

**FEDERAL CORRECTIONAL INSTITUTION
MORGANTOWN, WEST VIRGINIA
VISITING GUIDELINES (GENERAL POPULATION)**

WHO MAY VISIT:

Normally, all immediate family members (spouse, children, parents, brothers, and sisters) are approved. If the inmate wants to have someone outside of his immediate family to visit, he must see his Unit Counselor for background information forms. These forms are to be completed by the potential visitor. The potential visitor must return the form to the Unit Counselor. The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the Visiting Guidelines.

Children under the age of 16 must be accompanied by a responsible adult at least 18 years of age and on the inmate's approved visiting list. Written approval from a parent and/or legal guardian must accompany a visitor who is under the age of eighteen.

TERMINATION OF VISITS:

After a visit has been terminated, visitors must leave the institution grounds immediately. If the visitor is riding with someone or someone is riding with them, other accommodations must be made. No children or pets will be left in a vehicle unattended while visiting.

VISITING LIMITATIONS:

The maximum number of visitors who may visit one inmate (assigned to general population) at a time will be limited to three adult visitors.

Visitors may only be approved to visit one inmate. The only exception will be if a visitor is related to more than one inmate. Documentation of this relationship must be on file, along with written approval of the Warden.

VISITING HOURS:

General Population:

Friday - 5:00 p.m. to 9:00 p.m.

Saturday - 8:00 a.m. to 3:00 p.m.

Sunday - 8:00 a.m. to 3:00 p.m.

Federal holidays - 8:00 a.m. to 3:00 p.m.

There will be no visiting on Monday, Tuesday, Wednesday, and Thursday. Visitors will not be permitted to enter the Visiting Room until 15 minutes prior to the start of visiting (7:45 a.m. on weekends and holidays, and 4:45 p.m. on Fridays). Visitors are processed in the order of arrival. In order to allow adequate processing and visiting time, no visitors will be processed after 2:00 p.m. on weekends and holidays, and after 8:00 p.m. on Fridays.

Special Housing Unit:

Saturday - 8:30 a.m. to 2:30 p.m.

Sunday - 8:30 a.m. to 2:30 p.m.

Federal holidays - 8:30 a.m. to 2:30 p.m.

There will be no visiting on Monday, Tuesday, Wednesday, Thursday, and Friday. Visiting hours will include a reasonable interruption for the mid-day meal to be determined by the Operations Lieutenant. Any inmate housed in SHU will be required to visit within the confines of the Special Housing Unit. Visits to inmates who are assigned to Special Housing will be conducted through the use of the video equipment located in the Non-Contact Visiting areas in the Visiting Room and Special Housing Unit, respectively. There are two rooms in the Special Housing Unit to accommodate non-contact visiting.

Visitors for these inmates will be limited to two visitors at one time. These visits will not exceed one hour and will start when the inmate is placed in the non-contact room.

LUNCHES:

Visitors may not leave the institution for lunch (or any other reason) and return to resume their visit. The visit will be terminated when the visitor(s) leaves the visiting area. Visitors are not permitted to bring any type of food items into the institution or visiting areas. Inmates are not permitted to hold any money while in the visiting room or utilize the vending machines. Only visitors will make purchases from the vending machines. Inmates are not authorized in the vending machine area.

RESPONSIBILITIES:

Please note, each visitor has the responsibility to conform to regulations and requirements stated above. Disregard for these regulations may result in termination of visiting privileges. The Operations Lieutenant and/or Institution Duty Officer has the responsibility to see these instructions are abided by and has the authority to immediately terminate a visit for any breach of regulations.

PENALTY FOR CIRCUMVENTING REGULATIONS:

Title 18 U.S.C. 191 AND 3571 provide a penalty of imprisonment for not more than 20 years, a fine of not more than \$250,000, or both, to a person who provides, or attempts to provide, to an inmate any prohibited object.

PARKING:

All inmate visitors will park in the parking lot to the left of the main entrance. The only exception will be for the visitors who are authorized to utilize a handicap parking space, which is located in the parking lot to the right of the main entrance. A handicap placard must be visible from the windshield or the license plate must show handicap status. No one is allowed to remain in a vehicle parked in the institution parking lots. No one is allowed to loiter in the parking lot or surrounding area. They are required to depart the institution grounds immediately. Utilizing any type of camera is not authorized.