



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution - Gilmer
Glennville, West Virginia 26351

Institution Supplement

OPI: Correctional
Services
Number: GIL-5267.08B
Date: April 5, 2013
Subject: Visiting
Regulations

1. PURPOSE AND SCOPE: The purpose of this institution supplement is to establish visiting procedures at the Federal Correctional Institution (FCI) and Satellite Prison Camp (SPC) Gilmer, for all inmates.

PROGRAM OBJECTIVES: The expected results of this program are to provide all inmates an opportunity to visit family, friends, and community groups consistent with the security and orderly running of the institution.

DIRECTIVES AFFECTED:

A. Directives Rescinded:

GIL-5267.08A, Visiting Regulations, March 10, 2010.

B. Directives Referenced:

PS5267.08, Visiting Regulations, May, 11 2006.

PS5510.12, Searching, Detaining, or Arresting Inmate Visitors, January 15, 2008.

C. STANDARDS REFERENCED:

ACA Standards for Adult Correctional Institutions, 4th Edition 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4500, 4-4501 4-4503, and 4-4504.

PROCEDURES:

A. **Visiting Schedule for the FCI and the SPC:** Visits are regularly scheduled from 8:00 a.m., to 3:00 p.m., on Fridays, Saturdays, Sundays, and federal holidays at the FCI. Visits for the SPC are scheduled from 8:00 a.m., to 3:00 p.m., on Saturdays, Sundays, and federal holidays. Visiting for Special Housing Unit (SHU) and Holdover inmates will be on Thursday from 8:00 a.m., to 3:00 p.m.

B. **Institution Address and Phone Number:**
Federal Correctional Institution-Gilmer
201 FCI Lane
Glenville, West Virginia, 26351
Telephone Number: 304-626-2500

C. **Driving Directions:** From Charleston, West Virginia, proceed north on interstate 79 approximately 79 miles to exit 79. At the bottom of the exit ramp, turn left on West Virginia route 5. Go approximately 12 miles then turn left and cross the Ike Morris Bridge and proceed approximately one mile on FCI Lane to the institution.

From Morgantown, West Virginia, proceed south on interstate 79 approximately 82 miles to exit 79. At the bottom of the exit ramp, turn right on West Virginia route 5. Go approximately 12 miles then turn left and cross the Ike Morris Bridge and proceed approximately one mile on FCI Lane to the institution.

There is no public transportation available for visitors to the institution.

D. **Visitor Identification:** Satisfactory identification of adult visitors, 16 years and older, must precede visits. All visitors 16 years of age and older must produce some form of identification. Positive picture identification of visitors will be required. This will ordinarily be accomplished by a valid driver's license, government/state issued photo identification card, and

a passport is acceptable forms of identification.

- E. **Notification to Visitors:** Staff shall make available to all visitors written guidelines for visiting the institution. Written guidelines are attached to inmate visitation request forms and sent to potential visitors. Written guidelines are also made available in the visiting room and in the Administration Building Front Lobby.
- F. **Visiting Limitations:** Visitation is open to all inmates during all visiting periods. There is no limit on the amount of visits an inmate may have. The maximum number of visitors an inmate may have at one time is six, including children. In the event the visiting room becomes overcrowded, it may be necessary to limit the length of visits and/or the number of visitors. The decision to limit the duration of a visit will be made by the Operations Lieutenant and/or the Institution Duty Officer (IDO). Terminating visits due to limited visiting space will occur in the following order:
- a. Staff will ask inmate visitors to volunteer.
 - b. Visitors who visit regularly will be asked to leave.
 - c. Local visitors will be asked to leave.
 - d. The first visitors in for the day will then be asked to leave if needed.
- G. **Visiting Files:** Each inmate's visiting list will be prepared and maintained in the inmate's central file. Additionally, each inmate's visiting list will be added to the computerized visiting program. In the event the computer system is not available, unit staff will review the inmate's central file and inform the front lobby or visiting room officers if the inmate visitor is approved to visit. Inmates will be allowed to make changes to their visiting lists at any time. Requested

changes will be made through the inmate's unit team. Inmate visiting lists will be updated as needed or when new Visitor Information forms are received.

