



Georgia

P.O. Box 77208, Atlanta, GA 30357
770.303.8111 | syoung@acluga.org



AMERICAN CIVIL LIBERTIES UNION
FOUNDATION

November 16, 2017

J.A. Keller
Regional Director, Southeast Regional Office
Federal Bureau of Prisons
3800 Camp Crk Pk SW, Building 2000
Atlanta, GA 30331
SERO/ExecAssistant@bop.gov

Warden
United States Penitentiary Atlanta
601 McDonough Blvd. SE
Atlanta, GA 30315
ATL/PublicInformation@bop.gov

Via Certified Mail and E-mail

Re: Discrimination against Christian visitors who cover their hair

Dear Mr. Keller and the Warden of USP Atlanta:

We represent Audra Ragland, a devout Christian woman who covers her head for religious reasons. Last year, the United States Penitentiary of Atlanta unlawfully discriminated against Mrs. Ragland because of her Christian beliefs when you demanded that she remove her head covering before she was permitted to visit her brother, who was incarcerated in the United States Penitentiary Atlanta at the time.

Mrs. Ragland did not immediately bring this incident to your attention last year because she feared that her brother would face retaliation for her complaint. Now that her brother has been released, however, she seeks to ensure that no Christian will face the same kind of religious discrimination that she faced that day, and to raise awareness of the fact that some Christian women choose to cover their hair based on Scripture.

In September 2016, Mrs. Ragland travelled nearly 150 miles from her home in South Carolina to visit her brother, who was incarcerated at USP Atlanta. When she arrived, she was told to remove her head covering. When she explained that she covered her head for religious reasons, the officer interrogated her about her religious identity. Once she identified herself as a Christian, the officer refused to allow her to proceed through security. The officer said that Mrs. Ragland's Christian belief in head covering was not "recognized," adding that if she were "Muslim or Jewish" then the head covering would have been "fine." Mrs. Ragland offered to explain her religious beliefs by pointing to 1 Corinthians 11 in the Bible, but the officer repeated that the facility does not "recognize Christian covering." Asked once more to clarify that she would be allowed to enter with a head covering only if she were Muslim or Jewish, the officer confirmed that this was the case.

Desperate to see her brother, Mrs. Ragland was forced to remove her head covering against her religious beliefs. She felt defeated and ashamed, as if she were disobeying what God

had led her to do. When she reentered the facility without her head covering, she felt exposed and embarrassed as she had to walk in front of so many men whom she did not know. Though she was relieved to see her brother, she felt sickened that she had to potentially compromise her faith to do so, and that the facility would discriminate against her because of the staff's ignorance about Christianity.

The officer's treatment of Mrs. Ragland should never have occurred. As an initial matter, the officer violated the BOP's own policy governing visitors' religious headwear. *See* OPI No. 5510.15, *Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities* (July 17, 2013), at 13. As this policy acknowledges, "[r]eligious headwear is not considered part of a visitor's belongings, but rather their person." *Id.* Thus, "[r]andom pat searches should NOT ordinarily include removal and inspection of religious headwear." *Id.* The officer also violated the USP Atlanta's own policy, which provides that "[v]isitors, who have religious attire or clothing, will not be subject to any other procedures" not applied to other visitors. *See* ATL 5267.08E, *Visiting Regulations* (Apr. 18, 2011), at 10.¹ Mrs. Ragland was willing to submit to these procedures, but the officer refused to treat her in accordance with these policies, demanding that she remove her head covering not only at the security checkpoint but for the duration of her visit.

The officer's conduct also infringed Mrs. Ragland's constitutional and statutory rights. Permitting the adherent of one religion to wear a head covering while denying the adherent of another faith the right to wear one constitutes blatant religious discrimination in violation of the First Amendment to the United States Constitution. *See Larson v. Valente*, 456 U.S. 228, 244 (1982) ("The clearest command of the Establishment Clause is that one religious denomination cannot be officially preferred over another."). Discriminatory enforcement of the head covering policy also violates the Free Exercise Clause, *see Church of Lukumi Babalu Aye, Inc. v. City of Hialeah*, 508 U.S. 520, 531-32 (1991), and exposes you and your employees to liability under the Religious Freedom Restoration Act, *see* 42 U.S.C. § 2000bb *et seq.*

The government may not discriminate among faiths in this way. Nor may government officials, such as prison staff, serve as the arbiters of religious doctrine by determining which beliefs are "recognized" or which interpretation of Scripture is correct.

Please inform us by what steps you will take to ensure that this does not happen again. Otherwise, your facility will continue to be exposed to potential civil liability.

Sincerely,



Sean J. Young
Legal Director
ACLU of Georgia



Heather L. Weaver
Senior Staff Attorney
ACLU Program on Freedom of Religion & Belief

¹ We have attached both policies to this letter for your convenience.

CC by e-mail:

Federal Bureau of Prisons
320 First St. NW
Washington, DC 20534
info@bop.gov



U.S. Department of Justice
Federal Bureau of Prisons

PROGRAM STATEMENT

OPI CPD/CSB
NUMBER 5510.15
DATE July 17, 2013

Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities

/s/

Approved: Charles E. Samuels, Jr.
Director, Federal Bureau of Prisons

1. PURPOSE AND SCOPE

This policy provides staff procedures and guidance for searching inmate visitors, both social and legal, official visitors, contractors, and volunteers entering Bureau of Prisons (Bureau) grounds and facilities, to maintain the safety, security, and orderly operation of those facilities, and protect the public.

This policy also provides staff procedures and guidance for detaining and arresting visitors pursuant to their Bureau statutory arrest authority, 18 U.S.C. § 3050, and involving local and Federal law enforcement agencies in detention and arrest situations.

§ 511.10 Purpose and scope.

(a) This subpart facilitates our legal obligations to ensure the safety, security, and orderly operation of Bureau of Prisons (Bureau) facilities, and protect the public. These goals are furthered by carefully managing non-inmates, the objects they bring, and their activities, while inside a Bureau facility or upon the grounds of any Bureau facility (Bureau grounds).

Federal Regulations from 28 CFR are in this type.

Implementing instructions are in regular type.

(b) Purpose. This subpart covers:

(1) Searching non-inmates and their belongings (for example, bags, boxes, vehicles, containers in vehicles, jackets or coats, etc.) to prevent prohibited objects from entering a Bureau facility or Bureau grounds;

(2) Authorizing, denying, and/or terminating a non-inmate's presence inside a Bureau facility or upon Bureau grounds; and

(3) Authorizing Bureau staff to remove from inside a Bureau facility or upon Bureau grounds, and possibly arrest and detain, non-inmates suspected of engaging in prohibited activity.

(c) Scope/Application. This subpart applies to all persons who wish to enter, or are present inside a Bureau facility or upon Bureau grounds, other than inmates in Bureau custody. This subpart applies at all Bureau facilities and Bureau grounds, including administrative offices.

Procedures for performing electronic searches of Bureau staff are contained in a separate Program Statement, **Staff Entrance and Search Procedures**.

Procedures for searching inmate housing units, inmates, or inmate work areas are contained in the specific Bureau Program Statement **Searches of Housing Units, Inmates, and Inmate Work Areas**.

Summary of Changes. Section 10.a.(2) adds language regarding random pat searches.

2. PROGRAM OBJECTIVES

The expected results of this policy are to:

a. Provide clear notification of the Bureau's search authority by posting notices at entrances to Bureau grounds and facilities.

b. Instruct Bureau staff on appropriate circumstances and methods for conducting authorized searches.

- c. Prevent visitors entering Bureau grounds and facilities from conducting prohibited activities or possessing prohibited objects, by conducting authorized searches.
- d. Ensure that any detentions or arrests by Bureau staff are pursuant to statutory authority and coordinated with local and Federal law enforcement agencies.

3. DIRECTIVES AFFECTED

a. Directive Rescinded

P5510.12 Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities
 (1/15/08)

b. Directives Referenced

P1380.05 Special Investigative Supervisors' Manual (8/1/95)
 P5267.08 Visiting Regulations (5/11/06)
 P5500.11 Correctional Services Manual (10/10/03)

Federal regulations cited in this Program Statement are contained in 28 CFR §§ 511.10 through 511.18.

c. Code of Federal Regulations Referenced

28 CFR § 0.96 Delegations
 28 CFR § 6.1 Consent of Warden or Superintendent Required

d. United States Code Referenced

18 U.S.C. Chapter 7 Assault
 18 U.S.C. Chapter 31 Embezzlement and Theft
 18 U.S.C. Chapter 35 Escape and Rescue
 18 U.S.C. Chapter 44 Firearms
 18 U.S.C. Chapter 65 Malicious Mischief
 18 U.S.C. Chapter 87 Prisons
 18 U.S.C. Chapter 203 Arrest and Commitment
 18 U.S.C. Chapter 227 Sentences
 18 U.S.C. Chapter 301 Prisons and Prisoners
 28 U.S.C. Chapter 119 Evidence; Witnesses

4. STANDARDS REFERENCED

- a. American Correctional Association (ACA) Adult Correctional Institutions Standards, 4th Edition: 4-4503.
- b. American Correctional Association (ACA), Performance-based Standards for Adult Local Detention Facilities, 4th Edition: 4-ALDF-5C-14.

5. INSTITUTION SUPPLEMENT REQUIRED

None.

6. DEFINITIONS

a. Prohibited Activities

§ 511.11 Prohibited activities.

(a) “Prohibited activities” include any activities that could jeopardize the Bureau’s ability to ensure the safety, security, and orderly operation of Bureau facilities, and protect the public, whether or not such activities are criminal in nature.

(b) Examples of “prohibited activities” include, but are not limited to: introducing, or attempting to introduce, prohibited objects into a Bureau facility or upon Bureau grounds; assisting an escape; and any other conduct that violates criminal laws or is prohibited by federal regulations or Bureau policies.

b. Prohibited Objects

§ 511.12 Prohibited objects.

(a) “Prohibited objects,” as defined in 18 U.S.C. § 1791(d)(1), include any objects that could jeopardize the Bureau’s ability to ensure the safety, security, and orderly operation of Bureau facilities, and protect the public.

(b) Examples of “prohibited objects” include, but are not limited to, the following items and their related paraphernalia: weapons; explosives; drugs; intoxicants; currency; cameras of any type; recording equipment; telephones; radios; pagers;

electronic devices; and any other objects that violate criminal laws or are prohibited by Federal regulations or Bureau policies.

Title 18 U.S.C. § 1791 criminalizes providing, or attempting to provide, inmates with “prohibited objects.” Visitors providing, or attempting to provide, “prohibited objects” to inmates are subject to criminal prosecution.

Weapons are prohibited from being stored in vehicles on Bureau grounds, except as otherwise authorized by Bureau policy.

The term “weapons” includes “firearm,” “ammunition,” and “destructive device,” as defined below:

- **Firearm** means any weapon (including a starter gun) that will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such weapon; any firearm muffler or silencer; or any destructive device.
 - **Ammunition** means ammunition or cartridge cases, primers, bullets, or propellant powder for use in a firearm.
 - **Destructive device** means any explosive, incendiary, or poison gas, bomb, grenade, rocket with a propellant charge, missile, mine, or device similar to any of the devices described. This includes any type of weapon, under any name, that may be readily converted to expel a projectile by the action of an explosive or other propellant. Also included is any combination of parts designed or intended to convert a device into a destructive device or from which a destructive device may be readily assembled.
- c. **Contraband.** As defined in 28 CFR § 500.1 (h), contraband is “material prohibited by law, or by regulation, or material that can reasonably be expected to cause physical injury or adversely affect the security, safety, or good order of the institution.”
- d. **Dangerous Contraband.** Any drug, alcohol, narcotic, illicit drug, and other intoxicating substance or controlled dangerous substance; any firearm, weapon, explosive, or any lethal or poisonous gas; or any other substance or object designed or used to kill, injure, or disable (including electrical shock devices). Tobacco products and paraphernalia are considered dangerous contraband due to their potential value to inmates who are prohibited from using them in facilities.
- e. **Informant.** An individual (inmate or non-inmate) who provides staff with information about the commission of an offense, prohibited activity (past, current, or planned), prohibited object(s),

or other information. The informant's reliability may be determined by a record of past reliability or by other factors. To the extent practicable, staff must attempt to independently verify and corroborate the information received.

f. **Warden.** Refers to the institution's chief executive officer, acting Warden, or administrative duty officer when the Warden or acting Warden is unavailable. At locations other than institutions the term Warden refers to the facility's chief executive officer.

7. NOTIFICATION OF AUTHORITY TO SEARCH VISITORS

§ 511.13 Searches before entering, or while inside, a Bureau facility or Bureau grounds.

Bureau staff may search you and your belongings (for example, bags, boxes, vehicles, containers in vehicles, jackets or coats, etc.) before entering, or while inside, any Bureau facilities or Bureau grounds, to keep out prohibited objects.

§ 511.14 Notification of possible search.

We display conspicuous notices at the entrance to all Bureau facilities, informing all non-inmates that they, and their belongings, are subject to search before entering, or while inside, Bureau facilities or grounds. Furthermore, these regulations and Bureau national and local policies provide additional notice that you and your belongings may be searched before entering, or while inside, Bureau facilities or grounds. By entering or attempting to enter a Bureau facility or Bureau grounds, non-inmates consent to being searched in accordance with these regulations and Bureau policy.

An easily readable sign must be posted at all entrances to Bureau facilities. The sign must read as follows, in both English and Spanish:

NOTICE TO ALL PERSONS: CONSENT TO SEARCH

Federal Bureau of Prisons (Bureau) staff may search you and your belongings (bags, boxes, vehicles, containers in vehicles, jackets, coats, etc.) before you enter, or while you are on or inside, Bureau grounds or facilities.

Consent to Search Implied. *By entering or attempting to enter Bureau grounds or facilities, you consent to being searched in accordance with Bureau policy and Federal Regulations in volume*

28 of the Code of Federal Regulations, Part 511. If you refuse to be searched, you may be prohibited from entering Bureau grounds or facilities.

NOTICE TO ALL PERSONS: PROHIBITED ACTIVITIES AND OBJECTS

You are prohibited from engaging in prohibited activities or possessing prohibited objects on Bureau grounds, or in Bureau facilities, without the knowledge and consent of the Warden. Violators may be detained or arrested for possible criminal prosecution, either by Bureau staff, or local or Federal law enforcement authorities.

***Prohibited Activities** include any activities that could jeopardize the Bureau's ability to ensure the safety, security, and orderly operation of Bureau facilities, and protect the public, including, but not limited to, violations of Titles 18 and 21 of the United States Code, Federal regulations, or Bureau policies.*

***Prohibited Objects** include, but are not limited to, weapons; explosives; drugs; intoxicants; currency; cameras of any type; recording equipment; telephones; radios; pagers; electronic devices; and any other objects that violate criminal laws or are prohibited by Federal regulations or Bureau policies.*

A shorter notice must be posted at all entrances to Bureau grounds. It must be printed in large, readable print, in both English and Spanish, and read as follows:

***NOTICE** – All persons entering this Federal property are subject to a search of their person and belongings (bags, boxes, vehicles, containers in vehicles, jackets, coats, etc.).*

8. WHEN SEARCHES CAN BE CONDUCTED

This section explains when staff may conduct searches of visitors entering Bureau grounds or facilities. It also provides guidance for establishing daily random selection methods, and determining when reasonable suspicion exists.

§ 511.15 When searches will be conducted.

You and your belongings may be searched, either randomly or based on reasonable suspicion, before entering, or while inside, a Bureau facility or Bureau grounds, as follows:

Visitors refusing to submit to or comply with authorized search procedures will be denied entry to Bureau grounds and facilities, or required to leave, per Section 11. Depending on the

circumstances, such visitors may also be detained or arrested, either by Bureau staff or local or Federal law enforcement authorities, per Section 12.

a. **Random searches**

(a) *Random Searches.* This type of search may occur at any time, and is not based on any particular suspicion that a non-inmate is attempting to bring a prohibited object into a Bureau facility or Bureau grounds.

(1) Random searches must be impartial and not discriminate among non-inmates on the basis of age, race, religion, national origin, or sex.

(2) Non-inmates will be given the option of either consenting to random searches as a condition of entry, or refusing such searches and leaving Bureau grounds. However, if a non-inmate refuses to submit to a random search and expresses an intent to leave Bureau grounds, he or she may still be required to be searched if “reasonable suspicion” exists as described in paragraph (b) of this section.

Procedures for handling persons who refuse to submit to authorized searches, including persons attempting to leave Bureau facilities and grounds, are found in Sections 11 and 12.

Random selection of visitors for searching must be impartial and non-discriminatory. The concept of “random selection” includes either searching all visitors entering at a given time, or searching visitors according to a predetermined selection method, detailed below. Staff may not randomly select visitors for searching by any other method, or search visitors out of the predetermined random selection order without reasonable suspicion and shift supervisor approval, as detailed below.

A random selection method must be established and documented each day, before searching visitors entering Bureau grounds and facilities. Different random selection methods may be implemented for different types of visitors; i.e., inmate visitors, official visitors, contractors, or volunteers. The shift supervisor ensures appropriate random selection methods are implemented each day.

The random selection method on a given day may be different after considering all relevant factors, including:

- Type of search(es) being performed (e.g., electronic or pat searches of visitors, or searches of belongings or vehicles).
- Day and time searches occur (holidays, staffing levels, etc.).

- Number of visitors to be searched (e.g., small number of individuals or large group(s)).
- Purpose for which visitors are entering the Bureau grounds or facility (e.g., inmate visitors, official visitors, contractors, volunteers).

Except when the random selection method is “all visitors,” recommended predetermined selection methods include the following, using numbers between one and ten:

- “Every third visitor.”
- “Search four, skip two.”
- “Search two, skip four, search three, skip four.”

Staff may not search visitors out of the predetermined random selection order unless reasonable suspicion indicates the visitor’s possible involvement with prohibited activities or objects. The shift supervisor’s approval is required to search visitors out of random order. Staff must document all such searches (i.e., visitor name, date, information forming basis of reasonable suspicion, search results, staff performing searches) as prescribed in Section 8.b.(2).

b. Reasonable Suspicion Searches

(b) Reasonable Suspicion Searches. Notwithstanding staff authority to conduct random searches, staff may also conduct *reasonable suspicion* searches to ensure the safety, security, and orderly operation of Bureau facilities, and protect the public. “Reasonable suspicion” exists if a staff member knows of facts and circumstances that warrant rational inferences by a person with correctional experience that a non-inmate may be engaged in, attempting, or about to engage in, criminal or other prohibited activity.

(1) Reasonable Suspicion Required. A reasonable suspicion exists if the facts and circumstances known to a staff member warrant rational inferences by a person with correctional experience that a person is engaged in, attempting, or about to engage in criminal or other prohibited activities, including possession of prohibited objects.

Staff must be able to describe the subject’s specific behavior(s) and other information supporting the inference of reasonable suspicion. Staff should immediately consult with the shift supervisor when considering whether an additional search is justified based on reasonable suspicion. The shift supervisor and staff member review the information and circumstances, and decide whether the situation warrants referral to the Warden.

Note. The Warden’s authorization is required when conducting visual searches of persons based on reasonable suspicion. Only the shift supervisor’s authorization is required to pat search a visitor out of the established random selection order.

A reasonable suspicion may be based on:

- Observations by staff.
- Reliable information, even if confidential.
- A positive reading by a metal detector or other electronic device.
- Finding contraband or indicia of contraband during the search of a visitor’s belongings.

Anonymous information cannot be the basis for reasonable suspicion without reliable corroboration.

“Hunches,” “gut feelings,” or “mere suspicion” do not meet the reasonable suspicion standard. However, they support continued observation, investigation, and questioning that may provide information needed to meet the reasonable suspicion standard.

(2) **Documented Searches.** When a visual search is performed based on reasonable suspicion, or when a visitor is searched out of established random order, a logbook entry must indicate:

- Date, time, and place the search is conducted.
- Persons involved (person being searched, staff conducting search, witnesses, if any).
- Circumstances justifying the search.
- Search results.
- Action taken, if any.

If the search was based on information from a confidential informant, a memo must be sent to the Special Investigative Supervisor, including the information provided, how the informant found out the information, and how staff decided the information was reliable.

(3) **Reasonable Suspicion Examples.** Following are examples of situations where reasonable suspicion may exist:

(A) **Observed Suspicious Behavior.** Staff may directly observe behavior that suggests involvement with prohibited activities or objects, and meets the reasonable suspicion standard.

For example, the visitor may attempt to place him/herself in a processing order that would result in no random searching, or may be highly nervous during questioning.

(B) **Inmate Suspect List.** Intelligence investigations may provide enough information to meet the reasonable suspicion standard. Intelligence sources include monitored telephone calls, confidential informants, mail monitoring, financial transactions, urine surveillance, etc. Intelligence office staff provide the shift supervisor a list of inmates for whom information exists that may justify searching their visitors out of random order.

(C) **Inmate Visitors Accompanying Another Visitor Found Engaging or Attempting to Engage in Prohibited Activities.** If an inmate visitor is engaged in prohibited activities or possesses prohibited objects, and is accompanied by other visitors requesting to visit the same inmate, reasonable suspicion may exist to justify searching those other visitors.

9. AUTHORIZED SEARCH METHODS

This section explains the various search methods staff may use when searching visitors entering Bureau grounds or facilities. Staff are prohibited from using search methods not authorized by this or another specific Bureau policy.

Visitors using assistance devices (wheelchairs, prosthetics, etc.) must still be searched per this policy, insofar as practicable. Specific situations may require alternative security devices, including a hand-held metal detector or ion spectrometry device, to examine the assistance device.

a. Electronic Search Devices

§ 511.16 How searches will be conducted.

You may be searched by any of the following methods before entering, or while inside, a Bureau facility or Bureau grounds:

(a) *Electronically.*

(1) You and your belongings may be electronically searched for the presence of contraband, either randomly or upon reasonable suspicion.

(2) Examples of electronic searches include, but are not limited to, metal detectors and ion spectrometry devices.

The shift supervisor must ensure electronic searching devices are tested daily to ensure proper operation. Staff operating electronic search devices must be properly trained and certified.

Metal detection device alarm tolerance levels must be set to effectively identify metallic contraband (for example, weapons). Test results are recorded in a log. Alarm tolerances for electronic search devices used on visitors must be synchronized within the same facility.

Visitors failing to clear a walk-through metal detector must be searched using a hand-held metal detector. Failure to clear the hand-held metal detector may qualify as reasonable suspicion to perform a further pat or visual search.

Some situations may not be remedied by a pat search, thus requiring a limited visual search. For example, a concealed medical device (e.g., knee brace under clothing, or insulin delivery system) may trigger the walk-through and hand-held metal detectors. In such cases, a limited visual search will ordinarily be required to confirm the device's presence and qualification as a permitted object. Similarly, some items of clothing (e.g., underwire bra) may trigger the metal detectors, thus requiring a limited visual search for the same reason. In both type cases, it is important that a limited visual search always be performed discreetly, in a private area away from others, and by staff members of the same sex as the visitor being searched. Visual searches conducted by staff members of the opposite sex are only permitted in emergency situations with the Warden's authorization. The situations described above should not rise to the level of such an emergency, but rather simply may cause a processing delay until a same-sex staff member and Warden's authorization are available.

X-ray screening devices may be used routinely, or in addition to, visual searching of personal containers and belongings.

See the Program Statement **Ion Spectrometry Device Program** for procedures regarding use of these devices.

b. Pat Searches

(b) *Pat Search.*

(1) You and your belongings may be pat searched either randomly or upon reasonable suspicion.

(2) A pat search of your person or belongings involves a staff member pressing his/her hands on your outer clothing, or the outer surface of your belongings, to determine whether prohibited objects are present.

(3) Whenever possible, pat searches of your person will be performed by staff members of the same sex. Pat searches may be conducted by staff members of the opposite sex only in emergency situations with the Warden's authorization.

(1) **Generally.** Except in emergencies, pat searches of visitors must be conducted by staff of the same sex as the visitor being searched.

Where possible, conduct pat searches out of the view of other visitors and inmates. Where possible, erect privacy screens near the general processing area for more detailed searches.

(2) **Religious Headwear.** Religious headwear is not considered part of a visitor's belongings, but rather their person. Random pat searches should NOT ordinarily include removal and inspection of religious headwear. Except in emergencies, Warden authorization is required before staff pat or visually search religious headwear.

Bureau policy does NOT require the higher degree of "reasonable suspicion" before searching religious headwear. Such searches may occur on authority of the Warden, after considering the factors listed below. Searches of religious headwear should be conducted out of the view of other visitors and inmates.

Before approving a pat or visual search of religious headwear, the Warden must carefully consider whether it is necessary and appropriate. Specific factors to consider include:

- Reason for the visitor's presence in the facility (for example, inmate visitor or contract chaplain).
- Whether the visitor and headwear cleared a metal detector or other electronic searching device.
- The credentials of the visitor.
- The visitor's relationship to the inmate, where applicable.
- Any other relevant information.

Pat or visual searches of religious headwear must be documented as for reasonable suspicion searches, per Section 8.b.(2).

Religious headwear that obscures a visitor's face must be removed sufficiently to reveal the face for identification upon entering and leaving facilities, and does not require the heightened conditions described above or documentation. In these cases, the entire headwear need not be removed if partial removal will reveal the face for identification.

c. **Visual Searches.**

(c) **Visual Search.** You and your belongings may be visually searched as follows:

(1) **Person.**

(i) A visual search of your person involves removing all articles of clothing, including religious headwear, to allow a visual (non-tactile) inspection of your body surfaces and cavities.

(ii) Visual searches of your person must always be authorized by the Warden or his/her designee and based on reasonable suspicion; random visual searches are prohibited.

(iii) When authorized, visual searches will be performed discreetly, in a private area away from others, and by staff members of the same sex as the non-inmate being searched. Visual searches may be conducted by staff members of the opposite sex in emergency situations with the Warden's authorization.

(iv) Body cavity (tactile) searches of non-inmates are prohibited.

(2) **Belongings.** A visual search of your belongings involves opening and exposing all contents for visual and manual inspection, and may be done either as part of a random search or with reasonable suspicion.

(1) **Visual Searches of Persons.** Visual searches of persons may only be conducted when authorized by the Warden upon reasonable suspicion that the subject is engaged, or attempting to engage, in prohibited activities, including possession of prohibited objects.

Visual searches must be conducted out of the view of others, in areas that can be secured from unexpected entry.

Except for emergencies, as authorized by the Warden, visual searches must be conducted by staff of the same sex as the person being searched.

The special concerns in searching religious headwear (Section 9.b.(2), above) apply to visual searches of those items as well.

(2) **Visual Searches of Belongings.** Visual searches of personal belongings may be conducted randomly, as defined in Section 8.a. They may be done with an x-ray screening device.

Visual searches of belongings are conducted as follows:

- Staff must be respectful of visitors' belongings. Belongings and contents should not be handled carelessly, or in a manner that attracts unnecessary attention by others in the area.
- Staff should not make unnecessary or inappropriate comments regarding visitors' belongings that might cause embarrassment.
- All containers – for example, purses, backpacks, and medication (prescription or over-the-counter) – must be opened and inspected.

(3) **Visual Searches of Vehicles.** Visual searches of visitors' vehicles may be conducted randomly, as defined in Section 8.a, as follows:

- A minimum of two staff are required for a vehicle search.
- The driver of the vehicle must be present (if reasonably available), at least 20 feet away from the vehicle, under direct supervision of one staff member.
- The other staff member will visually search areas of the car that are reasonably accessible – engine compartment, under seats, interior compartments, trunks, and inside any containers in the vehicle.
- Keys for locked compartments or containers must be provided to staff, who unlock them rather than allowing the driver to do so. Refusal to provide keys is a refusal to submit to the search.
- Staff may not pry, force, or break open any areas to obtain access.

d. **Drug Testing.** Visitors intoxicated by alcohol or drugs can seriously jeopardize the safety, security, and orderly operation of facilities and threaten public safety. Their presence cannot be permitted.

Visitors intoxicated by any substance may be denied entry even if the source of the behavior is claimed to be authorized medication. Identification of the specific drug or chemical is not necessary to disallow entry.

(d) Drug Testing.

(1) You may be tested for use of intoxicating substances by any currently reliable testing method, including, but not limited to, breathalyzers and urinalysis.

(2) Drug testing must always be authorized by the Warden or his/her designee and must be based on reasonable suspicion that you are under the influence of an intoxicating substance upon entering, or while inside, a Bureau facility or Bureau grounds.

(3) Searches of this type will always be performed discreetly, in a private area away from others, and by staff members adequately trained to perform the test. Whenever possible, urinalysis tests will be conducted by staff members of the same sex as the non-inmate being tested. Urinalysis tests may be conducted by staff members of the opposite sex only in emergency situations with the Warden's authorization.

Drug testing can only occur when authorized by the Warden upon reasonable suspicion that the visitor is currently under the influence of a drug, and that such influence jeopardizes the safety, security, or orderly operation of the facility, or threatens public safety. Staff conducting drug tests must be properly trained and certified.

In this policy, a "drug" includes, but is not limited to, alcohol, narcotics, illicit drugs, and any other intoxicating substance.

Drug testing is conducted as follows:

- Staff must directly supervise and observe the specimen collection.
- Urine specimen collection must occur in a sex-appropriate restroom or private medical exam area, directly supervised by staff of the same sex as the visitor being tested.

10. SEARCH PROCEDURES

Procedures in this section apply to searching inmate visitors, both social and legal, official visitors, contractors, and volunteers, upon entering Bureau grounds or facilities. Exceptions require the Warden's authorization, and may not exceed limits created by the applicable Federal regulations (rules) text.

Persons refusing to submit to or comply with authorized Bureau search procedures will be denied entry or required to leave. Depending on the circumstances, such persons may be detained or arrested, either by Bureau staff or by local or Federal law enforcement authorities, after following the procedures found in Sections 11 and 12.

a. **Search Procedures.** Inmate visitors, both social and legal, official visitors, contractors, and volunteers, must be searched as follows:

(1) **Random Electronic Searches.** All visitors and their property/belongings will be randomly searched by electronic means (walk-through or hand-held metal detector, ion spectrometry devices, x-ray screening for personal containers and belongings, etc.).

At LOW security and higher facilities (including Administrative facilities), all visitors are required to clear a metal detector before entering. Alternate random selection methods are not used for this search requirement.

At MIN security facilities, random electronic searches may be conducted as deemed necessary and appropriate by the Warden or camp administrator.

(2) **Random Pat Searches.** All visitors are randomly pat-searched according to a daily random method determined by following procedures in Section 8.a. Contractors, volunteers, and inmates' attorneys are not exempt from pat searches according to the established daily random method. Official visitors who will be under staff supervision and escort while visiting the institution may be exempted by the Warden from pat searches according to the established daily random method (e.g., judges, legislators, executive branch officials).

(3) **Random Visual Searches of Belongings.** At LOW security and higher facilities (including Administrative facilities), all visitors' belongings must be visually searched. These searches may be done by an x-ray screening device. Alternative random selection methods are not used for this search requirement.

At MIN security facilities, random visual searches of belongings may be conducted as deemed necessary and appropriate by the Warden or camp administrator.

Staff visually search legal materials only to determine their qualification as legal materials and the absence of prohibited objects, but should not otherwise be read in detail. Visitors' vehicles should also periodically receive random visual searches per procedures in Section 8.a.

(4) **Reasonable Suspicion Visual Searches of Persons.** Visual searches of persons may only be conducted when authorized by the Warden upon reasonable suspicion that such person is engaged, or attempting to engage, in prohibited activities, which may include possession of prohibited objects.

(5) **Reasonable Suspicion Drug Testing.** Drug testing visitors must always be authorized by the Warden, based on reasonable suspicion that the visitor is under the influence of an intoxicating substance while on Bureau grounds or in a facility.

(6) **Searches by Outside Law Enforcement.** Searches of visitors by local or Federal law enforcement authorities may occur as authorized by law.

11. DENIAL OF ENTRY

§ 511.17 When a non-inmate will be denied entry to or required to leave a Bureau facility or Bureau grounds.

At the Warden's, or his/her designee's, discretion, and based on this subpart, you may be denied entry to, or required to leave, a Bureau facility or Bureau grounds if:

(a) You refuse to be searched under this subpart; or

(b) There is reasonable suspicion that you may be engaged in, attempting, or about to engage in, prohibited activity that jeopardizes the Bureau's ability to ensure the safety, security, and orderly operation of its facilities, or protect the public. "Reasonable suspicion," for this purpose, may be based on the results of a search conducted under this subpart, or any other reliable information.

Persons refusing to submit to or comply with authorized Bureau search procedures will be denied entry to Bureau grounds and facilities or required to leave. Depending on circumstances, such persons may be detained or arrested, either by Bureau staff, or by local or Federal law enforcement authorities. Warden authorization is required before taking any of these actions.

Upon learning that a person refuses to submit to or comply with an authorized search procedure, staff conducting the search must inform the person of the potential consequences. Staff may not use force to require persons to submit to searches unless there is evidence of an imminent threat of serious personal injury, or other result that imminently jeopardizes the safety, security, or orderly operation of the facility, or threatens public safety.

For procedures for limiting or terminating an inmate visit based on the result of searching visitors, or their refusal to submit to authorized searches, refer to the Program Statement **Visiting Regulations**.

12. ARRESTING/DETAINING VISITORS

§ 511.18 When Bureau staff can arrest and detain a non-inmate.

(a) You may be arrested and detained by Bureau staff anytime there is probable cause indicating that you have violated or attempted to violate applicable criminal laws while at a Bureau facility, as authorized by 18 U.S.C. § 3050.

(b) “Probable cause” exists when specific facts and circumstances lead a reasonably cautious person (not necessarily a law enforcement officer) to believe a violation of criminal law has occurred, and warrants consideration for prosecution.

(c) Non-inmates arrested by Bureau staff under this regulation will be physically secured, using minimally necessary force and restraints, in a private area of the facility away from others. Appropriate law enforcement will be immediately summoned to investigate the incident, secure evidence, and commence criminal prosecution.

a. **Probable Cause.** Staff may arrest a person only when there is probable cause to believe that the person has engaged in, or attempted to engage in, a violation of Federal criminal law(s) for which Bureau staff are authorized to make arrests.

In this policy, “probable cause” exists when specific facts and circumstances lead a reasonably cautious person (not necessarily a law enforcement officer) to believe a violation of criminal law has occurred and warrants consideration for prosecution. Probable cause may be based on information from a reliable informant.

Neither “reasonable suspicion” nor “mere suspicion” are sufficient standards by which staff may make arrests. “Probable cause” is a higher standard than both. The existence of reasonable, or mere, suspicion warrants taking action to neutralize, or “freeze,” the situation to allow further investigation, questioning, and development. Staff in these circumstances may “detain” persons for short periods without formally “arresting” them.

b. **Detaining a Person.** A person may be detained pending further investigation, or while staff await advice from, or arrival of, law enforcement officials, to confirm or dispel a suspicion that the individual may have committed a criminal offense, or engaged in prohibited activities, including possession of prohibited objects.

Staff should carefully consider whether detention of a person under this section is necessary. A key consideration is whether detention is necessary to avoid or ensure criminal prosecution of an event that threatens the safety, security, or orderly operation of the facility, or public safety.

For example, staff may elect to detain a person who is suspected of assaulting a staff member, in which case the person may be held for a reasonable period, pending notification of, consultation with, and arrival of law enforcement officials.

An individual should not ordinarily be detained for conduct that poses little or no threat to the safety, security, or orderly operation of the facility, or public safety. For example, if a person is observed to be under the influence of alcohol or drugs, and makes no apparent effort to bring alcohol or drugs into the facility, staff ordinarily would not detain him/her, although they have authority to do so. Staff have the option of advising law enforcement officials of this situation, who will then decide whether they wish to stop the individual when departing Bureau grounds.

When a person is detained, staff should write down appropriate information (name, description, license number, circumstances warranting referral) and provide it to law enforcement officials when they arrive.

Bureau legal staff must be consulted regarding any individual detained in lieu of arrest for over two hours. Bureau legal staff should also be consulted when staff have questions about detaining an individual.

c. **Arresting a Person.** Bureau staff may arrest a person only when there is *probable cause* to believe that the person has violated Federal criminal laws for which Bureau staff are authorized to make arrests. For example, staff may arrest a person when there is probable cause to believe that such person is attempting to assist an escape, facilitate a disturbance, or introduce dangerous contraband.

Staff's legal authority for arresting a visitor or other person is Title 18, United States Code, § 3050 (18 U.S.C. § 3050), which authorizes Bureau officers and employees (not including U.S. Public Health Service officers detailed to the Bureau) to make an arrest:

(1) On or off Bureau premises, without warrant, for violation of the following provisions, regardless of where the violation may occur:

– **18 U.S.C. § 111 – Assaulting Officers.** A Bureau officer or employee has the authority to arrest without warrant any person who forcibly assaults, opposes, resists, impedes, intimidates, or interferes with an employee of any Federal institution while engaged in or on account of the performance of official duties.

– **18 U.S.C. § 751 – Escape of Prisoner in Custody of Institution or Officer.** A Bureau officer or employee has the authority to arrest an inmate who is attempting to escape or who is on escape status. The escapee should be returned to a Federal institution as soon as possible, but may be temporarily detained by local authorities. Staff observing an escape should not attempt an apprehension without assistance, which may be obtained through the local institution or any law enforcement agency. The Bureau is to be notified of any apprehension and site of detention as soon as practicable.

– **18 U.S.C. § 752 – Instigating or Assisting Escape.** A Bureau officer or employee has the authority to arrest any individual who is actively instigating or assisting an inmate in an immediate escape from custody. This authority does not extend to individuals suspected of this activity and is limited to instances when the individual(s) is observed in actively assisting an escape from immediate custody, or the individual's role as an instigator is such that there is probable cause to believe that continued instigation could lead to an attempt to escape. Suspicion of such activity and arrests resulting from illegal acts described in this section are reported to the appropriate law enforcement officials.

– **28 U.S.C. § 1826(c) – Escape of Recalcitrant Witness.**

(2) On Bureau of Prisons premises or reservation land of a penal, detention, or correctional facility, without warrant, for violation of the following provisions:

– **18 U.S.C. § 661 – Theft.** A Bureau officer or employee has the authority to arrest any person who, on Bureau premises or reservation land, takes and carries away, with intent to steal or purloin, any personal property of another.

– **18 U.S.C. § 1361 – Depredation of Property.** A Bureau officer or employee has the authority to arrest on Bureau premises or reservation land any person who willfully injures or commits any depredation against any property of the United States, or of any department or agency thereof.

– **18 U.S.C. § 1363 – Destruction of Property.** A Bureau officer or employee has the authority to arrest on Bureau premises or reservation land any person who willfully and maliciously destroys or injures, or attempts to destroy or injure, any building, structure, machinery, or building materials.

– **18 U.S.C. § 1791 – Providing or Possessing Contraband in Prison.** Under this section, a Bureau officer or employee has the authority to arrest an individual who provides, or attempts to provide, contraband to an inmate, or who is introducing or attempting to introduce contraband into a Federal institution, although in practice an arrest ordinarily occurs only when dangerous

contraband is involved. To effect an arrest under 18 U.S.C. § 1791, there must be a deliberate attempt by the individual to introduce contraband for delivery to an inmate. Thus, a person found to have contraband in a vehicle on an institution reservation does not ordinarily present sufficient cause for arrest by a Bureau employee, although the nature of the contraband may warrant a referral to local or Federal law enforcement officials. The person ordinarily is asked to leave and to dispose of the contraband before returning.

Note: When dangerous contraband is introduced or attempted to be introduced into a Federal institution, staff may impound it for referral to law enforcement officials.

Note: Although 18 U.S.C. § 4012 authorizes Bureau officers and employees to summarily seize any object introduced into, or possessed within, a Federal institution in violation of a rule, regulation, or order promulgated by the Director, the Bureau has determined that, as applied to non-inmates, such seizure ordinarily is limited to dangerous contraband, with the contraband being referred to law enforcement officials for possible use in criminal proceedings. Any exception to this procedure must have prior written approval, with reasons included, of the Warden, acting Warden, or administrative duty officer; a copy is forwarded to the regional correctional services administrator.

– **18 U.S.C. § 1792 – Mutiny and Riot Prohibited.** A Bureau officer or employee who encounters an individual who is instigating, conniving, or willfully attempting to cause or assist, or is conspiring to cause any mutiny or riot at any Federal institution, shall effect an arrest. Bureau policy is to effect an arrest for a violation listed in § 1792 upon determining that the act is deliberate and intentional, and when the employee has probable cause to believe that the individual intends to violate the cited prohibited acts of this section.

– **18 U.S.C. or 21 U.S.C.** Non-inmates may be arrested without warrant for any other offense described in title 18 or 21 of the United States Code, if committed on the premises or reservation of a Bureau facility, and necessary to safeguard security, good order, or government property.

Such an arrest may be made when staff has *probable cause* to believe that a person has committed one of these offenses, and when there is likelihood of the person escaping before a warrant can be obtained. Whenever possible, the Warden or designee shall determine whether an arrest should occur.

d. **Use of Firearms.** Bureau staff may use firearms to help detain or arrest a visitor or other person, as provided in the Program Statement **Correctional Services Manual**.

e. **Notification to the Regional Director.** The Warden shall notify the Regional Director or designee by telephone when an arrest is made under this section. Detailed written documentation is forwarded to the Regional Director within three work days of the arrest.

f. **Removal of a Visitor or Person Other Than an Inmate From an Institution.** If a visitor or other person is denied entry to the facility, but refuses to leave the Bureau grounds, law enforcement authorities should be contacted to remove the person, unless the person's actions fall within one of the serious Federal crimes cited above.

When time or circumstances do not permit contact with local or Federal law enforcement officials, or when law enforcement officials are unable to come to the facility, staff may use the minimum force necessary to remove a person who refuses to leave Federal property.

Staff forward a report through the Warden to the Regional Director describing the circumstances requiring the use of force.

g. **Custodial Interrogation.** Interrogating visitors or other persons in custody under this section is the responsibility of local or Federal law enforcement officials. Staff should not interrogate such persons unless immediate questioning is necessary to protect the security of the facility or the life or safety of any person.

h. **Handling of Evidence.** This must be done in accordance with the "Chain of Custody Rules for Preservation of Evidence." Refer to the Program Statement **Special Investigative Supervisors' Manual** for further information concerning the collection and maintenance of evidence.

i. **Illicit Drug Testing Kit.** Contraband in the form of suspected illicit drugs is to be tested with the approved drug testing kit. A positive result is sufficient reason to refer the incident to local or Federal law enforcement for possible prosecution.



**U.S. Department of Justice
Federal Bureau of Prisons
U.S. Penitentiary
Atlanta, Georgia 30315**

**INSTITUTION
SUPPLEMENT**

NUMBER: ATL. 5267.08E
DATE: April 18, 2011
SUBJECT: Visiting Regulations

-
1. **PURPOSE:** The Warden of this institution encourages wholesome and meaningful visits with relatives, friends, and community groups to maintain inmate morale and to foster closer relationships between the inmate and family members or others in the community. Any visit, which in the opinion of the Warden or his designee, interferes with the security and orderly operation of the institution, may be denied and/or terminated.
 2. **DIRECTIVES AFFECTED**
 - a. **Directives Rescinded:** Institution Supplement 5267.08C, Visiting Regulations, dated October 4, 2009.
 - b. **Directives Referenced:** Program Statement 5267.08 Visiting Regulations, dated May 11, 2006. Program Statement 5270.07, Inmate Discipline and Special Housing Units, dated December 29, 1987. Program Statement 5510.12, Searching, Detaining, or Arresting Persons Other Than Inmates, dated January 15, 2008.
 3. **STANDARDS REFERENCED:** American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499-1, 4-4499, 4-4500, 4-4501, 4-4503, 4-4504.

DISTRIBUTION: Warden, Associate Wardens, Executive Assistant, Camp Administrator, Department Heads, Correctional Supervisors, Case Managers, AFGE President, SERO

4. VISITING HOURS: (See attachment 6)

- a. USP and Detention Center Visiting hours will be from 8:00 a.m. until 3:00 p.m. on Friday thru Sunday. Visitors will not be allowed inside the institution prior to 7:45 a.m., but may wait in the visitor's parking lot. Processing of incoming visitors will terminate at 2:00 p.m. Visitors in the Visiting Room will be required to exit at 3:00 p.m.
- b. **Federal Prison Camp visitations will be from 8:00 a.m. until 3:00 p.m. on Saturday and Sunday. No visitors will be allowed inside the institution prior to 8:00 a.m., but may wait in the visitor's parking lot. Processing of incoming visitors will terminate at 2:00 p.m. Visitors in the Visiting Room will be required to exit at 3:00 p.m. The Camp does not use the point system.**
- c. **All eligible inmates may receive visits on the recognized Federal holidays without regard to the even/odd schedule, if approved by the Warden. The recognized holidays are: New Year's Day; Martin Luther King, Jr.'s Birthday; President's Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Veteran's Day; Thanksgiving; and Christmas.**
- d. **On Saturday and Sunday an even/odd schedule will be used for USP General Population inmates only. The fifth digit of an inmate's register number is utilized when determining if he has an even or odd number.**

5. FREQUENCY OF VISITS:

- a. Each USP inmate is allotted five visits per calendar month, regardless of the duration of the visit. Visits on Federal holidays ordinarily will not count against the five (5) allotted visits each month.
- b. Visiting Restrictions and Overcrowding: Visiting may be curtailed or terminated because of an emergency, improper conduct on the part of an inmate or his visitor(s), or when the visiting area becomes overcrowded. Should it become necessary to curtail or terminate visiting because of overcrowding, a Lieutenant or Institution Duty Officer will authorize and supervise the process. A two-hour maximum visiting time limit will go into effect. Staff will apply the time limit first to those visitors who reside within a 200-mile radius of Atlanta.

If the area is still overcrowded, those who accumulated the most number of visits for that month will be terminated or curtailed next.

- c. Visitation will not ordinarily affect the normal activities of the institution. Inmates scheduled to receive a visit will be required to report to their regular assignment until they are called for the visit.

6. NUMBER OF VISITORS:

The number of persons allowed and seats used while visiting one inmate as a group, will be limited to four. The seats are for adult visitors.

Children are not guaranteed seating. The Visiting Room Officers will not allow more than four adults and three children to visit one inmate at a time, without prior written approval of the inmate's Unit Team. Visiting Room staff will assign the seating arrangement for visitors and inmates.

- a. Split Visits: Should more than the authorized number of visitors arrive at the USP at the same time, a split visit may be arranged. A split visit is defined as a visit where one or more of the visitors leave the Visiting Room to be replaced by other authorized visitors. Those visitors leaving must leave the institution and may wait in the visitor's parking lot. They are not allowed to wait in the West Gate entrance area. On split visits, only one interchange of visitors will be permitted, i.e., individuals leaving the Visiting Room to permit other members of the party to visit may not subsequently return for further visiting the same day.

- ***
- b. Non-Contact Visits: As a means of enhancing visiting security procedures, inmates housed in a security status housing unit (Special Housing) will be placed on non-contact visiting status. Inmates in this status will receive one hour visitations, with a maximum of five visits per month. The visits will be conducted via video monitor. The visitor will be in the visiting room and the inmate will be in the designated video monitor area in the Special Housing Unit. **The practice of allowing Administrative Detention inmates an opportunity to visit in an open environment will be implemented, as determined appropriate by the Captain.** However, designated seating and predetermined numbers of inmates entering the Visiting Room will be applied. Inmates which present a security concern (involvement in major incidents, protective custody, and drug introduction) will continue visiting in non-contact areas.

7. IDENTIFICATION OF VISITORS:

Positive identification of visitors is required for visitation. Proper identification will consist of two types. At least one type must contain a photograph. "Official" forms of photographic identification are: current driver's license, a passport, and state identification card. Other forms of identification, which may be used with a

photo identification are birth certificates or identification with the visitor's full name and signature. The Institution Duty Officer or a Lieutenant will be notified in questionable cases. Tactful questioning on the basis of available information in the inmate's Central File may help clear up doubtful cases.

Black Light Identification. All USP visitors will have one hand marked with a "black light" stamp which will be checked with the "black light" lamp prior to entry inside the institution. Prior to departing the Visiting Room, visitors will again have their hand checked with the "black light". Visitors are required to carry their photo identification with them at all times while they are inside the institution. Staff will check the photo ID of each visitor each time they check the "black light" stamp. Visitors who no longer have the ink stamp on their hand or photo identification will be detained in the area until a Lieutenant arrives to investigate the situation and identify the visitor. Black light stamps will be maintained in the Control Center. The West Gate Officer will randomly be given a stamp to use each day. The Officer will return the stamp to the Control Center at the end of his/her work schedule. All stamps will be accounted for each shift.

8. APPROVED VISITORS:

Visits are permitted for those on the inmate's approved visiting list as authorized by the inmate's unit team. It is the responsibility of the inmate to advise the visitors not to visit prior to receiving notification from the inmate that they have been authorized to visit. Except for immediate family, visitors will not be placed on more than one inmate's approved visitor's list. Exceptions may be made to this procedure for 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.

All inmates must have known the proposed visitor(s) prior to incarceration. The Warden must approve any exception to this requirement.

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 order of the institution.

Holdovers and New Commitments. When an approved visiting list is not available, visits for new commitments and inmates in holdover status will be limited to members of their immediate family. Birth Certificates or some form of identification that would indicate they are members of the inmate's immediate family, including a check of the inmate's PSI Report, if one is available, should be made by the unit team. Holdovers will normally have to wait thirty (30) days before being allowed visitors. Pretrial inmates will fall under the same guidelines as the Holdover inmates with the exception of the thirty (30) day waiting period.

