



U.S. Department of Justice

Federal Bureau of Prisons

Federal Correctional Institution

DATE: December 21, 2021

COVID-19 VISITING REGULATIONS

Approved: Michael Segal, Warden
FCI Pekin

1. PURPOSE AND SCOPE

The purpose of this institution supplement is to establish visiting regulations and procedures for the Federal Correctional Institution and the Satellite Camp in Pekin, Illinois.

2. PROCEDURES

All visitors will check in at the institution screening site prior to visiting to be screened for COVID-19 symptoms and be required to have their temperature checked. Any visitors displaying symptoms or having a temperature of 100 degrees or higher will be denied a visit.

All visitors will be provided an appropriate face covering, these will be the only authorized face coverings allowed. All visitors older than 2 years old will be required to wear their face covering at all times.

Inmates will be allowed (2) two visitors only per visit, this includes minor children. All visits will be non-contact and all visitors must remain within their assigned area to ensure social distancing. Inmates will be afforded the opportunity to visit twice per month.

- A. The visiting schedule for the FCI will be 8:15 a.m. until 11:15 a.m. and 12:30 p.m. until 3:00 p.m. Saturday and Sunday. All regular visits will be conducted in the Institution Visiting Room with the exception of the Special Housing Unit inmates. The use and introduction of tobacco products at both the FCI and SCP is prohibited.

Visiting for the Special Housing Unit inmates will be conducted via TRULINCS VIDEO Visit in the designated visiting area in the Front Lobby. The regular visiting periods will apply. SHU video visits will be limited to one 30 minute block per visiting day.

- B. The visiting schedule for the SCP will be Sunday from 8:15 a.m. until 11:15 a.m. and 12:30 p.m. until 3:00 p.m.

NOTE: No visitor will be allowed onto the institution grounds prior to 8:00 a.m. At 8:15 a.m., visitors will begin processing into the Visiting Room. Visitors will not be processed into the Visiting Room after 2:30 p.m. unless it is an attorney visit with prior approval. Non-visitors will not be permitted to wait in the lobby area or in the institutional parking lot.

Visitors arriving after 9:30 a.m. on weekends will not be escorted into the visiting room until after the count is verified. Visitors who wish to be processed and escorted to the visiting room prior to the aforementioned deadline should arrive at the lobby no later than 8:45 a.m.

Upon a visitor's arrival at the institution, the Front Entrance Officer will verbally confirm that each visitor is not in possession of alcohol, narcotics, firearms, ammunition or any unauthorized items. Persons suspected to be under the influence of drugs or alcohol, or to be in the possession of contraband for intended purposes of introduction, will not be permitted entry into the institution and the visit will not be allowed. The Operations Lieutenant will be notified immediately in such cases. The visitor(s) must complete a "Notification to Visitor" form (BP-S224.022, Title 18, United States Code, Chapter 87, section 1791) prior to entering the Visiting Area. The Front Entrance Officer will verify the inmate is at this facility. The Front Entrance Officer will then verify the visitor(s) is on the inmate's approved visiting list. If the visitor's name does not appear on the computer visiting list, the visitor will not be allowed entry into the institution. If the visitor is immediate family, or if there are unusual circumstances regarding the visit/visitor, a unit team member will be contacted.

If a unit team member cannot be contacted, the Institution Duty Officer will be contacted to make a final decision. All visitors age 16 and older must have a valid photo I.D. (valid driver's license or other valid state or government photo I.D. card). Positive identification of visitors will be required.

3. If the Front Lobby Officer determines that a visitor will be denied entrance into the institution, be it for improper dress or any other reason, he/she will contact the Operations Lieutenant or the Institution Duty Officer. The Institution Duty Officer, in consultation with the Operations Lieutenant, will make the final determination whether or not the visitor will be allowed into the institution.

All children under sixteen 16 years of age do not have to be on an approved visiting list, however, they must be accompanied by an approved adult visitor. Children who are 16 or 17 years of age that are not escorted by an adult may visit, if they have written approval from a parent or legal guardian. All visitors will be expected to maintain control of their children at all times. Inmates will be responsible for the behavior of all children visiting them. If children in the Visiting Room become a nuisance to the orderly operation of the Visiting Room, the visit may be terminated.

