



U.S. DEPARTMENT OF JUSTICE
FEDERAL PRISON SYSTEM
FEDERAL CORRECTIONAL INSTITUTION
EDGEFIELD, SOUTH CAROLINA

NUMBER: EDG 5267.08D
DATE: December 28, 2007
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 Satellite Camp (SCP), in Edgefield, South Carolina, the privilege of having visitors of their choice within specific guidelines. This is in order to enhance inmate morale and to maintain relationships with their family or others in the community. The visitation privilege will not supercede institutional security and orderly functioning by unnecessarily interfering with other institutional activities.

2. **SUMMARY OF CHANGES:** The following are highlights of this revised Institution Supplement.

Attachment B, page 4: Added procedures for use of storage lockers by inmate visitors.

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, 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; and 2000.02, Accounting Management Manual, dated February 8, 1999.

B. **Directives Rescinded:** Institutional Supplement EDG 5267.08C, dated November 14, 2006.

4. **STANDARDS REFERENCED:** 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, 4-4504

5. **DESCRIPTION OF PROCEDURES:**

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

(1) Upon admission to the FCI and SCP, each inmate will be given a Visitor Information Sheet to be completed 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 visitors. The Visitor Information Sheet with a signed release authorization form must be returned to the Unit Counselor by the proposed visitor prior to any further action concerning the visit. Upon receipt of the completed authorization form, the Unit Counselor will initiate a National Crime Information Center (NCIC) inquiry. NCIC inquiries which result in denial of visitation will be retained in the FOI section of the inmate's central file with the visitor's information sheet. Inmates will be able to submit a change/addition to their visiting list once a quarter.

(Requirement #4, #9)

- (2) After the appropriate investigation, the Unit Counselor will enter the required information into the Visiting Program. An NCIC check will be completed on all inmate visitors except for law enforcement officials or officers of the Court (Judges, Probation/Parole Officers, District Attorneys, U.S. Attorneys). The Unit Team members 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 and at the Front Entrance Officer's station. The Unit Counselor will notify the inmate of those visitors who have been approved. Should a visitor be disapproved, the unit counselor will notify the affected inmate, and it will be the inmate's responsibility to notify the visitor of their visiting status. Normally, a maximum of twenty (20) visitors will be authorized on the inmate's visiting list.

(Requirement #8)

- (3) 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, Visiting Regulations have been incorporated in the Admission and Orientation Handbook. The handbook is provided to all inmates entering the facility.
- (4) 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 Member form to his Unit Team indicating the desired change. **(Requirement #26)**

B. Regular Visitors:

- (1) **Members of the Immediate Family:** These include mother, father, step-parents, foster parents, brothers, sisters, spouse, and children. These individuals are to be placed on the visiting list if identified in the inmate's Pre-sentence Investigation and upon completion of an NCIC check. However, the inmate will initiate the visitor form, and the form must be returned to the institution before the NCIC check is initiated.
- (2) 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 with both parties 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. **(Requirement #5)**
- (3) **Other Visitors:** A completed Information Questionnaire and Release Form will be required prior to consideration for approval. Visiting privileges usually will be extended to friends and associates having established a relationship prior to confinement unless such visits could reasonably create a threat to the security and good order of the institution. Any exception to the prior

relationship requirement will be approved in writing by the Warden.

- (4) **Business Visitors:** The Case Manager will be responsible for verifying any potential visitor as a former business associate of the inmate, meeting the criteria outlined in BOP policy. The Unit Manager will then approve/disapprove the visit and enter appropriate documentation in the inmate's central file.
- (5) **Consular Visitors:** Whenever it has been determined that 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.
- (6) **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.
- (7) **Special Visits:** Inmates must submit a special visit request to their Unit Team at least one day in advance of the visiting date. Visits from persons not on the approved list must be approved by the Unit Manager. Upon approval, the Unit Manager will notify, in writing, the Operations Lieutenant, Receptionist, and the Visiting Room Officer of the special visit. The Unit Team will also enter the information into the Visiting Program. This information must be entered prior to allowing the visitors 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 #8, #18)**

IF AN ATTORNEY REPORTS TO THE INSTITUTION FOR AN ATTORNEY/CLIENT VISIT DURING NORMAL VISITING HOURS, THE ATTORNEY MUST BE ON THE INMATE'S APPROVED VISITING LIST, UNLESS A MEMORANDUM HAS BEEN PROVIDED BY THE INMATE'S UNIT TEAM. THIS MEMORANDUM IS TO BE APPROVED BY THE CAPTAIN. IF AN ATTORNEY WISHES TO VISIT AN INMATE DURING NON-VISITING HOURS, THE UNIT TEAM MUST APPROVE AND SUPERVISE THE VISIT.

