



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution  
Loretto, PA

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# INSTITUTION SUPPLEMENT

OPI: CCD  
NUMBER: LOR 5267.09D  
DATE: 11/05/2018  
SUBJECT: Visiting Regulations

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1. **PURPOSE AND SCOPE:** The purpose of this supplement is to establish local procedures for FCI Loretto's visiting program.
2. **DIRECTIVES AFFECTED:**
  - a. **Directive Rescinded:**

IS 5267.09C Visiting Regulations (10/01/2017)
  - b. **Directive Referenced:**

PS 5267.09 Visiting Regulations (12/10/15)

PS 5500.15 Correctional Services Procedures Manual (1/2/18)

PS 5510.15 Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities (07/17/13)

PS 5521.06 Searches of Housing Units, Inmates, and Inmate Work Areas (06/04/15)
3. **STANDARDS REFERENCED:** American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156; 4-4267; 4-4285; 4-4498; 4-4499; 4-4500; 4-4501; 4-4502; 4-4503; 4-4504
4. **PROCEDURES:**
  - A. During admission and orientation, each inmate shall be asked to submit a list of prospective visitors to the Correctional Counselor.
  - B. Those individuals listed by the inmate as proposed visitors, and who are not immediate family members, are considered friends and associates. There will be no

more than ten (10) friends and associates on the inmate's approved visiting list.

Visiting privileges ordinarily will be extended to friends and associates having an established relationship with the inmate prior to confinement, unless such visits could reasonably create a threat to the security and orderly running of the institution. Exception to the prior relationship rule may be requested, in writing, to the Warden. It is the inmate's responsibility to prove prior relationships, at the time of request.

The Correctional Counselor shall perform NCIC checks on all individuals requesting to be placed on an inmate's approved visiting list. Additional NCIC checks shall be completed as needed at the discretion of the Unit Team. Copies of any NCIC checks being completed (even if no hits occur) must be maintained with the corresponding visiting questionnaire in the FOI portion of the central file.

- C. Correctional Counselors will normally prepare an approved visiting list, including immediate family members and place a copy in the central file and provide a copy to the inmate. As additional visitors are approved, the Correctional Counselor shall add them to the original list.
- D. The Correctional Counselor will advise the inmate of a requested visitor's approval or denial. If denied, a memorandum will be provided to the Unit Manager for review and final decision. After the final decision is made, the packet will be placed in the inmate's central file and the inmate will be notified the visitor has not been approved. No information from the application or NCIC check can be revealed to the inmate.
- E. When adding approved visitors on the BOPWARE Visiting Program, Correctional Counselors will include the inmate's name and register number, and the approved visitor's name, address, and relationship to the inmate. Verbal notification to the inmate will signal him to update his own record.

Due to limited space available in the visiting area, the number of adult visitors authorized to enter the institution is limited to four (4), per inmate at any

given time. Children under the age of 16 will not be counted

- F. Unit Team staff will evaluate all inmates on their caseloads and all incoming inmates to determine if the inmate has been convicted of a sex offense involving a minor. Any inmate fitting this criterion will have the following annotation placed in the visiting program under comments section: "this inmate was convicted of a sex offense involving a minor."
- G. The respective Correctional Counselor is responsible for the maintenance and accuracy of the inmate visiting list located in the inmate's central file and computerized visiting program. Inmates shall be permitted to update their visiting lists on an ongoing basis. Inmates may have immediate family members listed from the PSI and up to ten (10) friends and associates, to include other relatives.
- H. The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the visiting guidelines and directions for transportation to and from the institution.

Attachments 1, 2, 3, and 4 of this supplement will be available in the Counselor's office for inmates to forward to their approved visitors on an as-needed basis.

Deletions shall be effected by the Correctional Counselor in the following manner. The inmate will submit the name(s) to be deleted via cop-out. Once a visitor has been removed, they will not be reinstated for a period of six months and only at the inmate's request. All visiting questionnaires shall remain in the central file even when a visitor has been removed from the approved list. Unless there is just cause to warrant otherwise, the investigation process need not be initiated a second time to reinstate a visitor to the approved list.

