



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution  
McKean, PA 16701

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Institution Supplement  
OPI: Correctional Services/Camp Administrator  
NUMBER: 5267.08b  
DATE: May 1, 2011  
SUBJECT: **VISITING PROCEDURES**

1. **POLICY:** The Federal Correctional Institution, (FCI), and Federal Prison Camp (FPC), McKean encourage wholesome and meaningful visits with relatives, friends, and community groups in order to maintain the morale of inmates and to develop closer relationships between inmates and family members or others in the community, while at the same time maintaining the security and welfare of the institution. Any visits, which in the opinion of the Warden or Camp Administrator, interfere with the security and good order of the institution, may be denied.
2. **DIRECTIVES AFFECTED:**
  - a. Directives Rescinded:  
I.S. 5267.08a, Visiting Procedures dated May 26, 2010.
  - b. Directives Referenced:  
P.S. 1315.07, Inmate Legal Activities, dated November 5, 1999.  
P.S. 5267.08, Visiting Regulations, dated May 11, 2006.  
P.S. 5510.12, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, dated January 15, 2008.  
P.S. 5500.11, Correctional Services Manual, dated October 10, 2003.  
P.S. 5500.12, Correctional Services Procedures Manual, dated October 10, 2003.  
P.S. 5360.09, Religious Beliefs and Practices, dated December 31, 2004.

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**DISTRIBUTION:**

Master File  
Executive Staff  
Correctional Services  
Unit Management  
Institution Duty Officer  
AFGE Local

3. **VISITING HOURS:**

FCI	FPC
Monday: 1:30 - 8 p.m. *	Monday: 5:30 - 8:30 p.m. *
Saturday, Sunday & 8 a.m. - 3 p.m. *** Holidays:	Saturday, Sunday & 8:30 a.m. - 3 p.m. *** Holidays:
* Visitors will not be processed after 7 p.m.	* Visitors will not be processed after 8 p.m.
** Visitors will not be processed after 2 p.m.	** Visitors will not be processed after 2:30 p.m.

During evening visiting, all visitors must be in the visiting room by 3 p.m. in order to prepare for the 4 p.m. stand-up count. On weekends and federal holidays, during day time visiting hours, all visitors must be in the visiting room by 9:30 a.m. in order to prepare for the 10 a.m. stand-up count. During the count, inmates and their visitors will be physically separated in the visiting room until staff are finished counting. Visitors will not be processed into or out of the visiting room until the count has cleared.

All inmates that have been processed before 9 a.m. during weekend/holiday visiting hours and 3 p.m. during evening visiting hours will remain in the visiting room until a clear count. The Visiting Room Officer will prepare an out-count form no later than 30 minutes prior to the count.

4. **FREQUENCY OF VISITS:** From May 1<sup>st</sup> through October 31<sup>st</sup>, each inmate will be limited to two weekend visits a month. If an inmate visits on Saturday, Sunday, and a federal holiday in the same week, this will constitute a weekend visit. If an inmate visits on Saturday or Sunday only, this will also constitute a weekend visit. There is no limit on evening visits (Monday.) Restrictions will not apply from November 1<sup>st</sup> through April 30<sup>th</sup>.

**Visiting Restrictions and Overcrowding:** Visiting may be curtailed or terminated because of an emergency, improper conduct on the part of an inmate or his visitor(s), or when the visiting area becomes crowded. Should it become necessary for the Visiting Room Officer to curtail or terminate visiting because of crowding, the Lieutenant (and Duty Officer on weekends) will be notified. At this time, a two-hour maximum visiting time limit will go into effect. The officers will apply this first to those who visit most frequently. If the condition still exists, those who reside within a 200 mile radius of McKean County will be terminated next.

5. **NUMBER OF VISITORS:**

**FCI:** The number of persons allowed and seats used while visiting one inmate will be limited to three (3) adult seats, and three (3) children seats. All visitors will be assigned seats by the Visiting Room Officers. The Visiting Room Officers will not allow more than a maximum of three adults and three children to visit one inmate at a time without prior approval from the Duty

Officer. Restrictions will not apply to the inmate's immediate family members.

**Split Visits:** Should more than three authorized visitors arrive at the same time, a split visit may be arranged at the discretion of the Visiting Room Officer. 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 leaving must leave the parking lot. They are not permitted to wait in the front lobby. During 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.

**FPC:** Seating is available for up to three seats for each inmate and his visitors. The seats are for adult visitors. Children are not necessarily guaranteed seating. The Visiting Room Officer will not allow more than a maximum of three adults and three children to visit an inmate at one time without prior approval of the Camp Administrator or Duty Officer.

