



**U. S. Department of Justice**  
Federal Bureau of Prisons  
USP Marion

INSTITUTION SUPPLEMENT

OPI: Correctional Services  
NUMBER: MAR-5267.09A  
DATE: March 6, 2020

**Visiting Regulations**

Approved:  D. Sproul, Warden  
USP Marion

I. **PURPOSE AND SCOPE.** 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.

II. **SUMMARY OF CHANGES.**

- Updated the Wardens name to reflect the current Warden.
- Updated Visitor Entrance and Exit Procedures, Section B.

III. **DIRECTIVES AFFECTED.**

A. **Directives Rescinded.**

IS MAR-5267.08F, Visiting Regulations (February 2, 2018)

**Directives Referenced.**

PS 5267.09, Visiting Regulations (December 10, 2015)

PS 5500.14, CN-1 Correctional Services Procedures Manual  
(August 1, 2016)

PS 5510.15, Searching, Detaining, or Arresting Persons other than  
Inmates (July 17, 2013)

P.S. 1480.05, News Media Contacts (September 21, 2000)

P.S. 5270.11, Special Housing Units (November 23, 2016)

P.S. 5521.06 Searches of Housing Units, Inmates and Inmate Work Areas  
(June 4, 2015)

B. **Standards Referenced.**

American Correctional Association 4<sup>th</sup> Edition Standards for Adult  
Correctional Institution: 4-4156, 4-4267, 4-4498, 4-4499-1, 4-4499,  
4-4500, 4-4501, 4-4503 and 4-4504 are referenced.

#### IV. LIMITATIONS

- A. A maximum of four adult visitors and up to five children per inmate will be allowed in the visiting areas at any given time. Any children 15 years of age and younger must be accompanied by an approved adult visitor.
- B. If the designated visiting areas become overcrowded, factors such as the distance a visitor has traveled, frequency of visits, relationship of visitors to inmate and frequency of visits received by the inmate will be considered when determining who will be allowed to visit. The #1 Visiting Room Officer, in coordination with the Operations Lieutenant and the Institution Duty Officer, will first ask if there are any volunteers willing to leave. If no volunteers are present the above procedures will be followed should overcrowding occur.

#### V. VISITING SCHEDULE AND ATTIRE

- A. Visiting hours for the USP will be from 8:30 a.m. to 3:00 p.m. on Saturday, Sunday and federal holidays. Visiting hours for the SCP will be from 8:30 a.m. to 3:00 p.m. on Saturday, Sunday and federal holidays. No inmate visitors will be processed into the Visiting Room after 1:30 p.m. All federal holidays will be observed as visiting days.

Federal holidays:

New Year's Day  
Dr. Martin Luther King's Birthday  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving Day  
Christmas Day

- B. Visitors entering for the purpose of visiting inmates at the USP or SCP will not be allowed visiting privileges unless they are properly attired. The following attire for visitors will not be permitted:
  - 1. Sweat pants, break-away pants or any athletic type pants
  - 2. Spandex attire, revealing or tight-fitting clothing
  - 3. Halter tops, tank tops or sleeveless shirts
  - 4. Crop tops or strapless garments
  - 5. Brassiere-less (females)
  - 6. Dresses, capris, shorts, and skirts shorter than knee length when standing (or containing slits that go above the knee when standing)

7. Clothing displaying obscene gestures, language or disruptive symbols
8. Open toe or backless/clog style shoes (exception for young children - use discretion) all shoes must have a back or factory made strap on it.
9. Low cut or backless shirts
10. Bathing suits or bare midriffs
11. Camouflage or combat military type clothing (except military personnel with military ID)
12. Khaki or red clothing for USP visitors or OD green clothing for camp visitors
13. Hooded garments, hats or scarfs
14. Clothing items containing rips, tears, cuts, or holes to include factory made
15. Unlined lace, mesh, or other sheer clothing to include white tops
16. Coats or jackets
17. See through pants

Visitors wearing pants below the waistline (sagging) will not be permitted to visit. Visitors wearing any of the above articles of clothing will not be processed.

C. Inmates receiving visits are permitted to wear or bring only the following items to the visiting areas:

1. **SOCIAL VISITS** - Institution issued clothing, handkerchief, prescription eyeglasses and a plain wedding band (if married) will be worn or carried into the visiting areas. Inmates may not wear their personal shoes. The only authorized footwear allowed in the visiting area is as follows, Bus shoes, or approved medical shoe. Kufis, Native American headbands, or yarmulke will be allowed in the visiting areas. Other types of headgear must be approved by the Captain and institution Chaplain in advance of visiting.
2. **LEGAL VISITS** - In addition to the items permitted for social visits, legal materials (subject to inspection for contraband) may be permitted if the visit is with an attorney.
3. **RELIGIOUS VISITS** - In addition to the items permitted for social visits, a religious book (Bible, Koran, etc.) of the denomination approved for the visit is permitted. Any other religious item must be approved by the institution Chaplain and the Captain.

VI. **POINTS** Each inmate will receive 12 points per month for visiting. Each inmate will be charged one (1) point per weekday visit and two (2) points per weekend day or holiday visit.

VII. **PETS** Visitors are strictly prohibited from bringing pets on institution grounds except for dogs that assist persons with disabilities. In this circumstance, the visitor must provide the Front Lobby Officer with certification that the dog is

trained for that purpose. Any questions regarding the admittance of a visitor with an assist dog should be directed to the Captain or the Operations Lieutenant during weekends or holidays.

- VIII. **ATTORNEY VISITS** Attorney visits will take place in the specially designated area for that purpose. If all attorney visiting facilities are in use and another attorney arrives, he or she may wait until a regular attorney visiting area is available or utilize the regular Visiting Room area. To allow sufficient time for verification, preparation and distribution of attorney visit memoranda, attorneys are to contact the Unit Management staff responsible for the intended inmate to be visited at least 24 hours prior to their planned visit. Unit Management staff will be responsible for coordinating attorney visits, escorts, supervision of the visit and preparation and distribution of the authorizing memoranda. Attorney visits will normally be conducted on the regular scheduled visiting days for the institution. However, attorney visits may be scheduled and conducted at any reasonable time during normal duty hours. An attorney visit may be conducted with only one inmate at a time, unless specific prior approval has been given. This should be indicated in the approval memorandum.
- IX. **SPECIAL VISITS** Requests for approval of any special visits during non-visiting days may be made with the Unit Manager with final approval given by the Associate Warden of Programs. Visiting during non-scheduled visiting days will be limited to the availability of staff to supervise the visit, as arranged by the Unit Manager, during regular duty hours. An attorney visit is to be scheduled as outlined in section eight of this institution supplement. The addition to the visiting list of a minister of record may be accomplished by submitting a request to the Chaplain for approval. All ministers of record and/or clergy additions will be made in accordance with the program statement on inmate visiting.
- X. **HOLDOVER VISITS** Inmates housed as holdover status will be allowed visits with verified immediate family only. An inmate is to advise the appropriate Unit Team staff member for approval of the visitor 48 hours prior to the expected visit. Immediate family members are mother, father, sister, brother, step parents, foster parents, wife and children, that can be verified by means of Pre-sentence Investigation Reports and/or other means available to staff. If approved visiting lists are available from another federal prison, the visiting list may be used unless greater security needs are required. The Unit Team assigned to holdovers will be responsible for preparing the visiting list.
- XI. **CONSULAR VISITS** When it has been determined that an inmate is a citizen of a foreign country, the consular representative of that country will be allowed to visit on matters of legitimate business. The visit may not be withheld even if the inmate is on disciplinary status. The requirement for the existence of an established relationship prior to confinement does not apply to consular visitors.
- XII. **REPRESENTATIVES OF COMMUNITY GROUPS** The Warden may approve visits on a recurring basis to representatives from community groups (i.e., civic, volunteer, or religious organizations) who are acting in their official capacity. These visits may be for the purpose of meeting with a single inmate or with a

group of inmates. The requirement for the existence of an established relationship prior to confinement does not apply to community visitors.

