



U.S. Department of Justice
Federal Bureau of Prisons

INSTITUTION SUPPLEMENT

OPI Correctional Services
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Visiting Regulations

A handwritten signature in blue ink, appearing to read "B. von Blanckensee".

Approved: B. von Blanckensee
Warden, FCI Morgantown

1. **PURPOSE:** To implement visiting regulations and outline visiting procedures for the Federal Correctional Institution, Morgantown, West Virginia. The institution encourages visiting by family and friends to maintain the morale of the inmates.
2. **OBJECTIVES:** The expected results of this program are:
 - A. To provide all inmates an opportunity for visits by family, friends, and community groups consistent with the security and orderly running of the institution.
 - B. To establish an appropriate visiting schedule.
 - C. To maintain a record of visitors for all inmates.
 - D. To establish procedures to monitor all visiting areas, to prevent the introduction of contraband, and to ensure the security and good order of the institution.
3. **VISITING OPERATIONS:** The Visiting Room for the General Population will be open from 8:00 a.m. until 3:00 p.m. on weekends and Federal holidays, and Friday from 5:00 p.m. through 9:00 p.m. There will be no visiting on Monday, Tuesday, Wednesday, and Thursday. Visitors will not be permitted to enter the Visiting Room until 15 minutes prior to the start of visiting (7:45 a.m. on weekends and holidays, and 4:45 p.m. on Fridays). No additional visitors will be allowed in the Visiting Room after 8:00 p.m. on Friday, and after 2:00 p.m. on weekends and Federal holidays. Visiting for inmates housed in the Special Housing Unit will be from 8:30 a.m. until 11:00 a.m. and 12:00 p.m. to 2:30 p.m. on weekends and Federal holidays. Visitors may visit in the a.m. session or the

p.m. session, but not both. There will be no visiting for inmates housed in the Special Housing Unit on Monday, Tuesday, Wednesday, Thursday, and Friday.

- A. Verification that the inmate is at this facility shall be made by reviewing the inmate roster provided daily by the Control Center Officer. Verification will subsequently be made that the visitor is on the inmate's approved visiting list.
- B. Satisfactory identification of adult visitors, 16 years and older, must precede visits. All visitors 16 years of age and older must produce some form of identification. This will ordinarily be accomplished by picture identification, such as current driver's license, passport, or state identification card. An expired ID is not considered valid. Visitors will not be permitted in without proper identification. The IDO and the Operations Lieutenant will be notified in questionable cases. Proposed visitors who are 16 or 17 years of age, and are not accompanied by a parent, legal guardian, or immediate family member at least 18 years of age must have the written approval of a parent or legal guardian prior to visitation. This type of visit will be reviewed and approved by the Unit Manager prior to visitation occurring.
- C. Visitors are prohibited from bringing animals on institutional grounds unless the animal is a service dog that assists disabled persons. This must be approved by the Warden, whom may delegate to the Institutional Duty Officer or Operations Lieutenant on visiting days. Documentation of certification must be provided by the visitor in these cases.
- D. To provide an up-to-date backup system to the BOP computer visiting program, the Unit Team will maintain a current hard copy of all approved visiting lists in binders located in the Control Room.
- E. All inmate visitors are required to fill out and sign the BP-A0224 (Title 18) form in its entirety prior to entering the visiting room.

4. **TERMINATION OF A VISIT:**

- A. At any time the visiting room exceeds capacity (300) the Institution Duty Officer (IDO) and Operations Lieutenant will be notified. The IDO or Operation Lieutenant is responsible for termination of visits or termination due to overcrowding.
- B. In the event of overcrowding, an initial request for visitors to voluntarily end their visit will be made. If this is unsuccessful those inmates who receive frequent visits or are from the local area, will have their visits terminated. If the overcrowding problem is not resolved at this point, those inmates who have been in the visiting room the longest period of time will be the next to have their visits terminated. Attorney visiting rooms

will only be used for attorney and clergy visits with an inmate. Regular visits will not occur in these rooms. No visits should be terminated if alternate means are available.

- C. Visiting terminations of a non-routine nature involving the violation of visiting regulations, or other disruptive behaviors, on the part of visitors or inmates, will be conducted by the Operations Lieutenant and/or the IDO.
- D. After a visit has been terminated, visitors must leave the institution grounds. If the visitor is riding with someone or someone is riding with them, other accommodations must be made. No children or pets will be left unattended in a vehicle while visiting.
- E. Visiting may be conducted only in the designated Visiting Room. Handshaking, embracing, and kissing will be permitted only at the beginning and at the end of the visit. Inmates and visitors will refrain from any action that might affect the sensitivity or be offensive to others. Visitors are not authorized to bring anything into the institution and give it to any inmate. Failure to comply with this policy may result in the termination of the visit.

5. **NUMBER OF VISITORS:**

- A. Due to space limitations, the maximum number of visitors an inmate may have at one time will be limited to three adults. Visitors under the age of 16 are allowed in addition to the three visitors in the Visiting Room, but must be accompanied by an approved adult visitor. Visitors for Special Housing Unit (SHU) inmates will be limited to two visitors at one time.
- B. All inmates receiving visits will be pat-searched prior to entering the visiting area. Random visual searches will be conducted at the conclusion of visits.
- C. Under no circumstances will the Visiting Room Officer leave the Visiting Room unsupervised.
- D. All inmates are to wait outside of the Administration Building door until escorted in by a staff member. Inmates are not authorized to enter the Visiting Room until they have been called for by a staff member.

6. **INMATE DRESS CODE:** Only institution-issued clothing (khakis, Belt and institution-issued shoes) are authorized in the Visiting Room. All inmates will dress in the appropriate manner, with shirts tucked in. The only items that are allowed are: one belt, one wedding band, I.D. card, one religious medal, one comb, and one handkerchief. Wrist watches are prohibited in the Visiting Room. Religious headwear which is approved by Religious Services may be worn in the Visiting Room.

7. **INMATES HOUSED IN SPECIAL HOUSING UNIT (SHU):** SHU inmates will not be restricted from visitation, unless sanctioned by the DHO. Inmates housed in SHU will not be authorized to visit in the Visiting Room. Visits to inmates who are assigned to Special Housing will be conducted through the use of the video equipment located in the Non-Contact Visiting areas in the Visiting Room and Special Housing Unit, respectively. There is one room in the Special Housing Unit to accommodate non-contact visiting. Two weeks prior to a visit, an additional one (1) hour of visitation may be requested for approval by the Captain, for the total of a two (2) hour visit.
8. **VISITING GUIDELINES:** Copies of the Visiting Rules and Regulations (Attachment A) will be made available to the visitors by the Institution. The copies will be placed in the same area as the blank (Title 18) Contraband Regulations form, in the front lobby of the institution.
9. **RESPONSIBILITY:**
 - A. ASSOCIATE WARDEN: The Associate Warden will be responsible for disapproving all proposed visitors. Visiting lists and special visits are subject to the approval of the Associate Warden. Special visits, including those of business visitors, consular visitors, visits from representatives of community groups, clergy, former/prospective employers, sponsors and employment advisors may be approved by the Associate Warden in keeping with the Bureau of Prisons' regulations on such visits. Requests for visits by attorneys will be referred to the Unit Manager and processed in keeping with Program Statement 1315.07, Legal Activities, Inmate. Attorney visits will ordinarily take place in one of the smaller rooms, located next to the Visiting Room.

SPECIAL VISITS: The Associate Warden will be the final approving official for all special visits. Inmates will submit an "Inmate Request to Staff" form to their Correctional Counselor when they want a visit from a person not on their visiting list or who is not a member of the immediate family. The potential visitor will be subject to a NCIC check. The waiting period for a special visit request is approximately 90 days. The Correctional Counselor will research the legitimacy of the request and forward it to the Unit Manager, Captain, and Associate Warden, with a recommendation for approval or disapproval. Family members requesting to visit a hospitalized inmate shall be approved in advance by the Warden.

- If a special visit is to take place at a time outside of the regular visiting schedule, supervision of the visit will be provided by the department initiating the request.

B. ATTORNEY/CLIENT VISITS:

1. SHU inmates will not be denied an attorney/client visitation. However, all visiting attorneys must meet the following requirements to visit an inmate assigned to general population or the SHU:
 - a. The attorney must be the "Attorney of Record" for the inmate he/she intends to visit.
 - b. The attorney must have made prior arrangements for the visit through the respective Unit Team.
 - c. The attorney must establish his/her proper identity and be in possession of a bar card.
 - d. If recording devices are to be used, prior approval must be obtained through the Warden.
 - e. A request to exchange legal documents in the Visiting Room must have prior approval of the Unit Team. A Unit Team member will be present at the exchange.

C. UNIT COUNSELOR: The Unit Counselor will compile a visiting list for each inmate which consists of immediate family members. The Unit Counselor will enter all visitors in the computerized visiting program and run a hard copy of the visiting list which is to be filed in the appropriate inmate's Central File. The Unit Counselor will make all changes to the inmate visiting lists, to include admissions and releases. The Unit Counselor is responsible for ensuring all inmate visitor lists in the Central Files are current and up to date.

D. VISITING LIST: While the inmate is in Admission and Orientation status, the Unit Team will instruct each inmate to submit a list of proposed visitors. Approved visitors must have had a relationship with the inmate prior to his incarceration. A visitor who has not had a prior relationship with the inmate and is seeking approval for visitation must be approved by the Warden or his designee. The inmate visiting list should not exceed immediate family (brothers, sisters, mother, father, wife and children), plus 10 other individuals. The Associate Warden will be responsible for disapproving all proposed visitors. Inmates will be permitted to submit requests for changes to their approved visiting list on the first Monday of each month.

E. VISITING ROOM OFFICER: Routine visiting is under the supervision of the Visiting Room Officer. The Visiting Room Officer shall have all visitors (16 years of age or older) sign a "Notification of Visitor Form" (BPCUS30), acknowledging that the guidelines for visitation were provided and

declaring that the visitor does not have any articles in his/her possession which pose a threat to the security of the institution. The Visiting Room Officer #1 shall prepare a visiting log and maintain a record of visitors to each inmate. The visitor's signature may be required on that record and shall be required on at least one visiting log or record maintained by the institution. Specifically, the date on which the visit occurred, the identity of the person(s) visiting, and the time the visitor arrived and departed the institution will be recorded. Officers working this post shall be totally familiar with all procedures contained in this Institution Supplement and in the Post Orders.

- F. If a visitor must be summoned from the visiting room to move his/her vehicle, he/she will be required to go through the entrance procedures as is normal upon their arrival. Visitors will not be allowed to voluntarily leave the Visiting Room and then return to the institution. Once a visitor leaves the Visiting Room, the visit is considered terminated. Visitors will be processed during the 10:00 a.m. count, after the Visiting Room has received a good verbal count.
- G. Visitors may not normally be placed on more than one inmate's visiting list. The only exception will be if a visitor is related to more than one inmate. Documentation of this relationship must be on file, along with written approval of the Warden.
- H. The accompanying adults must adequately supervise children (under 16) in the Visiting Room. Children will not be allowed to behave in a manner which disturbs other visitors. Inmates with children visiting will be authorized to enter the children's playroom with their children. No other inmates are authorized to enter the playroom.
- I. All Holdover inmates being housed at FCI Morgantown will be authorized to visit with immediate family members who have been identified in the inmate's Pre-Sentence Investigation report. Holdover inmates are subject to the same visiting procedures and rules as other Special Housing Unit inmates.
- J. Inmates hospitalized in an outside hospital will be allowed immediate family visits with prior approval of the Warden or his/her designee. Visiting will be limited to immediate family members on the inmate's approved visiting list. Visiting hours will coordinate with the hospital's visiting hours and the rules established by the hospital will be adhered to by the inmate and visitors. The Unit Team will process this visitation request.
- K. CONSULAR VISITORS: The Unit Manager is responsible for coordinating the visits of consul from foreign countries.

- L. **GUIDELINES FOR CLERGY AND MINISTER OF RECORD:** Guidelines for processing visitation requests for special visitors classified as clergy and minister of record are established according to the following: Minister of Record - An inmate requesting to receive visits from his minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the name and title (minister of record) to the inmate's visitor list. An inmate may only have one minister of record on his visiting list at a time. The addition of the minister of record will not count against the total number of authorized regular visitors an inmate is allowed to have on his visiting list and **will not count against the total number of social visits allowed.**

Clergy - Visits from clergy (other than the minister of record) will be in accordance with the general visiting procedures and will count against the total number of regular visits allowed. Ordinarily, clergy visits will be accommodated, unless requested by the inmate. However, the Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy. The Warden may establish a limit to the number of minister of record and clergy visits an inmate receives each month.

10. **INSTITUTION DIRECTIONS:** The Federal Correctional Institution, Morgantown, West Virginia, is located at 446 Greenbag Road, Morgantown, West Virginia, 26501, telephone 304-296-4416. Listed below are the general directions to the institution:

From the north, take I-79 South to I-68, Exit 148, to Exit 1, University Avenue. At the end of the off ramp, turn left, go through one traffic light, and at the second traffic light at the bottom of the hill turn right. (This is Greenbag Road.) The institution is approximately one mile on the right side of the road.

From the south, take I-79 North to Exit 148 (I-68). Once on I-68, take Exit 1, University Avenue. At the end of the off ramp turn left, go through one traffic light, and at the second traffic light at the bottom of the hill, turn right. (This is Greenbag Road.) The institution is approximately one mile on the right side of the road.

From the east, (MD, DC, VA) take I-68 to Exit 1, University Avenue. At the end of the off ramp, turn left, go through one traffic light, and at the second traffic light at the bottom of the hill, turn right. (This is Greenbag Road.) The institution is approximately one mile on the right side of the road.

Public transportation is available in Morgantown, West Virginia, including The Mountain Line Transit Authority (shuttle to and from Pittsburgh), telephone 304-291-7433; and Yellow Cab, telephone 304-292-7441.

11. **VISITOR DRESS CODE:** It is the inmate's responsibility to inform visitors of proper dress attire in the visiting room. The following is a list of unauthorized clothing for visitors. A visitor cannot wear the following into the institution:
- A. Halter tops or midriff shirts

- B. Tight or form fitting shirts or pants (i.e., spandex, stirrups, Lycra, Leggings, etc.)
- C. All shorts worn by individuals age 16 and over
- D. Khaki or camouflaged clothing
- E. Sleeveless, strapless, or bareback blouses or dresses
- F. Mini-skirts, wrap around skirts, or skirts more than two inches above the knee
- G. Dresses or skirts with long slits in the middle or side
- H. See-through clothing
- I. Torn or severely worn jeans
- J. Deep v-neck blouses, shirts, or dresses
- K. Caps, hats, or scarves of any kind
- L. Long coats, sweaters and jackets that extend below the knee
- M. Clothing of any type which would symbolize gang activity or affiliation
- N. Fishnet shirts, pants or any other clothing item similar in nature
- O. Athletic shorts/sweat pants, hooded sweat shirts.
- P. No open toed shoes, Flip-flops or shower shoe style sandals

12. **ITEMS AUTHORIZED IN VISITING ROOM:** The following is a list of the approved items in the visiting room:

- A. One small clear change purse (measuring no larger than 8"x 6"x 2")
- B. \$20.00 in currency for use in the vending machines
- C. Two plastic baby bottles with milk or formula (bottles must be pre-made)
- D. Three diapers per child
- E. Two unopened clear jars of baby food
- F. One small clear diaper bag (measuring no larger than 14"x 16" x 3")
- G. Nitroglycerine pills, inhaler, epi-pen and diabetic kit (Kept at Officers Station)

All items are subject to inspection by the Visiting Room Officer for contraband.

13. **ITEMS NOT AUTHORIZED IN THE VISITING ROOM:** The following is a list of unauthorized items in the visiting room:

- A. No items of any kind, to include money, may be exchanged during the visit.
- B. No cellular phones, pagers, radios, recording devices, or electronic devices of any kind.
- C. No weapons, ammunition, pocket knives, handcuffs, or handcuff keys
- D. No alcohol or illicit drugs
- E. No tobacco products of any kind, matches or cigarette lighters
- F. No watches, hats or scarfs
- G. No newspapers or books
- H. No wallets, debit or credit cards
- I. No cosmetics of any kind
- J. No photos, albums, or photographic material
- K. No glass containers or cans
- L. No baby powder, ointments or creams
- M. No purses or non-see-through diaper bags
- N. No pens, pencils, stationary or paper of any kind
- O. No sunglasses or umbrellas
- P. No candy, gum, or food items

- Q. No baby carriers, car seats or strollers
- R. No food items purchased or prepared outside of the visiting room.
- S. No toys or games of any kind

Visitors are prohibited from bringing in any items to give to an inmate. Legal papers may not be examined or signed during the visit, unless prior approval is received from the Unit Team. The Unit Team must be present.

14. VISITOR LOCKERS:

Lockers are provided for inmate visitors. The lockers are located in the entrance area of the Administration Building, prior to entering the Visiting Room. A visitor wishing to utilize a locker to secure personal items will be required to exchange his/her driver's license or approved state identification card for a locker key. The visitor will unlock the corresponding locker and place the items in the locker, secure the locker and retain the key during the visit. At the conclusion of the visit, the visitor will retrieve his/her belongings and return the key to the visiting room officer in exchange for their driving license or approved state identification card.

15. REFERENCES

Program Statements

P5267.09 Visiting Regulations (12/10/15), P5500.11 Correctional Services Manual (06/02/2016), P5510.15 Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities (07/13/2013), P5521.06 Searches of Housing Units, Inmates and Inmate Work Areas (06/04/2015)

ACA Standards

4th Edition Standards for Adult Correctional Institutions 4-4149, 4-4255, 4-4440, 4-4441, 4-4441-1, 4-4442, 4-4443, 4-4445, 4-4446.

**FEDERAL CORRECTIONAL INSTITUTION
MORGANTOWN, WEST VIRGINIA
VISITING GUIDELINES (GENERAL POPULATION)**

WHO MAY VISIT:

Normally, all immediate family members (spouse, children, parents, brothers, and sisters) are approved. If the inmate wants to have someone outside of his immediate family to visit, he must see his Unit Counselor for background information forms. These forms are to be completed by the potential visitor. The potential visitor must return the form to the Unit Counselor. 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.

Children under the age of 16 must be accompanied by a responsible adult at least 18 years of age and on the inmate's approved visiting list. Written approval from a parent and/or legal guardian must accompany a visitor who is under the age of eighteen.

VISITOR DRESS CODE:

The following is a list of unauthorized clothing for visitors. A visitor cannot wear the following into the institution:

- A. Halter tops or midriff shirts
- B. Tight or form fitting shirts or pants
(i.e., spandex, stirrups, lycra, leggings, etc.)
- C. All shorts worn by individuals age 16 and over
- D. Khaki or camouflaged clothing
- E. Sleeveless, strapless, or bareback blouses or dresses
- F. Mini-skirts, wrap around skirts, or skirts more than two inches above the knee
- G. Dresses or skirts with long slits in the middle or side
- H. See-through clothing
- I. Torn or severely worn jeans
- J. Deep v-neck blouses, shirts, or dresses
- K. Caps, hats, or scarves of any kind
- L. Long coats, sweaters and jackets that extend below the knee
- M. Clothing of any type which would symbolize gang activity or affiliation
- N. Fishnet shirts, pants or any other clothing item similar in nature
- O. Athletic shorts/sweat pants, hooded sweat shirts
- P. No open toed shoes, flip-flops or shower shoe style sandals

VISITING HOURS:

General Population:

Friday – 5:00 p.m. to 9:00 p.m.
Saturday – 8:00 a.m. to 3:00 p.m.
Sunday – 8:00 a.m. to 3:00 p.m.
Federal Holidays – 8:00 a.m. to 3:00 p.m.

There will be no visiting on Monday, Tuesday, Wednesday, and Thursday. Visitors will not be permitted to enter the Visiting Room until 15 minutes prior to the start of visiting (7:45 a.m. on weekends and holidays, and 4:45 p.m. on Fridays). Visitors are processed in the order of arrival. In order to allow adequate processing and visiting time, no visitors will be processed after 2:00 p.m. on weekends and holidays, and after 8:00 p.m. on Fridays.

Special Housing Unit:

Saturday – 8:30 a.m. to 11:00 a.m. and 12:30 p.m. to 2:30 p.m.
Sunday – 8:30 a.m. to 11:00 a.m. and 12:30 p.m. to 2:30 p.m.
Federal Holidays – 8:30 a.m. to 11:00 a.m. and 12:30 p.m. to 2:30 p.m.

There will be no visiting on Monday, Tuesday, Wednesday, Thursday, and Friday. Visiting hours will include a reasonable interruption for the mid-day meal to be determined by the Operations Lieutenant. Any inmate housed in the SHU will be required to visit within the confines of the Special Housing Unit. Visits to inmates who are assigned to the Special Housing will be conducted through the use of the video equipment located in the Non-Contact Visiting areas in the Visiting Room and Special Housing Unit, respectively. There is one room in the Special Housing Unit to accommodate non-contact visiting.

Visitors for these inmates will be limited to two visitors at one time. Visitors may visit during the a.m. session or the p.m. session, but not both. These visits exceed one hour and will start when the inmate is placed in the non-contact room.

VISITING LIMITATIONS:

The maximum number of visitors who may visit one inmate (assigned to general population) at one time will be limited to three adult visitors.

Visitors may only be approved to visit one inmate. The only exception will be if a visitor is related to more than one inmate. Documentation of this relationship must be on file, along with written approval of the Warden.

TERMINATION OF VISITS:

After a visit has been terminated, visitors must leave the institution grounds immediately. If the visitor is riding with someone or someone is riding with them, other accommodations must be made. No children or pets will be left in a vehicle unattended while visiting.

LUNCHES:

Visitors may not leave the institution for lunch (or any other reason) and return to resume their visit. The visit will be terminated when the visitor(s) leaves the visiting area. Visitors are not permitted to bring any type of food items into the institution or visiting areas. Inmates are not permitted to hold any money while in the visiting room or utilize the vending machines. Only visitors will make purchases from the vending machines. Inmates are not authorized in the vending machine area.

RESPONSIBILITIES:

Please note, each visitor has the responsibility to conform to regulations and requirements stated above. Disregard for these regulations may result in termination of visiting privileges. The Operations Lieutenant or the Institution Duty Officer has the responsibility to see these instructions are abided by and has the authority to immediately terminate a visit for any breach of regulations.

PENALTY FOR CIRCUMVENTING REGULATIONS:

Title 18 U.S.C. 191 and 3571 provide a penalty of imprisonment for not more than 20 years, a fine of not more than \$250,000, or both, to a person who provides, or attempts to provide, to an inmate any prohibited object.

PARKING:

All inmate visitors will park in the parking lot to the left of the main entrance. The only exception will be for the visitors who are authorized to utilize a handicap parking space, which is located in the parking lot to the right of the main entrance. A handicap placard must be visible from the windshield or license plate must show handicap status. No one is allowed to remain in a vehicle parked in the institution parking lots. No one is allowed to loiter in the parking lot or surrounding areas. They are required to depart the institution grounds immediately. Utilizing any type of camera is not authorized.