1. Special Visits (General): Special visits from members of the general public that are not on the inmate's approved visiting list must be approved in advance by the assigned Unit Manager. A special visit may not be approved until completion of an appropriate background investigation. A Special Visiting Memo will be utilized for this purpose. Special visits will normally occur on Fridays. These visits will normally be supervised by the scheduling department.
2. Attorney Visits: All attorney visits will be coordinated by the inmate's Unit Team. Any documents the inmate wishes to bring to the visit must be approved by the Unit Team prior to the legal visit. The Unit Team member will inspect the documents for contraband, count the pages, and hand-carry them into the visiting room. The inmate's documents will also be inspected and counted at the conclusion of the visit by unit staff. Legal visits will be supervised by Unit Staff.
3. Minister of Record: Inmates wanting to receive visits from a Minister of Record will submit, in writing, a request to the Religious Services Department. Only one Minister of Record will be listed on the inmate's approved visiting list. The addition of a Minister of Record will not count against the total number of authorized visitors on the inmate's list, and will not be counted as a social visit.
4. Clergy: Visits from clergy (other than the Minister of Record) will be conducted in accordance with the general visiting procedures and will be counted as a social visit. Visits from the Minister of Record or other Clergy will take place during regular visiting hours, in the visiting room.
5. Prisoner Visitation and Support (PVS): The primary, though not exclusive, focus of PVS is to provide inmates with acute needs contact with the community. This includes inmates with long sentences, those in the Special Housing Unit (SHU), those without visits,

or those who are transferred frequently. The Warden may approve PVS visitors to visit individual inmate program participants. Prior to approval, PVS visitors must have appropriate screening, including local law enforcement checks and NCIC clearances. However, PVS visitors are not required to be placed on visiting lists nor are their visits charged points.

J. Visiting Room Operations:

1. The FCI Visiting Room will operate as follows:

General Population: Friday, Saturday, Sunday, and federal holidays from 8:15 a.m. - 2:15 p.m.

In order to be permitted to visit, visitors must be processed one hour prior to the end of visiting hours.

During the 10:00 a.m. stand-up count on Saturdays, Sundays, and federal holidays, visitors will continue to be cleared and processed to the other side of the metal detector. Visitors will be escorted in to the visiting room until 9:15 a.m., at which time all movement into and out of the institution will cease. Visitors will then be processed into the visiting room as normal once a good verbal count is received from the Control Center. No visitors will be permitted to exit the visiting room until the count has cleared. No inmates will be called to the visiting room until the institution count has cleared.

2. Camp Visiting: Visiting will be on Saturday, Sunday, and federal holidays, from 8:15 a.m. - 2:15 p.m. Visitors for inmates housed at the Camp will report to the Front Entrance Building for Camp visits. Once the visitor is cleared by the Front Entrance Officer, they are to report directly to the camp visiting room. Visitors who do not report directly to the camp will be sent back to the front lobby for reprocessing. Inmates will be responsible for advising their visitors of the visiting times and the

proper entrance to use for visiting. All rules and regulations outlined for visiting for the general population will apply to visitors at the Camp.

3. The Front Entrance Officer will verify each visitor's identity by a government issued photo I.D. (i.e., driver's license, passport, etc.). Any I.D. altered, forged, expired or otherwise not sufficient to provide positive I.D., will not be accepted. The visitor will retain their photo I.D. and be required to produce the same I.D. along with hand stamp for identification by the Visiting #1, Control staff and Front Lobby when exiting the institution at the completion of their visit.
4. A visitor may not enter the institution without clearing the metal detector. If a visitor has a medical reason for not clearing the metal detector (i.e., hip or knee replacement, etc.) it is the responsibility of the visitor to provide medical documentation of this condition, prior to entering the institution. If documentation is provided, the visitors will be screened using the hand held metal detector.

Prior to terminating a visit, the Visiting Room Officers should consult with the Shift Lieutenant. 5. Every Thursday afternoon, the Front Entrance Officer shall access the visiting program to download, should the visiting program be unavailable for any reason, staff would utilize the downloaded list to ensure only approved visitors enter the institution. The electronic files must be updated by noon, every Thursday. No other changes will be made until the following Monday.

6. The Visiting Room Officer shall first page the inmate. In the event the inmate does not report to the Visiting Room, the Visiting Room Officer will contact either the Unit Officer or the Detail Supervisor, and advise him/her of the inmate visit.

