

U.S. Department of Justice

Federal Bureau of Prisons

Federal Detention Center

Philadelphia, PA 19106

OPI: Correctional Services

Number: PHL 5267.08

Date: 11-14-2007

Subject: Visiting Regulations

Institution Supplement

1. **PURPOSE**

To provide specific guidelines for implementation of Program Statement 5267.08, Inmate Visiting Regulations, dated May 11, 2006. This supplement includes regulations for the Special Housing Unit.

2. **DIRECTIVES AFFECTED**

a. **DIRECTIVES RESCINDED:**

IS 5267.07A, Visiting Regulations, (12/1/2004)

b. **DIRECTIVES REFERENCED:**

PS 5267.08, Visiting Regulations, (5/11/2006)

PS 5360.09, Religious Beliefs and Practices,
(12/31/2004)

PS 7331.04, Pretrial Inmates, (1/31/2003)

PS 5500.12, Correctional Services Procedures
Manual, (10/10/03)

IS 5522.01, Ion Spectrometry Device Program,
(05/10/2007)

3. **STANDARDS REFERENCED**

American Correctional Association, 4th Edition,
Standards for Adult Local Detention Facilities: 4-
ADLF, 3D-17, 4A-01, 5D-10, 5D-11, 5D-12, 5D-13, 5D-15, 5D-16.

DISTRIBUTION: Executive Staff, Department Heads, AFGE.

4. Visiting Room:

The visiting room is arranged to provide staff with adequate supervision of inmates and visitors in conjunction with a comfortable and pleasant atmosphere. There are sections within the visiting room specifically designated as a parent/children's area as well as those designated for private legal visits. These rooms will not be utilized for social visits any time. This includes PVS visits. All regular visits not requiring special security measures will be conducted in the institution's visiting room.

All visits for inmates with special security needs will take place in the Special Housing Unit visiting rooms.

The Warden has the authority to restrict or suspend a general population inmate's regular visiting privileges when there is reasonable suspicion that the inmate has acted in a way that would indicate a threat to the good order or security of the institution. Ordinarily, the duration of the restriction or suspension should be limited to the time required to investigate and initiate the discipline process.

Reasonable suspicion exists when reliable information and/or facts are presented to the Warden that the inmate is engaged, or attempting to engage, in criminal or other prohibited acts. Reasonable suspicion must be directed specifically to the inmate in question. _____

5. Visiting Schedule:

- A. Inmate visitation will commence Wednesday through Monday from 6:30 a.m. until 2:30 p.m.. Visitor processing will be discontinued 30 minutes prior to any scheduled institution count. There will be no inmate or visitor movement during this period of time without authorization from the Operations Lieutenant.

Visiting room out-counts will be submitted to the Control Center, 30 minutes prior to the scheduled count time. Visitor processing will conclude one hour prior to the completion of inmate visiting. (1:30 p.m.)

Legal Visits will be conducted Sunday through Saturday from 6:30 a.m. until 8:00 p.m.

General Population:

Male Inmates: (Pre-Trial/Hold-Over Status)

Wednesday thru Saturday: Visitation will be on a scheduled rotation by floor assignment. 6 North and 7 North will visit on the same day, and 6 South and 7 South will visit on the same day. Visitation will begin at 6:30 a.m. until 2:30p.m.

Female Inmates: (Pre-Trial/Hold-Over/Cadre)
Sundays/Mondays
6:30 a.m. until 2:30p.m.

The female population is authorized to use the Children's Center after the completion or enrollment in an approved Parenting Program within the Federal Bureau of Prisons. This institution will make every effort to honor all Bureau programs that consist of 20 hours or more of instruction. In addition, prior to using the Center, the inmate must receive approval from the Unit Team and the S.I.S. Office. Any inmate who has a history of Child Sexual Molestation, Child Pornography, Introduction of Contraband and/or Domestic Violence will be denied usage of the Center. If prior approval is received, inmates will be allowed to use the Children's Center for one hour. Only two families will be allowed to visit during each time schedule. All children present must be less than 10 years of age to use the Center. If there are more than two children present visiting, other children will remain in the common area with a guardian until it is time for them to enter the room. No food or drink is permitted in the Children's Center.