- (8) **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. A copy of this memorandum will be provided to the Lieutenants' Office, Front Entrance, and the Visiting Room Officer. When the Clergy arrives, he/she will be checked in as expeditiously as possible, utilizing the same procedures used for attorneys. The Receptionist will be responsible for entering the visitor's information into the Visiting Program.
(Requirement #3)
- (9) **Professional Visits:** Representatives of Law Enforcement Agencies, U.S. Parole Offices, Attorneys, Paralegals, Legal Assistants, and Mental Health Professionals performing court-ordered examinations will receive priority when processing. Representatives are to call and schedule their visits by contacting the inmate's Unit Team. The Unit Team will notify the S.I.S. office by memorandum concerning all pending law enforcement visits. Every effort should be made to schedule the visit during normal visiting hours. Requests should be called in at least twenty-four (24) hours prior to the proposed visit. If approved, Unit Staff will prepare a memorandum authorizing the visit and distribute copies to the Lieutenants' Office, Front Entrance, and Visiting Room. If the visit is requested during non-visiting hours, the Unit Team will attempt to accommodate the request insofar as time, security, and manpower constraints permit. Ordinarily, a 24-hour advance notice is required. Additionally, the visitation privilege will not supercede institutional security and orderly functioning by unnecessarily interfering with other institutional activities. The Receptionist will be responsible for entering the visitor's information into the Visiting Program.

C. Visits to Offenders not in a Regular Population Setting

- (1) **Admission Status:** Visits occurring after the initial 72-hour intake period will be limited to immediate family, pending verification of proposed visitors.

Inmates transferred from other federal facilities will maintain their approved visiting lists unless circumstances warrant a change. All visitors will be rechecked through NCIC.

- (2) **Hospital Patients:** Visitors requesting to see an inmate in the institution Health Services Unit will require the approval of the Captain and the Health Services personnel on duty.

Visits for inmates hospitalized in the community will be determined by the Warden or Acting Warden only. 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 hospital officer(s). **(Requirement #21)**

- (3) **Special Housing Unit:** The Operations Lieutenant will be notified when an inmate in the Special Housing Unit has visitors. Each case will be individually handled. During the visit, inmates in Special Housing status will be under constant supervision of the Visiting Room Officer and will be seated at a designated area. Certain inmates will be designated to visit in the Non-contact area. These inmates will not have any contact with the General Population inmates. If more than one inmate is designated to have Non-Contact visit, there will be a time limit established to ensure all inmates are allotted time to visit. **(Requirement #20, #24)**

(4) **Holdover Inmates:** The FCI and SCP are not designated as holdover facilities. In the event that a holdover inmate arrives, visitation will only be permitted for those individuals verified as immediate family members. A request to visit an inmate on holdover status must be submitted to the respective Unit Team at least one day in advance of the visiting date for approval. The visits will be conducted in accordance with the aforementioned provisions pertaining to Special Housing Unit inmates. **(Requirement #2)**

D. **Number of Visitors:** Only those visitors documented on the approved visiting list will be authorized to visit as previously described. Inmates housed in the FCI and SCP will be limited to four (4) adult visitors at one time. Children under sixteen (16) are not limited. **(Requirement #7)**

E. **Social Visiting Hours:** The following schedule will be utilized for inmates with social visits for the FCI and SCP:

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 not be processed before 5:00 p.m. on Fridays or 8:00 a.m. Saturdays, Sundays, and holidays. Visitors will not be processed after 7:30 p.m. on Fridays or 2:00 p.m. Saturdays, Sundays, and holidays. **(Requirement #1, #12)**

F. **New Commitments:** During the first 72 hours, newly-committed inmates will not be allowed social visits until completion of an investigation of proposed visitors.

