U.S. Department of Justice
Federal Bureau of Prisons
United States Penitentiary
Lee, Virginia

Institution Supplement

DEPARTMENT: Correctional Services
NUMBER: LEE-5267.08A
DATE: 09/01/07
SUBJECT: Visiting Regulations

1. PURPOSE AND SCOPE. To establish visiting regulations and policy for inmates at the United States Penitentiary (USP) and Satellite Camp (SCP), Lee, Virginia.

2. SUMMARY OF CHANGES

- Added the physical address of the institution to Attachment A.

3. DIRECTIVES AFFECTED

a. Directives Rescinded

LEE-5267.08 Visiting Regulations (10/06/06)

b. Directives Referenced

PS 5267.08 Visiting Regulations (05/11/06)

4. STANDARDS REFERENCED. American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503 and 4-4504

5. PROCEDURES

a. Visiting Hours. Visiting Hours for the USP and SCP are Saturday, Sundays, and Federal Holidays, from 8:00 a.m. until 3:00 p.m., and every Friday from 5:00 p.m. until 8:30 p.m.

Should the institution count extend beyond 5:00 p.m., visiting will commence upon completion of the evening count. Visitors will not be permitted to enter the facility after 2:15 p.m. or 7:45 p.m. on Fridays. During weekend and holiday visits, visitors are to be advised at 2:15 p.m. all visits will end at

3:00 p.m. During Friday visits, visitors are to be advised at 7:45 p.m. all visits will be terminated at 8:30 p.m. When a federal holiday falls on Friday, the holiday visiting schedule will be followed. Outdoor visiting is not permitted.

b. Visiting List. An individual will be considered for approval and addition to an inmate's approved visitor list only if the inmate knew the proposed visitor(s) prior to incarceration. This applies to all inmates regardless of the institution's security level. The Warden's approval must be obtained for exception to this rule. Inmates requesting the addition of a proposed visitor not known prior to incarceration should initiate the request through his Unit Team to the Warden for consideration. The inmate will be notified of the decision in writing.

Unit staff will review the visiting list with the inmate to ensure its accuracy. This review will also ensure no previously approved visitors pose a threat to the security and good order of the institution. Inmates recommitted as violators (parole, mandatory release, etc.) will not need to resubmit a listing of the proposed visitors if released from that sentence within the previous six months. The visiting list in the central file will remain valid unless unit staff are aware of extenuating circumstances which could reasonably create a threat to the security and good order of the institution.

c. Disapproval Of Proposed Visitors. When a proposed visitor is disapproved, the Unit Team will notify the inmate of the disapproval. It will be the inmate's responsibility to inform the proposed visitor he or she has been disapproved. The inmate may appeal this decision through the Administrative Remedy procedures.

d. Visiting Regulations. Each time a new visitor is added to an inmate's visiting list, staff will provide a summary of Visiting Regulations (Attachment A) to the inmate to furnish to the visitor.

e. Visiting List Changes. Inmates may request changes to their Visiting List once per quarter. The inmate's Unit Manager has authority to authorize additional changes on a case-by-case basis.

6. VISITING REGULATIONS

a. Overcrowding Procedures. When the Visiting Room becomes overcrowded, the Operations Lieutenant and the Institution Duty Officer (IDO) will be notified. The Visiting Room Officer will compile a list (in order of their arrival) of those visitors listing an address within a fifty (50) mile radius of our facility. The IDO will then privately explain the overcrowded situation to the "local" visitors, and ask for volunteers to terminate their visit. Should this method prove ineffective, the IDO will notify the first five (5) groups on the list their visits are pending termination due to overcrowding conditions.

Should mandatory termination become necessary, the IDO will terminate as many groups as necessary to alleviate the overcrowding conditions. Distance traveled and frequency of visits may be considered as factors.

b. Number of Visitors Per Inmate. No more than three (3) adult visitors, not including dependent children (under the age of 16), will be permitted for each inmate at any given time.