Special Housing Unit:

Wednesday through Saturday: Visitation will be on a scheduled rotation by floor assignment. Special Housing inmates will be allowed to visit on the same day as their assigned units. 6 North and 7 North will visit on the same day as will 6 South and 7 South.

Females will visit Sunday-Monday from 6:30 a.m.-2:30 p.m..

Inter-floor visiting is not permitted at any time, regardless of the relationship between inmates.

Inmates Housed at Local Hospitals:

The Warden may approve a visit for an inmate who is housed at a local hospital. In these cases the visitors will be restricted to the immediate family as is in conjunction with the rules and regulations at the local hospital. The Institution Duty Officer will be present for any visit which occurs at the local hospital. All visitors will first report to the institution where they will be processed and directed to the local hospital prior to the hospital visit.

NOTE: A visitor may not visit male and female inmates at the same time, regardless of their family ties, nor will inmates be allowed to have multiple visits during the same day.

6. **FREQUENCY OF VISITS AND NUMBER OF VISITORS:**

- A. Inmate Separatees: Inmates with separatees, and families of separated inmates will not be permitted in the Visiting Room at the same time. Visitation for inmates with separation assignments will be processed on a first come, first serve basis. The remaining visitors will be processed as soon as the Visiting Room Officer notifies the Front Lobby Officer the separated Inmate and his/her visitors have departed.
- B. Approved Visits & Number of Visitors: Unit staff will compile a visiting list for each inmate assigned to their units, in accordance with Program Statement 5267.08, Visiting Regulations. Ordinarily, inmates will be allowed no more than five visitors in the visiting room at a time regardless of age. Exceptions may be granted with the approval of the Unit Manager.
- C. Pretrial and Holdover Inmates: Pretrial and holdover inmates are only permitted visits by immediate family members. A non-immediate family member can be approved to visit when it is verified that an inmate has no immediate family members capable of visiting. All visitors should have all of their required documentation submitted to the Unit Team within a reasonable time frame prior to a visit being approved.

The duration of visits for pre-trial and holdover inmates may be up to three hours on weekdays and one and a half hours on the weekend, if time permits.

All pre-trial and holdover inmates will be limited to 10 visitors on their Visiting list.

D. Immediate Family Members:

These persons include mother, father, step-parents, foster-parents, brothers, sisters, significant other, spouse, children, and step-children.

E. Persons with Prior Criminal Convictions:

The Warden has delegated the Associate Warden of Programs the authority to place a person with a prior criminal conviction on a visiting list after careful review of the criminal convictions. Unit staff will notify the inmate of the approval or disapproval of the visitor.

F. Children Under Age 18:

Children under the age of 18 must be accompanied by a responsible adult and must be under their supervision at all times.

G. Children 16 years and Older:

Children 16 and older are required to have a valid photo ID present during processing.

Ordinarily, inmates will not be permitted to have visitors approved who are on another inmate's visiting list. Exceptions, such as immediate family members may be approved by the Unit Manager. Requests for unexpected visits by immediate family members not previously on an inmate's approved visiting list, will be referred to the Unit Team member on duty that day. If verification of an immediate family member cannot be obtained by reviewing the required documentation, the visit will not be approved.

H. Special Visits: Special visits will be authorized in accordance with established regulations and will not be used to circumvent regulations on background checks or disciplinary sanctions. All special visits must be requested by the Unit Manager, and routed through the Captain for approval. A signed memorandum authorizing the visit must be forwarded to the Front Entrance Officer and Visiting Room Officer(s) ordinarily 24 hours prior to the visit.

7. **QUALIFICATIONS OF A REGULAR VISITOR:**

- A. Visiting Lists: Each designated inmate will submit a list of proposed visitors to their Unit team. Ordinarily, immediate family members will be approved to visit upon completion of required checks and submission of Attachment 1 by the inmate.