- XIII. **MEDIA VISITS** Requirements for media visits are governed by P.S. 1480.05, **News Media Contacts**. A media representative who wishes to visit outside his or her official duties must qualify as a regular visitor or, if applicable, a special visitor.
- XIV. **RELIGIOUS VISITS** Clergy ordinarily provide assistance in release planning, counseling and discussion of family problems. The requirement for the existence of an established relationship prior to confinement for visitors does not apply to visitors in this category.
- XV. **HOSPITAL VISITS** Inmates hospitalized in the community may only be visited by immediate family. These visits are subject to the general visiting policy of the hospital. Visitors must be approved prior to the visit by the Warden or Acting Warden.
- XVI. **BUSINESS VISITORS:** The Unit Team will verify any potential visitor who may be a former business associate of an inmate who meets the criteria outlined in Program Statement 5267.09. The Unit Manager will approve or disapprove the visit and make appropriate documentation.
- XVII. **VISITING LIST AND FILE PROCEDURES**
- A. The Counselor has the responsibility for working with an inmate to complete his visiting list. An approved visiting list received from another federal prison may be used unless greater security needs are required.
- B. Upon commitment, the assigned Unit Team will provide an inmate with the proper forms for approval of a visiting list during admission and orientation. Any visitor who is not a member of the inmate's immediate family will be required to submit visitor information forms as listed in paragraph C of this section. In order to place a friend or associate on the approved visiting list, a relationship must have been established prior to confinement. Exception to this rule must be approved by the Warden. Immediate family is considered to be mother, father, sister, brother, step parents, foster parents, wife and children. All visitors, regardless of age, are required to be listed on an inmate's visiting list. Visitors 15 years of age or younger are required to be accompanied by an approved adult visitor. Visiting lists will be generated using the computerized inmate visiting program. The original will be maintained in section three of the inmate central file. A copy will be forwarded to the Lobby Officer or Camp Visiting Room Officer, Visiting Room, SIS and to the inmate. Inmates may request changes to their visiting list monthly. When additions or deletions are approved, they will be updated on the computerized visiting program with paper copies forwarded to the Lobby Officer, Visiting Room, SIS and the inmate. Paper copies will be maintained by the Lobby Officer and the Camp Visiting Room as a backup to the computerized visiting program. In

addition, a 5" x 8" card with the inmate's photograph. Visiting records are also maintained in an automated web-based program updated locally and backed-up by staff in the Central Office.

- C. If an inmate does not have an established relationship with a visitor(s) and submits a request for that person(s) be added to his visiting list, a written request must be submitted to the Warden through the Unit Team. The Wardens approval must be obtained for any exceptions to this policy prior to the proposed visitor being added to the inmates visiting list.
- D. Unit Counselors will require background information from all potential visitors who are not members of the inmate's immediate family before placing them on the inmate's approved visiting list. When little or no information is available on the inmate's potential visitor, visiting may be denied pending receipt and review of necessary information, including information which is available about the inmate and/or the inmate's offense, including alleged offenses. The Warden or his designee may make the exception to this procedure when warranted.
- E. The inmate may obtain copies of the Visitor Information Form, BP-629 from their Counselor. The inmate will mail the visitor information request form to prospective visitors. The visitor information form is to be mailed to the inmate's Counselor after completion by the prospective visitor. If additional information is required, staff are to mail a Request for Conviction Information form to the appropriate law enforcement agency or complete an NCIC background check. Visitor Information and Request for Conviction information forms will be maintained in section 2 of the FOI-Exempt section of an inmate's central file. Unit staff are to advise an inmate of the approval or disapproval of a visitor to his visiting list. It will be the responsibility of the inmate to notify the prospective visitor of approval or disapproval. Inmates are to supply the visitor with a copy of the visiting rules, regulations and directions for transportation to and from the institution which are to be received from the inmate's Counselor.