c. Visiting Conduct and Atmosphere. No outside food or drink will be allowed in any visiting area. Visitors will not be allowed to depart the institution and return again on the same day. Visiting will be terminated once the inmate's visitor(s) depart the Visiting Room. Inmate and visitors will be allowed one brief embrace and kiss at the beginning of the visit and again at the conclusion of the visit. The kiss and embrace will take place directly in front of the Visiting Room Officer's station. Holding hands above the table is the only physical contact approved during the visit. Visitors and inmates will remain in their assigned seats throughout the visit. It is the responsibility of the Visiting Room Officers to ensure visits are conducted in a quiet, orderly, and dignified manner at all times. Inmates may not place their arms over a visitor's shoulders. If it is determined an inmate or visitor is in violation of this regulation, the visit will be terminated and the inmate may be subject to disciplinary action. The behavior of children accompanying visitors will be the responsibility of the inmate and adult visitors. Children must remain within the boundaries specified as visiting areas, and must remain within the supervision of an adult visitor at all times. Disturbances caused by children may result in the termination of the visit.

d. No Exchange Policy. Under no circumstances shall inmates be permitted to receive nor give materials during visitation, except for prior approved legal visits. Staff must be aware of any article being passed between inmates and visitors. Should it be deemed necessary for items (ordinarily legal paperwork) to be exchanged between an inmate and an attorney, a member of the inmate's Unit Team will visually supervise the transaction and search the material in the presence of the inmate.

e. Personal Items. Visitors are prohibited from bringing food items, pictures, packages, letters, excessive money, gifts, or other contraband items into the Visiting Room. Visitors are permitted to enter with a clear plastic change purse containing change not to exceed twenty-dollars for use in the vending machines. If there is reason to believe materials are being passed which may constitute contraband, or otherwise be in violation of policy, laws, rules, and federal regulations the material will be confiscated and the visit will be terminated by the Operations Lieutenant and IDO. All other questionable cases will be referred to the Administrative Duty Officer (ADO).

f. Inmate Demeanor. Inmates are not permitted to converse or visit with other inmate visitors. With the exception of the inmate photographer, inmates not receiving visits are not allowed in the visiting area. Staff (including correctional staff) may not accept articles or gifts for an inmate.

g. Visitor Attire. All visitors will be properly dressed. Visitors wearing sexually provocative clothing will be prohibited from entering the facility. Female visitors must wear a brassiere and other undergarments. Female visitors may not wear skirts which end more than 2 inches above the knee, halter tops, sleeveless shirts, tank tops, backless shirts/dresses, body suits, wrap-around skirts, hip huggers, or see-through clothing. Adult visitors (Male/Female) will not be permitted to wear shorts or athletic wear, to include sweat suits, in the Visiting Room. Clothing which resembles inmate attire will not be permitted into the institution, (I.E. khaki colored pants or shirts).

h. Tobacco. Tobacco products are prohibited in the Visiting Room at both the USP and SCP.

i. Restrooms. Restrooms are located in the Visiting Room for use by the visitors. Inmates are prohibited from using the visitors restrooms. Inmates will be escorted to an inmate restroom by a Visiting Room Officer, who will visually observe the inmate while he is using the restroom.

j. Vending Machines. Vending machines are for use by visitors only. Inmates will not be permitted in the area of the vending machines. The only food items allowed in the Visiting Room are items purchased from the vending machines located in the Visiting Room and must be consumed during the visit. The only exception to this will be empty baby bottles and baby food. Baby food must be store-bought and in its original, sealed container.

k. Inmate Unauthorized Areas. All visitor restrooms, vending machine areas and other identified areas in the Visiting Room are unauthorized areas (out of bounds) for inmates while in the Visiting Room.

l. Termination. Visits can be terminated by the Operations Lieutenant and/or Staff Duty Officer for good cause. Inmates will not be permitted to leave the Visiting Room to go to the dining hall, commissary or any other institutional service and return to the Visiting Room.

m. Prisoner Visitation and Support Visits. Inmates are authorized visits by representatives of the National Prisoner Visitation and Support (PVS) group. PVS representatives do not have to be on the inmate's approved visiting list; however, they will ordinarily provide us advance notification of who they will visit and when. In the event PVS does not give us prior notification, PVS should NOT be denied entry based on this information alone.

n. Charter Bus and Van Services. Individuals arranging transportation through a chartered bus or van service should notify the institution in advance to avoid delays with the processing of visitors. To alleviate overcrowding in the front lobby area, only 10 visitors will be permitted into the lobby area at one time for processing. Additionally, the bus or van is to remain at the institution until all visitors are processed into the Visiting Room. A telephone number to contact the bus or van service must be provided to the front lobby officer. This will enable them to contact the driver in the event a visit for one of the passengers is terminated. All visitors who are not permitted into the institution will be required to depart the institution grounds. Upon completing the processing of all passengers, the bus or van will be required to depart the institution grounds, after which they will return 15 minutes prior to the conclusion of visits for that day (the exception is if they are called to pick up a passenger whose visit was terminated prior to visitation concluding).

