U. S. Department of Justice
Federal Bureau of Prisons

INSTITUTION SUPPLEMENT

OPI: Correctional Services
NUMBER: THX-5267.09C
DATE: November 1, 2019

VISITING REGULATIONS

Approved: T. J. Watson
Complex Warden

B. Lammer
Warden

I. **PURPOSE**: The purpose of this Institution Supplement is to establish visiting regulations and procedures in accordance with the mission and goals of the Federal Correctional Complex (FCC) at Terre Haute, Indiana, and in accordance with the Program Statement 5267.09, Visiting Regulation. These procedures govern inmates at the Satellite Prison Camp (SCP), Federal Correctional Institution (FCI), United States Penitentiary (USP), as well as holdovers confined within the complex.

II. **DIRECTIVES AFFECTED**:

A. **Directives Referenced**:
Program Statement 5267.09, Visiting Regulations, dated 12/10/2015
Program Statement 5510.15, Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities, dated 7/17/2013
Program Statement 5522.02, Ion Spectrometry Device Program, dated 4/1/2015

B. **Directives Rescinded**:
Institution Supplement THX-5267.09B, Visiting Regulations, dated 5/8/2018, is hereby superseded.

III. **CORRECTIONAL STANDARDS REFERENCED**: American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499, 4-4500, 4-4501, 4-4505, 4-4504.

IV. **ESTABLISHMENT OF INMATE VISITING LIST**: During the Admission and Orientation period, each inmate will complete the Request for Visitors Form. The appropriate Unit Manager is designated the responsibility to ensure proper and timely visiting list receipt and response.

A. Because of limited visiting facilities and manpower for supervision of visits, the number of visitors **per inmate**, for the Visiting Room will not exceed five (5). Groups of more than five (5) visitors will have prior approval through the appropriate Unit Manager with notification to the Complex Captain, Deputy Captain, and Duty Officer.

B. At FCC Terre Haute, an inmate's visiting list will not contain more than ten (10) friends and associates other than immediate family members. Friends and associates are further defined as anyone who does not meet the criteria as an immediate family member. The visiting privilege ordinarily will be extended to other relatives, 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. The inmate must have known the proposed visitor(s) prior to incarceration. The inmate will be responsible for having the proposed visitor mail proof of a prior relationship to the Unit Team which may include co-signed leases, utility bills, dated and signed letters, etc. The Unit Manager will review such documentation and will approve or deny the visitor. Exceptions to the prior relationship rule may be made particularly for inmates without other visitors when it is shown the proposed visitor is reliable and poses no threat to the security or good order of the institution. The Warden must approve any exception to this requirement.

C. Immediate family members consist of mother, father, step-parents, foster parents, brothers, sisters, spouse and children. An inmate's spouse can include a common-law relationship which was established in a state which recognizes this status. If the state does not recognize common-law relationships, then the person is not considered immediate family. Staff needing further clarification regarding states which recognize common-law relationships will contact the Supervisory Attorney. For this Complex, step-brothers and step-sisters who were raised with the inmate and for whom this information can be verified will also be viewed as immediate family members. The inmate's immediate family members must be verified by the U.S. Probation Officer on the inmate's Presentence Investigation Report (PSI). If the PSI verifies another person or persons fulfilled the inmate's parental role, those persons can be viewed as immediate family. Immediate family members will be placed on the visiting list absent strong circumstances which would preclude visiting after an inmate has advised staff he wishes to have them added to his visiting list.

D. Potential visitors must complete and return a Visitor Information form (BP-S629) to the inmate's Unit Team. The inmate will forward this form to potential visitors. The form obtains the visitor's consent to release information for a background check (NCIC). If the background information reveals visiting privileges for the individual would present security concerns or disrupt the orderly running of the institution, the visitor may be denied visiting privileges. The Unit Manager will review and deny or approve visitors based on the background check.

E. If a transferring inmate from another Federal Institution has an approved visiting list from another facility, the Central File will be reviewed to ensure all necessary documentation is present prior to activation. A new NCIC check may be required should reviewing staff deem it necessary.

F. If a potential visitor cannot produce valid photo identification and there is minimal or no information available about this potential visitor, the request to visit will be denied.

G. 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. Once a child turns 16, the inmate must have them placed on the approved visiting list. A 16-year old child must have valid photo identification.

H. The Unit Counselor will notify the inmate of approval or disapproval of persons for the visiting list. The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the visiting guidelines.

I. No visitor can be placed on more than one inmate's visiting list without approval of the Warden.

J. Inmates may request to add or delete visitors on their visiting list, after initial completion, once every thirty (30) days.

V. GENERAL VISITING PROCEDURES:

A. FCC Terre Haute Social Visiting:

1. USP and FCI: Social visiting will be Saturday through Monday and on Federal Holidays from 8 a.m. to 3 p.m. No one will be admitted into the institution for a visit after 2:00 p.m. On weekends and holidays, inmates will not be allowed to enter or exit the Visiting Room from 9:30 a.m. until the 10 a.m. count has cleared. Processing of Visitors will stop at 9:00 a.m. and resume once the 10:00 a.m. count has cleared. Special Housing Unit visitation concludes at 2 p.m.

2. Satellite Prison Camp (SCP) Terre Haute: Social visiting at the SCP will be Saturday, Sunday, and on Federal Holidays during the following hours only:

   Saturdays: 8 a.m. to 3 p.m.
   Sundays: 8 a.m. to 3 p.m.
   Federal Holidays: 8 a.m. to 3 p.m.

B. Visitors will not be admitted to the Visiting Room after 2 p.m. on Saturdays, Sundays, and Federal Holidays without the Operations Lieutenant or Duty Officer's permission.

C. Inmate visitors are not permitted to enter the FCC grounds prior to 7:50 a.m. on visiting days. After 7:50 a.m., visitors may proceed to the authorized parking lot. Visitor parking and standing are prohibited along Bureau Road.

D. Inmates at the USP and FCI will be allowed seven visits during a calendar month. Any portion of a visit will be charged as one visit. The visits are not accumulative from one month to another. A completed visit is defined as the visitor(s) departing the institution property and the inmate departing the visiting area, returning to his assigned quarters or work assignment.

E. Inmates at the Camp will not be charged points or restricted to the amount of visits authorized per month.

F. When an approved visitor arrives in the Visiting Room, the Visiting Room Officer will contact the inmate's Unit Officer. The Unit Officer will locate the inmate. If the inmate is on a job detail, the Detail Supervisor will return the inmate to the housing unit if necessary, to change clothes, or directly to the Visiting Room. The Unit Officer will release the inmate to the Visiting Room. If an inmate has not arrived at the Visiting Room within 45 minutes of his Unit Officer being notified, the Operations Lieutenant will be contacted and requested to expedite the inmate's arrival.

G. In the event of overcrowding, generally those inmates who have used the most visits will have their visit terminated first. However, the Visiting Room Officer shall also give consideration to the distance the visitor has traveled, the visitor's relationship to the inmate and frequency of previous visits. If it should become necessary to terminate visits, the Operations Lieutenant and Institution Duty Officer (IDO) will be notified and will authorize the termination of specific visits.

H. The Associate Warden of Programs will authorize and approve extra visiting. Such approvals will be obtained well in advance of a scheduled visit and must be in writing, initiated by the Unit Team. Ordinarily, extra visiting authorization may be granted to accommodate those visitors traveling long distances and those unable to visit regularly. All regular visiting times must be used before approval of extra time.

The Complex Captain or Deputy Captain will approve additional visitors above those ordinarily permitted. Approval for additional visitors must be obtained in advance of the visit and in writing. The documentation will be initiated by the Unit Team after review of requests by inmates. Ordinarily, additional visitors are granted to accommodate visitors traveling long distances or unable to visit regularly.

I. Any inmate who requires special precautions may have his visiting restricted, when necessary, to ensure the security and good order of the institution. These cases will normally consist of protection cases and inmates who cannot be allowed in with other inmates from the general population. The Captain will make the final decision regarding the restrictions of the visiting time. During weekends and holidays, the IDO or Operations Lieutenant may make the decision regarding visiting restrictions of inmates who fall into this category. Special visits will require prior written approval by the Captain and Unit Manager in advance of the visit.

J. **Special Housing Unit (SHU) Non-Contact Visiting Procedures**: The following procedures will be utilized regarding non-contact visiting for inmates housed in the SHU at FCC Terre Haute: SHU Visits at the FCI only must be approved in advance by the Unit Team and Captain. Inmates will provide Unit Team staff with visitor information in a timely manner and expect at least two weeks for processing. Visits may take place on weekends or holidays only at the USP, and during normal visiting days, weekends, and holidays for the FCI. SHU visitors will not be processed after 1 p.m. SHU visits will be limited to two hours. No more than two visitors will be allowed to visit each inmate. Inmates will be limited to four hours of visiting a month. The inmates will remain in handcuffs and leg irons only during the visit. Martin chains will be removed prior to the inmate being secured in the non-contact room. Inmates will be secured in the non-contact room throughout the visit.

In the event of overcrowding in the USP Non-Contact Visiting Area, generally those

inmates who have used the most visits will have their visit terminated first. However, the Visiting Room Officer shall also give consideration to the distance the visitor has traveled, the visitor's relationship to the inmate, and frequency of previous visits. If it should become necessary to terminate visits, the Operations Lieutenant and Institution Duty Officer (IDO) will be notified and authorize the termination of specific visits.

1. USP Non-Contact Visiting Procedures: Inmates will be escorted from SHU to the Visiting Room in handcuffs, leg irons and martin chain. Prisoner Visitation and Support (PVS) visits for SHU inmates will also take place in the Non-Contact Visiting Room, due to concerns for the safety of the visitor, the inmate, and staff. Legal visits may take place in the Visiting Room after review and approval by the Captain. The Green Corridor will be secured during the move of an inmate from the SHU to the Visiting Room and during his return to the SHU. Non-contact visiting may also be utilized in other instances at the Warden's discretion.

2. FCI Non-Contact Visiting Procedures: Non-contact SHU visitation will occur in the Special Housing Unit (SHU). The Deputy Captain can authorize pre-approved exceptions for weekday visits provided visitation staff are available to escort the visitors. Due to the limited space available for non-contact visiting, consideration must be made to afford other inmates the privileges of visitation. Therefore, visiting privileges could be restricted to one visit a month. A written copy of the approved visit will normally be provided to the Lieutenants' Office, Control Center, Front Entrance, FCI Tower #1, and SHU staff. Inmate visitors will be escorted from the Front Entrance to SHU. Non-contact visiting may also be utilized in other instances at the Warden's discretion.

