



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Medical Center  
Lexington, Kentucky

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# Institution Supplement

**OPI:** Correctional Services  
**NUMBER:** LEX-5267.08D  
**DATE:** January 22, 2016  
**SUBJECT:** Visiting Regulations

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1. **PURPOSE:** To establish and implement visiting regulations at FMC Lexington, KY.

2. **DIRECTIVES AFFECTED:**

a. Directive Rescinded

1) LEX-5267.08C Visiting Regulations (07-24-2014)

b. Directive Referenced

1) P.S. 5267.09 Visiting Regulations (12-10-2015)

2) P.S. 1315.07 Legal Activities, Inmate (11-05-1999)

3) P.S. 5500.11 Correctional Svc Manual (10-10-2003)

4) P.S. 5500.14 Correctional Svc Procedures Manual (10-19-2012)

c. Correctional Standards Referenced

American Correctional Association Fourth Edition  
Standards for Adult Correctional Institutions: 4-4498,  
4-4499, 4-4500, 4-4501, 4-4502, 4-4503, 4-4503.

3. **RESPONSIBILITY:** The Captain is delegated as having responsibility and oversight of inmate visiting procedures.

4. **PROCEDURES:**

a. Visitor Approval

- 1) All inmates desiring to receive regular visits must submit a list of proposed visitors to the designated staff. Staff will compile an approved visiting list following suitable background checks of the proposed visitors. The Warden must approve visiting privileges for proposed visitors who did not have an existing relationship with the inmate prior to incarceration. The inmate can request the approval through unit management to the Warden for an official response.
- 2) When a proposed visitor is denied visiting privileges due to security concerns, extensive criminal history and nor no relationship prior to incarceration, the inmate will be notified. It is the responsibility of the inmate to notify the proposed visitor of the denial.
- 3) Visiting lists are limited to 10 approved friends and associates as visitors. Unit counselors will maintain the current approved visiting list for the inmate in record form located within the visitation room. It is up to the inmate to maintain and keep their visitation list up to date and may request updates as authorized through Unit Team.

4) WALSH ACT REQUIREMEN

The Unit Team will evaluate all inmates on their caseload and all incoming inmates to determine if they have an inmate who has been convicted of a sex offense involving a minor (WA CONV). Any inmate fitting this criterion will have the following annotation placed in the visiting program under the comments section: "this inmate was convicted of a sex offense involving a minor." Any inmate identified as having a Walsh Act assignment involving a minor will have his/her visits closely monitored.

b. Location

- 1) The institution is located on the west side of metropolitan Lexington, Kentucky, on U. S. Highway 421 (Leestown Road), approximately four

miles from the intersection of Circle 4 Highway. The institution's street address is: 3301 Leestown Road, Lexington, Kentucky, 40511, Telephone: (859) 255-6812. There is a sign at the entrance of the institution indicating you are entering a Federal Bureau of Prisons facility. Prior to reaching the main facility, there is a driveway to the left marked Satellite Camp (SCP). Designated signs for visitor parking are posted. Violators caught parking in other areas may be denied visiting privileges. Taxi service is available to the institution from the bus station and airport; however, public transportation is not available.

- 2) All visits (Special Visits as required) will be conducted in the visiting room of each facility. The patio area of the Satellite Camp may be utilized at the discretion of the institution.
- 3) Legal visits and Hold Over inmate visits (FMC) will be conducted in the visiting room at the FMC & SCP and during non-visiting hours and supervised by unit team members.

c. Visiting Hours

- 1) The following visiting schedule has been established for both facilities during the normal work week.

VISITING SCHEDULE	FMC	CAMP
Sunday	8:30 a.m. - 3:00 p.m.	8:30 a.m. - 3:00 p.m.
Saturday	8:30 a.m. - 3:00 p.m.	8:30 a.m. - 3:00 p.m.
Monday	2:25 p.m. - 8:30 p.m.	NO VISITING
Thursday	2:25 p.m. - 8:30 p.m.	NO VISITING
Friday	2:25 p.m. - 8:30 p.m.	5:00 p.m. - 8:30 p.m.

- 2) In the event a regular visiting day falls on a Federal Holiday, all visiting will be held from 8:30 a.m. - 3:00 p.m.

- 3) During an institutional power outage, all visitations will be canceled due to security concerns.

Inmate social visitors will be processed through the Front Entrance until 30 minutes before standup count at the (FMC) and will continue processing after there is a good verbal count announced by Control. Visiting staff are required to have a completed out-count turned into the Control Center by 9:15 am on weekends and 3:15 pm during week days. Visitors will be notified during times of Count that the inmate will not report to the Visiting room until a clear Count has been completed. The Operations Lieutenant will coordinate closely with the Front Entrance Officer concerning the volume and flow of traffic at all times, being cognizant of the need to assign additional staff to the Front Entrance during peak traffic periods. Additionally, on Mondays, Thursday, and Fridays, the med screen staff will be assigned, to monitor traffic through the secondary screening site from 2:00 p.m. to 4:00 p.m. A Lieutenant will be assigned, to monitor traffic through the Control Sallyport and Front Entrance from 3:00 p.m. to 4:00 p.m., as deemed necessary. This Lieutenant may be any Lieutenant available, not necessarily the Activities Lieutenant.

d. Frequency of visitors and Number of Visits

Visiting is based on a points system. Visits that occur on weekdays are counted as two (2) points, and visits that occur on weekends and holidays count as four (4) points. Friday is considered a weekend day and four (4) points will be deducted at the FMC; however, only one (1) point will be deducted at the Satellite Camp for Friday visits. On occasions, the Warden may waive deducting points for some holiday visiting. A memorandum will be distributed when this occurs.