#### **XVIII. VISITOR ENTRANCE AND EXIT PROCEDURES**

- A. All visitors, 16 years of age and older, must possess official photo identification. Official identification is defined as a current state driver's license, military identification card, passport or local, state, or federal identification card. No other identification will be accepted.
- B. All visitors entering the USP will be identified by USP Marion staff using an approved, up to date, form of identification. Visitors must not obscure their facial area with any form of clothing that would obstruct the identification process. Visitors will be screened by a walkthrough metal detector. If metal is detected by the walkthrough metal detector, the visitor will have an opportunity to check themselves again for any metal objects. Any metal object found will need to pass through the x-ray machine prior to entering the facility to ensure contraband is not

introduced into the institution. If metal is detected by the walkthrough metal detector, and the visitor states they don't have any metal objects, the Operations Lieutenant is to be informed. The visitor will not ordinarily be allowed to enter the institution (it's to be reviewed by the Operations Lieutenant). If a visitor is unable to clear the walkthrough metal detector due to a medical device, appropriate medical documentation will need to be provided and the visitor will be screened with the hand held metal detector. Visitors, who have been properly processed, screened and searched and awaiting admittance to the Visiting Room will not be allowed physical contact with visitors who have not been properly searched. Each visitor, including children, may be photographed and the photograph added to the visiting program.

- C. Items visitors may bring into the Visiting Room are limited to: (1) 8" x 10" clear plastic bag to carry change, a maximum of \$35 in change and or one dollar bills; (3) baby bottles pre-filled; (5) baby diapers; baby wipes in a clear container; (1) baby blanket; (2) baby food containers with spoon. Baby care items may be carried in a clear bag only large enough for the needed items. Baby strollers, infant car seats, carriers, etc., will not be allowed in the Visiting Room. Required medication must be left with the Visiting Room Officer.
- D. All allowable items entering the Visiting Room will be searched by the Lobby Officer or the Camp Visiting Room Officer. Attorneys who must carry briefcases into the Visiting Room will display the contents inside the case, and the briefcase will be x-rayed if entering the USP. Any item allowed inside the Visiting Room, which cannot be properly searched visually, will be x-rayed before entering the Visiting Room. Any item not allowed inside the Visiting Room will be locked inside the visitor's automobile or placed inside a visitor locker. Unauthorized items will be stored in security lockers provided in the Front Lobby or may remain in the visitor's vehicle. The visitor may retain the key to the locker during the storage period and must return the key at the end of the visiting period. All outer garments, coats, jackets, etc., will be left inside the visitors' vehicle or stored in the provided lockers or hanging area near the Front Lobby.
- E. Bureau staff may search visitors and their belongings (for example, bags, boxes, vehicles, containers in vehicles, jackets or coats, etc.) before entering or while inside, any Bureau facility or Bureau grounds, to prevent the introduction of prohibited items. A visitor who objects to any entrance procedure has the option of leaving institution property. Any visitor who disrupts the orderly running of the Visiting Room may be asked to depart by the Operations Lieutenant and the Institution Duty Officer. Searches and detaining of visitors outside the scope of this institution supplement are to be conducted according to P.S. 5510.15, Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities.
- F. All USP visitors will be required to be hand-stamped by the Lobby Officer

before entering the Visiting Room. If a visitor leaves the visiting area, they will be denied reentry into the Visiting Room until the next visiting day. Upon completion of the visit, the inmate must be accounted for by the #1 Visiting Room Officer prior to his visitor's departure. Prior to leaving the Visiting Room, the USP Visiting Room Officer will check the visitor's hand stamp using the black light installed inside the Visiting Room. The Lobby Officer will check the visitor's hand stamp using the black light located at grille #1, prior to the visitor exiting grille #1.

- G. The decision to terminate or deny any visit will be made by the Operations Lieutenant and/or Institution Duty Officer. Anytime a visit is denied or terminated, a memorandum explaining the circumstances will be written to the Captain and forwarded to the Associate Warden of Programs or the Camp Administrator.
- H. When a visitor is not on an inmate's approved visiting list, the inmate's Unit Team is to be consulted. If a member of the Unit Team is not available, the Operations Lieutenant is to be consulted. Ordinarily, visitors not on the inmate's approved visiting list will not be allowed to visit.
- I. Every visitor will be advised of the prohibition against giving to, or receiving anything from an inmate without approval.

