



U.S. Department of Justice
Federal Bureau of Prisons

INSTITUTION SUPPLEMENT

OPI Captain
NUMBER MCK 5267.09d
DATE June 7, 2019

VISITING PROCEDURES

Approved: Bradley M. Trate, Warden
Federal Correctional Institution, McKean, Bradford, Pennsylvania

1. PURPOSE AND SCOPE

The Federal Correctional Institution, (FCI), and Satellite Prison Camp (SCP), McKean encourage wholesome and meaningful visits with relatives, friends, and community groups in order to maintain the morale of inmates and to develop closer relationships between inmates and family members or others in the community, while at the same time maintaining the security and welfare of the institution. Any visits, which in the opinion of the Warden or Executive Assistant/Satellite Operations Administrator interfere with the security and good order of the institution, will be denied.

2. DIRECTIVES AFFECTED

- a. Directive Rescinded:
I.S. 5267.09, Visiting Procedures dated May 1, 2018.
- b. Directives Referenced:
P.S. 1315.07, Inmate Legal Activities, dated November 5, 1999.
P.S. 5267.09, Visiting Regulations, dated December 10, 2015.
P.S. 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, dated July 17, 2013.
P.S. 5500.14, CN-1, Correctional Services Procedures Manual, dated August 1, 2016.
P.S. 5360.09, CN-1, Religious Beliefs and Practices, dated June 12, 2015.

3. VISITING HOURS:

FCI	SCP
<p>Saturday, Sunday & Holidays: 8:15 a.m. - 3 p.m.</p> <ul style="list-style-type: none"> • Visitors must be in the Front Lobby for processing by 9:30 a.m. to prepare for the 10:00 a.m. count. • Following a clear count, visitors will be processed again, but must be in the Front Lobby by 2:00 p.m. 	<p>Saturday, Sunday & Holidays: 8:30 a.m. - 3 p.m.</p> <ul style="list-style-type: none"> • Visitors must be in the Camp Lobby by 9:30 a.m. to prepare for the 10:00 a.m. count. Following a clear count, visitors will be processed again, but must be in the Camp Lobby by 2:30 p.m.
<p>AD SHU Visits (SATURDAY ONLY)</p> <ul style="list-style-type: none"> • AD inmates will be allowed 1 hour visit via VTC (Video Telephone Conference) (1 inmate per time slot) • These will have to be approved by the Unit Manager and Captain at least two weeks in advance of the visit. <p>DS SHU Visits (SUNDAYS ONLY)</p> <ul style="list-style-type: none"> • DS inmates will be allowed 1 hour visit via VTC (Video Telephone Conference) (1 inmate per time slot) • DS inmates will be allowed visits on a bi-weekly basis. • These will have to be approved by the Unit Manager and Captain at least two weeks in advance of the visit. 	

On weekends and federal holidays, during day time visiting hours, all visitors must be in the Visiting Room by 9:30 a.m. in order to prepare for the 10 a.m. stand-up count. During the count, inmates and their visitors will be physically separated in the Visiting Room until staff are finished counting. Visitors will not be processed into or out of the Visiting Room until the count has cleared.

All inmates that have been processed and are present in the Visiting Room before 9:30 a.m. during weekend/holiday visiting hours will remain in the Visiting Room until a clear count. The Visiting Room Officer will prepare an out-count form no later than 30 minutes prior to the count.

Visiting Restrictions and Overcrowding

Visiting may be curtailed or terminated because of an emergency, improper conduct on the part of an inmate or his visitor(s), or when the visiting area becomes crowded. Should it become necessary for the Visiting Room Officer to curtail or terminate visiting because of crowding, the Lieutenant (and Institution Duty Officer (IDO) on weekends) will be notified. At this time, a two-hour maximum visiting time limit will go into effect. The officers will apply this first to special visits, then to those who visit most frequently. If the condition still exists, those who reside within a 200 mile radius of McKean County will be terminated next. The maximum number of inmates and visitors combined is not to exceed 92 persons at the FCI and FPC.

4. NUMBER OF VISITORS

FCI/SCP: The number of persons allowed and seats used while visiting one inmate will be limited to six (6) total visitors, not to exceed three (3) adults and three (3) children, any child over age two (2) is considered part of the six (6). (Children age 2 and under will not count as part of the six (6)). Any more than that requires approval from the Captain for the FCI and the Camp Unit Manager for the SCP. All visitors will be assigned seats by the Visiting Room Officers. Seating is available for adult visitors. Children are not necessarily guaranteed seating.

Split Visits: Should more than three adult authorized visitors arrive at the same time, a split visit may be arranged at the discretion of the Visiting Room Officer. A split visit is defined as a visit where one or more of these visitors leave the Visiting Room to be replaced by other authorized visitors. Those visitors leaving must leave the parking lot. They are not permitted to wait in the front lobby. During split visits, only one interchange of visitors will be permitted, i.e., individuals leaving the Visiting Room to permit other members of the party to visit may not subsequently return for further visiting the same day.

5. ATTORNEY VISITS

Attorney visits will be conducted in accordance with Program Statement 1315.07, Legal Activities, Inmate.

6. IDENTIFICATION OF VISITORS

Satisfactory identification of visitors must precede visits. **Each visitor 16 years of age and older must have identification. This will be accomplished by photo identification.** Visitors will not be permitted entry without a valid state or government issued photo identification (military ID, driver's license, passport, etc.). The IDO or Lieutenant will be notified in questionable cases.

Black Light Identification

All visitors at FCI McKean, except members of Congress, the Department of Justice, state and local law enforcement personnel, the Judiciary, and the Community Relations Board Members, will have one of their hands marked with a "black light" stamp prior to entry into the institution and have that hand identified with the "black light" lamp prior to being allowed beyond the inside sallyport of the institution.

Visitors who no longer have the ink stamp, will be returned to the administration building until a Lieutenant arrives to investigate the situation and further identify the visitor. The Operations Lieutenant is to ensure that the **"pullman multi-interchanges"** black light stamp is to be secured at the end of each workday in the Control Center.

This stamp will be issued at the beginning of each work day to the Front Lobby Officer by the Control Center Officer. The Control Center Officer will choose the code for the day. It is the responsibility of the Control Center Officer to ensure the same code is not used twice in one week. The stamp will be picked up by the Front Lobby Officer at the beginning of his/her shift and returned to the Control Center at 10 p.m. each evening. The Visiting Room Officer will check for the appropriate mark prior to the visitor being allowed to exit the Visiting Room.

7. APPROVED VISITORS

The visiting privilege will ordinarily be extended to friends and associates having an established relationship with the inmate prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. Regardless of the institution's security level, the inmate must have known the proposed visitor(s) prior to incarceration. The Warden must approve any exception to this requirement in writing. 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. Ordinarily, an inmate's visiting list should not list more than ten (10) friends and associates. The Warden may make an exception to this provision when warranted. This includes holdovers and new commitments.

8. PREPARATION OF THE LIST OF VISITORS

- a. Each new inmate will be provided copies of the local visiting guidelines (in the Admission & Orientation booklet), and a Visiting List Request form during the first Unit Counselor lecture. The Unit Counselors are responsible for preparing the "Official Visiting List", which is stored in the inmate's central file.

The word "spouse" includes a common-law relationship that has been previously established in a state that recognizes such a status. In states that do not, a common-law relationship is not considered "immediate

family.” For determination of applicable state laws, the Regional Counsel should be consulted.

The Unit Team will process submitted visiting forms from family and friends and notify the inmate of the individuals who are approved to visit. Visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian or immediate family member at least 18 years of age: must have the written approval of a non-incarcerated parent, legal guardian or immediate family member at least 18 years of age prior to visitation.

Inmates who provide false information about their visitors will have that person removed from their visiting list by their Unit Team. If a potential visitor is not honest when completing the visiting form, the individual will be denied visiting privileges.

The unit team will be responsible for making the initial entry of an inmate's visiting file into the computer. The visiting list is on the network with a short cut on the desktop. In the event of the network failure, the user would log into the (PC) computer by checking the “workstation only” box at the login screen. The user would then click on the “Back-Up Visiting List” icon on the screen and search for the visiting records. Staff would have to use the Official Visitation Record Form to keep the total counts of inmates, and their families.

The unit team will be responsible for placing a visitor on an inmate's approved visiting list. A hard copy of the visiting list will be placed in the inmate's central file, the front lobby (FCI), and camp visiting room (camp). The Unit Counselor will notify the inmate of those visitors who have been approved or denied.

- b. Amendments to the visiting list will be processed by Unit Counselors. Inmates desiring changes shall submit an Inmate Request to Staff form with the appropriate information. An inmate's visiting list may be amended at any time. Approved changes will be made to the inmate's visiting list by the Unit Counselor.
- c. A background investigation is necessary before approving any visitor. An investigation will be performed to include an NCIC at the new facility. However, if an NCIC check was performed within the last 6 months at another federal facility, another check is not necessary absent new information, as long as the check is in the inmate's Central File with a signed release. Any family and friend that do not have a NCIC check and BP-629 in the inmate central file will be removed from the inmates visiting list. **The inmate shall mail the Visitor Information Form (BP-629) to his potential visitor(s).** This form must be completed by the visitor and mailed directly to the inmate's Unit Counselor prior to any further action concerning the visit.

Immediate Family/Non-Family Member: If, within the past seven years, there is a conviction, drugs/violence, assault on a peace officer, or prior history of attempts to introduce contraband into a correctional facility, the request to be placed on the approved visiting list will be denied by the Counselor under the guidance of the Unit Manager.

- d. Visitors can obtain additional visiting information from the public website and it is also posted in the Visiting Rooms.
- e. The inmate's Unit Counselor will notify the inmate of the approval or denial. It is the inmate's responsibility to notify the visitors of their approval/denial, and to advise the visitors of visiting guidelines. Whether approved or denied, the Unit Team will place documentation in the FOI Exempt Folder of the central file with the rationale for the approval or denial.

9. VISITS NOT IN GENERAL POPULATION

- a. **Health Services' Patients:** If determination is made that a visit is to be held in the institutional health services area, such visits will be subject to availability of staff to supervise the visit. The visit will be limited to one hour.

Visits to inmates hospitalized in the community will be restricted to members of the immediate family upon receiving permission of the Warden. All visitors are subject to the visiting policy of the outside community hospital and those procedures as outlined in the hospital and escorted trip post orders.

- b. **Special Housing Unit (SHU):** Inmates in the (SHU) will only be allowed a one hour non-contact social visit via VTC (video telephone conference). Only one SHU inmates will be permitted in the room designated for the VTC. SHU inmates will need to submit a request for visiting at least two weeks in advance and they will be designated a one hour time slot for visiting via VTC. Only one SHU inmate will be allowed to visit at a time.

Administrative Detention (AD) SHU inmates will be allowed a one (1) hour social visit on Saturdays.

Disciplinary Segregation (DS) SHU inmates will be afforded a one (1) hour social visit via VTC on Sunday bi-weekly.

10. SPECIAL VISITS

The Warden may approve special visits to accommodate unique circumstances (e.g., a person traveling a long distance to visit, a person visiting a hospitalized inmate. The Unit Counselor and Case Manager, in conjunction with the Captain, Executive Assistant/ Satellite Operations Administrator and Associate Warden (Programs), are responsible for investigating all special visits and making a determination as to the need. Inmates desiring a special visit shall submit an

Inmate Request to Staff to their Unit Team at least two (2) weeks prior to the anticipated visit. A memo detailing the inmate name and registration number, name(s) of the visitor(s), specific dates, and the reason for the visit, along with a copy of the NCIC for each visitor will be prepared by the Unit Counselor and forwarded through the Unit Manager to the Warden for his/her final approval. Arrangements and supervision may be delegated to the Case Manager or Unit Counselor when outside normal visiting hours. Copies of the approved memorandum will be provided to the Captain, Operations Lieutenant, Control Center, Visiting Room, Duty Officer and Front Lobby Officer's station.