7. SECURITY AND ADMISSION PROCEDURES

a. Storage Lockers. Visitors to the USP may use lockers in the Front Entrance for storage of personal items not permitted inside the facility. Visitors wishing to use these lockers will be issued a key by the Front Entrance Officer. All visitors are required to sign a ledger recording the date, time, name, locker number, and issued locker key and surrender identification (ID) to the Front Entrance Officer. Upon completion of the visit, the visitor will return the key to the Front Entrance Officer who will return the visitor's ID.

b. Visitor Identification. When a visitor's ID is in doubt, or if the visitor does not have the required identification, the Front Entrance Officer will consult with the Operations Lieutenant. In cases where identification cannot be established, the Operations Lieutenant or IDO has authorization to deny the visit. Visitors 16 or older **MUST** have a photo ID. Photo Identification **MUST** be a valid state or government issued photo identification.

c. Visitor Admission to the USP. Visitors will enter through the Administrative Building to be processed. After the identity of the visitor has been determined and they are authorized to visit, the visitor will be photographed and directed to complete the Notification to Visitors Form and sign in/out of the Visitor Log Book. All visitors will be required to be screened by a walk-through metal detector. Should a visitor refuse to be processed through the metal detector, they will not be permitted entrance into the facility and will be required to depart the institution grounds immediately. If a visitor activates the walk-through metal detector, and the cause of the activation cannot be determined, the visitor will be required to submit to a transfrisker (hand held unit) search. Visitors may be required to submit to screening through the use of the ION TRACK drug detection system. Anyone who refuses this screening, or has two positive detections, will not be permitted into the facility for a minimum of 48 hours. Upon completion of the processing, the Visiting Room Officer will be contacted and advised of the visitor. The Visiting Room Officer will retrieve the visitor's ID and escort them from the Front Entrance to the Visiting Room. The visitor's ID will be maintained along with the inmate's Commissary ID until the completion of the visit.

d. Identifying Visitors with Religious Head Wear (Veils)

(1) Entrance. Visitors wearing religious head wear (i.e. veils) or any other head wear that covers the face, must remove the article in order for staff to ascertain positive identification. The visitor must also possess valid photo identification that shows the entire facial area uncovered. Ordinarily, this will be conducted in a private area with a staff member of the same gender. After this procedure is completed, regular visitor processing continues.

(2) Departure. Prior to departing the Visiting Room, staff will make positive identification of the visitor by having the religious head wear removed. Ordinarily, this will be conducted in a private area with a staff member of the same gender. After this procedure is conducted, regular processing continues.

e. Visitor Admission to the SCP. Visitors are permitted only in the visiting area, institution parking lot, and the area from the parking lot to the front entrance of the Camp. Once a visit commences, a visitor may not return to his/her vehicle until the visit has been completed and the visitor is ready to leave. Inmates are not permitted to accompany visitors to the parking lot. Under no circumstances will inmates be in the area where either staff or visitor vehicles are parked unless assigned to work there under staff supervision. A Correctional Officer will identify the visitor and ensure they are on the inmate's approved visiting list. Once their identity and authorization to visit has been determined, the visitor will be directed to complete the Notification to Visitors Form, and sign in/out of the Visitor Log Book. Upon completion of the processing, the visitor will be directed to the Visiting Room and the inmate will be paged.

f. Ultra-Violet Light Procedures for the USP. After each visitor has been processed, a fluorescent mark will be stamped to a predetermined location on the visitor's hand (including children). The visitor's hand will be checked with the ultra-violet light upon entering the USP to assist in verifying identity. The Visiting Room Officers will ensure each visitor's hand is checked with ultra-violet light at the time of entry/departure of the Visiting Room. At the conclusion of a visit, visitors will be escorted toward the Front Entrance, Control Center staff, along with the Escorting Officer, will visually verify the stamp prior to entry into the sallyport.

g. Record of Visitors. Once a visitor has entered either Visiting Room, Visiting Room Officers will maintain a Visiting Record (Attachment B) on each inmate. In addition, Visiting Room Officers will complete a Visitor Tracking Record (Attachment C) to identify the visitor, and the time they enter/depart the Visiting Room, as well as the time an inmate is notified of his visit and when he actually enters/departs the Visiting Room. At the conclusion of the visiting day, the Visitor Tracking Record will be routed to the SIA. The Visiting Record will remain in the inmate's visiting file.