9. VISITS TO INMATES NOT IN GENERAL POPULATION (USP and FPC)

a. Hospital Patients. Visits to FPC inmates hospitalized in the community will be restricted to immediate family members and are subject to the visiting policy of the community hospital and those procedures as outlined in the "Hospital Escort" Post Order. Visits to USP inmates at outside medical facilities are normally restricted to "emergency" visitation during critical terminally ill episodes. These visits will be recommended by the Clinical Director to the Unit Manager, who will prepare a memorandum requesting the visitation. The memorandum and inmate central file will be routed through the Captain's Office for approval prior to being submitted through the Associate Warden to the Warden. No visits at outside hospitals will be allowed without prior written authorization from the Warden.

**** b. Special Housing Unit. Visiting privileges, ordinarily, will not be denied because of a violation of the institution regulations. However, inmates in the Administrative Detention will be required to visit in the non-contact visiting rooms located on the west side of the third floor Special Housing Unit and inside the second floor Special Housing Unit. **Inmates may be allowed to visit in the general population visiting area as determined to be appropriate by the Captain. All visits, for inmates housed in the Special Housing Unit, will be limited to two hours. An additional time limitation may be imposed, if space is needed for awaiting visitors, limiting the visiting time to one hour.**

In all cases, the Lieutenant will be notified prior to escorting any inmate into the Special Housing Unit High Security Visiting Room. Inmates in Special Housing status will be required to undergo a visual (strip) search prior to and following the visit.

10. PREPARATION OF THE LIST OF VISITORS FOR USP and FPC

- a. Each new inmate will be provided a Visiting List Request form upon his arrival at this institution. The Unit Counselor will be responsible for the preparation and placement of the original inmate visiting folder with the "Official Visiting List" in the Visiting Room file cabinet. Changes to the Visitation List can be made every ninety (90) days.
- b. Amendments to visiting lists will be processed by the inmate's Counselor. Inmates desiring a change will submit a request to his Counselor with the appropriate information.
- c. The Counselor will request information from potential visitors who are not members of the inmate's immediate family prior to placing the potential visitor on the inmate's approved visiting list.
- d. If a background investigation is necessary before approving a visitor, the inmate will be held responsible for having the Release Authorization form forwarded to

the proposed visitor. This form must be signed and returned to the Counselor by the proposed visitor prior to any further action concerning the visit. Upon receipt of the authorization form, the Counselor may forward the questionnaire, along with the release authorization to the appropriate law enforcement agency.

e. **An inmate's visiting list may be amended at any time in accordance with the procedures of this section.**

f. The Counselor will notify the inmate of each approval or disapproval of a requested person for the visiting list. Upon approval of each visitor, the Counselor will provide the inmate with a copy of the visiting guidelines and with directions for transportation to and from the institution.

The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the visiting guidelines and directions for transportation to and from the institution.

The visiting guidelines and directions to the institution will cite Title 18 U.S.C. §1791 and §3571, which provides a penalty of not more than twenty (20) years, a fine of not more than \$250,000, or both, for providing or attempting to provide an inmate anything without the knowledge and consent of the Warden.

11. SPECIAL VISITS USP and FPC:

a. Non-Visiting Days: Limited visiting may be authorized at times in unusual circumstances upon recommendation of the Unit Manager and approval of the Associate Warden (Programs) or Camp Administrator. When this occurs, the Unit Manager will be responsible for providing the staff to process and supervise the visit.

b. Consular Visits: Whenever it has been determined that an inmate is a citizen of a foreign country, the Consular Representative of that country will be permitted to visit on matters of legitimate business. This privilege will not be withheld even though the inmate may be undergoing disciplinary status or confined in the Special Housing Unit. Consular visits, with no other approved visitors on the inmate's visiting list being present, will not count against the inmate's allotted number of visits per month.

c. Attorney Visits:

1) Visits by retained and appointed attorneys or by attorneys requested by an inmate or his family in contemplation of prospective legal representation will be permitted. 2) Attorney visits will ordinarily take place during regular visiting hours. Attorney visits for inmates in security concern status areas (Special Housing Unit, Admissions/Orientation, and DCU secure cells) will take place in the Non-Contact Visiting area on the west side of the Special Housing Unit on the third floor. The Unit Manager will be responsible for providing actual supervision of the attorney visit during non-visiting periods.

- 3) Prior to each visit, attorneys are required to present approved identification and identify the inmate requesting their assistance or an inmate the attorney wishes to interview as a witness.
- 4) The institution reserves the right to refuse admission to those who fail to comply with these regulations. However, if there is a question about the identity of an attorney or of his/her qualification as an attorney in good standing, prior to refusing the visit to take place, the matter should be referred to the Legal Liason.
- 5) Attorneys will be subject to a search of their person and belongings for the purpose of ascertaining if contraband is present. They will also be required to read and sign a "Notification to Visitors" form concerning the introduction of contraband.
- 6) Inmate/Attorney visits will take place in the private conference room located within the Visiting Room. If the private conference room is in use, the visit may take place within the regular Visiting Room. Visits between attorneys and inmates will not be subject to auditory supervision. If the attorney does not wish to meet in the regular Visiting Room, he or she will be offered the opportunity to reschedule the visit when the private conference room is available.
- 7) Tape players/recorders may be used by the attorney during the course of the visit, only if prior approval has been granted by the Warden. The attorney must agree in advance of the interview that the only purpose of utilizing a tape player/recorder is to facilitate the attorney/client relationship.
- 8) Any immediate grievance or concerns an attorney may have concerning his client, which are deemed appropriate to respond to during the visit, will be referred, in the following order, to the Unit Manager, Legal Liason, or Institution Duty Officer.
- 9) Unless the legal matter involves more than one inmate, attorneys will normally visit only one inmate at a time. In these cases prior written approval must have been obtained from the Warden through the Legal Liason.
- 10) Attorney visits, with no other approved visitors on the inmate's visiting list being present, will not count against the inmate's allotted number of visits per month.
- 11) An attorney will not be permitted to take or leave any papers or legal documents he or she did not bring into the institution without prior permission of the Unit Manager or Legal Liason.

- 12) Inmates are prohibited from bringing papers or legal material into the Visiting Room unless prior permission from the Unit Manager or Legal Liason has been obtained. In these instances a member from the inmate's Unit Team is responsible for searching the paper/material for contraband prior to the inmate bringing them into the Visiting Room.
 - d. **Clergy Visits:** Special clergy visits, that are approved in advance by the Chaplain and Unit Manager in order to meet an inmate's specific needs which are not provided by this institution, or to assist an inmate in counseling and discussion of family problems, will take place within the regular Visiting Room. If the need is such that a private area is recommended by the visiting Chaplain, the institution Chaplain will arrange for the area where the visit will take place and in conjunction with the Unit Manager, arrange for staff supervision of the visit. Clergy visits, unless approved in advance by the Chaplain and Unit Manager, will count against the inmate's visiting total for the month.
 - e. The time and administrative expenses incidental to arranging and supervising visits will be absorbed by the respective department responsible for the visit
 - f. **Prisoner Visitation and Support (PVS) volunteers will be allowed to visit inmates during normal visiting hours. These visits will be documented through the routing of a memorandum generated by the Chaplain's Office. This memorandum will be routed through the Associate Warden of Programs and Warden's Office for approval. Once signed, copies of these memorandums will be forwarded to the West Gate Officer and placed electronically on the Local Area Network. These memorandums can be accessed from any computer desktop. All staff will be able to read and print a hard copy of these memorandums. The PVS visitor will follow all entry requirements for any person desiring to enter this facility. These visits will be supervised by the Visiting Room Officers or other assigned staff members.**
12. VIOLATIONS OF REGULATION AND/OR INTRODUCTION OF CONTRABAND
- a. The right to future visits may be denied to anyone who tries to circumvent or evade regulations. It may also require additional action including possible prosecution. Introduction of Contraband into a Federal Penal Institution is a violation of Title 18 §1791 and §3571 of the U.S. Code Attorney General's Regulation, dated September 18, 1948. **In order to ensure that a visitor is aware of the above regulation, the Visiting Escort officer will have each adult visitor, sixteen years of age and older, complete and sign a "Notification to Visitor" form, acknowledging his/her awareness and understanding of the possible penalties for violation of the Visiting Room regulations and/or**

introduction of contraband into the institution. "Visitors are not authorized to bring any items to give to an inmate". At the completion of each visiting day these forms will be filed in the inmate's visiting folder and retained for one (1) year.

- b. If a visit is terminated because of a violation of regulations, the officer identifying the violation will prepare and submit an incident report on the inmate (s) involved. The Lieutenant on duty at the time of the violation will interview the outside visitor(s) involved and obtain a written, signed statement to be included in the investigative information on the incident report, when appropriate. Refusal by the visitor to cooperate in the interview and to provide the written statement will be documented and submitted to the Captain.
- c. If it becomes necessary to warn an inmate concerning violations of visiting regulations, the Visiting Room Officer will prepare the warning in writing. The original will be placed in the inmate's official visiting folder and a copy will be sent to the Unit Manager. Both copies will show the date and reason for warning as well as the time, date, and name of the staff member giving the warning.
- d. Visitors may have their visiting privilege suspended for demonstrating inappropriate (Disrespectful) behavior or a positive test result on the ION Scan. Any visitors suspended, as a result of any infraction for behavioral issues will have their visiting privileges suspended as determined by the Warden.

Visitors testing positive with the ION Scan machine will have their visiting privileges suspended as outlined below:

1. 1st Offence, the visitor will be denied visitation for 48 hours.
2. 2nd Offence, the visitor will be denied visitation for 30 days.
3. 3rd Offence, the visitor will be denied visitation for 90 days.
4. 4th and subsequent Offences, the visitor will be denied visitation for 180 days.

13. SEARCHING OF VISITORS AT THE USP

*** **Pat Searches**

*** **(1) All Visitors and their belongings may be pat searched either randomly or upon reasonable suspicion.**

*** **(2) A pat search of a visitor's person or belongings involves a staff member pressing his/her hands on a visitor's outer clothing, or the outer surface of a visitor's belongings, to determine whether prohibited objects are present.**

*** **(3) Whenever possible, pat searches of a visitor's person will be**

performed by staff members of the same sex. Pat searches may be conducted by staff members of the opposite sex only in emergency situations with the Warden's authorization.

- a. Right of Refusal. Any visitor who objects to a search, test, or entrance procedures has the option of refusing, but must leave the institution grounds immediately. Staff will deny admission to any visitor who refuses to undergo a search of personal effects, e.g., purse, coat, bags, briefcases, etc. Visitors who refuse any search or procedure and elect to leave the institution, will not be permitted to return to visit without prior approval of the appropriate Associate Warden.
- b. Termination of a Visit. The Institution Duty Officer, in conjunction with the Lieutenant, will terminate a visit upon determining that a visitor is in possession of, is passing or attempting to pass contraband not previously detected, or who is engaging in any conduct or behavior which poses a threat to the orderly or secure running of the institution, or to the safety of any person in the institution. The Visiting Escort Officer terminating the visit will prepare written documentation describing the basis for this action. The required documentation will include the date, time visit began, time of termination, persons involved, and the reasons for the termination. The original report will be forwarded to the Warden.
- c. Metal Detectors. Visitors will be required to submit to a search before entering the institution by electronic means (e.g., walk-through and/or hand-held metal detectors), and their personal effects will be visually searched. Lockers have been provided for personal effects not allowed in the Visiting Room. Visitors who fail the metal detector screening will not be allowed entrance into the institution. Occasionally, a visitor will be equipped with a prosthesis containing metal. In such cases, following approval from the Institution Duty Officer, a Physician's Assistant from the hospital will be requested to perform a personal shakedown in the restroom located in the front entrance to include a thorough examination of the prosthetic device. Visitors may have surgically implanted pins and plates that will not clear the metal detector. The hand-held metal detector must be used in these cases, in addition to a visual examination of the body area. Careful examination will also be required of wheelchair bound visitors, including a complete search of the chair.
- d. Religious Attire: Visitors, who have religious attire or clothing, will not be subjected to any other procedures not outlined above. Visitors in religious attire will be processed through the metal detector and hand-held metal detector. Failure to pass these procedures will result in following the same guidelines outlined for any visitor.

14. CONTROLLED VISITING - DENYING VISITS - USP AND FPC

- a. Visiting Restrictions. Visiting may be restricted to controlled situations or

to more closely supervised visits when there is any suspicion the visitor is introducing or attempting to introduce contraband, or when there has been a prior incident of such introduction or attempted introduction, or when there are any concern, based upon sound correctional judgement, about the visitor presenting a risk to the orderly running of the visiting room or area. These restrictions must be approved by a Lieutenant and Institution Duty Officer (when on duty).

b. Visiting privileges may be denied when a controlled or closely supervised visit is not possible. This denial must be approved by a Lieutenant and Institution Duty Officer (when on duty).

c. This institution has the right to assign specific seating assignments for visitors and inmates. The Visiting Room Officer will assign specific seating assignments to inmates and visitors who are suspected of, or have displayed problems with obeying the procedures located in this supplement. **INMATES MUST PROVIDE THE VISITING ROOM OFFICER WITH THEIR COMMISSARY CARD UPON ENTERING THE VISITING ROOM.**

d. Fondling and indiscreet contact is not permitted. Kissing and embracing is permitted only when the visitors and inmate meet at the beginning of a visit and just prior to terminating a visit. At no time will unauthorized displays of affection, by personal contact, be permitted. Such violations will be cause for termination of the visit and disciplinary action taken against the concerned inmate. Repeated violations of the personal contact regulations will be cause for removal of a particular visitor from the inmate's approved visiting list.

e. It is expected that visitors will exercise reasonable good taste and consideration for others with the clothing they wear into the visiting room. Provocative attire is reason to deny and/or preclude visiting. Visitors will not be allowed into the institution in skirts or dresses exceeding three (3) inches above the knee in length, shorts, see-through clothing, halter tops, tube tops, tank tops or any kind of top that reveals the midriff area of the anatomy, low-cut shirts or blouses, revealing front, or backless/strapless clothing, or any kind of shirt with a hood. Bras must be worn. No skin-tight clothing, khaki pants or shirts, gray sweat pants or shirts will be allowed. Children under the age of twelve (12) may wear shorts.

Regular street shoes, open toe shoes, sandals, and tennis shoes are permitted. Prohibited footwear includes; shower shoes, house shoes and beach type shoes. At no time will coats or jackets of any kind will be worn inside the visiting room. The elderly and small children are permitted to wear a sweater, as deemed appropriate for the current weather conditions. **Inmates are responsible for advising their visitors of the dress requirements to be allowed entrance into the visiting room.** Visits may

be denied for noncompliance by the Shift Lieutenant or Institution Duty Officer. A denied entrance into the institution form will be submitted by the appropriate staff and forwarded to the Captain.

- f. Visitors who give evidence of recent use of alcoholic beverages, drugs or narcotics, or who display inappropriate behavior will not be permitted to visit or remain on the institution's grounds.
- g. No loud, boisterous talk or profane language will be allowed inside the Visiting Room.

15. VISITOR'S CONDUCT:

Each inmate having a visit must assume reasonable responsibility for proper conduct during the visit with as much control of visitor(s) conduct as may be expected of him. Children must be controlled to the extent of consideration for other visiting groups and not be permitted to wander from the immediate area of the visit, run about the Visiting Room or create noise that disturbs other visits. Failure to control children will result in termination of the visit.

In addition, only USP visitors will be permitted to use the vending machine area located in the Visiting Room to purchase items during the visit. USP inmates will not be permitted to use the vending machine area or permitted to carry or possess money while in the Visiting Room. Inmates found to be in possession of money while in the Visiting Room will be subject to disciplinary action.

16. RECORDS:

- a. The following forms will be used and maintained in the inmate's visiting folder.
 - 1) Official Inmate Visiting List (ATTACHMENT 1).
 - 2) Perpetual Visiting Record (ATTACHMENT 2).
 - 3) Notice of Visiting Violation (ATTACHMENT 3).
 - 4) Visitor Denied Entrance into the Institution (ATTACHMENT 4).
 - 5) Visiting Guidelines (ATTACHMENT 5A & 5B).

- b. Unit Teams. Official inmate visiting folders will be maintained in the Visiting Room file cabinet. The records will be maintained in alphabetical order by the inmate's last name. It will be the responsibility of the Unit Teams to prepare the original visiting folder on each inmate. The visiting folder is to include memorandums concerning special visits and any documentation that would affect an inmate's visits. The Unit Teams will remove the records of those inmates who are transferred or released from this institution. This is to be used as a back-up to the Visitation computer program.
- c. West Gate/Visiting Officer. When an inmate receives a visit, the Officer will identify the visitor, have them sign the visiting log, and complete a Visitor Notification Form.
- d. Inmate Visitors Sign-In Logs. The West Gate Officer and FPC Visiting Room Officer will maintain the Inmate Visitor Sign-in Logbook, documenting the visitor's name, time of arrival and departure, name and number of inmate to be visited, and signature. Once the logbook is full and closed out, the logbook will be forwarded to the Captain's Office for retention.

17. SUPERVISION:

- a. It is the responsibility of the Visiting Room Officer to ensure that the visiting room regulations are followed as outlined in this supplement and that visits are conducted in a quiet, orderly, and dignified manner. Direct observation of visits is not required at all times, but officers will constantly observe the general visiting areas. Inspections should determine that visits are being conducted in an acceptable manner.
- b. The Visiting Room Officers should be aware of any article passed between the inmate and his visitor. If there is substantial basis to conclude that materials are being passed which constitute contraband or are otherwise in violation of the law or regulations, the Visiting Room Officer may examine the materials. The Lieutenant or Institution Duty Officer will be consulted in questionable cases.
- *** c. **Each USP inmate will be strip searched upon entrance and exiting the visiting room at the end of each visit. A hand-held transfrisker will be used during every visual search. Searches with the hand-held transfrisker will be conducted on every inmate as he enters and exits the visiting area. Searches and shakedown will be conducted in private, out of the sight of visitors and other inmates. Each FPC inmate will be pat searched upon entrance and exit to the visiting room.**

- d. In no instance will the Visiting Room Officer accept articles or gifts of any kind for an inmate. No item will be given to visitors by an inmate.
- e. Restroom facilities for visitors are located inside the Visiting Room. USP inmates, under direct escort supervision by the assigned officer will utilize the restroom located in the shakedown area. Inmates will usually be visually searched upon entry into the restroom and prior to exiting the restroom. The inmate will be escorted back to his assigned seat.

18. OTHER APPLICABLE REGULATIONS:

- a. Inmate Dress. All inmates from the USP general population will be dressed in full khakis uniform which are neat and in clean condition. Shirts must be worn with shirt tails tucked inside the pants with an institution issued belt and buckle.

All inmates will wear institution issued black work shoes or brown boots purchased through the commissary. Under no circumstances will an inmate be allowed to wear tennis shoes or personal soft shoes in the Visiting Room. Bus shoes will be provided for inmates with medical restrictions by Health Services.

Inmates must be properly dressed and groomed. No inmate will be allowed admittance to the visiting area if he neglects to follow the visiting dress requirements. (ATTACHMENT 4)

- b. No Smoking. The USP and FPC Visiting Room and all restrooms are non-smoking areas. Visitors are not allowed to bring cigarettes into the Visiting Room.
- c. Inmate Property. Inmates will not take any personal items to the Visiting Room except one pair of prescription glasses, one comb, one wedding band, one handkerchief, and one religious medal. Necessary legal papers will be permitted during a visit with an attorney, if approved in advance by the Unit Manager. Medication, such as nitroglycerine tablets may be permitted when authorized by the Health Systems Administrator.
- d. Signatures and Documentation. Signatures on legal papers are permitted. Legal papers cannot be left with the inmate, but must be mailed to the inmate at the institution.
- e. Money. Money will not be accepted for deposit to the inmate's account through the visiting area.
- f. Visitor's Property. Visitors are not allowed to take any unapproved items

into the Visiting Room. Lockers are located in the visitors waiting room for the storage of non-permissible items. No food, chewing gum, or medication is permitted in the Visiting Room, with the exception of nitroglycerine tablets. No newspapers, magazines, photo albums, luggage, packages, tape players/records, or cameras are allowed (see exceptions for tape players/records under "Attorney Visits"). A visitor may take money into the Visiting Room. Children may not take in toys, books, cards, dolls, or games.

All authorized items entering the visiting room must be carried in one (1) clear plastic container / bag no larger than 8" x 6" in size..

Visitors will not be allowed to wear coats or jackets into the USP GP Visiting Room area. However, the elderly and small children will be permitted to wear a sweater, as deemed appropriate for the current weather conditions. If these items are not allowed at the time of the visit, the items must be left in the lockers provided in the visiting lobby area. The visitors to the FPC will be allowed to wear coats in the visiting area as deemed appropriate for the current weather conditions.

- g. At the USP, diaper bags will not be permitted in the institution. Visitors with infants may carry in two extra diapers and one bottle. These items must be opened and inspected prior to being allowed inside.

If an emergency occurs, a visitor with an infant may be permitted to return to the waiting room to take care of the need. However, the visitor and infant will again be fully processed prior to their return to the Visiting Room. No other items will be permitted inside the institution unless approved by a Lieutenant.

- h. At the FPC, visitors with small infants will be permitted into the visiting room with one diaper bag containing baby wipes, one bottle with formula, two small jars of baby food, and one receiving blanket.
- i. Minor Children. Minor children (under the age of 18) will not be permitted to wait in the parking lot, visitors waiting room, or entrance of the institution unless they are accompanied by an adult. Visitors must leave the prison grounds once the visit has been completed.
- j. Visiting Room Arrangement. The Jail Administrator is responsible for the appearance of the USP visiting area. The Camp Administrator is responsible for the appearance of the FPC visiting area. The Visiting Rooms will be arranged so as to provide adequate supervision and will be furnished so that it will be as comfortable and pleasant as possible. The

Escort Officer is responsible for the sanitation of the visitors waiting room, hallways, elevator and entrance areas. The Visiting Room Officers are responsible for sanitation of all visiting rooms.

- k. Visiting Room Staffing. The training of the Visiting Room Officer, West Gate Officer, and Visiting Gate Officers is under the supervision of the Captain. Lieutenants will periodically question these officers to ensure that they understand the requirements outlined in this supplement.
- j. Child Visitation Area. The area designated for use by children visiting the institution will only be used by children for entertainment purposes. The children in this area will be supervised by the adult visitors. No inmate will be allowed in this area at any time.
19. MEALS: No food or drinks may be brought into or taken out of the institution by a visitor. The only exception to this will be one baby bottle filled with formula or milk, which can be brought into the visiting area after having passed a security check with a metal detector and a visual inspection of the contents.

There are vending machines located in the visiting area for use by the visitors. Visitors will be permitted to purchase food from the vending machines for the inmate they are visiting.

AT NO TIME WILL INMATES BE PERMITTED TO POSSESS OR CARRY MONIES DURING VISITATION. ANY INMATE FOUND TO BE IN POSSESSION OF MONIES WILL BE SUBJECT TO DISCIPLINARY ACTION.

20. DIRECTIONS: Unit staff will provide the inmates with written directions for transportation to and from the institution. Similarly, the inmate will be provided with a narration which will identify routes which are commonly used for traveling to and from the institution. It will be the responsibility of the inmate to forward these to approved visitors.

USP Atlanta
601 McDonough Blvd., SE
Atlanta, Georgia 30315
(404) 635-5301

21. EFFECTIVE DATE: This Institution Supplement is effective upon issuance.
22. OFFICE OF PRIMARY RESPONSIBILITY: Correctional Services.

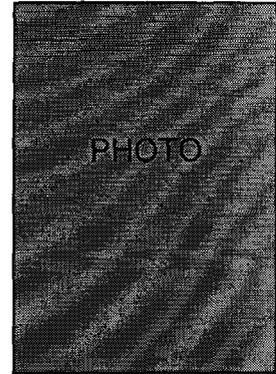


J. A. Keller, Warden



Date

**UNITED STATES PENITENTIARY
ATLANTA, GEORGIA
OFFICIAL INMATE VISITING LIST**



INMATE'S NAME: _____

—

ENTER FULL NAME/RELATIONSHIP ADDRESS OF VISITOR.	ENTER FULL NAME/RELATIONSHIP ADDRESS OF VISITOR.
1).	7).
2).	8).
3).	9).
4).	10).
5).	11).
6).	12).

FOR MORE VISITORS, USE ADDITIONAL CARD WITHOUT PHOTOGRAPHS

UNITED STATES PENITENTIARY
ATLANTA, GEORGIA

NOTICE OF VISITING VIOLATION

Date: _____ Time: _____

Inmate's Name: _____ Reg. No: _____

Unit: _____

This is a written warning for a violation of Visiting Regulations as stated below.
Continued violation will result in an Incident Report and termination of your visit.

- () Fondling and indiscreet contact is not permitted. Kissing and embracing is permitted only when visitors and inmate meet at the beginning of a visit and just prior to terminating a visit.
- () No loud, boisterous talk or profane language will be allowed inside the Visiting Room.
- () Children must be controlled to the extent of consideration of other visitors and not be permitted to wander from the immediate area of the visit, run about the Visiting Room, or create noise that disturbs other visits.

() _____

Officer's Signature: _____

Inmate's Signature: _____

() Shown to the inmate, but refused to sign: _____

DIST: Original, filed in Inmate's Visiting Folder. Duplicate, send to Unit Manager

UNITED STATES PENITENTIARY
ATLANTA, GEORGIA
VISITOR DENIED ENTRANCE INTO THE INSTITUTION

Anytime a visitor is denied entrance into the institution, the Officer-in-Charge of the institution entrance will be required to complete this form. The form will be completed after consultations are made with the Operations Lieutenant and/or the Staff Duty Officer. Upon completion of this form, it will be submitted to the Operations Lieutenant who will review and sign it. This form will then be placed in the inmate's Unit Team mailbox. The Unit Team will be responsible for filing the form in the inmate's Central File.

Date: _____ Time: _____ (AM) (PM)

At the above date and time, the following named visitor was denied entrance into the Institution.

(Mr.) (Mrs.) (Ms.) _____

Inmate's Name: _____

Register Number: _____

Reason for Denial: (Check or provide explanation)

1). No Identification _____

2). Not on Visiting List _____

3). Under age without Parent/Guardian _____

4). Other: _____

Reviewed: _____

Operations Lieutenant

UNITED STATES PENITENTIARY ATLANTA, GEORGIA VISITING GUIDELINES

RETAIN THIS SHEET FOR YOUR OWN INFORMATION

Do not attempt to visit until the resident has written to you and stated that you are approved and have been placed on his Visitor's List. You will not be permitted to enter the institution until you are approved and placed on this list.

VISITING HOURS:

Visiting hours will be from 8:00 a.m. until 3:00 p.m. General population, Holdover, and Pre-Trial inmates will receive visits Friday through Sunday of each week. Attorney visits for general population, Holdover, and Pre-Trial inmates will be seven (7) days a week. On Saturday and Sunday an Even/Odd schedule will be used for general population inmates only. The fifth digit of an inmate's register number is used to determine if he has an even or odd number. For example: Inmate Register #12344-000, will visit on even numbered weekends and Inmate Register #12345-000, will visit on odd numbered weekends. Unit team will supervise attorney visits on non-visiting days.

IDENTIFICATION:

Two forms of identification are required, at a minimum. At least one identification card must have a laminated photograph. This may be accomplished by a driver's license, birth certificate, passport or state identification card with picture, full name and signature. Visitors will not be permitted entry without proper identification.

NUMBER OF VISITORS:

A total of four (4) adults and three (3) children are all that will be allowed to visit an inmate at any one time in the visiting area. The seats are for adult visitors. Children are not guaranteed seating.

VISITOR'S CONDUCT:

Visitors who exhibit signs of recent use of alcoholic beverages, drugs or narcotics, or who display inappropriate behavior will not be permitted to visit or remain on the grounds of the institution. Visitors without proper attire will be denied entrance into the institution.

**ATL. 5267.08D.
August 26, 2010
Visiting Regulations
Attachment # 5B**

CHILDREN:

Children Seventeen (17) or under will be permitted to visit only if accompanied by a responsible adult. Children must be controlled, in consideration of other visitors, and will not be permitted to wander from the immediate area of the visit. Children are not permitted to bring dolls, toys, or games inside the Visiting Room.

CONTRABAND NOTE:

Federal Law provides penalties, fines and/or imprisonment for persons who misrepresent themselves in order to gain admission to any Federal institution or attempt to give anything to residents in institutional custody. Food and drink items are available from vending machines located within the Visiting Rooms. No items of food, drink, money, photographs, magazines, newspapers or personal property are to be brought into the Visiting Room for inmates.

LOCATION:

USP Atlanta, Georgia, is located in the southeast quadrant of the city of Atlanta. The airport is 15 minutes away by taxi. Visitors arriving by auto should drive Interstate 20 and exit on the Boulevard ramp. The institution is located two miles south of I-20 at the intersection of Boulevard and McDonough Boulevard. All major hotel/motel chains are represented in the metropolitan area. Public transportation to the institution is provided by local taxi service and "MARTA" rapid rail and bus service.

USP Atlanta
601 McDonough Blvd., SE
Atlanta, Georgia 30315
(404) 635-5301

**VISITING SCHEDULES FOR INMATES HOUSED IN
HOLDOVER/PRETRIAL STATUS**

DAY	START	END
Friday	8:00 AM	3:00 PM
Saturday	8:00 AM	3:00 PM
Sunday	8:00 AM	3:00 PM
Holiday	8:00 AM	3:00 PM

**VISITING SCHEDULES FOR INMATES HOUSED AT THE
FEDERAL PRISON CAMP**

DAY	START	END
Saturday	8:00 AM	3:00 PM
Sunday	8:00 AM	3:00 PM
Holiday	8:00 AM	3:00 PM

**VISITING SCHEDULES FOR INMATES HOUSED AT USP
ATLANTA**

DAY	START	END
Friday	8:00 AM	3:00 PM
Saturday	8:00 AM	3:00 PM
Sunday	8:00 AM	3:00 PM
Holiday	8:00 AM	3:00 PM