



U.S. Department of Justice
Federal Bureau of Prisons

INSTITUTION SUPPLEMENT (TEMPORARY MODIFICATION – COVID19)

OPI Correctional Services
NUMBER LVN-5267.09G
DATE October 1, 2020

VISITING PROCEDURES (modified visiting/ COVID19)

Approved: D. Hudson, Warden //s//
United States Penitentiary
Leavenworth, Kansas

1. PURPOSE AND SCOPE

The purpose of this supplement is to establish procedures for inmate visiting at United States Penitentiary (USP) and Satellite Camp (SCP) Leavenworth. The USP and SCP, Leavenworth encourage wholesome and meaningful visits with relatives, friends and community groups in order to maintain the morale of inmates and to develop closer relationships between inmates and family members or others in the community, while at the same time maintaining the security and welfare of the institution. Any visits, which in the opinion of the Warden or Executive Assistant/Satellite Operations Administrator interfere with the security and good order of the institution, will be denied.

2. DIRECTIVES AFFECTED

a. Directive Referenced:
MODIFICATION OF CORONAVIRUS (COVID-19) PHASE NINE ACTION PLAN,
dated August 31, 2020.

3. TEMPORARY MODIFICATIONS TO VISITING PROCEDURES DUE TO COVID-19 PANDEMIC

VISITING DAYS/HOURS

USP	SCP
<u>1ST (ODD) WEEKEND OF MONTH</u>	<u>1ST WEEKEND OF MONTH</u> <u>UNITS A/B</u>
Friday 7:30am Begin Sanitization of V/R 7:45am Start Processing Visitors 8:00am – 9:30am UNIT ACH 1 9:30am - 9:45am Sanitize V/R 9:45am Start Processing Visitors 10:00am–11:30pm UNIT ACH 2 11:30pm -11:45am Sanitize V/R	Saturday 7:30am Begin Sanitization of V/R 8:00am Start Processing Visitors 8:15am – 9:45am UNIT A 9:45am -10:15am Sanitize V/R 10:15am Start Processing Visitors 10:30am – 12:00pm UNIT B

<p>11:45am Start Processing Visitors 12:00pm–1:30pm UNIT BCH 1 1:30pm – 1:45pm Sanitize V/R 1:45pm Start Processing Visitors 2:00pm – 3:30pm UNIT BCH 2</p> <p>Saturday 7:30am Begin Sanitization of V/R 7:45am Start Processing Visitors 8:00am – 9:30am UNIT BCH U 9:30am - 9:45am Sanitize V/R 9:45am Start Processing Visitors 10:00am–11:30pm UNIT CCH 1 11:30pm -11:45am Sanitize V/R 11:45am Start Processing Visitors 12:00pm–1:30pm UNIT CCH 2 1:30pm – 1:45pm Sanitize V/R 1:45pm Start Processing Visitors 2:00pm – 3:30pm UNIT CCH 3</p>	<p>12:00pm -12:15pm Sanitize V/R 12:15pm Start Processing Visitors 12:30pm – 2:00pm UNIT A 2:00pm – 3:00pm Sanitize V/R</p> <p>Sunday 7:30am Begin Sanitization of V/R 8:00am Start Processing Visitors 8:15am – 9:45am UNIT B 9:45am -10:15am Sanitize V/R 10:15am Start Processing Visitors 10:30am – 12:00pm UNIT A 12:00pm -12:15pm Sanitize V/R 12:15pm Start Processing Visitors 12:30pm – 2:00pm UNIT B 2:00pm – 3:00pm Sanitize V/R</p>
<p><u>2nd (EVEN) WEEKEND OF MONTH</u></p> <p>Friday 7:30am Begin Sanitization of V/R 7:45am Start Processing Visitors 8:00am – 9:30am UNIT CCH 3 9:30am - 9:45am Sanitize V/R 9:45am Start Processing Visitors 10:00am–11:30pm UNIT CCH 2 11:30pm -11:45am Sanitize V/R 11:45am Start Processing Visitors 12:00pm–1:30pm UNIT CCH 1 1:30pm – 1:45pm Sanitize V/R 1:45pm Start Processing Visitors 2:00pm – 3:30pm UNIT BCH U</p> <p>Saturday 7:30am Begin Sanitization of V/R 7:45am Start Processing Visitors 8:00am – 9:30am UNIT BCH 2 9:30am - 9:45am Sanitize V/R 9:45am Start Processing Visitors 10:00am–11:30pm UNIT BCH 1 11:30pm -11:45am Sanitize V/R 11:45am Start Processing Visitors 12:00pm–1:30pm UNIT ACH 2 1:30pm – 1:45pm Sanitize V/R 1:45pm Start Processing Visitors 2:00pm – 3:30pm UNIT ACH 1</p>	<p><u>2nd WEEKEND OF MONTH</u> <u>UNITS C/D</u></p> <p>Saturday 7:30am Begin Sanitization of V/R 8:00am Start Processing Visitors 8:15am – 9:45am UNIT C 9:45am -10:15am Sanitize V/R 10:15am Start Processing Visitors 10:30am – 12:00pm UNIT D 12:00pm -12:15pm Sanitize V/R 12:15pm Start Processing Visitors 12:30pm – 2:00pm UNIT C 2:00pm – 3:00pm Sanitize V/R</p> <p>Sunday 7:30am Begin Sanitization of V/R 8:00am Start Processing Visitors 8:15am – 9:45am UNIT D 9:45am -10:15am Sanitize V/R 10:15am Start Processing Visitors 10:30am – 12:00pm UNIT C 12:00pm -12:15pm Sanitize V/R 12:15pm Start Processing Visitors 12:30pm – 2:00pm UNIT D 2:00pm – 3:00pm Sanitize V/R</p>
<p><u>3rd (ODD) WEEKEND OF MONTH</u></p> <p>Friday 7:30am Begin Sanitization of V/R 7:45am Start Processing Visitors</p>	<p><u>3rd WEEKEND OF MONTH</u> <u>UNITS A/B</u></p> <p>Saturday 7:30am Begin Sanitization of V/R</p>