- H. **Special Visits:** It will be the responsibility of the requesting department to coordinate, gain final approval, arrange, and provide security/supervision of all special visits.
1. Consular Visitors: Whenever it is determined an inmate is a citizen of a foreign country, the Consular representative of that country shall be permitted to visit on matters of legitimate business. This privilege shall not be withheld even if the inmate is in disciplinary segregation. A relationship prior to incarceration is not required. These visits are arranged and approved by the Executive Assistant or his/her designee.
 2. Law Enforcement Interviews: Ordinarily, SIS staff will approve and coordinate all interviews between law enforcement agencies and inmates. However, in the absence of the SIS staff, the Captain or the Operations Lieutenant will assume this function.
 3. Minister of Record: An inmate wanting to receive visits from his minister of record must submit a written request to the chaplain. Upon approval, unit staff will add the visitor to the inmate's visiting list. An inmate may only have one minister of record on his visiting list at a time.
 4. Clergy: Visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures. Ordinarily, clergy visits will not be accommodated unless requested by the inmate. However, the chaplain may approve a visitation request initiated by the clergy if

the inmate wishes to visit with the clergy. Clergy/minister of record visits will be accommodated in an area of the visiting room which provides a degree of privacy from other visitors.

5. Attorney Visits: Attorneys are encouraged to visit during regular visiting hours. Attorneys must show suitable professional identification. Attorney briefcases and papers being introduced into the FCI will be searched for contraband by use of the x-ray machines located in the FCI Front Lobby. Attorney briefcases and papers being introduced into the SCP will be hand searched for contraband. The use of cameras or recording equipment without the written consent of the Warden is prohibited.

All attorney visits for the FCI and SPC will be scheduled through the appropriate unit team and monitored by unit staff. The attorney and their client will be afforded privacy in the attorney room located inside the FCI visiting room. At the SPC, all attorney visits will be afforded privacy in the camp conference room.

If the attorney rooms are in use, the attorney is to be offered the opportunity to reschedule the visit when a more private area is available. If it becomes necessary for the inmate to bring pertinent legal material, unit staff will bring the materials into the visiting room.

6. Prisoner Visitation and Support: The Prisoner Visitation and Support Program (PVS) is a valuable volunteer program. The focus of PVS has always been to visit and provide moral support to inmates

who do not ordinarily receive visits from family and friends. Through this program, inmates who are otherwise alienated from the community have the opportunity to develop healthy relationships and benefit from interaction with the PVS volunteers. Volunteers at FCI and SPC Gilmer are allowed to carry paper and writing implements into the visiting room. They are to be processed at the front lobby as volunteers. Their visits will be conducted during normal visiting hours. They are expected to adhere to the institution dress code and visiting policies.

- I. **Special Housing Unit (SHU) and Holdover Inmates:** All visits will be conducted in the visiting room. There are no non-contact visiting areas at FCI Gilmer. SHU inmates will be required to visit in hand restraints, martin chain, and leg restraints. Inmates in administrative detention will be limited to a two hour visit. Inmates in disciplinary segregation will be limited to a one hour visit. Inmates in protective custody status, will be required to visit in an attorney room located inside the FCI visiting room, and will be kept separate from the other inmates who are in the visiting room.

Holdover inmates are classified as administrative detention inmates. Visits for these inmates may be arranged when the inmate submits a request to his unit team. All requests should be submitted for approval two weeks prior to the date of the requested visit. These visits will be limited to legal visits and visits from the inmate's immediate family. Members of immediate family include father, mother, stepparents, foster parents, brother and sister, spouse, and children. Inmates in Holdover status will be limited to a two hour visit.

- J. **Visiting Procedures for Inmates in a Local Medical Facility:** Upon request by the inmate or the inmate's family to visit an inmate in the hospital, the unit team will consult with the clinical director to obtain the inmate's medical status. If the inmate is in serious/critical condition, the unit team may prepare a request in memorandum format for immediate family to visit the inmate. This request will be routed through the Captain, Associate Warden (Programs), and Warden. The memorandum will contain the location of the inmate, his confirmed prognosis (non-specific), and the exact names/relationships of those wishing to visit. Verification will be obtained via the Pre-Sentence Investigation Report. The family will be informed of the approval and that all visits are subject to hospital visiting regulations.

The original memorandum will be maintained in the inmate's central file, with a copy to the Operations Lieutenant. The Operations Lieutenant will ensure the escorting staff members are made aware of the impending, approved visitation.