Inmates will only be authorized one social special visit per year.

PARENTING/CHILDREN'S VISITING ROOMS: Parenting program courses assist inmates with maintaining and strengthening family ties and parental bonds during incarceration.

FCI inmates are permitted to visit with their children and family only when enrolled in or after having completed the parenting program offered by the Education Department. FCI inmates may use the Family Visiting Room at the officer's discretion.

SCP inmates are permitted to visit with their children and family only when enrolled in or after having completed the parenting program offered by the Education Department. Ordinarily, requests to utilize the Family Visiting Room during visits will be submitted to the Unit Manager, Executive Assistant/ Satellite Operations Administrator, or delegated unit staff.

CLERGY, FORMER OR PROSPECTIVE EMPLOYERS, SPONSOR, AND PAROLE ADVISORS: Visitors in this category 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.

MINISTER OF RECORD/CLERGY: See Program Statement 5267.09, Visiting Regulations.

BUSINESS VISITORS: No inmate is permitted to engage actively in a business or profession. An inmate who was engaged in a business or profession prior to commitment is expected to assign authority for the operation of such business or profession to a person in the community. Even though the inmate has turned over operation of a business or profession to another person, there may be an occasion where a decision must be made which will substantially affect the assets or prospects of the business. In such cases, the Warden may permit a special visit.

CONSULAR VISITORS: Whenever it has been determined that an inmate is a citizen of a foreign country, the Warden shall permit the consular representative of that country to visit on matters of legitimate business.

VISITS FROM REPRESENTATIVES OF COMMUNITY GROUPS: The Warden may approve as regular visitors, for one or more inmates, representatives from community groups such as civic and religious organizations, or other persons whose interests and qualifications for this kind of service are confirmed by staff.

LAW ENFORCEMENT VISITS: Whenever a law enforcement agent makes a request to visit an inmate, it will be coordinated and cleared by the SIA or the SIS. SIS staff will provide coverage for the visit.

11. VIOLATION OF REGULATIONS AND/OR INTRODUCTION OF CONTRABAND:

- a. The right to have future visits may be denied to anyone who tries to circumvent or evade regulations. It may also require additional action, including prosecution. Introduction of contraband to a Federal Penal Institution is a violation of Section 1791 Title 18, of the U.S. Code - Attorney General's Regulations. In order to ensure a visitor is aware of the above policy, the front lobby officer or camp Visiting Room Officer will have each adult visitor, 16 years of age and older, complete and sign a "Notification to Visitor" form, acknowledging his/her awareness and understanding of the possible penalties for violation of the Visiting Room regulations and/or introduction of contraband into the institution. At the completion of each visiting day, these forms will be sent to the Operations Lieutenant, where they will remain on file for one year at the FCI and 90 days at the SCP.
- b. If a visit is terminated because of a violation of regulations, the officer identifying the violation will prepare and submit an incident report on the inmate(s) involved. At the discretion of the Administrative Duty Officer and/or Captain, the Operations Lieutenant on duty at the time of the violation will interview the outside visitor(s) involved and obtain a written, signed statement to be included in the investigative information of the incident report. Refusal by the visitor to cooperate in the interview and to provide the written statement will be documented and submitted to the Captain.
- c. If it becomes necessary to warn an inmate concerning violations of visiting regulations, the FCI Visiting Room Officer will document the incident in the warning log book specifically maintained for this purpose. This log book should contain all pertinent information about the incident. Recurring problems will be reported to the Operations Lieutenant.

If it becomes necessary to warn a camp inmate concerning violations of visiting regulations, the camp Visiting Room Officer will prepare the warning in writing. The original will be enclosed in the inmate's official visiting folder and a copy will be sent to the Captain. Both copies will show date, reason for warning, and the time, date and name of staff member giving the warning. Recurring problems will be reported to the Operations Lieutenant.

- d. In the event a visitor or non-inmate becomes disruptive and they are not being detained or arrested by the institution, the Control Center Officer will contact the Pennsylvania State Police who will respond to the institution and remove the disruptive individual.

12. SEARCHING OF VISITORS

The searching of visitors will be done in accordance with Program Statement 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities. Visitors will be required to submit to a search by electronic means before entering the institution. Personal effects will also be searched. Visitors will have three opportunities to pass through the metal detector before being asked to go to the back of the processing line.

- a. **Right to Refusal:** A visitor who objects to any of the searches, tests, or entrance procedures has the option of refusing and leaving the institution grounds, unless there is reason to detain or arrest the visitor. Staff shall deny admission to the institution to a visitor who refuses to be screened by a metal detector or who refuses to undergo a search of person and/or effects as dictated by the above mentioned policy and this supplement.
- b. Occasionally, a visitor will be equipped with a prosthesis containing metal or surgically implanted pins and plates that will not clear the metal detector. Visitors who are unable to clear the metal detector **MUST** have a medical pass describing the hardware and its placement. The hand held metal detector must be used in these cases. Visitors without a medical pass will be denied entry.

If the officer is still uncomfortable about clearing the visit, contact should be made to the Operations Lieutenant. Careful examination will also be required of those visitors in wheelchairs, including a search of the chair. At all times, staff must be sensitive to the visitor's dignity and privacy.