h. Inmate & Visitor Identification. Each inmate being processed into the Visiting Room will be positively identified by their Commissary ID prior to entering/departing the Visiting Room. The Commissary ID will be maintained by the Visiting Room officer until the visit is completed. During times when a large group of visitors are departing, visitors will remain in the Visiting Room until all inmates have been identified, physical separation of inmates and visitors has been accomplished, and the count verified. The visitors will then be permitted to leave (no more than 5 at a time) under the supervision of the Escorting Officer. Additionally, a picture card file for all inmates housed at the USP will be maintained within the visual search room to assist in identifying inmates. This file will be audited by the Visiting Room Staff once a week to ensure accuracy.

I. Visits For Inmates Not in Regular Population Status

(1) Inmates in the Special Housing Unit (SHU). Inmates housed in SHU will be permitted full visiting privileges, unless their conduct dictates otherwise. SHU inmates will be escorted to the Visiting Room, visually searched, their clothing will be searched and re-issued by the Visiting Room staff. SHU inmates will sit in a designated location in the Visiting Room, as determined by the Visiting Room Officers.

(2) Non-Contact Visiting. The Warden may determine when an inmate requires using the non-contact visiting area. Examples of who may require non-contact visiting are inmates who pose a threat to the security of the USP, identified Protective Custody inmates and inmates who were found to have committed drug related prohibited acts. Visiting Room Staff are responsible for ensuring all known separation requirements are met. When non-contact visiting is deemed appropriate, only two visitors will be permitted to visit at any time. It is the responsibility of the inmate to advise the visitors of this restricted status.

Inmates who have committed drug related prohibited acts will be subject to increased sanctions. The Disciplinary Hearing Officer may sanction an inmate to the loss of visiting privileges, to be followed by a period of non-contact visiting. The duration of these sanctions will increase with each additional drug related prohibited act.

(3) Holdovers. USP Lee County and its SCP are not designated as holdover facilities. In the event a holdover inmate arrives, visitation will only be permitted for those individuals verified as immediate family members. The visits will be conducted in accordance with the provisions pertaining to SHU inmates.

(4) Inmates at Local Hospital. Visiting may be permitted when inmates are in a life threatening situation. In instances where a visit is requested, a memorandum will be prepared by the Unit Team, listing each visitor (the visitor must be on the approved visiting list), and the date and time of visit. Prior communication with the local hospital should be made to ensure the visit is possible. The memorandum will be forwarded through the Captain, to the Warden for a decision. If approved, the memorandum will be delivered to the escorting officers at the local hospital.

j. Attorney Visits. If possible, attorneys of record should be placed on an inmate's visiting list. Unit staff should verify an attorney is in good standing with the Bar Association to ensure the prospective attorney is legitimate. The attorney should make prior arrangements with the inmate's Unit Team to avoid delays in processing. Each attorney will present a Bar Card in addition to a photo ID. Attorney/client visits will be conducted in the inmate Visiting Room, using the Attorney Visiting areas. Unless special circumstances dictate otherwise, attorney visits will be conducted during normal visiting hours. Legal visits outside of normal visiting hours will be supervised by Unit Staff. Inmates are not permitted to bring legal documents to the Visiting Room unless prior approval has been obtained from the Unit Manager. Any legal documents approved for admission to the Visiting Room will be hand carried by Unit Staff, and searched by the Visiting Room Officer in the presence of the inmate. This will be accomplished prior to entry/departure of the Visiting Room. Attorneys who need legal documents signed by the inmate must inform the Front Entrance Officer prior to their entrance of the facility.

k. Special Visits. The Unit Team will initiate an inmate's request for a Special Visit. Special Visits will only be authorized by the Associate Warden of Programs (P), and must be arranged, prior to visit, with a memorandum of approval forwarded to the Front Entrance Officer.

l. Religious Visits. The Associate Warden of Programs (P) is the approving authority for special visits of ministers and spiritual guides. If a minister visits an inmate as a friend rather than in an official capacity, he/she must be on the inmate's approved visiting list, using the routine approval process. Individuals appearing on an inmate's regular visiting list will not be permitted to visit as Volunteers to Religious/Educational Programs.

