



U.S. Department of Justice
Federal Bureau of Prisons
United States Penitentiary
Atwater, California

INSTITUTION SUPPLEMENT

OPI: Correctional Services
NUMBER: ATW 5267.08E
DATE: 02/14/2017
SUBJECT: Visiting Regulations

1. PURPOSE AND SCOPE:

To implement procedures to encourage visiting by family, friends, and community groups to maintain the morale of the inmate and to develop closer relationships between the inmate and family members or others in the community.

Unless noted, for the purpose of this institution supplement, the Special Housing Unit (SHU) and Unit 1B are synonymously referred to as the SHU.

2. DIRECTIVES AFFECTED:

A. Directives Rescinded:

ATW5267.08D, Visiting Regulations (08/09/2015)

B. Directives Referenced:

PS5267.08 Visiting Regulations (12/10/15)

3. STANDARDS REFERENCED:

ACA Standards, 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4500, 4-4501, 4-4503, and 4-4504.

4. PROCEDURES:

The Captain is responsible for the appearance and operation of the Visiting Room. Visiting Room Officers are responsible for implementation of regulations. Lieutenants are responsible to ensure procedures are followed and to identify (by photo) all remaining visitors at the conclusion of the visiting day. Unit Managers are responsible for maintaining, updating and processing all inmate visiting lists. The Special Investigative Agent (SIA) is responsible for the Visiting Room Hot List and communicating and disseminating information to staff assigned to

Visiting. The SIA is responsible for conducting and documenting required quarterly training in regards to interdiction activities. The Computer Services Manager is responsible for maintaining a frequent backup of the computer visiting program.

A. Visitor Testing Procedures - The unit team will provide the inmate with a copy of the Visiting Guidelines (Attachment 1) of the institution's visiting procedures during intake screening.

The visitor information sheet, with a signed release authorization form and a copy of a government issued photo identification (driver's license, military ID, state ID, etc.), must be returned to the counselor by the proposed visitor prior to any further action concerning the visit. Staff will request background information from potential visitors, to include the inmate's immediate family, before placing them on the inmate's approved visiting list. Upon receipt of the completed authorization form, the unit counselor will initiate a National Crime Information Center (NCIC) inquiry. NCIC inquiries, which can result in denial of visitation, will be retained in the FOIA section of the inmate's central file with the visitor's information sheet.

Visiting regulations have been incorporated into the Admission and Orientation (A&O) handbook. The handbook is provided to all inmates during intake screening.

B. Record of Visitors - The counselor will prepare, in duplicate, a list of all visitors approved for regular visiting. A hard copy of the visiting list will be placed in the inmate's central file. In case of damage or loss to the visiting program, the unit counselor will also maintain back-up visiting lists in the institution's Control Center. The counselor will notify the inmate of those visitors who have been approved or denied. The counselor will maintain and update the computerized record of visitors for each inmate as needed. A maximum of fifteen (15) visitors will be authorized on the inmate's visiting list.

Inmates may request changes to their visiting list once per quarter; however, Unit Managers retain the authority to approve additional changes on a case-by-case basis.

The Front Lobby Officer will ensure all social visitors complete a Notification to Visitor form upon arrival and ensure the form is completed in its entirety. Additionally, upon the visitor departing at the conclusion of the visit, the Front Lobby

Officer will ensure each visitor's signature is obtained in the Social Visitors Log.

C. Disapproved Proposed Visitors - Each proposed visitor with a prior criminal conviction will be reviewed by the Unit Manager, who will forward a recommendation through the Captain to the Warden for final decision in granting visiting privileges. The Unit Manager will be notified by the Captain, in writing, of all such cases which are approved. The proposed visitor will be denied should it be determined the inmate did not know the proposed visitor prior to incarceration. The Unit Manager will review all such cases. Exceptions to this rule may be considered by the Unit Manager and forwarded to the Warden for approval.

D. Special Visit Requirements - Unit Managers are responsible for arranging special visits. Requests for a special visit will be routed through the Captain and Associate Warden of Programs for review and approval by the Warden. Special visits may not be counted as regular visits. Unit staff are responsible for notifying the Institution Duty Officer (IDO), Operations Lieutenant, Front Lobby Officer and Visiting Room Officer, in writing, when special visits have been approved. The IDO or Operations Lieutenant may not approve a special visit. The IDO must contact the Administrative Duty Officer (ADO) for approval of a special visit. Requests should be accomplished as far in advance of the special visit as possible. Special visits for inmates under a sanction of loss of visiting privileges will not be approved.

E. Minister of Record and Clergy Visits - The Chaplain will review and approve a Minister of Record or Clergy to be added to an inmate's visiting list. The Chaplain will prepare and distribute a memorandum approved by the Associate Warden of Programs for volunteers, religious groups, and special Clergy visits. All Clergy visits will be coordinated through Religious Services. A copy of this memorandum will be provided to the Lieutenants' Office, IDO, Front Lobby Officer, and Visiting Room Officer. When the Clergy arrives, he/she will be checked in as expeditiously as possible, utilizing the same procedures used for attorneys. The Front Lobby Officer will be responsible for entering the visitor's information into the Visiting Program. Clergy visits, specifically those by the Minister of Record, will not count against the inmate's monthly social visiting totals. Visits by Clergy, other than the Minister of Record, will count against the monthly social visiting totals.

F. Attorney Visits - Attorneys who are not on an inmate's visiting list must make arrangements with the Unit Team for legal visits. To allow sufficient time for verification, preparation and distribution of attorney visit memoranda, attorneys are to contact the Unit Team three work days prior to their planned visit. The initial request must be in writing and contain an original signature. Telefax requests will not be accepted. The request must provide the attorney's state bar number, state of licensing, date of birth and social security number to enable Unit Team staff to conduct NCIC and state bar card verification. The Warden is the approving authority for attorneys who are not on approved visiting lists.

Unit Team is responsible for coordinating attorney visits, and preparing and distributing the authorizing memoranda. Attorney visits will only be conducted with the inmate(s) approved for the scheduled date. Attorney visits will take place in the Attorney/Client visiting rooms, during normal business hours, with approval from the Warden. An attorney visit will be conducted with only one inmate at a time, unless prior approval by the Warden is indicated on the approval memoranda. Upon arrival, attorneys must provide proof of a current license to practice law (e.g. a state bar card). The Captain will be consulted regarding security concerns and Unit Team staff will be consulted with any requests from attorneys for depositions.

G. Prisoner Visitation and Support (PVS) - The Executive Assistant will be responsible for the scheduling of all Prisoner Visitation and Support (PVS) visits and will make all necessary notifications.

H. Hospital Visit Procedure - Visiting for inmates hospitalized in the community, when approved, is restricted to immediate family only. The designated Unit Manager will be responsible for notification of approved or denied hospital visits. Inmates with medical conditions which would prevent visits, as outlined in the community hospital standards, will not be approved. The Unit Manager will obtain and follow the general visiting policy of that hospital. Hospital visits will be limited to one hour. The IDO and a member of the inmate's unit team will be present for the duration of the visit and will ensure the Notification to Visitor form (BP-224) is completed. Searching of Visitors, (PS 5510.12) will be followed for hospital visits (i.e., hand held metal detector scan and personal property search).

I. Non-Contact Visiting Area - Inmates placed in Administrative Detention and Disciplinary Segregation will be limited to non-contact visits. SHU visits will be limited to two (2) visitors per visit on Sunday and Federal holidays only. The Operations Lieutenant will be notified when an inmate in SHU has a visit. All non-contact visits will be limited to one hour unless previously approved, in writing, by the Warden.

SHU inmates will remain in hand restraints and a martin chain for the duration of the visit. Inmates will be visually searched and scanned with a metal detector before exiting SHU. SHU inmate will be visually searched and scanned with a metal detector in the visiting search area before returning to SHU. SHU entrance procedures will require the inmate be visually searched and screened with a metal detector again upon entering SHU.

Additionally, non-contact visiting rooms may be used for general population inmates whose past or present conduct demonstrates a threat to the orderly running of the institution.

J. Holdover Visiting Procedures - Inmates on holdover status may visit in accordance with the procedures for general population inmates. Holdover visiting lists will be limited to the immediate family of the inmate, and only those individuals whose identity and relationship can be verified through available documentation (i.e., Pre-Sentence Investigation). Ordinarily, approval will occur within seven days.

K. Directions and Visiting Room Hours - The United States Penitentiary (USP) and Satellite Camp Prison (SCP), Atwater are located at 1 Federal Way, Atwater, California 95301. The telephone number is 209-386-0257. From the North, visitors will exit Highway 99 at Buhach and turn left. Continuing on Buhach, visitors will turn right on Santa Fe. Proceed on Santa Fe to Fox Road and turn left. Continue to Federal Way and turn left.

