



U.S. Department of Justice
Federal Bureau of Prisons
Metropolitan Correctional Center
71 W. Van Buren Street
Chicago, IL 60605

Office of
Responsibility: **Chief Correctional Supervisor**
Number : **CCC 5267.07F**
Date: **October 16, 2009**
Subject: **Visiting Regulations**

Institution Supplement

1. **PURPOSE:** To specify local guidelines affecting visitors to MCC Chicago.
2. **DIRECTIVES AFFECTED:**
 - a. **Directives Referenced:** Program Statement 5267.08, Visiting Regulations, dated May 11, 2006.
 - b. **ACA Standards:** 4-ALDF-5B-01, 4-ALDF-5B-02 and 4-ALDF-5B03 are referenced.
 - c. **Directives Canceled:** Institution Supplement 5267.07E, Visiting Regulations, dated April 3, 2008, is hereby canceled.

3. **VISITOR CATEGORIES:**

Five categories of visitors are identified as: (1) Attorney and Legal, (2) Official, (3) Social, (4) Prisoner Visitation and Support (PVS) and (5) Special.

- a. **Attorney/Legal:** This category includes attorneys or legal representatives, i.e., paralegal, law clerks, law students, assistants, interpreters and investigators.
- b. **Official:** Official visitors are those with a governmental interest in the inmate or case, i.e. contract/volunteers, law enforcement officials, probation officers and consulate officials.
- c. **Social:** Authorized social visitors are those persons described in governing policy. Legal guardians are considered the same as parents.
- d. **Prisoner Visitation and Support:** Inmates who have been at MCC Chicago for at least 30 days, have not received a social visit, and would like someone from the Chicago area to visit may contact the Chaplain to have these arrangements made.

Distribution: Standard

ORIGINAL

- e. **Special:** Special visits will be approved by the Associate Warden Programs, AW(P). This will be accomplished after receiving a written recommendation from the unit team stating the reason for the special visit. All special visits must be authorized in writing and must include the name of the visitor(s), purpose, date and time of the visit. Copies will be sent to the Captain, Lobby Officer, and the central file. Should an inmate request a special visit on weekends, holidays or when the AW(P) is unavailable, the Institution Duty Officer (IDO) may authorize a special visit after consultation with a unit team member. Consideration to approve or deny the visit should include but not be limited to: frequency of inmate visits, visiting room space and distance traveled for the visit.

4. **PROCEDURES FOR ATTORNEYS ENTERING THE METROPOLITAN CORRECTIONAL CENTER:** The following procedures will be used during the processing and admittance of attorneys to MCC Chicago.

- a. Upon arrival to the institution, attorneys will present a valid bar card and photo I.D. to the front lobby officer.
- b. A "Notification of Visitors" form, BP-A0224, will be completed by each attorney for each inmate they wish to visit. The attorney is also required to sign the attorney sign-in/sign-out log book.
- c. A "Notification of Visitors" form, BP-A0224, will be completed by legal representatives, i.e., paralegal, law clerks, law students, assistants, interpreters and investigators. Their names must appear on the Attorney Advisor's approved list of legal assistants. They are also required to sign the attorney sign-in/sign-out log book.
- d. Eighth floor attorney visiting hours are as follows: Monday through Friday from 8:30 a.m. to 11:00 a.m., 12:00 p.m. to 3:00 p.m. & 5:00 p.m. to 8:00 p.m.; weekends and holidays from 8:30 a.m. to 11:00 a.m. & 12:00 p.m. to 3:00 p.m. Attorneys who wish to visit clients during normal social visiting hours will be processed on a first-come, first-serve basis with the social visitors.
- e. Ordinarily, attorney visits for all inmates will be conducted on the eighth floor. Attorney visiting rooms will be filled on a first-come, first-served basis. If all attorney visiting rooms are filled, the attorney will be given the option of visiting with the inmate(s) during social visiting in the main visiting room.
- f. Attorneys will not be permitted to carry briefcases or bags to the visiting room. All cases and bags will be stored in lockers located in the lobby, if space permits. Attorneys may hand-carry legal documents and/or resources necessary to conduct the legal visit. All documents/resources will be searched electronically and/or visually.
- g. Attorneys may not bring electronic discovery materials or electrical devices into the visiting room without prior approval.
- h. Attorneys wishing to provide their client legal material may do so by U.S. mail. Attorneys may also leave legal materials for their clients in the legal mail box, located

in the lobby. Also, inmates will not be allowed to deliver material/contraband through the visiting room to their attorney.

