



U.S. Department of Justice
Federal Bureau of Prisons
FCI McDowell, West Virginia

**INSTITUTION
SUPPLEMENT**

OPI: Correctional Services
Number: MCD-5267.08C
Date: September 30, 2014
Subject: Inmate Visitation

1. **PURPOSE AND SCOPE:** To implement P.S. 5267.08, Visiting Regulations (5/11/06), at the Federal Correctional Institution, McDowell, West Virginia. This supplement must be read in conjunction with that Program Statement.
2. **OBJECTIVES:** To establish local procedures that allow inmates to receive supervised visits in an effort to maintain family ties and foster good public relations.
3. **DIRECTIVES AFFECTED:**
 - a. Directives Rescinded: none
 - b. Directives Referenced:

P.S. 5267.08 Visiting Regulations (5/11/06)
P.S. 5522.01 Ion Spectrometry Device (2/24/05)
PS 5500.14, Correctional Services Procedures Manual (10/19/12)
PS 5510.12, Searching, Detaining, or Arresting Persons other than Inmates (01/15/08)
P.S. 1480.05, News Media Contacts (09/21/13)
P.S. 5270.10, Special Housing Units (07/08/11)
P.S. 5521.05 Searches of Housing Units, Inmates and Inmate Work Areas (06/30/97)
4. **STANDARDS REFERENCED:** American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, and 4-4504
5. **PROCEDURES:**
 - a. **Visiting Schedule - FCI**
Visiting will be offered on Saturday, Sunday, Monday and all federal holidays. Visiting hours on these

days will be 8:00 a.m. to 3:00 p.m. Social visits will not be processed before 8:00 a.m. or after 2:00 p.m.

Visiting Schedule - Camp (SPC): Visiting hours for the SPC are Saturday, Sunday and all federal holidays from 8:00 a.m. to 3:00 p.m. Social visits will not be processed before 8:00 a.m. or after 2:00 p.m. Outside visiting is authorized at the SPC.

Visiting Schedule (SHU) - Visiting hours for inmates housed in SHU are Saturday, Sunday, Monday and all federal holidays from 8:00 a.m. - 10:00 a.m. **or** from 1:00 p.m. - 3:00 p.m. Inmates housed in SHU will be authorized a maximum of two visitors for one block of time during authorized visitation days.

FCI Address: 101 Federal Drive Welch, West Virginia.

Directions: From Beckley WV: turn left on WV-16 , stay straight on WV-121 South, turn right onto Slab Fork RD/CR-34, continue on CR-34 then turn Right onto WV-97, then take a left onto WV-10, and then turn right onto WV-16 continue South until you enter McDowell County, take the first Right onto 101 Federal Drive. There will be a Federal Institution sign marking the location.

From Bluefield WV: Take US-52 North and then make right onto WV-16N continue on WV-16 North for approximately 7 miles there will be a Federal Institution sign marking location.

FCI Phone: (304) 436-7300

Local Transportation: None Available

Persons who are under the influence or in possession of drugs and/or alcohol will not be permitted into the institution.

These written guidelines are available on the internet at WWW.Bop.gov.

b. **Frequency of Visits and Number of Visitors:**

(1) Frequency of Visits:

A. Inmates will be limited to five (5) approved visitors at one time, excluding infant children remaining on a person's lap. Any children 15 years of age and younger must be accompanied by an approved adult visitor. This includes children. If an inmate would like to request more than five visitors, they need to submit a written or electronic request to their respective Unit Team.

B. The number of visitors/inmates/staff will not exceed the posted rated capacity of each visiting area (298 FCI and 117 FPC). If the designated visiting areas become overcrowded, The #1 visiting room officer, will notify the Operations Lieutenant and the Institution Duty Officer, whom will first ask if there are any volunteers willing to leave. If no volunteers are present the following procedures will be followed should overcrowding occur. The Institution Duty Officer (IDO), will have the authority to curtail or terminate visits. Should it become necessary to curtail visits due to overcrowding, a maximum two-hour visit will be implemented. The IDO will begin curtailing visits first by volunteers, secondly by visitors who live in closest proximity to the institution and third by those who visit most frequently.