<p>8:00am – 9:30am UNIT ACH 1 9:30am - 9:45am Sanitize V/R 9:45am Start Processing Visitors 10:00am–11:30pm UNIT ACH 2 11:30pm -11:45am Sanitize V/R 11:45am Start Processing Visitors 12:00pm–1:30pm UNIT BCH 1 1:30pm – 1:45pm Sanitize V/R 1:45pm Start Processing Visitors 2:00pm – 3:30pm UNIT BCH 2</p> <p>Saturday 7:30am Begin Sanitization of V/R 7:45am Start Processing Visitors 8:00am – 9:30am UNIT BCH U 9:30am - 9:45am Sanitize V/R 9:45am Start Processing Visitors 10:00am–11:30pm UNIT CCH 1 11:30pm -11:45am Sanitize V/R 11:45am Start Processing Visitors 12:00pm–1:30pm UNIT CCH 2 1:30pm – 1:45pm Sanitize V/R 1:45pm Start Processing Visitors 2:00pm – 3:30pm UNIT CCH 3</p>	<p>8:00am Start Processing Visitors 8:15am – 9:45am UNIT B 9:45am -10:15am Sanitize V/R 10:15am Start Processing Visitors 10:30am – 12:00pm UNIT A 12:00pm -12:15pm Sanitize V/R 12:15pm Start Processing Visitors 12:30pm – 2:00pm UNIT B 2:00pm – 3:00pm Sanitize V/R</p> <p>Sunday 7:30am Begin Sanitization of V/R 8:00am Start Processing Visitors 8:15am – 9:45am UNIT A 9:45am -10:15am Sanitize V/R 10:15am Start Processing Visitors 10:30am – 12:00pm UNIT B 12:00pm -12:15pm Sanitize V/R 12:15pm Start Processing Visitors 12:30pm – 2:00pm UNIT A 2:00pm – 3:00pm Sanitize V/R</p>
<p><u>4th (EVEN) WEEKEND OF MONTH</u></p> <p>Friday 7:30am Begin Sanitization of V/R 7:45am Start Processing Visitors 8:00am – 9:30am UNIT CCH 3 9:30am - 9:45am Sanitize V/R 9:45am Start Processing Visitors 10:00am–11:30pm UNIT CCH 2 11:30pm -11:45am Sanitize V/R 11:45am Start Processing Visitors 12:00pm–1:30pm UNIT CCH 1 1:30pm – 1:45pm Sanitize V/R 1:45pm Start Processing Visitors 2:00pm – 3:30pm UNIT BCH U</p> <p>Saturday 7:30am Begin Sanitization of V/R 7:45am Start Processing Visitors 8:00am – 9:30am UNIT BCH 2 9:30am - 9:45am Sanitize V/R 9:45am Start Processing Visitors 10:00am–11:30pm UNIT BCH 1 11:30pm -11:45am Sanitize V/R 11:45am Start Processing Visitors 12:00pm–1:30pm UNIT ACH 2 1:30pm – 1:45pm Sanitize V/R 1:45pm Start Processing Visitors 2:00pm – 3:30pm UNIT ACH 1</p>	<p><u>4th WEEKEND OF MONTH</u> <u>UNITS C/D</u></p> <p>Saturday 7:30am Begin Sanitization of V/R 8:00am Start Processing Visitors 8:15am – 9:45am UNIT D 9:45am -10:15am Sanitize V/R 10:15am Start Processing Visitors 10:30am – 12:00pm UNIT C 12:00pm -12:15pm Sanitize V/R 12:15pm Start Processing Visitors 12:30pm – 2:00pm UNIT D 2:00pm – 3:00pm Sanitize V/R</p> <p>Sunday 7:30am Begin Sanitization of V/R 8:00am Start Processing Visitors 8:15am – 9:45am UNIT C 9:45am -10:15am Sanitize V/R 10:15am Start Processing Visitors 10:30am – 12:00pm UNIT D 12:00pm -12:15pm Sanitize V/R 12:15pm Start Processing Visitors 12:30pm – 2:00pm UNIT C 2:00pm – 3:00pm Sanitize V/R</p>

SPECIAL HOUSING UNIT VISITING DAYS/HOURS

USP and SCP inmates	
<u>EACH MONDAY OF MONTH</u>	
<u>At the SCP</u>	
Monday	7:30am Begin Sanitization of V/R 8:00am Start Processing Visitors 8:15am – 9:45am UNIT C 9:45am -10:15am Sanitize V/R 10:15am Start Processing Visitors 10:30am – 12:00pm UNIT D 12:00pm -12:15pm Sanitize V/R 12:15pm Start Processing Visitors 12:30pm – 2:00pm UNIT C 2:00pm – 3:00pm Sanitize V/R

- **VISITATION WILL BE NON-CONTACT ONLY!** All visitors and inmates will remain seated during their visits and not cross the barrier that separates the visitors from the inmate. They will maintain social distancing (6 feet apart) during the entire visit, to include entering and exiting. We will not allow an embrace at the beginning or at the end of the visit.
- Inmates will notify their respective Unit Counselor prior to their scheduled visiting days to be placed on the Visiting Room appointment schedule. We have limited space in the Visiting Room and therefore will have limited visiting slots during scheduled days for each respective housing unit. (Schedule will be maintained by Unit Counselors and given to Lieutenants Office and Front Lobby prior to schedule visiting day.) Inmates and visitors understand visitation is for a 90 minute period only. No exceptions will be made regardless of reason.
- Space in the Visiting Room is extremely limited due to Coronavirus (COVID-19) Protocols. For the safety of staff, families and inmates, we must adhere to all CDC regulations on “Social Distancing” between the visitor/inmate group as well as mandated spacing between other visiting groups within the visiting room to limit exposures inside the visiting room. Inmates will be seated on one side with the visitors sitting directly opposite. Inmates and visitors must maintain a 6 feet pre-measured distance from each other for the duration of the visit. An embrace will NOT be authorized during these visits. **THIS IS A NON-CONTACT VISIT.** Social Distancing will be enforced during the visit. Failure to adhere to the Social Distancing protocol will result in termination of visit and an incident report will be written.
- All visitors should arrive 15 minutes prior to their scheduled appointment for visiting. Staff will begin in-processing visitors 15 minutes prior to their scheduled appointment times. Visitors should arrive with proper legal identification for processing as well as a completed BP-A0224 NOTIFICATION TO VISITOR (Visiting Form). These forms will be available at the institution in the Medical Screening Sites and should be completed by visitors in the parking lot prior to processing for visiting. Inmates can also mail these forms to their visitors for them to ensure they are completed prior to arrival at the institution. This will expedite the processing time and allow visitors maximum time with their visit.