m. Visits From Federal and State Investigative Officials Under normal circumstances, investigators from federal and state investigative agencies will coordinate inmate visits with the Special Investigative Agent (SIA). The SIA will coordinate the visit with the inmate's Unit Team, who will select a suitable location for the visit. If a visit has not been pre-arranged, the Front Entrance Officer will contact the SIA. The Operations Lieutenant will be advised of all investigative official visits for informational purposes. If the visiting official is a Federal Bureau of Investigation (FBI) agent who routinely visits the institution, no subsequent notifications are required.

n. Processing of Inmates

(1) USP inmates will visit in the prescribed institutional issued clothing. When the inmate enters the visual search area, he will undress and his clothing will be searched, (including shoes and underwear). All footwear will be searched and stamped with invisible ink. Wedding rings (without stones) and necklace with religious medallions (without stones) are the only jewelry authorized in the Visiting Room. The inmates may wear Chaplain approved religious headgear during the visit. The Visiting Room officer will record the description of authorized items being worn into the Visiting Room.

(2) SCP inmates will follow the same regulations. The clothing in the SCP Visiting Room will be the green uniforms worn daily by the inmates. There will be no inmate personal property brought into the Visiting Room.

(3) Inmates may not proceed to the visiting area entrance door until they have been notified by staff. Once the inmate's

visitor has been cleared for visiting and the visitor has been seated in the Visiting Room, the Visiting Room Officer will contact the inmate's housing unit and/or work detail by telephone and request the inmate be sent to the Visiting Room. If the inmate fails to report to the Visiting Room within (15) fifteen minutes, the Visiting Room Officers will contact the Operations Lieutenant and a search will be initiated to determine the inmate's location. **Anytime** an inmate enters or departs the Visiting Room, he will be visually (stripped) searched. At the SCP, inmates will be identified and pat searched.

(4) Upon completion of the inmate's visit, the Visiting Room Officer will positively identify the inmate before allowing the visitor to leave. Once the visitor has been escorted to the Front Entrance, the inmate will be visually searched, and released to the compound. Inmates at the SCP will be pat searched prior to leaving the Visiting Room.

8. MISCONDUCT TERMINATION OF VISITING. When visiting conduct becomes indecent, loud, profane, or affects the general order of the Visiting Room, the Visiting Room Officer will issue a verbal warning, and document the behavior on the Visiting File (Attachment B). The Operations Lieutenant and/or the IDO will be advised prior to the termination of a visit.

9. USP - VIDEO MONITORING. Video cameras are strategically located in the Visiting Room to enable staff to closely monitor visitation. All visitors are notified by posted signs the visiting areas are subject to video monitoring.

10. Distribution. A copy will be forwarded to the Mid-Atlantic Regional Correctional Programs Administrator for review and approval.

Terry O'Brien
Warden

LEE-5267.08A
09/01/07

Attachment A

VISITING REGULATIONS

LOCATION. Directions from I-75: Take exit 29 in Corbin, Kentucky. Proceed East on Highway 25 for approximately 50 miles. After driving through the Cumberland Gap Tunnel, turn North on Highway 58 into Jonesville, Virginia. Ensure you turn right on Highway 58 in downtown Jonesville. USP Lee County is 9 miles East of Jonesville on the left side of the road.

Directions from I-81: Take I-181 North to Weber City, Virginia. Turn West on Highway 23 toward Duffield, Virginia. In Duffield, turn left onto Highway 58. The facility is about 15 miles on your right.

PHYSICAL ADDRESS
U.S. Penitentiary
Lee County Industrial Park
Hickory Flats Road
Pennington Gap, VA 24277

WHO MAY VISIT. Normally, all immediate family (wife, children, parents, brothers, and sisters) are approved. Non-relatives may be approved to visit. Friends who have prior criminal history are not ordinarily approved. Inmates are authorized to make changes to their visiting lists once every 3 months. Children under the age of 16 must be accompanied by a responsible adult who is an authorized visitor. Visitors who are 16 and 17 years of age and not accompanied by a parent, legal guardian or immediate family member at least 18 years of age and on the approved visiting list, must have the written approval of a parent, legal guardian or immediate family member at least 18 years of age, prior to the visit. This approval must be mailed to the penitentiary on the appropriate form prior to the visit. All visitors shall be prepared to identify themselves with photo identification.