Inmates are granted a total of (12) visiting point per month. It is the inmate's responsibility to budget the allowable (12) points during each month.

The Associate Warden/Camp Administrator may, for extenuating circumstances, override the point system and grant an inmate visiting privileges. Prior approval must be obtained, and this will be documented in memorandum form, with a copy given to the Visiting Room Officers. Regardless of the amount of time spent in the visiting room (i.e., one hour or four hours), the mere entrance into the visiting room counts toward points being deducted.

- 1) Multiple visitors arriving at different times during the same visitation period will be processed as separate visits and points deducted as such. It is the inmate's responsibility to make sure their visitors arrive at the same time.
- 2) Inmates at the FMC and Camp may have a total of five visitors, including children, at one time. If more than five visitors arrive to visit an inmate, the visitors will be required to alternate during the visit; however, visitors may not wait on institution grounds. The Associate Warden/Camp Administrator may approve additional visitors, in advance, for instances such as infrequent visits. Notification will be provided to the Visiting Room and Front Entrance Officers.

e. Maximum Capacity Procedures

If at any time the Visiting Room reaches maximum capacity (167 occupants at the FMC) the following early termination procedures will be followed:

- 1) The Operations Lieutenant and/or the Institution Duty Officer will be notified to evaluate the situation and determine which visits will be terminated.
- 2) Ordinarily, visitors determined to have traveled the shortest distance will be asked to leave first.
- 3) The time the visit began and the frequency of the visits will also be taken into consideration.

- 4) A memo detailing the procedures used for termination and other pertinent data will be prepared and routed to the Captain.

f. Identification/Records of Visitors

- 1) Upon arrival to the facility, all inmates will be provided visitor request forms in order to establish an approved visiting list. Immediate family members, verified in the inmate's Pre-Sentence Investigation report, will ordinarily be approved.
- 2) All visitors (16 years and older) are required to present acceptable means of picture identification, prior to being admitted into the institution for a visit. The Visiting #1 officer will maintain control of all inmate visitors authorized identification and Title 18 form for the duration of the visit. At the conclusion of the Visit the Visiting #1 Officer will identify inmate Visitors utilizing the visitor identification.

Acceptable form of identification is a valid state or Government issued photo identification. Mexican consular identification cards (Matricula Consular) will not be accepted as a valid form of identification. Visitors without proper identification (photo identification) will not be permitted to visit. Front Entrance staff having any questions or concerns regarding acceptable identification will refer the matter to the Operations Lieutenant and/or the Institution Duty Officer.

- 3) All visitors less than 18 years of age must be accompanied by a parent, legal guardian, or responsible adult over the age of 18.
- 4) Visitors will complete the Notification to Visitor Form - BP-224. The Visiting Room Officer will forward this form daily to the SIS.
- 5) All visitors must pass through and clear the screening procedures before entering the FMC. Visitors may be requested to submit to a pat

search, visual, and/or drug/narcotic test for the detection of contraband.

g. Random searches

This type of search may occur at any time, and is not based on any particular suspicion that a non-inmate is attempting to bring a prohibited object into a Bureau facility or Bureau grounds.

- 1) Random searches must be impartial and not discriminate among non-inmates on the basis of age, race, religion, national origin, or sex.
- 2) Non-inmates will be given the option of either consenting to random searches as a condition of entry, or refusing such searches and leaving Bureau grounds. However, if a non-inmate refuses to submit to a random search and expresses an intent to leave Bureau grounds, he or she may still be required to be searched if "reasonable suspicion" exists as described in paragraph (c) of this section.
- 3) Reasonable Suspicion Searches. Notwithstanding staff authority to conduct random searches, staff may also conduct reasonable suspicion searches to ensure the safety, security, and orderly operation of Bureau facilities, and protect the public. "Reasonable suspicion" exists if a staff member knows of facts and circumstances that warrant rational inferences by a person with correctional experience that a non-inmate may be engaged in, attempting, or about to engage in, criminal or other prohibited activity.

Procedures for handling persons, who refuse to submit to an authorized search, including persons attempting to leave Bureau facilities and grounds, are found in Sections 11 and 12 of Program Statement 5510.12.

Random selection of visitors for searching must be impartial and non-discriminatory. The concept of "random selection" includes either searching all visitors entering at a given time, or searching visitors according to a predetermined selection method, detailed below.

Staff may not randomly select visitors for searching by any other method, or search visitors out of the predetermined random selection order without reasonable suspicion and shift supervisor approval, as detailed below.

All visitors will be subject to a random pat search as part of the screening process. A random selection method must be established and documented in the Front Entrance Officer's Log Book each day before searching visitors entering Bureau grounds and facilities. The SIA will ensure appropriate random selection methods are implemented on a yearly basis.

Except when the random selection method is "all visitors," recommended predetermined selection methods include the following, using numbers between one and ten:

- # "Every third visitor."
- # "Search four, skip two."
- # "Search two, skip four, search three, skip four."

Staff may not search visitors out of the predetermined random selection order unless reasonable suspicion indicates the visitor's possible involvement with prohibited activities or objects.

h. Pat Search/Visual Search Log Book

The Wardens approval is needed for limited visual searches or Visual searches. The Operations Lieutenant and/or the IDO will contact the Captain in such circumstances.