- Housing Units will be given two (2) days per month for visiting (See schedule above). Each visiting room capacity is different due to limited space and adhering to social distancing. USP visiting room capacity is six inmates & the Camp Visiting room capacity is eight inmates during this modified visiting time. Visiting will be conducted by separate housing units to limit exposure between housing units.
- Each inmate will be authorized a maximum of two (2) visitors during their visit (regardless of age) **with no exceptions**. Children will be seated in a seat and count against the number of visitors. Children will not be authorized to sit on adults laps during these visits. Social distancing will be strictly enforced during visiting. Any violation to the Social Distancing standard will result in termination of visiting and incident reports. Please explain this to any children or adult visitors so they understand this standard. Warnings will not be used. First offense will result in termination of visiting. **THIS IS A NON-CONTACT VISIT!**
- All high touch areas, tables, chairs inside the visiting room will be sanitized and disinfected between visitation periods. This will also be conducted prior to opening and upon closing visitation daily.
- **Inmates in quarantine or isolation will not participate in social visiting due to protocol with Coronavirus (COVID-19) procedures.**
- All visitors will be symptom screened and temperature checked prior to entry into the facility at the established Medical Screening site located at the institution entrance. **Visitors who are sick or symptomatic will not be allowed to visit. Any temperature reading above 100.4 will not be allowed admittance into the institution.**
- It is mandatory all visitors and inmates will be required to wear a face covering at all times while in the visiting room. They will also be required to perform hand hygiene before and after the visit. All visitors are expected to wear and will be screened for appropriate face coverings (including improper coverings such as bandanas.)
- All staff must use masks and gloves to handle any visitor's property. Gloves should be changed frequently. We will have additional PPE placed in the Lobby and Visiting Rooms.
- There is no physical contact of any kind to include an embrace at beginning and end of the visit. Additionally, inmates and their visitors will not be authorized to take photographs based on the inability to social distance themselves.
- **Food and beverage will not be allowed!** You cannot purchase these items in the visiting room and cannot bring these items into the visiting room. The only permitted items in the Visiting Room will be Car Keys and a valid photo Identification.
- Visitors' property is limited to car keys and Identification (State Driver's License/Passport) for the duration of the visit. Visitors will not be authorized hats, handbags, purses, bags, wallets or cash in the visiting room. This is for safety of staff, visitors and inmates, in order to limit potential exposures in the visiting room. Any exceptions (baby items/ required medications) to this will be case by case basis with written approval through the Captain **prior** to the scheduled visiting day.

- Chairs and tables have been placed in specific places and will not be moved.
 - All Lobbies and Sallyports will be sanitized upon completion of visiting.
 - Any violations of the above listed modifications will result in immediate termination of visiting and an incident report written.
- Procedures upon Arrival to **USP Leavenworth (USP VISITING)** –
- All visitors will wear face mask at USP Leavenworth at all times while on institution grounds. Masks will be worn to and from the vehicle at all times while on institution grounds.
 - All visitors to the USP will arrive on institution grounds no earlier than 15 minutes before the preapproved scheduled visit start time with an inmate.
 - All USP visitors will initially report to the visitation center.
 - Visitors will be admitted on a first come first serve basis adhering to the social distancing measures put in place inside the visitation rooms. If distancing measures cannot be met, visitors will be asked to wait outside for a more systematic approach to in-processing while at the visitation house.
 - Visitors should obtain a BP-A0224 NOTIFICATION TO VISITOR form located outside of the visitation center door.
 - Visitors should complete the BP-A0224 NOTIFICATION TO VISITOR form.
 - At 15 minutes before the preapproved scheduled visit start time, visitors may line up outside of the visitation center door utilizing social distancing markers while providing 6 feet between visitors.
 - Visiting will begin processing visitors 15 minutes prior to the approved visitors' scheduled visiting appointment. There will be no admittance to the visiting room after these times.
 - We will only process one group in at a time inside the visiting center and visiting room at the USP.
 - Entrance and exit for visitors will occur through the same visitation center and visiting room door.
 - When visitors are called in by staff, visitors will submit the Visiting Form and proper identification to Visiting Staff for proper processing.
 - Visitor's property is limited to car keys and Identification (Valid State Driver's License/Passport) for the duration of the visit. Visitors will not be authorized hats, handbags, purses, bags wallets or cash in the visiting room. This is for safety of staff, visitors and inmates in order to limit potential exposures in the visiting room. Any exceptions (baby items/ required medications) to this will be case by case basis with written approval through the Captain **prior** to the scheduled visiting day.
 - Prior to entering the visiting room, visitors must conduct hand sanitation utilizing hand sanitizer located at the front entrance. Inmates will be required to wash their hands using soap and water after the property/personnel search and prior to entering the Visiting Room.

