



**U.S. Department of Justice
Federal Bureau of Prisons
FCI Greenville, Illinois**

INSTITUTION SUPPLEMENT

OPI: Correctional Services
NUMBER: 5267.09B
DATE: May 3, 2017

Visiting Regulations

T.G. Werlich
Approved: T.G. Werlich, Warden
FCI Greenville

1. **PURPOSE:** To afford offenders housed at the Federal Correctional Institution/Federal Prison Camp (FCI/FPC) in Greenville, Illinois, the privilege of having visitors of their choice within specific guidelines, in order to enhance inmate morale and to maintain relationships with their family or others in the community.
2. **DIRECTIVES AFFECTED:**
 - A. Directives Referenced:
 - P.S. 5267.09, Visiting Regulations (12/10/15)
 - P.S. 1315.07, Legal Activities, Inmate (11/05/99)
 - P.S. 5100.08, Inmate Security Designation and Custody Classification (09/12/06)
 - P.S. 7331.04, Pre-Trial Inmates (01/31/03)
 - P.S. 5500.11, CN-3 Correctional Services Manual (6/02/16)
 - B. Directives Rescinded:
 - I.S. GRE 5267.09A, Visiting Regulations, dated (05/23/16)
 - P.S. 5500.11, CN-2 Correctional Services Manual (3/31/15)

3. **ACA STANDARDS REFERENCED:** American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4255, 4-4498, 4-4499-1, 4500, 4-4501, 4-4503, 4-4504. P5267.08, Para 21; P5500.11, CH 4, Sec 406) 4-4267, 4-4285, 4-ALDF-2A-27, 4-ALDF-2A-61, 4-ALDF-5B-02, 4-ALDF-5B-03

4. **DESCRIPTION OF PROCEDURES:**

- A. **Preparation of the Inmate Visiting List:** Upon admission to FCI/FPC Greenville, each inmate will be given a Visitor Information form (BPS629.052) to be completed and returned to the Unit Team for final approval. The inmate will be required to forward a copy of the Visiting Regulations (Attachment A) and a Visitor Information form (BP-S629.052) to the proposed visitor(s). The Visitor Information form (BP-S629.052) must be returned to the Unit Team by the visitor prior to any further action concerning the visit. Upon receipt of the completed authorization form, the Unit Team will initiate a National Crime Information Center (NCIC)/National Law Enforcement Telecommunication System (NLETS) inquiry.

Ordinarily, when an inmate transfers from one institution to another, staff need not re-approve the visitors already contained on the inmate's visiting list. However, staff should review the visiting list to ensure the approved visitors are still appropriate. When possible, the unit team should be consulted prior to approval of a visitor not on the inmate's approved visiting list.

After the appropriate investigation, the Unit Team will prepare and place a hard copy of the approved visiting list in the inmate's central file. The Unit Team will notify the inmate of those visitors who have been approved. An inmate's visiting list will not contain more than ten (10) friends and associates, other than immediate family members. NCIC/NLETS inquiries which result in denial of visitation will be retained in the FOI section of the inmates Central File with the visitor's information sheet.

The Unit Team will periodically review the visiting list to ensure its accuracy. The list may be amended by the inmate submitting the changes on an Inmate

Request to Staff Member form, to his/her Unit Team. Inmates may make changes to their visiting list at any time with the approval of the Correctional Counselor.

The Front Desk and Camp Message Center computers have a backup file placed on them in the event the visiting program is inoperable. This file is in pdf format and lists the approved visitors for each inmate. The file is updated monthly by the Computer Services Department.

Disapproving Visitors: If information reveals that visitation privileges for a visitor would present security concerns or disrupt the orderly running of the institution, the Associate Warden may deny visiting privileges. Unit Staff will provide documentation to the Unit Manager showing justification for the denial of the visitor. The Unit Manager will provide the Warden with the documentation for his/her approval.

