



**U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS
FEDERAL CORRECTIONAL INSTITUTION
GREENVILLE, ILLINOIS 62246**

NUMBER: GRE 5267.08A

DATE: July 31, 2007

SUBJECT: Visiting Regulations

**INSTITUTION
SUPPLEMENT**

1. **PURPOSE AND SCOPE:** To afford offenders housed at the Federal Correctional Institution/Federal Prison Camp (FCI/FPC) in Greenville, Illinois, the privilege of having visitors of their choice within specific guidelines, in order to enhance inmate morale and to maintain relationships with their family or others in the community.
2. **DIRECTIVES REFERENCED:**

PS 5267.08	Visiting Regulations (05/11/06)
PS 1315.07	Legal Activities, Inmate (11/05/99)
PS 5100.08	Inmate Security Designation and Custody Classification (09/12/06)
PS 7331.04	Pre-Trial Inmates (01/31/03)
PS 5500.11	Correctional Services Manual (10/10/03)
3. **ACA STANDARDS REFERENCED:** 4-4156, 4-4255, 4-4498, 4-4499, 4-4500, 4-4501, 4-4503, 4-4504
4. **DESCRIPTION OF PROCEDURES:**
 - A. **Preparation of the Visiting List:**
 - 1) Upon admission to FCI/FPC Greenville, each inmate will be given a Visitor Information form (BP-S629.052) to be completed with pertinent information and returned to the Unit Team for final approval. The inmate will be required to forward a copy of the Visiting Regulations (**Attachment A**) and a Visitor Information form (BP-S629.052) to the proposed visitor(s). The Visitor Information form (BP-S629.052) must be returned to the Unit Team by the proposed visitor prior to any further action concerning the visit. Upon receipt of the completed authorization form, the Unit Team will initiate a National Crime Information Center (NCIC)/National Law Enforcement Telecommunication System(NLETS) inquiries.

- 2) After the appropriate investigation, the Unit Team will prepare and place a hard copy of the approved visiting list in the inmate's central file. The Unit Team will notify the inmate of those visitors who have been approved. 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 that does not meet the criteria as an immediate family member. NCIC/NLETS inquiries which result in denial of visitation will be retained in the FOI section of the inmate's Central File with visitor's information sheet.
- 3) The Unit Team will periodically review the visiting list to ensure its accuracy. The list may be amended by the inmate's submission of an Inmate Request to Staff Member form to his/her Unit Team indicating the desired amendment. Inmates may make changes to their visiting list at any time with the approval of the Correctional Counselor.
- 4) The Front Desk and Camp Message Center computers have a back up file placed on them in the event the visiting program is inoperable. This file is in .pdf format and lists the approved visitors for each inmate. The file is updated monthly by the Computer Services Department.

B. **Regular Visitors:**

- 1) Members of the Immediate Family and Other Relatives: These include mother, father, step-parents, foster parents, brothers, sisters, spouse, children, grandparents, uncles, aunts, in-laws, and cousins.

Individuals who have, through marriage or other legal activity, acquired different last names will be allowed to visit after submitting documentation to the inmate's Unit Team prior to the initial visit. The documentation must verify the visitor's status as immediate family.

The word "spouse" includes a common-law relationship previously established in a state honoring such a relationship. An inmate who has provided the name of a common-law relation must forward verification documentation to his/her Unit Team for their use. This may include, but is not

limited to, joint leases or contracts, joint banking accounts, or utility bills with both parties named.

The inmate's Unit Team will review the material and place the common-law relation on the visiting list once the relationship is verified.