- G. Visiting limitations:** Inmate visiting at the FCI will be open to all inmates every day visiting is conducted. The visiting will occur on a first-come, first-served basis. Once the visiting room capacity has been reached, termination of visits will begin. To ensure a comfortable visitation for inmates and visitors at this facility, past experience has proven that the maximum safe capacity of the FCI is **288** people and **164** people for the SCP. The visits will be terminated based on the distance a visitor has driven, the length of time the visitor has been in the visiting room, and the relationship of the visitor to the inmate. The Operations Lieutenant or Institution Duty Officer will make the determination as to which visits will be terminated. This will be documented in the Lieutenants' Log and will be supported by a memorandum to the Captain. **(Requirement #7, #25)**
- H. Federal holidays:** In an attempt to provide equitable visiting on federal holidays, all holidays which would result in a four (4) day visiting weekend will be open to all inmates at the FCI and SCP. The visiting room will be monitored.
- (1)** Non-federal holidays: For family holidays, (e.g., Easter, Mother's Day, Father's Day), the visiting room will be open for all inmates at the FCI and SCP.
 - (2)** The SCP utilizes an "Odd/Even" visiting system. Specifically, inmates whose first 5 digits of their Register Number end in an "Odd" number, will be the only inmates allowed to visit on a specified Saturday and/or Sunday. (Example: Register Number 12345-000, would be allowed to visit on an "Odd" weekend). The following weekend, Saturday and/or Sunday, only inmates whose first five digits of their Register Number end in an "Even" number would be allowed to visit. (Example: Register Number 12340-000, would be allowed to visit on an "Even" weekend). Inmates can obtain a copy of the visitation schedule from a member of their Unit Team. **(Requirement #7)**

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. Prior approval must be obtained from the Unit Manager, Associate Warden of Custody, and the Captain prior to the visit. This will be documented in memorandum form, and a copy will be given to the Visiting Room Officers to be maintained in their area.

I. Visitors Entering the Institution:

- (1) Staff must be able to verify the identity of visitors prior to admission into the institution. One of the following forms of identification will be used for identification purposes: valid driver's license, photo identification, or passport. **(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. In the event a visitor was dropped off at the institution by another individual, the visitor will be allowed to place disallowed items of personal property in the provided lockers.
- (3) If for any reason a visitor is denied entrance to the facility, Attachment A will be completed and forwarded per distribution noted on the form.
- (4) Professional Visits: These visitors will be required to sign the Visitor Logbook upon arrival and departure. In addition, professional visitors, except Federal Law Enforcement Personnel, will be required to complete a Notification to Visitor form.
- (5) 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 one (1) year. The visitors will sign in on the Visitor Logbook and sign out when they conclude the visit.

- (6) Only the following articles are authorized to be carried into the institution by visitors:
- a. Wallet or small clear plastic bag not to exceed 6" long by 6" wide by 3" deep.
 - b. Money to be used for refreshments, no more than \$25.00.
 - c. Valid Photo identification
 - d. Essential medication (will be limited to the amount needed during the visiting period and controlled by the Visiting Room Officer)
- (7) The following items will be permitted, per child, when infants are visiting:
- a. Four (4) Diapers
 - b. One (1) package of baby wipes (unopened)
 - c. One (1) change of infant clothing
 - d. Two (2) baby bottles with contents
 - e. Two (2) small jars of baby food
 - f. One (1) receiving blanket
 - g. One (1) see-through drinking cup
- All items will be subject to search by the Visiting Room Officer. No tobacco products are allowed. **(Requirement #15, #23)**
- (8) Visitors will be expected to wear clothing which is within the bounds of good taste. Visitors will not be allowed to wear low-cut or see-through clothing, tube or tank tops, backless clothing, camouflage, khaki, or green-colored clothing, slits in dresses above the bend of the knee, dresses, skirts, and shorts will not be allowed above the bend of the knee, or any other apparel of a suggestive or revealing nature (e.g., skin tight clothing, mini skirts, short culottes or sleeveless clothing.) Nylon jogging suits are allowed to be worn. The Operations Lieutenant or Institution Duty Officer will be consulted prior to denying a visitor entry into the institution because of his/her attire. **(Requirement #13)**

NOTE: DRESSES, SKIRTS, AND SHORTS WILL BE ALLOWED REFER TO ATTACHMENT B

(9) 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. 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 entering and exiting the visiting area will submit to visual strip searches.

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

(10) 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. In no instance will the Visiting Room Officer accept articles or gifts of any kind for an inmate, except packages which have prior approval by the Warden.

(11) Loitering in the parking lot or on institution grounds is not permitted.

(12) 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.

J. 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 Operations Lieutenant. The Lieutenant will prepare a written memorandum to the Captain and Unit Manager explaining the circumstances relied upon in terminating the visit.

The Visiting Room Officer will be aware of all articles passed between the inmate and the visitor. If there is any reasonable basis to suspect materials are being passed which constitute a violation of the law or regulations, the officer may examine the item. The Operations Lieutenant will be consulted in questionable cases.