From the South, visitors will exit Highway 99 at R Street and turn right. Proceed on R Street to Olive Avenue and turn left. Proceed on Olive Avenue, which becomes Santa Fe. Follow Santa Fe to Fox Road and turn right. Continue on Fox Road to Federal Way and turn left.

Arrival at the institution parking lot prior to 8:15 a.m. is prohibited. As a reminder, person(s) not permitted to visit may not remain in the institution or the institution parking lot. Information about taxi service in the Merced, California, area

is available by calling 209-722-8294. Information about bus service is available from Greyhound Lines at 800-231-2222. Information about train service is available from AMTRAK at 800-872-7245.

1. Visiting - Visiting hours are 8:30 a.m. to 3:00 p.m. on Saturdays, Sundays, and Federal holidays. Processing hours are from 8:15 a.m. to 2:00 p.m. No visitors will be processed after 2:00 p.m.
2. SHU Visiting - Visiting hours for SHU are from 8:30 a.m. to 2:30 p.m. on Sundays and Federal holidays. Visiting hours for Unit 1B are from 8:30 a.m. to 2:30 p.m. on Saturdays and Federal holidays.
3. Reintegration Housing Unit (RHU) Visiting - Visiting hours are 8:30 a.m. to 3:00 p.m. on Saturday, Sunday, and Monday. Saturday and Sundays visits will be held in the non-contact visiting rooms. Visits which occur on Mondays will be contact visits. Processing hours are from 8:15 a.m. to 2:00 p.m. No visitors will be processed after 2:00 p.m.

A Visitor Denied Memorandum (Attachment 3) will be completed by the IDO anytime a visitor is denied entry.

L. Visiting Limitations - A copy of the Visiting Guidelines should be sent by the inmate to each approved visitor. Additionally, the Visiting Rules and Regulations are provided to the visitors at the Front Lobby and are available at the Bureau of Prisons website (www.bop.gov). Inmates will be limited to three (3) approved adult visitors and three (3) children (under the age of 16) at any one time. Only 15 visitors, inclusive of immediate family, friends, or associates will be authorized on the approved visiting list.

Inmates entering the USP visiting area will be visually searched prior to starting and immediately following their visit. Upon completion of the pre-visit search, USP inmates will place their personal clothing into a provided bin and change into an institution issued jumpsuit. Personal shoes may be worn into the USP visiting room; however, prior to entering the visiting room, tennis shoes will be secured on their feet using a pre-determined colored zip-tie. Inmates will wear a t-shirt, underwear, and socks underneath their jumpsuit. All other attire is prohibited (i.e., jackets, thermal underwear, sweat shirts, sweat pants).

Inmates entering the SCP visiting room will be pat searched prior to starting and immediately following their visit. SCP inmates will wear the prescribed institution-issued shirt and pants during their visit. SCP inmates will wear a t-shirt, underwear, socks, and shoes. All other attire is prohibited (i.e., jackets, thermal underwear, sweat shirts, sweat pants, etc.).

Inmates may carry the following items into the USP/SCP Visiting Room:

1. Commissary Card;
2. One wedding band (no stone);
3. One approved religious medallion (with chain);
4. Religious headgear;
5. Prescription eyeglasses

All items taken into the visiting room will be inventoried by staff and the same items must leave the visiting room with the inmate. Unit team may approve inmates to bring legal material into the visiting room for a legal visit only. This material will be inspected by the Visiting Room Officer for contraband. Visitors are not authorized to give anything to an inmate.

USP inmates may only use the inmate restroom located in the Visual Search Room. Each USP inmate entering and exiting the visiting area must be visually searched, to include anytime the restroom is used. Additionally, after having contact with the public, each USP inmate exiting the visiting room will be screened with a metal detector. Visual searches will be conducted by a staff member of the same sex.

SCP inmates will be visually searched on a random basis.

M. Visiting Capacity and Termination - The USP Visiting Room capacity is 100 persons; the SCP is 65. The visiting room capacity will be monitored by the Visiting Room Officer and when the capacity has been reached, termination of visits will begin. The visits will be terminated based upon the distance a visitor has traveled, and the length of time the visitor has been in the visiting room. The IDO, or in their absence, the Operations Lieutenant will make the determination as to which visits will be terminated using this criteria. This will be documented in

the Lieutenant's Log and will be supported by a memorandum to the Captain.

The IDO, in consultation with the Operations Lieutenant, has the authority to prohibit or terminate any visit for reasons of improper conduct or failure to comply with visiting regulations on the part of the inmate or the visitor. Only the IDO or Operations Lieutenant are authorized to terminate visits to relieve overcrowding, or during an emergency situation. The Visiting Room Officer will advise the Operations Lieutenant when these circumstances exist. The IDO will assume responsibility for notifying visitors of termination of their visit for reasons other than overcrowding.

The Visiting Room Officer will positively identify the inmate by use of his identification card prior to the visitors departing the visiting room.

N. Visitors Authorized Items - Personal property may be required to be returned to the visitor's vehicle prior to entering the institution. If a visitor was dropped off and does not have a vehicle, items not allowed in the visiting room may be placed in a locker. Items placed in a locker are subject to a thorough search by staff. Refusal to allow staff to search the items will result in the visit being denied. A Visitor Denied Memorandum will be completed.

1. Vehicles and Parking - With the exception of the handicap parking spaces, visitors must park in the designated yellow lined visitor parking spaces. Large vehicles (i.e., campers, mobile recreational vehicles, tractor trailers, etc.) are prohibited from being parked on the institution grounds or parking lot at any time. Violators may be subject to towing at the owner's expense. If a visitor has to leave the approved visiting area for any reason, the visit will be terminated. Loitering by visitors in the institution parking lot, or on institution grounds, is not permitted. All authorized items entering the visiting room must be carried in a clear plastic container. Only the following articles are authorized to be carried into the institution by visitors:

- a. One clear plastic change purse, 8 inches in length and width, or less.
- b. Change to be used for vending, no more than \$30.00 per adult

- c. Valid government issued photo identification
 - d. Essential medication will be limited to the amount needed during the visiting period and will be controlled by the Visiting Room Officer.
 - e. Visitors will be allowed to wear religious headgear, only after it has been searched.
2. Special Rules - Children must be the son, daughter, brother, or sister of the visitor or inmate. Visitors will be responsible for keeping their children in their company, or in the designated children's area, and under control within the bounds of the visiting area. Visitors under 16 years of age must be accompanied by an adult who is also on the approved visiting list. The following items will be permitted, per child, when infants are visiting:
- a. Two (2) diapers;
 - b. One (1) package of baby wipes (Unopened);
 - c. One (1) change of infant clothing;
 - d. Two (2) clear baby bottles with contents;
 - e. Two (2) small jars of baby food (Unopened);
 - f. One (1) receiving blanket;
 - g. One (1) clear drinking cup;
 - h. One (1) clear plastic diaper bag no larger than 12 inches long and 12 inches wide.

All items will be subject to search at any time by the Visiting Room Officer. All baby items will be held by the Visiting Room Officer when not in use. The designated children's area located in the visiting room is out of bounds for inmates. The visitor is responsible for the child.

o. Visitor Attire - All visitors are expected to dress appropriately. Visitors will not be permitted to wear low-cut or see-through clothing, tube tops, tank tops, backless clothing, any dresses above the knee (i.e., skin tight clothing, miniskirts, sleeveless clothing, etc) revealing or form fitting

clothing, opened toed shoes, hats, suggestive clothing, khaki, green, orange, gray, camouflage color clothing, sports attire, or athletic attire. Visitors will be permitted to enter the Front Lobby regardless of attire. In cases where the appropriateness of the attire is questionable, the Front Lobby Officer will summon the IDO to the Front Lobby to determine as to the appropriateness of attire and whether admittance to the visiting room will be permitted. In the event the IDO is not available, this responsibility will be delegated to the Operations Lieutenant. Upon denying a visit the IDO or Operations Lieutenant shall be accompanied by another staff member to serve as witnesses. Documentation of denial of visits will be signed by those present and provided to the Unit team and IDO.

P. Identification Requirements - All visitors, with the exception of children under 16 years of age, must display valid government photo identification before being permitted entrance into the institution.

Q. Visiting Room Conduct - It is the responsibility of the inmate to ensure all visits are conducted in a quiet, orderly, and dignified manner. Inappropriate conduct during a visit may result in the termination of the visit. Upon completion of processing through the Front Lobby, USP visitors will be escorted to the visiting room and directed by the Visiting Room Officer on where to sit. Inmates entering the visiting room will report to the Visiting Room Officer prior to beginning their visit. Inmates and visitors are not allowed to move freely inside the visiting area. The vending machines and surrounding area are off limits to inmates. Only visitors may utilize the vending area and then return to their seat. All food items purchased from the vending machines must be consumed prior to visitors departing the visiting room. Inmates are not allowed to take any food items back to their housing unit. Physical contact is limited to handshaking, embracing and a brief kiss between the inmate and his visitor(s) upon the initial arrival, and again at the completion of the visit.

At the SCP, inmates may sit next to their visitors and are permitted to have their arm around the shoulder of their visitor(s).

R. Walsh Act Requirements - The Unit Team will evaluate all inmates on their caseload and all incoming inmates to determine if they have an inmate who has been convicted of a sex offense involving a minor (WA W CONV). Any inmate fitting this

criterion will have the following annotation entered in the visiting program by their Counselor under the comments section: "This inmate was convicted of a sex offense involving a minor." by the counselor who manages the inmates visiting list. Any inmates having a Walsh Act assignment will be identified in the visiting program in order to ensure visiting room staff closely monitor visits involving minors.

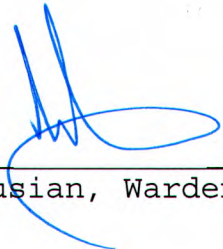
S. Official Counts - During official counts, inmates and visitors will be separated. Inmates will stand on the opposite side of the Visiting Room for count. The inmates will be picture identified by the Visiting Room Officer and counted. Visitors will not be authorized to depart during an official count.

The Front Lobby Officer will continue to process visitors during the count. However, no visitors will enter or exit the visiting room until the count has cleared.

5. **MANAGEMENT DEPARTMENT:**

Correctional Services

Approved by:



Andre Matevousian, Warden

2/14/17

Date

Attachment 1

UNITED STATES PENITENTIARY, ATWATER
VISITING GUIDELINES

The following is an outline of the guidelines governing visiting at the United States Penitentiary and Satellite Camp, Atwater. Visiting guidelines are provided to visitors at the Front Lobby and Bureau of Prisons website (www.bop.gov). Inmates are limited to three adult and three children visitors at one time.

Address and Directions: USP Atwater is located at 1 Federal Way, Atwater, CA 95301. The telephone number is (209)386-0257. From the North, visitors will exit Highway 99 at Buhach and turn left. Continuing on Buhach visitors will turn right on Santa Fe. Proceed on Santa Fe to Fox Rd and turn left. Continue to Federal Way and turn left. From the South, visitors will exit Highway 99 at AR \cong Street and turn right. Proceed on AR \cong St to Olive Ave and turn left and proceed on Olive Avenue which becomes Santa Fe. Follow Santa Fe to Fox Rd. and turn right. Continue on Fox Rd to Federal Way and turn left.

Local Transportation: Taxi in the Merced area: (209)722-8294. Bus service from Greyhound Lines: (800)231-2222. Train service AMTRAK: (800)872-7245

Days and Hours of Visitation: Arrival at the institution parking lot prior to 8:15 a.m. is prohibited.

USP Visiting - USP Visiting hours are 8:30 a.m. to 3:00 p.m. on Saturday, Sundays, and Federal Holidays. USP processing hours are from 8:15 a.m. to 2:00 p.m. No visitors will be processed after 2:00 p.m.

SHU Visiting - Inmates quartered in Administrative Detention and Disciplinary Segregation visiting hours are on Sundays and Federal holidays only from 8:30 a.m. to 2:30 p.m. Inmates quartered in 1B-unit, visiting hours are on Saturdays and Federal holidays only from 8:30am to 2:30pm. SHU and 1B-unit inmate visitors will not be processed after 1:30 p.m.

SCP Visiting - SCP visiting hours are 8:30 a.m. to 3:00 p.m. on Saturday, Sunday, and Federal Holidays. The processing of visitors will begin at 8:15 a.m. No visitors will be processed after 2:00 p.m.

Dress Code: Visitors will be expected to wear clothing which is within the bounds of good taste. Visitors will not be allowed to wear low-cut or see-through clothing, tube tops, tank tops, backless clothing, camouflage, khaki, orange, gray or green-colored clothing. Dresses with slits above the bend of the knee are not authorized. Dresses and skirts will not be allowed if the hemline is above the bend of the knee. Any other apparel of a suggestive or revealing nature (i.e., skin tight clothing, mini- skirts, shorts or sleeveless clothing, etc) is not authorized. Female visitors will be required to wear all appropriate undergarments. Open toed footwear, Athletic clothing, athletic sweats or sweat suits are not permitted.

Identification Requirements: All visitors, with the exception of children under sixteen years, must display a valid photo identification (i.e., valid driver's license, valid state identification card, a valid/current passport) before being permitted into the institution. Visitors under the age of 16, and accompanied by a parent or legal guardian are exempt from this requirement. Person(s) not permitted to visit, may not remain in the institution or the institution parking lot.

Authorized Items in Visiting: Visitors are not authorized to give anything to an inmate. Articles authorized to be carried into the institution by visitors: One clear plastic change purse, 8 inches in length and width or less. Change to be used for vending, no more than \$30.00 per adult, Photo identification and Essential medication will be limited to the amount needed during the visiting period, and will be controlled by the Visiting Room Officer. All authorized items entering the visiting room must be carried in a clear plastic container. 18 U.S.C. 1791, which provides a penalty of imprisonment for not more than twenty years, a fine, or both for providing or attempting to provide to an inmate anything whatsoever without the knowledge and consent of the Warden.

Special Rules for Children: Children under the age of 16 will not be allowed entry into the institution to visit unless they are accompanied by an adult visitor. Adult visitors will be responsible for the conduct of children under their supervision. This includes keeping them within the authorized visiting areas. Inmates and visitors will be responsible for keeping their children quiet so as not to disrupt others. The following items will be permitted, per child, when infants are visiting: Two Diapers; One package of baby wipes (Unopened); One change of infant clothing; Two clear baby bottles with contents; Two small jars of baby food (Unopened); One receiving blanket; One clear drinking cup; One Clear plastic diaper bag approximately 12 inches long and 12 inches wide. Strollers and similar devices will not be allowed in the visiting room

Special Visit Requirements: The Warden may authorize special visits to accommodate unique circumstances (e.g., a person traveling a long distance, visiting a hospitalized inmate). Special visits are not counted as regular visits. Requests should be accomplished as far in advance of the special visit as possible.

Parking: No parking is allowed on the roadway leading to the institution. Visitors are directed to the back of the parking lot where visitor parking is located. Designated Handicap parking is available. No occupants may remain in parked cars. Non-visitors must leave the institution grounds and may return to pick up the visitors at a prearranged time. Large vehicles (i.e., campers, mobile recreational vehicles, tractor trailers, etc) are prohibited from being parked on the institution grounds or parking lot at any time. Violators maybe subject to towing at the owners expense. When you have parked your car, make sure it is locked and the windows are closed.

PROCESSING: Visitors and belongings (including vehicles) entering the institution are subject to search and video monitoring. Anyone refusing a search will be refused entry. Visitors are required to pass through a walk-through metal detector without activation. Please refrain from wearing clothing with metal content.

**UNITED STATES PENITENTIARY, ATWATER
 INMATE PROPOSED VISITING LIST**

NAME

PRINT CLEARLY LAST FIRST MIDDLE

REGISTER NUMBER: _____ UNIT: _____

Any visitor with a criminal record must have prior written approval from the Warden. Complete each space giving the information required. If a brother or sister is married, give both names. If you do not know an address, give at least the city and state.

RELATIONSHIP	NAME OF VISITOR	AGE	ADDRESS/TELEPHONE NUMBER
FATHER			
MOTHER			
STEP FATHER			
STEP MOTHER			
WIFE			
CHILD			
CHILD			
CHILD			
BROTHER			
BROTHER			
BROTHER			
SISTER			
SISTER			
SISTER			
CLERGY			

MINISTER OF RECORD			
FRIEND			
FRIEND			
FRIEND			
FRIEND			

PRINTED NAME AND TITLE OF STAFF MEMBER

SIGNATURE OF STAFF MEMBER

INMATE SIGNATURE

UNITED STATES PENITENTIARY, ATWATER
VISITOR DENIED MEMORANDUM

DATE: _____

FROM: _____ (IDO or Lieutenant only)

SUBJECT: Visitor Denial

TO: Captain

On the above date, at _____ (am/pm), the following visitor(S) was denied entrance to visit the inmate named below

Visitor : _____

Visitor : : _____

Visitor : : _____

Visitor : : _____

INMATE TO BE VISITED NAME	REGISTER NUMBER

Reason for denial (check one):

Improper or no Identification

Not on inmate's visiting list

Under age or without parent/guardian

Other _____

Comments: