



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Complex
Lompoc, California

Complex Supplement Statement

OPI: Correctional Services
NUMBER: 5267.08a
DATE: January 14, 2013
SUBJECT: Visiting Regulations

1. **PURPOSE:** To implement visiting regulations with specific rules and procedures governing inmate visiting at all areas of the Federal Correctional Complex (FCC), Lompoc, California. This supplement also encourages inmate visiting and provides a visiting area which is conducive to maintaining family and community relationships.
2. **DIRECTIVES AFFECTED:**
 - a. Directives Rescinded: Federal Correctional Complex Supplement, 5267.08, Visiting Regulations, dated April 1, 2010.
 - b. Directives Referenced: Program Statement 5267.08, Visiting Regulations, dated May 11, 2006.
3. **CORRECTIONAL STANDARDS REFERENCED:**
American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499, 4-4500, 4-4501, 4-4503, and 4-4504.
4. **RESPONSIBILITY:** The Captain is responsible for the appearance and operation of the visiting room. All Visiting Room Officers are responsible for the proper implementation of regulations. Unit Managers are responsible for maintaining, updating, and processing all inmate visiting lists on the computerized Visiting Program.
5. **VISITING HOURS:** Visiting hours for the Medium and Low are from 8:30 a.m. - 3:00 p.m., Saturdays, Sundays, Mondays, and federal holidays.

Visiting hours for the main camp and camp north are from 8:30 a.m. - 3:00 p.m., Saturdays, Sundays, and federal holidays.

Special Housing Unit (SHU) inmate visiting hours are from 8:30 a.m. - 2:00 p.m. and are held at the Medium visiting room. SHU inmate

Inmates will report to the Visiting Room Officer only after they have been called. They may greet visitors in the visiting room after identification, check-in, and clearance from the Visiting Room Officer. Every inmate is required to submit their inmate identification card to the Visiting Room Officer. The ID will be maintained throughout the visit by the Visiting Room Officer for accountability purposes and will be returned to the respective inmate when the visit has been completed. If an inmate reports for a visit and is unable to produce his ID card as the result of loss or other explainable reasons, the Visiting Room Officer will obtain a picture card for positive identification.

The assigned Officer-In-Charge of the visiting room will maintain a record for point computation on a monthly basis.

Inmates will remain seated throughout the visit, except when needing to utilize the restroom.

16. **VISITS FOR PERSON NOT IN GENERAL POPULATION:**

a. **Hospital Patients:** There will be no visits at any local hospital, unless previously approved by the Warden.

b. **Administrative Detention/Disciplinary Segregation:** Inmates housed in SHU at FCC Lompoc - Medium will normally be permitted to visit, unless on a visiting restriction. These visits will be conducted inside the visiting room near the officer's station. The inmate will be under direct supervision of the Visiting Room Officers at all times. If there is an inmate(s) separated from other inmate(s) currently in the visiting room, the hours will be divided among the inmates to ensure they do not come in contact with one another. When it has been determined the inmate should not be in contact with general population inmates, special arrangements will be made through the Captain.

17. **HOLDOVER VISITING PROCEDURES:** Inmates on holdover status may visit immediate family members only. Holdover visiting lists will be limited to only those individuals whose identity and relationship can be verified through available documentation.

18. **TERMINATION OF VISITING:** The IDO, in consultation with the Operations Lieutenant, has the authority to prohibit or terminate any visit for reasons of improper conduct or failure to comply with visiting regulations on the part of the inmate or the visitor. Only the IDO or Operations Lieutenant are authorized to terminate visits to relieve overcrowding or during an emergency situation. The Visiting Room Officer will advise the Operations Lieutenant when these circumstances exist. The IDO will assume responsibility for notifying visitors of the termination of their visit. Should a visit be terminated due to misconduct of the inmate and/or visitor, a



Metropolitan Detention Center Number: LOS 5267.08E
Los Angeles, California Date: 06/24/2011
Subject: Visiting
Regulations

INSTITUTION SUPPLEMENT

1. **PURPOSE AND SCOPE:** To provide local procedures and guidelines for inmate visitation at the Metropolitan Detention Center, Los Angeles (MDCLA), California.
2. **DIRECTIVES AFFECTED:**
 - a. Directives Referenced:
PS 5267.08, Visiting Regulations (5/11/06)
 - b. Directives Rescinded:
LOS 5267.08D, Visiting Regulations (12/18/09)
3. **STANDARDS REFERENCED:**
 - a. American Correctional Association (4th Edition)
Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-2A-61, 4-ALDF-5B-01, 4-ALDF-5B-02, 4-ALDF-5B-03, 4-ALDF-5B-04 and 4-ALDF-7E-05
4. **IMPLEMENTATION:**
 - a. Visiting Area: All regular visits not requiring special security measures will be conducted in the institution visiting room. There are separate rooms within the visiting room designated for private legal visits. These rooms will not be utilized for social visiting unless approved in advance by the Associate Warden of Programs AW(P). All visits for inmates assigned to the Special Housing Unit (SHU) will follow the procedures outlined in Section "P" of this supplement.

Visitors and inmates will not be allowed to use restroom facilities during social visitation with the exception of work cadre inmates and their visitors, visiting on Fridays. Work cadre inmates will be allowed to use the restroom located in the shakedown area of the visiting room only. Work cadre inmates' visitors will be allowed to use the restroom

has a medical duty status form which authorizes an appropriate shoe. All inmates will be pat searched prior to visiting, and visually searched before departing the visiting room. This will be documented on the visiting room inmate shakedown logbook. Inmates are permitted to bring legal documents to their legal visits. These items will be searched for contraband prior to entering and upon exiting the visiting area.

- o. Inmate Visitor Contact: Inmates are permitted to shake hands, embrace, and exchange a kiss at the beginning and the end of a visit. Physical contact beyond this point is not tolerated and is considered grounds for termination of the visit. Unacceptable behavior may result in disciplinary action on the part of the inmate. The inmate is responsible for ensuring that his/her visitors conduct themselves within the established guidelines.

- p. SHU Inmates: All inmates housed in the SHU will visit in the SHU contact and/or non-contact visiting area. The Warden will make the determination if restraints are needed for visits on a case by case basis. Special visits will be approved by the Warden and the location will be determined at that time. Children under 18 are prohibited from visiting in SHU. Normally, only one visit will be conducted at a time and a maximum of three visitors will be allowed to meet with any inmate at anytime. The Warden may approve simultaneous visits under unusual circumstances. Visitors and inmates must be under direct supervision of staff. Inmates will be visually searched and electronically scanned upon completion of the visit.

- q. Inmate Separatees: Inmates and their separatees, and families of separated inmates, will not be placed in the visiting room at the same time. Visitation for inmates with separation assignments will be processed on a first come first served basis. The remaining visitors will be processed as soon as the visiting room officer notifies the front lobby that the inmate and his/her visitors have departed.



U.S. Department of Justice
Federal Prison System
Federal Correctional Institution
Manchester, Kentucky 40962

Number : MAN-5267.08 (d)

Date : March 2, 2011

Subject : Inmate Visiting

Institution Supplement

1. PURPOSE AND SCOPE: To establish local visiting regulations and procedures for the Federal Correctional Institution and the Federal Prison Camp at Manchester, Kentucky.

2. DIRECTIVES REFERENCED:

BOP Program Statement 5267.08, Visiting Regulations.
BOP Program Statement 5510.12, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities.
BOP Program Statement 5500.12, Correctional Services Procedures Manual.
BOP Program Statement 1380.05, Special Investigators Supervisors Manual.
BOP Program Statement 1315.07, Legal Activities, Inmate.
BOP Program Statement 5521.05, Searches of Housing Units, Inmates, and Inmate Work Areas.
BOP Program Statement 5522.01, Ion Spectrometry Device Program.
BOP Program Statement 5270.07 Inmate Discipline and Special Housing Units.
Institutional Supplement MAN-5500.12(1)(a), Entrance Procedures.

INSTITUTIONAL SUPPLEMENT, MAN-5267.08 (c), INMATE VISITING, DATED March 19, 2010, IS RESCINDED.

3. ACA STANDARDS REFERENCED: 4-4156; 4-4267; 4-4285; 4-4498; 4-4499; 4-4499-1; 4-4500; 4-4501; 4-4503; and 4-4504.

4. RESPONSIBILITY: The Warden shall develop procedures pertaining to inmate visiting. It is the inmate's responsibility to notify visitors of these requirements.

