



U.S. Department of Justice
Federal Bureau of Prisons
Administrative United States Penitentiary
Thomson, Illinois

INSTITUTION SUPPLEMENT

OPI: Correctional Services
NUMBER: TOM 5267.08
DATE: 07/20/2015
SUBJECT: Visiting Regulations

1. **PURPOSE AND SCOPE:** To establish local procedures and implement Program Statement 5267.08, Visiting Regulations (05/11/2006). This Institution Supplement must be read in conjunction with the Program Statement. SCP Thomson encourages visiting by family, friends and community groups to maintain the morale of the inmates, and to develop closer relationships between the inmate, family members and the community. Due to practical considerations and the different characteristics of the institution, certain limitations and controls must be established in developing and administering visiting regulations. This supplement will provide information pertaining to visiting regulations at the Satellite Camp in Thomson, Illinois.

2. **DIRECTIVES AFFECTED:**
 - a. Directive Rescinded:

None

 - b. Directives Referenced:

P.S. 1280.11, JUST, NCIC and NLETS Telecommunication Systems (Management and Use) (01/07/2000)
P.S. 1315.07, Legal Activities, Inmate (11/5/1999)
P.S. 1490.06, Victim and Witness Notification Program (05/04/2012)
P.S. 4500.08, Trust Fund/Deposit Fund Manual (05/04/2012)
P.S. 5100.08, Inmate Security Designation and Custody Classification (09/12/2006)
P.S. 5180.05, Central Inmate Monitoring System (12/31/2007)
P.S. 5267.08, Visiting Regulations (05/11/2006)
P.S. 5270.09, Inmate Discipline and Special Housing Units (07/08/2011)
P.S. 5280.09, Inmate Furloughs (01/20/2011)
P.S. 5360.09, Religious Beliefs and Practices (12/31/2004)
P.S. 5500.14, Correctional Services Procedures Manual (10/19/2012)

P.S. 5510.12, Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities (01/15/2008)

P.S. 5521.05, Searches of Housing Units, Inmates and Inmate Work Areas (06/30/1997)

P.S. 5522.01, Ion Spectrometry Device Program (02/24/2005)

P.S. 7331.04, Pretrial Inmates (01/31/2003)

3. **STANDARDS REFERENCED:** American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499-1, 4-4500, 4-4501, 4-4503 and 4-4504.

4. **SATELLITE CAMP (SCP) PROCEDURES:**

- a. **GENERAL INFORMATION:** Regular visits will be conducted in the camp visiting room. All inmates are responsible for notifying their approved visitors of the visiting regulations and forwarding the appropriate forms to their visitors.
- b. **LOCATION:** The Satellite Camp is located at 1100 One Mile Road, Thomson, Illinois. The nearest major airport is Quad City International Airport (MLI/KMLI). This airport offers domestic flights from Moline, Illinois, and is 48 miles south of Thomson, Illinois. Another major airport is Dubuque Regional Airport (DBQ/KDBQ), which offers domestic flights from Dubuque, Iowa, and is 59 miles north of Thomson, Illinois. Regular business hours are Monday - Friday, 7:30 a.m. to 4:00 p.m. The main institution phone number is (815)259-1000.
- c. **VISITING SCHEDULE:**

DAY OF THE WEEK	VISITING BEGINS	VISITING ENDS
Friday	5:00 p.m.	8:30 p.m.
Saturday	8:00 a.m.	3:00 p.m.
Sunday	8:00 a.m.	3:00 p.m.
Holidays	8:00 a.m.	3:00 p.m.

- (1) There will be no inmate movement during the count. No visitors will be allowed into the camp visiting room prior to the above scheduled times unless authorized by the Captain.
- (2) Due to limited space, a point system will be utilized at SCP Thomson. The maximum amount of points each month is 12. If the inmate maximizes his visiting for

the month, he may request additional visiting by submitting a written request to the Camp Administrator.

DAY OF THE WEEK	POINTS
Monday-Friday	1
Saturday	2
Sunday	2
Holidays	2

- d. **VISITOR ATTIRE:** All visitors entering the institution for a visit will be appropriately attired. Visitors may not wear open-toed shoes, shorts, mini-skirts, sheer or tight fitting clothing, excessively short or low cut clothing, backless clothing, halter tops, mid-drift shirts, camouflage or sleeveless clothing. Dresses, blouses or other apparel of a suggestive or revealing nature may not be worn. Additionally, ball caps, hats, bandanas, sweatbands, do rags or any other type of headgear, are not authorized with the exception of religious or medical headgear. If the Visiting Room Officer determines a visitor is improperly attired, he/she will contact the Operations Lieutenant and Institution Duty Officer (IDO) to determine whether to deny or terminate the visit.
- e. **IDENTIFICATION OF VISITORS:** All visitors 16 years of age and older must produce some form of photo 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.
- f. **VISITING RESTRICTIONS AND OVERCROWDING:** Visiting may be curtailed or terminated for emergency situations, improper conduct on the part of the inmate or his visitor(s), or when the visiting area reaches maximum capacity. Should the visiting room reach full capacity; the Visiting Room Officer will advise the Operations Lieutenant and the Institution Duty Officer (IDO) of the situation. The IDO or Operations Lieutenant will begin curtailing visits of those who live within a fifty-mile radius of the institution, and continue in fifty-mile increments. If the condition continues, and termination of additional visits becomes necessary, those who visit most frequently will have their visits terminated first.

- g. **NUMBER OF VISITORS:** The number of persons allowed while visiting an inmate at the SCP is limited to two adults plus children. Children age 15 and under are not counted against the inmate's two maximum visitors. The Visiting Room Officer will not allow more than the maximum of two visitors to visit an inmate at one time. Any exceptions must have prior approval of the Camp Administrator.
- (1) Split Visits: Should more than two visitors arrive at the same time, a split visit may be arranged at the discretion of the IDO.
 - (2) Visitors are prohibited from bringing animals on institutional grounds unless the animal is a dog that assists disabled persons.
- h. **ATTORNEY VISITS:** Attorney visits will be arranged by the Unit Team, when the attorney is not on the inmate's approved list. The attorney visit will take place in the main visiting room. Unit team will make arrangements for an alternate room, if an attorney/client room is needed. Attorney visits will be supervised by the Unit Team. Staff will make every effort not to overhear any of the conversation between the inmate and attorney. It is the unit team's responsibility to submit a memorandum to the Associate Warden of Custody, if the attorney needs any special equipment such as tape recorders or video equipment, prior to the visit.
- i. **SPECIAL VISITS:** Special visits may be permitted under the following circumstances: Family emergencies, pre-release planning interviews, attorney, business, a court appointed investigation, interpreters, consular, or community group representatives.
- (1) Any visit by an individual who is not associated with the Department of Justice on official business or who is not on the inmate's approved visiting list is considered a special visit.
 - (2) A special visit must be arranged through unit staff. Unit staff will prepare a special visit memorandum (Attachment C) to the Captain requesting approval, with copies routed to the Visiting Room Officer, Control Center, Lieutenant's Office, and Institution Duty Officer. The Institution Duty Officer or Operations Lieutenant may approve an immediate family member's request to visit during normal visiting hours if no approved visiting list has been

established for the inmate. This authority is for one visit and only after conferring with Unit staff or reviewing the Pre-Sentence Investigation Report. This authorization should be noted and maintained in the visiting file located in the Visiting Room.

- (a) **Consular Visitors:** 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.
 - (b) **Holdover Status:** The Warden may limit visits to immediate family for holdovers, when neither a visiting list from a transferring institution nor other verification of proposed visitors is available.
 - (c) **Ministerial Visits:** Special visits from an area clergyman or religious leader will be arranged by the Chaplain. The Chaplain will prepare a special visit memorandum (Attachment C) to the Captain requesting approval, with copies routed to the Visiting Room Officer, Control Center, Lieutenant's Office, and Institution Duty Officer. All ministerial visitors must comply with the visiting rules, applicable policies and meet entrance requirements.
 - (d) **Minister of Record:** An inmate wishing 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 of the minister of record to the inmate's visiting list.
 - (e) **Hospital Visits:** The Warden will determine whether a visit may take place at the local hospital. In these cases, the visitors will be restricted to immediate family and attorneys. Approved visitors will visit only during the hospital's visiting times.
- j. **APPROVED VISITORS:** Unit Staff will create a list of approved visitors and prepare visiting folders to be maintained in the Visiting Room file cabinet. A Visiting List Request Form (Attachment A) will be completed by each inmate and submitted to the Correctional Counselor for approval. Inmates may have members of their immediate

family, as defined in Program Statement 5267.08, and friends placed on the approved visiting list after review by unit staff.