Visiting Room Regulations:

1. Inmates and visitors alike must remember that visiting is a family activity and good conduct is expected at all times. **All visits are non-contact with social distancing guidelines enforced.**
2. Inmates who violate visiting regulations will have their visit terminated at the discretion of the Visiting Room Officer. All areas of the Visiting Room, including rest rooms, may be monitored to prevent passage of contraband and to ensure the security and welfare of all concerned. All inmates should be made aware that they are responsible for their visitor's behavior. The institution retains the right to assign seating locations for visitors and inmates.
3. All visitors are to be dressed appropriately for visiting. The following items of clothing are inappropriate for visiting at the Federal Correctional Institution and the Satellite Camp at Pekin, Illinois:
 - a. Miniskirts (and mini dresses) to include any skirt or dress above the middle of the knee. Slits in dresses may not rise above the middle of the knee.
 - b. Shorts worn above the middle of the knee.
 - c. Halter tops or halter dresses.
 - d. Blouses and/or other apparel which is revealing in nature (i.e., no transparent, excessively tight fitting (spandex), cut-off tops, sweats, sleeveless, mid-drifts, jeans with holes, jeggins etc.)
 - e. Strapless dresses/tops.
 - f. Tank tops - male or female.
 - g. Military clothing (i.e., field jackets, camouflage, green fatigues). No khaki or light brown clothing of any type will be allowed in the visiting room.
 - h. No hats or headbands.
 - i. Shirts of any kind that display profane, sexually explicit or illegal gang material. Also, shirts which display symbols or writing inappropriate for a correctional environment.
 - j. No open toed shoes.

4. **Only** the following visitor's personal property items will be allowed into the Visiting Room, and must be carried in a clear plastic bag. Several small or medium bags may be used to carry all items, but no bag will be larger than 18" x 18".
- a. A clear change purse or billfold.
 - b. Comb/hair brush.
 - c. Baby bottles.
 - d. A reasonable amount of diapers and a small blanket.
 - e. Baby food (reasonable amount) must be vacuum sealed in the original container.
 - f. Baby clothes (one set).
 - g. Jewelry worn (no jewelry will be carried in).
 - h. A sweater, light jacket or coat.
 - i. Feminine hygiene items.
 - j. One set of car keys. (Electronic locking devices will be at the Officers discretion.)
 - k. Life sustaining medication, will remain in the possession of visitors. Diabetic medication, needles and syringes are not considered life maintenance medications and must be stored securely in the visitor's vehicle. Approved medications:
 - a. Epinephrine Auto Injector (Epi-Pen)
 - b. Prescribed Asthma Inhaler
 - c. Nitroglycerin Oral Tablets (Must be in prescription bottle)
 - l. All other personal property not authorized must be secured in the visitor's personal vehicle. All items authorized for entrance into the Visiting Room will be searched by the Front Entrance Officer.
 - m. Visitors will not be allowed to bring into a Visiting Room such items as magazines, newspapers, books or photographs, (other than legal material on an attorney visit). The Unit Manager must approve in advance any personal documents brought into the visiting room.
 - n. NOTE: Recording equipment or cameras will not be allowed on the premises without advanced written permission from the Warden.
 - o. Attorneys will be required to provide proper identification and current legal licenser prior to the visit.
 - p. An attorney visit for an inmate will be verified and coordinated by the Unit Team at least 24 hours in advance and requested in writing by the attorney. If approved, the attorney will be permitted to visit during regularly scheduled visiting days and hours.
 - q. Attorneys requesting visits with inmates on non-regular visiting days or after normal visiting hours will be accommodated in so far as time, security and manpower constraints permit, ordinarily with 24 hours advance notice. Attorneys shall be placed in the Attorney / Client room within the visiting room. Attorneys shall be

required to sign the log book located in the Front Lobby when entering and departing the institution. The log book will reflect "Attorney signature, date, inmate visited, time in, time out, and remarks". In addition, all attorneys must complete and sign Certification for Licensed Attorney Form.

- r. Special visits will be approved by the Associate Warden of Programs and the definition of what constitutes a special visit is outlined in the Program Statement for Inmate Visiting. Special visits may also be limited by the availability of staff to supervise the visit. This section does not imply that special visits may occur during non-visiting hours. The Associate Warden of Programs may approve an extra visit due to special or unique circumstances and the Unit Team will supervise the special visit if additional supervision is required. If extra visiting points are approved by the Associate Warden of Programs, he/she will direct the Unit Team to enter the additional points into the visiting program. Ministers of Record and Clergy must submit a written request to the Chaplain. Upon approval, Unit Staff will add the name and title to the inmate's visitor list.
- s. Special visits from members of the community who are not on the inmate's approved visiting list must be approved in advance by the Associate Warden of Programs. If approved, each individual must be entered in the visiting computer system as a "special visit".
- t. Vending machines are available in the Visiting Area. **ONLY VISITORS ARE ALLOWED TO GO TO THE MACHINES TO PURCHASE ITEMS, USE MICROWAVE, OR GET NAPKINS, FORKS, ETC.** Items purchased from the vending machines, but not consumed, must be disposed of prior to exiting the visiting room. The Officer assigned to the Visiting Room is not responsible for losses incurred. Reimbursement is not guaranteed.
- u. Inmates are to stay seated at all times unless approval is authorized for restroom usage or other movement needs, etc.