- B. **Limitations:** Only those visitors documented on the approved visiting list will be authorized to visit, as previously described. Inmates housed in the FCI and FPC will be limited to four (4) adult visitors at one time and five (5) children under the age of 16.

Proposed visitors who are under the age of 16 must be accompanied by a parent, legal guardian or immediate family member. Those visitors who are 16 and 17 years of age will be authorized to visit with the written approval of a parent, legal guardian or immediate family member.

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 they do not disrupt others.

Visitors are prohibited from bringing animals on institutional grounds unless the animal is a dog that assists disabled persons.

- C. **Overcrowding:** If overcrowded conditions occur, it may become necessary to terminate social visits. This will ordinarily be done in the order of the visitor's

arrival in the Visiting Room and after a visit of two (2) hours. Exceptions will be made for visitors who have traveled long distances and who do not visit frequently. Prior to the termination of visits, the Operations Lieutenant and/or Institutional Duty Officer will be advised and will supervise the process.

- D. **Points:** FCI visiting will be regulated by a point system. Each inmate will be given forty (40) points every month. All inmates will be vested with 40 points at the beginning of each month. One point will represent one hour of visiting time on weekdays. Two points will represent one hour of visiting time on weekends and federal holidays. Unused points will not be accrued and added to the next month's points.

E. **Visiting Schedule and Attire:**

FPC VISITING DAYS & HOURS:

Saturday-----8:00 a.m. to 3:00 p.m.
 Sunday-----8:00 a.m. to 3:00 p.m.
 Monday-----9:30 a.m. to 3:00 p.m.
 Federal Holidays-----8:00 a.m. to 3:00 p.m.

FCI VISITING DAYS & HOURS:

Saturday-----8:00 a.m. to 3:00 p.m.
 Sunday-----8:00 a.m. to 3:00 p.m.
 Monday-----8:00 a.m. to 3:00 p.m.
 Federal Holidays-----8:00 a.m. to 3:00 p.m.

SHU VISITING DAYS & HOURS:

Saturday-----8:00 a.m. to 3:00 p.m.
 Sunday-----8:00 a.m. to 3:00 p.m.
 Monday-----8:00 a.m. to 3:00 p.m.
 Federal Holidays-----8:00 a.m. to 3:00 p.m.
 (Video visiting of one and a half hours per visit)

- F. **Inmate Attire:** FCI Inmates entering the Visiting Room will be dressed in institution clothing to include institution issued shoes. Inmates at the FPC are allowed to wear tennis shoes while in visiting. Inmates who are authorized to wear soft shoes, via an authorization issued by Health Services, will be required to wear those shoes provided by visiting room staff (bus shoes). Inmates that have been issued the black oxford style shoes from Health Services will be

allowed to wear these shoes in the Visiting Room. All inmates should carry a copy of their soft shoe permit with them when reporting to the Visiting Room. Inmates that have bought the light brown Hushpuppy shoes through the Commissary will be allowed to wear them during their visit in the Visiting Room. Inmates are authorized to wear approved religious head gear (Kufi). All FCI inmates will be required to have shirt tails tucked in, pants worn above the waste and belts.

Inmates may carry the following items into the Visiting Room area:

- 1) One comb
- 2) One handkerchief
- 3) One wedding band (plain)
- 4) One religious medallion w/chain
- 5) Legal materials (legal visits only)
- 6) Prescription eyeglasses
- 7) Inmate I.D. card

All items taken into the Visiting Room will be inventoried and tracked on the appropriate Visiting Room, Authorized Items Log (Attachments C (FCI) and D (FPC)). The same items must leave the Visiting Room with the inmate.

All inmates entering and departing the FCI Visiting Room will be visually searched and screened with a hand-held metal detector. All inmates entering the Visiting Room at the FPC will be pat searched. Random visual searches will be conducted on inmates departing the FPC Visiting Room.