5. **PROCEDURES FOR OFFICIAL VISITORS ENTERING THE METROPOLITAN CORRECTIONAL CENTER:** The following procedures are established for official and special visitors:

- a. Upon arrival to the institution, official visitors will provide the front lobby officer with proper identification reflecting official capacity. They will be stamped for identification purposes upon entering. The black light shall be used to positively identify official visitors departing the facility.
- b. Official Law Enforcement Visitors shall consist of the following: Department of Justice, state and local law enforcement personnel, Members of Congress, and the Judiciary. Official Law Enforcement Visitors who are visiting inmates are not required to complete the Title 18, Notification of Visitors Form, nor will they be stamped. The lobby officer will ask the law enforcement visitor if they are in possession of any weapons. Any weapons will be stored in the rear sallyport prior to entering the institution. Official credentials will be used to identify official law enforcement visitors upon departing the institution.
- c. Official visitors who wish to interview an inmate will ordinarily be allowed to do so on the eighth floor in the attorney's visiting room.
- d. Official visitors will be escorted while in the institution. In rare circumstances, the Warden may make an exception.
- e. Special visits, as defined in governing policy, may be approved by the AW(P). Screening of potential visitors must also be consistent with governing policy.
- f. In the event official visitors enter the building from the Central or Regional Office or other institutions, the Warden, A.W.(P), or Captain will be notified immediately upon the visitor's arrival.

6. **PROCEDURES FOR SOCIAL VISITORS ENTERING THE INSTITUTION:**

- a. Inmates assigned to general population will conduct their visits in the common area of the eighth floor visiting room. Visiting capacity is 102.
- b. Visiting hours are Monday through Friday from 12:00 p.m. - 3:00 p.m. and 5:00 p.m. - 8:00 p.m. Saturday, Sunday and holidays from 8:00 a.m. - 11:00 a.m. and 12:00 p.m. - 3:00 p.m. If a holiday falls on a weekday, the unit normally scheduled to visit during the evening hours will visit during the a.m. session. (Holiday Hours - 8:00 a.m. - 11:00 a.m.) Consistent with policy, space, seating availability, and fire code standards, each visitor will be allowed a minimum of 1 hour in the visiting room.
- c. In the event the visiting room reaches capacity of 102, it will be necessary for the

incoming visitors to wait until visiting space becomes available. Visits will be terminated to make room for those waiting, on a first in, first out basis.

- d. Visitors will complete a "Notification to Visitors" form (Attachment B) 30 minutes before the start of visiting. This form will be completed by all visitors 16 years of age and older, and returned to the lobby officer. The lobby officer will then ensure the visitor is on the inmate's visiting list and check for proper identification.
- e. Acceptable identification is a valid driver's license, state I.D., or passport.
- f. The following items of clothing are not allowed: sleeveless shirts; halter, tank or tube tops; shirts/blouses with plunging necklines; transparent/see-through clothing; spandex/form fitting clothing; clothing with holes; hats, caps or shirts with hoods; orange or khaki colored pants, shorts, skirts or shirts; camouflage print pant, shorts, skirts or shirts; grey sweat pants, sweat shorts or sweat shirts; coats, jackets, and gloves or scarves (any type of outdoor apparel). Food is not permitted to be brought inside the visiting room. No photos, papers, newspaper clippings, etc. will be brought into the visiting room. Adult visitors will be responsible for ensuring children in their care are appropriately dressed.
- g. A Lieutenant and the Institution Duty Officer must be consulted before denying any visit.
- h. MCC Chicago is located at 71 W. Van Buren, Chicago, Illinois 60605. It is accessible via I-290, 55, 90, 94, based on the direction of travel. Transportation is available via Metra, CTA/PACE bus, and private taxi service. The institution phone number is 312-322-0567.

7. FREQUENCY OF VISITS:

- a. All inmates are allowed a minimum of four hours visiting each month. Visits will be conducted on the days and times as indicated on The Activities Schedule (published periodically).

8. SPECIAL HOUSING UNIT VISITATION

- a. Ordinarily, social and legal visits for inmates housed in the Special Housing Unit (SHU) will be conducted on the eighth floor. Social visits for inmates placed in SHU for administrative or disciplinary segregation will be one hour in length. Social visiting days for inmates housed in the Special Housing Unit are Monday and Friday mornings, from 8:30 a.m. to 11:30 a.m. No prior approval is required. Based on the security requirements of an inmate, inmates assigned to SHU may need to utilize the non-contact visiting area in the Special Housing Unit for legal or social visits. In the event non-contact visiting is required, a visitor will be processed following established policies for regular visits. Staff will escort the visitor to SHU on the non secure side of the institution and arrange for access to the SHU non-contact visiting room. When the visit is concluded SHU staff will contact the visiting room and arrange for a staff member to escort the visitor back to the Front Lobby.

Visits for inmates at outside local hospitals will be approved on a case by case basis by the Warden. Only immediate family members will be considered for visits to a outside local hospital.

9. CO-DEFENDANT/INTER FLOOR VISITS:

- a. Co-defendant visits must be approved by the Attorney Advisor. The defense counsel requesting the visit should ordinarily contact the Attorney Advisor 24 hours in advance, to allow for the notification of the appropriate staff. At least one defense counsel must be present to supervise the meeting. The co-defendant meetings shall ordinarily take place weekdays from 8:00 a.m. to 12:00 p.m., in the eighth floor Attorney/Client rooms or visiting area.
- b. Inter-Floor Visiting: Generally, this type of visit between inmates is not permitted. If an inmate "family relationship" is documented in the inmate central files, a visit may be approved by the AW(P) upon recommendation of the unit team. The visit will count as a social visit for both inmates. Consideration for inter-floor visits will be on an individual basis. Physical contact, e.g. kissing & hugging, will not be allowed between visiting inmates.

10. GUIDELINES FOR VISITORS APPROVALS:

- a. All social visitors will be required to complete and return a visitor application, which will be mailed to the prospective visitor by the requesting inmate. A copy of the dress code for visitors will be attached to visitor applications. Upon receipt, through the United States Postal Service (USPS), the counselor will initiate a criminal background investigation (NCIC). If the prospective visitor has a law enforcement record, the unit manager, after consultation with the Associate Warden, will determine if the prospective visitor will be allowed to visit. The requesting inmate will be notified by the appropriate member of the unit team and instructed to notify the prospective visitor of the approval/disapproval results. No time frame will be established for approval of social visitors.
- b. Active inmate visitation lists for cadre inmates will be limited to ten (10) individuals 16 years and older. Active inmate visitation lists for pretrial inmates and holdover inmates will be limited to six (6) **immediate family** members, 16 years and older, of which one may be a friend or associate. Immediate family members are defined as grandfather, grandmother, father, mother, spouse, brother, sister, son or daughter. The purpose of one friend or associate may be to accommodate the mother or father of the inmate's child. It will be the inmate and the family's responsibility to provide documentation to confirm the relationship prior to the visitor being added to the inmate's visiting list, i.e., marriage certificates, birth certificates, etc. The state of Illinois does not recognize common-law marriages, therefore, we will not recognize such relationships. Routine changes to an inmate's visiting list will only be accommodated within the last twenty days prior to the end of each quarter, with a maximum of three individuals, and limited to twice per year. The request must be submitted to the inmate's unit counselor one week prior to the beginning of the twenty day period. The new quarter is defined as January, April, July, and October.

