



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution - Gilmer
Glennville, West Virginia 26351

Institution Supplement

Office of
Responsibility: Correctional Services
Number: GIL-5267.08
Date: June 23, 2006
Subject: Visiting Regulations

1. **PURPOSE AND SCOPE:** The purpose of this institution supplement is to establish visiting procedures at the Federal Correctional Institution/Satellite Prison Camp-Gilmer, for all inmates.
2. **PROGRAM OBJECTIVES:** The expected results of this program are:
 - A. To provide all inmates an opportunity to visits by family, friends, and community groups consistent with the security and orderly running of the institution.
 - B. To establish an appropriate visiting schedule.
 - C. To maintain a record of visitors for all inmates.
 - D. To establish procedures to monitor all visiting areas, to prevent the introduction of contraband and to ensure the security and good order of the institution.
3. **DIRECTIVES AFFECTED:**
 - A. **Directives Rescinded:** Institution Supplement Visiting Regulations, GIL-5267.07A, dated July 15, 2005.
 - B. **Directives Referenced:** Program statement 5267.08, Visiting Regulations, dated May 11, 2006.
4. **STANDARDS REFERENCED:**
 - A. American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4149, 4-4255, 4-4440, 4-4441, 4-4441-1, 4-4442, 4-4443, 4-4445, 4-4446.

OPI : CORRECTIONAL SERVICES
NUMBER : GIL-5267.08
DATE : June 23, 2006
PAGE : 2

5. **PROCEDURES:**

- A. The following procedures are in effect at FCI/SCP Gilmer regulating inmate visiting.
- B. **Visiting Facilities:** All regular visits will be held in the Visiting Room. Processing of visitors will stop one hour prior to the closing of the Visiting Room. Visitors are discouraged from arriving prior to 8:00 a.m. for visiting. Processing of visitors will normally begin no earlier than 8:00 a.m. and cease at 2:00 p.m. on the appropriate visiting days.
- C. **Attorney Visits:** Attorneys are encouraged to visit during regular visiting hours. Attorneys must show a valid bar card or other suitable professional identification and pass through the metal detector before entry will be allowed into the institution. Attorneys' briefcases and papers being introduced into the FCI will be searched for contraband by use of the X-ray machines located in the FCI Front Lobby. Attorneys' briefcases and papers being introduced into the SCP will be hand searched for contraband. The use of cameras or recording equipment without the written consent of the Warden is prohibited.

All attorney visits for the FCI and SCP will be scheduled through the appropriate Unit Team and monitored by Unit Staff. The attorney and their client will be afforded privacy in the attorney room located inside the FCI Visiting Room. At the FPC, all attorney visits will be afforded privacy in the Camp conference room.

If the attorney rooms are in use, the attorney is to be offered the opportunity to reschedule the visit when a more private area is available. If it becomes necessary for the inmate to bring pertinent legal material into the Visiting Room, Unit Staff will bring the materials into the Visiting Room.

D. **Authorized Visitors:**

1. **FCI:** Upon arrival, each inmate may fill out attachment A, List of Authorized Visitors, for members of their immediate family. Immediate family members will be allowed to visit for thirty (30) days pending the outcome of their background investigation to determine their criminal history. During Admissions and Orientation, each inmate will fill out Attachment A, List of Authorized Visitors, for friends and associates, which may then be given to a

OPI : CORRECTIONAL SERVICES
NUMBER : GIL-5267.08
DATE : June 23, 2006
PAGE : 3

member of the Unit Team. A background investigation will be conducted on these visitors. A finalized list will be prepared and maintained in the inmate's Central File. When SENTRY 2000 is not available, Unit Staff will review the inmate's Central File and inform the Front Lobby or Visiting Room Officers if the inmate visitor is approved to visit.

Visitors who are not immediate family members must submit a new Visitor Information Form, allowing a new background check, if the background check on file is over one (1) year old. These individuals will not be considered for approval until a new form has been received and the background check has been updated.

2. **FPC:** Upon arrival, each inmate may fill out Attachment A, List of Authorized Visitors, for members of their immediate family. Immediate family members will be allowed to visit. During Admissions and Orientation, each inmate will fill out Attachment A, List of Authorized Visitors, for friends and associates, which may then be given to a member of the Unit team. A background investigation will be conducted on these visitors. A finalized list will be prepared and forwarded to the Visiting Room and entered into SENTRY 2000 following this investigation of the visitors by appropriate Unit Staff. The Unit Staff will maintain a hard copy in the inmate's central file. The Unit Staff will coordinate with the Visiting Room Staff to ensure that a hard copy is maintained in the Visiting Room file.