6. **ATTORNEY VISITS:** Attorney visits will be conducted in accordance with Program Statement 1315.07, Inmate Legal Activities, Inmate.
7. **IDENTIFICATION OF VISITORS:** Satisfactory identification of visitors must precede visits. **Each visitor 16 years of age and older must have identification. This will be accomplished by a photo identification.** Visitors will not be permitted entry without proper photo identification (military ID, drivers license, passport, etc.). The Duty Officer or Lieutenant will be notified in questionable cases.

**Black Light Identification:** All visitors at FCI McKean, except members of Congress, the Department of Justice, state and local law enforcement personnel, the Judiciary, and the Community Relations Board Members will have one of their hands marked with a "black light" stamp prior to entry into the institution and have that hand identified with the "black light" lamp prior to being allowed beyond the inside sallyport of the institution.

Visitors who no longer have the ink stamp, will be returned to the administration building until a Lieutenant arrives to investigate the situation and further identify the visitor. The Operations Lieutenant is to ensure that the "**pullman multi-interchanges**" black light stamp is to be secured at the end of each workday in the control center.

This stamp will be issued at the beginning of each work day to the Front Entrance Officer by the Control Center Officer. The Control Center Officer will choose the code for the day. It is the responsibility of the Control Center Officer to ensure the same code is not used twice in one week. The stamp will be picked up by the Front Entrance Officer at the beginning of his/her shift and returned to the control center at 10 p.m. each evening. The Visiting Room Officer will check for the appropriate mark prior to the visitor being allowed to exit the visiting room.

8. **APPROVED VISITORS:** The visiting privilege will ordinarily be extended to friends and associates having an established relationship with the inmate prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. Exceptions to the prior relationship rule may be made particularly for inmates without other

visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution. Regardless of the institution's security level, the inmate must have known the proposed visitor(s) prior to incarceration. The Warden must approve any exception to this requirement. Ordinarily, an inmate's visiting list should not list more than ten (10) friends and associates. The Warden may make an exception to this provision when warranted. After receiving an Inmate Request to Staff to add immediate family members, the Correctional Counselor will notify the inmate if his request has been approved or denied.

**Holdovers and New Commitments:** When an approved visiting list is not available, visits for new commitments and inmates in holdover status will be limited to members of the immediate family with the same last name, birth certificate, or some form of identification that would indicate they are members of the inmate's immediate family. Staff should review the inmate's Pre-sentence Investigation, if one is available, to verify a prospective visitor meets the above criteria.

#### 9. **PREPARATION OF THE LIST OF VISITORS:**

- a. Each new inmate will be provided copies of the local visiting guidelines (in the Admission & Orientation booklet) and a Visiting List Request form (Attachment 1) during the first unit counselor lecture. The correctional counselors are responsible for preparing the "Official Visiting List" (Attachment 2) which are stored in the inmate's central file. The inmate visiting list is updated on a weekly basis by the front lobby officer. The visiting list is on the network with a short cut on the desktop. In the event of the network failure, the user would log into the (PC) computer by checking the "workstation only" box at the login screen. The user would then click on the "Back-Up Visiting List" icon on the screen and search for the visiting records. Staff would have to use the Official Visitation Record Form to keep the total counts of inmates, and their families.
- b. Amendments to the visiting list will be processed by correctional counselors. Inmates desiring change shall submit an Inmate Request to Staff form with the appropriate information. An inmate's visiting list may be amended at any time. Approved changes will be made to the inmate's visiting list by the correctional counselor.
- c. A background investigation is necessary before approving a visitor. **The inmate shall mail the Visitor Information Form (BP-629) (Attachment 3) to his potential visitor(s).** This form must be completed and returned by the visitor and mailed directly to the inmate's Correctional Counselor prior to any further action concerning the visit.
- d. Visitors can obtain additional visiting information from the public website and it is also posted in the visiting rooms.
- e. It is the inmate's responsibility to provide staff with the name and address of the individual with whom he desires a visit, their relationship, and other pertinent information which will assist the Correctional Counselor in reaching a decision. The inmate's Correctional Counselor will notify the inmate of the approval or denial. Whether approved or denied, the Unit Team will place documentation in the Central File with the rationale for the approval or denial. (FOI Exempt)

10. **VISITS NOT IN GENERAL POPULATION:**

- a. **Health Services' Patients:** If determination is made that a visit is to be held in the institutional health services area, such visits will be subject to availability of staff to supervise the visit. The visit will be limited to one hour.

Visits to inmates hospitalized in the community will be restricted to members of the immediate family upon receiving permission of the Warden. All visitors are subject to the visiting policy of the outside community hospital and those procedures as outlined in the hospital and escorted trip post orders.

- b. **Special Housing Unit:** Inmates in the special housing unit will only be allowed a two hour social visit. Inmates may be denied a visit or the visit may be restricted to one hour under close supervision, if in the opinion of the Warden or authorized representative, the visit would represent a threat to that inmate, other inmates, visitors, staff, or could potentially cause a disruption to the visiting room; or threaten the security of the institution. Unverified protective custody inmates will not be allowed social visits. Additionally, camp inmates will not be authorized to receive social visits while assigned to the Special Housing Unit.

The Operations Lieutenant must be notified when an inmate in the special housing unit has a visit prior to that inmate leaving the unit. All approved visits will be assigned seats directly in front of the officers' station.

11. **SPECIAL VISITS:** The Warden may approve special visits. The Case Manager, in conjunction with the Captain, Executive Assistant and Associate Warden (Programs), is responsible for investigating all special visits and making a determination as to the need. Inmates desiring a special visit shall submit to their Unit Team an Inmate Request to Staff at least one week prior to the anticipated visit. The Unit Manager is responsible for arranging and supervising a special visit. Arrangements and supervision maybe delegated to the Case Manager or Counselor.

**CHILDREN'S VISITING ROOM:** Parenting program courses assist inmates with maintaining and strengthening family ties and parental bonds during incarceration. FCI inmates are permitted to visit with their children and family in the children's area only when enrolled in the parenting program offered by the education department. FCI inmates may use the children's room at the officer's discretion.

Children's Visiting Room (FPC): Inmates are permitted to visit with their children and family in the children's area, and must complete or be enrolled in a parenting program offered through the Education department. Parenting programs assist inmates with maintaining and strengthening family ties and parental bonds during incarceration. Ordinarily, request to utilize the children's visiting room during visits will be submitted to the Unit Manager, Camp Administrator, or delegated unit staff.

**CLERGY, FORMER OR PROSPECTIVE EMPLOYERS, SPONSOR, AND PAROLE**

**ADVISORS:** Visitors in this category ordinarily provide assistance in release planning, counseling, and discussion of family problems. The requirement for the existence of an established relationship prior to confinement for visitors does not apply to visitors in this category.

**BUSINESS VISITORS:** No inmate is permitted to engage actively in a business or profession. An inmate who was engaged in a business or profession prior to commitment is expected to assign authority for the operation of such business or profession to a person in the community. Even though the inmate has turned over operation of a business or profession to another person, there may be an occasion where a decision must be made which will substantially affect the assets or prospects of the business. In such cases, the Warden may permit a special visit.

**CONSULAR VISITORS:** Whenever it has been determined that an inmate is a citizen of a foreign country, the Warden shall permit the consular representative of that country to visit on matters of legitimate business.

**VISITS FROM REPRESENTATIVES OF COMMUNITY GROUPS:** The Warden may approve as regular visitors, for one or more inmates, representatives from community groups such as civic and religious organizations, or other persons whose interests and qualifications for this kind of service are confirmed by staff.

**MINISTER OF RECORD/CLERGY:** An inmate wanting to receive visits from his or her minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the name and title (minister of record) to the inmate's visiting list.

An inmate may only have one minister of record on his/her visiting list at a time. The addition of the minister of record will not be included in the total number of authorized regular visitors an inmate is allowed to have on his or her visiting list, and will not count against the total number of social visits allowed.

Visits from clergy, other than the minister of record, will be in accordance with the general visitor procedures and will count against the total number of visits allowed. Ordinarily, clergy visits will not be accommodated unless requested by the inmate. However, the Chaplain can approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy.

Clergy/minister of record visits will be accommodated in the visiting room during regularly scheduled visiting hours and, to the extent practicable, in an area in the visiting room which provides a degree of separation from other visitors. If a private area is not available, the visit may be rescheduled.

The Warden may establish a limit to the number of minister of record and clergy visits an inmate receives each month, consistent with available resources. However, during times of personal or family emergencies, an inmate will be authorized a visit from his/her minister of record. Refer to Program Statement 5360.09, Religious Beliefs and Practices for additional information regarding minister of record and clergy.

**12. VIOLATION OF REGULATIONS AND/OR INTRODUCTION OF CONTRABAND:**

- a. The right to have future visits may be denied to anyone who tries to circumvent or evade regulations. It may also require additional action, including possible prosecution. Introduction of contraband to a Federal Penal Institution is a violation of Section 1791 Title 18, of the U.S. Code - Attorney General's Regulations. In order to insure a visitor is aware of the above policy, the front lobby officer or camp Visiting Room Officer will have each adult visitor, 16 years of age and older, complete and sign a "Notification to Visitor" form, acknowledging his/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 Operations Lieutenant, where they will remain on file for one year at the FCI and 90 days at the FPC.
- b. If a visit is terminated because of a violation of regulations, the officer identifying the violation will prepare and submit an incident report on the inmate(s) involved. At the discretion of the Administrative Duty Officer and/or Captain, the Operations Lieutenant on duty at the time of the violation will interview the outside visitor(s) involved and obtain a written, signed statement to be included in the investigative information of the incident report. Refusal by the visitor to cooperate in the interview and to provide the written statement will be documented and submitted to the Captain.
- c. If it becomes necessary to warn an inmate concerning violations of visiting regulations, the FCI Visiting Room Officer will document the incident in the warning log book specifically maintained for this purpose. This log book should contain all pertinent information about the incident. Recurring problems will be reported to the Operations Lieutenant.  
  
If it becomes necessary to warn a camp inmate concerning violations of visiting regulations, the camp Visiting Room Officer will prepare the warning in writing. The original will be enclosed in the inmate's official visiting folder and a copy will be sent to the Captain. Both copies will show date, reason for warning, and the time, date and name of staff member giving the warning.
- d. In the event a visitor or non-inmate becomes disruptive and they are not being detained or arrested by the institution, the Control Center Officer will contact the Pennsylvania State Police who will respond to the institution and remove the disruptive individual.

**13. SEARCHING OF VISITORS:** The searching of visitors will be done in accordance with Program Statement 5510.12, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities. Visitors will be required to submit to a search by electronic means before entering the institution. Personal effects will also be searched.

- a. Right to Refusal: A visitor who objects to any of the searches, tests, or entrance procedures has the option of refusing and leaving the institution grounds, unless there is reason to detain or arrest the visitor. Staff shall deny admission to the institution to a visitor who refuses to be screened by a metal detector or who refuses to undergo a

search of person and/or effects as dictated by the above mentioned policy and this supplement.

- b. Occasionally, a visitor will be equipped with a prosthesis containing metal or surgically implanted pins and plates that will not clear the metal detector. The hand held metal detector must be used in these cases.

If the officer is still uncomfortable about clearing the visit, contact should be made to the Operations Lieutenant. Careful examination will also be required of those visitors in wheelchairs, including a search of the chair. At all times, staff must be sensitive to the visitor's dignity and privacy.

#### 14. **VISITOR'S CONDUCT:**

- a. The institution has the right to assign specific seating locations for visitors and inmates, and the Visiting Room Officer will assign specific seating assignments to those inmates and visitors suspected of or who have displayed problems with obeying the procedures set forth in this supplement.
- b. Kissing and embracing are permitted **ONLY** when the visitor and inmate meet at the beginning of a visit and at the conclusion of the visit. All kisses will be closed mouth and brief in length. Appropriate hand holding is allowed, as well as holding small children on the lap. 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.
- c. Visitors will dress appropriately and avoid sexually suggestive clothing styles. Skirts, skorts, and shorts will be permitted; however, must not be more than three inches above the knee. Visitors wearing see-through garments, midriff tops, strapless garments, garments which expose private parts of the body, and military clothing (i.e., field jackets, camouflage, khaki, green fatigues) will not be permitted into the visiting room. Undergarments will be worn by all visitors. No hats or headbands, except religious covering will be permitted. All visitors will wear shoes. Male visitors will wear shirts and pants or shorts; however, the shorts must not be more than three inches above the knee. Spandex or other tight fitting or form-fitting clothing will not be allowed. Tank top shirts, tube top shirts, sleeveless tops or shirts of any kind that have symbols that are profane, sexually explicit, or illegal material will not be allowed in the visiting room. Provocative attire is reason to deny and/or preclude visiting. A visit may be terminated in order to maintain good taste and consideration for others. Questionable attire will be referred to the Operations Lieutenant or Institution Duty Officer (when on duty) and an "in person" check will be made by the Operations Lieutenant or Institution Duty Officer prior to denial of visit. Chewing gum will not be allowed in the visiting room. This also includes items already in the mouth.
- d. Visitors who appear to be under the influence of alcoholic beverages, drugs or narcotics, or who display inappropriate behavior shall not be permitted to visit or remain on the institution's grounds. The Operations Lieutenant will be notified.

