



U.S. Department of Justice
Federal Bureau of Prisons
United States Penitentiary
McCreary, Kentucky

Institution Supplement

DEPARTMENT: Correctional Services
NUMBER: MCR-5267.07
DATE: March 08, 2004
SUBJECT: Visiting Regulations

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1. **PURPOSE AND SCOPE:** To establish guidelines for implementing Institutional Supplement 5267.07, Visiting Regulations, at the United States Penitentiary (USP) and Satellite Camp (SCP), McCreary, Kentucky. This Institutional Supplement must be read in conjunction with the Program Statement.
 2. **DIRECTIVES AFFECTED:**
 - a. Directives Rescinded

None.
 - b. Directives Referenced

P.S. 5267.07 Visiting Regulations (04/14/03)

P.S. 5500.11 Correctional Services Manual (10/10/03)
 3. **STANDARDS REFERENCED:** American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499-1, 4-4500, 4-4501, 4-4503, and 4-4504.
 4. **PROCEDURES:**
 - a. Visiting Hours (USP and SCP): Saturdays, Sundays, and federal holidays, from 8:30 a.m. until 3:00 p.m. Visitors will not be permitted to enter the facilities after 2:30 p.m. on Saturday, Sunday and federal holidays. Visitors will be advised at 2:45 p.m. all visits will end at 3:00 p.m. Outdoor visiting is not permitted.
 - b. Visiting List: 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. An inmate is not permitted to have more than ten (10) friends/associates listed on their visiting list. 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.

Visiting privilege ordinarily will be extended to friends and associates having an established relationship with the inmate prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. Exceptions to the prior relationship rule may be made, by the Warden or designee, 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 order of the institution.

- c. Visiting Regulations: Upon approval of each visitor, Unit Staff will provide a summary of Visiting Regulations (Attachment A) to the inmate. The inmate is responsible for mailing the form to the visitor(s).
- d. Visiting Files: Visiting files are maintained by the Visiting Room Officers and include a current visiting list. Unit Staff will ensure the Visiting Room Officer have current information for these files. Unit Staff will notify the Visiting Room Officers when inmates are permanently removed from the facility. Visiting Room Officers will remove the visiting files for those inmates. Additionally, R&D Staff will provide an inmate picture card for each inmate in the institution for identification purposes. The inmate picture cards will be maintained in the USP Lieutenant's Office during non-visiting days.

5. **VISITING REGULATIONS:**

- a. Overcrowding Procedures: When the Visiting Room becomes overcrowded, the Operations Lieutenant 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 Lieutenant 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 Lieutenant/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, only terminate as many groups as necessary to alleviate the overcrowding conditions. Additionally, 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. 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 inmates approved visiting list; however, they will ordinarily

provide 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.

- d. Inmate & Visitor Identification: Each inmate being processed into the Visiting Room will be positively identified by their inmate picture card and Commissary ID prior to entering/departing the Visiting Room. The picture card and 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 adult visitors at a time) under the supervision of the Escorting Officer.
- e. Visits For Inmates Not in Regular Population Status:
 1. Inmates in the Special Housing Unit (SHU): Inmates housed in SHU on Administrative Detention status will be permitted visiting privileges for one (1) hour on Saturdays. Inmates housed in SHU on Disciplinary Segregation status will be permitted visiting privileges for one (1) hour on Sunday. ALL SHU inmate visits will occur in the non-contact visiting area. No general population inmates are permitted to communicate with SHU inmates while in the Visiting Room.
 2. Non-Contact Visiting: Only the Warden or designee may authorize an inmate visit in the non-contact visiting area, except for normal procedures for SHU inmates.
 3. Holdovers: Inmates on holdover status will conduct visits in accordance with procedures pertaining to SHU inmates and only immediate family members are permitted to visit.
 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 routed through the Captain and Associate Warden(C), for the Warden for approval. If approved, the memorandum will be delivered to the escorting officers at the local hospital.
- f. Attorney Visits: Attorneys of record can be placed on an inmate's approved visiting list. In the event an attorney visits during normal visiting hours, the visit will be conducted as a normal inmate visit. The attorney(s) are required to make prior arrangements with the inmate's Unit Team for a legal visit during

non-visiting hours. The Unit Team will initiate an inmate's request for a legal visit. Legal visits will only be authorized by the Consolidated Services Manager (CSM), and must be arranged, prior to visit, with a memorandum of approval forwarded to the Front Lobby, Control Center and Operations Lieutenant. Attorneys 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 Rooms. 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. Legal documents approved for the Visiting Room will be searched by the escorting staff in the presence of the inmate.

- g. Religious Visits: The CSM is the approving authority for special religious visits of ministers and spiritual guides. If a minister visits an inmate as a friend rather than minister of record, 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.
 - h. 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). If a visit has not been pre-arranged, the Front Lobby Officer will contact the SIA. The Operations Lieutenant and Captain 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.
7. **TERMINATION OF A VISIT**: Normally, the Operations Lieutenant will determine if a visit should be terminated due to misconduct.
8. **EFFECTIVE DATE**: This supplement is effective upon issuance.

/s/
Michael K. Nalley
Warden

Distribution: AFGE
MXRO
Inmate Law Library
Central Reference Library
All Departments

VISITING REGULATIONS

LOCATION: From I-75 take Exit 11 in Williamsburg, Kentucky, and travel West on KY-92. You will travel approximately 17 miles (drive carefully as this road has numerous sharp turns). Turn right on KY-1044 (the second turn for KY-1044). There will be a green road sign stating "United States Penitentiary" just prior to this turn. You travel approximately one mile on KY-1044 and you will then see the United States Penitentiary on your right. Once on the institution property, the United States Penitentiary parking area is your second right. The Camp parking area is straight past the Penitentiary on your left.

From US HWY 27 turn on KY-92 and travel East. Turn Left on KY-1044. There will be a green road sign stating "United States Penitentiary" just prior to this turn. Travel approximately one mile on KY-1044 and you will then see the United States Penitentiary on your left. Once on the institution property, the United States Penitentiary parking area is your second right. The Camp parking area is straight past the Penitentiary on your left. The institution phone number is 606-354-7000.

WHO MAY VISIT: Normally, all immediate family members (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 or camp on the appropriate form prior to the visit. All visitors shall be prepared to identify themselves with a valid governmental or official photo identification.

VISITING HOURS: Visiting is conducted Saturdays, Sundays, and Federal holidays, from 8:30 a.m. until 3:00 p.m. No more than three adult visitors can visit an inmate at any one time.

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

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 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. Any individual not appropriately dressed will be asked to leave the institution. An appropriate amount of diapers, clear baby bottles, sanitary supplies, and a clear coin purse with no more than \$40.00 in change is 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.

Visitors will not be allowed to remain in their vehicles. If someone drives an approved visitor to the facility and the driver is not an approved visitor, the driver will have to leave the property until the visit is completed.

To ensure institution security and good order, visitors may be required to submit to a search utilizing a Narcotic Detection System. Additionally, the Visiting Room is subject to video monitoring.

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.