Inmates will enter the visiting area through the shakedown room. Only authorized personal property

listed on **Visiting Room Inmate Property Log** (Attachment 5) will be allowed to enter the visiting room. The items will be properly inventoried and recorded on the **Visiting Room Inmate Property Log** (Attachment 5). He will then surrender his ID card and be pat searched prior to entering the visiting area. These cards must reflect an accurate likeness to the inmate's current appearance. These cards will be used to identify the inmate when he arrives for the visit. The cards are to be returned to the inmate after he is identified at the conclusion of visiting and before his visitors depart.

7. Inmates reporting to the visiting room for a visit must be in proper attire. Proper attire includes: institution uniform, institution issued boots, belt, and proper name and register number label affixed to both their shirt and pants. Double layered clothing to include thermal underwear is not authorized. Inmates and their visitors will be assigned seats. Inmates will face the visitor bathrooms, and visitors will face the Control Center.

Inmates and adult visitors will sit across from each other during the visit. Children (under the age of 16) of the inmate may sit beside the inmate.

Any inmate identified in the visiting program as having been convicted of a sex offense involving a minor will be closely monitored by visiting staff. Inappropriate conduct by any inmate may result in the immediate termination of the visit as well as disciplinary action.

8. Inmates are not permitted in the vending machine area or the designated children's play area. Any deviation from this requirement may result in the immediate termination of the visit as well as disciplinary action
9. Visitors exiting the visiting room will be escorted by a staff member. The visitor's photo identification and correct hand stamp will be

verified by a staff member. The staff member will then escort no more than ten (10) adult visitors to the Front Lobby building at one time.

The inmate departs with all items he entered with, as logged by the Visiting Room Officer upon his entry. **Every inmate exiting the visiting room will be visually searched for contraband prior to release.**

10. Each inmate will be permitted eight (8) points per month. **Two points will be assessed for visits on a Friday, Saturday, Sunday, or Federal Holidays.** Visiting points will be levied against an inmate on a per visit basis. The Operation's Lieutenant, in conjunction with the Duty Officer, has the prerogative of terminating any visit for overcrowded conditions or for improper conduct, including the violation of any rule or regulation, by the inmate or his visitor(s). Overcrowding is defined as a lack of seating. When all chairs in the Visiting Room are full, a request will be made for visitors to voluntarily end their visit. If there are no volunteers, the termination process will begin. At no time will additional chairs be added to the Visiting Room. Frequency of visits and distance traveled shall be the determining factors when termination of a visit is considered. Prior to terminating a visit, the Visiting Room Officers should consult with the Shift Lieutenant or Institution Duty Officer.
11. The FCI Loretto Patio will not be opened for social visits. The SCP patio will be opened for social visiting when weather permits.
12. Vending machines are available, in the visiting area, for visitors' use. Visitors are restricted to bringing only \$20.00 per adult into the institution. Inmates may consume vending machine items while visiting. Visitors will not be permitted to depart with food or drink items at the completion of the visit. Visitors may not be in the vending area while the vendor is in the room. Inmates are not permitted in the vending area at any time. Inmates may not



handle money at any time. **Visitors are not authorized to bring in any item(s) to give to the inmate they are visiting.**

13. The following items are not permitted into the institution: handbags, wallets, or any type of electronic devices (i.e., MP3 players, cell phones, recording devices, etc.) These items must be secured in the visitor's vehicle.
14. No one under 16 years of age will be permitted to visit unless accompanied by a parent, legal guardian, or immediate family member who is at least 18 years of age. The only exception to this requirement will be for those individuals 16 and 17 years of age who have provided prior written approval of a parent, legal guardian, or immediate family member at least 18 years of age. This written approval will be routed through the Unit Team and documented in the inmate's visiting file.

Inmates and visitors will control their children as to not disturb other visitors. After an initial verbal warning, further failure to conform to this standard will result in termination of the visit.

The Duty Officer and Operations Lieutenant will be consulted prior to denying any visit. A member of the Unit Team on duty should also be contacted to research the inmate central file to ensure the visitor has not been placed on an approved visiting list.