- 2) **Other Visitors:** A completed Visitor Information form (BP-S629.052) will be required prior to consideration for approval. Visiting privileges shall be extended to friends and associates having established relationship prior to confinement. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good orderly running of the institution. **THE WARDEN MUST APPROVE ANY EXCEPTION TO THIS REQUIREMENT.**
 - 3) **Business Visitors:** The Unit Team will be responsible for verifying any potential visitor as a former business associate of the inmate, meeting the criteria outlined in Bureau Policy. Even though the inmate has turned over the operation of a business or profession to another person, there may be an occasion where a decision must be made which will substantially affect the assets or prospects of the business. In such cases, the Warden may permit a special visit.
- C. **Special Visits:** **The Warden or his/her designee may authorize special visits.** Inmates must submit a special visit request to his/her Unit Team at least seven days in advance of the visiting date. Special visits for foreign inmates by a consular representative of that country are considered as a special visit. Upon approval, the Unit Manager will notify in writing the Operations Lieutenant, Front Entrance Officer, and the Visiting Room Officer of the Special Visit. The Unit Team will arrange and supervise special visits.
- D. **Clergy Visits:** Clergy visits to inmates are approved through the Religious Services Department. Clergy visits will be verified by the Chaplain, and the visits will be approved for certain days during regular hours in the Visiting Room. 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 visiting points allowed per month. A Chaplain will issue an authorization memorandum for each visit. A copy of this memorandum will be provided to the Lieutenants' Office, Front Entrance Officer, and the Visiting Room Officer. When the Clergy arrives, he or she will be checked in as expeditiously as possible, utilizing the same procedures used for attorneys.

- E. **Professional/Legal Visits:** Representatives of law enforcement agencies, U.S. Parole Offices, attorneys, para-legals, legal assistants, and mental health professionals performing court-ordered examinations will receive priority when in-processing.

Legal representatives are to call and schedule their legal visits by contacting the inmate's Unit Manager. Every effort should be made to schedule the visit during normal visiting hours. Representatives should call the Unit Manager at least twenty-four (24) hours prior to the proposed visit. If approved, the Unit Manager will prepare and forward **Attachment B**, which authorizes the visit, and distribute copies as indicated on the form. If the visit is scheduled during non-visiting hours, the Unit Team will provide supervision of the visit. The visiting room must be reserved by contacting the Captain's Secretary. These prearranged legal visits will not count against the inmates' monthly points.

Staff may not subject visits between an attorney and an inmate to auditory supervision. To the extent practicable, attorney visits, for both pre-trial and sentenced inmates, are to take place in a private conference room. Where such a room is not available, the attorney visit may occur in a regular visiting room, provided the inmate and the inmate's attorney have a degree of separation from other visitors. It is important that the inmate/attorney visit be afforded a private meeting area. On occasion, a situation may arise where private conference rooms are in use, and the attorney does not wish to meet in a regular visiting room. When this occurs, the attorney is to be offered the opportunity to reschedule the visit when a more private area is available.

- F. **Search of Religious Attire and Headwear:**

When determining the necessity of subjecting a visitor to the removal/inspection of religious garments, (e.g., yarmulkes, turbans, prayer shawls, etc.), consideration should be given to all established procedures in Program

Statement 5510.09, Searching and Detaining or Arresting Persons Other than Inmates. This policy defines routine procedures of inmate visitors and provides Wardens the discretion for advanced searches with a qualification of reasonable suspicion.

The removal/inspection of a bonafide religious article as a condition of visiting could be construed as a more intrusive search procedure rather than a simple search of "personal effects." Should staff believe a more thorough search is required, the test for reasonable suspicion should be applied. When removal and inspection searches are deemed necessary, the least intrusive means of preventing the introduction of contraband should be employed. When the removal and inspection of any clothing or wrap covering the face or hair is required, the search should be conducted in a private area by staff of the same gender.

There will be no set standard operating procedures requiring or not requiring removal and inspection searches, but the determination should be made on a case by case basis taking into account the nature of the visit, credentials of the visitor, and their relationship to the inmate.

G. **Visits to Offenders not in Regular Population Status:**

- 1) **Admission and Holdover Status:** Visits occurring during the initial 72-hour intake period will be limited to immediate family, pending verification of proposed visitors. The Warden may limit to the immediate family of the inmate visits during the admission-orientation period or for holdovers where there is neither a visiting list from a transferring institution nor other verification of proposed visitors.