Pretrial inmates and holdover inmates must have all visitors submit visiting applications for approval. Unit staff will prepare a computerized list of all approved visitors and distribute this list to the inmate concerned. Unit staff will update the institution's computer visiting program as necessary.

- B. Frequency of Changes:
Inmates may request to make changes to their visiting list twice annually, in June and December of each calendar year.

- C. Hold-over and Writ Visiting lists:
When an inmate transfers to this facility, or is housed on hold-over, or Writ status his/her visiting list will only be recognized if the file reflects proper documentation from another federal facility.

- D. Verification of Relationships: Unit staff will request information from potential visitors who are not members of the inmate's immediate family prior to placing them on the visiting list. Verification of the relationship will be obtained prior to a visitor being placed on the inmate's visiting list. It is the inmate's responsibility to ensure visitors submit documentation that verifies their relationship.

- E. Friends and Associates: The visiting privilege ordinarily will 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, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution.

F. Pretrial and Cadre:

The visiting privilege ordinarily will be extended to friends and associates having 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.

Cadre inmates are limited to 10 family members and 10 friends and associates on their Visiting List.

- G. Background Investigations: Unit staff will request a background investigation of all inmate visitors. Unit Managers also have the authority to deny any prospective visitors who have a criminal history. When a prospective visitor has a criminal history and the Unit Manager determines the visitor is appropriate to visit, the Unit Manager must submit a memorandum to the AW(P) for his/her approval to add this visitor to the visiting list.

- H. Notification: Unit staff will notify the inmate of each approval or disapproval of a requested person for the visiting list.

It is the responsibility of the inmate to notify the individuals once they have been approved. Unit staff will provide inmates with an appropriate number of copies of the institution's Visiting Guidelines to be sent to approved visitors. Copies of the institution's Visiting Guidelines will also be available for visitors at the reception desk with the Front Entrance Officer.

8. **QUALIFICATIONS OF A SPECIAL VISITOR:**

A. Legal Visits:

Attorneys are permitted to visit during the visiting hours of 6:30 a.m. to 8:00 p.m., seven days a week. Processing will stop at 3:30 p.m., for attorneys in preparation for the 4:00 p.m. count. On weekends and Federal Holidays processing will stop at 9:30 a.m., in preparation for the 10:00 a.m. count, and will resume when the count is cleared.

Attorneys must present a valid federal or state bar identification card and picture identification card. Attorneys must also complete the Notification to Visitor Form.

After completing the Notification to Visitor Form, attorneys will be processed through the metal detector and will have their hand stamped before being allowed entry into the Visiting Room. The processing of legal visits will take priority over social visits.

B. Legal Materials:

Inmates requiring the use of legal materials from their cell during legal visits, will be permitted to do so after staff have verified all papers are pertaining to their current legal case.

Unauthorized property brought to the Visiting Room area will be treated as contraband and confiscated. During the course of a legal visit, inmates are permitted to give any or all of the possessed legal materials to their legal visitor(s).

Prior to returning to their unit, all papers in an inmate's possession will be inspected to verify the papers are limited to legal materials and contain no contraband. However, inmates are not permitted to receive any items directly from their attorney.

Attorneys or other persons with Special Mail privileges, may also leave legal documents (excluding videos or audio tapes) for an inmate by utilizing the legal mail drop box located in the lobby area of the institution. All documents placed in this drop box must be contained in an envelope. The envelope must be clearly marked with the senders' name (including language such as "Attorney at Law" that clearly identifies the sender as an attorney), inmates' name and register number and the following statement: "SPECIAL MAIL - OPEN ONLY IN THE PRESENCE OF THE INMATE." Absent these markings, any mail left in the drop box will be returned to the sender.

Legal visitors may take videos and audio tapes received during criminal discovery into the visiting Room.

Institution playback equipment (cassette players and TV/VCRs) are provided on a first come, first serve basis, and subject to availability.

No other audio or video playback equipment will be permitted into the institution without prior approval from the Warden.

- C. Official Visitors: Department of Justice Employees, State and Local Law Enforcement Personnel, Members of Congress, and the Judiciary Branch are considered official visitors.

They are not required a hand stamp but must show their identification card. They are not required to proceed through the metal detector.

- D. Business Visitors: A pre-trial 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. Special visits may be allowed for the purpose of protecting the pre-trial inmate's business interests. In those instances where an inmate has turned over the operation of a business or profession to another person, there still may be an occasion where a decision must be made which will substantially affect the assets or prospects of the business. The Warden accordingly may waive the requirement for the existence of an established relationship prior to confinement for visitors approved under this paragraph.

- E. Minister/Clergy of Record:
Minister of Record: An inmate wanting to receive visits from his/her minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the name and title to the list as Minister of record.

Inmates may only have one (1) Minister of record on his/her visiting list at one time. The Minister of record will not count against the total of authorized regular visitors.

Clergy: Visits from clergy (other than Minister of record) will be in accordance with general visitor procedures and will count against the total number of regular visits allowed.

F. PVS Visitors:

These individuals will follow the procedures as with attorney visits and in conjunction with the attorney visiting schedule. They are required to provide their PVS identification cards at all times for admission into the institution. PVS visitors will be approved through Religious Services staff prior placement on the inmates visiting list.

PROCEDURES:A. Identification of Visitors:

The Front Entrance Officer must be able to verify the identity of visitors prior to their admission into the institution.

The primary source of identification for visitors will be a photo identification. All visitors age 16 and older must present valid identification. Valid identification includes: A valid state drivers license, state issued identification, government identification or passport. All visitors must complete the Notification to Visitor Form. Following identification, each visitor must sign the Inmate Visiting Log. The escort of visitors to and from the Visiting Room will be restricted to no more than ten, (10) (to include children) visitors at a time. Visitors will be escorted to and from the Visiting Room by a staff member at all times.

If a visitor is denied entrance, the Front Lobby Entrance Officer must complete the Denied Visit Memorandum (Attachment 2) and promptly forward it to the Captain with copies to the inmate's Visiting Room file and Unit Team.

- B. Searching Visitors: The Front Entrance Officer must ensure that all visitors pass through the electronic metal detector before entering the institution. If a visitor cannot clear the metal detector, they will not be permitted to enter the institution. If a visitor is physically unable to walk through, or cannot clear the metal detector, they must present medical documentation stating they cannot clear the metal detector. The Operations Lieutenant will be notified and admission will be considered on a case by case basis.

In the event that the metal detector becomes inoperable, a hand-held metal detector may be used.

Inmate visitors who have been screened by the metal detector will not be permitted to make contact with others in the Front Lobby who have not yet been screened.

If a visitor is suspected of being intoxicated or under the influence of a controlled substance, the Operations Lieutenant will be notified before the visitor is allowed entry into the institution.

C. Ion Scanner:

All adult social visitors may be subject to an Ion drug scan prior to being allowed to visit. If the visitor refuses or a positive result is detected, the Operations Lieutenant will be notified and the visit will be denied.

The consequences of a positive test result are as follows:

1. First Occurrence: Visiting privileges for the visitor are to be suspended for 48 hours.
2. Second occurrence: If within one month of first occurrence, visiting privileges are to be suspended for 30 days.
3. Third Occurrence: If an inmate visitor tests positive at any time after a 30-day suspension, the inmate visitor is to be denied visiting for a period of 90 days.
4. If an inmate visitor tests positive at any time after a 90-day suspension, the inmate visitor is to be denied visiting for a period of 180 days.
5. Visitors who previously produced confirmed positive test results for an illegal substance must be tested upon returning to visit for a period of one year from the date of the last confirmed positive test result. After the one year period, the visitor should return to random testing. S.I.S. department staff will provide a list of visitors meeting this criteria to the Front Lobby Officer.

Explanations to Visitors:

The Operations Lieutenant or Duty Officer must explain carefully and professionally to the visitor that he or she tested positive for the presence of an illegal substance and the resulting consequences.

6. Visitors must not be informed of the type of substance for which they tested positive. This is to prevent the visitor from fabricating a physician's verification which attempts to justify the presence of the particular substance.

Documentation:

Complete and accurate documentation is vital to the program integrity. The following documentation must be completed and retained following every visitor's positive confirmation test for an illegal substance:

1. Positive Alarm Log (IS 5522.01, Attachment D, Page 1) This includes recording pertinent information as defined on the form and attaching the devices relevant computer printouts.
2. Positive alarm history (IS 5522.01, Attachment D, Page 2) Once completed, this includes the visitor's prior history of confirmed positive test results, if any, obtained from the Inmate Visiting Computer program. Attach the Visitor's Notice of denial Visitation Form (IS 5522.01, Attachment E) to this form.
3. Inmate Visiting Computer Program "Comments" Ensure appropriate entry noting the:
 - *Date
 - *Time
 - *Positive Alarm
 - *The consequence resulting from each positive test.

Post testing Procedures:

The following post-testing procedures must be followed regardless of the type of testing performed that day.

Post Testing Validation Test:

After completing the daily testing, perform a validation test identical to the one performed at

the beginning of the daily testing. Record the results on the daily Pre/Post Operation Log (Attachment B).

Storage:

When not using for testing, the Ion Spectrometry Device will be stored in the S.I.S. Office, or in a permanently affixed storage case located in the Front Lobby.

Record Keeping:

The S.I.S. staff will retrieve and maintain all records referred to in this Institutional Supplement and ensure all required forms and notices were completed and forwarded to the appropriate staff member(s). All records will be retained for a minimum of two years.

D. Visitor/Attorney Attire:

All visitors will be expected to wear clothing which is neither provocative nor enticing to the extent that a disruption to the orderly running of the institution could ensue. The following attire is prohibited:

No hats or scarves. This includes scarves around the neck or waist.

No sleeveless tops, blouses, tank tops or jerseys.

No sunglasses or long hair picks.

No tube tops, midriffs, or low cut revealing clothing.

No tight fitting clothes.

(This includes Lycra and spandex materials.)

No see through clothing.

No shorts measuring more than two inches above the knee. (All persons to include children.)

Skirts and dresses must be knee length or lower. If the dress or skirt has a split on the side it must not exceed knee level.

If a jacket or sweater is worn in, it must remain on during the entire visit, to include children.

Grey sweat pants and white T-shirts are not authorized, to include all other clothing similar to inmate attire. No dark green pants or shirts are authorized to be worn inside the facility.

The Lieutenant, or Duty Officer will be contacted if an individuals dress attire is in question. At which time, a decision will be made, and the visitor will be notified by the official contacted if the visit will be approved or denied.

- E. Visual Searches of Inmates: Prior to entering and departing the Visiting Room, the Visiting Room Officer will conduct a visual search, and screen every inmate with a hand-held metal detector.

Staff will visually search only one inmate at a time. All clothing will be thoroughly searched prior to return. Before allowing inmates inside the Visiting Room, they will present their identification card to the visiting room officer.

- F. Authorized items retainable by Visitors:
Visitors into the institution for the purpose of visiting will be authorized to bring in the following items:

1. One small, clear plastic type wallet, change purse with one and five dollar bills, and change for use in the vending machines. No more than \$50.00 is authorized. The clear plastic bag may not be over a "gallon" size zip lock type bag.
2. Medications required to sustain life, i.e., inhalers, nitro glycerine tablets etc.
3. Infant/Toddler care items:
 - a. Two (2) disposable diapers.
 - b. Baby wipes must in a clear plastic container.
 - c. One (1) plastic baby bottle.
 - d. One (1) clear plastic Sippy cup.
 - e. One (1) baby blanket
4. All other items may be stored in lockers provided by the Front Lobby Officer. No flammable, explosive, narcotics, narcotic's paraphernalia, or other weapons may be stored within the lockers.

- G. Authorized Inmate Attire:
Inmates will be required to wear the following items into the Visiting Room area.

- (1) Green jumper (Males) or green pants, green shirt (Females)
- (1) under pants and T-shirt,
- (1) pair of socks
- (1) pair bus shoes.

Sweat clothing, shorts or thermal underwear are not permitted.

Medical shoes are authorized to be worn out of the housing unit but will be replaced with bus shoes prior to entering the visiting area.

Current medical documentation is required. Medical footwear will be documented on inmate property inventory forms.

Male/Females: (1) plain wedding band. (no stone)
Female Cadre Only: (1) pair earrings. (no stone)

Religious Head Gear and Religious Necklace. Rosary beads are not authorized.

H. Record of Visitors:

The Visiting Room Officer will maintain a daily log of all visits. The Visiting Room computerized program will be utilized to record all visits received by the inmate documenting time of entry and departure.

Should the computerized system be inoperable, the Computer Services Manager will be contacted immediately. However, if problems persist, and the program is not working, the Unit Team staff will review inmate files for the prescribed inmate to ascertain who is authorized to visit the inmate.

The Front Lobby officer will ensure visitors log their time of arrival and departure in the Inmate Visiting Log Book.

Front Lobby staff will document visits which have been denied for any reason followed by verification for the Operations Lieutenant. In addition, a Visitor denial will be completed and sent to the Captain.

I. Violations of Procedures:

Visits may be terminated if not conducted in the appropriate manner.

Staff will supervise each inmate visit to prevent the passage of contraband, and to ensure the security and good order of the institution.

Staff will permit limited physical contact, such as handshaking, embracing, and kissing, between an inmate, and a visitor upon entering, and prior to the departure of visitors. This is ordinarily permitted within the bounds of good taste and only at the beginning and at the end of the visit.

J. Inmate Identification:

All inmates entering and exiting the Visiting Room will be identified by use of the inmate identification card prior to the visitor departing the visiting room.

K. Inmate Personal Property: Inmates will not possess any item unauthorized entry into the Visiting Room.

The "Inmate Visiting Personal Property Inventory Log Form is to be completed daily by the officer processing inmates prior to entry into the Visiting Room.

This form is used to record those items brought into the Visiting Room by each inmate and again to record those items in the inmate's possession upon completion of the visit.

L. Vending Machines:

Vending areas are off limits to inmates. Inmates are not authorized to handle money at any time throughout the duration of the visit.

1. Visitors will be permitted to bring a maximum of \$50.00 in one and five dollar bills, and change into the institution for use in the visiting room. All money will be visible in a clear, plastic container.
2. Visitors are authorized to purchase food and beverage items from the vending machines for inmates. These items will remain unopened when given to the inmate. There will be no "sharing" of food or beverages between inmates and visitors.
3. Visitors must eat and drink all items purchased in the visiting room. No items will be permitted to leave the visiting area at the conclusion of the visit.
4. Tables will be provided and used for eating purposes only, not for additional seating.

M. Disruptive Behavior:

In any case in which staff perceive or witness disruptive behavior or behavior that violates a prohibited act the Operations Lieutenant will be notified, and the visit will be terminated.

N. Emergency Termination of Visits:

In any situation in which the Operations Lieutenant declares an institutional emergency, resulting in the termination of visiting, the following procedures will be followed:

1. All inmates will be separated from visitors and seated in the chairs adjacent the attorney cubicles.
All visitors will be seated in the chairs located at the Visiting Room entrance.
2. Staff will physically count all inmates present and ensure this number is consistent with the number of identification cards.
3. Staff under the direction of the Operations Lieutenant will then escort Visitors from the Visiting Room area into the Front Lobby.
4. Staff will begin visual searches on all inmates present.

O. Written Guidelines for Visitors:

Inmate visitors are required to follow guidelines noted in Attachment 3. In addition, inmates and visitors are required to follow all policies and procedures set forth by local and national policy.

Troy Levi
Warden



U.S. Department of Justice
Federal Bureau of Prisons
Federal Detention Center

700 Arch Street
Philadelphia, PA 19105

(Date)

MEMORANDUM FOR OPERATIONS LIEUTENANT

FROM: _____,
Front Lobby Entrance Officer

SUBJECT: **VISITOR DENIED ENTRANCE INTO THE INSTITUTION**

On this date, _____, at _____ (am) (pm), the following visitor (Mr.) (Mrs.) (Ms.) _____, was denied entrance into the institution.

INMATE'S NAME: _____, REG. NO. _____
(PRINT LEGIBLY)

REASON FOR DENIAL:

1. Improper or no identification.
 2. Not on Approved Visiting List.
 3. Under Age Person (Visiting Alone Without Parent/Guardian Approval).
 4. Inappropriate Attire/Conduct.
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CC: Unit Manager

VISITING REGULATIONS

FEDERAL DETENTION CENTER PHILADELPHIA, PA

1. Visiting will be permitted five days a week as scheduled in section B. No inmates will be allowed to enter the visiting room after 9:30 A.M. on weekends and holidays in preparation for the 10:00 A.M. count. Institution count times during visiting hours will be 4:00 P.M. and 10:00 A.M. All in-processing of visitors in the front entrance will stop one hour and 30 minutes prior to the end of the scheduled visiting hours. Visitors should not arrive earlier than 15 minutes prior to scheduled visiting hours. All male inmates will visit for a maximum of 3 hours once a week, and 90 minutes on weekends. Visitor Processing will cease one hour prior to the conclusion of visiting. (1:30pm)
2. Visitors will visit in the institution Visiting Room. For security reasons, some inmates and visitors will visit in the Special Housing Unit (SHU). Visitors may visit in SHU one at a time, for a period of one hour. No children under the age of 18 years old are permitted in SHU.
3. Visitors will enter the Visiting Room after being processed in from the Front Entrance. All visitors must provide an appropriate photo identification (valid drivers' license, Government I.D., or passport) before being allowed to visit. As a reminder, persons not permitted to visit may not remain in the visiting room waiting area, or the institution. Visitors are not allowed to smoke, loiter, or congregate at the Front Entrance of the institution. Food items and drinks are prohibited within the Front Entrance and Front Lobby areas.
4. Only five (5) visitors (to include children) are allowed to visit at any given time. All visits will begin and end in the Visiting Room. Inmates may embrace and kiss their visitors at the beginning and end of each visit, however, any excessive display of affection will not be permitted and could result in termination of the visit and the inmate subject to an incident report.
5. All Children under the age of 18 eighteen must be accompanied by a parent or legal guardian who must be on the approved visiting list. Inmates and their visitors will be responsible for keeping children in their company, quiet, orderly, and within the boundaries of the inside visiting area. Children should not be allowed to return to the Visiting Room or leave the Visiting Room unless accompanied by an adult.
6. Inmates will be held accountable for the conduct of their adult and child visitors, in compliance with the Bureau of Prisons Program Statement, Inmate Discipline and Special Housing Units, PS 5270.07.

7. Visiting is an important family function and is a privilege. It is important that the dress code and articles allowed into our facility reflect the professional values and security concerns of the Bureau of Prisons. The following guidelines apply to all adult and child visitors. No gum, candy or lozenges are permitted into the institution.

Female Dress: Visitors wearing sleeveless shirts, gray sweats or see-through garments, skin-tight clothing, spandex attire, wraparound skirts, shorts, green skirts or dresses (splits that exceed two inches above the knee) will not be permitted in the visiting room. Visitors wearing clothing that displays abusive, offensive/foul language or symbols will not be permitted to visit. Muslim women who are dressed in clothing in which their faces are covered, will be escorted to the rest room by a female staff member and identified by use of photo identification prior to entering the visiting area.

Male Dress: Visitors wearing gray sweats, shorts, cutoffs, tank tops, camouflage, green or beige khaki clothing will not be permitted in the visiting room. Visitors wearing clothing that displays abusive, offensive/foul language or symbols will not be permitted to visit.

Attorneys are required to wear professional or casual business attire when entering the institution at all times.

Articles: Visitors may bring in a small see-through bag/purse. The purse should hold keys, identification and medication you may need while visiting. Male visitors are asked to bring in only the above listed items on their person during a visit. Infant care supplies such as one bottle, two diapers, one pacifier, one blanket, and one clear plastic sippy cup. Staff will visually check all baby bottles entering the institution by asking the visitor to open the containers for them. Baby carriers, strollers, walkers are not allowed. No legal mail or other documents are allowed, unless pre-approved by the unit team. No pictures are allowed. These may be mailed into the institution as long as they meet the picture policy standards, i.e., no nude or obscene pictures and no Polaroids.

Vending Machines: Visitors may bring currency, no more than \$50.00 in one and five dollar bills, in addition to change contained in a see through plastic container. INMATES ARE NOT AUTHORIZED TO HANDLE MONEY AT ANY TIME. Visitors may purchase and use the provided food items and microwaves. INMATES ARE NOT, AND WILL REMAIN IN THEIR SEATS. There will be no sharing of any food or drink items between inmates and visitors.

Sanitation: Inmates and visitors are responsible for the clearing of the area in which they have occupied. Visitors will dispose of trash into the provided trash cans. Tables will not be utilized for feet or additional seating.

8. General Information: Pets of any kind are not allowed on the grounds of the institution. All medication brought in by visitors will be turned into the Front Entrance Officer. The medication will be brought to the Visiting Room by the escorting officer and will remain with the Visiting Room staff until needed. Food and

beverages may not be brought into the institution. Inmates will not be allowed to enter or leave the Visiting Room with items other than what was authorized in the Visiting Room. Smoking will not be permitted in the visiting area. Visitors are not to wear inmate clothing.

9. Notification to Visitor: All visitors must sign a statement (English or Spanish) indicating they understand that visitors entering the institution may be subject to search. Anyone refusing the search or refusing to sign the aforementioned statement will be refused entry into the facility. A search may also be made of all hand carried items in the possession of a visitor.

The visitor will be present during the time all items are being searched. The visiting room officer will not store any items lost or left in the visiting room.

10. Directions to the Institution: FDC Philadelphia is located in downtown Philadelphia, Pennsylvania at the corner of 7th & Arch Streets. It is easily accessible by highway and mass transportation. The area is also serviced by the Philadelphia International Airport, Amtrak and several commercial bus lines.

From New York City & New Jersey: 295 to 30 West. Follow 30 West across the Ben Franklin Bridge and exit at 8th Street. Left on 8th Street to Arch Street. The institution is located at 7th & Arch Streets.

From Delaware & Points South: 95 North, exit at 676/Callowhill Street. Follow Callowhill Street to 6th Street and make a left onto 6th Street. Follow 6th Street to Arch Street and make a right onto Arch Street. The institution is located on 7th & Arch Streets.

From Points North: 95 South, exit at Callowhill Street. Follow Callowhill street to 6th Street and make a left onto 6th Street. Follow 6th Street to Arch street and make a right onto Arch Street. The institution is located on 7th & Arch Streets.

From Points West: 76 to 676 East. Exit at 8th street and follow to Arch Street. The institution is located on 7th & Arch Streets.

Institution Phone Number: 215-521-4000.

Southeastern Pennsylvania Transit Authority (SEPTA): 215-580-7800

New Jersey Transit: 973-762-5100

Amtrak: 800-872-7245

Greyhound Bus Lines: 800-231-2222

Philadelphia International Airport: 215-937-6937

Note:

The Operations Lieutenant and/or the Duty Officer have the authority to terminate any visit due to improper dress, improper conduct on the part of the inmate or his/her visitor(s), or for overcrowded conditions. Visiting room capacity, weather, frequency of visits and distance traveled shall be determining factors when a decision to terminate a visit is made due to overcrowded conditions. Visitors traveling less than 100 miles are considered local visitors. Cameras will not be permitted in the visiting room or on institution property.