13. VISITOR'S CONDUCT

- a. The institution has the right to assign specific seating locations for visitors and inmates, and the Visiting Room Officer will assign specific seating assignments to those inmates and visitors suspected of or who have displayed problems with obeying the procedures set forth in this supplement.
- b. Kissing and embracing are permitted **ONLY** when the visitor and inmate meet at the beginning of a visit and at the conclusion of the visit. All kisses will be closed mouth and brief in length. Visitors and inmates will not be allowed to sit on each other's laps or straddle chairs, benches, etc. Inmates may be permitted to hold their own children, age two (2) and under, during visits. No other exceptions to this provision shall be made.

Children under the age of 16 are allowed to sit next to the inmate. Adult visitors will be seated across from the inmate. At no time shall the adult visitors sit next to the inmate. Additional personal contact is not permitted and will be cause for termination of the visit and disciplinary action will be taken against the concerned inmate. A visit may be terminated in order to maintain good taste and consideration for others. Violations may also result in the removal of a particular visitor from the inmate's visiting list.

- c. All visitors will be dressed appropriately and avoid suggestive, provocative and revealing clothing styles. The Institution Duty Officer or Operations Lieutenant may deny a visit based on inappropriate or provocative clothing.

All footwear and clothing must be appropriate for a correctional setting.

The dress code is as follows:

- No pants with holes, spandex, or tight fitting (e.g., yoga pants, leggings, and jeggings)
- No midriff tops, strapless garments, garments which expose private parts of the body or see-through clothing.
- No military clothing (i.e., field jackets, camouflage, khaki, green fatigues or BDUs)
- No shorts are considered appropriate apparel and will not be authorized.
- No low-cut blouses
- No tank top, tube top, strapless/sleeveless top shirts, or muscle shirts - All shirts and blouses must cover the shoulders (both male/female)
- No profane, sexually explicit, or inappropriate slogans on clothing
- No flip-flop style/open toe shoes without a strap around the heel (for safety reasons, a strap around the heel must be present). All visitors will wear shoes, to include children
- No watches, Fitbits, or otherwise considered "smart" accessories will be permitted
- No scarves or gloves
- No sunglasses
- No grey colored sweat pants or shirts
- No chewing gum (including items already in the mouth) No ball caps, hats, bandanas, sweat bands, do-rags, or any other type of head gear is authorized with the exception of approved religious head gear identified as the following: kufis, yarmulkes, turbans, crowns, and headbands, as well as scarves, head wraps or anything covering the natural hair for orthodox Muslim and Jewish women

Visitors will not remove their religious headwear and it will not be

searched other than through a metal detector. If there is reasonable suspicion that contraband is present, then the policy governing searches of non-inmates will be enacted and adhered to.

Skirts and dresses will be permitted; however, must not be form fitting and must cover the knees.

Visitors will not be permitted to wear pants, coats, and/or shirt that resemble the khaki-colored inmate uniform. Any visitor wearing clothes similarly-colored (brown, light brown, beige, khaki, or tan) will not be allowed to enter the visiting room.

- d. Visitors who appear to be under the influence of alcoholic beverages, drugs or narcotics, or who display inappropriate behavior shall not be permitted to visit or remain on the institution's grounds. The Operations Lieutenant will be notified.
- e. No loud, boisterous talk or profane language will be allowed inside the Visiting Room.
- f. Each inmate having a visit must assume reasonable responsibility for his visitor(s) proper conduct during the visit.
- g. Children should be controlled to the extent of consideration for other visiting groups and not be permitted to wander from the immediate area, run about the Visiting Room, or create noise that disturbs other visits. Failure to control children will result in termination of the visit. The Visiting Room Officer is not responsible for supervising children.
- h. Visitors must leave the institution grounds once the visit has been completed.
- i. Termination of a Visit: The Institution Duty Officer, in agreement with the Operations Lieutenant, shall terminate a visit upon determining a visitor is in possession of, or is passing or attempting to pass contraband, or is engaging in any conduct or behavior which poses a threat to the orderly or secure running of the institution. Written documentation will be prepared by the Operations Lieutenant describing the basis for termination. Included in the report will be the date, time visit began, time of termination, persons involved, and the reasons for the termination. The Warden will receive the original report for the FCI and the Executive Assistant/Satellite Operations Administrator will receive the original report from the Camp.

14. DETAINING VISITORS

Staff may detain a visitor or any person in accordance with Program Statement 5510.15, Searching, Detaining, or Arresting Visitors To Bureau Grounds and

Facilities.

15. RECORDS

- a. **Front Lobby Officer and Visiting Room Officers:** The Front Lobby Officer will process all visitors into the institution. The Front Lobby Officer will search the inmate's record to insure the visitor is approved. Once processing is complete, the visitor will be escorted to the Visiting Room by the Visiting Room #3 Officer. The Visiting Room Officer is responsible for having visitors sign the time they arrive in the Visiting Room and the time the inmate visitor departs the Visiting Room.
- b. **Notification to Visitor Form:** Attachment 3 shall be completed by each visitor 16 years of age and older prior to each visit. 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 a period of one year at the FCI, and 90 days for the SCP.

16. SUPERVISION

- a. It is the responsibility of the Visiting Room Officer to ensure visiting area regulations are followed as outlined in this supplement and visits are conducted in a quiet, orderly, and dignified manner. All inmate seating will be assigned by the Visiting Room Officer.
- b. Once seated, the inmate may not move without the Visiting Room Officer's permission. Inmates will not be permitted to go to the vending machines. Direct observation of visits is not required at all times, but the officers will move about and constantly observe the general visiting areas. Inspections should determine visits are being conducted in an acceptable manner.
- c. The Visiting Room Officer should be aware of any article passed between the inmate and his visitor. If there is reasonable belief contraband is being passed between a visitor and inmate, the Visiting Room Officer may examine the materials in question. The Lieutenant or IDO should be consulted in questionable cases.
- d. For all FCI inmates, a visual search of each inmate is required at the beginning and at the end of a visit. All inmates entering are required to change into a jumpsuit and footwear issued by Visiting Room staff. The jumpsuit and footwear will be returned to the Visiting Room staff at the completion of the visit. Searches and shakedowns will be conducted out of view of visitors and in privacy. Prior to the inmate being admitted and released, he must submit his ID card to the Visiting Room Officer before being processed. Once the inmate is properly identified, he may be admitted to and/or released from the Visiting Room.

