



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
ELKTON, OHIO 44415

Institution Supplement

OPI: Correctional Services
NUMBER: ELK 5267.08B
DATE: May 2, 2011
SUBJECT: Visiting Regulations

1. Purpose and Scope: The purpose of this supplement is to establish procedures for inmate visiting at the Federal Correctional Institution (FCI) and Federal Satellite Low (FSL), Elkton, Ohio.
2. Program Objectives: To ensure wholesome and meaningful visits are provided to inmates and their relatives, friends, or others in the community, yet maintain the security and orderly operation of the institution. Any visit, which in the opinion of the Warden or his designee, interferes with the security and orderly operation of the institution, may be denied.
3. Directives Affected:
 - a. Directives Rescinded: IS ELK 5267.08A, dated 04/14/08
 - b. Directives Referenced: PS 5267.08, Visiting Regulations, dated 05/11/06
4. Procedures:
 - a. PRETRIAL/HOLDOVER/DETAINEE PROCEDURES: The procedures specified in this Institution Supplement apply to all inmates housed at FCI Elkton and FSL Elkton.
 - b. VICTIM / WITNESS CASES: Refer to the Program Statement on Victim and Witness Notification for procedures when a Victim / Witness Program (VWP) inmate requests to place a victim or witness on his or her Visiting List.
 - c. WITSEC INMATE: Refer to the Central Inmate Monitoring System Operations Manual (Limited Official Use) for procedures when an inmate in the Witness Security Program (WITSEC) requests to place an individual on his or her Visiting List.

- d. LOCATION OF THE INSTITUTION AND FSL: The address for FCI/FSL Elkton is 8730 Scroggs Rd., Elkton, Ohio, 44415. The telephone number is (330) 420-6200. The directions to the Federal Correctional Institution are as follows: From I-80, take the exit for Route 11, South. Take the Lisbon exit, and turn left on Route 154. Take a left on Scroggs Road, the driveway to the institution is on the right. In the city of Lisbon, Ohio; Salem, Ohio, and East Liverpool, Ohio, there are local taxi services that can transport visitors to and from FCI Elkton, Ohio.
- e. VISITING SCHEDULE: The following limitations on visiting are necessary to maintain a balance between institution security and the purpose of visits. Visits must be supervised to prevent the introduction or passage of contraband, to prevent the planning or continuation of criminal activities and to maintain the security of the institution.
1. VISITING HOURS: FCI ELKTON

Thursday	-	5:00 p.m. - 9:00 p.m.
Friday	-	5:00 p.m. - 9:00 p.m.
Saturday	-	8:00 a.m. - 3:00 p.m.
Sunday	-	8:00 a.m. - 3:00 p.m.
Monday	-	5:00 p.m. - 9:00 p.m.
Federal Holidays	-	8:00 a.m. - 3:00 p.m.

 2. VISITING HOURS: FSL ELKTON

Friday	-	5:00 p.m. - 9:00 p.m.
Saturday	-	8:00 a.m. - 3:00 p.m.
Sunday	-	8:00 a.m. - 3:00 p.m.

 (Weekend visiting alternate using the odd/even Register Number system)
 Federal Holidays - 8:00 a.m. - 3:00 p.m.

Location: All regular visits will be held in the Visiting Room of the FCI and FSL for those inmates, respectively. Attorney visits are also held in the Visiting Room. If an Attorney requests additional privacy, private rooms are available in the Visiting Room (or alternate locations at the FSL) for this purpose. Visitors will not be processed after 2:00 p.m., on weekends, or 8:00 p.m. during evening visiting. Visitors are discouraged from arriving prior to 8:00 a.m., or 5:00 p.m. for visiting as they will not be processed prior to this time.

Due to the time and administrative costs involved, most visits must be scheduled during regular visiting hours. When a visit cannot be scheduled during regular visiting hours, it is the responsibility of the respective Unit Team to provide supervision.

Other institution activities must be maintained without unnecessary or extended interference. To reduce interference with other institution activities, visitors will be advised visiting inmates housed in the Special Housing Unit (SHU), to expect a delay on visiting inmates assigned to SHU due to the security restrictions which are necessary.

- f. VISITING RESTRICTIONS AND OVERCROWDING: A visit may be terminated due to overcrowding, improper conduct on the part of the inmate or visitor, or an emergency. The Operations Lieutenant or the Institutional Duty Officer (IDO), if available, will determine which visits will be terminated and in what order. Should overcrowding be a concern, local visits will be terminated first to allow more space for "Out of Town" visitors. Local visits are defined to those visitors who reside within a 75 mile radius of the institution.
- g. FREQUENCY OF VISITS: FCI inmates are restricted to the number of visits they may receive. Each inmate will be allotted four (4) points at the beginning of each month to be used as follows:

1. Each day or fraction of a day visited on a weekend counts as one (1) point.
2. No points will be charged for week nights or Federal Holiday visits.