- K. Visiting Attire (Inmate):** Inmates entering the visiting area will be dressed in institution clothing, which can include personal tennis shoes. A colored cable tie will be placed on inmate shoes when entering the Visiting Room and removed when exiting. All inmates will be required to have shirt tails tucked in, and belts will be worn. All other attire will be prohibited.

L. Inmate and Visitor Conduct within Visiting Room:

All inmate visitors arriving in the Visiting Room will report to the Visiting Room Officer for processing prior to being seated. All inmates are to remain in their seats until the end of their visit and will only move towards the shakedown room at the authorization of the visiting room staff.

Inmates, upon entering the Visiting Room, will report to the Visiting Room Officer for check in. The vending machine areas are off limits to all inmates at all times.

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 by the Operations Lieutenant or Institutional Duty Officer, 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 will be given to each approved visitor by the Visiting Room Officer upon the visitor's initial visit to the institution. Any violation of the institution's visiting procedures may result in termination of the visit and/or disciplinary

action. Only the Operations Lieutenant and/or the Institution Duty Officer have the authority to terminate a visit. However, the Visiting Room Officer can deny entry of unauthorized and pre-approved visitors if the visitor violates any of the Institutional Visiting Rules and Regulations. **(Requirement #6, #11, #17, #18, #23)**

Conduct of children will be the responsibility of the inmate and the visit can be terminated upon the inappropriate behavior of the inmate. The television room will be the exclusive use of the children who visit. **(Requirement #16, #22)**

M. Non-Smoking Area: The entire Visiting Room and the attorney visiting rooms are designated as non-smoking areas.

N. Records of Inmate Visitors: All inmates who receive a visit will be loaded into the Visiting computer system. In the event of a malfunction of the computer system, hard copies will be maintained for 1 year. The computer system is backed up daily at the central office. Hard copies of the authorized visitors are maintained by the Unit Team and made available to the front lobby as changes are made. **(Requirement #9, #10)**

6. OFFICE OF PRIMARY RESPONSIBILITY: Correctional Services

John J. LaManna, Warden

Attachments: 2

Distribution: Executive Staff
Department Heads
SERO
Law Library

Visiting Regulations
Attachment A

UNITED STATES GOVERNMENT
MEMORANDUM

Federal Correctional Institution, Edgefield SC
Satellite Camp, Edgefield, SC

DATE:

REPLY TO

ATTN OF: _____, Visiting Room Officer

SUBJECT: Visitor denied entrance to Visiting Room

TO: Correctional Services

On the above date, at _____ (a.m./p.m.),
the following visitor (Mr./Mrs./Miss) _____
_____ was denied entrance into the
Visiting Room.

Inmate Concerned _____, _____

NAME 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. Other _____

Comments: _____

CC Institution Duty Officer

**FEDERAL CORRECTIONAL INSTITUTION
SATELLITE CAMP**

**EDGEFIELD, 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, Edgefield, South Carolina. It is the philosophy of this institution that inmate contact (visits) with family and other professional persons will help an offender to plan a more realistic future for his return to society.

FCI Edgefield is located at 510 Gary Hill Road, Edgefield, SC 29824. (803-)637-1500.

Directions from Columbia, SC
Driving Time: 1 hr, 20 minutes
Distance: 70 miles

I-20 W toward AUGUSTA, GA. 46.3 miles
Merge onto SC-19 N via exit number 18 toward JOHNSTON/EDGEFIELD.
10.5 miles
Turn SLIGHT LEFT onto US-25. 4.1 miles
Turn SLIGHT LEFT onto BAUSKETT ST. 0.1 miles
Turn LEFT onto GARY HILL RD. 1.4 miles
End at 501 Gary Hill Rd, Edgefield, SC 29824-4503

Directions from Atlanta, GA
Driving Time: 3 hours
Distance: 170 miles

I-20 E - toward AUGUSTA. 149.2 miles
Merge onto US-25 N/SC-121 N via exit number 5 toward
EDGEFIELD/JOHNSTON. 13.6 miles
Turn LEFT onto US-25. 4.2 miles
Turn SLIGHT LEFT onto BAUSKETT ST. 0.1 miles
Turn LEFT onto GARY HILL RD. 1.4 miles
End at 501 Gary Hill Rd, Edgefield, SC 29824-4503

Edgefield County does not provide any public transportation Systems. Taxi Cabs are available from Augusta, Ga to the institution, while public transportation is available from both Atlanta, GA and Columbia, SC.