When a visual search is performed based on reasonable suspicion, or when a visitor is pat searched out of established random order, a logbook entry must indicate:

- Date, time, and place the search is conducted.
- Persons involved (person being searched, staff conducting search, witnesses, if any).
- Circumstances justifying the search.

-Search results.

-Action taken, if any.

Visitors have the option of not submitting to the screening procedures; a pat search; however, refusal will bar the visitor from visiting on that date. Additionally, the Operations Lieutenant and/or Institution Duty Officer (IDO) will be notified of the refusal of any screening requirements. Good judgment will be exercised when dealing with members of the public with disabilities.

When a visitor is unable to clear the walk-through metal detector, a hand-held metal detector will be utilized by the Front Lobby Officer in an attempt to locate and clear the source. If the source cannot be cleared and/or identified, the Operations Lt or IDO will be notified to authorize a pat search. The shift supervisor's approval is required prior to performing a pat search and the search must be documented as such in the Front Lobby Visual Pat Search Log Book. Whoever conducts the pat search must note what item(s) are setting off the metal detectors in the Front Lobby Visual Pat Search Log Book (i.e. name of visitor and item(s) setting off metal detector).

Some situations may not be remedied by a pat search, thus requiring a limited visual search.

For example, a concealed medical device (e.g. knee brace under clothing, or insulin delivery system) may trigger the walk-through and hand-held metal detectors.

In such case, a limited visual search will ordinarily be required to confirm the device's presence and qualification as a permitted object. It is important that a limited visual search always be performed in a private area away from others, and by staff members of the same sex as the visitor being searched. ***The Warden's authorization is required when conducting both limited visual searches and visual searches of persons based on reasonable suspicion.***

Refusal on the part of the visitor at any point during the screening process will result in the visitor being denied entry into the facility.

All visitors at the FMC will be stamped with detection ink on one hand before entering the institution and will be black lighted before entering and exiting the institution Visiting Room or control Sallyport.

The Front Entrance Officer and the Camp Visiting Officer will maintain a record of all inmate visits on a daily basis. The visitation program will be utilized to maintain a computerized record of visits while the sign in log will suffice as a written record of visiting.

NOTE: It is the responsibility of the inmate to ensure visitors receive the visiting regulations (Attachment A), prior to visiting. (Camp inmates are to use Attachment B). These rules may be obtained from the Unit Counselor upon placement of visitors on the approved visiting list. Each visitation room will have the rules posted for visitors to view.

i. Special Visits

A special visit is a Warden approved visit and are ordinarily for a specific purpose and not of a reoccurring nature. Inmates can request the approval through unit management staff for an official response from the Warden:

- 1) Clergy, former or prospective employers, sponsors and parole advisors: Must be pre-approved and serve such purposes as assistance in release planning, counseling, and discussion of family problems.

Business Visitor: Must be pre-approved and will be conducted during regular visiting hours and supervised by visiting room officers.

Consular Visitor: Must be pre-approved and will be conducted during non-visiting hours and supervised by a unit team member.

Representatives of Community groups: Must be pre-approved and will be conducted during regular visiting hours and supervised by visiting room officers.

- 2) A special visit may be pre-approved by the Warden for an authorized visitor to visit other

than at regularly established visiting times, or in excess of regularly permitted visits.

- 3) The Unit Manager will submit requests for special visits to the Warden. Unit staff will be responsible for supervising special visits when they are scheduled during non-visiting hours.

j. Attorney Visits (Legal)

- 1) Attorney visits will be coordinated and supervised by unit team staff when the Visiting Room is closed. Attorney visits may be conducted in areas that provide adequate unobstructed visual supervision.
- 2) The room where supervision is obstructed will be utilized for law enforcement visits only. These procedures apply for attorney visits with SHU inmates, as well as general population inmates.
  - a) During legal visits, attorneys may not directly provide legal documents to inmates. With prior approval, documents may be passed through the supervising staff member. Supervising staff will ensure the documents do not conceal or contain contraband.
  - b) The use of a recording device or audio players during attorney visits is permitted with prior approval by the Warden.
  - c) Audio tapes, CD's, or DVD's provided by an attorney for an inmate's review, which constitute potential evidence in the inmate's ongoing litigation will be processed as special legal mail being mailed to the inmate. Once opened in the presence of the inmate, the Unit Team member will take physical possession of the tapes, CD's, or DVD's, and check them out to the inmate until the review is complete. It will then be the responsibility of the inmate to mail the tapes back to their attorney.

k. Institutional Activities

Institutional activities must be maintained. Visits which unnecessarily interfere with institutional activities will not be allowed.

l. Visits for Inmates not in General Population

- 1) Inmates in the status of Admission, Holdover and Court Ordered Study: Inmates in Admission or Court Ordered Study classifications where there is neither a visiting list from a transferring institution, nor other verification of proposed visitors, are restricted to visits from immediate family only and will be conducted during normal visiting hours, as approved by Unit Team. Inmates in Hold Over status are restricted to visits from immediate family only and will be conducted on Tuesday or Wednesday during non-visiting hours, as approved by Unit Team. Holdover inmates housed in the Special Housing Unit wishing to visit will submit a COP-OUT to their respective Unit Team, specifying the date and time of the potential visit, a week prior to requested visit.
- 2) Inmates in Administrative Detention or Disciplinary Segregation Status: Generally, an inmate retains visiting privileges while in administrative detention or disciplinary segregation. However, visiting may be restricted or disallowed when an inmate (while in administrative detention or disciplinary segregation) is charged with or was found guilty of a prohibited act related to visiting guidelines, or has acted in a way that would reasonably indicate a threat to security or order in the Visiting Room. Loss of visiting privileges for any other reason may not occur unless the inmate is provided with a hearing by the Discipline Hearing Officer (DHO). The Unit Discipline Committee (UDC) may not impose a sanction of loss of visiting privileges for inmates in administrative detention or disciplinary segregation status.