A record of points used will be maintained in the inmate visiting file by the Web Visiting Program. Once the inmate reaches four (4) points, visiting will cease on the weekend until the start of a new month. Law enforcement interviews or Attorney visits will not be counted on the point system. For those inmates who request additional points beyond 4, approval must be obtained from the Unit Manager.

There will be no point system for FSL Visiting, all inmates at the FSL may visit on Friday evenings and Federal holidays. However, the weekend visiting will be rotated by using the "odd" and "even" number system resulting from the fifth digit of their eight digit assigned federal registration number.

- h. NUMBER OF VISITORS: Inmates will be allowed to have up to six (6) visitors in the Visiting Room at one (1) time, including children.

Split Visits: Should more than six (6) authorized visitors arrive at the same time, a split visit will be arranged. 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 participating in split visits who are not visiting must depart the institution grounds. They will not be permitted to wait in their vehicles in the parking lot. On 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).

Special Housing Unit (SHU) Inmates: When a visitor arrives to visit an inmate in detention status, the Shift Lieutenant will be notified by the Front Lobby Officer. The SHU Officer In Charge and Visiting Room Officer in Charge will communicate to ensure inmates with separatees in the institution are never in the Visiting Room simultaneously. Upon arrival, the inmate will be escorted to the Visiting Room and the visit will be conducted in close proximity of the supervising officers. Inmates will be moved from SHU in restraints, which will be removed before the inmate enters the Visiting Room. Should the visit be denied for security reasons, the Shift Lieutenant will carefully explain the reasons for the denial to the visitor. A memorandum to the Captain will be prepared explaining the supervisor's denial, with a copy to the Warden.

Inmates in SHU on Administrative Detention status will visit during regular hours. All visits for inmates assigned to SHU will conclude thirty (30) minutes prior to the conclusion of regular visiting. This applies to both FCI and FSL inmates housed in SHU. FSL inmates will only visit on normal FSL visiting days despite their assignment to the SHU within the FCI. All SHU inmates, whether FCI or FSL, will sit in close proximity of the supervising Visiting Room Officer.

- i. **IDENTIFICATION OF VISITORS:** Visitors sixteen years old (16) and over must have valid proof of their identity with them such as a driver's license state issued identification card, INS card, military identification or Passport. Any form of unofficial photo identification (credit cards, store cards, school identification, birth certificates, Social Security card, bank cards, etc.) is an invalid form of identification. **If a visitor does not present a current form of identification with a photograph, they will not be authorized to visit.** Foreign driver's licenses are considered valid proof of identification. Children under the age of 16 may not visit unless accompanied by a responsible adult. Children shall be kept under supervision of a responsible adult or children's program. **Exceptions in unusual circumstances, the IDO will contact the ADO, who will gain approval/disapproval from the Warden to allow entry into the institution.**
- j. **APPROVED VISITORS:** Visits are permitted to those on the inmate's approved Visiting List as authorized by the inmate's Unit Team. It is the responsibility of the inmate to advise his friends and family not to visit prior to the inmate receiving notification from the Unit Team they have been authorized as visitors. Each inmate will be authorized no more than twenty (20) visitors on their Visiting List. This includes children. Except

for immediate family, visitors will not ordinarily be placed on more than one inmate's approved Visiting List. Any visitor placed on the approved Visiting List must have known the inmate prior to incarceration. Any exception to this must be approved by the Warden. An inmate requesting a visitor with whom he has no pre-existing relationship, must have submitted a detailed written request to the Warden through his Unit Team explaining the reason for his visitor's approval.

In the event an inmate should receive a visit prior to an approved Visiting List being initiated, the Unit Team will make the decision of approval/disapproval and in the absence of the Unit Team, the IDO will be the deciding authority. This approval should be limited to immediate family members only and will be documented in writing by the IDO.

- k. HOLDOVERS AND NEW COMMITMENTS: When an approved Visiting List is not available, visits for new commitments and inmates in holdover status may be authorized by the Operations Lieutenant or IDO. These visits will be limited to members of the immediate family and can be extracted from the inmate's Pre-Sentence Report. These persons include father, mother, step parents, foster parents, brother and sister, spouse, and children. Such visitors as grandparents, uncles, aunts, nephews, nieces, in laws, and cousins are **not considered** as immediate family and will be **denied** a visit unless they are on the inmate's approved Visiting List. The only exception is prior written approval from the appropriate Unit Manager.
- l. VISITS TO INMATES NOT IN GENERAL POPULATION: Visits for inmates in Administrative Detention, Disciplinary Segregation, or Medical Isolation will be conducted in accordance with national policy.