Any visitor who enters the institution must advise the Front Entrance Officer of any contagious diseases carried by that particular individual or his/her children, i.e., measles, chicken pox, body lice, etc. Failure to conform to this standard will result in termination of the visit.

15. Only two medications will be permitted to be taken into the institution during a visit. They are: Nitro-Glycerin (any form or preparation) for a heart condition and Bronchodilators (inhalers) for an

asthma condition. Visitors are responsible for maintaining possession and control of these items at all times.

16. **Visitor Medical Emergencies:** If a visitor should require emergency medical care, the staff member identifying the problem will contact an on-duty medical staff member (a Physician Assistant, Registered Nurse, or Paramedic). The nature and severity of the situation will be assessed by the clinician in attendance. No diagnosis will be made and no treatment will be afforded, unless the assessment indicates such action would be life-saving in nature. The only treatment offered will be the administration of CPR and/or AED services. The Operations Lieutenant will make arrangements for the visitor to be transported to a local hospital or a private physician for treatment via calling 911 only. The institution will not take responsibility for transportation of visitors. The visitor and/or family of the visitor will be notified all medical expenses related to the medical emergency event will be the fiscal responsibility of the visitor/family member. The on-duty medical staff member will produce a memorandum of the encounter and forward a copy to the Health Services Administrator, Operations Lieutenant, Safety Manager, and the Institution Duty Officer.
17. **Prisoner Visitation and Support (PVS):** This provides information and guidance to Bureau of Prisons (BOP) staff about prisoner support programs that provide visitation services to inmates. The BOP recognizes the value and importance of outside organizations who provide support services to our inmate population. One volunteer organization that frequently visits our facility is the Prisoner Visitation and Support (PVS) program, but this guidance applies to any volunteer organization seeking to provide support and visitation services to inmates.

Inmates on visiting restrictions will be allowed to visit Prisoner Visitation and Support (PVS) visitors since they are not family or friends.

k. Social Visits for Inmates Not in General Population  
Status:

1. Separation Cases: Any inmate who has a need for separation from the inmate population shall receive his visit in the Health Service Observation Room or an area designated by the Captain. This type of visit will not exceed one (1) hour and will be closely supervised by a staff member.
2. Hospital Patients: Visits to inmates hospitalized in the community hospital are ordinarily restricted to only life threatening illnesses, terminal illnesses, or, extended illnesses. If approved by the Warden, the inmate's Unit Team will initiate the necessary paperwork and schedule the visit. A memorandum will be generated by Unit Management staff, designating the specifics of the visit.  
The memorandum must be routed through the proper channels (Health Services Administrator, Captain, Associate Warden, and Warden) and the final approval must be obtained by the Warden.  
These visits are subject to the general visiting policy of the hospital. The escorting officers will be notified when the visit is to occur and the duration of the visit.
3. SHU Inmates: Special Housing Visiting will occur Friday, Saturday or Sunday during regular visiting hours. Inmates who have visiting privileges and are currently located within the Special Housing Unit will visit through the use of video equipment located within the Special Housing Unit. An Inmate Request to Staff must be sent to the Captain for approval. The request must be sent to the Captain no later than two weeks from when the visit is to occur. The visitor will be allowed to visit during visiting hours and will use video equipment located within the Visiting Room. The visit will be no longer than 2 hours in length.
4. Holdover Cases: Any inmate who is considered a holdover will be afforded the same visitation

privileges as SHU inmates. Visitors will be limited to immediate family members only.

5. **OPERATIONAL REVIEWS:** The Correctional Services Department is responsible for Operational Reviews of this program.

6. **ATTACHMENTS:**

- Attachment 1 Directions to FCI Loretto from Johnstown Cambria County Airport
- Attachment 2 Directions to FCI Loretto from Altoona Airport
- Attachment 3 FCI Loretto Address, Telephone Number, and Local Transportation
- Attachment 4 Visiting Rules and Regulations
- Attachment 5 Inmate Visiting Room Property Log

7. **EFFECTIVE DATE:** Immediately upon issuance

Approved by:

V Moser  
V. Moser  
Warden

11/5/18  
Date

Attachment 1

DIRECTIONS FROM JOHNSTOWN CAMBRIA COUNTY AIRPORT TO  
FCI LORETTO

- A. Upon leaving the airport, make a right. Proceed to the stop sign (approx. 1 mile).
- B. At stop sign, make a left.
- C. After turning left, go only 1/8 mile and make another left, this will put you on Rt. 219 North.
- D. Proceed on Route 219 North for 15 miles. Take the exit marked Route 22 East, Ebensburg.
- E. Proceed on Route 22 East for 5 miles and take the exit marked Route 164, Munster/Portage.
- F. At the stop sign after taking the exit, make a left and go 1/8 mile to the stop light.
- G. At the light, make a right and go approximately 3 miles. You will see Mount Aloysius College on your right. Take the road to the left that immediately follows the College. The sign is marked Loretto 4 miles.
- H. Follow this road approximately 3 miles. You will see FCI Loretto sitting up on a hill to your left.

Attachment 2

DIRECTIONS FROM ALTOONA AIRPORT TO  
FCI LORETTO

- A. Upon leaving the airport, make a right and proceed on Route 866 North.
- B. Continue on 866 North until you see Route 164 in Martinsburg.
- C. At Route 164 make a left (164 West) and go towards Roaring Spring.
- D. At Roaring Spring, Routes 164 West and 36 North join, make a right and continue on Routes 164/36.
- E. Approximately 3 miles on routes 164/36, you will see a sign marked Route 220 North to Altoona. Go a short distance and make a right onto Route 220 North.
- F. Proceed on Route 220 North for approximately 5 miles. You will see a sign marked Route 22/764 Ebensburg/Hollidaysburg. Make a right here to get onto Route 22 and proceed on Route 22 West to Ebensburg.
- G. Travel approximately 9 miles until you see the Cresson Summit Exit. After taking this exit, make a right at the stop sign.
- H. Proceed until you reach a stop light. Pass straight through this light. Approximately 1 mile you will see a sign marked Loretto 4 miles. Make a right here.
- I. Proceed approximately 3 miles and you will see FCI Loretto sitting up on a hill to your left.

Attachment 3

FCI Loretto address, contact information and public  
transportation information for local area.

**FCI Loretto**  
772 St. Joseph Street  
Loretto, PA 15940

Phone Number: 814-472-4140

**Airports:**

Johnstown Cambria County Airport	(814) 536-0002
Airport Shuttle Service	(814) 535-4584
Airline -US Air Express	(814) 539-3510

**Bus Lines:**

Altoona Metro Transit	(814) 944-4074
Cambria County Transit	(814) 539-0033/ (814) 535-5526/ (814) 535-2Bus
Greyhound Bus	(814) 536-4714

**Taxi:**

Greater Johnstown Yellow Cab	(814) 535-4584
Christy Cab Co.	(814) 539-8475
DC Cab	(814) 539-1584

**Train:**

Amtrak	(800) 872-7245
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VISITING RULES AND REGULATIONS  
FCI LORETTO

You have been approved to visit an inmate at FCI Loretto. In exercising this privilege, there are important factors, rules, and regulations that must be considered and followed respectively. Unless otherwise noted, all rules and regulations listed below will apply to the FCI and Satellite Camp. Violations of these rules and regulations will result in the termination of your visit.

1. The inmate is responsible for identifying his desired visitors and coordinating his visits. Once notified for approved visiting by institution staff, visits should be coordinated with the inmate. It is the inmates responsibility to ensure their approved visitor fully understands the visiting rules and regulations.

2. Visitors will utilize the visitor parking area. Vehicles will remain locked at all times when not in use. Non-visitors may remain in their vehicles in the designated visitor parking areas located at the rear of the parking lot. Walking about the institution grounds is prohibited. Once signed in as a visitor, return trips to the parked vehicles are prohibited.

3. The number of adult visitors is limited to four (4) at any given time. Children under the age of 16 will not be counted.

4. Children under the age of 16 must be accompanied by an adult. Inmates will be responsible for ensuring children are within their immediate area throughout the entire visit. Children will not be allowed to run or become loud, thus disrupting other inmates and their visitors.



5. Regular visiting time is unlimited within the prescribed hours unless circumstances warrant otherwise. Should overcrowding of the Visiting Room occur, visits will be terminated under the following guidelines:

- a. Volunteers will be solicited first
- b. Frequency of inmate's visits
- c. Distance traveled by the inmate's visitors

Visitors will not be permitted to enter the institution grounds prior to the commencement of the designated visiting times. Also, visitors must be processed one hour prior to the end of visiting to be permitted to visit.