(2) A maximum of 20 visitors will be authorized on an inmate's approved visiting list. Ordinarily, an inmate's visiting list should not include more than 10 friends and associates. An inmate may submit an Inmate Request to a Staff Member during Open House hours whenever a change is desired no matter the frequency of changes.

Should a proposed visitor's visiting application be questionable, e.g., discrepancy in application, NCIC hit, etc., the Unit Manager has the authority to disapprove a proposed visitor.

The Warden has the authority to make an exception to the prior relationship requirement.

The Unit Manager is responsible for approving or denying proposed visitors. All non-immediate family members should have background checks completed by Unit Team. If a proposed visitor is denied, the Unit Manager notifies the inmate, who in turn is responsible for notifying the proposed visitor of the denial. Applications requiring further review are forwarded to the Associate Warden for approval or denial.

- c. Visitor Identification:** All visitors will be identified by photo ID. Any visitor who has been denied entrance for any reason must depart the grounds of the institution within a reasonable time period.
- (1) **Entry into the Institution:** Staff will verify the identity of each visitor by viewing a valid driver's license or official photo ID, (i.e., Military or State Identification, passport). Club membership cards or check cashing cards are not acceptable for official identification. Additionally, Mexican Consulate Identification Cards will not be accepted as a form of identification for visitors to enter the Federal Correctional Institution. Once a visitor has been verified and is on the inmate's visiting list, the visitor will be processed for visiting. All visitors must successfully clear the metal detector, or their visit will be denied. Visitors shall park only in designated parking areas.
 - (2) All visitors will read and sign BP Form 224, Notification to Visitor. It is the inmate's responsibility to ensure his visitors receive a copy of the instructions, guidelines, and policies for visiting.
 - (3) **Exiting the Institution:** Upon conclusion of a visit, all visitors will be identified at the front desk of the visiting room using photo ID and hand stamp. The Control Center Officer

will again identify all visitors by photo ID and hand stamp prior to the visitor leaving the facility.

a. Inmate Identification:

- (1) **In-processing:** The Visiting Room Officer will positively identify the inmate by photo ID (commissary card). Inmates will not be allowed to enter the visiting room without the appropriate identification. Each inmate will have a Visiting Room Property Form completed prior to admission into the visiting area. A pat search will be conducted on all inmates entering the visiting room. A hand-held metal detector will also be used after the pat search.
- (2) **Out-processing:** Inmates will be positively identified by photo ID. All FCI inmates will be visually searched and scanned by a hand-held metal detector prior to leaving the visiting area.

A minimum of 10% of SCP inmates will be visually searched. Out-processing of inmates from the visiting room will cease 30 minutes prior to the end of visiting hours, and will not resume until all visitors have been escorted from the Visiting Room. All inmates will be positively identified and accounted for by their commissary card (photo and register number) prior to visitors departing the visiting room.

- d. **Supervision of Visiting Children:** It is the responsibility of the adult visitor who accompanied the child to provide supervision for the child in the Visiting Room. If at any time the adult visitor leaves the child unattended, staff will advise the inmate and his visitor that the child must be removed

and not allowed back in for the rest of the visit. At no time will any inmate be allowed to supervise children.

In each visiting room, children of visitors are permitted to play in the designated area only under parental (visitor) supervision. The children's play area is not for general adult visiting, only adults accompanying children can be in this area. Children five years of age and younger must be accompanied by a parent (visitor) while in the children's play area. Children six years of age and above are not required to be accompanied by a parent; however, they must be under parental supervision (e.g., parents must be in an area of the Visiting Room that has direct visual contact with, and is adjacent to, the children's play area). Parents are responsible for children's behavior at all times. However, inmates are not permitted in play areas designated for children. At the discretion of the Visiting Room Officer, parents (visitor) may be asked to move closer into the children's play area in order to better supervise their children. If the child continues to be disruptive in the play area, the Visiting Room Officer will notify the parent and/or inmate to remove the child from the play area for the remainder of the visit. No food or beverages are allowed in the children's play area. Television viewing in this area is regulated by the Visiting Room Officer and is specifically intended for youth videos. The Visiting Room play area for children is equipped with toys for use by visitor's children. Playroom toys/games may be used at the tables at the officer's discretion. Movement of visiting room furniture is unauthorized. The children's area will be sanitized after each visiting day.