Special Housing Units: Visiting privileges will ordinarily not be denied because of violation of institutional regulations, unless the restriction is a formal sanction imposed through formal discipline proceedings. However, inmates in the SHU may have their visits denied or restricted if in the opinion of the Warden, or his designee, the visit interferes with the security and orderly operation of the institution, is a threat to other inmates, visitors or staff, or causes disruption inside the Visiting Room.

Holdover inmates will visit consistent with the procedures established for inmates housed in general population or SHU based upon their current housing assignment.

Hospital Patients: If a determination is made a visit is to be held in the institution hospital, such visits will be subject to availability of staff to supervise the visit and will be approved in writing by the Warden. The visit will be limited to one (1) hour. The Health Services Administrator

(HSA) is authorized to restrict visits if the inmate is suffering from an infectious disease, is in a psychotic or emotional episode which makes a visit inadvisable, or is otherwise not in a condition to see visitors. When the HSA recommends against visits for medical or psychiatric reasons, the situation will be carefully and sensitively interpreted to the proposed visitor by the HSA or IDO. The HSA or IDO will prepare a memorandum for the inmate's central file through the Unit Manager, outlining the circumstances under which the visit was denied.

Local Hospital: Authorized visits to inmates hospitalized in the community will have written approval of the Warden and be restricted to members of the immediate family and are subject to the visiting policy of the community hospital. **Prior to any outside hospital visits, authorization will be made from the inmate's Unit Team through the Captain, to the Warden for approval.**

- m. PREPARATION OF THE LIST OF VISITORS: Each new inmate will be provided information by his Unit Team, ordinarily the Counselor, concerning the local visiting guidelines during the inmate's Unit Admission and Orientation (A&O) Program. During Unit A&O, the Counselor will provide the inmate with a copy of the Visiting Guidelines Form (Attachment A) and a temporary Visiting List for his immediate family members. The inmate's respective Unit Team will investigate the list and make appropriate decisions based upon verification from the Pre-Sentence Report.

Inmates will be required to mail Attachment A to all potential visitors and a Visitor Information Form (BP-A0629) to all potential visitors who are non-immediate family members. The inmate must prove he had an established relationship with the potential visitor prior to incarceration, and this relationship must be established prior to the proposed visitor's placement on the approved Visiting List. The BP-A0629 must be completely filled out, signed, and mailed directly to the Counselor by the proposed visitor. Upon receipt of the BP-A0629, potential visitors who are non-immediate family members will have a National Crime Information Center (NCIC) clearance completed and reviewed by the Unit Team prior to inclusion on the Visiting List.

The Counselor will notify the inmate in writing of any changes or adjustments to the Visiting List. This is accomplished by providing the inmate a copy of the revised Visiting List. The respective Unit Team is responsible for ensuring the names of approved visitors are available in the Inmate Visiting Program. If an inmate does not request visitors, the information will be documented accordingly within the Inmate Visiting Program and a printed copy will be maintained in the inmate's Central File with the inmate's signature.

The Unit Team will be responsible for the preparation and entry of all approved visitors into the Inmate Visiting Program. A copy of the approved Visiting List will be printed and maintained in section three (3) of the inmate's Central File, with a copy provided to the Visiting Room. An inmate desiring a change of visitors to his Visiting List will submit a request to his Counselor with the appropriate information. Amendments to the Visiting List will be processed by the inmate's Counselor as appropriate. Correctional Counselors will normally prepare an approved visiting list, including immediate family members and place a copy in the central file and provide a copy to the inmate. As additional visitors are approved, the Counselor shall add them to the original list. Any additions/deletions to the Inmate Visiting List will require updated copies to be placed in the inmate's Central File and distributed to the Visiting Room.

Disapproving Visitors: A proposed visitor may be denied if one (1) of the following conditions exist:

1. All requested information is not submitted during the approval process.
2. Written authorization from the appropriate federal or state probation/parole board cannot be obtained in the case of a person with prior criminal convictions.
3. A pre-incarceration relationship cannot be proven by the inmate or the proposed visitor.

n. SPECIAL VISITS:

Prison Visitation and Support (PVS) : The PVS program will be coordinated through the Reentry Affairs Coordinator. When necessary, further coordination will be provided by the Chaplain. Visits will be ordinarily arranged 15 days prior to the visit and will be conducted in the Visiting Room during regular visiting hours. PVS visitors are also required to read and sign a **Notification to Visitors Form (BP-A0224.022)**, concerning prohibited activities and objects. PVS visitors may generally carry paper and writing implements into the Visiting Room.

Non-Visiting Days: Limited visiting (non-legal visit) may be authorized at other than normal visiting times in unusual circumstances upon recommendation of the Unit Manager and approval of the Warden or his designee. When this occurs, the Unit Manager will be responsible for providing the staff to process and supervise the visit.

Consulate Visits: Whenever it has been determined an inmate is a citizen of a foreign country, the Consulate of that country will be permitted to visit on matters of legitimate business. This privilege **will not** be

withheld even though the inmate may have had visits suspended through the discipline process or be confined in the SHU. The requirement for the existence of an established relationship prior to incarceration does not apply to consular visitors.

Attorney Visits: Visits by retained and appointed attorneys and by attorneys requested by an inmate or his family in contemplation of prospective legal representation will be permitted.

Attorney visits will ordinarily take place during regular visiting hours. However, dependent upon the nature and urgency of the legal issue (i.e. court deadlines, etc.) such visits will not be limited by normal visiting procedures. Legal visits are subject to approval in advance by the Unit Team. The Unit Team will be responsible for providing adequate supervision for attorney visits during non-visiting periods. An attorney will normally make an advance appointment for a visit through the Unit Manager prior to each visit. Every effort should be made to accommodate an attorney visit where prior notification was not practical. In such instances, attorney visits will be conducted in the main part of the Visiting Room, under the supervision of Visiting Room Officers. The attorney will be advised this occurrence, without prior approval, will be on a one-time basis only. Prior to approving each visit, attorneys are required to identify themselves (an American Bar Association identification card in good standing is considered a standard form of identification) and confirm they wish to visit an inmate. This may be confirmed by proper identification, showing a letter from the inmate or his family requesting the visit, or other information that would identify them as an attorney of record for the inmate they have requested to visit. Inmates will not participate in legal or attorney visits against their will.

The institution reserves the right to refuse admission to those who fail to comply with regulations. If there is a question about identity of the attorney or his/her qualifications as an attorney, the matter should be referred to the IDO.

Visiting attorneys will be subject to a search of their person and belonging for the purpose of ascertaining if contraband is present. They will also be required to read and sign a BP-A0224.022, concerning prohibited activities and objects.

At the FCI, prior approved inmate/attorney visits will take place in a private conference room located within the Visiting Room. If all the rooms are in use, the visit may take place within the regular Visiting Room or the inmate and attorney will be offered the opportunity to reschedule the visit when a private conference room is available. At the FSL, the private conference room is located outside of the Visiting Room in an adjacent hallway. The Warden must authorize the use of tape/video recording devices requested by attorneys during the course of a visit. The attorney must stipulate in writing in advance of the visit the purpose of the recording is to facilitate the attorney/client relationship.

Any immediate grievance or concerns an attorney may have concerning his client which are deemed appropriate for response during the visit are to be referred to the IDO or appropriate Unit Manager.

Attorneys will normally visit only one (1) inmate at a time unless prior written approval has been obtained from the Captain. An attorney may be permitted to take from the institution or leave with the inmate legal documents with prior permission of the Warden. Ordinarily, this material is not to be read by a staff member except with the consent of the attorney and / or the inmate.

Minister of Record/Clergy Visits: An inmate may receive visits from his minister of record. However, a written request must be submitted to the Chaplain. Upon approval, the Unit Team will add the name and title (minister of record) to the inmate's visitor list. An inmate may only have one (1) minister of record on his visiting list at a time. The addition of the minister of record will not count against the total number of authorized regular visitors an inmate is allowed to have on his visiting list, and will not count against the total number of social visits.

Special clergy visits may occur if they are approved in advance by the Chaplain and Unit Manager and if they meet an inmate's specific religious needs which are unavailable at FCI Elkton, or to assist the inmate in counseling and discussion of family problems. These visits will take place within the regular Visiting Room. If the need is such a private area is recommended by the Chaplain for the visit, then the Chaplain will make appropriate arrangements and provide supervision. Clergy will also be required to read and sign a BP-A0224.022, concerning prohibited activities and objects. The requirement for the existence of an established relationship prior to incarceration does not apply to clergy visitors.

Clergy visitors are permitted to bring religious materials (Bible, pamphlets, paper, etc.) into the institution; however, they are prohibited from leaving these materials with an inmate.

- o. VIOLATIONS OF REGULATIONS AND/OR INTRODUCTION OF CONTRABAND: Each adult visitor, sixteen (16) years of age and older, will complete and sign a BP-A0224.022, concerning prohibited activities and objects. This acknowledges the visitor's 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 Captain's Office, where they will remain on file for one (1) year. If a visit is terminated because of a violation of regulations, the staff identifying the violation will ordinarily prepare and submit an incident report on the inmate(s) involved.

If it becomes necessary to warn an inmate concerning violations of visiting regulations, the Visiting Room Officer will document the warning in writing in a log book. This log book will remain in the Visiting Room. Inmates who violate the institution visiting regulations may be subject to disciplinary action and loss of their visiting privileges.

- p. SEARCHING OF VISITORS: Visitors who exercises their option of refusal by objecting to any search, test, or entrance procedures must leave the institution grounds. Staff will deny admission to any visitor who refuses to be screened by a metal detector, pat search, or who refuses to undergo a search of personal items (i.e.: purse, coats, bags, briefcases, etc.). Visitors, who refuse any such search or procedures and elect to leave the institution, will not be permitted to return for a visit without prior approval of the Captain.

Metal Detectors: Visitors will be required to submit to a search before entering the institution by electronic means (i.e.: walk-through and/or handheld metal detectors). Their personal items will also be searched and what is determined unauthorized in the Visiting Room must be returned to the visitor's vehicle. It is **NOT** FCI Elkton's responsibility to store personal effects or be responsible for any missing items.

Visitors who cannot pass the walk through metal detector for medical reasons (surgically implanted pins and plates that will not clear the metal detector) will be subjected to a hand held metal detector and a visual examination of the area. If the area is of a sensitive nature, the Operations Lieutenant and IDO will be contacted. A visual search of any visitor will require the Warden's approval.

Visitors requiring wheelchairs will keep their personal wheelchair. A thorough search of the wheelchair must be conducted prior to entering the Visiting Room.

q. CONTROLLED VISITING – DENYING VISITING:

Visiting Restrictions: Visiting may be terminated early because of an institutional emergency, inappropriate behavior on the part of an inmate or his visitor(s), or when the visiting area becomes overcrowded. Visiting may be restricted to controlled situations or more closely supervised visits when there is a suspicion a visitor is introducing or attempting to introduce contraband or when there is concern based upon sound correctional judgment about the visitor presenting a risk to the orderly operation of the institution or Visiting Room.

Such violations will be cause for termination of the visit and disciplinary action will be taken against the concerned inmate. Such actions may be cause for removal of a particular visitor from the inmate's approved Visiting List.

Visitor Attire: Visitors will dress appropriately and avoid clothing styles which are sexually suggestive or could easily be confused with inmate clothing (i.e., khaki or orange clothing that matches the jumpsuits.) A visit may be terminated in order to maintain good taste and consideration for others. Questionable attire will be referred to the IDO prior to denial of the visit.

Visitor Conduct: Visitors who give evidence of recent use of alcoholic beverages, drugs, or narcotics, or who display inappropriate behavior will not be permitted to visit or remain on the institution grounds.

Profanity: No loud, boisterous talk, or profane language will be allowed while visitors are being processed, escorted, or during the visit inside the Visiting Room.

Visitor's Children: Each inmate having a visit must assume responsibility for proper conduct during the visit, including the control of his visitor(s). Children should be controlled to the extent of consideration for other visiting groups and not be permitted to wander from the immediate area of the visit, run about the Visiting Room, or create noise which disturbs other visits. Failure to control children will result in termination of the visit. Visitors are not to lay down or sleep anywhere in the visiting areas. Children under the age of sixteen (16) years old may not visit unless accompanied by a responsible adult, unless granted prior approval by the Warden.

r. RECORDS: All visiting records will be forwarded to the Captain's Office at the completion of each visiting period, where they must be maintained for review purposes.

Front Entrance Officer: When an inmate receives a visit, the Front Entrance Officer will positively identify the visitor, have the visitor fully complete the Inmate Visitor Log, and a BP-A0224.022. The officer will ensure the visitor is on the inmate's approved visitation list. The officer will ensure the visitor and their personal effects are thoroughly searched and the visitor's hand is stamped appropriately.

Visiting Room Officer: The Visiting Room 1 Officer/ FSL 1 Officer will positively identify the visitor and log the date, visitor's name, and time the visitor(s) arrive in the Visiting Room. The time of their departure from the Visiting Room will also be logged. The Visiting Room 3/FSL 3 Officer will also be responsible for logging (ATTACHMENT B) in the time the inmate enters and leaves the Visiting Room.

The Front Entrance Officer/ FSL 1 Officer will ensure all visitors are accurately loaded into the Web Visiting Program, maintaining an accurate count of visitors and inmates in the Visiting Rooms at all times. The Inmate Visitor Log will be a bound ledger and the assigned Officers will ensure it is completed properly and maintained on the post.

- s. SUPERVISION: It is the responsibility of all Visiting Room Officers to ensure the Visiting Room regulations are followed as outlined in this supplement and visits are conducted in a quiet, orderly, and dignified manner. Direct observation of visits is not required at all times, but Officers will constantly observe the general visiting areas. Inspections should determine visits are being conducted in an acceptable manner.

At no time will the Visiting Room Officer be allowed to accept articles or gifts of any kind from an inmate or visitor. No items will be given to visitors by an inmate without the prior written approval as noted in this supplement.

The Visiting Room Officers should be aware of any article(s) passed between the inmate and his visitor. If there is substantial basis to conclude materials are being passed which constitute contraband, or are otherwise in violation of the law or regulations, the Visiting Room staff may examine the materials. The Operations Lieutenant will be consulted in questionable cases.

Visual Search: At the FCI, a pat search of each inmate is required prior to the inmate being allowed to visit. A visual search will be conducted on every inmate returning from a visit in the FCI. Additionally, random inmates will be selected and screened with a handheld metal detector during the visual search. All searches will be conducted in private, out of the sight of visitors and other inmates. FSL inmates will be pat searched, with visual searches being conducted at the end of the visit.

Restroom: Restroom facilities for visitors are located inside the Visiting Room. Inmates, only under the direct visual supervision of Visiting Room staff, will be authorized to utilize the restroom located in the search/shakedown area. Inmates will randomly receive a visual search prior to being allowed to use this restroom.

t. OTHER APPLICABLE REGULATIONS:

Inmate Dress Code: All inmates must wear issued khaki jumpsuit at the FCI. Inmates in SHU will wear an issued orange jumpsuit. Socks must also be worn. Inmates must be properly groomed and no inmate will be allowed admittance to the visiting areas if his neglect of the ordinary requirements of personal hygiene would offend others.

All inmates will review the Rules and Conduct for Inmates (ATTACHMENT C) prior to entering the FCI / FSL Visiting Room.

Inmate Property Authorized: Inmates are authorized ONLY to take the following to a social visit: one (1) pair of prescription glasses, one (1) comb, one (1) plain wedding band, and one (1) religious medallion. If approved in advance, necessary legal papers will be permitted during a legal visit. Medication, such as nitroglycerin tablets, may be permitted when authorized by the HSA. Other types of medications, such as inhalers for asthma patients or required drugs needed on a daily basis may be brought into the Visiting Room and remain at the Officer's desk. Oxygen tanks will be permitted once they have been checked by the Visiting Room 1 Officer/ FSL 1 Officer prior to being brought into the Visiting Room. All items will be logged into the Visiting Room Inmate Property Log (ATTACHMENT B), and maintained by the Visiting Room 3/FSL 3 Officer.

Visitor's Prohibited Items: Visitors are not allowed to take any unapproved item into the Visiting Room. All non-permissible items must remain in the visitor's vehicle in the parking lot. **Cellular phones, two-way pagers and pagers are not authorized.** No food items, chewing gum, or medication are permitted in the Visiting Room, with exception of nitroglycerin tablets. Oxygen tanks will be permitted once they have been searched by the Front Entrance Officer and the Visiting 1 Officer prior to being brought into the Visiting Room. Prohibited items include but are not limited to: large handbags, umbrellas, instant type photos, photo albums, films, cameras, radios, blankets, television sets, pocket knives, electronic games/toys, personal papers or legal documentation, newspapers, magazines, books, chewing gum, pens, pencils, eating and drinking utensils, thermos sport bottles, sunglasses (except prescription sunglasses), luggage, packages, tape players, tape recorders, are not

allowed (see exceptions for tape recordings under "Attorney Visits"). A visitor may take a clear plastic container or bag equivalent to the size of a wallet or small, clear change purse.

Infant Care Items: Infant care items for visitors with infant children will be limited for security reasons. Premixed formula and other liquids or foods in sealed, original containers only will be permitted. Other infant care items will be limited to three (3) clear nursing bottles, four (4) diapers, wet wipes, and one small blanket. Baby powders, ointments, creams, bowls, cups, baby carriers or strollers, etc. are not permitted.

Children may not take in toys, books, cards, dolls, crayons, or games, including electronic devices. Diaper bags will be permitted only for visitors with small infants and it must be clear plastic. Mothers who breast feed must have a small blanket or other type of covering to ensure the breast is not exposed during nursing and will be afforded the privacy of breast feeding in any one of attorney / client rooms. Only the mother and child will be allowed in the room for this purpose.