Inmates housed in the Special Housing Unit will have their visits conducted via a video-conference station. Special Housing Unit inmates are afforded up to a 125 minute visit a day as listed below. In the event that multiple visitors arrive, the Video Conference rooms shall be filled on a first come first serve basis.

Inmates housed in the Special Housing Unit wishing to visit, will submit a COP-OUT to the Special Housing Unit Lieutenant, specifying the date and time of the potential visit a week prior to requested visit.

Visiting Hours for SHU Inmates:

Friday 2:25 pm to 8:30 pm, Saturday 8:30 am to 3:00 pm, Sunday 8:30 am to 3:00 pm.

Visitors will be screened through the front entrance with all inmate visitors and will proceed to the video conference station located in the Visiting Room.

- 3) Hospital (F-4) Inmates: Must be pre-approved and will be conducted during regular visiting hours. Visitors will be escorted and supervised by Unit Team staff within F-4. The inmate will be searched just as every other inmate prior to and at the end of the visit. The visit will be conducted within in a single cell, with no other inmates present and will last no longer than 2 hours unless otherwise approved.

Psychology: Inmates with Mental Health disorders that are on a current formal watch and are considered unstable, such as when on a formal Suicide Watch or S.R.M.P. in Special Housing Unit; will have their visits denied due to safety concerns and explained to the visitor, prior to their visit being denied. Reasons concerning the denial of a visit will be verified through Psychological Services. The Warden may approve as medically necessary visiting for inmates in F-4. The Chief Medical Officer or in his absence, the Health Services Administrator should review and provide

guidance to the Warden pertaining to limiting visits for inmates who are diagnosed with infectious diseases, i.e. MSRA, that could cause security/health concerns for visitors and staff.

Inmates with active MRSA requiring bandaging will be restricted from visitation until such time as they no longer require bandaging for wound care.

Inmates deemed to be "clinically deceased/brain dead" or unable to maintain their unsupported coherent faculties, may have visiting privileges restricted as deemed necessary.

This review will be conducted on a case-by-case basis. It is not permissible to bring food, packages, or gifts of any kind. No written messages may be exchanged. Documents or papers may not be examined or signed. Letter type transactions should be handled (as a matter of record) through correspondence. No visitor will be permitted to carry any luggage into the institution. During visiting on F-4, or other medical designated area, inmates, to include inmate workers, will not be allowed in the area of the visit. Inmate visitors will be escorted by staff at all times while inside the institution. Unit Team staff will be responsible for supervising special visits.

- 4) Visits for inmates in the outside hospital may be approved for immediate family only, by the Captain and Associate Warden (Programs).

These visits will be conducted according to local hospital procedures or as established by the Warden. In the event there is 24 hour visiting at the local hospital, visitors should be asked to leave the room during any shift change. Additionally, visiting should not occur between the hours of 10:00 p.m. and 8:30 a.m. However, circumstances may be present to extend the visiting hours in this case (i.e. inmate is critical and not expected to survive during these hours).

- 5) Camp inmates housed at Fayette County Detention Center (Trans Seg) are permitted to visit during the established Fayette County Detention Center's visiting schedule listed below:

VISITING SCHEDULE	FAYETTE COUNTY AM	FAYETTE COUNTY PM
Monday	NO VISITING	6:00 p.m. - 9:25 p.m.
Tuesday	NO VISITING	6:00 p.m. - 9:25 p.m.
Wednesday	NO VISITING	6:00 p.m. - 9:25 p.m.
Thursday	NO VISITING	6:00 p.m. - 9:25 p.m.
Friday	NO VISITING	NO VISITING
Saturday	9:00 a.m. - 10:25 a.m.	1:00 p.m. - 3:25 p.m.
Sunday	9:00 a.m. - 10:25 a.m.	1:00 p.m. - 3:25 p.m.

m. Restrictions \ Conduct

- 1) Visitors, including children, will not be permitted into the institution wearing any clothing which resembles inmate issued uniforms or officer's uniforms (i.e., khaki colored clothing), hats, other than religious headgear, sweat suits/jogging suits, shorts, see-through blouses, miniskirts, strapless dresses/tops, sleeveless shirts/blouses, halter tops, spandex, or any other form fitting type of provocative clothing. Skirts, skorts, or dresses must fall below the knee while sitting.

Hats, bandannas, and scarves will not be permitted inside the Visiting Room. Sunglasses will not be worn in the Visiting Room, unless the visitor provides proof of this being medically necessary.

Religious headgear maybe worn, but must be searched prior to entry. Open toed shoes and flip-flops will not be allowed in the visiting room.

- 2) Handshaking, embracing, and /or kissing by visitors is only permitted at the beginning and end of the visit. Occasional holding of hands during the visit is permitted. Inmates will be

allowed normal parental contact with their children while visiting. There is a children's playroom where children may play with toys the institution has provided, however, they must be supervised by the adult visitor as inmates are not permitted in the playroom area at any time. Adult visitors will not be permitted the following actions on Institution grounds, petting, body contact, sitting on laps, covering selves with blankets, coats, etc. No disrespectful action, as deemed by the Visiting Room staff, will be permitted.

- 3) Visitors may bring a maximum of \$20.00 per adult. Money can only be used for the vending machines in the Visiting Room, and may not be given to the inmate.
- 4) Visitors may not leave money for deposit to an inmate's account. Visitors are permitted to carry one clear, gallon-sized Ziploc plastic bag into the visiting room for storing their authorized items. One additional clear, gallon-sized Ziploc plastic bag may be permitted for storing baby supplies.
- 5) No moving of Visiting Room furniture in any capacity without prior approval of the Visiting Room Officers. Visitors must remain upright and seated in one chair. No reclining, lying across multiple chairs, or using chairs as a foot rest.
- 6) No bare feet allowed in the visiting area.
- 7) Visitors must keep their children under control and in the immediate vicinity of the visit. Visitors whose children disrupt or interfere with another inmate's visit may be asked to leave the institution.

There is a children's playroom where children may play with toys the institution has provided, however, they must be supervised by the adult visitor. Inmates are not permitted in the playroom area at any time.

- 8) Visitors are not authorized to bring items to give to the inmate.

- 9) Visitors may not visit with two inmates simultaneously except for inmates who are immediate family members, with prior approval of the Unit Team (s) through the Captain.
- 10) Lockers are provided in the Front Lobby for visitors who need to store items that are not authorized in the visiting room, (i.e. cell phones, hand bags, etc.). This only applies to visitors who have been dropped off and do not have a vehicle to secure the items.

n. Termination or Denial of Visits

- 1) Visits may be terminated or denied by the Operations Lieutenant and/or Duty Officer for the following reasons: disruptive or improper conduct by the visitor or inmate, visitors under the influence of drugs or alcohol, and/or continued failure to comply with visiting regulations, or as the needs of the institution dictate.
- 2) Visitors may be denied entrance into the institution if they are not on the inmate's approved visiting list; if it is suspected the visitor is under the influence of drugs or alcohol; if the visitor does not possess proper identification, or if the visitor is inappropriately dressed.
- 3) Prior to the end of the shift, the Operations Lieutenant will prepare a memo to the Captain (with a copy forwarded to the Institution Duty Officer) detailing the reasons for the termination or denial of any visit.

o. Identification/Records of Inmates

Inmates will be positively identified by Bureau issued photo ID upon entering the Visiting Room, and following the visit, prior to the visitors departing the Visiting Room. Inmates processed for visiting will be visually searched before entering the Visiting Room. Upon completion of the visit, all inmates at the FMC will undergo a visual search and metal detection scan. Camp inmates will undergo pat searches and random visual searches upon completion of the visit.

p. Supervision

- 1) It is the responsibility of the Visiting Room Officer to ensure the visiting area regulations are followed as outlined by Bureau of Prisons Policy, and that visits are conducted in a quiet, orderly, and dignified manner. Direct observation of the visits is not required at all times, but the officer will ensure all visits are monitored throughout the visiting period.
- 2) Under no circumstances will the Visiting Room Officer accept articles, gifts of any kind, or money from visitors for an inmate. Inmates are not permitted to give anything (i.e., hobby craft items) to visitors except through appropriate recreation procedures.
- 3) Inmates will report directly to the officers' station and relinquish their institutional ID card and Special Management Card (if applicable) for security and accountability. The card will be returned upon completion of the visit.
- 4) All inmates will sit facing the officer's desk. Inmates will remain in their seat and may not accompany their visitors to the vending area.
- 5) Inmates and visitors are not allowed to remove any vending items from the Visiting Room. All vending items purchased in the Visiting Room are to be consumed during the visit. Food items purchased will be required to be opened and placed separately on the food plates provided. The original wrappers of all food items purchased will be thrown in the trash prior to leaving the vending area.
- 6) The television in the Visiting Room is for the children; the Visiting Room Officers will control the volume/channel and ensure the programming is suitable for their viewing. Disputes over the television will be settled by the Visiting Room Officers.

- 7) Inmates utilizing the restroom will be pat searched, out of public view, and will be under constant visual supervision.

q. Clothing and Accessories

- 1) Inmates will visit wearing the "institution issued uniform." The "issued" uniform consists of khaki pants, khaki shirt, t-shirt, underwear, socks, and black boots (tan boots purchased in the commissary are acceptable).
- 2) An allowance for wearing boots will be made for inmates with medical passes requiring institutional issued soft shoes. The inmate will be required to have this medical pass in his/her possession at the time of his/her visit and wearing the "issued" medical shoes.
- 3) Jewelry is limited to a wedding band and religious medallion. Earrings, watches, bracelets, rubber bands, additional rings and necklaces are not permitted.
- 4) Inmates will not be permitted to wear coats/jackets into the Visiting Room.
- 5) No inmate items will be stored in the search area. Coats can be temporarily kept in the outside shelving area.

r. Prisoner Visitation and Support

- 1) Any visitor identified as a representative from Prisoner Visitation and Support (PVS) will be permitted to visit any inmate incarcerated at this institution during normal visiting hours. Ordinarily, the Volunteer Coordinator will provide a memorandum to the Front Entrance Officer to announce the intended visit.

However, these special visitors will ALWAYS be permitted to visit, in the absence of a memorandum or advanced notice.

- 2) If there are any concerns allowing a PVS visitor into the institution, the Institution Duty Officer (IDO) must be contacted immediately. Denial of any PVS visitor must be

with the approval of the Administrative Duty Officer (ADO).

s. Computer Failure Backup System

- 1) During times of computer failure, the visitation program will become unavailable. Staff will implement the hard copy backup system so visitation can continue.
- 2) The hard copy backup system is to be stored inside the visitation room and updated every visiting room shift by the Visiting Room Officers using information provided by the unit teams.
- 3) Once a visitor completes the required paperwork at the front entrance. The front entrance officer will notify the Visitation Officers of their arrival.
- 4) The Visitation Officers will verify the information provided by the front entrance officer by using the hard copy print out of the inmate's visitation list and visitation will continue on a normal basis.
- 5) Visiting room officers will place copies of the inmate accountability roster in the mailroom for the unit team so the appropriate visitation points can be deducted.

5. **EFFECTIVE DATE:** This supplement is effective upon issuance.

Approved by:

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Francisco J. Quintana  
Warden

Distribution:    Executive Staff            Lieutenant's Office  
                  Department Heads        Control Room  
                  AFGE Local 817            Master File  
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**VISITING GUIDELINES  
FEDERAL MEDICAL CENTER  
LEXINGTON, KENTUCKY**

This information is made available to describe our rules for visiting and mail procedures. We know much effort, time, and travel may be involved with your visit, and we want you to understand our program fully so your visit will be as pleasant as possible.

This institution is located on the west side of metropolitan Lexington, Kentucky, on U. S. Highway 421 (Leestown Road), approximately four miles from the intersection of Circle 4 Highway. The institution's street address is: 3301 Leestown Road, Lexington, Kentucky, 40511, Telephone: (859) 255-6812. There is a sign at the entrance of the institution indicating it is a Federal Medical Center, Bureau of Prisons facility. Taxi service is available to the institution from the bus station and airport; however, public transportation is not available.

The inmate institution mailing address is listed below. All correspondence must include the inmate's register number in the address.

MAILING ADDRESS: (Example)  
Inmate's Name  
Register Number  
Federal Medical Center, Satellite Camp  
Atwood Unit  
P.O. Box 14525  
Lexington, KY 40512-4525

VISITING ROOM HOURS: An inmate may visit Monday, Thursday, and Friday 2:25 p.m. - 8:30 p.m.; on Saturdays, Sundays, and Federal Holidays 8:30 a.m. - 3:00 p.m. Inmates housed in the Special Housing Unit will have their visits conducted via a video-conference station. Special Housing Unit inmates are afforded up to a 125 minute visit a day as listed above. In the event that multiple visitors arrive, the Video Conference rooms shall be filled on a first come first serve basis.

Visitors are permitted on institution grounds at approximately 15 minutes prior to schedule visiting times. Visitors will begin to assemble in line at the specified Visiting start time. All visitors must have current identification; e.g., driver's license or approved state issued photo identification.

Inmate social visitors will be processed through the Front Entrance until 3:30 pm at the (FMC) and will continue processing at approximately 4:30 pm, after there is a good verbal count. Visiting staff are required to have a completed out-count turned into the Control Center by 9:15 am on weekends and 3:15 pm during week days. Visitors will be notified during times of Count that the inmate will not report to the Visiting room until a clear Count has been completed. The Processing of visitors will cease 45 minutes to the ending time for visiting.

All persons, vehicles, and packages are subject to search while on institution property. Possessing alcohol, firearms, weapons, or narcotics is prohibited. Introducing or attempting to take or send any article from this institution without the knowledge and consent of the Warden or his/her authorized representative is subject to criminal prosecution and a prison sentence of up to 20 years (Section 1791, Title 18, U.S.C.).

Children under age 18 years of age must be accompanied by an approved adult visitor.

All visitors 16 years of age or older must have an approved, state or Government issued, photograph identification.

A maximum of five visitors (including children) are allowed to visit an inmate at one time, for all visiting periods. Exceptions to this require prior approval by the Associate Warden of Programs/Camp Administrator.

Visiting is based on a point system. Inmates are granted a total of (12) visiting points a month. Visits that occur on weekdays are counted as two (2) points, and visits that occur on weekends and holidays count as four (4) points. Friday is considered a weekend day for the FMC and four (4) points will be deducted at

the FMC. Only one (1) point will be deducted at the Satellite Camp for Friday visits. It is the inmate's responsibility to budget the allowable (12) points during each month. Regardless of the amount of time spent in the visiting room (i.e., one hour or four hours), the mere entrance into the visiting room counts towards points being deducted.

An embrace within the bounds of good taste is permitted when an inmate greets the visitor.

The same applies upon termination of the visit. Occasional Holding of hands during the visit is permitted. Adult visitors will not be permitted the following actions on Institution grounds, petting, body contact, sitting on laps, covering selves with blankets, coats, etc. No disrespectful action, as deemed by the Visiting Room staff, will be permitted.

The Visiting Room has been designated as a non-smoking area. No tobacco items will be allowed in the Visiting Room.

Visitors must keep their children under control and in the immediate vicinity of the visit. Visitors whose children disrupt or interfere with another inmate's visit may be asked to leave the institution. There is a children's playroom where children may play with toys the institution has provided, however, they must be supervised by the adult visitor. Inmates are not permitted in the playroom area at any time.