VISITING HOURS. Visiting is conducted Saturday, Sundays, and Federal Holidays, from 8:00 a.m. until 3:00 p.m., and every Friday from 5:00 p.m. until 8:30 p.m. If a federal holiday falls on a Friday, the normal holiday schedule will be followed. No more than three adult visitors can visit an inmate at any one time.

CHARTER BUS AND VAN SERVICES. Individuals arranging transportation through a chartered bus or van service should notify the institution in advance to avoid delays with the processing of visitors. To alleviate overcrowding in the front lobby area, only 10 visitors will be permitted into the lobby area at one time for processing. Additionally, the bus or van is to remain at the institution until all visitors are processed into the Visiting Room. A telephone number to contact the bus or van service must be provided to the front lobby officer. This will enable them to contact the driver in the event a visit for one of the passengers is terminated. All visitors who are not permitted into the institution will be required to depart the institution grounds. Upon completing the processing of all passengers, the bus or van will be required to depart the institution grounds, after which they will return 15 minutes prior to the conclusion of visits for that day (the exception is if they are called to pick up a passenger whose visit was terminated prior to visitation concluding).

SPECIAL VISITS. Arrangements may be made through the unit staff for a special visit should extenuating reasons justify approval.

NON-CONTACT VISITS. When non-contact visiting is deemed appropriate, only two visitors will be permitted to visit at any time. It is the responsibility of the inmate to advise the visitors of this restricted status.

REGULATIONS. Visitors are not permitted to leave the facility and return to the Visiting Room once the visit has started. Vending machines are available in the Visiting Room for food and drinks. It is our policy to conduct visits as informally and pleasantly as circumstances permit. Inmates may embrace and kiss their visitors only at the beginning and completion of the visit. During the visit, holding hands above the table is the only physical contact permitted. All visitors will dress appropriately and refrain from any actions which may affect the sensibilities of others. Violations may result in termination of visits. Visitors wearing sexually provocative clothing will be prohibited admission to the Visiting Room. Female visitors must wear a brassiere and other undergarments without exception. Female visitors may not wear skirts ending more than two inches above the knee, halter tops, sleeveless shirts, tank tops, backless shirts/dresses, body suits, hip huggers, wrap-around skirts, or see-through clothing. Adult visitors (male/female) will not be permitted to wear shorts, sweat pants, athletic jump

suits, or khaki colored clothing. Clothing which resembles inmate attire will not be permitted into the institution, (i.e. khaki colored pants or shirts). Any individual not appropriately dressed will be asked to leave the institution. An appropriate amount of diapers, empty clear baby bottles, sanitary supplies, and a clear coin purse with no more than $20.00 in change are permissible. Only unopened store bought containers of baby food will be permitted into the visiting room. No other food items to include juice or water bottles will be permitted into the institution. No diaper bags will be allowed into the Visiting Room. All items entering the USP are searched by the Front Entrance Officer without exception. Purses, food, hats, pictures, games, etc., can be secured in your vehicle. Those arriving by public transportation will be allowed to bring personal items into the **Front Entrance**; however, all unauthorized items will be inspected, locked in a locker located in the Front Entrance, with the key retained by the visitor. Normally, papers may not be examined or signed during visits. Such transactions should be handled as a matter of record through correspondence. Visitors will not be allowed to remain in their vehicles. If someone comes to the facility, who is not on the approved visiting list, they will have to leave the property until the visit is completed.

It is a federal crime to bring upon these premises any weapons, ammunition, intoxicants, drugs, or contraband. All persons are subject to search pursuant to Title 18 U.S.C., Section 1791 and 3571. The use of cameras or recording equipment on the institution grounds without written consent of the Warden is strictly forbidden. It is also a federal crime to provide false statements when being processed into the institution and are subject to fines and imprisonment pursuant to Title 18 US Code 1001). Violators are subject to criminal prosecution.

Prior to entry, you may be required to submit to a search utilizing a drug and explosive detection system. Additionally, the Visiting Room is subject to video monitoring to ensure institution security and good order.

LEE-5267.08A
09/01/07
Attachment B

VISITING RECORD

INMATE NAME:_____ INMATE REGISTER NUMBER:_____

DATE	VISITOR NAME	COMMENTS

LEE-5267.08A
09/01/07
Attachment C

VISITOR IDENTIFICATION

Visitor's Name: Time In: Time Out:		Inmate Receiving Visit: Reg. No: Time Notified:		Quarters: Work:	Time In: : Time Out: