

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

INSTITUTION DIRECTIONS:

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

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

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

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

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

WHO MAY VISIT:

Normally, all immediate family members (spouse, children, parents, brothers, and sisters) are approved. If the inmate wants to have someone outside of his immediate family to visit, he must see his Unit Counselor for background information forms. These forms are to be completed by the potential visitor. The potential visitor must return the form to the Unit Counselor. The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the Visiting Guidelines.

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

All visitors, with the exception of children under 16, must display photo identification before being permitted into the institution.

TERMINATION OF VISITS:

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

VISITING LIMITATIONS:

The maximum number of visitors who may visit one inmate at a time will be limited to three adult visitors.

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

VISITING HOURS:

Friday - 5:00 p.m. to 9:00 p.m.
Saturday - 8:00 a.m. to 3:00 p.m.
Sunday - 8:00 a.m. to 3:00 p.m.
Federal holidays - 8:00 a.m. to 3:00 p.m.

There will be no visiting on Monday, Tuesday, Wednesday, and Thursday.

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

LUNCHES:

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

REGULATIONS:

Visiting may be conducted only in the Visiting Room.

Handshaking, embracing, and kissing will be permitted only at the beginning and at the end of the visit. Inmates and visitors will refrain from any action that might affect the sensitivity or be offensive to others. Failure to comply with this policy may result in the termination of the visit.

The following is a list of the approved items a visitor may bring into the institution:

1. One small clear change purse
2. \$20.00 in currency for use in the vending machines
3. Two plastic baby bottles with milk or formula
4. Two diapers
5. Two unopened jars of baby food
6. One small clear diaper bag
7. Nitroglycerine pills

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

The following is a list of unauthorized items in the visiting room:

1. No papers, packages, gifts, articles or money may be exchanged during the visit.
2. No toys or games of any kind
3. No cellular phones, pagers, radios, recording devices, or electronic devices of any kind
4. No newspapers or books
5. No weapons, ammunition, pocket knives, handcuffs, handcuff keys
6. No alcohol or illicit drugs
7. No cosmetics of any kind
8. No tobacco products of any kind and no cigarette lighters
9. No photos, albums, or photographic material
10. No glass containers or cans
11. No baby powder, ointments or creams
12. No purses or non-see-through diaper bags
13. No pens, pencils, stationary or paper of any kind.
14. No sunglasses or umbrellas
15. No candy, gum, or food items
16. No baby carriers, car seats or strollers

The following is a list of unauthorized clothing a visitor cannot wear into the institution:

1. Halter tops or midriff shirts.
2. Tight or form fitting shirts or pants (i.e., spandex, stirrups, lycra, etc.)
3. All shorts worn by individuals age 16 and over
4. Khaki or camouflaged clothing
5. Sleeveless, strapless, or bareback blouses or dresses
6. Mini-skirts, wrap around skirts, or skirts more than two inches above the knee
7. Dresses or skirts with long slits in the middle or side
8. See-through clothing
9. Torn or severely worn jeans
10. Deep v-neck blouses, shirts, or dresses
11. Caps, hats, or scarves of any kind
12. Long coats, sweaters and jackets that extend below the knee

13. Clothing of any type which would symbolize gang activity or affiliation
14. Fishnet shirts, pants or any other clothing item
15. Athletic shorts/sweat pants

Legal papers may not be examined or signed during the visit, unless prior approval is received from the Unit Team. The Unit Team must be present.

RESPONSIBILITIES:

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

PENALTY FOR CIRCUMVENTING REGULATIONS:

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

PARKING:

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

VISITOR LOCKERS:

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

**FEDERAL CORRECTIONAL INSTITUTION
MORGANTOWN, WEST VIRGINIA
SPECIAL HOUSING UNIT VISITATION**

VISITING ROOM HOURS:

Friday - 5:00 p.m. to 9:00 p.m.

Saturday - 8:00 a.m. to 3:00 p.m.

Sunday - 8:00 a.m. to 3:00 p.m.

Federal holidays - 8:00 a.m. to 3:00 p.m.

There will be no visiting on Monday, Tuesday, Wednesday, and Thursday. Visitors will not be permitted to enter the Visiting Room until 15 minutes prior to the start of visiting (7:45 a.m. on weekends and holidays, and 4:45 p.m. on Friday).

There are two rooms in the Special Housing Unit to accommodate visiting. Visitors are processed in the order of arrival, and in order to allow adequate processing and visiting time, visitors are not taken back to the Special Housing Unit for processing after 2:00 p.m. However, processed visitors may continue their visit until 3:00 p.m.

VISITING ROOM GUIDELINES:

Any inmate housed in SHU, with Low Security or higher, will be required to visit within the confines of the Special Housing Unit.

Visitors for these inmates will be limited to one adult. No visitors under the age of 18 will be allowed in SHU.

Once the visitor has completed the intake processing by the Visiting Room Officer and satisfied the requirements as set forth in policy, the Visiting Room Officer will notify the Special Housing Unit #1 Officer or the Operations Lieutenant of the inmate's name and number and the request for escort.

The escorting officer(s) will report to the Administration Building where they will ensure the visitor has secured all personal effects.

Based upon the special security needs, the visitor's personal property will be restricted to Nitro Tablets (no other medication allowed).

The visitor will then be escorted to SHU where one Officer, outside the sallyport, will conduct the metal detector operations, while another Officer remains behind the group to supervise the remaining visitors.

METAL DETECTOR OPERATIONS (SPECIAL HOUSING UNIT)

All visitors entering the Special Housing Unit will be checked by using the hand-held metal detector.

If a visitor cannot successfully clear the hand-held metal detector, the Operations Lieutenant will be notified.

ANY VISITORS FAILING THE METAL DETECTION PROCESS THREE CONSECUTIVE TIMES WILL BE REQUIRED TO DEPART THE INSTITUTION IMMEDIATELY. THE VISITOR WILL NOT BE ALLOWED TO ENTER THE SPECIAL HOUSING UNIT FOR ANY REASON.