All inmates entering and departing the FCI Visiting Room will be identified by photo identification. The photo card maintained in the processing room will be utilized for identification purposes. FPC inmates will be identified using the inmate's commissary card.

- G. **Visitor Attire:** All visitors will be properly dressed when coming to visit at the FCI and FPC. Visitors will be expected to wear clothing which is in good taste. The Information Receptionist will ensure all visitors are dressed appropriately. **Visitors are prohibited from wearing sleeveless shirts, low cut, or see-**

through clothing, tube or tank tops, shorts/skirts jogging suits, backless clothing, open-toed shoes or any other apparel of a suggestive or revealing nature (e.g., short shorts, miniskirts (anything more than two (2) inches above the knee is unacceptable), skin-tight clothing, etc.) No hats, large or hard headbands, large bows, large clips, non-prescription sunglasses or excessively large jewelry that has a sharp edge and or point are allowed in the Visiting Room. FCI inmates are responsible for advising their visitors of the dress requirements in the Visiting Room, including not wearing clothing orange, Camouflage and or khaki in color.

Visitors will not be allowed to enter the institution wearing light brown Hushpuppy shoes that are the same type as the inmates are allowed to buy through the Commissary and are authorized to wear into the Visiting Room.

The Operations Lieutenant or Duty Officer will be consulted prior to denying a visitor entry into the institution because of his or her attire. Excessive provocative attire is a reason to deny and/or preclude visiting.

- H. **Search of Religious Attire and Headwear:** When determined it is necessary for a visitor to remove religious garments, (e.g., yarmulkes, turbans, prayer shawls, etc.), for proper inspection, consideration should be given to all established procedures in Program Statement, Searching and Detaining or Arresting Persons Other than Inmates. This policy defines routine procedures of inmate visitors and provides Wardens the discretion for advanced searches with a qualification of reasonable suspicion.

The removal/inspection of a bona fide religious article as a condition of visiting could be construed as a more intrusive search procedure rather than a simple search of "personal effects." Should staff believe a more thorough search is required; the test for reasonable suspicion should be applied. When removal and inspection searches are deemed necessary, the least intrusive means of preventing the introduction of contraband should be employed. When the removal and inspection of any clothing or wrap

covering the face or hair is required, the search should be conducted in a private area by staff of the same gender. **Children (12 years and younger) are exempt from the above dress code.

- I. **Regular Inmate Visitors:** Members of the Immediate Family and Other Relatives include mother, father, stepparents, foster parents, brothers, sisters, spouse, children, grandparents, uncles, aunts, in-laws, and cousins. Individuals who have, through marriage or other legal activity, acquired different last names will be allowed to visit after submitting documentation to the inmate's Unit Team prior to the initial visit. The documentation must verify the visitor's status as immediate family. 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 verifying documentation to his/her Unit Team. This may include, but is not limited to, joint leases or contracts, joint bank 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.
- J. **Other Visitors:** A completed Visitor Information form (BP-S629.052) will be required prior to consideration for approval. Visiting privileges shall be extended to friends and associates having established relationship prior to confinement. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good orderly running of the institution. **THE WARDEN MUST APPROVE ANY EXCEPTION TO THIS REQUIREMENT.**
- K. **Business Visitors:** The inmate's unit team is responsible for verifying any potential visitor as a former business associate of the inmate. Even though the inmate has turned over the operation of a business or profession to another person, there may be an occasion where a decision must be made which will substantially affect the assets or prospects of the business. In such cases, the Warden may permit a special visit.

- L. **Special Visits:** The Warden or his/her designee may authorize special visits. Inmates must submit a special visit request to his/her Unit Team at least seven days in advance of the visiting date. Special visits for foreign inmates by a consular representative of that country are considered as a special visit. Upon approval, the Unit Manager will notify in writing the Operations Lieutenant, Information Receptionist, and the Visiting Room Officer, of the Special Visit. The Unit Team will arrange and supervise special visits.
- M. **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. Visits from clergy other than the minister of record will be in accordance with the general visitor procedures and will count against the total number of regular visiting points allowed per month. A Chaplain will issue an authorization memorandum for each visit. A copy of this memorandum will be provided to the Lieutenants' Office, Front Entrance Officer, and the Visiting Room Officer. When the Clergy arrives, he or she will be checked in as expeditiously as possible, utilizing the same procedures used for attorneys.
- N. **Professional/Legal Visits:** Representatives of law enforcement agencies, U.S. Parole Offices, attorneys, para-legal, legal assistants and mental health professionals performing court ordered examinations will receive priority when in processing. Legal representatives are to call and schedule their legal visits with the inmate's Unit Manager, at least 24 hours prior to the visit. Every effort should be made to schedule the visit during normal visiting hours. If approved, the Unit Manager will prepare and forward Attachment B, which authorizes the visit, and distribute copies as indicated on the form. If the visit is scheduled during non-visiting hours, the Unit Team will provide supervision of the visit. The visiting room must be reserved by contacting the Captain's Secretary. These prearranged legal visits will not count against the inmate's monthly points. Staff may not subject visits between an attorney and an inmate to auditory supervision. To the extent practicable, attorney visits, for both pre-trial and sentenced inmates, are to take place in a private

conference room. Where such a room is not available, the attorney visit may occur in a regular visiting room, provided the inmate and the inmate's attorney have a degree of separation from other visitors. It is important that the inmate/attorney visit be afforded a private meeting area. On occasion, a situation may arise where private conference rooms are in use and the attorney does not wish to meet in a regular visiting room. When this occurs, the attorney is to be offered the opportunity to reschedule the visit when a more private area is available.

There will be no set standard operating procedures requiring or not requiring removal and inspection searches, but the determination should be made on a case by case basis taking into account the nature of the visit, credentials of the visitor, and their relationship to the inmate.

O. **Visits to Offenders not in Regular Population Status:**

- 1) **Admission and Holdover Status:** Visits occurring during the initial 72-hour intake period will be limited to immediate family, pending verification of proposed visitors. The Warden may limit to the immediate family of the inmate visits during the admission orientation period or for holdovers where there is neither a visiting list from a transferring institution nor other verification of proposed visitors. Inmates transferred from other federal facilities will maintain their approved visiting list unless circumstances warrant a change. All visitors will be re-checked through NCIC/NLETS.
- 2) **Hospital Patients:** When visitors request to see an inmate who is hospitalized in the institution, the Associate Warden (Programs) will be the approving authority, after consulting with the Chief Medical Officer (or in his absence, the Health Services Administrator), and the Captain. When the Chief Medical Officer, or, the Health Services Administrator, recommends against the visit, because of the inmate's medical condition, the situation is to be carefully explained to the proposed visitor and documented in the inmate's central file. Visits to inmates hospitalized in

the community may be restricted to only the immediate family. They are subject to the general visiting policy of that hospital and the prior approval of the Associate Warden (Programs).

- 3) **Special Housing Unit:** SHU visiting will occur on Saturday, Sunday and Mondays between the hours of 8:00 a.m. and 3:00 p.m. Visits will last a maximum of one and a half hours. Visiting for inmates in SHU will be video visiting and scheduled on a first come, first serve basis.

P. **Entrance/Exit Procedures:**

Staff must be able to verify the identity of visitors prior to admission into the institution. Each visitor, age 16 and above, is required to present a form of government (i.e., passport, driver's license, state or local identification card) photo identification. Mexican consular identification cards (matricular consular cards) will not be accepted as valid form of identification.

All visitors must clear the walk through metal detector in the front lobby and their personal belongings must be scanned through the front lobby X-ray machine. Items not authorized may be returned to the visitor's vehicle, or placed in a secured visitor's locker at the FPC and FCI.

Staff may not accept articles or gifts of any kind for an inmate, unless prior approval from the Warden or designee in writing.

An inmate visitor may not leave money with any staff member for deposit in the inmate's commissary account.

Visitors will not be allowed to bring in or give anything to an inmate. Visitors will not leave the visiting room with any food items or items that were not originally authorized and brought into the visiting room.

If a visitor is found in violation of the rules and guidelines of the FPC and FCI, criminal prosecution may be initiated in the case of criminal violations.

Any act or effort to violate the rules and guidelines of FPC and FCI visiting regulations may result in disciplinary action against the inmate, which may include the denial of future visits over an extended period of time.

- 1) **Professional Visits:** These visitors will be required to sign in upon arrival and departure. In addition, professional visitors, except Federal Law Enforcement Personnel, will be required to complete a Notification to Visitor form (BP-A224.022).
- 2) **Social Visitors:** These visitors will be required to complete a Notification to Visitor form (BP-A224.022) upon arrival. These forms will be maintained for a period of one (1) year. The visitors will sign in upon arrival, and sign out when departing.

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

- a) One wallet **or** one small clear change purse.
- b) TBS Cash to Card vending system will require a vending card that can be purchased in the Front Lobby or Message Center areas for \$5.00 by initially using **only** a \$5.00 bill and will be pre-loaded with \$2.00 already on the card. Each TBS Cash to Card vending dispenser can have cash added onto an existing card in the following denominations including \$1's, \$5's, \$10's & \$20's with a maximum balance of \$99.00. Change currency cannot be applied to the vending card. No cash or change currency is allowed past the screening site in the Front Lobby or Message Center.
- c) Identification with photo.
- d) Essential medication (will be limited to the amount needed during the visiting period and controlled by the Visiting Room Officer).

- e) The following items will be permitted when infants are visiting: Diapers (enough for visit), Baby wipes, One change of infant clothing, Baby bottles with contents, Two (2) small jars of baby food and One (1) receiving blanket. All items will be subject to search by the Visiting Room Officer.

Items not authorized to enter the FCI/FPC Visiting Room may either be secured in the lockers in the entrance area or returned to the visitor's vehicle. Questionable items should be addressed to the shift Lieutenant.

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 materials 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.

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

Q. **Inmate and Visitor Conduct and Termination:**

All inmate visitors arriving in the Visiting Room will report to the Visiting Room Officer for processing prior to being seated.

Inmates, upon entering the Visiting Room, will report to the Visiting Room Officer for check-in. Inmates are restricted from the vending machine area and the visitor's restrooms.

Visitors are allowed to purchase items from vending machines, these items can only be given to the inmate unopened and still sealed. Once the items have been received by the inmate they are the possession of the inmate and will not be given, returned or shared with the visitor.

FCI inmates will not be allowed in the designated child play areas. Adult visitors are allowed in these areas. FPC inmates are allowed in the child play areas, along with adult visitors, when space is available. Cross visiting between inmates and other inmates' visitors is not allowed.

Physical contact between the inmate and his/her visitor(s) will be limited to a hand shake, embrace, or a brief closed mouth kiss upon the initial arrival and at the completion of the visit. The inmate may not slump in the chairs, put their feet on the tables, lay on each other, cross legs with one another, embrace, massage, or anything else which involved excessive and constant touching. Visitors, with the exception of a small child, will not be permitted to sit on the lap of an inmate. While seated inmate visitors are not to cover themselves with coats, baby blankets or any item which conceals staff's ability to monitor the visitor's hands. Hands should be in front of the visitor and visible at all times.

The officers will issue only one warning. If inappropriate conduct continues, the visit will be subject to termination, and disciplinary action will be taken which may result in the loss of visiting privileges for a period of time.

At the Federal Prison Camp, any contact between FPC inmates and visitors outside the authorized visiting area is unauthorized.