All visitors will enter the visiting room at the front entrance. Each visitor must provide appropriate valid photo identification,

(e.g., driver's 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 refused entry. When you have parked your car, make sure it is locked and the windows are closed. Arrival at the institution parking lot prior to 5:00 p.m. on Friday and 8:00 a.m. on Saturday and Sunday is prohibited. Likewise, visitors may not line up at the visiting room door prior to 5:00 p.m. on Friday or 8:00 a.m. on Saturday and Sunday. Visitors will not arrive prior to the arrival times listed above on holidays based on the day of the week the holiday occurs on. Processing of visitors into the institution will end at 7:30 p.m. on Fridays and 2:00 p.m. on Saturdays, Sundays, and holidays.

A short embrace at the beginning of the visit and when it has terminated is the only physical contact which 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. The Institution Duty Officer and the Operations Lieutenant have 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 16 will not be allowed entry into the institution to visit unless they are accompanied by an adult visitor. 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.

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 see-through coin purse is recommended with proper ID and no more than \$25.00 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 or tobacco products. 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 Visiting Room Staff of their condition and receive permission to carry the medication into the visiting room.

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. Visitors are allowed to wear shorts at the Federal Correctional Institution and Satellite Camp. Shorts will not be above the bend of the knee. Visitors are not allowed to wear low-cut or see-through clothing, tube or tank tops, backless clothing, camouflage, khaki or green-colored clothing, sweat suits, dresses with slits above the bend of the knee, or any other apparel of a suggestive or revealing nature (e.g., skin-tight clothing, mini skirts, short culottes, or sleeveless clothing). Nylon jogging suits will be allowed. Visitors may be denied entry by the Operations Lieutenant or Institution Duty Officer for non-compliance. Excessively provocative attire is reason to deny and/or preclude visiting.

Only the following articles are authorized to be carried into the institution by visitors:

- (a) Wallet or small clear plastic bag not to exceed 6" long by 6" wide by 3" deep.
- (b) Money to be used for refreshments, no more than \$25.00
- (c) Valid Photo identification
- (d) Essential medication (will be limited to the amount needed during the visiting period and controlled by the Visiting Room Officer)

The following items will be permitted, per child, when infants are visiting:

- (a) Four (4) Diapers
- (b) One (1) package of baby wipes (unopened)
- (c) One (1) change of infant clothing
- (d) Two (2) baby bottles with contents
- (e) Two (2) small jars of baby food
- (f) One (1) receiving blanket
- (g) One (1) see-through drinking cup

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 U. S.

Postal Service or wired directly to an inmates account through Western Union.

Cameras, recording devices, pagers, cell phones, pens/pencils, makeup of any kind, perfume, or toys will not be allowed into the institution. Photographs, newspapers, or magazines will not be permitted. Photos will be taken at a nominal charge by an approved group.

Inmates may only take a comb, handkerchief, ID card, plain wedding band, tennis shoes, prescription eyeglasses, and religious medallion w/chain into the visiting room. Inmates are required to wear institutional clothing, with the exception of tennis shoes. No sweat shirts, sweat pants, or recreation clothing will be permitted.

Visitors entering the institution may be subject to a search of their person, property, and packages. Anyone refusing this search or refusing to sign a Notification to Visitor form (Title 18) statement 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. All visitors may be subject to a search by the ION Drug Detection Unit. Any visitor refusing to be tested by the ION Drug System will not be allowed to visit. 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. All refused items must be returned to the automobile for storage. In the event a visitor was dropped off at the institution by another individual, the visitor will be allowed to place disallowed items of personal property in the provided lockers. It is a Federal crime to bring upon the institution grounds any firearm, destructive device, ammunition, other object designed to be used as a weapon, narcotic drug, controlled substance, alcoholic beverages, currency, or any other object that threatens the order, discipline, or security of a prison, or the life, health, or safety of an individual without the knowledge and consent of the Warden.

As a reminder, on Saturdays, Sundays, and Federal Holidays, the institution will conduct an official count. All visitors must be completely processed through the Front Lobby by 9:30 a.m. Arrival of those visitors who are not processed at 9:30 a.m. will result in a delay until the official count is clear.

Section 1001, Title 18, U.S. Criminal Code states that "the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than 20 years, or both." Furthermore, Section 1791, Title 18, U.S. Criminal Code provides a penalty of up to 10 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.