

Federal Bureau of Prisons

Federal Detention Center

Philadelphia, PA 19106

OPI: Correctional Services

Number: PHL 5267.09B

Date: 07/17/2017

Subject: Visiting Regulations

Institution Supplement

1. **PURPOSE:** To provide specific guidelines for implementation of Program Statement 5267.09, Inmate Visiting Regulations, dated December 10, 2015. This supplement includes regulations for the Special Housing Unit.

2. **DIRECTIVES AFFECTED:**
 - a. Directives Rescinded
IS 5267.9A, Visiting Regulations, (07/18/2016)

 - b. Directives Referenced
PS 5267.09, Visiting Regulations, (12/10/2015)
PS 5360.09, Religious Beliefs and Practices, (12/31/2004)
PS 7331.04, Pretrial Inmates, (1/31/2003)
PS 5500.11, Correctional Services Manual, (10/10/03)
PS 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, (07/17/2013)

3. **STANDARDS REFERENCED:**
 - a. 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, 4-4503, and 4-4504.

 - b. American Correctional Association 4th Edition Performance – Based Standards for Adult Local Detention Facilities: 4-ALDF-2A-61, 4-ALDF-5B-01, 4-ALDF-5B-02, 4-ALDF-5B-03, 4-ALDF-5B-04, and 4-ALDF-7E-05.

4. **VISITING ROOM:**

The visiting room is arranged to provide staff with adequate supervision of inmates and visitors in conjunction with a comfortable and pleasant atmosphere. There are sections within the visiting room specifically designated as a parent/children's area as well as those designated for private legal visits. All regular visits not requiring special security measures will be conducted in the institution's visiting room.

All visits for inmates with special security needs will take place in the Special Housing Unit visiting rooms. All non-contact visiting will take place in the Special Housing Unit.

Inmates with separatees and families of separated inmates will not be permitted in the Visiting Room at the same time. Visitation for inmates with separation assignments will be processed on a first come, first serve basis. The remaining visitors will be processed as soon as the Visiting Room Officer notifies the Front Lobby Officer the separated Inmate and his/her visitors have departed.

The Warden has the authority to restrict or suspend a general population inmate's regular visiting privileges when there is reasonable suspicion that the inmate has acted in a way that would indicate a threat to the good order or security of the institution. Ordinarily, the duration of the restriction or suspension should be limited to the time required to investigate and initiate the discipline process. Reasonable suspicion exists when reliable information and/or facts are presented to the Warden that the inmate is engaged, or attempting to engage, in criminal or other prohibited acts. Reasonable suspicion must be directed specifically to the inmate in question.

The maximum capacity for the visiting room is 346.

5. **VISITING TIMES:**

Inmate visitation will occur seven days per week. Visiting will be held Monday through Friday from 6:15 a.m. until 2:30 p.m. Visiting on Saturday, Sunday and Federal Holidays will be from 7:15 a.m. until 2:00 p.m. Visitor processing will be discontinued 30 minutes prior to any scheduled institution count. There will be no inmate or visitor movement during this period of time without authorization from the Operations Lieutenant.

Visiting room out-counts will be submitted to the Control Center, 30 minutes prior to the scheduled count time. Visitor processing will conclude one hour prior to the completion of inmate visiting, (Monday thru Friday, 1:30 p.m., and Weekends/Holidays 1:00 p.m.)

NOTE: A visitor may not visit male and female inmates at the same time, regardless of their family ties, nor will inmates be allowed to have multiple social visits during the same day.

Male Inmates:

Wednesday thru Saturday, visitation will be on a scheduled rotation by floor assignment. Visitation will be held Monday thru Friday from 6:15 a.m. until 2:30 p.m. Visitation will be held on weekends and Holidays from 7:15 a.m. until 2:00 p.m.

Female Inmates:

Sunday, 7:15 a.m. until 2:00 p.m.
Monday, 6:15 a.m. until 2:30 p.m.

Special Housing Unit Inmates:

Sunday through Saturday 7:30 a.m. until 2:00 p.m.

Visitation will be on a scheduled rotation by floor assignment. Male and Female Special Housing Unit inmates will be allowed to visit on the same day as their assigned units.

Legal Visits:

Monday through Friday, 6:15 a.m. until 8:00 p.m. Tuesday, is designated as a legal visits only day, 6:15 a.m. until 8:00 p.m. Weekend and Federal Holiday legal visitation will be held from 7:15 a.m. until 2:00 p.m.

6. **FREQUENCY OF VISITS AND NUMBER OF VISITORS:**

a. Approved Visits & Number of Visitors:

Inmates will be permitted to visit a minimum of four hours per month. The following time allotments are in effect for each listed group of inmates:

- Female Inmates – May visit during their entire visiting day, twice a week, totaling approximately sixty-four (64) hours a month.
- General Population Male Inmates – Three (3) hours per visit, once a week, totaling twelve (12) hours per month. Additionally, they will receive up to four (4) hours on Saturday visiting days.
- SHU Inmates/Non-Contact Visits – One and a half (1 ½) hours per visit, once a week, totaling six (6) hours per month.

Ordinarily, inmates will be allowed no more than five visitors in the visiting room at a time regardless of age. Exceptions may be granted, by request from the Unit Manager, through the Captain, with the approval of the Associate Warden of Programs. Consideration will be given to the availability of space and when needed, special visits will terminate prior to the regularly scheduled visits.

b. Special Visits:

Special visits will be authorized in accordance with established regulations and will not be used to circumvent regulations on background checks or disciplinary sanctions. All special visits must be requested by the Unit Manager, and routed through the Captain and Associate Warden of Programs for approval. A signed memorandum authorizing the visit must be forwarded to the Front Entrance Officer and Visiting Room Officer(s), ordinarily 24 hours prior to the visit.

Supervision of special visits will be provided by unit staff during non-visiting hours/days.

7. REGULAR VISITORS:

- a. Immediate Family Members: These persons include mother, father, step-parents, foster-parents, brothers and sisters, spouse, and children.
- b. Friends and Associates: For BOP-Holdover, Writ, and Designated inmates, the visiting privilege ordinarily will be extended to friends and associates having an established relationship with the inmate prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. Exceptions to the prior relationship rule may be made, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution.
- c. Persons with Prior Criminal Convictions: The Warden has delegated the Associate Warden of Programs the authority to place a person with a prior criminal conviction on a visiting list after careful review of the criminal convictions. Unit staff will notify the inmate of the approval or disapproval of the visitor.
- d. Children Under Sixteen: Children under the age of 16 may not visit unless accompanied by a responsible adult. Children shall be kept under supervision of a responsible adult or a children's program. Exceptions in unusual circumstances may be made by special approval by the Warden.

The signature of a parent or legal guardian on the Visitor Information form (BP-A0629) is necessary to process a request for an applicant under 18 years of age. Ordinarily, completing the questionnaire portion of this form (items 1 through 14) is not required if such an applicant is a verified immediate family member of the requesting inmate.

In unusual circumstances, the Warden, after consultation with Regional Counsel, may make exceptions to the requirement for acknowledgment by parent or legal guardian.

Children should be controlled to the extent of consideration for other's visiting and not be permitted to wander from the immediate area, running about the visiting room, or creating noise that disturbs other visits. Failure to control children will result in termination of the visit. The visiting room officer is not responsible for supervising children.

Children 16 and older are required to have a valid photo ID present during processing.

8. **QUALIFICATIONS OF A SPECIAL VISITOR:**

a. **Business Visitors:** A pre-trial inmate who was engaged in a business or profession prior to commitment is expected to assign authority for the operation of such business or profession to a person in the community. Special visits may be allowed for the purpose of protecting the pre-trial inmate's business interests. In those instances where an inmate has turned over the operation of a business or profession to another person, there still may be occasions where a decision must be made which will substantially affect the assets or prospects of the business. The Warden accordingly may waive the requirement for the existence of an established relationship prior to confinement for visitors approved under this paragraph.

b. **Minister/Clergy of Record:**

Minister of Record: An inmate requesting to receive visits from his/her minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the name and title to the list as Minister of record.

Inmates may only have one (1) Minister of record on his/her visiting list at one time. The Minister of record will not count against the total of authorized regular visitors.

Clergy: Visits from clergy (other than Minister of record) will be in accordance with general visitor procedures and will count against the total number of regular visits allowed.

c. **PVS Visitors:** These individuals will follow the procedures as with attorney visits and in conjunction with the attorney visiting schedule. They are required to provide their PVS identification cards at all times for admission into the institution. PVS visitors will be approved through Religious Services staff prior placement on the inmates visiting list.

9. **ATTORNEY VISITS:**

Attorneys are permitted to visit during the visiting hours of 6:15 a.m. until 8:00 p.m., Monday through Friday. Tuesdays are dedicated for legal visits only. Processing will stop at 3:30 p.m., for attorneys in preparation for the 4:00 p.m. count. On weekends and Federal Holidays, Attorneys are permitted to visit during the visiting hours of 7:15 a.m. until 2:00 p.m. Processing will stop at 9:30 a.m., in preparation for the 10:00 a.m. count, and will resume when the count is cleared.

Attorneys must present a valid federal or state bar identification card and picture identification card. Attorneys must also complete the Notification to Visitor Form.

After completing the Notification to Visitor Form, attorneys will be processed through the metal detector and will have their hand stamped before being allowed entry into the Visiting Room. The processing of legal visits will take priority over social visits.

Staff may not subject visits between an attorney and an inmate to auditory supervision. Private attorney visiting rooms are available for legal visits and will only be used for that purpose. Legal visits may be conducted in the open visiting room, if the designated private rooms are all being utilized and the Attorney requests it.

a. Legal Materials:

Inmates requiring the use of legal materials from their cell during legal visits, are permitted to bring a reasonable amount of legal material to the visiting room.

Unauthorized property brought to the Visiting Room area will be confiscated and treated as contraband and confiscated. During legal visits, inmates are permitted to give any or all of their legal materials to their legal visitor(s). Prior to returning to their unit, all papers in an inmate's possession will be inspected to verify the papers are limited to legal materials and contain no contraband. However, inmates are not permitted to receive any items, including legal paperwork, directly from their attorney.

Attorneys and other authorized legal visitors, may also leave legal paperwork for an inmate by utilizing the legal mail drop box located in the lobby area of the institution. All documents placed in this drop box must be contained in an envelope. The envelope must be clearly marked with the senders' name (including language such as "Attorney at Law" that clearly identifies the sender as an attorney), inmates' name and register number and the following statement: "SPECIAL MAIL - OPEN ONLY IN THE PRESENCE OF THE INMATE." Absent these markings, any mail left in the drop box will be returned to the sender or destroyed if the sender cannot be determined.

Legal visitors may bring CD's, DVD's, and electronic hard drives, containing criminal discovery into the visiting room. Additionally, equipment associated with reviewing the discovery may be brought in by legal visitors such as ear buds and/or headphones.

Institution computers, located in the attorney visiting rooms, are provided on a first come, first serve basis, and subject to availability.

No other electronic equipment will be permitted into the institution without prior approval from the Warden. Attorneys may contact the legal department for authorization to bring their own laptop computers into the visiting room.

10. TRANSPORTATION ASSISTANCE:

FDC Philadelphia is located in downtown Philadelphia, Pennsylvania at the corner of 7th & Arch Streets. It is easily accessible by highway and mass transportation. The area is also serviced by the Philadelphia International Airport, Amtrak and several commercial bus lines.

From New York City & New Jersey: 295 to 30 West. Follow 30 West across the Ben Franklin Bridge and exit at 8th Street. Left on 8th Street to Arch Street. The institution is located at 7th & Arch Streets.

From Delaware & Points South: 95 North, exit at 676/Callowhill Street. Follow Callowhill Street to 6th Street and make a left onto 6th Street. Follow 6th Street to Arch Street and make a right onto Arch Street. The institution is located on 7th & Arch Streets.

From Points North: 95 South, exit at Callowhill Street. Follow Callowhill Street to 6th Street and make a left onto 6th Street. Follow 6th Street to Arch Street and make a right onto Arch Street. The institution is located on 7th & Arch Streets.

From Points West: 76 to 676 East. Exit at 8th street and follow to Arch Street. The institution is located on 7th & Arch Streets.

Institution Address: 700 Arch Street, Philadelphia, PA 19106

Institution Phone Number: 215-521-4000

Southeastern Pennsylvania Transit Authority (SEPTA): 215-580-7800

New Jersey Transit: 973-762-5100

Amtrak: 800-872-7245

Greyhound Bus Lines: 800-231-2222

Philadelphia International Airport: 215-937-6937

11. VISITS TO INMATES NOT IN REGULAR POPULATION STATUS:**Hospital Patients:**

The Warden may approve a visit for an inmate who is housed at a local hospital. In these cases the visitors will be restricted to the immediate family as is in conjunction with the rules and regulations at the local hospital. The Institution Duty Officer will be present for any visit which occurs at the local hospital. All visitors will first report to the institution where they will be processed and directed to the local hospital prior to the hospital visit.

Detention or Segregation Status:

Visitation for Special Housing Inmates will be conducted in the Special Housing Unit,

non-contact, visiting rooms, unless the inmate requests a special visit through their Unit Team. This request will be routed through the Captain for approval by the Associate Warden of Programs.

Legal Visits conducted in the Special Housing Unit must receive prior written authorization from FDC Philadelphia's Attorney, to have the visiting room window opened during the visit.

12. **PROCEDURES:**

Preparation of the Visiting List:

Unit staff will compile a visiting list for each inmate assigned to their units, in accordance with Program Statement 5267.09, Visiting Regulations. All newly committed pretrial inmates will be required to forward a Visitor Information form (BP-A0629) to the individual they would like to be considered for visiting privileges. If a pretrial inmate departs and returns to this facility, and the visitor information is beyond a year old, the individual must submit a new form.

Unit staff will prepare a computerized list of all approved visitors and distribute this list to the inmate concerned. Unit staff will update the institution's computer visiting program as necessary.

In addition to the visiting computer program, the Correctional Counselor will be responsible for preparing the official list and ensuring a hard (paper) copy exists, in addition to this list being loaded in the computer based program, in the event of a computer error/malfunction.

- a. Pretrial and Holdover Inmates: Pretrial and holdover inmates are only permitted visits by immediate family members. A non-immediate family member will be considered to be added to the inmate's visiting list if it is verified that an inmate has no immediate family members. All visitors should have all of their required documentation submitted to the Unit Team within a reasonable time frame prior to a visit being approved.
- b. BOP Holdover and Writ Visiting lists: When an inmate transfers to this facility and is housed on BOP holdover, or Writ status, immediate family members, on his/her visiting list, will be recognized from another federal facility, after verifying the relationship on the inmate's Pre-Sentence Report. Inmates will be required to forward a new Visitor Information form (BP-A0629) to all other visitors they would like to be considered for visiting privileges. This includes all other visitors, already on the inmates visiting list.
- c. Cadre: Cadre inmates will not have to re-submit visitor lists, if they are transferring from another federal facility and have an existing visiting list. The inmate's Central File will be checked to verify visitor's information. Cadre

inmates are limited to 10 family members and 10 friends and associates on their Visiting List.

13. **VERIFICATION OF RELATIONSHIPS:**

Unit staff will request information from potential visitors who are not members of the inmate's immediate family prior to placing them on the visiting list. Verification of the relationship will be obtained prior to a visitor being placed on the inmate's visiting list. It is the inmate's responsibility to ensure visitors submit documentation that verifies their relationship. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution.

14. **BACKGROUND INVESTIGATIONS:**

Unit staff will request a background investigation of visitors in the following circumstances:

- a. Pre-trial/Holdover inmates: All visitors will receive a background investigation.
- b. BOP Holdover and Writ: Immediate family on an inmate's established visiting list, that can be verified on the inmate's Pre-Sentence Report, do not require a new background investigation. All other proposed visitors for a BOP Holdover/Writ inmate do require a background investigation.
- c. Cadre: Cadre inmates, having an already established visiting list, do not require background investigations, if the inmate's Central File can be checked to verify all visitor's information.

Unit Managers also have authority to deny any prospective visitors who have a criminal history. When a prospective visitor has a criminal history and the Unit Manager determines the visitor is appropriate to visit, the Unit Manager must submit a memorandum to the Associate Warden Programs for his/her approval to add this visitor to the visiting list.

15. **FREQUENCY OF CHANGES:**

Inmates may request to make changes to their visiting list once each month.

16. **IDENTIFICATION OF VISITORS:**

The Front Entrance Officer must be able to verify the identity of visitors prior to their admission into the institution.

The primary source of identification for visitors will be photo identification. All visitors age 16 and older must present valid identification. Valid identification includes: A valid state driver's license, state issued identification, government identification or passport. All visitors must complete the Notification to Visitor Form (BP-A0224). Following identification, each visitor must sign the Inmate Visiting Log. The escort of visitors to and from the Visiting Room will be restricted to no more than ten, (10) (to include children) visitors at a time. Visitors will be escorted to and from the Visiting Room by a staff member at all times.

If a visitor is denied entrance, the Front Lobby Officer must complete a memorandum and promptly forward it to the Captain with copies to the inmate's Visiting Room file and Unit Team.

17. **NOTIFICATION:**

Unit staff will notify the inmate of each approval or disapproval of a requested person for the visiting list.

It is the responsibility of the inmate to notify the individuals once they have been approved. Unit staff will provide inmates with an appropriate number of copies of the institution's Visiting Regulations (Attachment 1) to be sent to approved visitors. Copies of the institution's Visiting Regulations will also be available, upon request, at the reception desk with the Front Lobby Officer.

18. **SEARCHING VISITORS:**

Visitors will be subjected to a search of their persons or personal effects, including personal property in their possession as a condition of allowing or continuing a visit.

Per Program Statement 5510.15, *Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities*, only the Warden, Acting Warden or Administrative Duty Officer can authorize staff to conduct a visual search of a visitor.

Visitors are required to clear a walk-through metal detector before being allowed to visit. If the visitor fails to clear a walk through detector he or she will be screened with a hand-held metal detector. If at any time the screening staff member is in question as to whether or not the visitor is in possession of contraband, the Operations Lieutenant will be notified and dispatched to the lobby area to assess the situation. If a visitor has a medical implant that may set off the metal detector, they must provide a medical card to the lobby officer as proof of the implant.

Religious headwear is not considered part of a visitor's belongings, but rather their person. Random pat searches should NOT ordinarily include removal and inspection of religious headwear. Except in emergencies, warden authorization is required before staff pat or visually search religious headwear. Bureau policy does not require the higher

degree of reasonable suspicion before searching religious headwear. However, such searches may only occur on authority of the Warden, after considering the factors outlined in PS 5510.15, and must be documented. Searches of religious headwear should be conducted out of the view of other visitors and inmates.

Religious headwear that obscures a visitor's face must be removed sufficiently to reveal the face for identification upon entering and leaving facilities, and does not require the heightened conditions described above or documentation. In these cases, the entire headwear need not be removed if partial removal will reveal the face for identification.

If a visitor is suspected of being intoxicated or under the influence of a controlled substance, the Operations Lieutenant will be notified before the visitor is allowed entry into the institution.

19. **RECORD OF VISITORS:**

The Visiting Room Officer will maintain a daily log of all visits. The Visiting Room computerized program will be utilized to record all visits received by the inmate documenting time of entry and departure.

Should the computerized system be inoperable, the Computer Services Manager will be contacted immediately. However, if problems persist, and the program is not working, the Unit Team staff will review inmate files for the prescribed inmate to ascertain who is authorized to visit the inmate.

The Front Lobby officer will ensure visitors log their time of arrival and departure in the Inmate Visiting Log Book.

Front Lobby staff will document visits which have been denied for any reason followed by verification for the Operations Lieutenant. In addition, a Visitor denial memorandum will be completed and sent to the Captain.

20. **SUPERVISION OF VISITS:**

The Visiting Room Officer will make positive identification of inmates arriving at the Visiting Room. The inmate will be required to bring his/her Identification Card to the Visiting Room where it will be maintained by the Visiting Room Officer for the duration of the visit. Inmates will be positively identified in this manner before leaving the visiting room.

Prior to entering and departing the Visiting Room, the Visiting Room Officer will conduct a visual search, and screen every inmate through a walk-through metal detector. Staff will visually search only one inmate at a time. All clothing will be thoroughly searched prior to return.

Socially acceptable gestures of communication and affection, such as shaking hands, embracing, and praying, may be permitted within the bounds of good taste at the beginning and the end of each visit. A brief closed mouth kiss upon arrival and at the completion of the visit is acceptable.

Visiting Room Officers will assign seating for inmates and their visitors. Inmates will be required to sit across from their adult visitor(s). Seating or chairs will not be changed without the approval of the Visiting Room Officer.

Inmates will not utilize visitor restrooms. Only one visitor is permitted in the restroom at a time. Restrooms will remain locked when not in use.

Inmates will not be permitted to handle visitor's change purses or currency of any kind.

Inmates will not be authorized access to the vending machines or the immediate area surrounding the machines. All purchases are to be accomplished by the inmate's respective visitor(s). All food items purchased via the vending machines must be removed from the original packaging and placed on a paper plate, which will be provided. All food items must be consumed during the visit prior to the visitors departing the Visiting Room.

Inmates are permitted to have photographs taken with their visitor(s). Inmates will not take photographs with other inmates in the Visiting Room. Recreation staff will assign inmates as photographers, provide orientation for the inmate(s) on their conduct/behavior in the Visiting Room, and establish their work schedule.

Visitors are required to maintain continuous supervision and control of children at all times, in all areas, of the Visiting Room, including the restroom. Children will be seated with the visitors during the visit. Children will not be allowed to disrupt other visits. In the event an inmate and/or visitors cannot control the behavior of their children, and a disruption is being caused due to their behavior, the Visiting Room Officer(s) may terminate the visit after notification is made to the Operations Lieutenant and/or Institution Duty Officer (IDO). Normally, a warning prior to the termination of the visit will be given to the inmate concerning the misconduct of the children, and a notice that any further misconduct will result in the termination of the visit.

Inmates and visitors will maintain a professional and courteous manner at all times. Conduct which disrupts the orderly atmosphere of visiting or offends other visitors may be grounds to terminate the visit. Disruptive and/or offensive behavior will be reported to the Operations Lieutenant. In the event a visitor and/or inmate becomes belligerent or rude, the visit will be terminated. The Operations Lieutenant is authorized to terminate a visit for disruptive and/or offensive behavior. Such conduct involving an inmate will result in an Incident Report.

21. **VISITOR/ATTORNEY ATTIRE:**

All visitors will be expected to wear clothing which is neither provocative nor enticing to the extent that a disruption to the orderly running of the institution could ensue. The following attire is prohibited:

- No hats or scarves. This includes scarves around the neck or waist.
- No sleeveless tops, blouses, tank tops or jerseys
- No sunglasses or long hair picks.
- No tube tops, midriffs, or low cut revealing clothing.
- No tight fitting clothes. (i.e., Lycra and spandex)
- No see through clothing.
- No shorts measuring more than two inches above the knee. (All persons to include children.)
- Skirts and dresses must be knee length or lower. If the dress or skirt has a split on the side it must not exceed knee level.
- No open-toe shoes.
- No watches of any kind.

If a jacket or sweater is worn in, it must remain on during the entire visit, to include children. Grey sweat pants and white T-shirts are not authorized, to include all other clothing similar to inmate attire. No camouflage, dark green, or khaki pants or shirts are authorized to be worn inside the facility.

The Lieutenant or Duty Officer will be contacted if an individual's dress attire is in question. At this time, a decision will be made, and the visitor will be notified by the official contacted if the visit will be approved or denied.

22. **AUTHORIZED ITEMS RETAINABLE BY VISITORS:**

Visitors into the institution for the purpose of visiting will be authorized to bring in the following items:

- a. One small, clear plastic type wallet, change purse with one and five dollar bills, and change for use in the vending machines. No more than \$50 is authorized. The clear plastic bag may not be over a "gallon" size ziplock type bag.
- b. Medications required to sustain life, i.e., inhalers, nitro glycerin tablets etc.

c. Infant/Toddler care items:

- Two (2) disposable diapers
- Baby wipes must in a clear plastic container
- One (1) plastic baby bottle
- One (1) clear plastic Sippy cup
- One (1) baby blanket

All other items may be stored in lockers provided by the Front Lobby Officer. No flammable, explosive, narcotics, narcotics paraphernalia, or other weapons may be stored within the lockers.

23. **AUTHORIZED INMATE ATTIRE:**

Inmates will be required to wear the following items into the Visiting Room area.

- (1) Green jumper (Males)
- (1) Khaki pants, khaki shirt (Females)
- (1) underpants and T-shirt
- (1) pair of socks
- (1) pair bus shoes

Sweat clothes, shorts or thermal underwear are not permitted.

Medical shoes are authorized to be worn out of the housing unit, but will be replaced with bus shoes prior to entering the visiting area. Current medical documentation is required. Medical footwear will be documented on inmate property inventory forms.

24. **INMATE PERSONAL PROPERTY:**

The following items are the only authorized personal property permitted in the visiting room:

Male/Females:

- (1) Plain wedding band, no stone
- (1) Religious Head Gear
- (1) Religious Necklace and Rosary beads are not authorized.

Female Cadre Only: (1) pair earnings, (no stone)

The "Inmate Visiting Personal Property Inventory Log Form" is to be completed daily by the officer processing inmates, prior to entry into the Visiting Room. This form is used to record those items brought into the Visiting Room by each inmate and again to record those items in the inmate's possession upon completion of the visit.

25. **EMERGENCY TERMINATION OF VISITS:**

In any situation in which the Operations Lieutenant declares an institutional emergency, resulting in the termination of visiting, the following procedures will be followed:

- a. All inmates will be separated from visitors and seated in the chairs adjacent the attorney cubicles. All visitors will be seated in the chairs located at the Visiting Room entrance.
- b. Staff will physically count all inmates present and ensure this number is consistent with the number of identification cards.
- c. Staff under the direction of the Operations Lieutenant will then escort Visitors from the Visiting Room area into the Front Lobby.
- d. Staff will begin visual searches on all inmates present.

26. **PARENT/CHILDREN'S AREA:**

Inmates/parents are expected to control behavior of the children in the area. If staff determines that behavior is interfering with others in the area, the visit may be immediately terminated.

The female Cadre population is authorized to use the Children's Center after the completion and/or enrollment in the approved Parenting Program, which is an 8 hour program, with the Federal Bureau of Prisons. Inmate/parents are expected to control the behavior of the children in the Children's Center. The use of the Children's Center is for one hour only, per visit. Only the inmate/parent and up to two children, 10 years of age and under, are allowed in the Children's Center. If there are more than two children visiting, the other children will remain in the common area with a guardian. Prior to the use of the room, the inmate/parents must receive approval from the Parenting Coordinator, Education department. Only one family will be allowed to use the Children's Center at a time, unless prior authorization is received. No food or drink is permitted in the Children's Center and it is the responsibility of the inmate/parent to ensure that the room is clean and returned to the way it was found once exiting.

Any inmate with a prior history of Child Sexual Molestation, Child Pornography, Introduction of Contraband, and/or Domestic Violence will not be authorized to use the Children's Center.

27. **WALSH ACT REQUIREMENTS:**

Unit Team will evaluate all inmates on their caseload to determine if they have an inmate who has been convicted of a sex offense involving a minor. Any inmate fitting this

criterion will have the following annotation placed in the visiting program under the comments section, "This inmate was convicted of a sex offense involving a minor."

An inmate identified as having a Walsh Act assignment involving a minor will have his/her visits closely monitored.

//s//

Sean Marler,
Warden

Attachment 1

VISITING REGULATIONS
FEDERAL DETENTION CENTER
PHILADELPHIA, PA

1. Visiting will be permitted as scheduled in section 5.

Male Inmates: Wednesday thru Saturday, visitation will be on a scheduled rotation by floor assignment. Visitation Monday through Friday will begin at 6:15 a.m. until 2:30 p.m. Visitation on weekends and Federal Holidays will begin at 7:15 a.m. until 2:00 p.m.

Female Inmates: Sunday 7:15 a.m. until 2:00 p.m. and Monday 6:15 a.m. until 2:30 p.m.

Special Housing Unit Inmates: Sunday through Saturday 7:30 a.m. until 2:00 p.m. Visitation will be on a scheduled rotation by floor assignment. Male and Female Special Housing Unit inmates will be allowed to visit on the same day as their assigned units.

Legal Visits: Monday through Friday, 6:15 a.m. until 8:00 p.m. Tuesday is designated as a legal visits only day. Weekends and Federal Holidays, 7:15 a.m. until 2:00 p.m.

No inmates will be allowed to enter the visiting room after 9:30 A.M. on weekends and holidays in preparation for the 10:00 A.M. count. Institution count times during visiting hours will be 4:00 P.M. and 10:00 A.M. (Weekends/Federal Holidays). All in-processing of visitors in the front entrance will stop one hour and 30 minutes prior to the end of the scheduled visiting hours. Visitors should not arrive earlier than 15 minutes prior to schedule visiting hours. All male inmates will visit for a maximum of 3 hours once a week, Monday through Friday, and 4 hours during Saturday visitation. Visitor Processing will cease one hour prior to the conclusion of visiting.

2. Visitors will visit in the institution Visiting Room. For security reasons, Special Housing Unit (SHU) inmates and visitors will visit in the Special Housing Unit. Visitors may visit in SHU from 7:30 a.m. until 2:00 p.m. There may be two visitors at a time, for a period of one and a half hours. No children under the age of 18 years old are permitted in SHU.
3. Visitors will enter the Visiting Room after being processed in from the Front Entrance. All visitors must provide appropriate photo identification (valid drivers' license, Government I.D., or passport) before being allowed to visit. As a reminder, persons not permitted to visit may not remain in the visiting room waiting area, or the institution. Visitors are not allowed to smoke, loiter, or congregate at the Front Entrance of the institution. Food items and drinks are prohibited within the Front Entrance and Front Lobby areas.
4. Only five (5) visitors (to include children) are allowed to visit at any given time. All visits will begin and end in the Visiting Room. Inmates may embrace and kiss their

visitors at the beginning and end of each visit; however, any excessive display of affection will not be permitted and could result in termination of the visit and the inmate subject to an incident report.

5. Children under the age of 18 eighteen must be accompanied by a parent or legal guardian, who must be on the approved visiting list. Children 16 and 17 years old, may only visit alone with written permission from a parent or legal guardian, as described in section 6, paragraph F. Inmates and their visitors will be responsible for keeping children in their company, quiet, orderly, and within the boundaries of the inside visiting area. Children should not be allowed to return to the Visiting Room or leave the Visiting Room unless accompanied by an adult.
6. Inmates will be held accountable for the conduct of their and child visitors, in compliance with the Bureau of Prisons Program Statement, *Inmate Discipline*, PS 5270.09.
7. Visiting is an important family function and is a privilege. It is important that the dress code and articles allowed into our facility reflect the professional values and security concerns of the Bureau of Prisons. The following guidelines apply to all adult and child visitors. No gum, candy or lozenges are permitted into the institution.

Visitor/Attorney attire:

All visitors will be expected to wear clothing which is neither provocative nor enticing to the extent that a disruption to the orderly running of the institution could ensue. The following attire is prohibited:

- No hats or scarves. This includes scarves around the neck or waist.
- No sleeveless tops, blouses, tank tops or jerseys.
- No sunglasses or long hair picks.
- No tube tops, midriffs, or low cut revealing clothing.
- No tight fitting clothes. (i.e., Lycra and spandex)
- No see through clothing.
- No shorts measuring more than two inches above the knee. (All persons to include children.)
- Skirts and dresses must be knee length or lower. If the dress or skirt has a split on the side it must not exceed knee level.
- No open-toe shoes.
- No watches of any kind.

If a jacket or sweater is worn in, it must remain on during the entire visit, to include children. Grey sweat pants and white T-shirts are not authorized, to include all other clothing similar to inmate attire. No camouflage, dark green, or khaki pants or shirts are authorized to be worn inside the facility.

The Lieutenant or Duty Officer will be contacted if an individual's dress attire is in question. At this time, a decision will be made, and the visitor will be notified by the official contacted if the visit will be approved or denied.

Authorized Items Retainable By Visitors:

Visitors into the institution for the purpose of visiting will be authorized to bring in the following items:

- One small, clear plastic type wallet, change purse with one and five dollar bills, and change for use in the vending machines. No more than \$50 is authorized. The clear plastic bag may not be over a "gallon" size zip lock type bag.
- Medications required to sustain life, i.e., inhalers, nitro glycerin tablets etc.
- Infant/Toddler care items:
 - Two (2) disposable diapers
 - Baby wipes must in a clear plastic container
 - One (1) plastic baby bottle
 - One (1) clear plastic Sippy cup
 - One (1) baby blanket

All other items may be stored in lockers provided by the Front Lobby Officer. No flammable, explosive, narcotics, narcotics paraphernalia, or other weapons may be stored within the lockers.

Vending Machines: Visitors may purchase and use the provided food items and microwaves. INMATES ARE NOT, AND WILL REMAIN IN THEIR SEATS. There will be no sharing of any food or drink items between inmates and visitors. All food items purchased must be emptied onto a supplied paper plate. All food items must be consumed in the visiting room prior to the completion of the visit. INMATES ARE NOT AUTHORIZED TO HANDLE MONEY AT ANY TIME.

Sanitation: Inmates and visitors are responsible for the clearing of the area in which they have occupied. Visitors will dispose of trash into the provided trash cans. Tables will not be utilized for feet or additional seating.

8. General Information: Pets of any kind are not allowed on the grounds of the institution. All medication brought in by visitors will be turned into the Front Entrance Officer. The medication will be brought to the Visiting Room by the escorting officer and will remain with the Visiting Room staff until needed. Food and beverages may not be brought into the institution. Inmates will not be allowed to enter or leave the Visiting Room with

items other than what was authorized in the Visiting Room. Smoking will not be permitted in the visiting area. Visitors are not to wear inmate clothing.

9. Notification to Visitor: All visitors must sign a statement (English or Spanish) indicating they understand that visitors entering the institution may be subject to search. Anyone refusing the search or refusing to sign the aforementioned statement will be refused entry into the facility. A search may also be made of all hand carried items in the possession of a visitor.

The visitor will be present during the time all items are being searched. The visiting room officer will not store any items lost or left in the visiting room.

10. Penalty for Violation of Visiting Regulations: Any act or effort to violate the visiting guidelines of an institution may result in disciplinary action against the inmate, which may include the denial of future visits, possibly over an extended period of time. Moreover, criminal prosecution may be initiated against the visitor, the inmate, or both, in the case of criminal violations.

18 U.S.C. 1791, provides a penalty of imprisonment for not more than 20 years, a fine, or both for providing or attempting to provide to an inmate anything whatsoever without the knowledge and consent of the Warden.

The Operations Lieutenant and/or the Duty Officer have the authority to terminate any visit due to improper dress, improper conduct on the part of the inmate or his/her visitor(s), or for overcrowded conditions. Visiting room capacity, weather, frequency of visits and distance traveled shall be determining factors when a decision to terminate a visit is made due to overcrowded conditions. Visitors traveling less than 100 miles are considered local visitors.