5. Approval/Denial of Visits:

- 1. The approved visiting list maintained in the central file of an inmate transferring into the institution from another facility will be used once it has been checked to ensure accuracy and that all necessary forms are in the central file. Visitors that have been placed on the list that are not in accordance with P.S. 5267.08 will be removed pending completion of a Visitor Information form (BP-629).
- 2. Inmates transferring into the institution with no visiting list or inmates being incarcerated for the first time will follow the guidelines below.
- 3. The Unit Counselor will compile a visiting list for each inmate. These may include

- a. Immediate family members - Mother, father, step-parents, foster parents, brothers, sisters, spouse and children.
- b. The word “spouse” includes a common-law relationship that has previously been established in a state which recognizes such a status.
- c. Other relatives - Grandparents, uncles, aunts, in-laws and cousins.
- d. Friends and Associates - Visiting privileges shall ordinarily be extended to friends and associates who had a prior relationship before confinement. Any exception to this prior relationship requirement must be approved in writing by the AW(P) / Camp Administrator. Ordinarily, an inmate’s visiting list should not list more than ten (10) friends and associates. The Warden may make an exception to this provision when warranted.

People with prior criminal convictions: The AW(P)/Camp Administrator has the authority to place a person with a prior drug related or violent criminal conviction on a visiting list. Any other conviction will be reviewed by the Unit Manager to determine if the approval of the AW(P)/Camp Administrator is warranted. Any questions concerning the suitability of an individual will be referred to the AW(P)/Camp Administrator for final determination.

Inmates will submit a Proposed Inmate Visitor list to the Counselor for immediate family members. Immediate family members will ordinarily be approved for visit, absent strong circumstances which would preclude visiting. If the family member is verifiable, they will be placed on the inmates visiting list if all requested information is provided. If the inmate is unable to provide the information requested, the visitors will be placed on the list for a 30 day period pending the receipt of the information requested.

4. The Unit Counselor will provide the inmate with a Visitor Information form (BP-629) for each individual required to complete the form, as per P.S. 5267.09, and for whom the inmate is requesting as a visitor. This includes all immediate family members. The inmate is responsible for forwarding the Visitor Information Form (BP-629) to each prospective visitor. These forms must be signed and returned directly to the Unit Counselor.
5. The Unit Counselor will notify the inmate of each approval or disapproval and provide the inmate with a copy of the Visiting Information and Regulations. These regulations shall include directions to the institution and shall cite Title 18 U.S. Code, Section 1791.
6. The Visitor Information forms will also be maintained in the Central File. If the investigation reveals that the individual has a criminal history, the Unit Counselor will send the Request for Conviction Information (BP-141) to the proper agency for disposition information.

7. The Unit Counselors are responsible for updating and maintaining a current and accurate computer visiting list for each inmate. The Unit Counselors are also responsible for ensuring the visiting program is updated to reflect all visiting restrictions imposed by the UDC or DHO. The current approved visiting list will be maintained in the inmate's central file. Visiting lists may be updated at any time.
 8. If an inmate wishes to have a visitor removed from his or her visiting list, they must submit an Inmate Request to a Staff Member (BP-S148) to their Unit Team which identifies the visitor(s) they want removed. All visiting paperwork associated with these individuals will be removed from the central file. To be reconsidered for visiting privileges, these visitors would need to submit a new Visitor Information form.
 9. The Visiting Room Officer will identify the inmate by his photograph on the institutional picture card. Upon completion of the visit, the same identification procedures will be followed.
 10. Visiting files of inmates, who are out of the institution on court trips, writs, furloughs, etc., will remain in the Visiting Room computer. When an inmate is transferred from this institution, the assigned Correctional Counselor will ensure a current copy of the inmate's visiting file is placed in the inmate's Central File. The Unit Manager has the primary authority to approve inmate visitors. In the absence of the Unit Team, the Operation's Lieutenant in consultation with the Institution Duty Officer may approve a visit. After checking the Central File for documentation, the Unit Manager will make the decision to approve or deny the visit. If the visit is denied, the Visitor Denial Form will be completed and placed in the inmate's Central File and a copy forwarded to the Captain.
6. Inmate Dress and Property Permitted in the Visiting Area:
1. The appearance of any inmate who enters the Visiting Room will be neat and clean at all times. Authorized clothing for the FCI and SCP Visiting Rooms will be issued institutional clothing only (shirt, pants, belt, socks, underwear and black issued shoes). Only collared shirts will be allowed and the shirt must be tucked into the pants. SCP inmates must wear their shirt tucked into their pants.
 2. Inmates will enter the Visiting Area through the shakedown room and will have in their possession their inmate I.D. card. Only authorized personal property (listed below) will be allowed into the visiting room after being properly inventoried and recorded on the FCI/SCP Visiting Room Inmate Property Log.

- a. One comb
 - b. One handkerchief
 - c. One wedding band
 - d. One religious medallion
 - e. Religious headgear (if authorized by the Chaplain).
 - f. One pair of prescription glasses (including sunglasses).
4. Inmate property will be re-inventoried prior to the inmate going to the Compound.
5. All inmates at the FCI will be visually searched and SCP inmates will be pat searched prior to entering the Visiting Room. At the conclusion of the visit, all inmates housed at the FCI will be visually searched and screened using the hand-held metal detector before re-entering the general population. Inmates at the FCI will be randomly placed in the Ready Scan device in R&D. Visiting room officer #3 will notify the Lieutenant's Office and the Lieutenant will ensure two qualified staff escort the inmate(s) to R&D and screen the inmate(s) utilizing the SecurePass System. If an inmate is suspected by staff of hiding contraband, a Lieutenant and two staff will escort the inmate to R&D so the inmate can be screened using the SecurePass System. The PREA scanning option will be utilized at all times when screening inmates. Inmates at the SCP will be pat searched and randomly visually searched at the conclusion of their visits.

VISITING INFORMATION AND REGULATIONS

We will notify persons authorized to visit, as we are doing in your case. Children under 16 years of age must be accompanied by an approved adult member of the family or have written approval from an adult member of the family of at least 18 years of age. Other persons not approved who wish to visit an inmate for either personal or business reasons must write the institution at least two (2) weeks in advance of the visit and explain the circumstances. If a visit is approved, an authorization will be sent for presentation on arrival. The number of persons visiting one inmate as a group shall be limited to seven (7).

Members of the immediate family (parents, brother, sisters, spouses, and children) are temporarily placed on the inmate's visiting list upon the inmate's arrival at the institution, provided the family members can be identified in the inmate's Presentence Investigation. These visitors and all other visitors must then obtain permission to visit in advance of planned visits. This may be done in writing by using the visitation forms sent by the inmate's Unit Counselor. If the visit is granted, the requesting party will be notified by the inmate. Once a person's name is placed on the approved list, it is not necessary to obtain permission in advance of future visits. When visiting for the first time, it is recommended that the visitor verifies whether or not he/she is on the inmate's approved list prior to traveling. Please note that it is the inmate's responsibility to ensure that his visitors are placed on his approved visiting list.

The right to make future visits will be denied to anyone who tries to circumvent or evade regulations. The introduction of, or attempt to introduce contraband into a federal penal institution is in violation of Title 18, U.S. Code, Section 1791.

Inmates will be permitted to visit with **AUTHORIZED VISITORS ONLY**. The Front Lobby Officer will require proper identification of all visitors, both inmate and official. All visitors age 16 and older must have a valid photo I.D. (valid driver's license or other valid official photo I.D. card). Positive identification of visitors will be required.

When a conference with an institutional staff member is desired, the visit should be arranged in advance, and the visiting room staff notified.

All visitors are to be dressed appropriately for visiting. Visitors are to dress conservatively in a manner and style suitable for a public and family-oriented setting. Officers are to deny visits when clothing wear is not consistent with this standard. The following items of clothing **are inappropriate** for visiting at the Federal Correctional Institution and the Federal Prison SCP at Pekin, Illinois:

- A. Miniskirts (and mini dresses) to include any skirt or dress worn above the middle of the knee. Slits in dresses or skirts may not rise above the middle of the knee.
- B. Shorts worn above the middle of the knee.
- C. Halter tops or halter dresses.
- D. Blouses and/or other apparel which is revealing in nature (i.e., no transparent, excessively tight fitting, spandex, sleeveless, strapless, halter tops, tank tops or cut-off tops, mid-drift, jeans with holes, sweats, jeggins, etc.).
- E. Strapless dresses/tops.
- F. Tank tops - male or female.
- G. No military clothing (i.e., field jackets, camouflage, green fatigues). No khaki or light brown clothing of any type will be allowed in the visiting room.
- H. No hats or headbands.
- I. Shirts of any kind that display profane, sexually explicit, or illegal gang material. Also, no shirts which display symbols or writing inappropriate for a correctional environment.
- J. No open toed shoes.

Only the following visitor's personal property items will be allowed into the Visiting Room, and must be carried in a clear plastic bag. Several small or medium bags may be used to carry all items, but no bag will be larger than 18" x 18".

- A clear Change Purse or billfold
- Comb/Hair brush
- Baby bottles
- A reasonable amount of diapers and a small baby blanket.
- Baby food must be vacuum sealed in the original container.
- Baby Clothes (One Set)
- Medication (Life Maintenance, i.e., Heart, epileptic medication, etc. only). At the FCI, these medications will be maintained by the Visiting Room Officer. Diabetic medication

and syringes are not considered life maintenance medications and will be stored in the visitor's vehicle.

- Jewelry worn (no jewelry will be carried in)
- A Sweater/light jacket or coat
- Feminine hygiene items.
- One set of car keys (Electronic locking devices allowed in at Officers discretion)
(Questionable devices will be directed to the Duty Officer/Operations Lieutenant.)

All other personal property will be secured in the Visitor's personal vehicle. All items authorized for entrance into the Visiting Room will be searched by the Front Lobby Officer.

Visitors will not be allowed to bring into the Visiting Room such items as magazines, newspapers, books, photographs, photo albums, personal business forms, etc. (other than legal material for an Attorney visit).

DO NOT BRING FOOD OF ANY KIND into the institution.

NOTE: Recording equipment or cameras will not be allowed on the premises without advanced written permission from the Warden.

Inmates and visitors alike must remember "Visiting is a family activity and good conduct is expected at all times". Inmates who repeatedly violate visiting regulations may have their visit terminated or placed under close supervision.

All areas of the Visiting Room, to include rest rooms, may be monitored to prevent passage of contraband and ensure the security and welfare of all concerned. All children under eighteen (18) years of age will be accompanied by an approved adult visitor. All visitors will be expected to maintain control of their children at all times.

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 therefrom, anything whatsoever without the knowledge or consent of the Warden. The law (Title 18 U.S.C. 1791 and 3571) provides violators may receive 20 years or a \$250,000.00 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).

Contraband is defined as the introduction or attempt to introduce into or upon the grounds or 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, tobacco or intoxicants. Prior to admission, visitors

must request and obtain permission of the Warden or his staff representative to bring any item or thing upon the institution grounds.

These rules and regulations were established in order to maintain the security and welfare of visitors and inmates alike. The Administration of this institution has every desire to make your visit as pleasant as possible. Should you have any questions regarding visitation, please feel free to ask the Front Lobby Officer or Visiting Room Officers.

LOCATION: The site of the Federal Correctional Institution is located on Route 29 south, approximately 5 miles south of Peoria, IL; 2½ hours southwest of Chicago, IL and 3 hours northeast of St. Louis, MO. The Institution is 70 miles north of Springfield, IL, which is the state capital. FCI Pekin is located 5 miles from interstate 74. The Pekin area is accessible by car via U.S. 9 or U.S. 29, which are the primary access roads to the area.

PHYSICAL ADDRESS: FCI Pekin
(Not Mailing) 2600 S. Street
 Pekin, IL. 61555
TELEPHONE: (309)346-8588

PUBLIC TRANSPORTATION TO THE PEKIN AREA

1. Commercial Airline service is available through Peoria, IL. Central Information Number: (800) 433-7300, or your local area terminal.
2. Interstate Bus service is available via Trailways Bus lines to Peoria, IL.
3. Amtrak trains have regular stops in Chillicothe (15 miles away from Pekin) and Bloomington (60 miles away from Pekin).
4. Cab and limousine service is available from the Peoria airport. For local information, call Checker Cab Company, (309) 346-4184.
5. Pekin City Bus service regularly stops in Peoria, IL. For information call: (309) 477-2329.

There are a number of motels in the Pekin/Peoria area.