- K. **Procedures for Approving Exceptions to the Prior Relationship Requirements:** Ordinarily a visitor not meeting prior relationship requirements will be denied. However, under special circumstances, the inmate can request a waiver through the Unit Counselor. The Associate Warden (Programs) will be the final approving authority.
- L. **Procedures for Disapproving Proposed Visitors:** If the background information reveals visitation privileges for an individual would present security concerns or disrupt the orderly running of the institution, the Unit Manager may deny visiting privileges. Documentation reflecting this decision should be

maintained in section two of the Privacy Folder in the Inmate Central File. The inmate will be notified by the unit team of this decision and his appeal rights.

- M. **Proper Dress:** Inmates are required to wear institution issued clothing (khaki pants and shirts at the FCI, green pants and shirts at the SPC, or assigned jump suits for inmates housed in the SHU), during visitation. Only government issued shoes or boots will be permitted in the visiting room. Institutional clothing must be neat and clean in appearance. Shirts will be tucked into the trouser waistband at all times. Approved religious headgear may be worn in the visiting room. All religious headgear will be inspected prior to, and at the completion of the visit.

Inmates will not take any property to a visit except one comb, one plain wedding band, one plain neck chain with a religious medallion, prescription glasses (no sunglasses unless medically approved), commissary card, authorized headgear, and photo tickets. Watches are not allowed. If an inmate has property in his possession which is not authorized to be taken into the visiting room, the inmate will be instructed to return to his unit and secure the property before he is authorized to enter the visiting room. Items not authorized upon the inmate's departure will be considered contraband and confiscated. No item other than coats will be stored in the search area.

Visitors should dress within the bounds of good taste and should not wear clothing which would offend others who may be present in the visiting room. Visitors wearing transparent clothing, spandex, halter tops, sweat pants of any type, jogging suits, sleeveless tops/dresses, shorts of any type, miniskirts, culottes, blouses or other apparel of a suggestive nature (i.e., low-cut, v-neck or any garment that reveals the mid-

section) will not be admitted into the institution. Dresses should be no higher than the bottom of the knee. No bare feet (including babies), open toe shoes, flip flops, slip on shoes with no backs, or sandals, are allowed in the institution. Children under the age of six will be allowed to wear shorts, open toe shoes, sandals, or flip flops. At the discretion of the Operations Lieutenant or IDO, other clothing resembling the style or color of inmate clothing (i.e., khaki, white, gray or camouflage in color clothing), may not be allowed to be worn into the institution.

N. Authorized Items allowed in Visiting Room: Visitors may bring the following items into the institution.

1. A transparent change purse no larger than 5"x8"x4"
2. \$30.00 (bills no larger than five dollar bills) total each day, per adult visitor.
3. Two sanitary napkins or tampons.
4. Visitors with infants may bring in four diapers, two small jars of baby food, three baby bottles with contents, one baby blanket, one package of baby wipes, one change of infant clothing, and one see-through drinking cup for small children.
5. Required medications will be supervised by the Visiting Room Officers at their station and accessed by the adult when necessary.

O. Items not authorized in the Visiting Room: Visitors are not authorized to bring any item into the institution to give to an inmate. Lockers are not available to visitors for the storage of personal items not allowed in the institution. These items must be returned to the inmate visitor's personal vehicle.

1. It is not permissible to bring gifts or packages of any type. Money will not be accepted to credit to an inmate's account.

2. Cell phones, pagers, etc. of any type are not authorized inside the institution.
3. No tobacco products of any type are allowed in the institution.
4. Cameras and recording equipment are not authorized.

P. **Children's Area:** Inmates are not permitted in the area designated for children, except for approved Education's

Parenting Program. Games are provided for children for use while in the visiting room. However, the inmate and his visitors are responsible for their children's actions while in the visiting room. Failure to maintain control of their children may result in the inmate's visit being terminated.

Q. **DETAINING VISITORS:**

1. Visitors may be detained in accordance with Program Statement 5510.12, Searching, Detaining or Arresting Visitors to Bureau Grounds or Facilities, which states in part, A person may be detained pending further investigation, or while staff await advice from, or arrival of, law enforcement officials, to confirm or dispel a suspicion that the individual may have committed a criminal offense, or engaged in prohibited activities, including possession of prohibited objects.
2. Staff shall use only the amount of force necessary to detain the individual. Visitors will be detained in the front entrance break area, out of sight of, and where there can be no contact with other visitors and inmates. Staff shall forward through the Warden, to the Regional Director, a report describing the circumstances requiring the use of force.