Inmates transferred from other federal facilities will maintain their approved visiting list unless circumstances warrant a change. All visitors will be re-checked through NCIC/NLETS.

- 2) **Hospital Patients:** When visitors request to see an inmate who is hospitalized in the institution, the Associate Warden (Programs) will be the approving authority, in consultation with the Chief Medical Officer (or in his absence, the Health Services Administrator), and the Captain for security reasons, shall determine whether a visit may occur, and if so, whether it may be held in the hospital.

When the Chief Medical Officer (or, in his absence, the Health Services Administrator) recommends against the visit, because the inmate is suffering from a medical condition which makes a visit inadvisable, the situation is to be carefully and sensitively interpreted to the proposed visitor and documented in the inmate's central file.

Visits to inmates hospitalized in the community may be restricted to only the immediate family. They are subject to the general visiting policy of that hospital and the prior approval of the Associate Warden (Programs).

- 3) **Special Housing Unit:** An inmate in administrative detention or disciplinary segregation status may ordinarily receive visits in accordance with the same rules and regulations that apply to general population inmates, providing such visits do not pose a threat to the security or orderly operation of the institution, or if the inmate, while in segregation, is charged with a prohibited act pertaining to visiting guidelines. These inmates will be seated near the officer's station for closer supervision. In such cases, the Warden may authorize special visiting procedures to preclude such a threat.

Special Housing Unit, non-contact visiting will be determined on a case by case basis and approved by the Warden or his/her designee. Non-contact visits will ordinarily be allowed during normal visiting hours.

- 4) **Separate From All Status:** An inmate who is in "Separate From All Status" will only be allowed one visit on Tuesday, Wednesday or Thursday, when the visiting room is closed, between the hours of 8:00 A.M. and 3:00 P.M. There will be a two-hour time limit on the visit, and only one inmate will be allowed to have a visit at one time.

The inmate will be responsible for notifying his visitors of the situation. The inmate will also notify his unit team of the expected visit and time. The unit team will coordinate with the Captain for coverage of the visit.

- H. **Number of Visitors:** Only those visitors documented on the approved visiting list will be authorized to visit as previously described. Inmates housed in the FCI and FPC will be limited to four (4) adult visitors at one time and five (5) children under the age of 16.

If overcrowded conditions occur, it may become necessary to terminate social visits. This will be done, ordinarily, in the order of the visitors' arrival in the Visiting Room and after a visit of two (2) hours. Exceptions will be made for visitors who have traveled long distances and who do not visit frequently. Prior to the termination of visits, the Operations Lieutenant and/or Institutional Duty Officer will be advised and will supervise the process.

Proposed visitors who are under the age of 16 must be accompanied by a parent, legal guardian or immediate family member. Those visitors who are 16 and 17 years of age will be authorized to visit with the written approval of a parent, legal guardian or immediate family member.

Adult visitors will be responsible for the conduct of children under their supervision. This includes keeping them within the authorized visiting areas. Inmates and visitors will be responsible for keeping their children quiet so they do not disrupt others.

Additionally, visitors are prohibited from bringing animals on institutional grounds unless the animal is a dog that assists disabled persons.

- I. **Facility Address/Phone Number and Directions:**

- 1) FCI Greenville
100 U.S. Hwy. 40
PO Box 4000
Greenville, IL 62246
(618) 664-6200 (Phone)
(618) 664-6372 (Fax)
- 2) The City of Greenville is located on Interstate 70 in Southwestern Illinois, about 45 minutes east of St. Louis.
 - a. From the east, take exit #45, go north to the first light. Take a left. Go to the first stop sign and take a left to the institution entrance.

- b. From the west, take exit #41, go north over the Interstate to Hwy 40. Go east or turn right and go to the first stop sign and take a right to the institution entrance.
- c. If going to the camp, stay on the entrance road to camp parking. If going to the FCI, take the first right and park in visitor parking only.

3) **Local Transportation:** Amtrak currently has a train station in St. Louis at 550 S. 16th Street. For more information on the Amtrak station in St. Louis, call (800) USA-RAIL or visit <http://www.amtrak.com/stations/stl.html>

Greyhound Lines, Inc. offers bus transportation in some cities surrounding Greenville, such as: Effingham (217) 342-4075 and Springfield (217) 544-8466. Additional information is available at <http://www.greyhound.com/>

J. **Social Visiting Hours:** The following schedule will be utilized for inmates with social visits:

FPC VISITING DAYS & HOURS:

Friday Evening-----5:00 p.m. to 8:30 p.m.
Saturday-----8:30 a.m. to 3:00 p.m.
Sunday-----8:30 a.m. to 3:00 p.m.
Federal Holidays-----8:30 a.m. to 3:00 p.m.

FCI VISITING DAYS & HOURS:

Friday-----1:30 p.m. to 8:00 p.m.
Saturday-----8:30 a.m. to 3:00 p.m.
Sunday-----8:30 a.m. to 3:00 p.m.
Monday-----8:30 a.m. to 3:00 p.m.
Federal Holidays-----8:30 a.m. to 3:00 p.m.

FCI visiting will be regulated by a point system. Each inmate will be given forty (40) points every month.

All inmates will be vested with 40 points at the beginning of each month. One point will represent one hour of visiting time on weekdays. Two points will represent one hour of visiting time on weekends and federal holidays. Unused points will not be accrued and added to the next month's points.

K. **Visitors Entering the Institution:**

- 1) Staff must be able to verify the identity of visitors prior to admission into the institution.

Each visitor, age 16 and above, is required to present a form of government (i.e., passport, driver's license, state or local identification card) photo identification prior to admission of the visitor to the institution. Mexican consular identification cards (matricular consular cards) will not be accepted as valid form of identification.

- 2) Staff may require a visitor to submit to a personal search, including any items of personal property, as a condition of allowing or continuing a visit.

Items of personal property may be required to be returned to the visitor's vehicle, or placed in a secured visitor's locker at the FPC and FCI.

- 3) Staff may not accept articles or gifts of any kind for an inmate, unless prior approval from the Warden or designee in writing.

An inmate visitor may not leave money with any staff member for deposit in the inmate's commissary account.

Visitors will not be allowed to bring in or give anything to an inmate.

- 4) Any act or effort to violate the rules and guidelines of FPC and FCI visiting regulations may result in disciplinary action against the inmate, which may include the denial of future visits over an extended period of time. If a visitor is found in violation of the rules and guidelines of the FPC and FCI, criminal prosecution may be initiated in the case of criminal violations.

- 5) **Professional Visits:** These visitors will be required to sign in upon arrival and departure. In addition, professional visitors, except Federal Law Enforcement Personnel, will be required to complete a Notification to Visitor form (BP-A224.022).

- 6) **Social Visitors:** These visitors will be required to complete a Notification to Visitor form (BP-

A224.022) upon arrival. These forms will be maintained for a period of one (1) year. The visitors will sign in upon arrival, and sign out when departing.

7) Only the following articles are authorized to be carried into the institution by visitors:

- a. One wallet or one small change purse (clear only).
- b. Twenty-five dollars (\$25.00) in change will be allowed to be used for vending machines. No paper currency other than ones and fives are allowed.
- c. Identification with photo.
- d. Essential medication (will be limited to the amount needed during the visiting period and controlled by the Visiting Room Officer).
- e. The following items will be permitted when infants are visiting:

- Diapers (enough for visit)
- Baby wipes
- One change of infant clothing
- Baby bottles with contents
- Two (2) small jars of baby food
- One (1) receiving blanket

All items will be subject to search by the Visiting Room Officer.