- (1) To ensure the security and orderly running of the institution, staff may request all proposed visitors complete the visiting questionnaire, and an investigation will be conducted before placing them on the inmate's approved visiting list.
- (2) If the immediate family relationship is not documented within the Pre-Sentence Investigation Report, a completed visiting questionnaire and investigation must be completed before the individual is placed on the inmate's approved visiting list.
- (3) Inmates may have a maximum of twenty (20) friends and associates placed on their visiting list. This visiting privilege will be extended to friends and associates having an established relationship with the inmate prior to confinement, unless such visits could reasonably create a threat. In extraordinary cases, exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution. The placement of friends and associates affects only designated inmates.
- (4) When requesting placement of a visitor other than immediate family on the visiting list, a Visitor Information Form (BP-S629), along with an Institution Request for Visitor Information Form (Attachment B), must be completed by the potential visitor.
- (5) The top section of the Visitor Information Form (BP-S629) and the top section of the Institution Request for Visitor Information Form (Attachment B) will be completed by the inmate who is making the request. The inmate is responsible for mailing these forms to his potential visitor.
- (6) The forms must be completed by the visitor and sent directly to the Correctional Counselor responsible for the inmate's case.
- (7) The signature of a parent or guardian on the Visitor Information Form (BP-S629) is necessary to process a request for an applicant under 16 years of age.

- (8) On occasion, an inmate visitors' application, or a subsequent NCIC check may reveal information that would cause disapproval of the request. If such information is found, the original request, NCIC printout and memorandum explaining the request for denial will be forwarded through the Camp Administrator to the Warden for review and final decision. Once a decision is made, the packet will be placed into the inmate's Central File, FOI section, and the inmate will be notified of the decision. No information from the application or subsequent checks can be revealed to the inmate. Staff shall notify the inmate of each approval or disapproval of a requested person for their visiting list. 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 Instructions for Visiting (Attachment E).
- (9) The Instructions for Visiting (Attachment E) shall include specific directions for reaching the institution and shall cite 18 U.S.C. 1791, which provides a penalty of imprisonment for not more than twenty years, a fine, or both to any person who introduces, or attempts to introduce, into or upon the grounds of any Federal Institution, or takes or attempts to send therefrom, anything whatsoever, without the knowledge and consent of the Warden.
- (10) Visitors are not permitted to visit until they have been approved and added to the inmate's list of approved visitors. Special exceptions may be made by the Camp Administrator on a case by case basis.
- (11) An inmate's visiting list may be amended at any time in accordance with the procedures of this section. Normally, visitors may not be on more than one inmate's visiting list, except where inmates have the same immediate family members. In these rare cases, the visitor may visit each inmate, either separately or together.

k. **PREPARATION OF THE LIST OF VISITORS/METHOD BY WHICH STAFF WILL MAKE WRITTEN GUIDELINES AVAILABLE TO VISITORS:**

- (1) Each new inmate will be provided copies of the local visiting guidelines (Admission and Orientation Handbook) and a visiting list request form (Attachment A). The Unit Team is responsible for approving,

denying, preparing and placing approved inmate visiting lists in the visiting room and on the visiting computer program. Amendments to the visiting list will be processed by the Unit Team.

- (2) The inmate may obtain copies of the Visitor Information Form (BP-S629.052) from their Correctional Counselor. The inmate may initiate the visitor approval process by filling out the name and address of the prospective visitor, signing the form and returning it to the Counselor. Upon completion of the required background inquiries, Unit Staff will advise the inmate as to whether or not the visitor has been approved, and will send (Attachment B) to the approved visitors.