Visitors, including children, will not be permitted into the institution wearing any clothing which resembles inmate issued uniforms or officer's uniforms (i.e., khaki colored clothing), hats, other than religious headgear, sweat suits/jogging suits, shorts, see-through blouses, miniskirts, strapless dresses/tops, sleeveless shirts/blouses, halter tops, spandex, or any other form fitting type of provocative clothing. Skirts, shorts, or dresses must fall below the knee while sitting. Hats, bandannas, and scarves will not be permitted inside the Visiting Room. Religious headgear maybe worn, but must be searched prior to entry. Open toed shoes and flip-flops will not be allowed in the visiting room. Sunglasses will not be worn in the Visiting

Room, unless the visitor provides proof of this being medically necessary.

Handshaking, embracing, and /or kissing by visitors is only permitted at the beginning and end of the visit. Occasional holding of hands during the visit is permitted. Inmates will be allowed normal parental contact with their children while visiting. There is a children's playroom where children may play with toys the institution has provided, however, they must be supervised by the adult visitor as inmates are not permitted in the playroom area at any time.

Adult visitors will not be permitted the following actions on Institution grounds, petting, body contact, sitting on laps, covering selves with blankets, coats, etc. No disrespectful action, as deemed by the Visiting Room staff, will be permitted.

Designated parking for visitors is located in the left parking lot, at the rear. Signs are posted indicating this.

Violators caught parking in other areas may be denied visiting privileges. There are no facilities available for extra visitors or persons accompanying visitors to wait within the institution.

In addition, NO ONE IS PERMITTED TO WAIT IN THE PARKING LOT OR REMAIN ON THE GROUNDS WHILE PERSONS ARE VISITING AN INMATE.

Visitors are prohibited from bringing animals on the institution grounds at any time, unless it can be verified the animal is required to assist a physically impaired person.

Visitors will not be allowed to leave the Visiting Room and return during a visit.

The Warden may approve visits for inmates in F-4, as medically necessary. It is not permissible to bring food, packages, or gifts of any kind. No written messages may be exchanged. Documents or papers may not be examined or signed. Letter type transactions should be handled (as a matter of record) through correspondence. No visitor will be permitted to carry any

luggage into the institution. Visitors requiring food or drink may be escorted to the official visiting room where the vending machine can be utilized. However, the loss of money in these machines is not refundable. No food or drink items will be allowed to leave from the official visiting room.

Visitors who have no available transportation to store items not permitted in the visiting room will be provided lockers, on a first come first serve basis, at the front desk. Visitors are permitted to carry one clear, gallon-sized Ziploc plastic bag into the visiting room for storing their authorized items. One additional clear, gallon-sized Ziploc plastic bag may be permitted for storing baby supplies.

Authorized items are identification, car keys, lifesaving medication and up to twenty dollars cash. No other items are authorized. Coats may be worn into the visiting room provided they have been screened through the x-ray machine at the Front Desk. Hats, scarves and bandannas will not be permitted inside the Visiting Room.

Cameras are not permitted. There is an inmate photographer available for pictures to be taken in the visiting area.

Visitors may not leave money for deposit to an inmate's account.

Please feel free to ask any staff member if you have questions about policies and procedures.

Cooperation with the above instructions is necessary by both the inmate and visitor(s) to ensure visiting is beneficial and enjoyed by all involved.

AUTHORIZED BABY CARE ITEMS THAT MAY BE TAKEN INTO THE VISITING ROOM (Enough baby care items to last six hours):

4 Diapers  
2 Clear Baby Feeding Bottles  
4 Baby Food (jars that are sealed only)  
Any medication the baby needs  
Baby Wipes in a clear plastic baggie.

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Attachment A

All items may be placed into 1 (one) clear bag to carry the items. (1 (one) Gallon clear Ziploc bag)

Any special needs item(s) will be handled at the discretion of the Visiting Room Officer.

All visitors must pass screening procedures before entering the FMC. Visitors may be requested to submit to a pat search and/or drug/narcotic test for the detection of contraband. Visitors have the option of not submitting to the screening search(s); however, refusal will bar the visitor from visiting on that date.

**VISITING GUIDELINES  
FMC SATELLITE CAMP  
LEXINGTON, KENTUCKY**

This information is made available to describe our rules for visiting and mail procedures. We know that much effort, time, and travel may be involved with your visit, and we want you to understand our program fully so that your visit will be as pleasant as possible. Inmates will be notified of visit approval and are responsible for notifying you of the approval.

This institution is located on the west side of metropolitan Lexington, Kentucky, on U. S. Highway 421 (Leestown Road), approximately four miles from the intersection of Circle 4 Highway. The institution's street address is: 3301 Leestown Road, Lexington, Kentucky, 40511, Telephone: (859) 255-6812). There is a sign at the entrance of the institution indicating you are entering a Federal Bureau of Prisons facility. Prior to reaching the main facility, there is a driveway to the left marked Satellite Camp (SCP). Designated signs for visitor parking are posted. Violators caught parking in other areas may be denied visiting privileges. Taxi service is available to the institution from the bus station and airport; however, public transportation is not available.

VISITING ROOM HOURS: Visiting will be Saturdays, Sundays, and federal holidays from 8:30 a.m. to 3:00 p.m. Friday visitation will be from 5:00 p.m. to 8:30 p.m. Processing of visitors will 45 minutes prior to the scheduled end time.