Children's Area: The Children's Area is off limits to all adult visitors and inmates except for supervision.

Pets: Visitors are precluded from bringing animals on institutional grounds, except for service animals to assist persons with disabilities. In such cases, the visitor must provide staff with certification the animal trained for that purpose.

Money: Visitors of any type (i.e.: social, lawyer, consulate, etc.) **may not** leave any money for deposit in the inmate's account with either FCI / FSL Elkton staff or inmates.

MEALS: Food items are not permitted to be brought into the institution, except baby bottles filled with formula or milk, which can be brought into the visiting area after having passed a security check with the metal detector and a visual inspection of the contents.

Originator : Correctional Services.

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Robert L. Farley, Warden

FCI/FSL ELKTON VISITING GUIDELINES

It is the policy of this institution to encourage visiting by family, friends, and community groups to maintain the morale of inmates and to develop closer relationships between inmates and family members or others in the community. Limitations are recognized and controls are established in order to ensure the security and good order of the institution.

The regularly scheduled visiting hours for the FCI are Monday, Thursday, Friday, 5:00 p.m. to 9:00 p.m. Saturday, Sunday, and Federal Holidays, 8:00 a.m. - 3:00 p.m. Visitors will be denied entrance to the FCI Visiting Room after the hours of 2:00 p.m. on Saturday, Sunday and Holidays and after 8:00 p.m. on Monday, Thursday, and Friday. Visitors should not arrive prior to the beginning of the scheduled visiting hours, as processing will not begin until those times.

The regularly scheduled visiting hours for the FSL are Friday, 5:00 p.m. to 9:00 p.m., Saturday, Sunday, and Federal Holidays, 8:00 a.m. to 3:00 p.m. Visitors will be denied entrance to the FSL Visiting Room after the hours of 2:00 p.m. on Saturday, Sunday and Holidays and after 8:00 p.m. on Friday. Visitors should not arrive prior to the beginning of the scheduled visiting hours, as processing will not begin until those times. The FSL weekend visit (Saturday and Sunday) rotate according to the inmate's fifth digit of his federal register number. This is conducted using the odd/even system.

1. All adult visitors, 16 years of age or older, must have a valid photo identification, (i.e., Passport, State Driver's License, or State ID Card), which is to be presented to the Front Lobby Officer at the time of processing into the institution. Children under sixteen are not required to have ID; however, they must be accompanied by an adult who has been approved to visit. Visitors without the proper Identification will be denied entry to the Visiting Room.
2. The debit card system will be utilized by visitors to purchase food and snack items in the Visiting Room. A debit machine will be available in the Front Lobby for visitors to purchase debit cards. Therefore, no money will be allowed in the Visiting Room.
3. Tobacco products are not permitted, as this is a non-smoking facility.
4. Visitors with infants may carry in one (1) small bag containing baby wipes, one (1) baby blanket, four (4) extra diapers, and three (3) clear plastic bottles with formula, or infant food stored in a plastic container. These items must be opened and inspected prior to being allowed inside. Children may not take in toys, cards, dolls, game, or electronic devices. No other items will be permitted unless approved by the Operations Lieutenant.

5. All carry-in items such as coats and baby needs **WILL** be searched before being permitted into the Visiting Room.
6. Visitors are not allowed to bring into the Visiting Room any type of weapon or ammunition, any type of drug/narcotic, food items, chewing gum, wax, newspapers, magazines, photo albums, photos, luggage, packages, tape players, tape recorders, cameras, pagers, cellular phones, electronic devices or cosmetics. Prescription medications must be secured in the visitor's vehicle.
7. Medication of a necessary or emergency nature, such as asthma inhalants or nitroglycerine, are permitted; however, these medications **MUST BE DECLARED** to the Front Lobby Officer. Oxygen tanks and wheel chairs are permitted and will be searched prior to entering the Visiting Room.
8. Visitors are expected to be appropriately dressed. The following clothing items are **not permitted** to be worn by visitors in the Visiting Room:
 - a. Sleeveless shirts or sleeveless dresses
 - b. See-through garments; skin-tight clothing
 - c. Spandex attire; wrap around skirts
 - d. Shorts, skirts or dresses with slits that exceed (3) inches above the knee
 - e. Midriff tops, strapless garments, or garments which expose private parts
 - f. Hats or headbands, except religious covering
 - g. The wearing of khaki or orange clothing that matches jump suits worn by the inmates will not be permitted.
 - h. Cutoff shorts
 - i. Camouflage clothing
 - j. Clothing with symbols that are profane, sexually explicit, offensive, or illegal.
 - k. Open toed shoes, Bare feet or sandals.