3. An individual is not ordinarily detained for conduct which poses little or no threat to the security or orderly running of the institution.

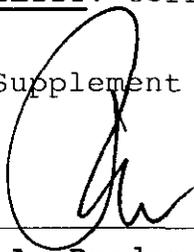
R. **SEARCHING OF VISITORS:**

All searches will be conducted using the guidelines set forth in Program Statement 5510.12, Searching, Detaining or Arresting Visitors to Bureau Grounds or Facilities.

1. Right to Refusal: A visitor who objects to any search, test, or entrance procedures has the option of refusing and leaving the institution grounds, unless there is reason to detain or arrest the visitor. Staff will deny admission of a visitor into the institution, who refuses to undergo a search of person and/or effects as dictated by Bureau of Prisons policy. The Captain, SIS, IDO, and the ADO will be notified.
2. Termination of a Visit: The Duty Officer, and/or the Operations Lieutenant, will terminate a visit upon determining a visitor is in possession of, or is passing or attempting to pass contraband not previously detected, or is engaging in any conduct or behavior which poses a threat to the orderly or secure running of the institution.

2. OFFICE OF PRIMARY RESPONSIBILITY: Correctional Services.

3. ACTION: This Institution Supplement is effective upon issuance.



R. A. Perdue, Warden

Distribution List: Executive Staff
MARO

Electronic File
Master File

**FEDERAL CORRECTIONAL INSTITUTION
GILMER GLENVILLE, WV**

VISITOR VISITING REGULATIONS

1. Visits are regularly scheduled from 8:00 a.m., to 3:00 p.m., on Fridays, Saturdays, Sundays, and federal holidays at the FCI. Visits for the SPC are scheduled from 8:00 a.m., to 3:00 p.m., on Saturday, Sundays, and federal holidays. Visiting for SHU and Holdover inmates will be on Thursday from 8:00 a.m., to 3:00 p.m.
2. Visitor processing will be stopped 9:30 a.m., in preparation for the count. No more visitors will be allowed to access the institution until the 10:00 a.m., count has been cleared. There will be no inmate movement during the count. No visitors will be allowed into the Administration Building prior to the above scheduled times unless authorized by the Warden.
3. Satisfactory identification of visitors must precede visits. This will ordinarily be accomplished by picture identification, such as current driver's license, passport, or state identification card. An expired ID is not considered valid.
4. All visitors are required to complete the Notification to Visitor form in its entirety prior to each authorized visit.
5. All visitors will be required to clear a metal detector search prior to entry. Visitors may be subject to search of their person and personal items.
6. While the visitor(s) are waiting to be processed into the visiting room, they are responsible to maintain good behavior as well as maintain the behavior of their children.
7. During the cold season, winter coats are authorized to be worn in the visiting room. However the coat must be able to clear the x-ray machine in the front lobby. Once in the visiting room the coat must be worn or hung on the back of the chairs provided.
8. Inmates are responsible for the behavior of their visiting children in the visiting area.
9. Inmates are not permitted in areas designated for children, except for approved Education's Parenting Program.

10. Any visitor who departs the visiting area prior to the conclusion of the day will not be authorized re-entry. Once a visitor leaves, the visit is terminated for that day.
11. Inmates are not authorized to receive any item from their visitor or give any item to their visitor, nor are the exchange of items among other visitors permitted. "18 U.S.C. 1791 provides a penalty of imprisonment for not more than twenty years, a fine, or both for providing or attempting to provide to an inmate anything whatsoever without the knowledge and consent of the Warden."
12. Inmates will utilize the restroom designated "inmates only" and will be supervised by staff. Separate facilities are available to visitors.
13. Pets are not allowed within the Federal Correctional Institution/FPC unless the animal is a dog to assist a disabled person, prior approval is required.
14. Only 20 visitors inclusive of immediate family, friends, or associates will be authorized on the approved visiting list. No more than six visitors per inmate in the visiting room at any one time. Children 15 years of age and under will not be counted toward this total.
15. At the completion of the visit, all visitors will be required to depart the FCI/SPC. If commercial transportation is required, prior arrangements should be made to ensure the carrier arrives prior to the completion of the visit. Individuals not on the visiting list may not remain on the institution property.
16. Visitors under the influence of alcohol or drugs will not be allowed to enter the visiting room.
17. 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 at the institution. Visitors are prohibited against wearing camouflage clothing, shorts of any type, low cut, or see-through clothing, tube or tank tops, backless clothing, swim suits, sweat suits/ jogging pants of any type, or any other apparel of a suggestive or revealing nature (e.g., skin-tight clothing, etc.). If a visitor chooses to wear a dress, the length of the dress will not be any higher than the bottom of the knee. This requirement includes any type of slit or cut in the dress.

With the exception of religious headgear, hats, bandanas, and/or scarfs will not be worn during visits. Inmates are responsible for advising their visitors of the dress requirements in the visiting room, including not wearing clothing khaki in color. **Visits may be denied by the IDO or Operations Lieutenant for noncompliance.** Excessively provocative attire is reason to deny and/or preclude visiting.

18. A greeting/farewell kiss and embrace of visitors is permissible. All contact must be consistent with proper order and good taste. No physical body contact beyond initial and departing embrace will be tolerated and will result in the immediate termination of the visit.
19. Visitors and inmates will refrain from using abusive and/or derogatory language during their visit. This will not be tolerated and will result in the immediate termination of the visit.
20. It is not permissible to bring gifts or packages of any type. Money will not be accepted to credit an inmate's account. All money for an inmate must be mailed per the Bureau established method. No written messages will be exchanged or signed during the visit without permission. Infractions will result in the immediate termination of the visit.
21. Visitor's personal items not permitted within visiting must be secured in the visitor's personally owned vehicle, except as noted below in this section. Visitors are authorized to bring the following items into the visiting room:
 - (1) Clear change purse (eight inches or less in height and width).
 - (2) \$30.00 (bills, no larger than five dollar bills) total each day, per adult visitor.
 - (3) Required prescription medication will be approved to be taken into the visiting room by the Operations Lieutenant and the IDO.
 - (4) Jewelry.
 - (5) Visitors with infants may bring in four diapers, two small jars of baby food, three baby bottles with contents, one baby blankets, one package of baby wipes, one change of infant clothing, and one see-through drinking cup for small children.
22. Food and beverages may not be brought into the facility.

23. DO NOT BRING CAMERAS OR TAPE RECORDERS ON INSTITUTION GROUNDS.
24. Cell phones, pagers, etc. of any type are not authorized inside the facility.
25. Visiting room officers will seat visitors and the inmate they are visiting in a designated area as deemed appropriate for proper supervision. For security reasons, the officer may also have the inmate and visitors moved to another seating area during the visit.
26. Rearrangement of furniture will not be allowed. Saving or reserving chairs and tables for other inmates and/or visitors will not be allowed.
27. Vending machines will be used by the visitor only. Inmates are not allowed to handle currency or operate the vending machines or be in the vending area.
28. All areas of the institution are designated as "NO SMOKING" areas.
29. There has been a statutory change that now allows a woman to breastfeed her child in a federal building or on federal property, if the woman and her child are otherwise authorized to be present at the location.

Breastfeeding will be permitted in the visiting rooms. It is expected that female visitors will use appropriate discretion in opting to breastfeed their infants in the visiting rooms. At a minimum, the female visitor will drape her infant and chest with clothing so there will be a minimal chance of an exposed breast. If, however, in a particular instance the breastfeeding is conducted in a manner that is disruptive to other inmates or visitors, or is facilitating conduct prohibited under the BOP's disciplinary code, the visit will be terminated and further actions may be considered pursuant to discussions with legal staff.

30. **Driving Directions:** From Charleston, West Virginia, proceed north on interstate 79 approximately 79 miles to exit 79. At the bottom of the exit ramp, turn left on West Virginia

route 5. Go approximately 12 miles then turn left and cross the Ike Morris Bridge and proceed approximately one mile on FCI Lane to the institution.

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There is no public transportation available for visitors to the institution.

31. Institutional Address and Phone Number:

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Glenville, West Virginia, 26351
Telephone Number: 304-626-2500