1. VISITING ROOM CONDUCT:

- (1) For identification purposes, prospective visitors will be hand-stamped upon entry. If a visitor leaves the visiting area, they will be denied re-entry until the next visiting day. Upon completion of the visit, the Visiting Room Officer will check the stamp on the visitors hand using the black light verification before the visitor is allowed to exit the visiting room.
- (2) In order to maintain the security and the good order of the institution, the Visiting Room officers will monitor all visitors and inmates while in the Visiting Room.
- (3) Each inmate having a visit must assume responsibility for proper conduct during the visit. The visiting room must remain orderly and non-distracting to others. Children are not allowed to wander from the immediate area, run about the visiting room, or create noise that disturbs other visits. Failure to supervise children will result in one written warning and upon the second incident, either during this visit or subsequent visits, the visit will be terminated. A log entry will be maintained on all incidents. A formal written letter of notification that the visit was terminated will be forwarded by the Unit Team to the inmate and visitor as a follow-up.
- (4) Kissing and embracing is permitted only when the visitor and inmate meet at the beginning of the visit and at the end of the visit. At no time will

inappropriate and unbecoming displays of affection by physical contact be permitted. No loud, boisterous talk or profane language will be allowed in the visiting area.

- (5) SCP inmates are not permitted in areas designed for children.

m. RECORDS: As a back-up to the computerized system, official inmate visiting folders shall be maintained in the visiting room file cabinet. The records shall be in alphabetical order by inmate's last name. The Correctional Counselor will keep these records current at all times. When an inmate receives a visit, the Visiting Room Officer will identify the visitors and enter the date, time the visitor(s) arrive, and sign the appropriate block on the visitor notification form.

- (1) The following forms shall be used and maintained in the inmate's visiting folder:
 - (a) An official inmate visiting list with the inmate's current photograph attached.
 - (b) Notice of visiting violation.
- (2) Inmate Visitor's Sign-In Logs: The visitors will be required to sign in at the time of their arrival and the name of the inmate to be visited. The Visiting Room Officer will maintain the visitor log.
- (3) Notification to Visitor Form: Each visitor, age of 16 and older, will fill out the notification to visitor form. The Visiting Room Officer will collect the completed forms and forward them to the Lieutenant's office at the end of each visiting day. The completed forms will be kept on file for one year.

n. OTHER APPLICABLE REGULATIONS:

- (1) Inmate attire: All inmates must wear institution issued clothing in the visiting room. Green shirt buttoned (with the exception of the top button), tucked in, and pants with an institution belt, t-shirt, socks, underwear and institutional black boots. If the inmate has a soft shoe permit, he will be required to wear institutional black boots during his visit. No jewelry will be worn in the visiting room with the exception of a wedding band. (No religious

jewelry or watches). Prescription glasses and religious headwear are permitted. Visiting room staff shall use extreme care to ensure shoes or any other clothing articles are not exchanged during the visit.

- (2) Inmate property: The inmate shall not take anything to the visiting room except the following items:
 - (a) One pair of prescription glasses
 - (b) One wedding band
 - (c) Identification card- MANDATORY
 - (d) Picture tickets
 - (e) Approved religious headgear
- (3) No personal items will be kept in the search room. Inmates are to ensure that no items other than those stipulated above are brought to the visiting room. Doing so could result in the delay of a visit since unauthorized items must be returned to the unit by the inmate. Medication, such as nitroglycerin tablets, may be permitted when specifically authorized by Health Services staff.
- (4) Legal Papers/Documentation: Papers/documents are not to be exchanged. Inmates may bring legal materials into the visiting room during the attorney visits only with approval of and hand carried by their Unit Team. Inmates may not give legal papers to the attorney or receive papers from the attorney to retain after the visit. Legal papers should be mailed to the institution in every other case.
- (5) Currency: Money will not be accepted for deposit to the inmate's account through the visiting area. Inmates are not allowed to handle or retain money. Inmates are not authorized to be in the vending machine area or to use the vending machines at any time.
- (6) Visitor Items not allowed in Visiting Room: Visitor purses, coats, jackets, and headgear (with the exception of religious headgear or for medical reasons, i.e. A chemo patient) must be secured in the visitor's vehicle, except as noted in the below section. During the cold season, heavy winter coats

and protective headgear may be brought into the visiting room after a physical search and a pass through the x-ray machine. These items must be hung on a coat rack by the officer's station prior to contact with the inmate. Visitors may retrieve these coats as they are leaving the visiting room. Visitors are authorized to bring the following items into the visiting room:

- (a) Clear change purse (8"x8"x8")
- (b) \$25.00 in coins total, each day, per inmate visit
- (c) Prescription medication (only enough for one day visitation)
- (d) Clear diaper bag, (no larger than 8"x8"x8") containing up to four (4) of each of the following items: baby food or formula (in sealed, unopened container, NO zip-lock bags with any substance inside will be permitted), empty plastic bottles, and diapers.
- (e) The diaper bag will be supervised by the visiting room officers at their station and accessed by the parent when needed.