e. **Authorized Inmate Personal Property:** Only the following items will be authorized for entry into the Visiting Room:

- Wedding Band
- White Handkerchief
- Religious Medal or headgear
- Prescription Eyeglasses (no case)

- Essential Medication (Asthma Inhaler, Nitroglycerine limited to the amount needed during the visit) to be maintained by the Visiting Room Officer.

The Visiting Room Inmate Property form initiated during in-processing will be referred to during an inmate's out-processing from the visiting room. The Visiting Room Officer will compare the list with all items in the inmate's possession to ensure the inmate leaves with the same property with which they entered. Any property found on the inmate that was not inventoried prior to the inmate entering the visiting room will be confiscated. A confiscation form (along with the property) will be turned over to the Operations Lieutenant and an incident report will be written. It is the inmate's responsibility to declare all personal property prior to entering the visiting room.

The Visiting Room Officer will not dispense medication. Inmates requiring life-sustaining medications will be allowed to store their medication at the Officers Station. No other medication will be allowed in the Visiting Room.

- f. **Authorized Visitor Personal Property:** Only the following items will be authorized for entry into the Visiting Room: Small clear plastic container/bag no larger than 8"x12"

- No more than a total of \$20 for vending machines, no denomination larger than a dollar bill
- Photo Identification
- Essential Medication (Asthma Inhaler, Nitroglycerine limited to the amount needed during the visit) to be maintained by the Visiting Room Officer.

The following items will be permitted, per child, for infant visitors:

- Two (2) diapers
- One (1) package baby wipes (unopened)
- One (1) change of infant clothing
- Two (2) clear baby bottles
- One (1) container unopened baby formula.
- Two (2) small jars of baby food. (unopened)
- One (1) receiving blanket
- One (1) clear drinking cup
- Medium clear plastic container/bag no larger than 12"x16"

The Visiting Room Officer will not dispense medication. Visitors requiring life-sustaining medications will be allowed to store their medication at the Officer's Station. No other medication will be allowed in the Visiting Room.

- g. **Searches:** All personal property entering the institution will be searched and screened prior to the visitor being admitted to the Visiting Room.
- (1) Visitors are not authorized to bring anything into the institution to give to an inmate.
 - (2) Visitors may be required to be screened by electronic drug detection devices prior to admission into the facility. Breathalyzer, urinalysis, and visual searches of visitors must be approved by the Warden or their designee.
 - (3) The Warden or designee may subject inmates and their visitors to a closely supervised visit when there is a suspicion that the visitor is

attempting to introduce contraband;
when there has been a history of
contraband introduction or
attempted contraband introduction; or
when, based on sound correctional
judgment, there is any concern about a
visit. The Warden or designee
may deny visiting when a controlled or
closely supervised visit is not
possible.

- h. **OTHER/SPECIAL VISITORS:** The Warden is the approving authority for visits by representatives of community groups or other special visitors. Except as specified, the conditions of visiting for special visitors are the same as for regular visitors.
- (1) **Consular Visitors:** Visits by a consular representative will be arranged by unit team staff. The Unit Manager will submit an Entrance Memorandum to the Warden when such visits occur.