Items not authorized to enter the FCI/FPC Visiting Room may either be secured in the lockers in the entrance area or returned to the visitor's vehicle. Questionable items should be addressed to the shift Lieutenant.

8) With prior Unit Team approval, inmates will be allowed to bring legal material into the Visiting Room for legal visits. This material will be inspected by the Visiting Room Officer for contraband. The contents of legal materials will not be read. In no instance will the Visiting Room Officer accept articles or gifts of any kind for an inmate, except packages which have prior approval by the Warden.

9) Loitering in the parking lot or on institution grounds is not permitted.

- L. **Supervision of Visits:** It is the responsibility of the inmate to ensure all visits are conducted in a quiet, orderly, and dignified manner. A visit not conducted in an appropriate manner may be terminated. The Operations Lieutenant will confer with the Institution Duty Officer (IDO) before the visit is terminated. The IDO is the final authority.

The Lieutenant will prepare a written memorandum to the Captain and Unit Manager explaining the circumstances relied upon in terminating the visit.

The Visiting Room Officer will be aware of all articles passed between the inmate and his/her visitor. If there is any reasonable basis to suspect that materials are being passed, which constitute a violation of the law or regulations, the officer may examine the item(s). The Operations Lieutenant will be consulted in questionable cases.

- M. **Visiting Attire (Inmate):** Inmates entering the Visiting Room will be dressed in institution clothing to include institution issued shoes. Inmates at the FPC are allowed to wear tennis shoes while in visiting. Inmates who are authorized to wear soft shoes, via an authorization issued by Health Services, will be required to wear those shoes provided by visiting room staff (bus shoes). Inmates that have been issued the black oxford style shoes from Health Services will be allowed to wear these shoes into the Visiting Room. All inmates should carry a copy of their soft shoe permit with them when reporting to the Visiting Room. Inmates that have bought the light brown Hushpuppy shoes through the Commissary will be allowed to wear them during their visit in the Visiting Room.

Inmates are authorized to wear religious head gear (Kufi). All FCI inmates will be required to have shirt tails tucked in and belts used. All FPC inmates are exempt from this requirement. All other attire will be prohibited.

Inmates may carry the following items into the Visiting Room area:

- a. One comb
- b. One handkerchief
- c. One wedding band (plain)
- d. One religious medallion w/chain

- e. Legal materials (legal visits only)
- f. Prescription eyeglasses
- g. Inmate I.D. card

All items taken into the Visiting Room will be inventoried, and the same items must leave the Visiting Room with the inmate.

All inmates entering and departing the FCI Visiting Room will be strip searched and screened with a hand-held metal detector. All inmates entering the Visiting Room at the FPC will be pat searched. Random strip searches will be conducted on inmates departing the FPC Visiting Room.

Inmates will not be permitted to carry out any items other than those they brought into the Visiting Room. Additionally, all inmates entering and departing the FCI Visiting Room will be identified by photo identification. The photo card maintained in the processing room will be utilized for identification purposes. FPC inmates will be identified using the inmate's commissary card.

- N. **Visiting Attire (Visitors):** Visitors will be expected to wear clothing which is within the bounds of good taste. The Lobby Officer will ensure all visitors are dressed appropriately. See-through and revealing clothing are not allowed in the Visiting Room. All visitors will be properly dressed when coming to visit at the FCI and FPC. **Visitors are prohibited from wearing sleeveless shirts, low cut, or see-through clothing, tube or tank tops, jogging suits, backless clothing, or any other apparel of a suggestive or revealing nature (e.g., short shorts, mini skirts (anything more than two (2) inches above the knee is unacceptable), skin-tight clothing, etc.)** No hats or non-prescription sunglasses are allowed in the Visiting Room. FCI inmates are responsible for advising their visitors of the dress requirements in the Visiting Room, including not wearing clothing orange or khaki in color.

Visitors will not be allowed to enter the institution wearing light brown Hushpuppy shoes that are the same type as the inmates are allowed to buy through the Commissary and are authorized to wear into the Visiting Room.

The Operations Lieutenant or Duty Officer will be consulted prior to denying a visitor entry into the

institution because of his or her attire. Excessive provocative attire is a reason to deny and/or preclude visiting.

Children (12 years and younger) are exempt from the above dress code.

0. **Inmate and Visitor Conduct within the Visiting Areas:**

All inmate visitors arriving in the Visiting Room will report to the Visiting Room Officer for processing prior to being seated.

Inmates, upon entering the Visiting Room, will report to the Visiting Room Officer for check-in. Inmates will be allowed to move freely between the inside/outside visiting areas. Inmates are restricted from the vending machine area and the visitor's restrooms.

FCI inmates will not be allowed in the designated child play areas. Adult visitors are allowed in these areas. FPC inmates are allowed in the child play areas, along with adult visitors, when space is available.

Cross visiting between inmates and other inmates' visitors is not allowed.

Physical contact between the inmate and his/her visitor(s) will be limited to a hand shake, embrace, or a kiss upon the initial arrival and at the completion of the visit.

The officers will issue only one warning. If inappropriate conduct continues, the visit will be subject to termination, and disciplinary action will be taken which may result in the loss of visiting privileges for a period of time.

At the Federal Prison Camp, any contact between FPC inmates and visitors outside the authorized visiting area is unauthorized.

A copy of the Visiting Regulations will be posted in the Visiting Room and will be given to each approved visitor upon request by the Visiting Room Officer. Any violation of the institution's visiting procedures may result in termination of the present visit or in disciplinary action. The Institution Duty Officer and Operations Lieutenant have the authority to terminate a visit.

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However, the Visiting Room Officer can deny entry of unauthorized and pre-approved visitors.

- P. **Special Procedures:** The SIS Office will identify those inmates who require additional supervision during a visit based on a history of narcotics, contraband introduction, drug use, and/or excessive physical contact. Those identified inmates will be seated in an area that provides optimum visibility for staff. The Visiting Room #1 Officer will notify Control and SIS for further monitoring and will annotate the inmate's name and register number in the log book.

5. **Attachments:**

Attachment A - Visiting Regulations/Visitors Handout
Attachment B - Request for Legal Visit

W. A. Sherrod, Warden

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**FEDERAL CORRECTIONAL INSTITUTION
GREENVILLE, ILLINOIS**

**VISITING REGULATIONS
VISITORS HANDOUT**

FCI VISITING DAYS & HOURS:

Friday-----1:30 PM to 8:00 PM
Saturday-----8:30 AM to 3:00 PM
Sunday-----8:30 AM to 3:00 PM
Monday-----8:30 AM to 3:00 PM
Federal Holidays----8:30 AM to 3:00 PM

CAMP VISITING DAYS & HOURS:

Friday Evening-----5:00 PM to 8:30 PM
Saturday-----8:30 AM to 3:00 PM
Sunday-----8:30 AM to 3:00 PM
Federal Holidays----8:30 AM to 3:00 PM

Facility Address/Phone Number and Directions

FCI Greenville
100 U.S. Hwy. 40
PO Box 4000
Greenville, IL 62246
(618) 664-6200 (Phone)
(618) 664-6372 (Fax)

The City of Greenville is located on Interstate 70 in Southwestern Illinois, about 45 minutes east of St. Louis.

- ◆ From the east, take exit #45, go north to the first light. Take a left. Go to the first stop sign and take a left to the institution entrance.
- ◆ From the west, take exit #41, go north over the Interstate to Hwy 40. Go east or turn right and go to the first stop sign and take a right to the institution entrance.
- ◆ If going to the camp, stay on the entrance road to camp parking. If going to the FCI, take the first right and park in visitor parking only.

Local Transportation

Amtrak currently has a train station in St. Louis at 550 S. 16th Street. For more additional information, call (800) USA-RAIL or visit <http://www.amtrak.com/stations/stl.html>

Greyhound Lines, Inc. offers bus transportation in some cities surrounding Greenville, such as: Effingham (217) 342-4075; and Springfield (217) 544-8466. Additional information is available at <http://www.greyhound.com/>

The following is an outline of the regulations and procedures governing visiting with inmates at the Federal Correctional Institution/Federal Prison Camp, Greenville, Illinois. It is the philosophy of this institution that inmate contact (visits) with family and other professional persons will help an offender to plan a more realistic future for his/her return to society.

All visitors will enter the visiting room at the front entrance. Each visitor, age 16 and above, must provide a form of government photo identification (i.e., passport, driver's license, state or local identification card) before being allowed to visit. Mexican consular identification cards (matricular consular cards) will not be accepted as valid form of identification.

As a reminder, persons not permitted to visit may not remain on institution property. Approved visitors will not be allowed to go to and from their vehicle unless it is to return an item which was refused entry. When you have parked your car, make sure it is locked, and the windows are closed. Visitor parking has been designated for the first three rows of the parking lot. Visitors may not line up at the visiting room door prior to the established visiting hours.

A short embrace and kiss at the beginning of the visit, and when it has terminated, is the only physical contact that will be allowed. Any excessive display of affection between inmate and visitor which may tend to embarrass other visitors will not be permitted and could result in termination of the visit.

Each inmate is allowed four adult visitors and five children visitors at one time. The Institution Duty Officer and/or Operations Lieutenant have the prerogative to terminate any visit due to improper conduct on the part of the inmate or his/her visitor(s), or for overcrowded conditions. Visiting room capacity, weather, frequency of visits, and distance traveled shall be determining factors when a decision to terminate a visit is made due to overcrowding.

Proposed visitors who are under the age of 16 must be accompanied by a parent, legal guardian or immediate family member. Those visitors who are 16 and 17 years of age will be authorized to visit with the written approval of a parent, legal guardian or immediate family member.

Additionally, visitors are prohibited from bringing animals on institutional grounds, unless the animal is a dog that assists disabled persons.

Adult visitors will be responsible for the conduct of children under their supervision. This includes keeping them within the authorized visiting areas. Inmates and visitors will be responsible for keeping their children quiet so they do not disrupt others. Inmates at the FCI are not allowed in the designated child play areas; therefore, adult visitors must care for their children in those areas. Inmates at the FPC are allowed in the child play areas when space is available.

Visitors will not be allowed to bring in or give anything to an inmate. It is requested that visitors not bring excessive items with them to visit an inmate; e.g., suitcases, large oversized bags or purses, packages, etc. These items must remain in the hotel room or automobile. One small clear coin purse is allowed with proper I.D. and sufficient money for the vending machines. Twenty-five dollars per adult visitor is allowed in change of one dollar bills and five dollar bills.

Inmates are not allowed to receive food from outside sources. Visitors are not allowed to bring in food items. There are vending machines in the visiting room from which food snacks can be purchased.

Individuals with medical problems which require them to carry medication into the visiting room must inform the visiting room staff of their condition and receive permission to carry the medication into the visiting room. Only medications needed to preserve life such as nitroglycerin, asthma inhalers or epileptic medication will be allowed into the visiting room. All other medications, to include injectable medications, will not be authorized for entry into the institution.

Visiting is an extremely important family function, and dress code requirements are necessary to maintain the dignity of those involved. Visitors will be expected to wear clothing which is within the bounds of good taste. See-through and revealing clothing are not allowed in the Visiting Room. No hats or non-prescription sunglasses are allowed in the Visiting Room. All visitors will be properly dressed when coming to visit at the FCI and FPC. Visitors are prohibited from wearing sleeveless shirts, low cut, or see-through clothing, tube or tank tops, jogging suits, backless clothing, or any other apparel of a suggestive or revealing nature (e.g., short shorts, mini skirts (anything more than two (2) inches above the knee is unacceptable), skin-tight clothing, etc.) FCI inmates are responsible for advising their visitors of the dress requirements in the Visiting Room, including not wearing clothing orange or khaki in color.