Questionable attire will be referred to the Operations Lieutenant and/or IDO, and will be visually verified to approve/deny the visit.

9. Any visitor with alcohol on their breath, or who appears to be under the influence of alcohol or drugs, will not be allowed to enter the facility.
10. Visitors are not authorized to give ANYTHING to the inmate. This includes money, jewelry, pictures, papers, etc. Any item the inmate departs the Visiting Room with that he did not enter the Visiting Room with will be declared contraband and taken from the inmate. Disciplinary actions will be taken against the inmate for receiving contraband.
11. Visitors are responsible to ensure they are on the inmate's Visiting List prior to planning a visit. Visitors who arrive for visits and are not on the Visiting List will not be allowed access to the visiting room.

12. Inmates will be allowed only six (6) visitors at any given time. Kissing and embracing is permitted only when the visitor and inmate meet at the beginning of a visit and at the conclusion of the visit. Holding small children on the lap is permissible. 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. Inmates are not permitted to speak with other inmate's visitors in the Visiting Room. Therefore, visitors are advised not to speak with other inmates other than the one they are at the institution to visit.

13. Keys, excluding institution locker keys, will not be permitted in the FC/FSLI Visiting Room. A small locker will be provided for visitors' personal keys (i.e. vehicle).

14. All visitors must clear the metal detector(s) or other detection devices used prior to entering the institution.

15. FCI Elkton reserves the right to refuse admittance to anyone who fails to comply with these policies. Violations of these guidelines can result in a suspension of the inmate's visiting privileges.

It is a federal crime to bring upon these premises any weapons, ammunition, intoxicants, drugs, or contraband. All persons are subject to search pursuant to Title 18 U.S.C., Section 1791 and 3571. The use of cameras or recording equipment on the institution grounds without written consent of the Warden is strictly forbidden. It is also a federal crime to provide false statements when being processed into the institution and are subject to fines and imprisonment pursuant to Title 18 US Code 1001). Violators are subject to criminal prosecution.

The Visiting Room is subject to video monitoring to ensure institution security and good order.

FCI/FSL Elkton
RULES AND CONDUCT FOR INMATES

WHEN ENTERING VISITATION:

1. Inmates will wear full institutional clothing at all times when they are in visitation.
 - A. Khaki Jumpsuits (FCI), Orange Jumpsuit (SHU), or Dark Green Khaki pants and shirt (FSL).
 - B. Tee-shirts, underwear and socks.
 - C. Visiting Room Shoes
 - D. Inmate Commissary card. (Mandatory for identification)
2. Authorized items to bring into Visitation: (Anything else will be taken back to the unit by the inmate)
 - A. Inmate Commissary card. (Mandatory for identification)
 - B. Ring
 - C. Eye glasses
 - D. Religious Chain and Medallion
 - E. Religious head dress
 - F. Comb
3. Submit to a pat search and/or visual search.

WHILE IN VISITATION:

1. Hugging and kissing is permitted at the initial greeting and departure. All other times, hugging and kissing is prohibited.
2. Once the inmate has entered the Visiting Room and taken a seat with his visitor, inmates are not permitted to get up until the end of the visit. The only exceptions to this rule are: the inmate may get up to use the rest room (under staff supervision), to take pictures, to get a drink of water, or to relocate to a seating area on the patio. On the patio, inmates will sit beside their visitor and will not be permitted to sit straddling the bench. During the visit, inmates are not permitted to walk around inside the visiting room. This includes the vending area.
3. Inmates may hold small children on their lap.
4. Physical contact, actions that are not permitted:
 - A. Laying down
 - B. Lay on top of each other
 - C. Placing their head or hand on or in the visitor's lap.

- D. Placing their hands under any part of each other's clothing.
 - E. Placing their legs over their visitor's legs or body.
 - F. Sitting between each other's legs, i.e., when sitting facing each other, inmates are not permitted to place their legs between or on the outside of the visitor's legs.
5. Inmates are prohibited from using the visitor's debit cards, food vending machines and microwave machines at any time while they are in visitation
 6. No yelling, using foul language or horse play allowed.
 7. Nothing will be moved without the permission of the Visiting Room Officer (i.e., chairs, tables).
 8. Children are to be under the strict supervision of the inmate and visitor. The inmate will be held liable for the conduct of their children.

WHEN DEPARTING VISITATION:

1. The inmate will ensure that he has nothing that belongs to his visitors on his person.
2. The inmate will submit to a visual search upon departure of the Visiting Room.