A copy of the approved memorandum will be distributed as indicated on the Entrance Memorandum prior to the arrival of the consular. The unit team will supervise consular visits when the visits occur beyond regular visiting days and hours.
 - (2) **Clergy Visits/Community Groups:** An Entrance Memorandum requesting the visit and indicating staff responsible for supervision of the visit must be approved by the Warden and distributed as indicated on the Entrance Memorandum.
 - (3) **Attorney Visits:** Attorney visits will ordinarily be conducted during normal visiting hours. Prior to the visit, Attorneys shall complete form BP-S241.013, Visiting Attorney Statement,

along with a written request to visit, and fax or mail them to the inmate's Unit Manager, for approval of the visit. The Unit Manager will communicate approval either by phone, fax, or letter. The Attorney shall be prepared to show their Bar Association Card to staff upon entrance.

Attorney/Client Rooms are available to afford a degree of privacy when needed. Normal visiting procedures will apply in cases where the attorney and inmate are involved in a personal as well as business relationship, unless prior approval for a legal visit has been granted by the Unit Manager. If privacy is required, or if the visit must occur during non-visiting hours, the visit must be coordinated by unit staff. Unit staff will also supervise the visit.

When an Attorney's Paralegal or Legal Assistant (to include investigators, etc.) requests to visit, they must complete forms BP-S242.013, Paralegal or Legal Assistant Agreement, BP-S243.013, Application to Enter Institution as Representative, Visiting Paralegal or Legal Assistant Data Request. The forms will be faxed to the Unit Manager as above.

In time-sensitive cases where the attorney arrives without prior approval or the attorney is not listed on the visiting list, the Operations Lieutenant or Duty Officer will verify the attorney's Bar Association card. Only bona fide attorneys with current pending litigation (within 10 days) will be approved in this manner. All Paralegal visits must be approved by the Unit Manager in advance of the

visit, and the paralegal must be on the inmate's approved visiting list.

- (4) **Law Enforcement/Investigative Visits:**
Visits by law enforcement officials will be coordinated by the Special Investigations Supervisor (SIS) Lieutenant. Requests for law enforcement/investigative visits should be made at least twenty-four (24) hours prior to the proposed visit. Every effort should be made to schedule the visit during normal business hours. The Operations Lieutenant will perform the SIS Lieutenant's responsibilities during non-duty hours or in emergency situations. The SIS Lieutenant will advise appropriate unit staff of the visit. The visiting official will present identification and/or credentials to the Front Lobby Officer and the Control Center for verification. It is critical to determine whether the official law enforcement visit will result in the filing of a detainer or new charges, as this information could affect the inmate's safety or institution security. The Operations Lieutenant, Associate Warden (P), and CMC will be advised in the event this occurs.
- (5) **Visits to Inmates not in General Population Status:**
- (a) **Inmates in Local Hospitals:**
Hospitalized FCI inmates will not normally be authorized visits. The Warden may grant an exception for gravely ill inmates; however, the visit would be limited to immediate family members. The unit team will coordinate the visit with Correctional Services to ensure the safety and security

of all concerned. Visits for hospitalized SCP inmates are limited to immediate family members only and subject to the general visiting procedures of the hospital. The unit team will submit the request to visit to the Warden, through the Captain and Associate Warden (P), for approval.

(b) **Special Housing Status Inmates:**

Visits for inmates in special housing status are subject to the general visiting policy of the facility with exceptions. Inmates housed in Special Housing Units will be required to submit a request according to SHU guidelines.

- (1) **FCI:** Special Housing Unit (SHU) non-contact visiting will be allowed for all inmates in SHU, with the exception of inmates on visiting restriction. Visiting will be conducted on Saturday, Sunday, Monday and Federal holidays from 8:00 a.m. - 10:00 a.m. or from 1:00 p.m. - 3:00 p.m. Inmates housed in SHU will be authorized a maximum of two visitors for one block of time during authorized visitation days (as approved by the SHU Lieutenant).

(c) **Pretrial / Holdover inmates:**

Visiting for inmates on Pretrial or Holdover Status will be limited to immediate family members verified through the inmates Pre-Sentence Investigation Report.

