat to the security of the facility, i.e., introduction of drugs into the facility; protective custody inmates; inmates who have displayed assaultive behavior toward staff and/or visitors; and possibly those inmates who may be allowed a special visit as a one-time option upon losing visiting privileges for an extensive amount of time.

When non-contact visiting is deemed appropriate, the same number of visitors as detailed in the institution supplement will apply (five visitors total, to include children). It is the responsibility of the inmate to advise the visitors of this restricted status. Non-contact visits will be limited to 2 hours a day for a maximum of 4 hours a month.

A notation will be placed in the visiting program by the unit team indicating the inmate has been approved for a non-contact visit. Upon arrival, the visitor will again be notified by the lobby receptionist of the visiting restriction and will go through the normal channel of security. The visitor will be escorted into the visiting room to an area arranged for non-contact visits, and the visit will be subject to video monitoring. The operations lieutenant will be notified by visiting room staff of the visit in order to have the inmate escorted from SHU to the visiting room for the no-contact visit, monitored via video. Nearing the completion of the visit, staff will advise the visitor of the time expiration and notify control center staff and the operations lieutenant of the termination. All rules of conduct will apply, and any early termination of the visit due to misconduct will be made by the institution duty officer.

(Requirement #24)

- H. **Number of Visitors:** Only those visitors documented on the approved visiting list will be authorized to visit as previously described. Inmates will be limited to four adult visitors at one time. Children less than 16 years are not limited. The visiting room is to be considered overcrowded when the number of people inside the visiting room approaches 218. If overcrowded conditions occur, it may become necessary to terminate social visits. The visiting room officers are required to contact the institution duty officer, or in his/her absence, the operations lieutenant. Termination of social visits will be accomplished ordinarily in the order of the visitors' arrival in the visiting room and after a visit of two hours has occurred. Exceptions will be made for visitors who have traveled long distances and who do not visit frequently. Only the institution duty officer has the authority to terminate a visit, unless he or she is not on institution grounds, in which case it would be the operations lieutenant's responsibility. It will be the responsibility of the front entrance officer to complete the appropriate denial form (Attachment A).
(Requirement #7 and #25)

The unit manager is the only approving authority for an inmate to have more than four adult visitors at one time. The inmate must have the unit manager's approval 72 hours prior to the visit.

- I. **Social Visiting Hours:** The following schedule will be utilized for inmates with social visits: **(Requirement #1 and #12)**

Friday	5:00 p.m. to 8:00 p.m.
Saturday	8:00 a.m. to 3:00 p.m.
Sunday	8:00 a.m. to 3:00 p.m.
Holidays	8:00 a.m. to 3:00 p.m.

Social visitors will be processed at 4:45 p.m. on Fridays and 8:00 a.m. on Saturdays, Sundays, and holidays. Visitor processing will pause at 9:30 a.m. on Saturdays, Sundays, and holidays, in preparation for the 10:00 a.m. count. Processing of visitors will resume when the count is cleared. Visitors will not be processed after 7:30 p.m. on Fridays or 2:00 p.m. on Saturdays, Sundays, and holidays.

The visiting room will be monitored. Once the capacity of the visiting room has been reached, visits will be terminated to allow additional visitors into the institution.

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 if they are at the same facility. Prior to the visit occurring, approval

must be obtained from the unit manager and the associate warden of programs at the FCI and executive assistant/camp administrator at the SCP. This will be documented in memorandum form, and a copy will be given to the visiting room officers to be maintained in their area.

A visitor will not be placed on (or approved for) more than one inmate's visiting list unless he or she is an immediate family member of both inmates.

J. **Visitors Entering the Institution:**

- (1) Staff must be able to verify the identity of visitors prior to admission into the institution. All visitors, with the exception of children less than 16 years, must display valid government-issued, photo identification before being permitted into the institution. **(Requirement #14).**
- (2) 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, or if at the FCI, placed in a secured visitor's locker. Pat searches are conducted on FCI visitors randomly and determined by the operations lieutenant. All visitors, with the exception of children less than 16 years will be pat searched. The pat searches will be performed by staff members of the same. If for any reason a visitor is denied entrance to the facility, Attachment A will be completed and forwarded per the distribution noted on the form.
- (3) Professional visits: These visitors will be required to sign the official visitor's 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.
- (4) Social visitors: These visitors will be required to complete a Notification to Visitor form upon arrival. These forms will be maintained for a period of 1 year. Visitors will sign in on the inmate visitor's log book and sign out when they conclude the visit.