A maximum of five visitors (to include children) are allowed to visit an inmate at one time. Visitors are not permitted on institution grounds until visiting time. All visitors 16 years of age or greater, must have current state issued identification, e.g., driver's license, photo identification.

Visiting is based on a point system. Inmates are granted a total of (12) visiting points a month. Visits that occur on Fridays will have one (1) point deducted, and visits that occur on weekends and holidays will have four (4) points deducted.

It is the inmate's responsibility to budget the allowable (12) points during each month.

Regardless of the amount of time spent in the visiting room (i.e., one hour or four hours), the mere entrance into the visiting room counts towards points being deducted.

All persons, vehicles, and packages are subject to search while on institution property. Possessing alcohol, firearms, weapons, or narcotics is prohibited. Introducing or attempting to take or send any article from this institution without the knowledge and consent of the Warden or his/her authorized representative is subject to criminal prosecution and a prison sentence of up to 10 years (Section 1791, Title 18, U.S.C.).

Children under 18 years of age must be accompanied by an approved adult visitor.

All visitors 16 years of age or older must have an approved, state issued, photograph identification.

An embrace within the bounds of good taste is permitted when an inmate greets the visitor. The same applies upon termination of the visit. Occasional holding of hands during the visit is permitted. "Petting" or body contact, sitting on laps, holding hands, covering selves with blankets, coats, etc., are not permitted. No disrespectful action, as deemed by the Visiting Room staff, will be permitted.

NOTE: The Visiting Room has been designated as a non-smoking area. No tobacco items will be allowed in the Visiting Room, or in the outside visiting area.

Visitors must keep their children under control and in the immediate vicinity of the visit. Visitors whose children disrupt or interfere with another inmate's visit may be asked to leave the institution. There is a children's playroom where children may play with toys the institution has provided, however, they must be supervised by the adult visitor. Inmates are not permitted in the playroom area at any time. Visitors will not be permitted into the institution wearing any clothing which

resembles inmate issued or officer's uniforms (i.e., khaki/green colored clothing).

Visitors, including children, will not be permitted into the institution wearing any clothing which resembles inmate issued uniforms or officer's uniforms (i.e., khaki colored clothing), hats, other than religious headgear, sweat suits/jogging suits, shorts, see-through blouses, miniskirts, strapless dresses/tops, sleeveless shirts/blouses, halter tops, spandex, or any other form fitting type of provocative clothing. Skirts, shorts, or dresses must fall below the knee while sitting. Hats, bandannas, and scarves will not be permitted inside the Visiting Room. Religious headgear maybe worn, but must be searched prior to entry. Open toed shoes and flip-flops will not be allowed in the visiting room.

Handshaking, embracing, and /or kissing by visitors is only permitted at the beginning and end of the visit. Occasional holding of hands during the visit is permitted.

Inmates will be allowed normal parental contact with their children while visiting. There is a children's playroom where children may play with toys the institution has provided, however, they must be supervised by the adult visitor as inmates are not permitted in the playroom area at any time. "Petting" or body contact, sitting on laps, covering selves with blankets, coats, etc., are not permitted. No disrespectful action, as deemed by the Visiting Room staff, will be permitted.

Institution blankets are not allowed in any of the visiting areas.

Abusive, vulgar, or otherwise repulsive language on the part of either inmates or visitors will not be tolerated.

Visitors will lock their cars and not return to them unless permission has been obtained from the Visiting Room Officer. There are no facilities available for extra visitors or persons accompanying visitors to wait within the institution. In

addition, NO ONE IS PERMITTED TO WAIT IN THE PARKING LOT OR REMAIN ON THE GROUNDS WHILE PERSONS ARE VISITING AN INMATE.

Visitors are prohibited from bringing animals on the institution grounds at any time, unless it can be verified the animal is required to assist a physically impaired person.

Visitors will not be allowed to leave the Visiting Room and return during a visit.

It is not permissible to bring food, packages, or gifts of any kind. No written messages may be exchanged. Documents or papers may not be examined or signed. Letter type transactions should be handled (as a matter of record) through correspondence.

No visitor will be permitted to carry any luggage into the institution. Inmates cannot receive money during a visit.

Visitors may use the vending machines to purchase beverages or snacks; however, the loss of money in these machines is not refundable. Visitors may not bring food or beverages into the institution. Inmates are not permitted in the vending machine area.

Visitors who have no available transportation to store items not permitted in the visiting room will be provided lockers, on a first come first serve basis, at the officers desk. Visitors are permitted to carry one clear, gallon-sized Ziploc plastic bag into the visiting room for storing their authorized items. One additional clear, gallon-sized Ziploc plastic bag may be permitted for storing baby supplies. Authorized items are identification, car keys, lifesaving medication and up to twenty dollars cash. No other items are authorized. Hats, scarves and bandannas will not be permitted inside the Visiting Room.

Cameras are not permitted. There is an inmate photographer available for pictures to be taken in the visiting area.

Please feel free to ask any staff member if you should have any questions about policies and procedures.

Cooperation with the above instructions is necessary by both the inmate and visitor(s) in order that visiting may be fully utilized for the benefit and enjoyment of all concerned.

All visitors are subject to searches of their person, vehicle, and belongings, utilizing various techniques. Visitors have the option of not submitting to the screening search(s); however, refusal will bar the visitor from visiting on that date.