5. **MANAGING DEPARTMENT**: Correctional Services

Approved by:

D. Hudson
Warden

VISITING LIST REQUEST FORM_____
INMATE NAME_____
REGISTER NUMBER:**VISITING LIST REQUEST:**

List the names of your immediate family only (father, mother, brother(s), sister(s), grandparents(s), wife, children).

1.	LAST NAME	FIRST NAME	RELATIONSHIP
	ADDRESS	CITY	STATE ZIP
	SOCIAL SECURITY #	SEX TELEPHONE #	DATE OF BIRTH

2.	LAST NAME	FIRST NAME	RELATIONSHIP
	ADDRESS	CITY	STATE ZIP
	SOCIAL SECURITY #	SEX TELEPHONE #	DATE OF BIRTH

3.	LAST NAME	FIRST NAME	RELATIONSHIP
	ADDRESS	CITY	STATE ZIP
	SOCIAL SECURITY #	SEX TELEPHONE #	DATE OF BIRTH

4.	LAST NAME	FIRST NAME	RELATIONSHIP
	ADDRESS	CITY	STATE ZIP
	SOCIAL SECURITY #	SEX TELEPHONE #	DATE OF BIRTH

5.	LAST NAME	FIRST NAME	RELATIONSHIP
	ADDRESS	CITY	STATE ZIP
	SOCIAL SECURITY #	SEX TELEPHONE #	DATE OF BIRTH

CONTINUATION VISITING LIST REQUEST FORM

 INMATE NAME

 REGISTER NUMBER:

VISITING LIST REQUEST:

6. LAST NAME		FIRST NAME		RELATIONSHIP
ADDRESS	CITY	STATE	ZIP	
SOCIAL SECURITY #	SEX	TELEPHONE #	DATE OF BIRTH	

7. LAST NAME		FIRST NAME		RELATIONSHIP
ADDRESS	CITY	STATE	ZIP	
SOCIAL SECURITY #	SEX	TELEPHONE #	DATE OF BIRTH	

8. LAST NAME		FIRST NAME		RELATIONSHIP
ADDRESS	CITY	STATE	ZIP	
SOCIAL SECURITY #	SEX	TELEPHONE #	DATE OF BIRTH	

9. LAST NAME		FIRST NAME		RELATIONSHIP
ADDRESS	CITY	STATE	ZIP	
SOCIAL SECURITY #	SEX	TELEPHONE #	DATE OF BIRTH	

10. LAST NAME		FIRST NAME		RELATIONSHIP
ADDRESS	CITY	STATE	ZIP	
SOCIAL SECURITY #	SEX	TELEPHONE #	DATE OF BIRTH	

REQUEST FOR VISITOR INFORMATION
SATELLITE CAMP
THOMSON, ILLINIOS

INMATE'S NAME: _____ REG. NO. _____

YOU ARE REQUESTED TO SUBMIT THE BELOW INFORMATION. THIS INFORMATION WILL BE USED TO ASSIST IN THE PROCESSING OF YOUR APPLICATION IN A TIMELY MANNER.

YOU ARE NOT REQUIRED TO SUPPLY THE INFORMATION REQUESTED. IF YOU DO NOT FURNISH THE INFORMATION REQUESTED, THE PROCESSING OF YOUR REQUEST WILL BE SUSPENDED AND YOU WILL RECEIVE NO FURTHER CONSIDERATION.

PLEASE PRINT

FULL NAME: _____

Social Security Number: _____

HEIGHT: _____

WEIGHT: _____

RACE: _____

SEX: () MALE () FEMALE

SIGNATURE: _____

NOTE: PLEASE DO NOT ATTEMPT TO VISIT THE INSTITUTION UNTIL YOU HAVE BEEN NOTIFIED BY THE PERSON REQUESTING YOU TO VISIT OF YOUR APPROVAL.

SPECIAL VISIT MEMORANDUM
SATELLITE CAMP
THOMSON, ILLINIOS

DATE: _____

TO: _____

FROM: _____

SUBJECT: _____

INMATE NAME AND REG. NO. : _____

The above named inmate is requesting a Special Visit on

_____, at _____, for the following reason:

_____ Attorney Visit

_____ Ministerial/Clergyman Visit

_____ Family emergency (death in family, etc.)

_____ Pre-Release Planning Interview

_____ Other _____

Name of Visitor(s):

Approved _____ Denied _____

Captain

Date

cc: Visiting Room Officer
Control Center Officer
Lieutenants' Office
Institution Duty Officer

VISITING INSTRUCTIONS AND REGULATIONS

The following information is provided for all visitors of inmates at the Satellite Camp (SCP), Thomson, Illinois. We trust these instructions and regulations will be informative and of benefit to you, and enable you to adhere to our visiting guidelines. This information is provided as a guideline and is not intended to cover all situations or incidents. If there are any questions, please feel free to contact one of the Visiting Room Officers or the Lieutenant.

The Satellite Camp is located at 1100 One Mile Road, Thomson, Illinois. The SCP is in the Northeast region of Illinois, along the Mississippi River. The nearest major airport is Quad City International Airport (MLI/KMLI). This airport has domestic flights from Moline, Illinois, and is 48 miles south of Thomson, Illinois. Another major airport is Dubuque Regional Airport (DBQ/KDBQ), which has domestic flights from Dubuque, Iowa, and is 59 miles North of Thomson, Illinois. Regular business hours are Monday-Friday, 7:30 a.m. to 4:30 p.m. The main institution phone number is (815)259-1000.

Visitors are not permitted to enter institution grounds with alcohol, narcotics, weapons or ammunition on their person or in their vehicles. Title 18, United States Code, Section 1791, provides for a penalty of imprisonment for not more than twenty (20) years, a fine of not more than \$250,000.00 or both, to a person who introduces, or attempts to introduce, into or upon the grounds of any Federal Institution, or takes or attempts to send therefrom, anything whatsoever, without the knowledge and consent of the Warden. Furthermore, Title 18, United States Code, Section 1001, states the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than five (5) years, or both. All areas of the institution, including the Visiting Room, may be monitored by video surveillance.

Only approved visitors are permitted to enter the institution grounds prior to, or during visiting hours. No one may wait at the front entrance or in a vehicle in the parking lot. Anyone denied admission must leave the grounds immediately. All vehicles parked in the institution parking lot must be locked and secured. All areas of the institution grounds, except the parking lot, and the Visiting Room, are off limits to visitors.

Upon commitment, an inmate may submit a list of proposed visitors to his Correctional Counselor for approval. Once the request is submitted, absent good cause, members of the immediate family (parents, step parents, foster parents, brothers, sisters, spouse and children) will be placed on the inmate's visiting list. Other relatives and friends may be authorized to visit, but only after a proper background investigation has been completed. Once approved, it is then the inmate's responsibility to inform the visitor of his/her approval to visit. Special visits may be granted in accordance with the established regulations and with written approval of the Camp Administrator. Other relatives and friends authorized to visit is limited to twenty (20). For just cause, a visitor may be removed from the inmate's visiting list, and will not be reinstated without the Warden's approval.

Visiting Hours:

DAY OF THE WEEK	VISITING BEGINS	VISITOR PROCESSING ENDS	VISITING ENDS
Friday	5:00 p.m.	7:30 p.m.	8:30 p.m.
Saturday	8:00 a.m.	2:00 p.m.	3:00 p.m.
Sunday	8:00 a.m.	2:00 p.m.	3:00 p.m.
Holidays	8:00 a.m.	2:00 p.m.	3:00 p.m.

On Saturdays, Sundays, and Holidays, visitor processing will cease at 9:45 a.m. in preparation for the official count. Upon completion of the count, visitor processing will resume.