Handicapped visitors will be allowed to enter the institution. In most cases, a wheelchair will be available for use by visitors with limited use of their legs. In special cases, visitors may use their own wheel chairs to enter the institution. An example of a special case is an instance when the personal wheel chair has attached equipment like oxygen or the visitor is too large

to transfer into an institution wheel chair. The duty officer will be responsible for deciding when a special case applies.

- (5) Only the following articles are authorized to be carried into the institution by visitors: **(Requirement #15)**.
- (a) Small, clear change purse
 - (b) Money to be used for refreshments, no more than \$25 (nothing larger than \$5 denominations)
 - (c) Identification papers (i.e., photo identification)
 - (d) Essential medication (will be limited to the amount needed during the visiting period and controlled by the visiting room officer)
 - (e) Wigs are authorized to be worn into the visiting room if good reason exists, such as the visitor has cancer and is receiving treatment and has no hair, or extensive or significant hair loss.

The following items will be permitted when infants are visiting:

- (a) Five diapers
- (b) Baby wipes in a small, clear plastic bag
- (c) One change of infant clothing
- (d) One infant knit hat
- (e) Three pre-mixed baby bottles with contents
- (f) Three small jars of baby food, unopened, plastic
- (g) One clear plastic bag of dry cereal
- (h) One receiving blanket
- (i) One plastic spoon
- (j) One clear and empty infant/toddler plastic/, sippy cup

All items will be subject to search by the front entrance officer at the FCI and visiting room officer at the SCP.

- (6) Visitors will be expected to wear clothing which is within the bounds of good taste. Skirts must extend below the knees to be allowed into the visiting room. Any splits in front, back, or sides of the skirt must extend below the knees to be allowed into the visiting room. Only the institution duty officer has the authority to deny a visitor entry into the institution because of his/her attire. In the absence of the institution duty officer, the operations lieutenant will be assigned this authority. **(Requirement #13)**

CLOTHING NOT AUTHORIZED FOR VISITING:

This list applies to all visitors who have the physical attributes of an adult (to be determined by the institution duty officer).

Spandex-type tops or bottoms
Sweat suits
Wind suits
Backless, sleeveless, braless, halter tops, bare midriffs, bathing suits
Figure or form-fitting (tight) clothing of any type
Shorts of any type (children under the age of 10 may wear shorts)
Khaki type/colored button-down shirts, trousers similar to institution-issued clothing (FCI visiting room)
Green-colored clothing similar to institution-issued clothing (SCP visiting room)
Camouflage or combat military-type clothing
Inappropriate logos, quotes, lettering on clothing that is offensive
Hats, hoods, hair wraps, or scarves, with the exception of the "Hijab"
Skirts above the knees, including splits
Watches of any kind
Flip-flops or bedroom slipper-type footwear

(7) Inmates may carry the following items into the visiting room area:

- (a) One comb
- (b) One handkerchief
- (c) One wedding band (no stone)
- (d) One religious medallion (with chain)
- (e) Legal materials (legal visits only)
- (f) Prescription eyeglasses

All items taken into the visiting room will be inventoried, and the same items must leave the visiting room with the inmate. All inmates exiting the FCI visiting area will submit to visual searches.

Random visual searches will be conducted on inmates departing the SCP visiting room. Inmates will not be permitted to carry out any items other than those they brought into the visiting room.

- (8) With prior unit team approval, inmates will be allowed to bring legal material into the visiting room for legal visits. This material will be inspected by the visiting room officer for contraband. The contents of legal material will not be read. Under no circumstance will the visiting room officer accept articles or gifts of any kind for an inmate, except packages which have prior approval of the warden.
- (9) Loitering in the parking lot or on institution grounds is not permitted by visitors.

- (10) Large vehicles (e.g., campers, mobile recreational vehicles, tractor-trailers) will not be allowed to be left on institution grounds overnight. For institution purposes, these vehicles will be parked in the area of the parking lot farthest away from the administration building.

- K. **Supervision of Visits:** It is the responsibility of the inmate to ensure all visits are conducted in a quiet, orderly, and dignified manner. A visit not conducted in an appropriate manner may be terminated by the institution duty officer. In the absence of the institution duty officer, the operations lieutenant will have this authority. Inmates and their adult visitors are responsible for directly supervising children during visits. If an inmate or adult visitor fails to provide direct supervision of their children, the visit may be terminated. **(Requirement #16)**

The visiting room officers will be aware of all articles passed between the inmate and the visitor. If there is any reasonable basis to suspect that materials are being passed which constitute a violation of the law or regulations, the officer may examine the item. The institution duty officer will be consulted in questionable cases. In the absence of the institution duty officer, the operations lieutenant will have this authority.

