



U.S. Department of Justice
Federal Bureau of Prisons
Metropolitan Correctional Center
71 W. Van Buren Street
Chicago, IL 60605

Office of
Responsibility: Chief Correctional Supervisor
Number : CCC 5267.07D
Date: May 31, 2007
Subject: Visiting Regulations

Institution Supplement

1. PURPOSE: To specify local guidelines affecting visitors to MCC Chicago. Visiting capacity is 102.
2. DIRECTIVES AFFECTED:
 - a. Directives Referenced: Program Statement 5267.08, Visiting Regulations, dated May 11, 2006.
 - b. ACA Standards: 3-ALDF-5D-10 and 3-ALDF-5D-11 are referenced.
 - c. Directives Canceled: Institution Supplement 5267.07C, Visiting Regulations, dated May 16, 2006, is hereby canceled.

3. VISITOR CATEGORIES:

Five categories of visitors are identified as: (1) Attorney and Legal, (2) Official, (3) Regular, (4) Prisoner Visitation and Support (PVS) and (5) Special.

- a. Attorney/Legal: This category includes attorneys or legal representatives, i.e., paralegal, law clerks, law students, assistants, interpreters and investigators.
- b. Official: Official visitors are those with a governmental interest in the inmate or case, i.e. contract/volunteers, law enforcement officials, probation officers, consulate officials are examples of official visitors.
- c. Social: Authorized social visitors are those persons described in governing policy. Legal guardians are considered the same as parents.
- d. Prisoner Visitation and Support: Inmates who have been at MCC Chicago for at least 30 days, have not received a social visit, and would like someone from the Chicago area to visit may contact the Chaplain to have these arrangements made.

Distribution: Standard

- e. Special: Special visits will be approved by the Associate Warden over Unit Management. This will be accomplished after receiving a written recommendation from the unit team stating the reason for the special visit. All special visits must be authorized in writing and must include the name of the visitor(s), purpose, date and times for the visit. Copies will be sent to the Captain, Lobby Officer, and the central file. Should an inmate request a special visit on weekends, holidays or when the AW over Unit Management is unavailable, the Institution Duty Officer (IDO) may authorize a special visit after consultation with a unit team member. Consideration to approve or deny the visit should include but not be limited to: frequency of inmate visits, visiting room space, visitor awareness of the visiting procedures for approval and distance traveled for the visit.

4. PROCEDURES FOR ATTORNEYS ENTERING THE METROPOLITAN CORRECTIONAL CENTER: The following procedures will be used during the processing and admittance of attorneys to the Metropolitan Correctional Center.

- a. Upon arrival to the institution, attorneys will present a valid bar card and photo I.D. as identification to the front lobby officer.
- b. A "Notification of Visitors" form will be completed by each attorney for each inmate they wish to visit. The attorney is also required to sign the attorney sign-in/sign-out log book.
- c. The same procedures are to be used to process other legal representatives, i.e., paralegal, law clerks, law students, assistants, interpreters and investigators. Additionally, their names must appear on the Attorney's Advisor's approved list of legal assistants.
- d. Eighth floor attorney visiting hours will be as follows: Monday through Friday from 8:30 a.m. to 11:00 a.m., 12:00 p.m. to 3:00 p.m. & 5:00 p.m. to 8:00 p.m.; weekends and holidays from 8:30 a.m. to 11:00 a.m. & 12:00 p.m. to 3:00 p.m. Attorneys who wish to visit clients during normal social visiting hours will be processed on a first-come, first-serve basis with the social visitors.

Attorney visits for all inmates will be conducted on the eighth floor. If all attorney visiting rooms are filled, the attorney will be given the option of visiting with the inmate(s) during social visiting in the main visiting room. Attorney visiting rooms will be filled on a first-come, first-served basis.

- e. Attorneys will not be allowed to carry hard or soft attache cases, including shoulder strap cases, to the visiting room. All cases will be stored in lockers located in the lobby. Attorneys may hand-carry legal documents and/or resources necessary to conduct the legal visit that day. All documents/resources will be searched.
- f. Attorneys may not take cassette tapes to the visiting room without prior approval. A tape player is located in the visiting room for this purpose. Attorneys may not bring tape recorders or other electronic equipment into the institution without prior approval.

- g. Attorneys wishing to give legal material to an inmate must do so by U.S. Mail and not the visiting room. Attorneys may also leave legal materials for their clients in the lobby legal mail box. Also, inmates may not traffic property, legal papers, etc. through the visiting room.

5. PROCEDURES FOR OFFICIAL VISITORS ENTERING THE METROPOLITAN CORRECTIONAL CENTER: The following procedures are established for official and special visitors:

- a. Upon arrival at the institution, official visitors will provide the front lobby officer with proper identification reflecting official capacity. They will be stamped for identification purposes upon entering. The black light shall be used to positively identify official visitors departing the facility.
- b. Official Law Enforcement Visitors shall consist of the following: Department of Justice, State and Local law enforcement personnel, Members of Congress, and the Judiciary. Official Law Enforcement Visitors who are visiting inmates **are** required to complete the Title 18, Notification of Visitors Form, but will not be stamped. Lobby Officer will ask the Law Enforcement Visitor if they are in possession of any weapons. Any weapons will be stored in the Rear Sallyport prior to entering the institution. Official credentials will be used to identify Official Law Enforcement Visitors upon departing the institution.
- c. Official visitors who wish to interview an inmate will be allowed to do so on the eighth floor in the attorneys visiting room.
- d. Official visitors will be escorted while in the institution, unless otherwise stipulated by the Associate Warden. Probation and Pre-Trial Services agents do not have to be escorted.
- e. Special visits, as defined in governing policy, may be approved by the Associate Warden governing Unit Management. Screening of potential visitors must also be consistent with governing policy.

6. PROCEDURES FOR REGULAR VISITORS ENTERING THE INSTITUTION:

The inmates assigned to general population will conduct their visits in the centralized eighth floor visiting room.

- a. Visiting hours are Monday through Friday 12:00 p.m. - 3:00 p.m. and 5:00 p.m. - 8:00 p.m. and Saturday, Sunday and holidays 8:00 a.m. - 11:00 a.m. and 12:00 p.m. - 3:00 p.m. If a holiday begins on a weekday, the unit normally scheduled to visit during the evening hours will visit during the a.m. session. (Holiday Hours - 8:00 a.m. - 11:00 a.m.) Consistent with policy, space, seating availability, and fire code standards, each visitor will be allowed a minimum of 1 hour in the visiting room.

- b. In the event the visiting room reaches capacity of 102, it will be necessary for the incoming visitors to wait until visiting space becomes available. Visits will be terminated to make room for those waiting, on a first in, first out basis.
- c. Visitors will complete a "Notification to Visitors" form (Attachment A) 30 minutes before the start of visiting. This form will be completed by all visitors 16 years of age and older, and returned to the lobby officer. The lobby officer will then ensure the visitor is on the inmate's visiting list and check for proper identification.
- d. Acceptable identification is a valid driver's license, state I.D., or passport.
- e. All persons wishing to visit inmates at this facility are required to be properly dressed before being allowed entrance. Regardless of gender, visitors will not be admitted wearing mini-skirts, halter/tank tops, revealing/transparent clothing. Shorts and culottes are allowed but must be in good taste and non-revealing in length. Bicycle or spandex shorts are not allowed. Shoes and bras must also be worn. Adults with children will be responsible for appropriately dressing them.
- f. A Lieutenant and the Duty Officer must be consulted before denying any visit.

7. FREQUENCY OF VISITS:

All inmates are allowed a minimum of four hours visiting each month. Visits will be conducted on the days and times as indicated on The Activities Schedule. (published periodically)

8. SPECIAL HOUSING UNIT VISITATION

Special Housing Unit (SHU) visits will be conducted on the eighth floor. An inmate placed in SHU for administrative or disciplinary segregation will receive a one-hour visit with his assigned unit unless this presents a problem, i.e., separatee concerns. In such instances, the inmate will only visit with other inmates assigned to the SHU. Visiting days for these inmates are Monday and Friday mornings. Each inmate in this category will receive a one-hour visit between the hours of 8:30 a.m. and 11:30 a.m.. No prior approval is required.

LEGAL VISITS

Normally, legal visits for inmates housed on Unit 11 will be conducted on the eighth floor. No prior approval is required.

9. CO-DEFENDANT/INTER FLOOR VISITS:

- a. Co-defendant visits must be approved by the Attorney-Advisor. The defense counsel requesting the visit should ordinarily contact the Attorney-Advisor 24 hours in advance, to allow for the notification of the appropriate staff. At least one defense counsel must be present to supervise the meeting. The co-defendant meetings shall ordinarily take place weekdays, from 8:00 a.m. to 12:00 p.m., in the Eighth Floor Attorney-Client rooms or visiting area.
- b. Inter-Floor Visiting: Generally, this type of visit between inmates is not permitted. If an inmate "family relationship" is documented in the inmate central files, a visit may be approved by the Associate Warden upon recommendation of the unit team. The visit will count as a social visit for both inmates. Consideration for Inter-Floor visits will be on an individual basis. Physical contact, e.g. kissing & hugging, will not be allowed between the visiting inmates.

10. GUIDELINES FOR VISITORS APPROVALS:

- a. All social visitors will be required to complete and return a visitor application, which will be mailed to the prospective visitor by the requesting inmate. Upon receipt, through the United States postal system, the counselor will initiate a criminal background investigation (NCIC). If the prospective visitor has a law enforcement record, the Unit Manager, after consultation with the Associate Warden, will determine if the prospective visitor will be allowed to visit. The requesting inmate will be notified by the appropriate member of the unit team and instructed to notify the prospective visitor of the approval/disapproval results. No time frame will be established for approval of social visitors.
- b. Active inmate visitation lists for Cadre inmates will be limited to ten (10) individuals over the age of sixteen (16). Holdover inmates who arrived at MCC Chicago from other federal institutions on a Federal WRIT, will have the same visiting privileges as Cadre inmates. Active inmates visitation lists for Pre-Trail and Holdover inmates will be limited to six (6) **Immediate Family** members over the age of sixteen (16), of which one may be a friend or associate. Immediate family members are defined as Grandfather, Grandmother, Father, Mother, Spouse, Brother, Sister, Son or Daughter. The purpose of one friend or associate may be to accommodate the mother or father of the inmate's child. It will be the inmate and inmate's family's responsibility to provide documentation to confirm the relationship prior to the visitor being added to the inmate's visiting list, i.e., marriage certificates, birth certificates, etc. Bear in mind, the state of Illinois does not recognize common law marriages, therefore, this institution will not accommodate an associate of friend other than as specified above.

Routine changes to an inmate's visitation list will only be accommodated within the last twenty days prior to the end of each quarter, with a maximum of three individuals, and limited to twice per year. The request may be submitted to your Unit Counselor one week prior to the beginning of the twenty day period. The new quarter is defined as January, April, July, and October.

- c. Due to space limitations and seating availability, a maximum of three (3) visitors including children will be authorized in the visiting room at one time per inmate, except cadre and female inmates who may have five (5) visitors. This includes infants held by parents or guardians.
- d. Inmates in holdover and pretrial status must follow procedures prescribed above in this section.
- e. Written guidelines and procedures are sent out with the visitor application form.

11. LOBBY PROCEDURES AND GUIDELINES:

- a. All inmate visitors will be escorted by visiting room or front lobby staff to and from the eighth floor. **Visitors will not ride the elevator without staff escort.**
- b. Security: Visitors will be required to successfully pass through a metal detector. Any person registering a positive reading will be frisked with a hand-held metal detector. If the scan with the hand-held detector proves positive, the visitor will be given the opportunity to produce metal alarm signaling object(s) creating the reading. Refusal to produce metal objects creating the positive reading may be cause to deny the visit. The Operations Lieutenant will be consulted for final approval or denial.

Visitors may be required to successfully complete an ION scanner test, which tests for drugs and explosives. If tested positive for either substance, the visitors will not be allowed to enter the institution.

Visitors will not be allowed to bring any items into the institution except a small clear or see through coin purse, three diapers and two feeding bottles for infants. All of the above items will be inspected by the lobby officer before the visitor passes through the metal detector.

- c. Large purses, brief cases, portable telephones, cellular phones, chewing gum, cigarettes, food items, lighters, pocket knives, electronic games, photographs and pagers are not allowed in the institution. These items will be stored in the lobby lockers.

- d. Wheelchairs will be allowed into the institution as long as staff are able to conduct a complete shakedown of the wheelchair. Staff will be alert for hidden, false or hollow compartments within the wheelchair itself. The individual occupying the wheelchair will not be removed or transferred to another wheelchair, for the purpose of conducting a search to accommodate the visit. If a proper shakedown cannot be conducted without jeopardizing the safety of the individual or the security of the institution, the visit will not be allowed. Final disposition will be made by the operations lieutenant and institution duty officer.
- e. Medicine: All medication, except that which is life supporting, is prohibited from the visiting area. Visitors must store medication in the lockers provided. If the medication is life supporting, the visitor will maintain the medication for the duration of the visit after the duty PA has determined that the medication is needed for life support.
- f. Underage Persons: Underage persons (under the age of 16 years) must be accompanied by an adult who is also on the approved visiting list.

12. VISITING ROOM PROCEDURES AND GUIDELINES:

All visitors and inmates are expected to conduct themselves in a responsible manner.

- a. Inmates visiting will be identified by use of the 5x8 cards before being admitted into the Visiting Room. The Institution 5x8 cards will be maintained in the shakedown room. Once the inmate has been identified, Visiting Room Staff will turn the inmate's card over to the #1 Officer. At no time will the inmate have any 5x8 cards in their possession. Upon departing the Visiting Room, the #1 Officer will turn the departing inmate's 3x5 card over to the staff member processing the inmate out of the Visiting Room. All inmates will be identified, utilizing the Visiting Room 5x8 card, prior to departing the Visiting Room.
- b. Contact visiting permits many opportunities to introduce contraband into the institution. Therefore, pat searches and random visual searches will be conducted on inmates prior to entering the visiting area. **ALL INMATES WILL BE VISUALLY SEARCHED BY STAFF OF THE SAME GENDER AFTER EACH VISIT.** Visiting Room will be monitored through electronic surveillance and staff observation.
- c. A kiss and embrace are permitted at the beginning and the end of the visiting period. Inmates are not permitted to mingle with the guest(s) of other inmates. Inmates are permitted to hold hands, but they may not embrace or kiss during the visit.
- d. Inmate attire for visiting includes jump suit and shoes for male inmates (khaki pants/shirts for Unit 25 inmates), pants, tops and shoes for female inmates. Jump suits must be buttoned up.

- e. Only institution issued blue tennis shoes will be authorized in the visiting room.
 - f. Inmates will be allowed to carry the following items into the visiting room: prescription glasses, false teeth, wedding ring, approved religious medallion, verified life supporting medication, and legal materials for attorney visits.
 - g. The visiting room officer **will not** assign seating in the visiting room unless authorized by the Operations Lieutenant. Inmates **will not be** allowed to return to their housing units during the visiting period. When a visitor leaves the visiting room area, the visit will be terminated. Any exception must be approved by the Operations Lieutenant.
 - h. Inmates may not have monies in their possession at any time. Inmates are not authorized to handle or receive money from a visitor during a visit. However, inmates may accompany their visitor to the microwave oven or vending area to make purchases. Inmates nor visitors may congregate in the vending area for long periods of time.
 - j. Any violation of visiting rules by a visitor or inmate may result in termination of the visit, disciplinary action and/or the removal of the visitor from the inmate's visiting list.
13. SPANISH TRANSLATION: The Chief Correctional Supervisor will arrange for the Spanish translation of this institution supplement.
14. OFFICE OF RESPONSIBILITY: Chief Correctional Supervisor.
15. EFFECTIVE DATE: This Supplement is effective upon issuance.

Eric Wilson
Warden