Federal Holidays are as follows:

New Years' Day	Independence Day	Veterans' Day
Martin Luther King Day	Labor Day	Thanksgiving Day
Presidents' Day	Columbus Day	Christmas Day
Memorial Day		

All visitors 16 years of age and older must have proper photo identification, preferably a driver's license or a photo identification with full name and signature. Approved visitors under the age of 16 must be accompanied by an approved visiting adult.

Visiting is a privilege extended to all inmates at SCP Thomson, and may be suspended or revoked as a sanction for committing prohibited acts. Inmates will be processed into the Visiting Room only once per day. Visitors may not leave the institution and return for visiting on the same day unless authorized, in advance, by the Warden. The number of adult visitors per inmate is limited to two (2), because of the limited available space. There is no limit of the number of children allowed to visit; however, the inmate and his visitors are responsible for supervising the children at all times. In the event that the Visiting Room becomes overcrowded, it may be necessary to limit the length of visits or the number of visitors. The decision to limit the duration of a visit will be made by the Operations Lieutenant or Duty Officer. In making this decision, they will consider the following factors:

1. Visiting Room Capacity
2. Distance Traveled
3. Local or frequent visitors

The Lieutenant or Duty Officer has the prerogative of terminating visits for reasons of improper conduct on the part of the inmate or his visitor(s). The right to have future visits may be denied as part of an administrative action to an inmate who attempts to circumvent or evade institution regulations.

Prior to all visits, visitors age 16 and older will be required to sign a Notification to Visitors and a Declaration of Contraband/Acknowledgment Form, declaring any contraband in their possession or in the possession of their children (These forms are available in English or Spanish). In addition to the Notification to Visitors and Declaration of Contraband/Acknowledgment Form, each visitor age 16 and older will be required to sign the Inmate Visitors Log prior to each visit.

Inmates may shake their visitor's hand, embrace and kiss within the bounds of good taste, at the beginning and at the end of the visit. Additional physical contact is not permitted and may result in the termination of the visit.

Visitors are held to a dress code before being admitted into the institution. Visitors wearing transparent clothing, dresses, blouses or other apparel of a suggestive or revealing nature, halter tops, shorts, mini-skirts, culottes, or excessively tight fitting clothing will not be admitted into the institution. Additionally, visitors may not wear open-toed shoes, ball caps, hats, bandanas, sweat bands, do rags or any other type of headgear, are not authorized with the exception of religious or medical headgear. Excluding babies, no bare feet will be

permitted. Any questions regarding proper attire will be directed to the Institution Duty Officer or the Operations Lieutenant.

No money will be accepted or held by the Visiting Room Officers.

Food and beverages may not be brought into the camp. The Visiting Room is equipped with tables, chairs and restroom facilities for visitors and inmates. Vending machines and microwave ovens are available for visitor use. All personal items not permitted into the Visiting Room, will be stored in the visitors' secured vehicle. Small, clear wallet or change purses, and actual baby needs are permitted in the visiting room. No medication will be allowed inside the institution unless authorized by the Lieutenant or Institution Duty Officer. The following items are the only items, other than personal clothing, allowed in the Visiting Room:

One clear wallet or change purse, no larger than 8"x8"x8", containing money and identification only, four baby diapers, two containers of processed baby food (commercially sealed), three baby bottles (with milk, formula or juice), one baby blanket (crib size), and one small (paper or plastic) diaper bag for baby items and/or female hygiene items will be allowed to enter the Visiting Room.

SCP Thomson, is a smoke-free institution.

Cellphones and cameras are not allowed on institution grounds or in the Visiting Room. However, inmates may purchase photographs through the Inmate Trust Fund. Photographs will be taken in the visiting room by the inmate photographer. Photographs may be taken of just the inmate or the inmate and his visitor(s). Visitors may only be photographed with the inmate they are approved to visit. Only one inmate may be photographed at any one time.

All visitors entering the institution are required to pass the hand-held metal detector. Visitors should consider clothing that will allow them to pass through with ease. Any visitor refusing to submit to this test or who fails to successfully pass the metal detector will be denied access to the institution.

All visitors admitted to the camp will be required to have their hand "blacklight" stamped for additional security and identification. When departing the institution, each visitor will submit to identification via the "blacklight". Inmate visitors will be subject to this process when exiting the Visiting Room.