- L. **Visiting Attire (Inmate):** Inmates entering the visiting area will be dressed in institution clothing. All inmates will be required to have shirt tails tucked in and belts used. Inmates will wear the institution-issued work shoes, medically cleared soft shoe or specially purchased work shoes; these are the only shoes permitted in the FCI/SCP. All other attire will be prohibited.

- M. **Inmate and Visitor Conduct within the Visiting Room:** Visitors will not be allowed to socialize or converse with other inmates or inmate visitors in the visiting room.

Inmates, upon entering the visiting room, will report to the visiting room officer to check in. Inmates will be allowed to move freely between the inside/outside visiting area. Inmates are allowed in the child areas only if they are accompanying a child visitor. The vending machine areas are off-limits to all inmates at all times. **(Requirement #22)**

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. The officers will issue only one warning; afterwards, the visit will be subject to termination, 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 written guidelines are available for visitors upon entrance into the institution in the front lobby. Any violation of the institution's visiting procedures may result in termination of the present visit or in disciplinary action. Only the institution duty officer has the authority to terminate a visit. In the absence of the institution duty officer, the operations lieutenant will have the authority. In the event of a visiting termination, the institution duty officer or operations lieutenant will inform the visitor of the reason for termination, and a "Visitor Denied Entrance to Visiting Room" memorandum will be completed by the front entrance officer. **(Requirement #4 and #6)**

- N. **Non-Smoking Area:** The entire visiting room areas inside and outside are designated as non-smoking areas.
- O. **Restrictions and Cancellations of Visits:** The following schedule will be utilized during conditions of elevated National Homeland Security Advisory threat levels:

When the Homeland Security threat level is Severe Condition (Red), the warden will consider cancelling visitation at the FCI/SCP.

When the Homeland Security threat level is High Condition (Orange), the warden will consider visitation for immediate family members and attorney visits only.

When the Homeland Security threat level is Moderate Condition (Yellow) or below, normal visitation will be conducted.

The inmate's visitors are responsible for checking current National Homeland Security Advisory levels before visiting the institution.

- P. **Institution Address, Telephone Number, and Local Directions:**

FCI Estill
100 Prison Road
P.O. Box 699
Estill, SC 29918
(803) 625-4607

FCI Estill is located approximately 63 miles north of Savannah, Georgia; 76 miles west of Charleston, South Carolina; and 3 miles south of Estill city limits. The institution is accessible by car, via US 321 and South Carolina Route 3.

Visitors arriving in the area via Interstate 95 South should use Exit 38 (at Yemassee); those arriving from Interstate 95 North should use Exit 5. Commercial airline service is available through three major airports within a 100-mile radius: Savannah, Georgia; Columbia, South Carolina; and Charleston, South Carolina. Interstate bus service (Greyhound Lines, Inc., and Continental Trailways) and Amtrak's north-south passenger trains have regular stops in Hampton County. There are no local taxi companies to provide travel from Hampton County bus station or the rail station. **(Requirement #11)**

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

M.L. Rivera, Warden

Attachments: 2

Distribution: SERO
Law library
Union

EST 5267.08B
January 14, 2009
Attachment A



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Post Office Box 699
Estill, South Carolina 29918

(current date)

MEMORANDUM FOR CORRECTIONAL SERVICES

FROM: (Current Front Entrance Officer's Name)

SUBJECT: Visitor Denied Entrance to Visiting Room

On the above date, at _____ (a.m./p.m.), the following visitor

(Mr./Mrs./Miss) _____ was denied entrance into the visiting

room. The inmate concerned is _____

_____ (Name and register Number)

- Reason for denial:
1. Improper or no identification
 2. Not on inmate's visiting list
 3. Under age or without parent/guardian
 4. Inappropriate attire
 5. Other _____

Comments: _____

cc: Institution duty officer

Federal Correctional Institution
Estill, South Carolina
Visiting Regulations
Visitors' Handout

The following is an outline of the regulations and procedures governing visiting with inmates at the Federal Correctional Institution/Satellite Camp, Estill, South Carolina. Both facilities are located approximately 3 ½ miles south of the town of Estill, off of Hwy. 321. It is the philosophy of this institution that inmate contacts (visits) with family and other professional persons will help an offender to plan a more realistic future for his return to society.