K. **The Communication Management Unit (CMU) Visiting Procedures At The FCI**: All social and pastoral visiting between CMU inmates and persons in the community (except properly scheduled, unmonitored legal visits) will be conducted using non-contact facilities located in the CMU. The visit will be live monitored by Unit Staff and recorded via TRUPHONE system. All visits will be conducted in the English language only by both visitors and the inmate unless previously scheduled. Simultaneous translation monitoring can be arranged on a case by case basis, as deemed necessary by staff.

All visits for inmates housed in CMU will be conducted Sunday through Friday. CMU visits will be limited to a duration of up to four hours, no single visit will be scheduled for longer than four hours. Visiting hours are 8:30 a.m. to 2:30 p.m. All visits must be pre-approved and scheduled at least one week in advance. CMU Staff are responsible for scheduling all visits. CMU Unit Staff will notify the Deputy Captain, FCI Front Entrance, FCI Tower #1, Control Center, Lieutenants' Office, and CMU Officers by written memorandum of each approved visit.

Each inmate is allowed a total of eight hours of visiting per calendar month. A maximum of four (4) visitors are allowed in the Visiting Room at any one time, unless prior arrangements have made and approved by the Deputy Captain.

Inmate visitors wishing to visit inmates in the CMU are required to wear the

appropriate attire. It is recommended inmate visitors arrive approximately twenty minutes prior to their scheduled visiting time. Visitors are required to fill out the Title 18 Notification to Visitor form, be photographed, hand stamped and pass through the metal detector. The Tower #1 Officer will notify CMU Unit Staff and officers of the visitor's arrival. CMU Unit Staff will escort the visitors to the CMU and from the CMU at the conclusion of the visit.

All inmates will be removed from the recreation area prior to visitors being escorted into the CMU. CMU Officers will search the recreation area and the non-contacting visit booth. Once the area has been thoroughly searched and the inmate has been searched, the inmate receiving a visit will be allowed into the area. The inmate will be secured in the non-contact visit booth prior to the visitors being allowed into CMU. The visitors will be escorted to the non-contact visit booth and secured in the booth. After the visitors are escorted out of the CMU, the inmate will be let out of the non-contact visit booth, searched, and then allowed to return to his cell. Staff will search the visiting area and restrooms for contraband prior to leaving the visiting area.

The restroom facilities located in the visiting area are for visitors only. Staff will let the visitors out of the non-contact visit booth and escort them to the restrooms and back to the non-contact visit booth. If an inmate needs to use the restroom during a visit, he will be removed from the visiting area, searched, and sent to his cell. Upon return, the inmate will be searched again prior to entering the visiting area and secured in the non-contact visit booth.

L. **The Special Confinement Unit (SCU) Visiting Procedures at The USP**: All social and pastoral visiting between SCU inmates and persons in the community (except properly scheduled, unmonitored legal visits) will be conducted using non-contact facilities located in the SCU. SCU visiting will normally be conducted Monday through Friday; however, exceptions can be approved by the SCU Unit Manager and Complex Captain. All visits must be pre-approved and scheduled. SCU Unit Staff are responsible for scheduling all visits. SCU staff will normally notify the Complex Captain, Front Entrance, Control Center, Lieutenants' Office, and SCU Officers by written memorandum of each approved visit.

All other normal visiting procedures for the USP apply.

M. **Holdover Visiting Procedures**:

1. Special Housing Unit (SHU): Inmates may have scheduled non-contact visiting in SHU. All visits will be pre-approved in advance by the Unit Team and Deputy Captain. Visitors must be immediate family members which can be verified on the inmates PSI. Each holdover inmate will be limited to four hours of visiting a month. Visitation staff will be available to escort the visitors. SHU visitors will not be processed after 1 p.m. SHU visits will be limited to a duration of two hours. No more than two visitors will be allowed to visit each inmate. Inmates will be limited to four hours of visiting a month. Due to the limited space available for non-contact visiting, consideration must be made to afford other inmates the privileges of visitation. Therefore, visiting privileges could be restricted to one visit a month. A written copy of the approved visit will normally be provided to the Captain, Lieutenants' Office, Control Center, Front Entrance, FCI Tower #1, and SHU staff.

2. General Population: The Warden may limit visiting to the immediate family of the inmate during the admission-orientation period for holdovers where there is neither a visiting list from a transferring institution nor other verification of proposed visitors.

VI. ENTRANCE INTO THE INSTITUTIONS:

A. Visitor Attire:

1. Visitors will only be allowed to wear studded earrings and a wedding band; no dermal piercings that cannot clear the metal detector are permitted. Visitors will not be allowed to wear hooded shirts of any type, pants or shorts with cargo pockets, jersey's, sweat pants, athletic sweat shirts, jogging suits, medical scrubs, or yoga pants. Visitors will not be allowed any type of outer garments shorter than knee length in the Visiting Room. Coats, including jackets, sweaters, blazers, cardigans, and pull overs, are not authorized to be worn in the Visiting Room; they must be hung up on the coat rack upon entering the Visiting Room. No electronic devices, (unless medically prescribed) watches, wallets. Fitbit, purses, sunglasses, or change purses are not allowed in the Visiting Room. Money must be kept in a clear see through bag. (No color to the bags must be clear) Visitors at the USP are prohibited from wearing any Orange, Camouflage, Khaki, or Maroon colored clothing. Visitors at the FCI are prohibited from wearing any Orange, Camouflage, Khaki or Yellow colored clothing. No outside food or drinks, to include: gum, mints, candy, etc.