Visitors who are not immediate family members must submit a new Visitor Information Form, allowing a new background check, if the background check on file is over one (1) year old. These individuals will not be considered for approval until a new form has been received and the background check has been updated.

- a. Once an inmate's visitors are approved, he will be given a copy of the appropriate visiting regulations along with the list of approved visitors. It is the responsibility of the inmate to notify the visitors of approval/disapproval and to inform the visitors of the visiting guidelines.
- b. Visitors with prior criminal convictions must be approved by the Associate Warden of Programs prior to being allowed to visit.

OPI : CORRECTIONAL SERVICES
NUMBER : GIL-5267.08
DATE : June 23, 2006
PAGE : 4

3. Procedures for approving exceptions to the prior relationship requirements:

- a. Unit Counselors will require background information from all potential visitors who are not members of the inmate's immediate family, before placing them on the inmate's approved visiting list. When little or no information is available on the inmate's potential visitor, visiting maybe denied, pending receipt and review of necessary information, including information which is available about the inmate and/or the inmate's offense, including alleged offenses.
- b. The Visitor Information form (BP-629) will be used to request background information and obtain the visitor's consent to release information. This form will be filed in section 2 of the Privacy Folder in the Inmate Central File.
- c. FCI Gilmer will require background information on potential visitors who are not immediate family members. The Warden or designee may make an exception to this procedure when warranted.
- d. Ordinarily a visitor not meeting prior relationship requirements will be denied. However under special circumstances the inmate can request a waiver through the Unit Counselor. The Associates Warden of Programs will be the final approving authority.

4. Procedures for disapproving proposed visitors:

If the background information reveals that visitation privileges for the individual would present security concerns or disrupt the orderly running of the institution, the Unit Manager may deny visiting privileges. Documentation reflecting this decision should be maintained in section 2 of the Privacy Folder in the Inmate Central File. The inmate will be notified by the unit team of this decision and his appeal rights.

OPI : CORRECTIONAL SERVICES
NUMBER : GIL-5267.08
DATE : June 23, 2006
PAGE : 5

E. **Metal Detector/Drug Detector/X-ray Machines:** All visitors entering the institution are required to pass through the metal detector located in the Front Lobby. All visitors are subject to random drug screening by use of the ION Scan Drug Detector. All visitors' jackets and shoes will be scanned through the X-ray machine located in the Front Lobby at the FCI. Any visitor refusing to submit to this procedure or who fails to pass the metal detector and/or drug detector will be denied access into the institution.

F. **Visiting Schedule for the FCI and the FPC:** Visits are regularly scheduled from 8:00 a.m. to 3:00 p.m. on Friday, Saturday, Sunday and Federal Holidays, at the FCI. Visiting for inmates, who are placed in the Special Housing Unit, will be conducted on Thursdays from 8:00 a.m. to 3:00 p.m. Inmates assigned to the SCP may have regularly scheduled visits from 8:00 a.m. to 3:00 p.m. ON Saturdays, Sundays and Federal Holidays. Each inmate will receive twelve (12) visiting points per month. Visiting points will be charged as follows:

Two (2) points per day on Saturdays, Sundays and Federal Holidays.
One (1) point per day Fridays
One (1) point per day on Thursdays, (Special Housing only)

The maximum number of visitors an inmate may have at one time is six, including children. A maximum of four adult visitors will be allowed in at anyone time. Children age of 16 and above will be counted as one adult visitor. Specific local visiting guidelines have been established for FCI/SCP Gilmer and are contained in Attachment B, Visiting Regulations.

G. **Visiting Files:** At the end of each day, the inmate visiting files will be secured in the locked file cabinet provided in the Visiting Room. At no time will staff allow inmates or visitors to view any visiting file.