- c. Due to space limitations and seating availability, a maximum of three (3) visitors including children will be authorized in the visiting room at one time per inmate, except cadre and female inmates who may have five (5) visitors. Infants held by parents or guardians will not be counted as part of the total of inmate visitors.
- d. Inmates in holdover and pretrial status must follow procedures prescribed above.
- e. Written guidelines and procedures are sent out with the visitor application form.
- f. Inmates requesting a visit from their Minister of Record must submit a written request to the Chaplain. Upon approval, unit team will add the name and title (Minister of Record) to the inmate's visiting list. Approval for visits from clergy (other than Minister of Record) will be in accordance with the general visitor procedures.
- g. MCC Chicago utilizes BOPWARE visiting program to maintain a record of visitors for each inmate. In the event the computerized visitation program is not in service, staff will attempt to obtain a copy of an inmate's approved visiting list. If no list is available, the inmate's central file will be reviewed to determine an inmate's approved visitors.

11. LOBBY PROCEDURES AND GUIDELINES:

- a. All inmate visitors will be escorted by visiting room or front lobby staff to and from the eighth floor. **Visitors will not ride the elevator without staff escort.**
- b. Security: All persons attempting to gain entry inside the facility will be required to pass through the walk through metal detector. Any person registering a positive reading will be checked with a hand-held metal detector, in an effort to determine the source of the alert. If the scan with the hand-held detector proves positive, lobby staff will contact the IDO or Operations Lieutenant. Upon arrival, the IDO or Operations Lieutenant will offer the visitor the opportunity to submit to a limited pat search in an effort to positively identify the source of the alert. Pat searches are voluntary, with the condition that a refusal will result in the visitor being denied visitation privileges on that date. If the visitor agrees to submit to a search, a consent form will be completed and signed by the visitor and witnessed by staff. Pat searches will be conducted in the lobby bathroom by a staff member of the same gender as the visitor. Once the source of the alert is identified and determined not to be contraband or an item which will jeopardize the safe and secure operation of the institution, the visitor will be permitted to visit. (Dangerous contraband items will be confiscated and visiting privileges will be denied. Visitor's may be allowed to dispose of non dangerous contraband items, ie., chewing gum, prior to being allowed to visit.) Further action, to include contacting outside law enforcement may be initiated if appropriate. The Warden will be advised of the results of pat searches conducted on visitors.

Visitors will not be allowed to bring any items into the institution except a small clear or see-through coin purse, three diapers and two feeding bottles for infants. Inmate visitors may possess no more than a total of \$50.00 in denominations no larger than

\$20.00, when visiting.

All of the above items will be inspected by the lobby officer and scanned through the x-ray machine before they can be brought into the institution.

- c. Large purses, briefcases, two-way communication devices, chewing gum, cigarettes, food items, lighters, pocket knives, electronic games, cameras, photographs and pagers are not allowed in the institution. These items will be stored in the lobby lockers.
- d. Wheelchairs will be allowed into the institution as long as staff are able to conduct a complete shakedown of the wheelchair. Staff will be alert for hidden, false or hollow compartments within the wheelchair itself. The individual occupying the wheelchair will not be removed or transferred to another wheelchair, for the purpose of conducting a search. If a proper shakedown cannot be conducted without jeopardizing the safety of the individual or the security of the institution, the visit will not be allowed. Final determination will be made by the Operations Lieutenant and Institution Duty Officer.
- e. Medicine: All medication, except that which is life supporting, is prohibited from the visiting area. Visitors must store medication in the lockers provided. If the medication is life supporting, the visitor will maintain the medication for the duration of the visit after the Duty Physician Assistant (PA) has determined that the medication is needed.
- f. Under age Persons: Under age persons (under the age of 16 years) must be accompanied by an adult who is also on the approved visiting list.
- g. Visitors over 16 and under 18 years of age will require the signature of a parent or legal guardian on the "Visitor Information" form, BP- 629.05, when visiting without an adult.

12. VISITING ROOM PROCEDURES AND GUIDELINES:

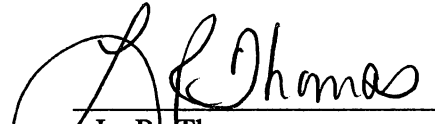
All visitors and inmates are expected to conduct themselves in a responsible manner.