A copy of the Visiting Regulations will be posted in the Visiting Room and will be given to each approved visitor upon request by the Visiting Room Officer. Any violation of the institution's visiting procedures may result in termination of the present visit or in disciplinary action. The Institution Duty Officer and Operations Lieutenant have the authority to terminate a visit.

However, the Visiting Room Officer can deny entry of unauthorized pre-approved visitors.

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. The Operations Lieutenant will confer with the Institution Duty Officer (IDO) before the visit is terminated. The IDO is the final authority.

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 his/her visitor. If there is any reasonable basis to suspect that materials are being passed, which constitute a violation of the law or regulations, the officer may examine the item(s). The Operations Lieutenant will be consulted in questionable cases.

R. **Special Procedures:** The SIS Office will identify those inmates who require additional supervision during a visit based on a history of narcotics, contraband introduction, drug use, excessive physical contact and/or convicted of a Walsh Act offense involving a minor. Those identified inmates will be seated in an area that provides optimum visibility for staff. The Visiting Room #1 Officer will notify Control and SIS for further monitoring and will annotate the inmate's name and register number in the log book.

S. **Facility Address/Phone Number and Directions:**

- 1) FCI Greenville
100 U.S. Hwy. 40
PO Box 4000 Greenville, IL 62246
Phone: (618) 664-6200
Fax: (618) 664-6372
- 2) The City of Greenville is located on Interstate 70 in Southwestern Illinois, about 45 minutes east of St. Louis.
 - a) From the east, take exit #45; go north to the first light. Take a left. Go to the first stop sign and take a left to the institution entrance.

- b) From the west, take exit #41, go north over the Interstate to Hwy 40. Go east or turn right and go to the first stop sign and take a right to the institution entrance.
- c) If going to the camp, stay on the entrance road to camp parking. If going to the FCI, take the first right and park in visitor parking only.

3) **Local Transportation:** Amtrak currently has a train station in St. Louis at 550 S. 16th Street. For more information on the Amtrak station in St. Louis, call (800) USA-RAIL or visit <http://www.amtrak.com/stations/stl.html>

Greyhound Lines, Inc. offers bus transportation in some cities surrounding Greenville, such as: Effingham (217) 342-4075 and Springfield (217) 544-8466. Additional information is available at <http://www.greyhound.com/>

5. **ATTACHMENTS:** Attachment A - Visiting Regulations/Visitors Handout
 Attachment B - Request for Legal Visit
 Attachment C - FCI Visiting Room Authorized Items
 Attachment D - FPC Visiting Room Authorized Items

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**FEDERAL CORRECTIONAL INSTITUTION
GREENVILLE, ILLINOIS**

**VISITING REGULATIONS
** VISITORS HANDOUT**

FCI VISITING DAYS & HOURS:

Saturday-----8:00 AM to 3:00 PM
Sunday-----8:00 AM to 3:00 PM
Monday-----8:00 AM to 3:00 PM
Federal Holidays----8:00 AM to 3:00 PM

CAMP VISITING DAYS & HOURS:

Saturday-----8:00 AM to 3:00 PM
Sunday-----8:00 AM to 3:00 PM
Monday-----9:30 AM to 3:00 PM
Federal Holidays----8:00 AM to 3:00 PM

SHU VISITING DAYS & HOURS:

Saturday-----8:00 AM to 3:00 PM
Sunday-----8:00 AM to 3:00 PM
Monday-----9:30 AM to 3:00 PM
Federal Holidays----8:00 AM to 3:00 PM

(Video visiting of one and a half hours per visit)

Facility Address/Phone Number and Directions

FCI Greenville
100 U.S. Hwy. 40
PO Box 4000
Greenville, IL 62246
Phone: (618) 664-6200
Fax: (618) 664-6372

The City of Greenville is located on Interstate 70 in Southwestern Illinois, about 45 minutes east of St. Louis.

From the east, take exit #45; go north to the first light.

Take a left. Go to the first stop sign and take a left to the institution entrance.

From the west, take exit #41, go north over the Interstate to Hwy 40. Go east or turn right and go to the first stop sign and take a right to the institution entrance.

If going to the camp, stay on the entrance road to camp parking. If going to the FCI, take the first right and park in visitor parking only.

Local Transportation

Amtrak currently has a train station in St. Louis at 550 S. 16th Street. For more additional information, call (800) USA-RAIL or visit <http://www.amtrak.com/stations/stl.html>

Greyhound Lines, Inc. offers bus transportation in some cities surrounding Greenville, such as: Effingham (217) 342-4075; and Springfield (217) 544-8466. Additional information is available at <http://www.greyhound.com/>

The following is an outline of the regulations and procedures governing visiting with inmates at the Federal Correctional Institution/Federal Prison Camp, Greenville, Illinois. 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/her return to society.

All visitors will enter the visiting room at the front entrance. Each visitor, age 16 and above, must provide a form of government photo identification (i.e., passport, driver's license, state or local identification card) before being allowed to visit. Mexican consular identification cards (matricular consular cards) will not be accepted as valid form of identification.

As a reminder, persons not permitted to visit may not remain on institution property. Approved visitors will not be allowed to go to and from their vehicle 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. Visitor parking has been designated for the first three rows of the parking lot. Visitors may not line up at the visiting room door prior to the established visiting hours.

Physical contact between the inmate and his/her visitor(s) will be limited to a hand shake, embrace, or a brief closed mouth kiss upon the initial arrival and at the completion of the visit. Once the inmates and visitors are seated, they may not slump in the chairs, put their feet on the tables, lay on each other, cross legs with one another, embrace, massage, or

anything else which involved excessive and constant touching. Visitors, with the exception of a small child, will not be permitted to sit on the lap of an inmate. 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 allowed four adult visitors and five children visitors at one time. The Institution Duty Officer and/or Operations Lieutenant have the prerogative to terminate any visit due to improper conduct on the part of the inmate or his/her visitor(s), or for overcrowded conditions. Visiting room capacity, weather, frequency of visits, and distance traveled shall be determining factors when a decision to terminate a visit is made due to overcrowding.

Proposed visitors who are under the age of 16 must be accompanied by a parent, legal guardian or immediate family member. Those visitors who are 16 and 17 years of age will be authorized to visit with the written approval of a parent, legal guardian or immediate family member.

Additionally, visitors are prohibited from bringing animals on institutional grounds, unless the animal is a dog that assists disabled persons.

Adult visitors will be responsible for the conduct of children under their supervision. This includes keeping them within the authorized visiting areas. All Inmates and visitors will be responsible for keeping their children quiet so they do not disrupt others. Inmates at the FCI are not allowed in the designated child play areas; therefore, adult visitors must care for their children in those areas. Inmates at the FPC are allowed in the child play areas when space is available. Visitors will not be allowed to bring in or give anything to an inmate. It is requested that visitors not bring excessive items with them to visit an inmate; e.g., suitcases, large oversized bags or purses, packages, etc. These items must remain in the hotel room or automobile. One small clear coin purse is allowed with proper I.D. and sufficient money for the vending machines. Twenty-five dollars per adult visitor is allowed in change of one dollar bills and five dollar bills.

Inmates are not allowed to receive food from outside sources. Visitors are not allowed to bring in food items. 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. Only medications needed to preserve life such as nitroglycerin, asthma inhalers or epileptic medication will be allowed into the visiting room. All other medications, to include injectable medications; will not be authorized for entry into the institution.

Visiting is an extremely important family function, and dress code requirements are necessary to maintain the dignity of those involved. Visitors will be expected to wear clothing which is within the bounds of good taste. See-through and revealing clothing are not allowed in the Visiting Room. No hats or non-prescription sunglasses are allowed in the Visiting Room. All visitors will be properly dressed when coming to visit at the FCI and FPC. Visitors are prohibited from wearing sleeveless shirts, low cut, or see-through clothing, tube or tank tops, jogging suits, shorts/skirts, open-toed shoes, backless clothing, including not wearing clothing orange, Camouflage and or khaki in color. or any other apparel of a suggestive or revealing nature (e.g., short shorts, miniskirts (anything more than two (2) inches above the knee is unacceptable), skin-tight clothing, etc.) large or hard headbands, large bows, large clips, or excessively large jewelry that has a sharp edge and or point. FCI inmates are responsible for advising their visitors of the dress requirements in the Visiting Room, including not wearing clothing orange or khaki in color.

Visitors will not be allowed to enter the institution wearing light brown Hushpuppy shoes that are the same type as the inmates are allowed to buy through the Commissary and are authorized to wear into the Visiting Room.

The Operations Lieutenant or Duty Officer will be consulted prior to denying a visitor entry into the institution because of his or her attire. Excessive provocative attire is a reason to deny and/or preclude visiting.

Children (12 years and younger) are exempt from the above dress code.

Pillows, blankets, or strollers 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 ring, religious medallion w/chain, and prescription eyeglasses into the visiting room.

Inmates are not allowed to mix clothing. Inmates are required to wear institutional clothing. No sweat shirts, sweat pants, or recreation clothing will be permitted.

Visitors entering the institution may be subject to a search. Anyone refusing this search or refusing to sign a Title 18 statement (English or Spanish) will be refused entry into the institution. A visual search will be made of all carry-in items of a visitor. The visitor must sign this form in the presence of a staff member.

The visitor will be present during the time when all items are being searched. The visitor may be required to be checked with a hand-held metal detector. The Visiting Room Officer will not store any items for visitors or inmates.

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 five years, or both.

Furthermore, Section 1791, Title 18, U.S. Criminal Code, provides for punishment up to 20 years for providing or attempting to provide to an inmate a prohibited object.

Prohibited objects include: firearms, destructive devices, illegal drugs, alcohol, currency, or other objects which threaten the security of the institution.

Forty-five minutes prior to the scheduled count or immediately upon notice of an emergency count, ordinarily, no visitor will be permitted to exit or enter the institution prior to the clearing of the count.

For example:

Weekends & Holidays - from 9:15 a.m. until the 10:00 a.m.
Count clears.

Visitors will not be permitted to enter the institution forty-five minutes prior to the end of the visiting period.

For example: 2:15 p.m. when end time is 3:00 p.m.

F.P.C. / F.C.I. GREENVILLE
REQUEST FOR LEGAL VISIT

DATE OF REQUEST: _____ PHONE LETTER FAX

INMATE: _____ REGISTER NUMBER: _____

UNIT: _____

ATTORNEY: _____ BAR NUMBER: _____

VERIFIED: YES No

JURISDICTION: _____

NATURE OF RELATIONSHIP: _____

PURPOSE OF VISIT: _____

DATE OF VISIT: _____ TIME OF VISIT: _____

CHECK ANY OF THE FOLLOWING THAT APPLY:

- NEED SEMI-PRIVATE ROOM FOR VISIT
- REQUEST TO BRING LAPTOP COMPUTER (request must be in writing)
- REQUEST TO BRING RECORDING DEVICE (request must be in writing)
- NON-ATTORNEY VISIT..(paralegal or legal assistant) Must fill out BPS243.013
- ANY OTHER UNUSUAL REQUEST (as specified)

(Must be signed by Unit Manager)

APPROVED NOT APPROVED

(IF NOT APPROVED) REASONING:

SIGNED: _____ DATE: _____

PLACE ORIGINAL IN CENTRAL FILE cc: Front Lobby, (F.C.I. Only),
Lieutenants' Office, Control Center, Visiting Room (F.C.I.
Only), Unit Team