#### **XIX. INMATE VISITING ROOM PROCEDURES**

- A. Inmates will be identified by commissary card before being allowed access to the Visiting Room. All inmates will be identified with the visiting room file picture card prior to leaving the Visiting Room.
- B. USP inmates will be visually searched and provided with a red jumpsuit, white t-shirt, boxers, socks, and bus shoes prior to entering the Visiting Room. When departing the Visiting Room, inmates will be visually searched, and provided with the clothes they reported to the Visiting Room with. Inmates will be required to pass the walk-through metal detector prior to entering the Visiting Room and upon exiting the Visiting Room. Allowable personal property and visual searches will be recorded in the inmate search log by the Visiting Room #3 Officer.
- C. Inmates disrupting the orderly running of the Visiting Room and/or committing a prohibited act will receive an incident report and possible termination of their visit. Termination of a visit will be in accordance with section 17 of this institution supplement.
- D. Procedures for screening, processing, and monitoring visitors not included in this supplement will be outlined in the post orders for the Lobby Officer and the Visiting Room Officers.
- E. For the Camp, the Visiting Room is the only area where inmates and their visitors may be together. Inmates will not be permitted to meet their



visitors in the parking lot and escort them to the Visiting Room. Visitors will check into the Visiting Room and then the officer will summon the inmate to the Visiting Room. All visits will begin and end at the officer's desk. Inmates with visitors will be required to utilize the designated restroom in the visiting area. The parking lot area and sidewalk immediately in front of the visiting area are off limits to all inmates during visiting hours.

- F. Camp inmates will be pat searched when entering and exiting the Visiting Room and occasionally visually searched.
- G. Inmates and their visitors are responsible for the conduct of their children. Improperly monitored or disruptive children may lead to termination of the visit.
- H. USP inmates are not allowed in the areas of the visitor's bathrooms, vending machines or the children's area.
- I. On Saturday, Sunday, and federal holiday's when a 10:00 a.m. official count is required, inmate processing into the Visiting Room will end at 9:30 a.m. Staff will prepare and submit an outcount to the Control Center for the 10:00 a.m. count. Once the count is clear, inmate processing may resume. Visitor processing may continue through the count time and visitors shall be escorted to the Visiting Room.
- J. Children are the responsibility of the inmate and the visitor. They must be supervised at all times and they may not run or climb on objects within the Visiting Room. A children's play area has been established and they may utilize this area. Inmates are not permitted in this area; however, adult visitors who are supervising a child may enter this area.
- K. A copy of the Visiting Regulations will be posted in the Visiting Room and will be given to each approved visitor by the Visiting Room Officer upon the visitor's initial visit to the institution. Any violation of the visiting procedures may result in termination of the visit and/or disciplinary action. Only the Operations Lieutenant and/or the Institution Duty Officer have the authority to terminate a visit. However, the Visiting Room Officer can deny entry of the unauthorized and pre-approved visitors if the visitor violates any of the Institutional Visiting Rules and Regulations.

**XX. Z UNIT (SPECIAL HOUSING)**

The following procedures will be adhered to:

The Front Lobby Officer will contact the Special Housing Unit, SHU #1 Officer to notify staff of the requested inmate social visit.

The SHU #1 Officer will review the requested inmate's disciplinary record to determine if the requested inmate is authorized to receive social visits. Inmates

may receive a maximum of four (4) hours of visiting per month. If the requested inmate has been sanctioned to loss of visiting privileges, the SHU #1 Officer will inform the Front Lobby Officer of his/her findings. If the requested inmate is authorized social visits, the SHU #1 Officer will inform the Front Lobby Officer to proceed with established entrance procedures for the inmate visiting.

The SHU #1 Officer will notify his/her staff to prepare the requested inmate for a social visit. If the inmate refuses the social visit, the SHU #1 Officer will notify the Front Lobby Officer of the inmate's refusal. Additionally, the SHU #1 Officer will document the inmate's refusal in his/her written log and the inmate's 292.

Inmate visitors will be processed into the institution Visiting Room in accordance with established guidelines for visiting.

Inmate visitors will be escorted by available staff to the designated visiting station located in the Visiting Room. Prior to placing the inmate visitors in the assigned visiting area, escorting staff will perform a visual inspection of the visiting area noting the condition of the area. Any damages to the Visiting Room will be documented via written memorandum.

Corridor Officers will escort the requested inmate to the Visiting Room in ambulatory restraints (hand irons with martin chain, and leg restraints). Prior to placing the inmate in his assigned visiting area, escorting staff will perform a visual inspection of the visiting area noting the condition of the area. Any damages to the Visiting Room will be documented via written memorandum and incident report.

**NOTE: Restraints will remain in place for the duration of the social visit.**

VISITING SCHEDULE:

**Administrative Detention and Holdover Status** Inmates will be allowed social visits on Saturdays and/or Sundays from 8:30 a.m. to 3:00 p.m. for a period of two hours.

**Disciplinary Segregation** Inmates housed in SHU will receive Non-Contact Visitation. These inmates have displayed behaviors which pose a threat to the secure and orderly running of the institution. These inmates will visit in the non-contact visitation rooms located in the Visiting Area. These visits will not exceed 2 hours and will start when the inmate is placed in the non-contact room. The point system will still be in effect for the USP.

Inmates will be allowed social visits on Saturdays and/or Sundays from 8:30 a.m. to 3:00 p.m. for a period of two hours.

Upon completion of the social visit, the inmate will be escorted back to his assigned cell.

Upon completion of the social visit, the inmate visitor will notify available staff the

visit has ended. Once notified, staff will escort the inmate visitor back to the Front Lobby area for completion of exit procedures. Exit procedures will be in accordance with established guidelines.

## **XXI. COMMUNICATION MANAGEMENT UNIT (CMU) VISITING**

Inmates housed in the CMU will be allowed up to eight (8) hours of visiting time per month. Visits may be scheduled in increments up to four (4) hours; however, no single visit shall be scheduled for a period longer than four (4) hours. Visiting hours for CMU inmates will be Sunday through Friday, 8:30 a.m. to 2:30 p.m. All visiting will be pre-scheduled by the CMU Unit Team. A memorandum will be provided to Correctional Services by CMU staff detailing the time and date of the visit, inmate name, visitor's name(s), and authorized language to be spoken during the visit.

On Sundays, general population and CMU visits may occur simultaneously.

***However, every precaution shall be made to maintain separation of CMU inmates and general population inmates. At no time shall a CMU inmate and general population inmate use the restroom facilities or be in the search room at the same time.***

All CMU inmates receive monitored visits using the non-contact visiting booths in the Visiting Room. There are three non-contact visiting booths available in the Visiting Room. Booth A, Booth B, and Booth C. During non-general population visiting times, any of these three non-contact booths may be utilized for a CMU inmate visit. During times when general population visiting and CMU visiting are conducted simultaneously (Sunday or Holidays), CMU visiting will be restricted to Booth C only.

Attorney visits with CMU inmates will be conducted in the attorney room within the Visiting Room. Approved attorney visits are unmonitored and will be scheduled by CMU staff on non-general population visiting days.

All approved visitors for CMU inmates must clear established entrance procedures outlined in section 17 of this supplement. Monday through Friday, CMU staff may assist processing and escorting the approved visitor to and from the Visiting Room.

## **XXII. FACILITY ADDRESS/PHONE NUMBER AND DIRECTIONS:**

- 1) USP Marion  
4500 Prison Road  
P.O. Box 2000  
Marion, IL 62959  
Phone: (618)964-1441  
Fax: (618) 964-2058
  
- 2) From the north, On I-57, take IL-148 exit (Exit 45). Turn right onto

N.Refuge Road/IL-148. Turn right onto Grassy Road/CR-25. Turn left onto Prison Road/CR-22. Follow Prison Road onto institution grounds.

- 3) From the south, On I-57, take IL-148 exit (Exit 45). Turn left onto N. Refuge Road/IL-148. Turn right onto Grassy Road/CR-25. Turn left onto Prison Road/CR-22. Follow Prison Road onto institution grounds.
- 4) Amtrak currently has a train station in Carbondale at 401 S. Illinois Ave. For more information on the Amtrak station in Carbondale, call (800) USA-RAIL or visit <http://www.amtrak.com>.
- 5) Greyhound Lines, Inc. offers bus transportation to Marion. For more information on the Greyhound Bus station in Marion, call 618-997-6158 or visit [www.greyhound.com](http://www.greyhound.com)
- 6) The United States Penitentiary, Marion, Illinois, is located about 10 miles south of Marion, Illinois, just off Highway 148. Signs direct the way and the only public transportation via taxi. Marion Cab Company: (618) 993-8181 or Red Top Cab: (618) 997-1098.

**XXIII. SUSPENSION OF INMATE VISITING** Inmate visiting days and hours may be suspended by the Warden or his designee due to an institution emergency, security and the orderly running of the institution.

**XXIV. OPERATIONAL REVIEWS** The Correctional Services Department is responsible for Operational Reviews of this program.

UNITED STATES PENITENTIARY  
MARION, ILLINOIS

VISITING RULES, REGULATIONS AND DIRECTIONS FOR TRANSPORTATION  
TO AND FROM THE INSTITUTION

1. It is the policy of this institution to provide facilities and procedures for visiting with relatives, friends, groups, etc. Visits by relatives, friends, groups, etc., are important in maintaining the morale of each inmate and motivating him toward positive aspirations. It is the responsibility of each visitor/inmate to adhere to the visiting regulations as set forth in the following paragraphs.
2. Social visits are permitted at the USP from 8:30 a.m. to 3:00 p.m. on Saturday, Sunday and federal holidays. Social visits are permitted at the SCP from 8:30 a.m. to 3:00 p.m. on Saturday, Sunday and federal holidays. No visitors will be processed into the Visiting Room after 2:00 p.m. on the weekends. All camp visitors must report immediately to the Camp Visiting Room upon their arrival at the institution. No visitor will be allowed to leave the visiting area and return to the visiting area on the same day. **Administrative Detention and Holdover Status** inmates will be allowed social visits on Saturdays and Sundays from 8:30 a.m. to 3:00 p.m. for a period of two hours.

**Disciplinary Segregation** Inmates will be allowed social visits on Saturdays and Sundays from 8:30 a.m. to 3:00 p.m. for a period of one hour.

3. A visit may be terminated due to unacceptable conduct. It should be noted when the visit is terminated due to unacceptable conduct, the inmate will receive disciplinary action.
4. Visitors approved to visit one inmate may not, without special permission, visit with another inmate until the completion of the scheduled visit and only if pre-approved for that day.
5. Prospective visitors 15 years of age or younger must be accompanied by a responsible adult. All visitors 16 years of age or older must provide photo identification to the Front Lobby Officer. All visitors, regardless of age, are required to be listed on an inmate's visiting list. Each adult visitor will be required to sign an information form indicating his or her name, relationship to the inmate, complete address, inmate being visited and acknowledging his or her awareness and understanding of possible penalties for violation of visiting regulation and/or the introduction of contraband. Any attempt to bring unauthorized items into the institution is a serious violation of federal law (USC Title 18 1791) and is punishable by imprisonment of up to 20 years and/or fine.
6. The Visiting Room Officer is responsible for supervising the visits, and visitors are required to dress and conduct themselves within the limits of good taste. Visitors are to maintain complete control of their children while in the Visiting

Room or on institution property. Visitors and/or those accompanying them are not authorized to loiter in the institution lobby or on the institution grounds during or after a visit, unless they are waiting for public transportation. Each inmate will assume reasonable responsibility for proper conduct during the visits, with as much control of visitor conduct as may be expected of him. Each inmate and his visitors are expected to maintain a safe and sanitary visiting area. The use of a camera or recording equipment, without written consent of the Warden, is strictly prohibited. Documents or papers will not be examined or signed in the Visiting Room without prior approval of the Unit Manager or the Captain. Visitors are encouraged to store all of their parcels, handbags, etc., in their vehicles or in their motel rooms prior to coming to the institution, as these items will not be allowed in the Visiting Room. Visitors may not leave money with the Front Lobby Officer for deposit into the inmate's commissary account. Funds for deposit to inmate accounts should be sent to the LockBox processing center. Visitors may not give the inmate any items such as papers or photos without prior approval of the Warden. Any effort to evade the visiting regulations may result in disciplinary action for the inmate and possible legal proceedings against the visitor.

Items visitors may bring into the Visiting Room are limited to: (1) 8" x 10" clear plastic bag to carry change, a maximum of \$35 in change and or one dollar bills; (3) baby bottles pre-filled; (5) baby diapers; baby wipes in a clear container; (1) baby blanket; (2) baby food containers with spoon. Baby care items may be carried in a clear bag only large enough for the needed items. Baby strollers, infant car seats, carriers, etc., will not be allowed in the Visiting Room. Required medication must be left with the Visiting Room Officer.

Visitors entering the institution (USP or SCP) for the purpose of visiting inmates will not be allowed visiting privileges unless they are properly attired. The following attire for visitors will not be permitted:

1. Sweat pants, break-away pants or Athletic pants of any type.
2. Spandex attire, revealing or tight-fitting clothing
3. Halter tops, tank tops or sleeveless shirts
4. Crop tops or strapless garments
5. Brassiere-less (females)
6. Dresses, shorts, and skirts that are shorter than knee length when standing (or containing slits that go above the knee when standing)
7. Clothing displaying obscene gestures, language or disruptive symbols
8. Open toe or backless/clog style shoes all shoes must have a back or a factory made strap.  
(Exception for young children - use discretion)
9. Low cut or backless shirts
10. Bathing suits or bare midriffs
11. Camouflage or combat military type clothing (except military personnel with military ID)
12. Khaki clothing and red clothing for USP visitors or OD green clothing for camp visitors
13. Hooded garments or hats
14. Clothing items containing rips, tears, cuts, or holes to include factory made

15. Unlined lace, mesh, or other sheer clothing to include white tops
  16. Coats or jackets
  17. White pants, skirts, dresses, capris, or shorts  
Shirts and blouses must be long enough to cover all areas of the midriff and back when sitting or standing. Sagging of pants will not be permitted. In the event a visitor is wearing any of the above articles of clothing, the visitor will not be processed.
7. Inmates may kiss and embrace briefly during greeting and at end of visit. Hand-holding is permitted but no other physical contact is authorized. This policy will be strictly enforced.
  8. Visitors possessing improper identification, who are not on an inmate's approved visiting list, or are not permitted to visit for any reason, must leave the institution grounds immediately.
  9. The institution does not provide meals for visitors; however, vending machines are available.
  10. Pay telephones are available for visitors' use in the USP administration building.
  11. The United States Penitentiary, Marion, Illinois, is located about 10 miles south of Marion, Illinois, just off Highway 148. Signs direct the way and the only public transportation via taxi. Marion Cab Company: (618) 993-8181 or Red Top Cab: (618) 997-1098.
  12. Address: 4500 Prison Road, Marion, Illinois 62959 Phone: (618) 964-1441.

APPROVED VISITING LIST  
UNITED STATES PENITENTIARY  
MARION, ILLINOIS

INMATE'S NAME:

INMATE'S REG. NO.:

REVISED:

Visitor's Name Date	Address	Relationship
1.		
2.		
3.		
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12.		
13.		
14.		
15.		
16.		

Distribution: Front Desk  
Visiting Room  
Inmate  
SIS Office  
Central File (Original)

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Counselor