2. Tank tops, sleeveless clothing, low cut shirts, or see-through tops are not permitted. Shirts or blouses must cover the midriff while standing and or sitting. Tight fitting, suggestive clothing is prohibited. Footwear should be closed back, short top or ankle height only. No calf or knee length, flip flop style, open back, or open toes footwear will be permitted into the visiting room. Children, 12 and under, are the only individuals who will be allowed to wear shorts above the knee. They will not be allowed to wear tank tops or sleeveless clothing. No ball caps, hats, bandanas, sweat bands, or any other type of head gear, is authorized with the exception of religious head gear. Clothing that contains bejeweled decorations that will not clear the security devices will not be authorized. In cases where the appropriateness of the attire is questionable, the Front Entrance Office will summon the Operations Lieutenant or the Institution Duty Officer (IDO) to the Front Entrance. The Operation Lieutenant and/or the IDO will make the final decision as to the appropriateness of the attire and whether admittance to the Visiting Room will be permitted. In addition to the IDO or Operations Lieutenant, another staff member should be present as a witness. Documentation of denial of visits will be signed by those present. A copy will be retained by the IDO and a copy provided to the inmate's Unit Team for his Central File.

   i. At all times a visitor should maintain a professional and courteous manner toward all Staff Members. In the event a visitor becomes

belligerent or rude toward a staff member, the Operations Lieutenant will be notified and the visit may be terminated.

ii. In no instance shall the Visiting Room Officer accept or authorize articles or gifts of any kind from an inmate.

iii. Handshaking, embracing, and kissing may be permitted within good taste, at the beginning and the end of the visit. Both the visitor and inmate will approach the Officer's Station in order for the officer to visual inspect the visitor and inmate's mouth with a flashlight prior to kissing. The reason for limiting physical contact is to minimize the opportunity to introduce contraband into the Institution.

iv. It is not permissible for inmates to accompany their visitors to the vending machine area. Furthermore, inmates are not permitted to remove any vending items from the Visiting Room.

v. Inmates shall not take anything to a visit except a wedding band, prescription glasses and authorized religious head coverings (i.e. kufies, headbands, ect.) Any religious item must be worn for the duration of the visit and may not be exchanged for a religious item the visitor may have in their possession. If an inmate has property in his possession upon entering the Visiting Room, he will be instructed to return to his unit and secure the property in question, NO items of personal property will be stored in the shake down area.

vi. Visitors will be denied a visit when Supervisory Staff (i.e., Lieutenant, Duty Officer, ect.) determine a visitor's dress attire is inappropriate for the institutional setting.

vii. Penalty of Circumventing Regulations:
Any effort to circumvent or evade the visiting regulations established at this facility , will not only result in denial of future visits, but may require other disciplinary action and possible Court proceedings be initiated.

viii. Walsh Act Requirments:
The Unit Team will evaluate all inmates on their caseload and all incoming inmates 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." Any inmate identified as having a Walsh Act assignment involving a minor will have his/her visits closely monitored.

B. **Inmate Attire**:

Inmates are responsible for being properly groomed and in the proper attire. The attire must be in accordance with existing policy.

1. **FCI**: All inmates at the FCI are required to wear the yellow jumpsuit, provided

at the Visiting Room. Inmates are allowed to wear their under wear and an unaltered short sleeve under shirt. Additionally, shoes are provided at the Visiting Room. Personal clothing, to include tennis shoes, are not authorized unless medically prescribed. Headbands, kufis, or other religious head gear may be worn when approved by the Chaplain and Captain's Office. If inmates bring items not authorized in the Visiting Room, the inmate must return to their respective housing unit and properly store the item. Unauthorized items will not be stored in the shakedown area.

2. **Camp**: All inmates must wear a belt and issued green clothing which is clean and in good repair. Shirts will be tucked in and all buttons will be buttoned except for the top button of the shirt. Absolutely no altered clothing will be permitted in the Visiting Room. This includes beltless pants with pockets, pleats, zippers, or belt loops which have been added.

3. **USP**: All inmates at the USP are required to wear the maroon top and maroon trousers, provided at the Visiting Room. Inmates are allowed to wear their under wear and an unaltered short sleeve under shirt. The undershirt must be tucked in at all times. Additionally, shoes are provided at the Visiting Room. Personal clothing to include tennis shoes are not authorized, unless medically prescribed. Headbands, kufis, or other religious head gear may be worn when approved by the Chaplain and Captain's Office. If inmates bring items not authorized in the Visiting Room, the inmate must return to their respective housing unit and properly store the item. Unauthorized items will not be stored in the shakedown area.

C. **Identification**: All visitors must present a valid picture I.D., a driver's license or a state issued I.D. card to the Front Entrance Officer prior to entering the respective institution.

FOR FCI VISITS ONLY: The photo identification will be retained by the Front Entrance Officer. He/she will use this identification to confirm positive identification of visitors exiting the institution. Upon exiting, the Front Entrance Officer will return the identification.

FOR USP VISITS ONLY: The photo identification will be retained by the Control Room Officer. He/She will use this identification to confirm positive identification of the visitor exiting the institution. Upon exiting, the Control Room Officer will return the identification.