Institution General Population Visiting Hours: Friday, Saturday, Sunday, and federal holidays from 8:15 a.m. until 2:15 p.m.

Special Housing Unit Visits: Special Housing Visiting will occur Friday, Saturday or Sunday during regular visiting hours. Visits will be no longer than 2 hours

Camp Visiting Hours: Saturday, Sunday, and federal holidays, from 8:15 a.m. until 2:15 p.m.

6. Visitors 16 years of age and older will present themselves, upon arrival, with a form of photo identification (Official Identification).

7. All visitors must adhere to the following dress code regulations. Casual attire is permissible; however, clothing must be worn in a conservative manner. Absolutely no suggestive or revealing clothing will be permitted in the Visiting Room. Admittance of the visitors is up to the discretion of the Front Entrance Officer and the attending Lieutenant. The following is a list of clothing and items that **ARE NOT** permissible:

- \*No work out type clothing (Sweat Pants or Yoga pants)
- \*No shorts

- \*No tight fitting or stretch clothing
- \*No skirts (with exception of approved religious reasons)
- \*No tank tops or halter tops - All shirts and blouses must cover the shoulders and backs (both male/female)
- \*No see-through clothing including tears, rips, or holes
- \*No Low cut shirts/blouses
- \*No crop tops
- \*No shirts/dresses with open backs
- \*No clothing with vulgar or obscene language or picture.
- \*No utility clothing, camouflage in color, or clothing similar to inmate dress (**Khaki pants and shirts if visiting inmates at the FCI or Green pants and shirts if visiting inmates at the Camp**).
- \*No hats or head gear (with exception of approved religious headgear)
- \*No sandals or open toe shoes
- \*No sunglasses
- \*No watches
- \*No gloves
- \*No scarfs

Visitors may be denied entry based on their dress attire. Specifically, all visitors will wear shoes in the Visiting Room to ensure their safety. All visitors 16 years old and older will be expected to wear an inner garment covering the breast or chest area. If the outer garment is of such material that the breast or chest area is revealing or would cause distraction to inmates or other visitors, an appropriate covering will be required.

8. The following items are not permitted into the institution: **handbags, wallets, hygiene items, tobacco products, umbrellas, or any type of electronic devices (i.e., MP3 players, cell phones, recording devices, etc.)** These items must be secured in the visitor's vehicle. Visitors are **not** permitted to bring any food items into the Visiting Room. However, visitors are permitted to bring \$20.00 per adult into the institution for use in the vending machine. Visitors are not permitted to leave with items purchased in the Visiting Room.

The only purse or bag which is permitted to be brought into the Visiting Room at the FCI and Satellite Camp is a small clear plastic purse no larger than 5" by 8". One small sized diaper bag which can be readily searched is permitted with necessary diapers, pre-mixed formula, 3 clear baby bottles, and baby food for an infant, for the length of a visit. Baby wipes contained in a clear bag are authorized. Strollers and baby carriers are not authorized items at the FCI or SCP. No toys will be allowed to enter the institution. No glass containers are permitted to enter the institution. Medications are prohibited from entering the institution. Specific personal mandated medication must be declared to the Front Entrance Officer during the initial visitor processing. Authorization must be given by the Operations Lieutenant prior to these items entering the institution. **Visitors are not authorized to bring in any item(s) to give to the inmates they are visiting.**

9. **No** personal recreational items including photographs will be permitted to enter the FCI or Camp. **No** pets will be permitted in the institution.

10. All federal institutions are tobacco free.

11. Any excessive display of affection between inmate and visitor may result in termination of the visit and/or removal of a visitor from the inmate's approved visiting list. The inmate will be permitted to kiss and embrace his visitor(s) once at the beginning of the visit and once at the conclusion of the visit. Hand holding is permitted; however, the inmate's hands must be in plain view of the Visiting Room staff at all times.

12. Inmates are not permitted in the vending area. Visitors are not permitted in the vending area while the vendor is filling the machine. Items may not be purchased directly from the vendor.