OPI : CORRECTIONAL SERVICES

NUMBER : GIL-5267.08
DATE : June 23, 2006
PAGE : 6

- H. **Searches:** All inmates entering the Visiting Room will be pat searched and screened with a metal detector before entering the Visiting Room. All inmates housed in the Special Housing Unit receiving visits will be given a visual search in SHU prior to entering the Visiting Room. All FCI inmates will be visually searched prior to departing the Visiting Room with the exception of SHU inmates. All SHU inmates will be pat searched before departing the Visiting Room and visually searched on return to SHU, to include a new issue of clothing. Periodic visual searches will be conducted at the SCP prior to inmates departing the Visiting Room.
- I. **Food:** A visitor may bring **no** food items into the institution. There are vending machines in the Visiting Rooms for use by the visitors. It is not permissible for inmates to accompany their visitors to the vending machine area of the Visiting Room. Inmates and visitors are not permitted to remove any vending items from the Visiting Room.
- J. **Restrooms:** Mens' and Ladies' restrooms are provided for visitors. Inmates will utilize the facilities located in the visual search room; and all inmates will be pat searched prior to, and at the completion of, using the facilities. Inmates will be supervised under close observation of escorting staff.
- K. **Inmate Identification:** Staff will make positive identification of inmates arriving at the Visiting Room for visits utilizing the inmate's identification card, or a picture card from Control if their identification card is lost or stolen. Staff will keep the inmate's identification card until the visit is complete to positively identify the inmate prior to the inmate returning to the compound.
- L. **Special Housing Unit (SHU) Inmates:** Visiting for Special Housing Unit inmates will be on Thursday from 8:00 a.m. to 3:00 p.m. All visits for Special Housing Unit inmates will be conducted in the Visiting Room. **Procedures required in this paragraph apply to pretrial and holdover status inmates.**
1. Inmates who are in Administrative Detention will be limited to a two-hour visit. Additionally, these inmates will remain in hand restraints during the entire visit.

OPI : CORRECTIONAL SERVICES
NUMBER : GIL-5267.08

2. Inmates who are in Disciplinary Segregation will be limited to a one-hour visit. Additionally, these inmates will remain in hand restraints during the entire visit.
3. Inmates who are in Protective Custody status, (verified/unverified), will have their visiting privileges suspended until the investigation is completed or they are cleared by the SIS.

Special Housing Unit inmates who are pending disciplinary action or who have received disciplinary action for violent/disruptive behavior, will be required to visit in full restraints, i.e.; leg irons, martin chain, and handcuffs.

- M. **Inmate Property allowed in the Visiting Room:** Inmates will not take any property to a visit except one comb, one handkerchief, one plain wedding band, one plain neck chain with a religious medallion, prescription glasses (no sunglasses unless medically approved), commissary card, authorized headgear, and photo tickets. Watches are not allowed. If an inmate has property in his possession which is not authorized to be taken into the Visiting Room, the inmate will be instructed to return to his Unit and secure the property before he is authorized to enter the Visiting Room. Items not authorized upon the inmate's departure will be considered contraband and confiscated. No item other than coats, will be stored in the search area.
- N. **Proper Dress and Grooming for Inmates in the Visiting Room:** Inmates are required to wear institution issued clothing (Khaki pants and shirts at the FCI and green pants and shirts at the SCP, or assigned jump suits for inmates housed in SHU), during visitation. Inmates will be issued a canvas type shoe for use in the Visiting Room. No other personal or Government issue shoe or boot will be permitted in the Visiting Room without the written approval of the Captain. Institutional clothing must be neat and clean in appearance. Shirts will be tucked into the trouser waistband at all times. Approved religious headgear (such as a Yarmulke), may be worn in the Visiting Room. All religious headgear will be inspected prior to, and at the completion of the visit. Visits will not be permitted for those who are not properly groomed. Proper grooming requires that hair is neat and clean.

NUMBER : GIL-5267.08
DATE : June 23, 2006
PAGE : 8

- O. **Proper Dress for Visitors in the Visiting Room:** Inmates are responsible for informing prospective visitors that dress should be within the bounds of good taste and should not possibly offend others who may be present in the Visiting Room. Visitors wearing transparent clothing will not be admitted into the institution. Halter tops, sleeveless tops/dresses, shorts, miniskirt, culottes and spandex will not be allowed. Dresses (will be no higher than the bottom the knee), blouses or other apparel of a suggestive nature (i.e., low-cut V-Neck, tank tops, or any garment that reveals the mid-section), will not be allowed. Due to inmates wearing similar clothing, jogging and/or sweat suits will not be permitted to enter the institution. Sweat shirts/pants, jogging outfits (pants or jackets), are not allowed to be worn in conjunction with regular civilian style clothing if similar to inmate clothing. Any other clothing that, at the direction of the shift Lieutenant or Institutional Duty Officer (IDO), resembles the style or color of inmate clothing (i.e., Khaki, white, gray or camouflage in colored clothing), will not be allowed to be worn into the institution.

At the discretion of the Operations Lieutenant or Institutional Duty Officer, children under the age of twelve (12) will be allowed to wear shorts. No bare feet will be permitted (excluding babies).

- P. **Institutional Activities:** Visiting is a positive activity for inmates and visiting will normally take precedence over other institutional activities. In the event of an institution emergency, inmate visits may be terminated or limited at the discretion of the Warden.
- Q. **Prisoner Visitation and Support:** The Prisoner Visitation and Support Program (PVS) is a valuable volunteer program. The focus of PVS has always been to visit and provide moral support to inmates who do not ordinarily receive visits from family and friends. Through this program, inmates who are otherwise alienated from the community have the opportunity to develop healthy relationships and benefit from interaction with the PVS volunteers. Volunteers at Gilmer are allowed to carry paper and writing implements into the Visiting Room. They are to be processed at the Front Lobby as Volunteers. **THEIR VISITS ARE NOT TO BE CHARGED AGAINST SOCIAL VISITS, BUT WILL BE CONDUCTED DURING NORMAL VISITING HOURS.** They are expected to adhere to the institution dress code and visiting policies.

NUMBER : GIL-5267.08
DATE : June 23, 2006
PAGE : 9

R. Miscellaneous Visiting Room Regulations:

1. No electronic devices will be allowed into the Visiting Room. Electronic devices will include the following: beepers, cellular phones, car alarm remote or any remote operating device. Lockers will be available to visitors for the storage of personal items.
2. Papers, packages, money orders, and/or gifts are not to be allowed into, or exchanged in the Visiting Room.
3. All visiting areas are "No Smoking Areas." No tobacco products of any type are allowed in the visiting areas.
4. Visitors are responsible for their children while in the Visiting Room. The inmate will be warned if their children misbehave. If the children continue to misbehave, the visit may be terminated by the Operations Lieutenant or Institution Duty Officer.

S. Limited Visiting Space: In the event the Visiting Room becomes overcrowded, it may be necessary to limit the length of visits or the number of visitors. The decision to limit the duration of a visit will be made by the Operations Lieutenant or Institution Duty Officer (IDO). The visits of local and/or frequent visitors will be terminated first.

T. Terminating Visitors: The Operations Lieutenant or IDO also has the prerogative of terminating visits for reasons of improper conduct on the part of the inmate or his visitor(s). The right to have future visits may be denied as part of an administrative action for any visitor who attempts to circumvent or evade institutional regulations.

***** Terminating Suspension of Visiting Privileges:** The following procedures shall be followed to notify an inmate and his involved visitor(s) that the inmate's visiting privileges have been temporarily suspended as a result of misconduct in the Visiting Room.

1. If an incident serious in nature occurs between an inmate and an approved visitor(s), the Visiting Room Officer-In-Charge shall notify the Operations Lieutenant. The visit will temporarily suspended until a determination is made as to whether to terminate the visit or allow it to continue. An Incident Report will be written, if appropriate.

OPI : CORRECTIONAL SERVICES
NUMBER : GIL-5267.08
DATE : June 23, 2006
PAGE : 10

2. A member of the inmate's Unit Team shall verbally notify the inmate that his visiting privileges with the involved visitor(s) have been temporarily suspended pending final disposition of administrative action taken against him.
 3. The Unit Team shall prepare a letter for the Warden's signature to the involved visitor(s), notifying him/her that the inmate's visiting privileges have been temporarily suspended.
 4. The Unit Team shall prepare a memorandum to the inmate for the Warden's signature which notifies him that his visiting privileges with the involved visitor(s) have been temporarily suspended.
 5. Only the Warden can reinstate an individual to an inmate's visiting list. The Unit Manager will prepare a memorandum through the Associate Warden (Programs) to the Warden enumerating the specific reasons for reinstating the individual to the approved visiting list. Under no circumstances will special visits be permitted to individuals who have been removed from the approved visiting list without a thorough investigation and approval by the Warden.
- U. **Unauthorized Visitors:** On occasion, individuals come to the institution to visit an inmate without prior approval or notification to staff. The requested visit will normally be denied. In cases where there are extenuating circumstances and Unit Staff is not available, the Operations Lieutenant will be contacted to render the final decision. When this occurs, the Operations Lieutenant or IDO will notify the inmate of the decision.
- V. **Special Visits:** Special visits may be permitted under the following circumstances:
1. Family emergencies.
 2. Special social visits for members of the inmate's immediate family **not** on the approved visiting list may be authorized by the assigned Unit Manager, Camp Administrator and/or Associate Warden.
 3. Pre-release planning interviews.
 4. Business/court-appointed investigation/ interpreters.