- a. Prior to entering the visiting room, an inmate will be identified by a 5x8 card. The institution 5x8 cards will be maintained in the shakedown room. Once the inmate has been identified, visiting room staff will turn the inmate's card over to the Visiting #1 Officer. Inmates will not have access to their 5x8 card. Upon departing the visiting room, the Visiting #1 Officer will turn the departing inmate's 5x8 card over to the staff member processing the inmate out of the visiting room. All inmates will be identified, utilizing the institution 5x8 card, prior to departing the visiting room.
- b. Contact visits permit many opportunities to introduce contraband into the institution. Therefore, pat searches and random visual searches will be conducted on inmates prior to entering the visiting area. **ALL INMATES WILL BE VISUALLY**

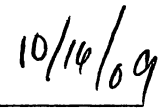
SEARCHED BY STAFF OF THE SAME GENDER AFTER EACH VISIT. The visiting room will be monitored through electronic surveillance and staff observation.

- c. A kiss and embrace are permitted at the beginning and the end of the visiting period. Inmates are not permitted to mingle with the guest(s) of other inmates. Inmates are not permitted to hold hands nor embrace or kiss during the visit.
- d. Inmate attire for visiting includes jump suit and shoes for male inmates (khaki pants/shirts for Unit 25 inmates), pants, tops and shoes for female inmates. Jump suits must be buttoned up.
- e. Only institution issued blue tennis shoes will be authorized in the visiting room.
- f. Inmates will be allowed to carry the following items into the visiting room: prescription glasses, dentures, wedding ring, approved religious medallion, verified life supporting medication, and legal materials for attorney visits.
- g. The visiting room officer **will not** assign seating in the visiting room unless authorized by the Operations Lieutenant.
- h. Inmates may not have money in their possession at any time. Inmates are not authorized to handle or receive money from a visitor during a visit. Inmates are not authorized to accompany their visitor to the microwave oven or vending area to make purchases. Inmate visitors may not congregate in the vending area for long periods of time.
- i. Any violation of visiting rules by a visitor or inmate may result in termination of the visit, disciplinary action and/or the removal of the visitor from the inmate's visiting list.
- j. There is a statutory requirement that allows a woman to breast feed her child in a federal building or on federal property, if the woman and her child are otherwise authorized to be present at the location. Based on this law, MCC Chicago, Illinois, will permit breast feeding in the visiting room. It is expected that the female visitors will use appropriate discretion in opting to breast feed their infants in the visiting room. At a minimum, the female visitor will drape her infant and chest with clothing so there is minimal chance of an exposed breast. If, however, in a particular instance the breast feeding is conducted in a manner that is disruptive to other inmates and visitors, the visit will be terminated and further actions may be considered pursuant to discussion with legal staff.
- k. Inmates and their visitors will be responsible for supervising children participating in visits. Children must be controlled and behave in a manner which will not disturb other visitors. Failure to properly supervise children may result in termination of the visit. A family room is available, in which, DVDs can be viewed by inmates and their families. DVDs are available from the visiting room staff. Inmates and visitors must supervise their children in this area.

13. **SPANISH TRANSLATION:** The Chief Correctional Supervisor will arrange for the Spanish translation of this institution supplement.
14. **OFFICE OF RESPONSIBILITY:** Chief Correctional Supervisor.
15. **EFFECTIVE DATE:** This Supplement is effective upon issuance.



L. R. Thomas
Warden



Date



METROPOLITAN CORRECTIONAL CENTER
CHICAGO, ILLINOIS

NOTIFICATION TO VISITORS

THE FOLLOWING CLOTHING AND ITEMS ARE NOT AUTHORIZED AT MCC CHICAGO

CLOTHING NOT AUTHORIZED (TO INCLUDE CHILDREN AGES 4 AND OVER):

- a. Dresses, skirts, or mini-skirts with long slits in the middle or side;
- b. Mini-skirts or wrap around skirts;
- c. Sleeveless, strapless or bareback blouses or dresses;
- d. Tight, form-fitting or see through clothing. This includes see through shirts with a shirt underneath;
- e. Deep v-neck blouses, shirts or dresses;
- f. Shorts or skirts more than two (2) inches above the knee;
- g. Caps, hats, and scarves of any kind;
- h. Long coats, sweaters and jackets that have hoods attached or extend below the knee;
- i. Clothing of any type which would symbolize gang activity or gang affiliation;
- j. Halter tops or midriff shirts.
- k. Fish net shirts, pants or any other clothing item;
- l. Lycra or spandex clothing;
- m. Athletic shorts/sweat pants (cloth material)/wind suits;
- n. Swimwear;
- o. Slippers;
- p. Sandals, Shower shoes or "flip flop" type shoes.

