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Mailing this to someone inside? Print one side only, black ink, plain white paper. No staples or clips. Put their full name and number on the envelope. Some facilities limit pages per envelope: check their mail rules first.

FEDERAL PRISON GUIDE

# VISIT PACKET: USP LEE

U.S. Penitentiary · Pennington Gap, VA · Phone 276-546-0150

## VISITING

## VISITING HOURS AND DAYS

| WHO | DAYS | HOURS |
|---|---|---|
| USP (main prison) | Saturday, Sunday and federal holidays. Closed Monday through Friday. | 8:15 a.m. to 3:00 p.m. |
| Satellite camp (SCP) | Friday evening, and Saturday, Sunday and federal holidays | Friday 5:00 p.m. to 8:30 p.m.; weekends and holidays 8:15 a.m. to 3:00 p.m. |
| Special Housing Unit (SHU) | No contact visits. Each visit is 2 hours. The rules give no separate days. | Not stated |

**Visitors are not processed into the visiting room after 2:00 p.m.** At 2:00 p.m. staff start escorting visitors out, first in, first out, in groups of no more than 10, so that everyone is out by 3:00 p.m. Do not arrive on the grounds before visiting begins. You may not loiter on the grounds.

The visiting room is closed Monday through Friday, except federal holidays (and the camp's Friday evening session). [1]

### THE RULES AT THE DOOR: ID, POINTS, WHAT YOU CAN BRING

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| HOW MANY VISITS | The rules give **no monthly limit**: they may have an "unlimited number of visits throughout the month" on the schedule. [1] |
| HOW MANY PEOPLE | No more than **3 adults at one time**, not counting children under 16. More than three needs **prior written approval**. Requests on the day are denied. No group visiting. Children under 16 must come with an adult. [1] |
| HOW BIG IS THE LIST | Up to **25 immediate family members** (mother, father, sister, brother, spouse, same-sex marriage partner and so on) plus up to **10 friends, associates and other relatives**. [1] |

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| **ID** | Everyone **16 or older**: a valid driver's license with photo, or an official state, federal or local government photo ID, or an armed forces photo ID. Check-cashing cards are not accepted. Your picture is also taken at the front entrance. [1] |
| **SCREENING** | Everyone must clear the **walk-through metal detector**. If you cannot, you need medical papers describing the implant. Your hand is stamped, and the stamp is checked under a black light as you go in and as you leave. Visitors are also searched randomly. [1] |
| **PHONES** | **No cell phones or electronics at all.** Leave them in your locked car. If you came by public transportation, a locker is provided for your phone. [1] |
| **WHAT YOU CAN CARRY** | One small clear plastic purse (no bigger than 10 by 10), ID, necessary life-supporting medicine, jewelry you are wearing, two sanitary napkins or tampons, religious headgear, and **$25.00 in change or $1 and $5 bills**. Baby items: 3 diapers, 2 plastic bottles of prepared formula (3/4 full), 1 sealed container of baby food, 1 empty plastic bottle, 1 clear cup, 1 plastic spoon, wipes in a zip bag, all in one small clear tote. No strollers or baby carriers. [1] |
| **WHAT NOT TO WEAR** | Skirts, dresses and shorts no more than 2 inches above the knee, including slits. No tight or stretch clothing, see-through clothing, low-cut tops, tank tops, wrap or button skirts, open-toed shoes or flip-flops, hats or head gear (except religious), watches, sunglasses, scarves, gray sweats, hooded shirts or jackets, or jackets and sweaters. Nothing brown, light brown, beige, khaki or tan. Everyone 16 and older must wear something covering the chest. [1] |
| **TOUCHING** | A brief closed-mouth kiss at the start and end of the visit, and handshakes and embraces within the limits of good taste. Visitors sit across from them. [1] |
| **VENDING MACHINES AND CHILDREN** | Inmates may not use the vending machines. Food from them must be eaten in the room. Children may use the children's play area. You must control your children at all times, including in the restroom. [1] |
| **WHAT THEY WEAR** | USP inmates wear a khaki jumpsuit. They are strip searched before and after. Camp inmates wear the green camp uniform and are pat searched. SHU inmates visit without contact. [1] |

## HOW TO GET ON THE VISITING LIST

1. Your loved one gets the forms from their **Correctional Counselor** and the visiting guidelines. They mail them to you, with a **release authorization** to sign. The rules do not give a form number.
2. You sign the release and return the forms **directly to the Correctional Counselor by U.S. mail**. Nothing happens until the signed release arrives.
3. The BOP then runs a background check (NCIC) on you, even if you are immediate family. Checks are repeated **every three years**. If you lie on the form, the Unit Manager can deny you.
4. A felony conviction for drugs or violence in the past 5 years ordinarily means a recommendation to deny. If you are on probation, parole or supervised release, a letter from your supervising agency is needed.
5. They must have known you before prison unless the Warden makes an exception. You are usually on one person's list only, unless you are in the same immediate family.
6. **They** tell you whether you were approved. Do not drive until you are. The list can be changed at any time.

7. Transferred from another prison? The old list can be used after the Correctional Counselor reviews it within two weeks of arrival.

Fill out the visiting form for Lee

[1]

## DRIVING DIRECTIONS (FROM THE BOP)

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| **THE ADDRESS** | U.S. Penitentiary, Lee County Industrial Park, Hickory Flats Road, Pennington Gap, Virginia 24277. |
| **FROM I-75** | Take exit 29 in Corbin, Kentucky. Go east on Highway 25 for about 50 miles. After the Cumberland Gap Tunnel, turn north on Highway 58 into Jonesville, Virginia. Turn right on Highway 58 in downtown Jonesville. USP Lee is 9 miles east of Jonesville, on the left. |
| **FROM I-81** | Take I-26 north to Weber City, Virginia. Turn west on Highway 23 toward Duffield, Virginia. In Duffield, turn left onto Highway 58. The prison is about 15 miles on your right. |

Street address for your GPS: Lee County Industrial Park, Hickory Flats Road, Pennington Gap, Va 24277. [2]

## WHAT TO WEAR TO A VISIT

**The BOP beats to its own drum.** The front desk has the final say. Keep a spare outfit in the car.

## USP LEE

Rules dated **October 15, 2018** (8 years old)

Official rules (PDF) (bop.gov/locations/institutions/lee/lee_visit.pdf) En español (PDF) (bop.gov/locations/institutions/lee/lee_visit_sp.pdf)

**8 years old.** Ask your loved one to check the copy posted in the unit before you drive.

**These rules contradict themselves.** When two rules disagree, dress by the stricter one.

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| **Skirts and dresses** | Shorts, skirts, dresses no more than 2 inches above knee, including slits. |
| **Shorts** | Shorts no more than 2 inches above knee; business visitors no shorts. |
| **Colors to avoid** | No khaki, tan, beige, brown, or light brown clothing. No grey sweat pants or shirts. |
| **Leggings, spandex** | No tight-fitting or stretch clothing. |
| **Bras and metal** | Underwire bras may set off detector and need removal. |
| **Camouflage, military** | Not in the written rules. Many prisons ban both; leave them home. |
| **Shoes** | No open-toe shoes. No flip-flop style shoes. |
| **Children** | Not in the written rules. |

### ALL 23 RULES, IN THE BOP'S OWN WORDS

### LENGTH AND FIT

- Shorts, skirts, dresses no more than 2 inches above knee, including slits.
  *BOP wording: "more than two inches above the knee to include any slits in the"*
- Shorts no more than 2 inches above knee; business visitors no shorts.
  *BOP wording: "setting. Shorts, skirts, and dresses will be at a maximum of no"*
- No tank tops or muscle shirts; shoulders must be covered.
  *BOP wording: "No tank tops/muscle shirts - All shirts and blouses must"*
- No low-cut blouses.
  *BOP wording: "No low-cut blouses"*
- No see-through clothing; revealing white clothing counts as see-through.
  *BOP wording: "No see-through clothing (if white-colored clothing is"*
- No tight-fitting or stretch clothing.
  *BOP wording: "No tight-fitting or stretch clothing"*
- No grey sweat pants or sweat shirts.
  *BOP wording: "No grey colored sweat pants or shirts"*

## COLORS AND UNIFORMS

- No khaki, tan, beige, brown, or light brown clothing.
  *BOP wording: "beige, khaki, or tan) will not be allowed to enter the visiting"*
- No grey sweat pants or shirts.
  *BOP wording: "No grey colored sweat pants or shirts"*

## BRAS, UNDERWEAR AND METAL

- Visitors 16+ must wear inner garment covering breast/chest; undergarments required.
  *BOP wording: "to wear an inner garment covering the breast or chest area."*
- Underwire bras may set off detector and need removal.
  *BOP wording: "Undergarments containing metal (i.e. underwire bra)"*
- No watches of any kind.
  *BOP wording: "No watches of any kind"*

## SHOES

- No open-toe shoes.
  *BOP wording: "Therefore, no open-toed shoes are"*
- No flip-flop style shoes.
  *BOP wording: "No flip-flop style/open toe shoes"*

## HATS, HOODS AND COATS

- No ball caps, hats, bandanas, sweat bands, do rags, or scarves.
  *BOP wording: "No ball caps, hats, bandanas, sweat bands, do rags, or"*
- Approved religious head gear allowed.
  *BOP wording: "exception of approved religious head gear."*
- No hooded shirts or jackets.
  *BOP wording: "No hooded shirts or jackets"*
- No outerwear, jackets, or sweaters.
  *BOP wording: "No outwear/jackets, sweaters, etc."*

## EVERYTHING ELSE

- No wrap-around or button up/down skirts.
  *BOP wording: "No button up/down skirts"*
- No sunglasses.
  *BOP wording: "No watches of any kind, no sunglasses, no scarfs, no grey"*
- No suggestive, revealing, or provocative clothing.
  *BOP wording: "Visitors are to refrain from wearing apparel which is revealing or suggestive."*

## IF THEY SAY NO

- Visitors may be denied entry for dress violations.
  *BOP wording: "Visitors may be denied entry based on their dress attire."*
- Denial decision cannot be delegated below Operations Lieutenant.
  *BOP wording: "decision will not be delegated lower than the Operations"*

## MAIL AND THE MAILING ADDRESS

**Use their committed name exactly as the BOP Inmate Locator shows it.** The name and number below are examples (JOHN ANTHONY SMITH-JONES, 12345-678).

**JOHN ANTHONY SMITH-JONES**
**Reg. No. 12345-678**
**USP Lee**
**P.O. Box 305**
**Jonesville, Va 24263**

The handbook gives two addresses. USP Lee: their name and number, **P.O. Box 305, Jonesville, VA 24263-0305**. Satellite camp: **P.O. Box 644, Jonesville, VA 24263-0644**. The BOP asks you to put their register number and **housing unit** on the envelope. Mail goes out Monday to Friday. [2]

**Use the P.O. Box only.** Never mail to the street address (Lee County Industrial Park, Hickory Flats Road, Pennington Gap, Va 24277).

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| **PHOTOCOPIED** | Since November 20, 2019, all regular mail, photos included, is **photocopied**. It must be on **8.5 by 11 paper, written on one side only**. **No greeting cards.** No more than **10 items per envelope**. The BOP keeps the originals 30 days, then destroys them, and does not send them back. Mail that breaks these rules is rejected. [2] |
| **BOOKS AND MAGAZINES** | At a high-security prison, hardcover and softcover books and magazines may come only from the publisher, a book club or a bookstore. Newspapers also come only from the publisher, a book club or a bookstore. [2] |
| **PACKAGES** | Every package needs approval first. [2] |
| **THEIR OUTGOING MAIL** | At a high-security prison they may **not seal** outgoing mail (legal mail excepted), and staff may read it. The envelope needs their committed name, register number and the prison's return address. [2] |
| **LEGAL MAIL** | Opened in front of them and not read, if it meets the rules and is marked as legal or special mail. [2] |
| **WRITING TO OTHER PRISONERS** | Only to immediate family (mother, father, sister, child, spouse) or someone in the same court case, and the Unit Manager must approve. [2] |
| **MONEY** | Never put money in a letter. It goes to the BOP lockbox in Des Moines, Iowa (see the Money tab). [2] |

**Books and magazines:** at a high security prison, books and magazines must come straight from a publisher, book club or bookstore (Amazon, for example), never from home.

**Sources**

1. LEE-5267.09I, Visiting Regulations (October 15, 2018) bop.gov/locations/institutions/lee/lee_visit.pdf
2. USP and SCP Lee Admission and Orientation Handbook (updated September 2020) bop.gov/locations/institutions/lee/lee_ao-handbook.pdf