Since regular visiting lists are generally not available for those in holdover status, inmates may request visiting privileges through the Unit Manager 30 days after their arrival to the institution. Inmates in holdover status will visit under the same guidelines as inmates housed in the Special Housing Unit. Visiting for holdover inmates will be conducted in the non-contact visiting area in the visiting room (as approved by the SHU Lieutenant).

i. **VISITING ROOM DRESS CODE/BEHAVIOR:**

(1) **Inmate Dress Code:**

- (a) **FCI:** Inmates entering the visiting area will be dressed in full institutional uniform. FCI inmates are required to wear government issued work boots or work boots purchased from the institution commissary. All inmates will be required to have shirt tails tucked in, and belts will be worn. All other attire will be prohibited. **Coats will be authorized during cold weather.**
- (b) **Camp:** Inmates entering the visiting area will wear standard issue institution clothing. Inmates are allowed to wear personal tennis shoes. Jackets are not allowed inside the Visiting Room. All inmates will be required to have shirt tails tucked in, and belts will be worn. All other attire will be prohibited.

- (2) **Dress Code for Visitors:** The following restrictions on clothing will be strictly enforced:
- (a) Tops will cover the upper body, including stomach, chest/breasts, and back. Tank tops are not permissible. Clothing made of see-through material will not be permitted. Dresses, skirts, or tops that wrap around the body, and/or any dress or skirt with a slit above the top of the knee will not be permitted.
 - (b) Skirts, shorts or dresses must not be shorter than two inches above the mid-knee for persons over 10 years of age. Tight or form fitting dresses such as knit, Spandex, or any other material that is form fitting will not be permitted. Clothing with suggestive or offensive words or pictures will not be permitted.
 - (c) Any "pantyhose" type leggings, Spandex, leotards, etc., or pants with holes, will not be permitted unless the lower body is covered by an appropriate length dress/skirt.
 - (d) Beach style footwear (i.e., flipflops, shoes without a back strap, etc.) may not be worn. Footwear with rolling wheels are not permitted.
 - (e) Any clothing accessible to the inmate population through the commissary such as sweat pants, sweat shorts, and plain white t-shirts are not permitted. Any khaki or tan colored pants,

shirts, jackets or coats are not permitted. Any clothing discrepancies may be resolved by the IDO and/or OPS Lieutenant.

- (f) No head-wear such as hats, visors, head wraps or headbands (with exception to religious head-wear) will not be permitted. Sun glasses, or any hooded jackets or shirts will not be permitted in the visiting room.
- (g) Any clothing not noted above that is deemed inappropriate for wear in a correctional facility will not be authorized. Provocative and/or excessively revealing attire will not be permitted in the correctional facility.

(3) **Inmate Behavior in the Visiting Room:**

Inmates are expected to follow the regulations and behavior standards at all times. Any failure to do so will result in disciplinary action against the inmate.

- (a) Inmates will be permitted to embrace and kiss their visitors within good taste at the beginning and end of a visit.
- (b) Inmates will not put their arms around their visitors nor will the visitor put their arms around the inmate and/or on the back of their visitor's or inmates chair.
- (c) Inmates are not permitted to move around the visiting room, unless otherwise instructed by a staff member. They are not permitted movement into the vending machine area and are not permitted to go

near the visitor's restrooms.

- (d) An inmate or visitor must not move any chairs from their location. There will be no circle of chairs permitted.
- (e) Inmates will not be permitted to handle visitor's change purses, or currency of any kind. Inmates will not be permitted to cover their hands or face with any covering such as an infant's receiving blanket or other authorized item.
- (f) Inmates will be assigned seating by the visiting room staff.

j. **ADMINISTRATIVE RESPONSIBILITIES:**

- (1) The Captain is responsible for training all staff assigned to Visiting Room posts, as well as the overall appearance and operation of the visiting area.
- (2) Unit Staff will update the Visiting program and maintain a copy of the current approved visiting list in each inmate's central file for backup purposes. A hard copy will be provided to the Front Lobby Officer.
- (3) The Operations Lieutenant will ensure visiting policy is adhered to, and all visiting room staff are enforcing institution rules and regulations.
- (4) The Visiting Room Officer(s) will ensure proper visiting procedures are followed and a high level of sanitation is maintained in the visiting room.

