



U.S. Department of Justice  
Federal Bureau of Prisons  
United States Penitentiary  
McCreary, Pine Knot, Kentucky

# Institution Supplement

DEPARTMENT: Correctional Services  
NUMBER: MCR-5267.08  
DATE: February 6, 2012  
SUBJECT: Visiting Regulations

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1. **PURPOSE AND SCOPE:** To establish guidelines for implementing Institution Supplement 5267.08, Visiting Regulations, at the United States Penitentiary (USP) and Satellite Camp (SCP), McCreary, Pine Knot, Kentucky. This Institution Supplement must be read in conjunction with Program Statement 5267.08, Visiting Regulations.
  2. **DIRECTIVES AFFECTED:**
    - a. Directives Rescinded  
MCR-5267.08a Visiting Regulations (09/02/09)
    - b. Directives Referenced  
P.S. 5267.08 Visiting Regulations (05/11/06)  
P.S. 5500.11 Correctional Services Manual (10/10/03)
  3. **STANDARDS REFERENCED:** American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499-1, 4-4500, 4-4501, 4-4503, and 4-4504.
  4. **PROCEDURES:**
    - a. Visiting Hours (USP and SCP): Saturdays, Sundays, and Federal holidays, from 8:30 a.m. until 3:00 p.m. Visitors will not be permitted to enter the facilities after 2:30 p.m. on Saturday, Sunday and Federal holidays. Visitors will be advised at 2:45 p.m., all visits will end at 3:00 p.m. Outside visiting is only permitted at the SCP. It is the responsibility of the inmate to remain easily accessible for visiting.

- b. Visiting List: Unit staff will review the visiting list with the inmate to ensure its accuracy. This review will also ensure no previously approved visitors pose a threat to the security and good order of the institution. An inmate is not permitted to have more than ten (10) friends/associates listed on their visiting list. Inmates may request changes to their visiting list once per quarter; however, Unit Managers retain the authority to approve additional changes on a case-by-case basis. Visiting privileges will ordinarily 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 good order of the institution. In the event a proposed visitor is disapproved, the inmate will be notified as to the basis for the disapproval.
- c. Visiting Regulations: Upon approval of each visitor, Unit staff will provide a summary of Visiting Regulations (Attachment A) to the inmate. The inmate is responsible for mailing the form to the visitor(s).
- d. Visiting Files: The BOPWare Visitation Program will be the primary means for processing inmate visitors. Back-up visiting files will be maintained in the Front Lobby Officer's station via CD-ROM. Unit staff will ensure all BOPWare visiting files are current, and accurately maintained.

**Correctional Services is responsible for supervision of the Visiting Room during the established visiting hours. The Visiting Room will be arranged to be conducive to the purpose of this privilege; however, the security and orderly operation and management of the area will not be compromised. Visiting Room staff will assign seating and make frequent rounds to ensure contraband is not being passed between visitors and inmates.**

5. **VISITING REGULATIONS:**

- a. Searching Visitors: Inmate visitors are subject to reasonable suspicion searches and random pat searches in accordance with Program Statement 5510.12, Searching Detaining or Arresting Visitors to Bureau Grounds and Facilities.
- b. Overcrowding Procedures: When the Visiting Room becomes overcrowded, the Operations Lieutenant will be notified. The Visiting Room Officer will compile a list (in order of their arrival) of those visitors listing an address within a fifty (50) mile radius of the facility. The Lieutenant will then privately

explain the overcrowded situation to the "local" visitors, and ask for volunteers to terminate their visit. Should this method prove ineffective, the Lieutenant/IDO will notify the first five (5) groups on the list their visits are pending termination due to overcrowded conditions. Should mandatory termination become necessary, he/she will only terminate as many groups as necessary to alleviate the overcrowded conditions. Additionally, distance traveled and frequency of visits may be considered as factors.

- C. Number of Visitors Per Inmate: No more than five (5) adult visitors, not including dependent children (under the age of 16), will be permitted for each inmate at any given time.
- d. Number of Inmates Per Visitor: Ordinarily, visits will only involve one visitor and one inmate. In the event a visitor is related to more than one inmate, Unit Managers may submit written approval to Visiting Room and Front Lobby staff, for more than one inmate to visit at the same time after verifying the family relationships.
- e. Prisoner Visitation and Support Visits: Inmates are authorized visits by representatives of the National Prisoner Visitation and Support (PVS) group. PVS representatives do not have to be on the inmate's approved visiting list; however, they will ordinarily provide advance notification of who they will visit and when. In the event PVS does not give prior notification, PVS should NOT be denied entry based on the lack of advance notification. Every effort will be made to expedite their entry into the Visiting Room.
- f. Inmate & Visitor Identification: Each inmate being processed into the Visiting Room will be positively identified by his Commissary ID prior to entering/departing the Visiting Room. The Commissary ID will be maintained by the Visiting Room Officer until the visit is completed. All visitors shall be identified via valid government identification with photograph. During times when large groups of visitors are departing, visitors will remain in the Visiting Room until all inmates have been identified, physical separation of inmates and visitors has been accomplished, and the count verified. The visitors will then be permitted to leave (no more than 5 adult visitors at a time) under the supervision of the Escorting Officer.

g. Visits For Inmates Not in Regular Population Status:

1. Inmates in the Special Housing Unit (SHU): Inmates housed in both Administrative Detention (AD) and Disciplinary Segregation (DS) will be permitted to visit in the non-contact area on Saturday, Sunday, and Federal holidays. Visiting will be accomplished on a first come, first served basis. However, should the non-contact area become overcrowded, inmates will be limited to two (2) hours per day to allow for additional visits. If no visitors are waiting to enter the non-contact area, the inmate can remain for the entire visiting period. Inmates in AD or DS status are required to wear their SHU issued inmate orange jumpsuit and shoes during their visit.

A SHU inmate will be escorted to the non-contact visiting area from the SHU restrained. Once an inmate is placed in the non-contact visiting cell and the door is secured, the restraints will be removed. At the completion of the visit, the restraints will be re-applied prior to opening the non-contact cell door.

2. Non-Contact Visiting: If not sanctioned by the DHO, only the Warden, acting Warden, or ADO may authorize an inmate visit in the non-contact visiting area, except for normal procedures for SHU inmates.
3. Holdovers: Inmates on holdover status will conduct visits in accordance with procedures pertaining to SHU inmates and only immediate family members are permitted to visit.
4. Inmates at Local Hospital: Visiting may be permitted when inmates are in a life threatening situation. In instances where a visit is requested, a memorandum will be prepared by the Unit Team, listing each visitor (the visitor must be on the approved visiting list), the date/time of visit, and duration of the visit. Visits will be permitted during day watch hours only. Prior communication with the local hospital should be made to ensure the visit is possible. The memorandum will be routed through the Captain and Associate Warden(Operations), and the Warden for approval. If approved, the memorandum will be delivered to the Escorting Officers at the local hospital. In addition, a handheld metal detector will be provided to escorting staff for the purpose of screening. In short notice situations, the Administrative Duty Officer may approve a hospital

visit. Should this occur, immediate notification will be made to the escorting staff, Lieutenant's Office, Captain, AW(O), and Warden.


- h. Attorney Visits: Attorneys of record can be placed on an inmate's approved visiting list. In the event an attorney visits during normal visiting hours, the visit will be conducted as a normal inmate visit. The attorney(s) are required to make prior arrangements with the inmate's Unit Team for a legal visit during non-visiting hours. The Unit Team will initiate an inmate's request for a legal visit. Legal visits will only be authorized by the Associate Warden (Programs), and must be arranged, prior to the visit, with a memorandum of approval forwarded to the Front Lobby, Control Center and the Operations Lieutenant. Attorneys will present a Bar Card in addition to a photo ID. Attorney/client visits will be conducted in the inmate Visiting Room, using the Attorney Visiting Rooms. Legal visits outside of normal visiting hours will be supervised by Unit Staff. Inmates are not permitted to bring legal documents to the Visiting Room unless prior approval has been obtained from the Unit Manager. Legal documents approved for the Visiting Room will be searched by the escorting staff in the presence of the inmate.
- i. Religious Visits: The Associate Warden (Programs) is the approving authority for special religious visits of ministers and spiritual guides. If a minister visits an inmate as a friend rather than minister of record, he/she must be on the inmate's approved visiting list, using the routine approval process. Individuals appearing on an inmate's regular visiting list will not be permitted to visit as Volunteers for Religious/Educational Programs.
- j. Visits From Federal and State Investigative Officials: Under normal circumstances, investigators from federal and state investigative agencies will coordinate inmate visits with the Special Investigative Agent (SIA). If a visit has not been pre-arranged, the Front Lobby Officer will contact the SIA. The Operations Lieutenant and Captain will be advised of all investigative official visits for informational purposes. If the visiting official is a Federal Bureau of Investigation (FBI) agent who routinely visits the institution, no subsequent notifications are required.
- k. Children's Play Area: A designated room for children to play in is provided. Board games can be checked out and must be returned in an orderly fashion. **At no time are inmates authorized to be**

**inside the play room.**

1. Exceptions for the approval of prior relationship requirement:  
The Warden must approve any exception to prior relationship requirement.
  
- m. Special Visits: All special visits at times other than regular visiting hours must be approved by the Warden or his/her designee. Correctional Services staff will be responsible for the supervision of special visits, with the exception of clergy visits. Clergy visits will be supervised by Religious Services staff. Staff supervising the special visit will be responsible for escorting the visitors to and from the Visiting Room. Upon conclusion of the visit, staff will search the inmate in accordance with established procedures. Consular visits are ordinarily arranged by the Executive Assistant, conducted in the Visiting Room or Chapel area, and supervised by visiting room or unit staff. This privilege will not be withheld even if the inmate has visiting privileges suspended as a result of disciplinary infractions.
  
6. TERMINATION OF A VISIT: Normally, the Operations Lieutenant will determine if a visit should be terminated due to misconduct. Additionally, the Operations Lieutenant may disapprove an inmate visitor, at the front entrance, for failure to adhere to visiting regulations. The IDO will be notified when termination of a visit is necessary.
  
7. INMATE DRESS: Inmates in general population are required to wear their institution issued khaki shirt, pants. Inmates have the option of wearing either, their issued boots, or boots/dress shoes purchased from the commissary. Sneakers will not be worn during visitation. Inmates authorized by Health Services to wear soft shoes will be provided with "bus" shoes prior to entering the visiting room. Any altered clothing/footwear will be confiscated, and disciplinary action may ensue. In addition to the prescribed clothing and footwear, the following items, only, are authorized for inmate retention while in the visiting room:
  - a. One religious medallion to be worn about the neck;
  - b. Authorized religious headwear (searched prior to entry);
  - c. One plain wedding band to be worn on the finger;
  - d. One pair of either, prescription eyeglasses, or prescription sunglasses; and

e. Underwear, specifically a t-shirt and undershorts, or a thermal undershirt and underpants.

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



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Richard B. Ives  
Warden

Distribution: AFGE  
MXRO  
Inmate Law Library  
Central Reference Library  
All Departments

**VISITING REGULATIONS**

**LOCATION:** USP McCreary is located at 330 Federal Way, Pine Knot, Kentucky, 42635. From I-75, take Exit 11 in Williamsburg, Kentucky, and travel West on KY-92. You will travel approximately 17 miles (drive carefully as this road has numerous sharp turns). Turn right on KY-1044 (the second turn for KY-1044). There will be a green road sign stating "United States Penitentiary" just prior to this turn. You travel approximately one mile on KY-1044 and you will see United States Penitentiary on your left. Once on the institution property, the United States Penitentiary parking area is the second right. The Camp parking area is straight past the Penitentiary on your left.

From US HWY 27, turn on KY-92 and travel East. Turn Left on KY-1044. There will be a green road sign stating "United States Penitentiary" just prior to this turn. Travel approximately one mile on KY-1044 and you will see the United States Penitentiary on your left. Once on the institution property, the United States Penitentiary parking area is the second right. The Camp parking area is straight past the Penitentiary on your left. The institution phone number is 606-354-7000.

There is only one taxi service in the area, Clinton Transport, 1024 Tennessee Road, Albany, Tennessee. Their telephone number is (423) 387-6358

**WHO MAY VISIT:** Normally, all immediate family members (wife, children, parents, brothers, and sisters) are approved. Friends who have prior criminal history are not ordinarily approved. Inmates are authorized to make changes to their visiting lists once every 3 months. Children under the age of 16 must be accompanied by a responsible adult who is an authorized visitor. Visitors who are 16 and 17 years of age and not accompanied by a parent, legal guardian or immediate family member at least 18 years of age and on the approved visiting list, must have the written approval of a parent, legal guardian or immediate family member at least 18 years of age, prior to the visit. This approval must be mailed to the penitentiary or camp prior to the visit. All visitors, 16 years of age and older, must be identified via valid government identification (with photograph), prior to being allowed entry into the facility.

**CHILDREN'S PLAY AREA:** A designated room for children to play in is provided. Board games can be checked out and must be returned in an orderly fashion. At no time are inmates authorized to be inside the play room.

**VISITING HOURS:** Visiting is conducted Saturdays, Sundays, and Federal holidays, from 8:30 a.m. until 3:00 p.m. No more than four adult visitors can visit an inmate at any one time.

**SPECIAL VISITS:** Arrangements may be made through the Unit Staff for a special visit should extenuating reasons justify approval.

**REGULATIONS:** Visitors are not permitted to leave the facility and return to the Visiting Room once the visit has started. Vending machines are available in the Visiting Room for food and drinks. It is our policy to conduct visits as informally and pleasantly as circumstances permit. Inmates may embrace and kiss their visitors only at the beginning and completion of the visit. During the visit, holding hands is the only physical contact permitted. All visitors will dress appropriately and refrain from any actions which may affect the sensibilities of others. Violations may result in the termination of visits. Visitors wearing sexually provocative clothing will be prohibited admission to the Visiting Room. Female visitors must wear a brassiere and other undergarments without exception. These items must be made of a material that will allow the visitor to pass the



**Attachment A**

screening process. Female visitors may not wear skirts ending more than two inches above the knee, halter tops, sleeveless shirts, tank tops, backless shirts/dresses, body suits, hip huggers, wrap-around skirts, or see-through clothing or open toe shoes (i.e., flip flops). Adult visitors (male/female) will not be permitted to wear shorts, sweat pants, athletic jump suits, or khaki colored clothing. Any individual not appropriately dressed will be asked to leave the institution. An appropriate amount of diapers, clear baby bottles, sanitary supplies, and a 1 quart-sized, clear, plastic, zip-top bag with no more than \$40.00 in change is permissible. Only unopened store bought containers of baby food will be permitted into the Visiting Room. No other food items to include juice or water bottles will be permitted into the institution. No diaper bags will be allowed into the Visiting Room. **All items entering the USP are searched by the Front Lobby Officer without exception.** Purses, food, hats, pictures, games, etc., should be secured in your vehicle. Additionally, secure lockers located in the front lobby area and are available upon request to secure you personal items. Keys will be issued by the front Lobby Officer and must be returned prior to departure of the facility. All authorized items entering the Visiting Room must be carried in a clear plastic container. A payphone is located in the front lobby for the visitor's convenience.

Visitors will not be allowed to remain in their vehicles. If someone drives an approved visitor to the facility and the driver is not an approved visitor, the driver will have to leave the property until the visit is completed.

To ensure institution security and good order, visitors may be required to submit to a pat search conducted by a staff member of the same sex. Additionally, the Visiting Room is subject to video monitoring.

Visitors are not authorized to give the inmates any items, other than those sold in the vending machines.

It is a federal crime to bring upon these premises any weapons, ammunition, intoxicants, drugs, or contraband. All persons are subject to search pursuant to Title 18 U.S.C., Sections 1791 and 3571. The use of cameras or recording equipment on the institution grounds without written consent of the Warden is strictly forbidden. It is also a federal crime to provide false statements when being processed into the institution and violators are subject to fines and imprisonment pursuant to Title 18 US Code 1001. Violators are subject to criminal prosecution.