All camp inmates will receive a pat search prior to entrance into and when departing the Visiting Room. Periodic visual searches may be performed on inmates at either of these times. Searches and shakedowns will be conducted out of view of visitors and in privacy.

- e. In no instance shall the Visiting Room Officer accept articles or gifts of any kind for an inmate. Hobby crafts, art items, etc., will not be given to visitors by inmates.
- f. Restroom facilities for visitors are located inside the Visiting Room. Inmates, under direct visual supervision of the Visiting Room Officer, will utilize the rest room located in the inmate shakedown room where the inmates enter the Visiting Room. Inmates will receive a thorough pat search prior to being allowed out to use this restroom.
- g. Prior to the inmate being admitted to the visiting search room, he must submit his ID card to the Visiting Room Officer. The Visiting Room Officer assigned to the inmate search room will verify the inmate has a visit prior to processing the inmate. Once the inmate has been identified and it is verified he has a visit, the inmate will be visually searched.
- h. Prior to consumption, all food will be removed from its original packaging and placed on a paper plate. All food is subject to search by the Visitor Room Officers at any time.
- i. Visiting may be restricted to control situations or more closely supervise visits when there is suspicion that a visitor is introducing or attempting to introduce contraband or when there is concern based upon sound correctional judgment about the visitor presenting a risk to the orderly operation of the institution or visiting room. The use of non-contact visitation (VTC) may be utilized in these cases. Termination of visits as a result of inmate prohibited activity may result in disciplinary action against the inmate. Such actions may also be cause for removal of a particular visitor from the inmate's approved visiting list.

The only non contact visiting at FCI McKean is located in the Special Housing Unit.

17. PRETRIAL AND HOLDOVER INMATES:

FCI and SPC McKean has not been designated as a pretrial or holdover facility. In the event that a pretrial/holdover inmate arrives, visitation will only be permitted for those individuals verified as immediate family members, and inmates may receive temporary approval by the Warden for

authorization of visitors for a period of thirty (30) days from the time of arrival, pending receipt and approval of the visitor identification form.

18. OTHER APPLICABLE REGULATIONS

- a. **Inmate Dress:** All inmates entering the visiting room are required to change into a jumpsuit and footwear issued by Visiting Room staff. The jumpsuit and footwear will be returned to the Visiting Room staff at the completion of the visit. Inmate clothes will be stored in the visual search room until the completion of the visit. Upon completion of the visual search the inmates will change out of the jumpsuits and back into their institutional clothing.
- b. **No Smoking or using tobacco:** The entire Visiting Room is a non-smoking, tobacco free area and no inmates or visitors are permitted to smoke or use tobacco.
- c. **Inmate Property:** The inmate shall not take anything to the visit except necessary items identifiable as the following:
 - One pair of prescription glasses
 - One comb
 - One wedding band
 - One handkerchief
 - Five photo tickets
 - A religious medallion or headgear (if authorized by chaplain)
 - Institution issued black boots
 - Life-saving medication (e.g. nitroglycerine tablets and asthma inhalers, etc.) as authorized by the Health Services Administrator

Inmates will not be permitted to purchase any food items from the vending machines and they cannot take any money out of the Visiting Room.

Necessary legal papers will be permitted during a visit with an attorney. No personal items will be kept in the shakedown room. Medication, such as nitroglycerin tablets may be permitted when authorized by the Health Services Administrator (all medication will be maintained at the officer's station).

- d. **Photographs:** Photographs may be taken by the designated inmate, in designated areas only. No more than one inmate is authorized in each photograph. Group photographs of inmates are not authorized. Visiting Room staff are responsible for supervising the inmate photographer during Visiting Room hours. Photographs with adults kissing are not permitted in the photo and each face in the photo will be recognizable. Adult visitors are not permitted to sit on the lap of any inmate during the photo or on the floor. Inmates may not pose in a lewd, sexually explicit, or obscene

manner. There will not be a display of gang signs in any picture taken. No altered clothing will be allowed to be worn in the picture. No do-rags or skull caps will be worn in any picture. An inmate will be allowed to hold his visitors hand or have his arm around his visitor (within good taste) during the photo. Hands must be visible at all times while the photograph is being taken. No hand gestures of any type will be allowed. Photo tickets with a name and registration number differing from the inmates ID card may be confiscated, and disciplinary action taken.

- e. Signatures and Documentation: Normally, papers or gifts are not to be exchanged. If there are legal papers to be discussed, the matter must be cleared with the inmate's Unit Team prior to the visit. Signatures for receipt of legal papers are not permitted except by approval of the Unit Manager or Duty Officer. Legal papers should be mailed to the institution in every other case.
- f. Money: Money will not be accepted for deposit to the inmate's account through the visiting area.
- g. Seeing-Eye Dogs: Visitors are authorized to bring seeing-eye dogs into the Visiting Room, as long as they are well behaved and do not create a disturbance, bark, or display other behavior that causes a disruption. In this circumstance, the visitor must provide staff with certification that the dog is trained for that purpose and must accompany the visitor at all times. Other visitors are to be cautioned to keep their children away from the dog. If they fail to do so, their visit will be terminated and they will be required to leave the institution property.
- h. Prohibited Items: Newspapers, magazines, tobacco, games, and toys will not be brought into the Visiting Room by visitors, nor will cameras, radios, tape players, or tape recorders be allowed.
- i. Visiting Room Arrangement: The Captain is responsible for the appearance of the FCI visiting area and the Executive Assistant/Satellite Operations Administrator for the camp visiting area. The Visiting Room will be arranged so as to provide adequate supervision and will be furnished so that it will be as comfortable and pleasant as possible.
- j. Visitor's Property: All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages. THE USE OF CAMERAS OR RECORDING EQUIPMENT WITHOUT WRITTEN CONSENT OF THE WARDEN IS STRICTLY PROHIBITED.