(5) All staff assigned to the visiting room will be dressed in a "Class A" uniform to include a tie.

k. **Prohibited Items:**

Recording Equipment or Cameras of any kind are not allowed on the premises without the Warden's written permission. Food and beverages may not be brought into the institution. Visitor purses, cell phones, pagers, or other electronic devices must be secured in their vehicles. All visitor's keys and vehicle remotes must be stored in a visitor locker.

l. **Penalties for Violation(s) of Visiting Regulations:**

Any act or effort to violate the visiting regulations of the institution may result in disciplinary action against the inmate. These actions may include, but are not limited to, extended visiting restrictions. Prosecution may be initiated against visitors and inmates when criminal violations occur.

6. OFFICE OF PRIMARY RESPONSIBILITY: Correctional Services



Bart Masters
Warden

Distribution:
Executive Staff
MARO
AFGE

Department Heads
Library

FEDERAL CORRECTIONAL INSTITUTION, MCDOWELL, WEST VIRGINIA, 24801

VISITING REGULATIONS

_____ (Visitor's Name), has been approved to visit you during your stay at FCI/SPC McDowell. In addition to your assuming reasonable responsibility for the proper conduct of a visit, you are also responsible for forwarding this form to the above visitor so that she/he will be aware of our visiting regulations.

IDENTIFICATION. The Front Lobby Officer will require positive photo identification of visitors. Acceptable forms of identification are valid driver's license or State Identification Cards, and other official identification cards.

VISITING HOURS. Regular visiting hours at the FCI are from 8:00 a.m. to 3:00 p.m. on Saturday, Sunday, Monday, and all Federal Holidays. Regular visiting hours at the Camp are from 8:00 a.m. to 3:00 p.m. on Saturday, Sunday, and all Federal Holidays. Visitors will not be processed into the institution after 2:00 p.m. Visitor processing at the FCI and Camp during visiting hours is temporarily suspended during counts. Please refrain from arriving on the institution grounds before the scheduled visiting periods. When a visit is over, all visitors must leave the institution grounds immediately. The Operations Lieutenant and/or Institution Duty Officer are authorized to deny a visit or terminate visits in the event of overcrowding or if conduct interferes with normal institution operations. The visiting hours for Special Housing Unit inmates are from 8:00 a.m. to 10:00 a.m. or 1:00 p.m. to 3:00 p.m. Saturday, Sunday, Monday, and all Federal Holidays. Inmates housed in SHU are authorized a maximum of two visitors for one block of time on authorized visitation days.

WHO MAY VISIT. Inmates will be permitted to visit with Authorized visitors only. We will notify persons authorized to visit, as we are doing in your case. Children under 16 years must be accompanied by an adult member of the family. Children between the ages of 16 and 17 years of age who are not accompanied by a parent, legal guardian, or immediate family member at least 18 years of age must have the written approval of a parent, legal guardian, or family member at least 18 years of age prior to visitation. Other persons not approved who wish to visit an inmate for either personal or business reasons must write the institution at least two weeks in advance of the visit and explain the circumstances. If a visit is approved, an authorization will be sent for presentation on arrival.

Inmates are allowed a maximum of five visitors, including children, at one time in the visiting room.

A split visit is defined as a visit when an inmate has five visitors in the Visiting Room and one or more visitors leave the Visiting Room and are replaced by the same number, or fewer, of authorized visitors. On split visits, only one exchange of visitors for that inmate will normally be approved.

REGULATIONS. The right to make future visits will be denied to anyone who tries to circumvent or evade regulations. The introduction or attempted

introduction of contraband into a federal penal institution is in violation of Title 18, U.S. Code, Section 1791.

It is illegal for any person to possess contraband. Contraband is defined as the introduction or attempted introduction into or upon the grounds of any federal *penal* or correctional institution, or the taking or attempt to take or send there from, anything whatsoever without the knowledge and consent of the Warden or Superintendent of such federal penal or correctional institution.

Contraband items include, but are not limited to guns, knives, tools, ammunition, explosives, hazardous chemicals, gas, narcotics, drugs or intoxicants. Prior to admission, visitors must request and obtain permission of the Warden or her staff representative to bring any item upon the institution grounds. Failure to adhere to this policy, is a federal crime

ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO ENTERING AND UPON DEPARTING THE INSTITUTION.

All visitors wishing to visit inmates within the FCI, will remove all personal items containing metal , i.e. coins, keys, and must clear the walk-through metal detector prior to being admitted for visiting. Visitors will refrain from wearing clothing which would activate the metal detector.

Keys and key chains will be secured in lockers. Clothing items that contain metal, i.e. underwire bras, cannot be removed before passing through the metal detector. The use of a camera or recording equipment without written consent of the warden is strictly prohibited. No written messages may be exchanged during a visit.

All radios, tape players or recorders, cellular telephones, or other electronic equipment must remain in the lockers provided in the front lobby or stored in the visitors vehicle.

DO NOT BRING FOOD OF ANY KIND into the institution. Sandwiches, soups, beverages, etc., are available from vending machines.

All visitors must be appropriately attired including shoes. Adult visitors are to refrain from wearing apparel that is overly-revealing or suggestive (i.e., excessively tight-fitting or revealing slacks, mini skirts, shorts, halter tops, strapless dresses/tops, spandex clothing, sleeveless shirts). Hats, bandanas, and scarves are not authorized. Visitors may be denied a visit if supervisory staff (i.e., Lieutenant, Institution Duty Officer, etc.) determine a visitor's dress is inappropriate for the institution setting.

Socially acceptable gestures of communication and affection, such as shaking hands, kissing and embraces are allowed within in the limits of good taste, and only at the at the beginning and at the end of a visit. Indecent, annoying or excessive contact will not be tolerated. Inmates or visitors who violate visiting regulations may have their visit terminated or be placed under closer supervision at the discretion of the Visiting Room Officer.

All areas of the Visiting Room, including restrooms, may be monitored to prevent the passage of contraband, and ensure the security and welfare of all concerned.

Children are expected to remain near to and be controlled by the adults bringing them.

IT IS NOT PERMISSIBLE TO BRING PACKAGES OR GIFTS OF ANY KIND.

No written messages or photographs may be exchanged during a visit. Documents or papers may not be examined or signed in the Visiting Room. The latter should be handled by correspondence (as a matter of record).

All food items purchased in the Visiting Room must be consumed during the visit. Food items will not be permitted to be retained by the visitor or the inmate at the conclusion of the visit. No lunch packages or thermos bottles will be allowed. Vending machines have been provided.

No gifts or clothing may be left for an inmate

MONEY CANNOT BE ACCEPTED FOR DEPOSIT TO THE INMATE'S TRUST FUND ACCOUNT. This should be handled by mail, using POSTAL MONEY ORDERS made out to the inmate.

IT IS A FEDERAL CRIME TO BRING UPON THESE PREMISES ANY WEAPONS, AMMUNITION, INTOXICANTS, DRUGS OR CONTRABAND.

It is illegal for any person to introduce or attempt to introduce into or upon the grounds of any federal penal institution, to take, or attempt to take or send there from anything whatsoever without the knowledge or consent of the Warden. The law provides that violators may receive 20 years or a \$250,000 fine and/or both. It is a federal crime to bring upon these premises weapons, ammunition, intoxicating drugs or contraband. All persons and packages are subject to search (Title 18, U.S. Code, Sections 1791 and 1792).

Below are general instructions governing visits at this institution:

ONLY THOSE ITEMS LISTED BELOW ARE AUTHORIZED TO BE TAKEN INTO THE VISITING ROOM

- | | |
|---|--|
| 1. Clear Plastic Purse
(eight x twelve inches or less in height and width) | 6. Money (reasonable amounts based on number of visitors - \$20 in coins and dollar bills) |
| 2. Baby Bottles | 7. Sweaters |
| 3. Baby Food | 8. Heart Medication |
| 4. Two Diapers | 9. Jewelry Normally Worn |
| 5. Baby Clothes (One change of clothing) | |

OTHER:

All areas of the Visiting Room have been designated as non-smoking. Cigarettes will not be permitted to be brought into the visiting area.

All medication must be approved by the on duty operations Lieutenant and the Front Lobby Officer.

Persons not approved to visit, but who accompany approved visitors, are not permitted to remain in the institution parking lot and must leave the grounds.

All books, magazines and newspapers must be mailed into the institution from the publishing company. Send to:

Inmate's Name and Register Number
Federal Correctional Institution
PO Box 1009
Welch, West Virginia 24801

Inmate's Name and Register Number
Satellite Prison Camp
PO Box 1009
Welch, West Virginia 24801

LOCATION.

Federal Correctional Institution
101 Federal Drive
Welch, WV 24801

From Beckley turn left on WV-16, stay straight on WV-121 South, turn right onto Slab Fork RD/CR-34, continue on CR-34 then turn right onto WV-97, then take a left onto WV-10, and then turn right onto WV-16 continue south until you enter McDowell County, take the first right onto 101 Federal Drive. There will be a Federal Institution sign marking the location.

From Bluefield Take US-52 North and then make a right onto WV-16N continue on WV-16N for approximately 7 miles, there will be a Federal Institution sign marking the location.

PUBLIC TRANSPORTATION FOR WELCH AREA: None Available

5. Accommodations in the Welch Area:

Pocahontas Motel
Rt 16 & Pineville Rd
Welch WV 24801
(304) 436-2250

Count Gilu Motel
201 Vocational School Rd
Welch WV 24801
(304) 436-3041

U.S. Department of Justice

Federal Bureau of Prisons
Federal Correctional Institution

P.O. Box 1029
Welch, West Virginia 24801

(Date)

(Name)
(Address)

RE: Visiting Privileges with (Inmate's Name and Register
Number)

Dear (Name):

You are temporarily suspended from visiting (Inmate's Name)
pending final disposition of administrative action stemming from
your visit on (Date).

This action will remain in effect until further notice.
(Inmate's Name) has been notified of this decision. It will be
his responsibility to inform you of the final disposition taken
in this matter.

Sincerely,

Associate Warden of Programs

CC: Central File

U.S. Department of Justice

Federal Bureau of Prisons
Federal Correctional Institution

P.O. Box 1029
Welch, West Virginia 24801

[DATE]

MEMORANDUM FOR (INMATE'S NAME AND REGISTER NUMBER)

FROM: Associate Warden of Programs

SUBJECT: Visiting Privileges

Your visiting privileges with (Visitor's Name) have been temporarily suspended pending final disposition of administrative action stemming from your visit on (Date) with (Visitor's Name). You have already been verbally notified of this action which will remain in effect until further notice.

Cc: Central File
Unit Manager, _____ Unit
Visiting Room Officer
Front Lobby Officer

U.S. Department of Justice

Federal Bureau of Prisons
Federal Correctional Institution

P.O. Box 1029
Welch, West Virginia 24801

[DATE]

MEMORANDUM FOR WARDEN

FROM:

SUBJECT: Visiting Privileges

On (DATE), at approximately (TIME) a.m./p.m., visitor(s) (Name) arrived at the institution to visit with inmate (NAME) (REG NO). At approximately (TIME) a.m./p.m., I approached inmate (NAME) and his visitor (NAME) with Lieutenant (NAME), and we informed them their visitation privileges were temporarily suspended pending final disposition of administrative action stemming from (DESCRIBE THE REASONS FOR TERMINATION).

At approximately (TIME) a.m./p.m., inmate (NAME) was escorted to the Visiting Room shakedown area by Officer (NAME) while Counselor (NAME) escorted visitor (NAME) to the front entrance of the institution.

cc: Regional Director, Mid-Atlantic Region