OPI : CORRECTIONAL SERVICES
NUMBER : GIL-5267.08
DATE : June 23, 2006
PAGE : 11

5. Consulate Representatives.
6. Minister of Record.

An inmate wanting to receive visits from his minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the visitor to the inmate's visiting list. An inmate may only have one minister of record on his visiting list at a time. The addition will not count against the total number of authorized regular visits an inmate is allowed. Inmates will be allowed two minister of record visits per month. Each visit will be two hours in length and in accordance with the general visiting procedures.

7. Clergy.

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. However, the Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy.

Clergy/minister of record visits will be accommodated in the visiting room during regularly scheduled visiting hours, and to the extent practicable, in an area of the visiting room which provides a degree of privacy from other visitors.

NOTE: It will be the responsibility of the requesting department to coordinate, gain final approval, arrange and provide for security/supervision of all special visits if the visit cannot be conducted during regular visiting hours.

- W. **Notification to visitors:** Staff shall make available to all visitors written guidelines for visiting the institution. Staff shall have the visitor sign a statement acknowledging that the guidelines were provided and declaring that the visitor does not have any article in his/her possession which the visitor knows to be a threat to the security of the institution. Staff may deny the visiting privilege to a visitor who refuses to make such a declaration. Visiting room staff are to make the institution's written guidelines for visiting available to visitors. Written guidelines are attached to inmate visitation request forms, sent to inmates potential visitors. Additionally, rules are posted in the visiting room.

OPI : CORRECTIONAL SERVICES
NUMBER : GIL-5267.08
DATE : June 23, 2006
PAGE : 12

- X. **Exit Procedures:** Upon the completion of visiting an announcement to the effect of, "Visiting is now over, inmates and visitors will be separated. Visitors please move to the West wall of the Visiting Room and inmates proceed to the East wall of the Visiting Room," will be made.

Staff will then conduct a count of inmates using the inmate commissary picture cards. Once all inmates are accounted for, staff will start releasing visitors. Visitors will be properly identified by using their identification card which is attached to their (BP-S224.002), Notification to Visitor form. Visiting Staff will also check the hand stamp under the ultraviolet light, which is located by the Visiting Room door. Visitors will be escorted to the Front Entrance sallyport. Visitors will be released in groups of no more than ten at a time. Once inside the sallyport, visitor identification cards and the hand stamps are again verified by the Control Room Officer before the visitors are allowed to exit through the Front Lobby sallyport. Once all visitors have been cleared from the Visiting Room, the inmates will line up at the visual search room door for processing out of the Visiting Room. The same procedures will be followed at the Camp with minor changes. The ultraviolet light is not used, and visitors at the Camp are not required to be escorted out.

6. **ATTACHMENTS:**

- A. List of Authorized Visitors;
B. Visiting Regulations for FCI and SCP (3 pages).

7. **OFFICE OF PRIMARY RESPONSIBILITY:** Correctional Services.

8. **ACTION:** This Institution Supplement is effective upon issuance.

//s//

Joyce Francis
Warden

Distribution List:	Executive Staff	Lieutenant's Office
	Department Heads	Control Center
	Inmate Law Library	AFGE Local
	MARO	Master File

DATE: _____

LIST OF AUTHORIZED VISITORS

	NAME	RELATIONSHIP	ADDRESS	CITY-STATE-ZIP
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

INMATE'S NAME

REGISTER NUMBER

QUARTERS

APPROVED: _____
DATE

CASE MANAGER / COUNSELOR

INMATE NAME AND REGISTER NUMBER

FEDERAL CORRECTIONAL INSTITUTION AND SATELLITE PRISON CAMP VISITING REGULATIONS

The authorized visitors on the enclosed list have been approved to visit you during your stay at FCI/SCP Gilmer. In addition, it is your responsibility for the proper conduct of your visitors during a visit. It is also your responsibility to provide your visitors with a copy of this attachment so they will be aware of our visiting regulations.