- COVID-19 Symptom and Temperature screening for visitors will be conducted on all visitors.
- The visiting center officer will provide the **CORONAVIRUS DISEASE 2019 (COVID-19) ENHANCED SCREENING TOOL** (*September 2020, Version 5.0*) to all visitors entering the lobby, ask each person to complete questions 1. a-b and 2. a-c. The visiting center officer will complete the temperature check.
- If answers to all the questions are NO, and there are no obvious signs of respiratory infection, e.g. frequent coughing, and temperature is < 100.4°F, follow usual procedures.
- Social visitors: If answers to any of the questions are YES, *or* if the person has a temperature $\geq 100.4^{\circ}\text{F}$ (oral), *or* if the person has obvious signs of a respiratory illness, social visitors will be asked to wait in a separate area (6 feet from others or outside), and the visitation officer will contact the Operations Lieutenant and/or Institution Duty Officer (IDO), for further direction to the visitor(s). The IDO or Operations Lieutenant should deny visitation and not allow entry into the institution.
- We will not allow anyone inside the visiting room until the group being processed has been fully processed and seated.
- **THIS IS A NON-CONTACT VISIT!** There will be no embrace or touching upon begin/end of visitation.
- No food or drinks are authorized during the visit.
- All inmates will wear face mask at USP Leavenworth for visitation purposes. Masks will be worn to and from the visitation room and at all times during visitation.
- COVID-19 Symptom and Temperature screening for inmates will be conducted on all inmates.
- The visiting room officer will utilize and complete the **CORONAVIRUS DISEASE 2019 (COVID-19) INMATE SCREENING TOOL** (*February 2020, Version 2.0*) for all inmates entering the visitation room.
- Once screened, the inmates will be directed to the non-contact visitation station. Once all inmates are at their respective stations, visitation can begin.
- **Inmates will not be allowed to rotate different or additional visitors during visiting time.**
- Upon completion of Visiting Hours, the Visitation officer will begin a systematic procedure to get families and inmates out of the visiting room.
- All inmates and visitors will remain seated until called upon by the Visiting Room Officer for processing.
- Upon departure, Visitors/Inmates will be reminded that **THIS IS A NON-CONTACT VISIT**, therefore no embracing or touching is authorized.
- Visitors will be processed out first.
- Upon being out-processed, visitors should exit through the same entrance they entered the visiting room and proceed directly to their vehicle.
- Inmates will remain seated until all visitors have exited the visiting room.

- Once all visitors have departed the visiting room, staff will then begin processing inmates out of the visiting room.
- Staff will process one group at a time until all visitors have been removed from the visiting room.
- All inmates will remain seated until called upon by the visiting staff to begin processing.
- Once the visitor is in the vehicle, the visitor should immediately depart the institution grounds and avoid contact with other visitors or staff. Masks will be worn to and from the vehicle at all times while on Institution grounds.
- Once all inmates and visitors have been out processed and the visiting room is empty, the assigned orderly will enter the visiting room to sanitize and disinfect all touch surfaces.
- The visiting room orderly will be placed on a 10 a.m. out-count during the weekend/holiday so cleaning can continue to occur.