5. ACTION:

a. Visiting List:

- (1) Inmates will be advised at A&O to submit a list of friends, associates, and family members to their Correctional Counselor of consideration for approved visitors using the Approved Visitor Request Form, (Attachment 1). An inmate's visiting list ordinarily should not list more than 10 friends and associates. The Warden may make an exception to this when warranted.

MAN-5267.08(d)

March 2, 2011

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should be referred to the Operations Lieutenant for direction. Examples that may arise for discussion with the Operations Lieutenant are inmates with recent or numerous disciplinary infractions, Protective Custody cases, number of visitors total in Visiting Room versus staff coverage, and OUT Custody inmates visiting at the same time as IN Custody inmates. Decisions will be made based on circumstances and sound correctional judgment. After the required time limit listed below expires, then another family will be allowed to visit with their inmate during the period of 8:00 a.m. and 3:00 p.m.

- (a) Inmates who are in Administrative Detention will be limited to a two hour visit. Inmates who are in Disciplinary Segregation will be limited to a one hour visit. Additionally, these inmates will remain in full restraints during the entire visit (i.e., leg-irons, martin chain, and handcuffs).
- (b) Inmates who are in Protective Custody status will have their visiting privileges suspended until the investigation is completed or they are cleared by SIS to receive visits. Additionally, these inmates will remain in full restraints during the entire visit (i.e., leg-irons, martin chain, handcuffs).

Visitors arriving at the FCI or FPC less than one hour before the end of visiting will not be afforded the opportunity to visit.

- (2) FCI/FPC inmates will be allowed eight visiting points per month. One point will be deducted for each Friday visit, and two points will be deducted for each Saturday and Sunday visit. However, no points will be deducted for Federal holiday visits. Points are deducted by visiting days, not by the number of visitors per day. Holdovers will be allowed four visiting days per month. Attorney visits will not be charged against the "points per month" limit. Unused points from one month cannot be forwarded to the following month. Any visit, regardless of the length of visit, will constitute one day of visiting.
- (3) Upon a visitor's arrival at the institution, the Front Entrance Officer will verbally ascertain that each visitor is not in possession of alcohol, narcotics,



U. S. Department of Justice
Federal Prison System
Federal Correctional Institution
Marianna, Florida 32446

Institution Supplement

Number: MNA 5267.08B
Date: July 30, 2010
Subject: Visiting Regulations
Distribution: ***GENERAL***
EXECUTIVE STAFF
DEPARTMENT HEADS
LOCAL A.F.G.E.

1. PURPOSE AND SCOPE

To implement the Federal Bureau of Prisons' Program Statement 5267.08, *Visiting Regulations*. This supplement must be read in conjunction with the aforementioned Program Statement.

2. DIRECTIVES REFERENCED

- A. Program Statement 5267.08, *Visiting Regulations*, dated May 11, 2006.
- B. Program Statement 5510.12, *Searching/Detaining of Non-Inmates; Arresting Authority; Use of Metal Detectors*, dated January 15, 2008.
- C. Program Statement 5520.01, *Ion Spectrometry Devise Program*, dated February 24, 2005.
- D. Program Statement 1315.07 *Legal Activities, Inmate*, dated November 05, 1999.

DIRECTIVES CANCELLED

Institutional Supplement MNA 5267.08A, *Visiting Regulations*, dated December 30, 2006.

3. STANDARDS FOR REFERENCED ADULT CORRECTIONAL INSTITUTIONS

- A. American Correctional Association Fourth Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499, 4-4500, 4-4501, 4-4503, and 4-4504.
- B. American Correctional Association Second Edition Standards for Administration of Correctional Agencies: 2-CO-5D-01
- C. American Correctional Association Third Edition Standards for Adult Local Detention Facilities: 3-ALDF-2E-03, 3-ALDF-2F-03, 3-ALDF-3D-17, 3-ALDF-5D-10, 3-ALDF-5D-11, 3-ALDF-5D-12, 3-ALDF-5D-13, 3-ALDF-5D-15, and 3-ALDF-5D-16.

The Warden generally may not limit the frequency of attorney visits since the number of visits necessary is dependent upon the nature and urgency of the legal problems involved. The Warden will set the time and place for visits, which ordinarily take place during regular visiting hours. Attorney visits will take place in a private conference room, if available, or in a regular visiting room in an area and at a time designed to allow a degree of privacy. The Warden may make exceptions according to local conditions or for an emergency situation demonstrated by the inmate or visiting attorney.

All legal material brought into the visiting room by the inmate must first be examined and delivered by a correctional counselor, or in his/her absence, a member of the inmate's unit team. Once the legal visit has been concluded, the inmate's unit team member who previously inspected the legal material will do so again and then let the inmate return to his/her unit. The visiting room officer will not approve legal material to be brought into the visiting room. If the correctional counselor or a staff member of the inmate's unit team is not available, either the Operation's Lieutenant or the Institutional Duty Officer may approve legal material to be brought into the visiting room, but only after an inspection of the material is made.

F. Visits to Inmates Not in General Population Status

- 1) Admission and Holdover Status: The counselor will ensure visits are limited to the immediate family for holdovers and new commitments, thus allowing time for processing and investigation of visiting forms submitted by the inmate. New commitments transferring from other facilities will be able to use their approved list from the previous facility after it has been reviewed and approved by the appropriate counselor. **(Requirement #1)**
- 2) Detention and Segregation: These inmates will be placed in the Legal Room when available to keep them separate from the general inmate population. All regular visiting room rules and regulations will be followed. Hours of visiting will be established by the Captain and approved by the Warden. **(Requirement # 17)**
- 3) Outside Hospital Visits: Visiting privileges will not be authorized for the inmate patient unless authorized (by the Warden or his/her designee). If visiting has been approved, the following guidelines will be adhered to:
 - a. An approved list of visitors will be prepared by the counselor for each inmate patient.
 - b. Prior to the inmate receiving a visit, the visitor's name, address, and date/time of each visit will be provided to staff supervising the inmate in an outside hospital.
 - c. The staff supervising the inmate in an outside hospital will verify the visitor's identity at the time of the visit. Identification is defined in Section G.3. The inmate will be allowed only one visitor in the room during the visit.



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
McKean, PA 16701

Institution Supplement
OPI: Correctional Services/Camp Administrator
NUMBER: 5267.08b
DATE: May 1, 2011
SUBJECT: **VISITING PROCEDURES**

1. **POLICY:** The Federal Correctional Institution, (FCI), and Federal Prison Camp (FPC), 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 Camp Administrator, interfere with the security and good order of the institution, may be denied.

2. **DIRECTIVES AFFECTED:**
 - a. **Directives Rescinded:**
I.S. 5267.08a, Visiting Procedures dated May 26, 2010.

 - b. **Directives Referenced:**
P.S. 1315.07, Inmate Legal Activities, dated November 5, 1999.
P.S. 5267.08, Visiting Regulations, dated May 11, 2006.
P.S. 5510.12, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, dated January 15, 2008.
P.S. 5500.11, Correctional Services Manual, dated October 10, 2003.
P.S. 5500.12, Correctional Services Procedures Manual, dated October 10, 2003.
P.S. 5360.09, Religious Beliefs and Practices, dated December 31, 2004.

DISTRIBUTION:

Master File
Executive Staff
Correctional Services
Unit Management
Institution Duty Officer
AFGE Local

10. **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:** Inmates in the special housing unit will only be allowed a two hour social visit. Inmates may be denied a visit or the visit may be restricted to one hour under close supervision, if in the opinion of the Warden or authorized representative, the visit would represent a threat to that inmate, other inmates, visitors, staff, or could potentially cause a disruption to the visiting room; or threaten the security of the institution. Unverified protective custody inmates will not be allowed social visits. Additionally, camp inmates will not be authorized to receive social visits while assigned to the Special Housing Unit.

The Operations Lieutenant must be notified when an inmate in the special housing unit has a visit prior to that inmate leaving the unit. All approved visits will be assigned seats directly in front of the officers' station.

11. **SPECIAL VISITS:** The Warden may approve special visits. The Case Manager, in conjunction with the Captain, Executive Assistant and Associate Warden (Programs), is responsible for investigating all special visits and making a determination as to the need. Inmates desiring a special visit shall submit to their Unit Team an Inmate Request to Staff at least one week prior to the anticipated visit. The Unit Manager is responsible for arranging and supervising a special visit. Arrangements and supervision maybe delegated to the Case Manager or Counselor.

CHILDREN'S VISITING ROOM: 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 in the children's area only when enrolled in the parenting program offered by the education department. FCI inmates may use the children's room at the officer's discretion.