All visitors (except visitors under the age of 16) will fill out the visiting forms provided at the front entrance desk of the FCI/SCP. Each visitor must provide valid government-issued photo identification, (e.g., drivers' license, passport) before being allowed to visit. As a reminder, persons not permitted to visit may not remain in the institution or parking lot. Approved visitors will not be allowed to go to and from their vehicles unless it is to return an item which was prohibited. When you have parked your car, make sure it is locked and the windows are closed. Visitors may begin to sign in the front entrance log book at 4:45 p.m. on Fridays and 8:00 a.m. on Saturdays, Sundays, and holidays. Visitors will not be processed after 7:30 p.m. on Fridays or 2:00 p.m. on Saturdays, Sundays, and holidays. The processing of visiting forms will cease at 9:30 a.m. on Saturdays, Sundays, and holidays, due to the institution count being conducted, and will commence once the institution count has cleared.

A short embrace at the beginning of the visit and upon the completion of the visit is the only physical contact that will be allowed. Any excessive display of affection between inmate and visitor which may tend to embarrass other visitors will not be permitted and could result in termination of the visit.

Each inmate is provided with an unlimited amount of visiting time during regular visiting hours with those persons on his approved visiting list, unless circumstances warrant otherwise. However, at the FCI, only four adult visitors are allowed to visit at one time. Children less than 16 years are not limited. The institution duty officer has the prerogative to terminate any visit due to improper conduct on the part of the inmate or his visitor(s) or for overcrowded conditions. Visiting room capacity, weather, frequency of visits, and distance traveled will be determining factors when a decision to terminate a visit is made.

Children under the age of 18 may not visit unless accompanied by a responsible parent or guardian. Children will be kept under supervision of a responsible parent or guardian at all times. All visitors 16 years and older must be on the inmate's approved visiting list prior to visiting. Additionally, visitors are prohibited from bringing animals on institution grounds unless the animal is a dog that assists disabled persons. **(Requirement #15).**

Adult visitors will be responsible for the conduct of children under their supervision. This includes keeping them within the authorized visiting areas. Inmates and visitors will be responsible for keeping their children quiet so as not to disrupt others. In the event inmates or visitors fail to directly supervise their children, the visit may be terminated.

Visitors will not be allowed to bring in or give anything to an inmate. Visitors are not allowed to bring excessive items with them to visit an inmate (e.g., suitcases, large oversized bags, purses, packages). These items will not be brought into the institution. A small clear coin purse is recommended with proper ID and no more than \$25 (nothing larger than \$5 denominations) for use in the vending machines. Inmates are not allowed to receive food from outside sources. Visitors are not allowed to bring in food items. There are vending machines in the visiting room from which food snacks can be purchased. Individuals with medical problems which require them to carry medication into the visiting room must inform the front entrance officer of the essential medication at the time of processing. The amount of the medication will be limited to the amount needed during the visiting period. Visitors are not allowed to socialize or converse with other inmate visitors in the visiting room. Visitors are allowed to socialize and converse **ONLY** with the inmate named on the visitor's visiting form, not other inmates. **(Requirement #17 and #19)**

Visiting is an extremely important family function, and dress code requirements are necessary to maintain the dignity of those involved. All visitors will be properly dressed when coming to visit. Clothing considered not appropriate for visiting: (this list applies to all visitors who have the physical attributes of an adult) low-cut or see-through clothing; tube or tank tops; backless clothing; sleeveless clothing; shorts of any type (children under the age of 10 may wear shorts); braless; bare midriffs; bathing suits (bathing suits are not permitted regardless of age); spandex type tops or bottoms; figure or form-fitting (tight) clothing of any type; camouflage/combat military type clothing; khaki-type/colored button-down shirts; trousers similar to institution-issued clothing (FCI visiting room); green-colored clothing similar to institution-issued clothing (SCP visiting room); sweat shirts or pants; wind shirts or pants; inappropriate logos, quotes or lettering on clothing that is offensive; and any other apparel of a suggestive or revealing nature. All skirts, including splits in front, side, or back, must extend below the knees to be allowed into the visiting room. Hats, hair wraps, and scarves, with the exception of the "hijab," are not permitted inside the institution.

Pillows, blankets, or strollers will not be allowed. Inmates may not receive money through the visiting room. All monies for an inmate must be mailed into the institution through the lockbox procedures.

Cameras and recording devices will not be allowed into the institution. Photographs, newspapers, and magazines will not be permitted. Photos will be taken by an approved group between the hours of 1:00 p.m. and 2:00 p.m. Saturdays, Sundays, and holidays.

Inmates may take only a comb, handkerchief, ID card, plain wedding ring, and religious medallion into the visiting room. Inmates are required to wear institution clothing. No sweat shirts, sweat pants, or recreation clothing will be permitted.

Visitors entering the institution may be subject to a search. Anyone refusing this search or refusing to sign a Notification to Visitor form (Title 18) in English or Spanish will be refused entry into the institution. The visitor must sign this form in the presence of a staff member. A visual search will be made of all carry-in items of a visitor. The visitor will be present during the time all items are being searched. It may be necessary for staff to check a visitor with a hand-held metal detector. The visiting room officer will not store any items for visitors or inmates.

Section 1001, Title 18, U.S. Criminal Code states that "the penalty for making a false statement is a fine of not more than \$250,000 or imprisonment of not more than five years, or both." Furthermore, Section 1791, Title 18, U.S. Criminal Code provides a penalty of up to 20 years in prison for any person who introduces, or attempts to introduce, into or upon the grounds of any penal or correctional institution, or takes or attempts to take, or send therefore, anything whatsoever without the knowledge and consent of the warden.

Visiting Regulations:

1. All visitors must be on the inmate's approved visiting list.
2. All visitors must have appropriate valid government-issued photo identification.
3. All visitors must complete the Bureau of Prisons Custodial Form 30, Notification to Visitor, in its entirety prior to each authorized visit.
4. All visitors will be required to clear a metal detector search and will be subject to search of their person and personal items.
5. Visitors will be responsible for the behavior of their children in the visiting area.
6. Any visitors who depart the visiting area prior to the conclusion of the day will not be authorized re-entry.

Items Authorized in the Visiting Room:

Small clear change purse not to exceed 8" in length and 6" in depth. **(Requirement # 23)**

Money to be used for refreshments; no more than \$25 (nothing larger than \$5 denominations)

Identification papers (i.e., photo identification)

Essential medication (will be limited to the amount needed during the visiting period and controlled by the visiting room officer)

Wigs are authorized to be worn into the visiting room if good reason exists such as the visitor has cancer and is receiving treatment.

Adults with infants will be permitted to take the following items into the visiting room:

Five diapers

Baby wipes in a small clear plastic bag

One change of infant clothing

One infant knit hat

Three pre-mixed baby bottles with contents

Three small plastic unopened jars of baby food
One clear plastic bag of dry cereal
One receiving blanket
One plastic spoon
One clear and empty plastic infant toddler sippy cup

Items NOT authorized in the visiting room:

1. Pens, pencils, sunglasses, hats, hoods, hair wraps, scarves of any type, with the exception of the "hijab," combs, brushes, toys, food, beverages, written messages, gifts, pictures, cards, phone cards, credit cards, and etc.
2. Any kind of cosmetics: lipstick, eye liner, lip gloss, or chap stick
3. Pagers, cellular phones, any type of recording devices, cameras
4. Baby strollers or carriers
5. All tobacco products
6. Wallets or pocketbooks
7. Watches
8. Chewing or bubble gum
9. Baby wipe containers not clear
10. Umbrellas

Clothing NOT appropriate for visiting:

Spandex-type tops or bottoms
Sweat suits
Wind suits
Backless, sleeveless, braless, halter tops, bare midriffs, or bathing suits
Figure or form-fitting (tight) apparel
Shorts of any type (children under the age of 10 may wear shorts)
Khaki type/colored button-down shirts, trousers similar to institution-issued clothing (FCI visiting room)
Green-colored clothing similar to institution-issued clothing (camp visiting room)
Camouflage, combat military type clothing
Inappropriate logos, quotes, lettering on clothing that is offensive
Skirts above the knees, including splits
Hats, hoods, hair wraps, or scarves, what the exception of the "Hijab"
Watches of any kind
Bedroom slipper-type footwear

In keeping with the Surgeon General's warning that cigarette smoking is hazardous to your health, the visiting room and outside areas will be designated as "No Smoking" due to the fact that spouses, children, and friends are exposed to heavy smoke in a relatively confined area. By doing this, visitors will have the opportunity to visit in a smoke-free environment.

Note:

The following schedule will be utilized during conditions of National Homeland Security Advisory threat levels:

When the Homeland Security threat level is Severe Condition (Red), the warden will consider cancellation of visitation for the FCI/SCP.

When the Homeland Security threat level is High Condition (Orange), the warden will consider limiting visitation to immediate family members and attorneys.

When the Homeland Security threat level is Moderate Condition (Yellow) or below, normal visitation will be conducted. Inmates' visitors are responsible for checking current National Homeland Security Advisory levels before visiting the institution.