D. **Contraband**:

1. Each visitor shall be required to sign a copy of the Notification of Visitor Form BP-A0224, in accordance with Program Statement 5267.09, Visiting Regulations, when the visitor arrives at the institution provided to visitors at the Front Entrance. This form acknowledges awareness and understanding of the possible penalties for violation of the policy and/or controlling statutes. When this form is signed he/she also acknowledges having read, understood, and agreed to the Statement of Visiting Regulations (Attachment 1), previously mailed to him/her by the inmate. Should the visitor not have received or read this statement, he/she will be given the opportunity to do so prior to the visit.

2. Narcotics Detection Screening: All inmate visitors entering the institution will be randomly screened for the presence of narcotic residue on their person. This test will be conducted using the drug screening machine. Procedures for narcotics screening are detailed in the Program Statement 5522.02, and Institution Supplement 5522.02B.

3. Any effort to circumvent or evade these visiting regulations will result in termination of visiting privileges.

E. **Pat Searches**: Inmate visitors are subject to random pat searches at the FCI and the USP. All pat searches will be conducted by a person of the same sex. Pat searches of the opposite sex may only be conducted in emergency situations with the Warden's approval. Pat searches will be conducted out of the view of other visitors and inmates.

F. Inmates shall not take anything to or from the Visiting Room except an ID, laundry bag, eye glasses, and a plain wedding band. Religious medallions are permitted. Medication, such as Nitroglycerin tablets, may be permitted when authorized by Health Services or IDO. When medication is authorized, a notation to this effect shall be made on the inmate's visiting record.

G. All inmates at the USP, FCI, and Camp will be identified by their pictured commissary card, before being allowed to entering the visiting area. All inmates at the USP and FCI will be strip searched before going into the Visiting Room and when coming out. Camp inmates will be strip searched on a random basis as they enter and exit the Visiting Room. Staff will conduct strip searches, one on one, in the shakedown room. Inmates waiting to be searched must be under constant visual supervision.

H. When a visit is finished and at the end of the visiting day, the inmate(s) will be moved to the rear of the Visiting Room. The visitors will be moved to the front of the Visiting Room. All inmates will be positively identified by photo and then the visitors will be released. All visitors will be escorted by a Visiting Room Officer when exiting the institution. Only seven visitors will be allowed to exit through the Sallyport at a time.

I. All personal items will be secured in the visitor's vehicle, or in the event the visitor is dropped off, their belongings will be secured in a metal locker provided for visitor storage. All coats, hats, jackets, personal keys, cell phones, electronic devices, hand bags and billfolds are considered personal items. All materials stored in the lockers will be examined by the Front Entrance Officer. Visitors will be permitted to take a small, clear, plastic bag with them to the Visiting Room. The bag should be the size of a large wallet or smaller. Exceptions in the bag size may be made for those containing necessary baby care items; however, the bag must be clear. Feminine hygiene items and any necessary medications (only the amount of these items needed during the visiting period) will be allowed to be brought in, and kept with the Visiting Room Officer until needed by the visitor. No unopened parcels will be permitted in the Visiting Room. No electronic devices, purses, packages, or toys will be permitted into any of the Visiting Rooms. Social visitors are not authorized to bring anything to give or show the inmate.

The following procedures will only be utilized at the USP and for CMU at the FCI to allow inmate visitors to wear coats and similar items into the Visiting Room as needed:

A determination will be made by the Operations Lieutenant and IDO, as necessary, if conditions warrant allowing inmate visitors to wear outer garments such as, coats, jackets, etc., into the institution and Visiting Room. Such conditions consist of, but are not limited to, rain, snow, cold weather, etc. Age and medical conditions will also be taken into consideration when the wearing of outer garments is warranted. Visitors may not carry any item in the pockets of outer garments. All removable outer garments will be scanned by the x-ray machine without exception. Coats will be hung on the wooden coat racks inside the Visiting Room immediately upon entering the Visiting Room and prior to greeting and having physical contact with an inmate. Neither the visitor nor inmates will be permitted access to the outer garments during the visit. Should either a visitor or inmate, including children, have contact with any outer garments hung on the wooden hooks, the visit will be immediately terminated. At no time will inmates be permitted within close proximity to nor be allowed contact with a visitors outer garments. When departing the Visiting Room, visitors must exchange good byes with inmates prior to donning their outer garments. Failure of inmates and/or visitors to abide by these procedures will result in suspension of visiting privileges.

J. **Metal Detector (FCI)/Millimeter Wave Scanner (USP)**: All inmate visitors desiring entrance into USP are required to clear the Millimeter Wave Scanner and the walk-through metal detector. All inmate visitors desiring entrance into the FCI are required to clear the walk-through metal detector.

If they are unable to clear the device for a clothing related reason, the visitor will be instructed to leave in order to make any adjustments necessary. They may return when they are able to clear the device. If the visitor has medical documentation proving they have a medical reason for not being able to clear a device, the Operations Lieutenant and/or Duty Officer are to be contacted to make a determination as to the type of search required, and whether entry will be granted.

K. **Tobacco Products**: All visiting areas are tobacco free. No tobacco of any type or kind will be permitted to enter the USP, FCI or Camp.

L. **Money for Inmates**: No money may be left by a visitor for the inmate. All funds must be mailed via U.S. Postal Service to the national Lock-Box address.

Inmate Name and Registration Number
P.O. Box 474701
Des Moines, IA
50947-0001

M. **Visiting Room**:

1. Social visiting at FCC Terre Haute shall be conducted in the visiting space provided. No other area is authorized for visiting. All visits will be approved in the Front Entrance before visitors are allowed admittance to the Visiting Room. Visiting Room Officers will assign which seats inmates and their visitors will use. Inmates are not permitted to select where their visit takes place. If the inmate does not comply as to where he will visit, the visit will be terminated.

2. Non-contact visiting will be conducted in the SHU and CMU visiting area of the

FCI. Non-contact visiting will be conducted in the Visiting Room for SHU inmates and SCU visiting area at the USP. These are non-contact rooms with telephone communication.

3. At the Camp, the visiting shall be conducted in the Visiting Room only.

4. Visiting for inmates housed in local hospitals must be approved in advance by the Warden. Requests for special visits with inmates housed in local hospitals will be originated by the Unit Team and routed through the Captain for review. Such visits will be approved in advance and in writing. Staff from Unit Management along with Correctional staff will supervise the visit as directed by the Captain. Ordinarily, the Institution Duty Officer will assist in coordinating and supervising these visits.

5. Restrooms in the visiting areas are for visitors only. Inmates will not be permitted in these restrooms. If an inmate needs to use the restroom during the visit, the inmate will notify the Visiting Room Officers. The inmate will be escorted by a staff member, of the same sex, to an approved restroom for the inmate's use. The staff member will maintain constant visual surveillance of the inmate while using the restroom.

N. **Visiting Records**: The Visiting Room Officer, Camp Officer, Front Entrance Officer at the FCI for CMU and Front Entrance Officer for SCU at the USP shall maintain a record of each visit in the authorized computer program. Visiting information will be loaded into the program, to include authorized visitors, by the Unit Team. Printed copies of all inmate visiting lists will be maintained in the Central File as required. In the absence of the computer program, Unit Team staff will provide copies for review from the Central File approved visiting lists for inmates seeking visits. Records of visitors and inmates visited will be maintained for input into the computerized program once the program is returned to operation.

O. **Conduct**:

1. Visitors are expected to have complete control of their children while in the institution and Visiting Rooms and maintain them in the immediate vicinity of the visit. Inmates are not permitted in the activity room for children. Children must be supervised in these areas by an adult on the visit.

2. It is permissible for the visitor to give an inmate any item from the vending machines, but the inmate is not permitted to remove these items from the Visiting Room. For this purpose, inmate visitors will be authorized to bring into the Visiting Room an amount of U.S. currency not to exceed $20 in the form of $1's, $5's, or coins to be carried in the clear plastic bag.

P. **Attorney Visits**:

1. Attorney/client visits may occur as frequently as necessary. Attorney visits are not charged against the inmate's total number of monthly visits. Attorneys will be added to the inmate's visiting list and will show valid photo identification, i.e., Bar Card in the state he/she is practicing law, in addition to other identification.

2. Private areas for attorney/client visits are available in the Visiting Room. This area may be used during normal visiting hours on regular visiting days. Because of the limited number of private areas available, use will be on a first-come, first-serve basis.

3. All requests from attorneys seeking visitation, whether these requests be oral or written, will be directed to the appropriate Unit Team. The Unit Team is responsible for preparing written authorization and notification for the visit. Attorneys will be added to the visiting list so interviews can routinely occur during normal visiting hours. Only the Warden may authorize the use of recording equipment, translator, stenographer or camera when requested. Upon the approval of the Warden, Unit Team will prepare a memorandum for the Warden's signature authorizing the request. The memorandum will be distributed to the Visiting Room Officer, Front Entrance Officer, Unit Staff and Operations Lieutenant. This procedure applies to all cases except for parole revocation. The Case Management Coordinator will be the point of contact and the responsible staff member to coordinate visits by attorneys representing parole revocation cases.

4. Attorney visits will be held during normal visiting hours except under emergency situations demonstrated by the attorney or inmate. Legal Services (or the IDO after regular work hours) will certify the need for an attorney visit outside the normal visiting hours. Although these visits can usually be accommodated, occasional delays may occur while security and monitoring arrangements are made. Prior arrangements for these visits will be made by the Unit Team after consultation with the Captain.

5. Any document exchanged between an inmate and an attorney must be searched and inspected by staff for contraband prior to the exchange. Any documents needed by an inmate for an attorney visit will be approved by Unit Team staff. All items will be thoroughly searched for contraband by Unit Team staff prior to the visit and after the visit.

6. Both the Front Entrance Officer and Visiting Room staff will expeditiously process attorney visits. Inmates will be called to the Visiting Room without delay. If the inmate does not arrive within 30 minutes, the Operations Lieutenant will be notified and requested to expedite the inmate's arrival.

Q. **Consular Visits**:

1. When it has been determined an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of legitimate business. The Warden may not withhold this privilege even though the inmate is in disciplinary status. The requirement for the existence of an established relationship prior to confinement does not apply to consular visitors.

2. Inmates may request consular visits through their Unit Team. The Unit Team will prepare written authorization for the visit and will route it through the Captain prior to distribution to all concerned areas. Consular visits will be

scheduled during normal visiting hours.

R. **Clergy Visits**:

1. Minister of Record Visitation: Each inmate will have the opportunity to designate a Minister of Record by submitting a written request to a Chaplain with the name, address and telephone number of this spiritual leader, clergy person or official representative of the inmate's religion of record. The requested Minister of Record must submit to the Chaplain a letter outlining his or her history with the inmate and stating his or her willingness to serve as the inmate's Minister of Record. A Minister of Record's credentials will be verified by and a security check processed by the Religious Services Department. The Chaplain will then request that the inmate's unit staff place the identified clergy person on the inmates visiting list as the Minister of Record. An inmate may only have one Minister of Record at a time. The Minister of Record will not count against the total number of authorized social visitors an inmate is allowed to have on his visiting list. A visit by the Minister of Record will not be counted as a social visit or be counted against the total number of visits an inmate is allowed each month. One Minister of Record visits will be allowed each month. Additional Minister of Record visits may be authorized, if determined necessary by the Supervisory Chaplain. Every visit will take place in the Visiting Room during regular visiting hours and follow all procedures outlined in the visiting policies. As much privacy will be afforded to the inmate and Minister of Record who are visiting together as the security concerns in the Visiting Room allow.

2. Clergy Visitation: Visits from clergy (other than the Minister of Record) will be in accordance with the general visitor procedures and will count against the total number of regular visits allowed. Ordinarily, clergy visits will not be accommodated unless requested by the inmate through the Chaplain. However, the Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy.

   After a review of the minister's credentials and appropriate security checks, the visit will be scheduled in the Visiting Room during regular visiting hours and follow all procedures outlined in the visiting policies. A reasonable amount of time will be required to process the request before a decision is made to allow the visit to take place. Clergy visits do count against the total number of visits an inmate is allowed each month. Normally, no more than one Clergy visit will be allowed each month. Additional clergy visits may be authorized if determined necessary by the Chaplain.

VII. **RESPONSIBLE DEPARTMENT**: Correctional Services

Distribution:
Wardens
Division Heads
Department Heads
President AFGE
Legal Library

FEDERAL CORRECTIONAL COMPLEX
TERRE HAUTE, INDIANA

STATEMENT OF VISITING REGULATIONS

1. Visiting days are Saturday through Monday and on Federal Holidays (USP & FCI). Camp visiting is conducted on Saturdays, Sundays, and Federal Holidays. Visitors will not be admitted into the institutions for visits after 2:00 p.m. SHU visitors will not be processed after 1:00 p.m. On weekends and holidays, inmates will not be allowed to enter or exit the Visiting Room from 9:30 a.m. until the 10:00 a.m. count has cleared. Special Housing Unit visitation concludes at 2:00 p.m.

2. Visitors will not be allowed to park on Bureau Road at FCC Terre Haute. When a visit is over, all visitors must leave the institution grounds promptly.

3. Inmates at the Federal Correctional Complex are allowed seven (7) visits per month. Any part of a visit taking place on any day will count as one visit towards the seven (7) visits per month total.

4. Ordinarily, members of the immediate family (parents, brothers, sisters, wife and children), will be placed on an inmate's visiting list. Children under the age of 16 must be accompanied by an adult who is also an approved visitor. In-laws, as well as other persons not included in the immediate family, must obtain permission prior to any proposed visit. All persons placed on the inmate visiting list must be requested by the inmate and approved by his Unit Team. All persons age 16 and over must provide valid photo identification such as a driver's license or other state issued photo identification. The photo identification will be retained by the Front Entrance Officer at the FCI and Camp, and in the Control Center at the USP. Staff, will use this identification to confirm positive identification of visitors exiting the institution. Upon exiting the Visiting Room prior to the visitor leaving the facility, staff will return the visitors' identification.

5. An embrace and/or kiss, within the bounds of good taste, is permitted when an inmate greets his visitor. The same applies upon conclusion of the visit. Heavy petting or body contact, sitting on laps, covering with blankets, arms around each other, sleeping, laying on shoulders, etc., is not permitted. Both the visitor and inmate will approach the Officers Station in order for the officer to visual inspect the visitor and inmates mouth with a flashlight prior to kissing. No action will be permitted which could be embarrassing or disrespectful to another person.

6. It is not permissible to bring photos, tobacco, food (to include chewing gum and candy), packages, or gifts of any kind into the Visiting Room. No written messages may be exchanged. Documents or paper are not permitted in the Visiting Room. They may not be examined or signed by the inmate. Letter type transactions should be handled (as a matter of record) through correspondence and mail. No visitor will be permitted to carry into the institution any luggage or store any excessive amount of items in an institutional locker.

7. Visitors must keep their children under control and in the immediate vicinity of the visit. Visitors whose children disrupt or interfere with another inmates' visit may be directed to leave the institution. Toys must be kept in the area provided.

8. Visitors will only be allowed to wear studded earrings and a wedding band. No dermal piercings that cannot clear the metal detector are permitted. Visitors will not be allowed to wear hooded shirts of any type, pants or shorts with cargo pockets, jerseys, sweat pants, athletic sweat shirts, jogging suits, medical scrubs, or yoga pants. Visitors will not be allowed any type of outer garments shorter than knee length in the Visiting Room. Coats are not authorized to be worn in the Visiting Room; they must be hung up on the coat rack upon entering the Visiting Room. Footwear should be closed back, short top or ankle height only. No calf or knee length, flip flop style, open back, or open toes footwear will be permitted into the visiting room. No electronic devices, (unless medically prescribed) watches, wallets. Fitbits, purses, sunglasses, or change purses are not allowed in the Visiting Room. Visitors at the USP are prohibited from wearing any Orange, Camouflage, Khaki, or Maroon colored clothing. Visitors at the FCI are prohibited from wearing any Orange, Camouflage, Khaki, or Yellow colored clothing. No outside food or drinks to include gum, mints, candy, etc. Tank tops, sleeveless clothing, low cut shirts or see-through tops are not permitted. Tight fitting, suggestive clothing is prohibited. Shirts or blouses must cover the midriff while standing and or sitting. Children, 12 and under, are the only individuals who will be allowed to wear shorts above the knee. They will not be allowed to wear tank tops or sleeveless clothing. No ball caps, hats, bandanas, sweat bands, or any other type of head gear, is authorized with the exception of religious head gear. Clothing that contains bejeweled decorations that will not clear the security devices will not be authorized.

   Persons not conforming to these standards will be denied visiting privileges.

9. Abusive, vulgar or otherwise offensive language on the part of either inmates or visitors will not be tolerated. Everyone is cautioned to watch the use of such language anywhere within hearing distance of other inmates and visitors.

10. All personal items will be secured in the visitor's vehicle, or in the event the visitor is dropped off, their belongings will be secured in a metal locker provided for visitor storage. All coats, hats, jackets, personal keys, cell phones, electronic devices, hand bags and billfolds are considered personal items. All materials stored in the lockers will be examined by the Front Entrance Officer. Visitors will be permitted to take a small, clear, plastic bag with them to the Visiting Room. The bag should be the size of a large wallet or smaller. Exceptions in the bag size may be made for those containing necessary baby care items; however, the bag must be clear. Feminine hygiene items and any necessary medications (only the amount of these items needed during the visiting period) will be allowed to be brought in, and kept with the Visiting Room Officer until needed by the visitor. No unopened parcels will be permitted in the Visiting Room. No electronic devices, purses, packages, or toys will be permitted into any of the Visiting Rooms. Social visitors are not authorized to bring anything to give or show the inmate.

11. Visitors are permitted to take small (clear plastic bags) to their visit. Excessive amounts of currency or denominations larger than $5 will not be permitted into the Visiting Room or stored in the lockers. No medication other than currently prescribed medication, which may be needed during the visiting period, will be allowed into the visiting area.

12. Visitors will lock their cars and may not return to them unless permission has been obtained from the Front Entrance Officer. There are no facilities available for extra visitors or persons accompanying visitors to wait within the institution. In addition, **NO ONE IS PERMITTED TO**

WAIT IN THE PARKING LOT OR REMAIN ON THE GROUNDS FOR PERSONS VISITING AN INMATE. No pets are allowed on the reservation at any time. This includes locking pets in cars while visiting.

13. Visitors at the USP and FCI who test positive by the Ion Spectrometry Device are subject to possible denial of their visit. If the visit is terminated, they must depart the institution Grounds promptly.

14. Vending machines are available for use of visitors. Inmates are not allowed to use the vending machines. Loss of money in these vending machines is non-refundable. Vending machines accept $1 and $5 dollar bills. Larger bills should be left secured in the locker along with billfolds and purses.

15. There is no bus service between downtown Terre Haute and the institution. Taxi service is available from the bus station as well as from Hulman Regional Airport. The institution is located about four miles south of Terre Haute on the west side of Highway 63. Persons driving to the institution shall use the main entrance and follow the signs.

16. Upon arrival all visitors will be required to complete a Notification to Visitor form (Title 18) and will be held responsible if found in violation of the provisions therein. Visitors will not be allowed to bring in pre-filled Title 18 forms or photocopied forms, they must be filled out at the institution in the Front Entrance. It is illegal for any person to introduce or attempt to introduce into or upon the grounds of any Federal Penal Institution, take or attempt to take or send therefrom anything whatsoever without the knowledge or consent of the Warden. **THE LAW PROVIDES VIOLATORS MAY RECEIVE UP TO A TWENTY (20) YEAR SENTENCE**.

17. Visiting Rooms are tobacco free. No tobacco products, lighters, matches, or smoking material is allowed in the Visiting Rooms.

ADDITIONAL REGULATIONS FOR THE FEDERAL PRISON CAMP

1. Inmates will not greet visitors at the Officer's desk located just outside the Front Entrance after being called. INMATES WILL NOT GREET VISITORS ON THE FRONT DRIVE OR NEAR THE CARS IN THE PARKING AREA. All visits will terminate in the Visiting Room. Inmates shall not walk visitors to the Camp front entrance.

2. All visitors to the Camp must remain within the visiting boundaries consisting of the Visiting Room. Visiting is not permitted ACROSS THE ROAD OR IN THE DRIVEWAY. INMATES AND VISITORS MAY NOT SIT ON THE GROUND IN THE OUTDOORS VISITING AREA. SUNBATHING IS PROHIBITED.

3. Inmates may not leave the immediate visiting area once the visit has commenced without specific approval of the Camp Control Officer.

   Any effort to circumvent or evade these visiting regulations will not only result in the denial of future visits, possibly over an extended period, but may also require that court proceedings be initiated against the visitor.

Cooperation with the above instructions is necessary by both the inmate and his visitor(s) in order that visiting may be fully utilized for the benefit and enjoyment of all concerned.

Institutional Addresses and phone numbers:

Satellite Prison Camp
2501 West Bureau Road
Terre Haute, IN 47802
812-238-1531

Federal Correctional Institution
4200 Bureau Road North
Terre Haute, IN 47802
812-238-1531

United States Penitentiary
4700 Bureau Road South
Terre Haute, IN 47802
812-244-4400