ITEMS NOT AUTHORIZED

- a. Weapons, ammunition, pocket knives, handcuffs, handcuff keys of any type;
- b. Cosmetics of any kind;
- c. Electronic devices, games and toys of any kind;
- d. Cigarette packages, cigarette lighters, pipes and chewing tobacco;
- e. Photos, albums and photographic material;
- f. Radios, cassettes, walkmans and any recording devices;
- g. No more than three (2) baby bottles with milk or formula;
- h. No more than three (3) baby diapers;
- i. No more than one receiving blanket per child ages 0-12 months;
- j. Glass containers and cans;
- k. Baby powder, ointments and creams;
- l. Purses, change bags, baby wipe containers and diaper bags that are not see through;
- m. Pens, pencils, stationary and papers of any type;
- n. Magazines, books, and the Bible;
- o. Sunglasses;
- p. Umbrellas;
- q. Candy, gum or food items of any type;
- r. Eating and drinking utensils;
- s. Baby carriers and strollers.
- t. Khaki, Orange or Camouflage colors

BP-S0224.022

NOTIFICATION TO VISITOR CDFRM

OCT 07

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

Date: _____ Time: _____ Officer's Name: _____

Institution: _____ Location: _____

Name of Inmate To Be Visited: _____ Register No.: _____

NOTICE TO ALL PERSONS: CONSENT TO SEARCH

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

Consent to Search Implied. By entering or attempting to enter Bureau grounds or facilities, you consent to being searched in accordance with Bureau policy and Federal regulations in volume 28 of the Code of Federal Regulations, Part 511. If you refuse to be searched, you may be prohibited from entering Bureau grounds or facilities.

NOTICE TO ALL PERSONS: PROHIBITED ACTIVITIES AND OBJECTS

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

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

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

PLEASE ANSWER THE FOLLOWING QUESTIONS: Are any of the following items in your possession, or in possession of children in your party under 16 years of age?

Tobacco Products	Yes	___	No	___	Narcotics	Yes	___	No	___
Explosives	Yes	___	No	___	Marijuana	Yes	___	No	___
Weapons	Yes	___	No	___	Camera	Yes	___	No	___
Ammunition	Yes	___	No	___	Food Items	Yes	___	No	___
Metal Cutting tools	Yes	___	No	___	Alcoholic Beverages	Yes	___	No	___
Recording Equipment	Yes	___	No	___	Prescription Drug*	Yes	___	No	___
Telephones-any type	Yes	___	No	___	Intoxicants	Yes	___	No	___
Radios	Yes	___	No	___	Pagers	Yes	___	No	___
Electronic Devices	Yes	___	No	___	Firearms	Yes	___	No	___

*All types of medication carried must be listed in the following space, and must be left at the entry area:

I have read, I understand, and I agree to the above. If I am visiting with an inmate, I also understand and agree to abide by the visiting guidelines provided me by this institution. I declare that I do not have articles in my possession which I know to be a threat to institution safety, security, or good order. I am aware that if I have questions about what is authorized, I should consult with the officer. I am aware that the penalty for making a false statement is a fine of not more than \$250,000 or imprisonment of not more than five years or both (pursuant to 18 U.S.C. § 1001). I am aware that the visiting area, including restrooms in the visiting area, may be monitored to ensure institution security and good order.

Printed Name/Signature: _____

Street Address/City and State: _____

Vehicle License No.: _____ Year, Color, Make and Model of Vehicle: _____

If visiting with an inmate, please complete the following: Names of children under 16 years of age for whom I am responsible:

If not visiting with an inmate, please indicate:

Name of Organization: _____ Purpose of Visit: _____

Printed Name/Signature of Staff Witness: _____