Visitors will not be allowed to enter the institution wearing light brown Hushpuppy shoes that are the same type as the inmates are allowed to buy through the Commissary and are authorized to wear into the Visiting Room.

The Operations Lieutenant or Duty Officer will be consulted prior to denying a visitor entry into the institution because of his or her attire. Excessive provocative attire is a reason to deny and/or preclude visiting.

Children (12 years and younger) are exempt from the above dress code.

Pillows, blankets, or strollers will not be allowed into the institution. Photographs, newspapers, or magazines will not be permitted. Photos will be taken at a nominal charge by an approved group.

Inmates may only take a comb, handkerchief, ID card, plain wedding ring, religious medallion w/chain, and prescription eyeglasses into the visiting room.

Inmates are not allowed to mix clothing. Inmates are required to wear institutional clothing. No sweat shirts, sweat pants, or recreation clothing will be permitted.

Visitors entering the institution may be subject to a search. Anyone refusing this search or refusing to sign a Title 18 statement (English or Spanish) will be refused entry into the institution. A visual search will be made of all carry-in items of a visitor. The visitor must sign this form in the presence of a staff member.

The visitor will be present during the time when all items are being searched. The visitor may be required to be checked with a hand-held metal detector. The Visiting Room Officer will not store any items for visitors or inmates.

Section 1001, Title 18, U.S. Criminal Code, states that the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than five years, or both.

Furthermore, Section 1791, Title 18, U.S. Criminal Code, provides for punishment up to 20 years for providing or attempting to provide to an inmate a prohibited object. Prohibited objects include: firearms, destructive devices, illegal drugs, alcohol, currency, or other objects which threaten the security of the institution.

Forty-five minutes prior to the scheduled count or immediately upon notice of an emergency count, ordinarily, no visitor will be permitted to exit or enter the institution prior to the clearing of the count. For example:

- ◆ Fridays - from 3:15 p.m. until the 4:00 p.m. count clears.

- ◆ Weekends & Holidays - from 9:15 a.m. until the 10:00 a.m. count clears.

Visitors will not be permitted to enter the institution forty-five minutes prior to the end of the visiting period. For example:

- ◆ All Visiting Days:

2:15 p.m. when end time is 3:00 p.m.

7:15 p.m. when end time is 8:00 p.m.

**F.P.C. / F.C.I. GREENVILLE
REQUEST FOR LEGAL VISIT**

DATE OF REQUEST: _____ PHONE LETTER FAX

INMATE: _____ REGISTER NUMBER: _____

UNIT: _____

ATTORNEY: _____ BAR NUMBER: _____

VERIFIED: Y N _____ JURISDICTION: _____

NATURE OF RELATIONSHIP: _____

PURPOSE OF VISIT: _____

DATE OF VISIT: _____ TIME OF VISIT: _____

CHECK ANY OF THE FOLLOWING THAT APPLY:

- NEED SEMI-PRIVATE ROOM FOR VISIT
- REQUEST TO BRING LAPTOP COMPUTER (request must be in writing)
- REQUEST TO BRING RECORDING DEVICE (request must be in writing)
- NON-ATTORNEY VISIT (paralegal or legal assistant)
Must fill out BPS243.013
- ANY OTHER UNUSUAL REQUEST (as specified) _____

(Must be signed by Unit Manager)

APPROVED NOT APPROVED

(IF NOT APPROVED) REASONING: _____

SPECIAL INSTRUCTIONS (if any): _____

SIGNED: _____ DATE: _____

PLACE ORIGINAL IN CENTRAL FILE

cc: Front Lobby (F.C.I. Only)
Lieutenants' Office
Control Center
Visiting Room (F.C.I. Only)
Unit Team