Visitors are not allowed to take any unapproved items into the Visiting Room. If a visitor has any unapproved items on their person they will be required to place them in their vehicle.

Items authorized to be taken into the Visiting Room by an Approved Visitor:

- Clear plastic purse not exceeding 3" by 5" in diameter
- Medication - Necessary life supportive medication (e.g. nitroglycerine tablets and asthma inhalers)
- Identification ID Card, Driver's License
- Jewelry being worn by the visitor
- Female hygiene items - sanitary napkins or tampons.
- Religious headgear
- Money - A total of \$40.00 per adult in change or paper currency (\$1.00 or \$5.00 bills only). Note: Money may not be exchanged between a visitor and an inmate; the visitor may purchase items from the vending machines for the inmate. However, all items must be consumed in the Visiting Room.
- Jacket or coat (once in the visiting room the jacket or coat must be hung on the coat rack, unless otherwise approved by the Visiting Room staff.

Only those items needed for an infant's stay will be authorized in the Visiting Room. Allowable items are as follows:

- 4 - Diapers
- 3 - Clear plastic baby bottles containing prepared baby formula
- 1 - Container of baby food (sealed)
- 1 - Clear drinking cup
- 1 - Plastic serving spoon
- 1 - Small, clear plastic tote bag for the above contents
- 1 - Clear plastic zip lock bag containing baby wipes
- 1 - Baby blanket

All items entering the Visiting Room will be thoroughly inspected by staff at the Front Lobby prior to admission into the Visiting Room.

Items not Authorized into the Visiting Room:

- Baby items in excess of the amounts above will be placed in the visitor's personal vehicle.
- All other medication will be placed in the personal vehicle.
- Baby strollers or any type of baby carrying devices are not authorized in the Visiting Room.
- Children's toys, cards, dolls, or games.
- Cigarettes or any other tobacco items.
- Any food items, other than those already mentioned.

- Newspapers, magazines, photo albums, photos, luggage, packages, tape players, tape recorders, or cameras (see exceptions for tape recorders under "Attorney Visits")

19. WALSH ACT REQUIRMENTS

The Unit Manager will evaluate all inmates on the caseload and all incoming inmates to determine if they have an inmate who has been convicted of a sex offense involving a minor (WA W CONV).

Any inmate fitting this criterion will have the following annotation placed in the visiting program under the comments section: "this inmate was convicted of a sex offense involving a minor".

Any inmate identified as having a Walsh Act assignment involving a minor will have his/her visits closely monitored. These inmates will be seated in plain view of the officer's station and at the discretion of the Visiting Room staff.

20. MEALS

No food or drink may be brought into or out of the institution by a visitor. The only exception will be baby bottles filled with formula or milk, and infant food stored in a plastic container, which can be brought into the visiting area after having passed a security check with the metal detector. There are vending machines located in the visiting area for use by the visitors.

Visitors will be permitted to purchase food from the vending machines for the inmate they are visiting. If an inmate elects to terminate his visit so he may eat the regularly scheduled meal in the inmate dining room, then his visitors will be required to leave the institution property and not allowed to return that same day.

21. CLEAN UP

All trash generated by visitors is considered HOT TRASH. All trash containers will be emptied by the VISITING ROOM OFFICER and will be carried to the designated area.

Orderlies will not be permitted access to the Visiting Room until all hot trash has been disposed of and the Visiting Room has been completely searched following each visit.

CC:

Master File
Executive Staff
Captain
Local AFGE

FEDERAL CORRECTIONAL INSTITUTION
 McKEAN
 VISITING REGULATIONS

1. Visiting Hours:

FCI	SCP
<p>Saturday, Sunday & 8:15 a.m. - 3 p.m. Holidays:</p> <ul style="list-style-type: none"> • Visitors must be in the Front Lobby for processing by 9:30 a.m. to prepare for the 10:00 a.m. count. • Following a clear count, visitors will be processed again, but must be in the Front Lobby by 2:00 p.m. 	<p>Saturday, Sunday & 8:30 a.m. - 3 p.m. Holidays:</p> <ul style="list-style-type: none"> • Visitors must be in the Camp Lobby by 9:30 a.m. to prepare for the 10:00 a.m. count. • Following a clear count, visitors will be processed again, but must be in the Camp Lobby by 2:30 p.m.
<p>AD SHU Visits (SATURDAY ONLY)</p> <ul style="list-style-type: none"> • AD inmates will be allowed 1 hour visit via VTC (Video Telephone Conference) (1 inmate per time slot) • These will have to be approved by the Unit Manager at least two weeks in advance of the visit. <p>DS SHU Visits (SUNDAYS ONLY)</p> <ul style="list-style-type: none"> • DS inmates will be allowed 1 hour visit via VTC (Video Telephone Conference) (1 inmate per time slot) • DS inmates will be allowed visits on a bi-weekly basis. <p>These will have to be approved by the Unit Manager at least two weeks in advance of the visit.</p>	

2. Visitors - Any inmate may have up to six (6) total visitors at one time, not to exceed three (3) adults and three (3) children. Children are not guaranteed a seat. Children 16 years of age and older must be on the approved visiting list and present identification upon arrival. Adult visitors (ages 16 and up) will sit across from the inmate in the seats designated by the visiting room officers.

Children under sixteen (16) years of age must be accompanied by an adult parent or guardian.

3. Anyone visiting at the institution must be on the inmate's Approved Visiting list or be approved in advance for a Special Visit.
4. For identification purposes, visitors will be required to present a valid state or government issued photo identification (military ID, driver's license, passport, etc.).
5. All visitors will be dressed appropriately and avoid suggestive, provocative and revealing clothing styles. The Institution Duty Officer or Operations Lieutenant may deny a visit based on inappropriate or provocative clothing.

All footwear and clothing must be appropriate for a correctional setting.

The dress code is as follows:

- No pants with holes, spandex, or tight fitting (e.g., yoga pants, leggings, and jeggings)
- No midriff tops, strapless garments, garments which expose private parts of the body or see-through clothing.
- No military clothing (i.e., field jackets, camouflage, khaki, green fatigues or BTUs)
- No shorts are considered appropriate apparel and will not be authorized.
- No low-cut blouses
- No tank top, tube top, strapless/sleeveless top shirts, or muscle shirts - All shirts and blouses must cover the shoulders (both male/female)
- No profane, sexually explicit, or inappropriate slogans on clothing
- No flip-flop style/open toe shoes without a strap around the heel (for safety reasons, a strap around the heel must be present). All visitors will wear shoes, to include children
- No watches, Fitbits, or otherwise considered "smart" accessories will be permitted
- No scarves or gloves
- No sunglasses
- No grey colored sweat pants or shirts
- No chewing gum (including items already in the mouth)
- No ball caps, hats, bandanas, sweat bands, do-rags, or any other type of head gear is authorized with the exception of approved religious head gear identified as the following: kufis, yarmulkes, turbans, crowns, and headbands, as well as scarves, head wraps or anything covering the natural hair for orthodox Muslim and Jewish women

Visitors will not remove their religious headwear and it will not be searched other than through a metal detector. If there is reasonable suspicion that contraband is present, then the policy governing searches of non-inmates will be enacted and adhered to.

Skirts and dresses will be permitted; however, must not be form fitting and must cover the knees.

Visitors will not be permitted to wear pants, coats, and/or shirt that resemble the khaki-colored inmate uniform. Any visitor wearing clothes similarly-colored (brown, light brown, beige, khaki, or tan) will not be allowed to enter the visiting room.

Undergarments will be worn by all visitors.

All visitors 16 years old and older will be expected to wear an inner garment covering the breast or chest area. If the outer garment is of such material that the breast or chest area is revealing or would cause distraction to inmates or other visitors in the Visiting Room an appropriate covering will be required.

6. Visitors are not permitted to receive items from inmates, and inmates are not permitted to receive money or any item that is not approved through proper channels.
7. Money - A total of \$40.00 per adult in change or paper currency (\$1.00 or \$5.00 bills only). Note: Money may not be exchanged between a visitor and an inmate; the visitor may purchase items from the vending machines for the inmate. However, all items must be consumed in the Visiting Room.
8. All inmates are responsible for their conduct and their visitors while in the Visiting Room.
9. Allowable items in the Visiting Room: You may bring one small, clear (see through) coin purse. The coin purse should not exceed 3" by 5" in diameter. If you have prescription medication, you will only be allowed to bring in enough to cover the time spent in the Visiting Room. As for baby care items, you may bring in four diapers, eight baby wipes, three clear plastic baby bottles, and four small jars of baby food. Visitors are not allowed to bring food, gifts, games, needlework, pocketbooks, reading material, mail, photographs, or toys. All unauthorized items must be left in your vehicle as we have limited storage space for personal property at the institution. Money may not be exchanged between a visitor and an inmate. The visitor may purchase items from the vending machines for the inmate; however, all items must be consumed in the Visiting Room. If you wish to discuss legal papers, you may do so only after the inmate with whom you plan to visit has expressed written permission from his Unit Team prior to your

visit.

10. Physical contact - A kiss and embrace are permitted at the beginning and end of the visiting period. Open mouth kisses as well as all other physical contact are prohibited. Physical contact during the visit is prohibited and could result in termination of visit. Filing of nails, braiding of hair, etc. are not appropriate activities in the Visiting Room. Inmates will not be permitted to mingle with guests of other inmates.
10. Supervision of Children - It is the responsibility of the inmate to control the behavior of their young visitors. Children should be under direct supervision of the inmate or adult visitor at all times.
11. FCI/SCP McKean is a no smoking institution. Tobacco use of any kind is prohibited.
12. Persons having metal plates or prosthetic devices that will sound the metal detector must have written documentation from a doctor. Failure to provide this documentation will result in a denial of visitation privilege.
13. Statutory Authority - Title 18, USC, 1791 and 3571, provides a penalty of not more than 20 years imprisonment or a fine of not more than \$250,000 for any person who introduces or attempts to introduce into or upon the grounds of a federal penal institution, or takes or attempts to take or send therefrom anything whatsoever without the knowledge and consent of the Warden. Additionally, pursuant to Title 18, USC, 1001, visitors shall be required to sign an agreement that false statements are not being given and that they will abide by the visiting guidelines of the institution. All persons entering into a federal correctional institution are subject to search. All articles are likewise subject to search.
14. ALL vehicles are subject to random search by staff. Any refusal will result in denial of all visitors in the vehicle.
15. Special Housing Unit (SHU): Inmates in the (SHU) will only be allowed a one hour non-contact social visit via VTC (video telephone conference). Only one SHU inmates will be permitted in the room designated for the VTC. SHU inmates will need to submit a request for visiting at least two weeks in advance and they will be designated a one hour time slot for visiting via VTC. Only one SHU inmate will be allowed to visit at a time.

Administrative Detention (AD) SHU inmates will be allowed a one (1) hour social visit on Saturdays.

Disciplinary Segregation (DS) SHU inmates will be afforded a one (1) hour social visit via VTC on Sunday bi-weekly.

16. Location - The Federal Correctional Institution, McKean and Satellite Camp Prison are located in northwest Pennsylvania between Bradford and Kane, 90 miles south of Buffalo. The institution is located off route 59, 1/4 mile east of the intersection of State Route 59 and U.S. Route 219. The area is served by Buffalo Airport and Bradford Airport.

Mailing Address

FCI McKean
P.O. Box 5000
Bradford, PA 16701
814-362-8900

Physical Address

FCI McKean
Route 59 and Big Shanty Road
Lewis Run, PA 16738
814-362-8900

17. Parking is authorized in the parking lot adjacent to the FCI and in front of the SCP.
18. Local Transportation:
Area Transportation Authority, Bradford, PA 16701 Phone: (814) 368-5823

ANY VIOLATIONS OF THESE VISITING REGULATIONS COULD RESULT IN DISCIPLINARY ACTION AND/OR LOSS OF VISITING PRIVILEGES AND POSSIBLE CRIMINAL PROSECUTION OF THE VISITOR.

MCK 5267.09d Attachment 2

BP-A0629

VISITOR INFORMATION CDFRM

APR 10

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

Addressee	Institution	Date
Re: (Inmate's Name and Register No.)		

Dear _____:

I am requesting that you be included among my approved visitors. In order to establish your suitability as a visitor, it may be necessary for institution officials to send an inquiry to an appropriate law enforcement or crime information agency to ascertain whether or not placing you on my visiting list would present a management problem for the institution, or have other possible adverse effects. The information obtained will be used to determine your acceptability as a visitor. The Bureau of Prisons' authority to request background information on proposed visitors is contained in Title 18 U.S.C. § 4042.

In order for you to be considered for the visiting privilege with me, it will be necessary for you to fill out the questionnaire and release form below and return it to the following address: (Institution address).

You are not required to supply the information requested. However, if you do not furnish the information, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request may be significantly delayed. If the information withheld is found to be essential to the processing of your request, you will be informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized if you do not supply the information requested, failure to supply such information could result in your not being considered for admittance as a visitor. The criminal penalty for making false statements is a fine of not more than \$250,000 or imprisonment for not more than five years or both (See 18 U.S.C. § 1001).

Sincerely,

1. Legal Name	2. Date of Birth	3. Address (Including Zip Code)
4. Telephone Number (Including Area Code)	5. Race and Sex of Visitor	
6. Are you a U.S. Citizen? ___ Yes ___ No	6a. If yes, provide Social Security No: _____ 6b. If no, provide Alien Registration No: _____ 6c. Provide Passport No: _____	
7. Relationship to above-named inmate	8. Do you desire to visit him/her? ___ Yes ___ No	
9. Did you know this person prior to his/her current incarceration? ___ Yes ___ No		
10. If the answer to #9 is yes, indicate the length of time you have known this person and where the relationship developed.		
11. Have you ever been convicted of a crime? If so, state the number, date, place, and nature of the conviction/s:		
12. Are you currently on probation, parole, or any other type of supervision? If so, state the name of your supervising probation/parole officer and the address and telephone no. where he/she can be contacted:		
13. Do you correspond or visit with other inmates? If so, indicate the individual(s) and their location(s):		
14. Driver's License No. and State of Issuance		

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize release to the Warden of: _____ any record of criminal offenses for which I
(Institution, Location)
have been arrested and convicted, and any information related to those convictions.

Signature for Authorization to Release Information _____

(Sign and Print Name) Parent or Guardian

(If applicant is under 18 years of age, signature of parent or guardian indicates consent of minor to visit inmate).

If additional space is required, you may use the back of this form.
To be filed in Inmate Central File, FOI Section 2

PDF

Prescribed by P5267

Replaces BP-A0629 of Sep 00

BP-A0224
JUNE 10

NOTIFICATION TO VISITOR CDFRM

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: _____

FILE IN SECTION 3 UNLESS APPROPRIATE FOR PRIVACY FOLDER

SECTION 3

**FCI/SCP MCKEAN
 OFFICIAL OUT-COUNT FORM**

**MCK 5267.09d
 Attachment 4**

DATE: _____

TIME: _____

FROM: _____
 (Staff Submitting Out-Count)

LOCATION: _____
 (Area Where Out-Count occurs)

	NUMBER	NAME	UNIT		NUMBER	NAME	UNIT
1.				21			
2.				22			
3.				23			
4.				24			
5.				25			
6.				26			
7.				27			
8.				28			
9.				29			
10				30			
11				31			
12				32			
13				33			
14				34			
15				35			
16				36			
17				37			
18				38			
19				39			
20				40			

UNIT TOTALS:*	A**B	B**A	B**B	C**A	C**B	D**A	D**B	E**A	F**A	Z**A
*A										

TOTAL OUT-COUNT: _____ CONTROL CENTER OFFICER: _____ OPERATIONS LIEUTENANT: _____

ALL OUT-COUNTS WILL BE SUBMITTED TO THE CONTROL CENTER OFFICER 30 MINUTES PRIOR THE OFFICIAL COUNT.

MCK 5267.09d
Attachment 6



UNITED STATES GOVERNMENT
memorandum
FEDERAL BUREAU OF PRISONS
Federal Prison Camp, McKean
Bradford, Pennsylvania 16701

[Insert Date Here]

MEMORANDUM FOR J. RHODES, CAPTAIN

THRU: Operations Lieutenant

FROM:

SUBJECT: Visitor Denied Entrance to Visiting Room

On the above date, at (insert time), the following visitor (insert visitor name) was denied entrance into the Visiting Room.

The visitor in question was attempting to visit inmate (insert inmate name and number).

The reason for denial was:

___ Improper or no identification.

___ Not on inmate's approved visiting list.

___ Under age or without parent/guardian.

___ Other: _____

Comments: _____

Cc: Institution Duty Officer