- e. No loud, boisterous talk, or profane language will be allowed inside the visiting room.
  - f. Each inmate having a visit must assume reasonable responsibility for his visitor(s) proper conduct during the visit.
  - g. Children should be controlled to the extent of consideration for other visiting groups and not be permitted to wander from the immediate area, run about the visiting room, or create noise that disturbs other visits. Failure to control children will result in termination of the visit. The Visiting Room Officer is not responsible for supervising children.
  - h. Visitors must leave the reservation once the visit has been completed.
  - i. Termination of a Visit: The Duty Officer, in agreement with the Operations Lieutenant, shall terminate a visit upon determining a visitor is in possession of, or is passing or attempting to pass contraband, or is engaging in any conduct or behavior which poses a threat to the orderly or secure running of the institution. Written documentation will be prepared by the Operations Lieutenant describing the basis for termination. Included in the report will be the date, time visit began, time of termination, persons involved, and the reasons for the termination. The Warden will receive the original report for the FCI and the Camp Administrator will receive the original report from the Camp.
15. **DETAINING VISITORS:** Staff may detain a visitor or any person in accordance with Program Statement. 5510.12, Searching, Detaining, or Arresting Visitors To Bureau Grounds and Facilities.
16. **RECORDS:**
- a. The following forms shall be used and maintained in the inmate's visiting folders:
    - (1) An Official Inmate Visiting List (Attachment 2)
    - (2) Notice of Visiting Violation
  - b. **Front Lobby Officer and Visiting Room Officers:** The Front Lobby Officer will process all visitors into the institution. The Front Lobby Officer will search the inmate's record to insure the visitor is approved. Once processing is complete, the visitor will be escorted to the visiting room by the Visiting Room #3 Officer. The Visiting Room Officer is responsible for having visitors sign the time they arrive in the visiting room and the time the inmate visitor departs the visiting room.
  - c. **Notification to Visitor Form:** Attachment 4 shall be completed by each visitor 16 years of age and older prior to each visit. The Visiting Room Officer will collect the completed forms and forward them to the Lieutenants' Office at the end of each visiting day. The completed forms will be kept on file for a period of one (1) year, and 90 days for the FPC.
17. **SUPERVISION:**
- a. It is the responsibility of the Visiting Room Officer to ensure visiting area regulations are followed as outlined in this supplement and visits are conducted in a quiet, orderly, and

dignified manner. All inmate seating will be assigned by the Visiting Room Officer.

- b. Once seated, the inmate may not move without the Visiting Room Officer's permission. Inmates will not be permitted to go to the vending machines. Direct observation of visits is not required at all times, but the officers will move about and constantly observe the general visiting areas. Inspections should determine visits are being conducted in an acceptable manner.
- c. The Visiting Room Officer should be aware of any article passed between the inmate and his visitor. If there is reasonable belief contraband is being passed between a visitor and inmate, the Visiting Room Officer may examine the materials in question. The Lieutenant or Duty Officer should be consulted in questionable cases.
- d. A visual search of each inmate is required at the beginning and at the end of a visit. Searches and shakedowns will be conducted out of view of visitors and in privacy. Prior to the inmate being admitted and released, he must submit his I.D. card to the Visiting Room Officer before being processed. Once the inmate is properly identified, he may be admitted to and/or released from the visiting room.

All camp inmates will receive a pat search prior to entrance into and when departing the visiting room. Periodic visual searches may be performed on inmates at either of these times. Searches and shakedowns will be conducted out of view of visitors and in privacy.

- e. In no instance shall the Visiting Room Officer accept articles or gifts of any kind for an inmate. Hobby crafts, art items, etc., will not be given to visitors by inmates.
- f. Restroom facilities for visitors are located inside the visiting room. Inmates, under direct visual supervision of the Visiting Room Officer, will utilize the rest room located in the inmate shakedown room where the inmates enter the visiting room. Inmates will receive a thorough pat search prior to being allowed out to use this restroom.
- g. Prior to the inmate being admitted to the visiting search room, he must submit his ID card to the Visiting Room Officer. The Visiting Room Officer assigned to the inmate search room will verify the inmate has a visit prior to processing the inmate. Once the inmate has been identified and it is verified he has a visit, the inmate will be visually searched.

18. **OTHER APPLICABLE REGULATIONS:**

- a. **Inmate Dress:** All inmates must wear issued institutional uniforms that are in clean and neat condition. Only white or gray t-shirts may be worn. Inmates must be properly groomed and no inmate will be allowed admittance to the visiting area if his neglect of the ordinary requirements of personal hygiene would offend others.
- b. **No Smoking:** The entire visiting room is a non-smoking area and no inmates or visitors are permitted to smoke.
- c. **Inmate Property:** The inmate shall not take anything to the visit except necessary items identifiable as: one pair of prescription glasses, one comb, one wedding band, one

handkerchief, five photo tickets, and a religious medallion. Necessary legal papers will be permitted during a visit with an attorney. No personal items will be kept in the shakedown room. Medication, such as nitroglycerin tablets may be permitted when authorized by the Health Services Administrator. Inmates will not be permitted to purchase any food items from the vending machines and they cannot take any money out of the visiting room.

- d. Photographs: Photographs may be taken by the designated inmate, in designated areas only. No more than one inmate is authorized in each photograph. Group photographs of inmates are not authorized. Visiting room staff are responsible for supervising the inmate photographer during visiting room hours. Photographs with adults kissing is not permitted in the photo and each face, in the photo, will be recognizable. Adult visitors are not permitted to sit on the lap of any inmate during the photo or on the floor. Inmates may not pose in a lewd, sexually explicit, or obscene manner. There will not be a display of gang signs in any picture taken. No altered clothing will be allowed to be worn in the picture. No do-rags or skull caps will be worn in any picture. An inmate will be allowed to hold his visitor's hand or have his arm around his visitor (within good taste) during the photo. Hands must be visible at all times while the photograph is being taken. No hand gestures of any type will be allowed.
- e. Signatures and Documentation: Normally, papers or gifts are not to be exchanged. If there are legal papers to be discussed, the matter must be cleared with the inmate's unit team prior to the visit. Signatures for receipt of legal papers are not permitted except by approval of the Unit Manager or Duty Officer. Legal papers should be mailed to the institution in every other case.
- f. Money: Money will not be accepted for deposit to the inmate's account through the visiting area.
- g. Seeing-Eye Dogs: Visitors are authorized to bring seeing-eye dogs into the visiting room, as long as they are well behaved and do not create a disturbance, bark, or display other behavior that causes a disruption. Other visitors are to be cautioned to keep their children away from the dog. If they fail to do so, then their visit will be terminated and they will be required to leave the institution property.
- h. Prohibited Items: Newspapers, magazines, tobacco, games, and toys will not be brought into the visiting room by visitors, nor will cameras, radios, tape players, and tape recorders be allowed.
- i. Visiting Room Arrangement: The Captain is responsible for the appearance of the FCI visiting area and the Camp Administrator for the camp visiting area. The visiting room will be arranged so as to provide adequate supervision and will be furnished so that it will be as comfortable and pleasant as possible.
- j. Visitor's Property: Visitors are not allowed to take any unapproved items into the visiting room. If a visitor has any unapproved items on their person they will be required to place them in their vehicle. If for any reason the visitor cannot return the items to their vehicle, they will be required to place the item or items in the visitor storage locker located in the front lobby. All non-permissible items must remain in the visitor's vehicle in the parking

lot. No food items or medication are permitted in the visiting room, with the exception of nitroglycerine tablets and asthma inhalers. No newspapers, magazines, photo albums, photos, luggage, packages, tape players, tape recorders, or cameras are allowed (see exceptions for tape recorders under "Attorney Visits"). A visitor may take their coat into the visiting room, but the coat must be hung on the coat rack upon entering the visiting room. Children may not take in toys, cards, dolls, or games. Visitors with infants may carry in one small bag containing baby wipes, one baby blanket, four extra diapers, and three plastic bottles with formula, or infant food stored in a plastic container. Visitors may not take more than \$40 per visitor into the visiting room. These items must be opened and inspected prior to being allowed inside. No other items will be permitted inside unless approved by the Operations Lieutenant.

19. **CAMP OUTSIDE VISITING**: Camp inmates and their visitors are restricted to the designated indoor visiting area and to the fenced outside area. Outside visiting is restricted to daylight hours only, weather permitting. Inmates and visitors are not permitted to lay on the ground in the fenced grass area. Visitors will not return to their vehicles after the admission to the visiting room. Visitors must leave the reservation once the visit has been completed.
20. **MEALS**: No food or drink may be brought into the institution by a visitor. The only exception will be baby bottles filled with formula or milk, and four unopened jars of baby food which can be brought into the visiting area after having passed a security check with the metal detector. There are vending machines located in the visiting area for use by the visitors.

Visitors will be permitted to purchase food from the vending machines for the inmate they are visiting. If an inmate elects to terminate his visit so he may eat the regularly scheduled meal in the inmate dining room, then his visitors will be required to leave the institution property and not allowed to return that same day.

21. **CLEAN UP**: All trash generated by visitors is considered **HOT TRASH**. All trash containers will be emptied by the VISITING ROOM OFFICER and either compacted or given to the PERIMETER PATROL OFFICER to carry until it can be compacted. Trash containers to be emptied include all visiting room containers, outside visiting containers, and the trash container by the front entrance of the Camp Administration Building.

Orderlies will not be permitted access to the visiting room until all hot trash has been disposed of and the visiting room has been completely searched following each visit.

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Archie B. Longley, Warden

MCK 5267.08b

ATTACHMENT 1

IMMEDIATE FAMILY VISITING LIST  
**THIS FORM IS FOR IMMEDIATE FAMILY ONLY**  
**PARA UNICAMENTE SUS FAMILIARES INMEDIATOS**

NAME (NOMBRE)	REGISTER NUMBER (NUMERO)	UNIT

INCLUDE CITY AND STATE IN ADDRESS

Name (Nombre)	Name (Nombre)
Address (Direccion)	Address (Direccion)
Relationship (Relacion)	Relationship (Relacion)
Name (Nombre)	Name (Nombre)
Address (Direccion)	Address (Direccion)
Relationship (Relacion)	Relationship (Relacion)
Name (Nombre)	Name (Nombre)
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Name (Nombre)	Name (Nombre)
Address (Direccion)	Address (Direccion)
Relationship (Relacion)	Relationship (Relacion)

APPROVED VISITOR LIST

MCK5267.08b

UPDATED:

ATTACHMENT 2

REGISTER #	LAST NAME	FIRST NAME	RELATIONSHIP	CITY	UNIT
1					
2					
3					
4					
5					
6					
7					
8					
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VERIFIED BY: \_\_\_\_\_

BP-S629.052 **VISITOR INFORMATION** CDFRM

MCK 5267.08b

MAY 99

ATTACHMENT 3

**U.S. DEPARTMENT OF JUSTICE****FEDERAL BUREAU OF PRISONS**

Addressee	Institution	Date
	Re: (Inmate's Name and Register No.)	

Dear \_\_\_\_\_:

I am requesting that you be included among my approved visitors. In order to establish your suitability as a visitor, it may be necessary for institution officials to send an inquiry to an appropriate law enforcement or crime information agency to ascertain whether or not placing you on my visiting list would present a management problem for the institution, or have other possible adverse effects. The information obtained will be used to determine your acceptability as a visitor. The Bureau of Prisons' authority to request background information on proposed visitors is contained in Title 18 U.S.C. § 4042.

In order for you to be considered for the visiting privilege with me, it will be necessary for you to fill out the questionnaire and release form below and return it to the following address: (Institution address).

You are not required to supply the information requested. However, if you do not furnish the information, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request may be significantly delayed. If the information withheld is found to be essential to the processing of your request, you will be informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized if you do not supply the information requested, failure to supply such information could result in your not being considered for admittance as a visitor. The criminal penalty for making false statements is a fine of not more than \$250,000 or imprisonment for not more than five years or both (See 18 U.S.C. § 1001).

Sincerely,

**RETURN THIS FORM TO:****FPC McKean****PO Box 5000****Bradford, PA 16701**

1. Legal Name	2. Date of Birth	3. Address (Including Zip Code)
4. Telephone Number (Including Area Code)	5. Race and Sex of Visitor	

6. Are you a U.S. Citizen?  ___ Yes ___ No	6a. If yes, provide Social Security No: _____ 6b. If no, provide Alien Registration No: _____ 6c. Provide Passport No: _____
7. Relationship to above-named inmate	8. Do you desire to visit him/her? ___ Yes ___ No
9. Did you know this person prior to his/her current incarceration? ___ Yes ___ No	
10. If the answer to #9 is yes, indicate the length of time you have known this person and where the relationship developed.	
11. Have you ever been convicted of a crime? If so, state the number, date, place, and nature of the conviction/s:	
12. Are you currently on probation, parole, or any other type of supervision? If so, state the name of your supervising probation/parole officer and the address and telephone no. where he/she can be contacted:	
13. Do you correspond or visit with other inmates? If so, indicate the individual(s) and their location(s):	
14. Driver's License No. and State of Issuance:	

#### AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize release to the Warden of: (Institution, Location) any record of criminal offenses for which I have been arrested and convicted within the last ten (10) years, and any information related to those convictions.

Signature for Authorization to Release Information (Sign and Print Name)

(If applicant is under 18 years of age, signature of parent or guardian)

if additional space is required, you may use the back of this form.

(This form may be replicated via WP)

Replaces BP-S309 of Jul 95 and BP-S310 of May 94

**FOI EXEMPT**

FEDERAL CORRECTIONAL INSTITUTION  
MCKEAN  
VISITING REGULATIONS

1. Visiting Hours:

FCI	FPC
Monday: 1:30 p.m. - 8:00 p.m. Visitors will not be processed after 7:00 p.m.	Monday: 5:30 p.m. - 8:30 p.m. Visitors will not be processed after 8:00 p.m.
Saturdays/Sundays/Federal Holidays: 8:00 a.m. - 3:00 p.m. Visitors will not be processed after 2:00 p.m.	Saturdays/Sundays/Federal Holidays: 8:30 a.m. - 3:00 p.m. Visitors will not be processed after 2:30 p.m.

2. Visitors - Any inmate may have up to three (3) adults and three (3) children visit at one time. Children 16 years of age and older must be on the approved visiting list and present identification upon arrival.
3. Anyone visiting at the institution must be on the inmate's Approved Visiting list or be approved in advance for a Special Visit.
4. For identification purposes, visitors will be required to present a valid driver's license or other photo identification.
5. Appropriate dress will be worn by all visitors. Due to the general and diverse types of visitors, and the fact that our Visiting Room is not a public facility, certain restrictions must be placed on visitors' clothing. The following restrictions will be used as a guideline for appropriate dress:
  - ◆ No see through or provocative garments or plunging necklines will be allowed.
  - ◆ Hems of dresses or shorts will be no more than three inches above the knee.
  - ◆ No form fitting clothing will be allowed. Sweatshirts and pants are appropriate if they are not form fitting.
  - ◆ No strapless or sleeveless clothing will be allowed.
  - ◆ Footwear is required.
6. Visitors are not permitted to receive items from inmates, and inmates are not permitted to receive money or any item that is not approved through proper channels.

7. All inmates are responsible for their conduct and their visitors while in the visiting room.

8. Allowable items in the Visiting Room: You may bring one small, clear (see through) coin purse. The coin purse should not exceed 3" by 5" in diameter. If you have prescription medication, you will only be allowed to bring in enough to cover the time spent in the visiting room. As for baby care items, you may bring in four diapers, eight baby wipes, three clear plastic baby bottles, and four small jars of baby food. Visitors are not allowed to bring food, gifts, games, needlework, pocketbooks, reading material, mail, photographs, or toys. All unauthorized items must be left in your vehicle as we have limited storage space for personal property at the institution. Money may not be exchanged between a visitor and an inmate; the visitor may purchase items from the vending machines for the inmate; however, all items must be consumed in the Visiting Room. If you wish to discuss legal papers, you may do so only after the inmate with whom you plan to visit has expressed written permission from his unit team prior to your visit.
9. Physical contact - A kiss and embrace are permitted at the beginning and end of the visiting period. Open mouth kisses as well as all other physical contact is prohibited. Filing of nails, braiding of hair, etc. are not appropriate activities in the Visiting Room. Inmates will not be permitted to mingle with guests of other inmates.
10. Supervision of Children - It is the responsibility of the inmate to control the behavior of their young visitors. Children should be under direct supervision of the inmate or adult visitor at all times.
11. FCI/FPC McKean is a no smoking institution.
12. Statutory Authority - Title 18, USC, 1791 and 3571, provides a penalty of not more than 20 years imprisonment or a fine of not more than \$250,000 for any person who introduces or attempts to introduce into or upon the grounds of a federal penal institution, or takes or attempts to take or send therefrom anything whatsoever without the knowledge and consent of the Warden. Additionally, pursuant to Title 18, USC, 1001, visitors shall be required to sign an agreement that false statements are not being given and that they will abide by the visiting guidelines of the institution. All persons entering into a federal correctional institution are subject to search. All articles are likewise subject to search.
13. Special Housing Unit - Inmates housed in the Special Housing Unit will be afforded a two hour visit in the visiting room. On duty staff will determine if conflicts exist when visitors arrive. Inmates who are in the special housing unit will receive instructions from the visiting room staff regarding seating arrangements in the visiting room;
14. Location - The Federal Correctional Institution, McKean and Satellite Camp are located in northwest Pennsylvania between Bradford and Kane. 90 miles south of Buffalo. Off route 59, 1/4 mile east of the intersection of State Route 59 and U.S. Route 219. The area is served by Buffalo Airport and Bradford Airport.

**Mailing Address**

FCI McKean  
P.O. Box 5000  
Bradford, PA 16701  
814-362-8900

**Physical Address**

FCI McKean  
Route 59 and Big Shanty Road  
Lewis Run, PA 16738  
814-362-8900

15. Parking is authorized in the parking lot adjacent to the FCI and in front of the FPC.

16. Local Transportation:

Ambiance Limousine, Salamanca, NY

888-282-4959

Munksgard Limousine, Warren, PA

814-723-2670

Olean Limousine, Olean, NY

877-644-5466

**ANY VIOLATIONS OF THESE VISITING REGULATIONS COULD RESULT IN  
DISCIPLINARY ACTION AND/OR LOSS OF VISITING PRIVILEGES AND POSSIBLE  
CRIMINAL PROSECUTION OF THE VISITOR.**

F.C.I./F.P.C MCKEAN  
MCK 5267.08b  
OFFICIAL OUT-COUNT FORM

Attachment 7

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

FROM: \_\_\_\_\_

LOCATION: \_\_\_\_\_

(Staff Submitting Out-Count)

(Area Where Out-Count occurs)

	NUMBER	NAME	UNIT		NUMBER	NAME	UNIT
1.				21			
2.				22			
3.				23			
4.				24			
5.				25			
6.				26			
7.				27			
8.				28			
9.				29			
10				30			
11				31			
12				32			
13				33			
14				34			
15				35			
16				36			
17				37			
18				38			
19				39			
20				40			

UNIT TOTALS:

A**A	A**B	B**A	B**B	C**A	C**B	D**A	D**B	E**A	F**A	Z**A

TOTAL \_\_\_\_\_ CONTROL \_\_\_\_\_ OPERATIONS \_\_\_\_\_

OUT-COUNT: \_\_\_\_\_ CENTER OFFICER: \_\_\_\_\_ LIEUTENANT: \_\_\_\_\_

**ALL OUT-COUNTS WILL BE SUBMITTED TO THE CONTROL CENTER OFFICER 2 HOURS PRIOR TO THE OFFICIAL COUNT.**