1. **IDENTIFICATION:** Positive picture identification of visitors will be required. A valid driver's license or Government issued photo identification cards are acceptable forms of identification.
2. **VISITING HOURS:** Regular visiting hours are from 8:00 a.m. to 3:00 p.m. Friday, Saturday, Sunday, and Federal Holidays. No visitors will be processed after 2:00 p.m. on Thursday/Friday/Saturday/Sunday and Federal Holidays.
3. **NUMBER OF VISITS:** Each inmate will receive Twelve (12) visiting points per month. Visiting points will be charged as follows:
 - Two (2) points per day on Saturdays, Sundays and Federal Holidays.
 - One (1) point per day Fridays
 - One (1) point per day on Thursdays, (Special Housing only)
4. **WHO MAY VISIT:** Only those people on your approved visiting list. The child's approved parent or legal guardian must accompany children under the age of 16. Children the age of 16 and over must be on your approved visiting list.
5. **NUMBER OF VISITORS:** The number of visitors an inmate may have at one time is six, including children. A maximum of four adult visitors will be allowed in at anyone time. Children the age of 16 and over will be counted as one adult visitor.
6. **PERSONAL CONTACT:** Personal contact within the limits of good taste such as shaking hands, a kiss, and embrace are permitted when the visitor and inmate meet and just prior to departing.
7. **PERSONAL DRESS AND GROOMING FOR INMATES:** Inmates are required to wear full institutional uniform to include belt, (Khaki pants and shirts at the FCI and green pants and shirts at the FPC, or assigned jump suits for inmates housed in the SHU), during visitation.

Institutional clothing must be neat and clean in appearance. Shirts will be tucked into the trouser waistband at all times. Approved religious headgear (such as a Yarmulke) may be worn in the Visiting Room. All religious headgear will be inspected prior to and at the completion of the visit. Inmates will wear only prison issued shoes and must be neat and clean in appearance. Inmates will be allowed in the Visiting Room only if they are neat and clean in appearance. Visits will not be permitted for those who are not properly groomed.

8. **PERSONAL DRESS FOR VISITORS:** Inmates are responsible for informing prospective visitors that dress should be within the bounds of good taste and should not possibly offend others who may be present in the Visiting Room. Visitors wearing transparent clothing will not be admitted into the institution. Halter tops, sleeveless tops/dresses, shorts, miniskirt, culottes and spandex will not be allowed. Dresses will not be any higher than the bottom of the knee. Blouses or other apparel of a suggestive nature (i.e., low-cut V-Neck, tank tops, or any garment that reveals the mid-section), will not be allowed. Due to inmates wearing similar clothing, jogging and/or sweat suits will not be permitted to enter the institution. Sweat shirts/pants, jogging outfits (pants or jackets), are not allowed to be worn in conjunction with regular civilian style clothing if similar to inmate clothing. Any other clothing that, at the discretion of the Operations Lieutenant or Institution Duty Officer, resembles the style or color of inmate clothing (i.e., Khaki colored clothing), will not be allowed to be worn into the institution. At the discretion of the Operations Lieutenant or Institution Duty Officer, children under the age of twelve (12) will be allowed to wear shorts. No bare feet will be permitted (including babies).

9. **ONLY THE FOLLOWING ITEMS LISTED BELOW ARE AUTHORIZED TO BE TAKEN INTO THE VISITING ROOM BY VISITORS:**

1. Transparent change purse no larger than 5"x8"x4"
2. Four (4) diapers
3. Two (2) jars of Baby Food, unopened
4. Three (3) baby bottles clear and half full
5. One (1) baby blanket
6. Two (2) female sanitary napkins or tampons
7. Heart and epilepsy medication only
8. One Wedding Band, one necklace and small earring.

The above will be the only items allowed into the Visiting Room, and any other item(s) will not be allowed. No car seats or strollers are allowed. No written messages may be exchanged during a visit.

ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO ENTERING AND UPON DEPARTING THE INSTITUTION. THE USE OF CAMERAS OR RECORDING EQUIPMENT WITHOUT WRITTEN CONSENT OF THE WARDEN IS STRICTLY PROHIBITED.

10. **PACKAGES:** It is not permissible for visitors to bring packages, photos, or gifts of any kind into the institution. Documents or papers may not be brought into the Visiting Room and should be handled through correspondence.
11. **MONEY:** Money cannot be accepted for deposit into the inmate's trust fund account through the Visiting Room or Front Lobby. This should be done through the mail. Visitors are allowed to bring \$ 20.00 in change or bills to purchase food items from vending machines located in the Visiting Room.
12. **SMOKING:** The Visiting Room is a **NO SMOKING** area. No tobacco products of any kind is allowed into the institution.
13. **LOCATION:** The institution is located approximately 12 miles West of Burnsville, West Virginia, just off state highway 5 West, on state road 30. FCI Gilmer is located approximately 60 miles south of Clarksburg, West Virginia. Please refrain from arriving on the institution grounds before 8:00 a.m. on visiting days.
14. **Title 18 U.S.C. Sections 1791 and 3571:** Provides a penalty of imprisonment of not more than twenty years, a fine of not more than \$250,000 or both, to a person who, in violation of a statute, rule, or order issued pursuant to that statute, provides, or attempts to provide, to an inmate anything whatsoever without the Warden's knowledge and consent. This includes, but is not limited to, such objects as firearms, weapons, narcotics, drugs and currency.

Visitors are encouraged not to wear clothing with metal content, such as a western style shirt with metal buttons and undergarments with metal supports. All visitors are required to pass through a walk-through metal detector without activation. Visitors with metal implants or non-removable medical metal items, must contact the individual Unit Team prior to the visits and provide supporting documentation.

Date: _____ Time: _____ Officer's Name: _____

Institution: _____ Location: _____

Name of Inmate To Be Visited: _____ Register No. _____

It is a Federal crime to bring upon the institution grounds any firearm, destructive device, ammunition, other object designed to be used as a weapon, narcotic drug, controlled substance, alcoholic beverage, currency, or any other object that threatens the order, discipline, or security of a prison, or the life, health, or safety of an individual without the knowledge and consent of the Warden. 18 U.S.C. §§ 1791 and 3571 provides a penalty of imprisonment for not more than twenty years, a fine of not more than \$250,000 or both, to a person who provides, or attempts to provide, to an inmate any prohibited object. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages. The Warden, upon reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order, may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyzer test, or other comparable test. A visitor has the option to refuse any of the search or test or entrance procedures, with the result that the visitor will not be permitted entry to the institution.

NOTE: Your refusal of these procedures means that you will not be permitted entry to the institution, and you will be allowed to leave the institution property, unless there is a reason to detain and/or arrest you. The use of cameras or recording equipment without permission of the Warden is strictly prohibited; violators are subject to criminal prosecution. Once a visit with an inmate begins, if a visitor leaves the visiting area, the visit will be terminated. Any exception must be approved by the visiting room officer.

PLEASE ANSWER THE FOLLOWING QUESTIONS: Are any of the following items in your possession, or in possession of children in your party under 16 years of age?

- | | | | | | | | | | |
|---------------------|-----|-----|----|-----|---------------------|-----|-----|----|-----|
| Firearms | Yes | ___ | No | ___ | Narcotics | Yes | ___ | No | ___ |
| Explosives | Yes | ___ | No | ___ | Marijuana | Yes | ___ | No | ___ |
| Weapons | Yes | ___ | No | ___ | Camera | Yes | ___ | No | ___ |
| Ammunition | Yes | ___ | No | ___ | Food Items | Yes | ___ | No | ___ |
| Metal Cutting tool | Yes | ___ | No | ___ | Alcoholic Beverages | Yes | ___ | No | ___ |
| Recording Equipment | Yes | ___ | No | ___ | Prescription Drug* | Yes | ___ | No | ___ |
| Cellular Phone | Yes | ___ | No | ___ | | | | | |

*All types of medication carried must be listed in the following space, and must be left at the entry area:

I have read, I understand, and I agree to the above. If I am visiting with an inmate, I also understand and agree to abide by the visiting guidelines provided me by this institution. I declare that I do not have articles in my possession which I know to be a threat to institution safety, security, or good order. I am aware that if I have questions about what is authorized, I should consult with the officer. I am aware that the penalty for making a false statement is a fine of not more than \$250,000 or imprisonment of not more than five years or both (pursuant to 18 U.S.C. § 1001). I am aware that the visiting area, including restrooms in the visiting area, may be monitored to ensure institution security and good order.

Printed Name/Signature: _____

Street Address/City and State: _____

Vehicle License No.: _____ Year, Color, Make and Model of Vehicle: _____

If visiting with an inmate, please complete the following: Names of children under 16 years of age for whom I am responsible:

If not visiting with an inmate, please indicate:

Name of Organization: _____ Purpose of Visit: _____

Printed Name/Signature of Staff Witness: _____