- Procedures for Visitors upon Arrival to **SCP Leavenworth (CAMP VISITING)** –

- External doors to the visitation room will be locked with strict access maintained by the visitation officer.
- All visitors will wear face mask at SCP Leavenworth (Camp) at all times while on institution grounds. Masks will be worn to and from the vehicle at all times while on institution grounds.
- Upon arrival to the Camp for visiting, all visitors will arrive on institution grounds no earlier than 15 minutes before the preapproved scheduled visit start time with a camp inmate.
- Visitors should obtain a BP-A0224 NOTIFICATION TO VISITOR form located in a distribution box outside of the visitation door.
- Visitors should complete the BP-A0224 NOTIFICATION TO VISITOR form.
- At five minutes before the preapproved scheduled visit start time, visitors may line up outside of the camp visitation door utilizing social distancing markers while providing 6 feet between visitors.
- Visiting will begin processing visitors 15 minutes prior to the approved visitors' scheduled visiting appointment. There will be no admittance to the visiting room after these times.
- We will only process one group in at a time inside visiting room.
- Entrance and exit for visitors will occur through the right front visitation room door.
- When visitors are called in by staff, visitors will submit the Visiting Form and proper identification to Visiting Staff for proper processing.
- Visitor's property is limited to car keys and Identification (Valid State Driver's License/Passport) for the duration of the visit. Visitors will not be authorized hats, handbags, purses, bags wallets or cash in the visiting room. This is for safety of staff, visitors and inmates in order to limit potential exposures in the visiting room. Any exceptions (baby items/ required

medications) to this will be case by case basis with written approval through the Captain **prior** to the scheduled visiting day.

- Upon entering the visiting room, visitors must conduct hand sanitation utilizing hand sanitizer located at the officer station. Inmates will be required to wash their hands using soap and water after the property/personnel search and prior to entering the Visiting Room.
- COVID-19 Symptom and Temperature screening for visitors will be conducted on all visitors.
- The visiting room officer will provide the **CORONAVIRUS DISEASE 2019 (COVID-19) ENHANCED SCREENING TOOL** (*September 2020, Version 5.0*) to all visitors entering the lobby, ask each person to complete questions 1. a-b and 2. a-c. The visiting room officer will complete the temperature check.
- If answers to all the questions are NO, and there are no obvious signs of respiratory infection, e.g. frequent coughing, and temperature is < 100.4°F, follow usual procedures.
- Social visitors: If answers to any of the questions are YES, *or* if the person has a temperature $\geq 100.4^{\circ}\text{F}$ (oral), *or* if the person has obvious signs of a respiratory illness, social visitors will be asked to wait in a separate area (6 feet from others or outside), and the visitation officer will contact the Operations Lieutenant and/or Institution Duty Officer (IDO), for further direction to the visitor(s). The IDO or Operations Lieutenant should deny visitation and not allow entry into the institution.
- Staff will not allow anyone inside the visiting room until the group being processed has been fully processed and seated.
- **THIS IS A NON-CONTACT VISIT!** There will be no embrace or touching upon begin/end of visitation.
- No food or drinks are authorized during the visit.
- All inmates will wear face mask at SCP Leavenworth (Camp) for visitation purposes. Masks will be worn to and from the visitation room and at all times during visitation.
- COVID-19 Symptom and Temperature screening for inmates will be conducted on all inmates.
- The visiting room officer will utilize and complete the **CORONAVIRUS DISEASE 2019 (COVID-19) INMATE SCREENING TOOL** (*February 2020, Version 2.0*) for all inmates entering the lobby
- Once screened, the inmates will be directed to the non-contact visitation station. Once all inmates are at their respective stations, visitation can begin.
- **Inmates will not be allowed to rotate different or additional visitors during visiting time.**
- Upon completion of Visiting Hours, the Visitation officer will begin a systematic procedure to get families and inmates out of the visiting room.
- All inmates and visitors will remain seated until called upon by the Visiting Room Officer for processing.
- Upon departure, Visitors/Inmates will be reminded that **THIS IS A NON-CONTACT VISIT**, therefore no embracing or touching is authorized.

- Visitors will be processed out first.
- Upon being out-processed, visitors should exit through the same entrance they entered the visiting room and proceed directly to their vehicle.
- Inmates will remain seated until all visitors have exited the visiting room.
- Once all visitors have departed the visiting room, staff will then begin processing inmates out of the visiting room.
- Staff will process one group at a time until all visitors have been removed from the visiting room.
- All inmates will remain seated until called upon by the visiting staff to begin processing.
- Once the visitor is in the vehicle, the visitor should immediately depart the institution grounds and avoid contact with other visitors or staff. Masks will be worn to and from the vehicle at all times while on Institution grounds.
- Once all inmates and visitors have been out processed and the visiting room is empty, the assigned orderly will enter the visiting room to sanitize and disinfect all touch surfaces.
- The visiting room orderly will be placed on a 10 a.m. out-count during the weekend/holiday so cleaning can continue to occur.

- Procedures for Inmates to request visitation appointment

- FOR USP INMATES ONLY - Inmates will utilize the identifier process currently in place at USP Leavenworth. Specifically, if an inmate's fifth digit of the register number is an odd number (1, 3, 5, 7, 9) the inmate will be allowed to visit on the odd weeks (1 and 3). If an inmates fifth digit of the register number is an even number (0, 2, 4, 6, 8) the inmate will be allowed to visit on the even weeks (2 and 4).
- FOR USP AND SCP INMATES - To request a visitation time slot within your Unit's designated visitation day/time, please complete an Inmate Request to Staff (Cop Out) form with the following information:
 - Full Name
 - Register Number
 - Unit
 - Bed Assignment
 - Visitor Name(s)
 - Day and Time of Requested Visit
- This form must be delivered to a Unit Team Counselor or it will not be processed.
- This form must be legible and have all the required information above or it will not be processed.
- Inmate requests for visitation will be processed on a first come-first serve basis.
- Once the form is received by Unit Team Counselors, inmates will need to confirm the visitation date and time with approved visitors.

- Inmate visitation will not occur without written preapproval and confirmation from Unit Team Staff. No exceptions or last minute changes/additions of visitors.
- It is the inmate's responsibility to notify visitors of all requirements before they visit.
- It is the inmate's responsibility to verify with the Unit Team Counselor that visitors have been approved.
- Inmates will schedule accordingly and make sure visitors are approved by Unit Team.
- Inmate requests for visitation will only be accepted until the Wednesday prior to the scheduled visiting weekend. Counselors will no longer accept requests after this day.
- Inmates will list the visitor name(s) when requesting a visiting appointment. Only visitors on the inmates approved visiting list will be authorized admittance into the institution. Reminder, visits are limited to two (2) visitors only! Children are not permitted to sit on adults laps during visits. The two visitors will sit in their assigned seats. The only exception will be a baby that requires assistance and will be allowed to be held by an adult visitor.
- Both staff and inmates will advise visitors that social distancing will be enforced throughout the entirety of the visit. At no time will an embrace be authorized! THIS IS A NON-CONTACT VISIT! Any violations to this will result in immediate termination of visit, loss/suspension of visiting privilege and an incident report written.

THIS MODIFICATION TO THE VISITING SUPPLEMENT WILL BECOME EFFECTIVE OCTOBER 3, 2020 AND REMAIN IN EFFECT UNTIL FURTHER NOTICE.

BE ADVISED THAT THIS POLICY IS SUBJECT TO CHANGE WITH INCREASING OR DECREASING CHANGES IN THE CORONAVIRUS (COVID-19) PANDEMIC.

USP Leavenworth COVID-19 Statement:

During the COVID-19 pandemic, our focus at USP Leavenworth continues to be the health and safety of our employees, inmates and the community, while doing our part to control the spread of the disease. All visitors, inmates, and staff will be screened prior to entering USP Leavenworth. All persons will be required to wear a face mask at all times while at this facility, and maintain at least 6 ft. social distancing. Hand sanitizer is readily available and expected to be utilized when soap and water is not accessible.

Thank you for your continued support and patience as we navigate through this challenging time.