Children's Visiting Room (FPC): Inmates are permitted to visit with their children and family in the children's area, and must complete or be enrolled in a parenting program offered through the Education department. Parenting programs assist inmates with maintaining and strengthening family ties and parental bonds during incarceration. Ordinarily, request to utilize the children's visiting room during visits will be submitted to the Unit Manager, Camp Administrator, or delegated unit staff.



U. S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution

Memphis, Tennessee 38134-6790

**INSTITUTION
SUPPLEMENT**

OPI: Correctional Services
NUMBER: MEM 5267.08I
DATE: March 1, 2010
SUBJECT: FCI/SPC Visiting Regulations

1. **PURPOSE AND SCOPE:** The purpose of this Institution Supplement is to provide guidelines for visitation for inmates housed at the Federal Correctional Institution (FCI), Memphis and the Satellite Prison Camp (SPC) Millington, Tennessee. Visitation Privileges are designed to enhance inmate morale and maintain relationships with their family or other in the community. Visitation will not supercede institutional security and orderly functioning by unnecessarily interfering with other institutional activities. The Warden may restrict inmates visiting when necessary to ensure the security and orderly running of the institution.

2. **DIRECTIVES AFFECTED:**
 - a. **Directives Rescinded:**
IS 5267.08H, Visiting Regulations for Inmates, dated January 25, 2010

 - b. **Directives Referenced**
PS 5267.08, Visiting Regulations dated May 11, 2006
PS 7331.04, Pre-trial Inmates, dated January 31, 2003
PS 5270.07, Inmate Discipline and Special Housing Unit, dated December 29, 1987
PS 1315.07, Legal Activities, Inmate, dated November 5, 1999

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

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March 1, 2010
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number of authorized regular visitors an inmate is allowed to have on his visiting list and will **not** count against the total number of social visits permitted. **(Requirement #3)**

C. Visits to Inmates not in General Population Status:

1. **Admission and Orientation/Holdover Status:** In the absence of an approved visiting list, only immediate family members will be permitted to visit during the Admissions and Orientation period (72 hours) or while an inmate is in holdover status. Holdover status inmates will not be allowed social visits until completion of an investigation of the proposed visitors. Visit occurring after the initial investigation will be limited to the immediate family as determined by the inmate's Pre-Sentence Investigation report. **(Requirement #2)**
2. **Special Housing Unit Status:** To maintain safety and security and the orderly running of the institution, inmates in Administrative Detention and/or Disciplinary Segregation will only be allowed to visit on the third Thursday of the month from 5:30 p.m. to 8:30 p.m. **(Requirement #20)**
3. **Federal Detention Center Inmates(FDC):** FDC inmates will be allowed visiting on Thursdays from 1:00 p.m. until 5:00 p.m. The Assistant Case Management Coordinator will ensure each new inmate is given an opportunity to submit a visiting list of immediate family members **(Attachment 1)**, as well as a signed waiver of separation **(Attachment 2)**. Immediate family will be interpreted as: Mother, Father, Brothers, Sisters, Wife, Sons, and Daughters, or other individuals who were directly responsible for his formative years. Approval of the visiting list is made by the Assistant Case Management. **(Requirement #1)**
4. **Verification of Relationships:** Unit Management staff members will request information from potential visitors who are not members of the inmate's immediate family prior to placing them on the visiting list.



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Mendota, California

INSTITUTION SUPPLEMENT

OPI: CPD/CSB
NUMBER: MEN 5267.08
DATE: 12/12/2011
SUBJECT: Visiting Regulations

1. **PURPOSE AND SCOPE:** To establish local procedures for inmate visiting regulations at the Federal Correctional Institution (FCI), Mendota, California.

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

None

 - b. Directives Referenced:

PS 1315.07	Inmate Legal Activities (11/05/99)
PS 2000.02	Accounting Management Manual (10/15/86)
PS 5100.08	Inmate Security Designation & Custody Classification (9/12/06)
PS 5267.08	Visiting Regulations (5/11/06)
PS 5270.09	Inmate Discipline and Special Housing Units (7/08/11)
PS 5510.12	Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities (1/15/08)
PS 5522.01	Ion Spectrometry Device (2/24/05)
PS 7331.04	Pre-Trial Inmates (1/31/03)

3. **STANDARDS REFERENCED:** American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4142, 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, and 4-4504

4. **PROCEDURES:**
 - a. Visiting Schedule:

The following schedule will be utilized for inmates with social visits at FCI Mendota and the Camp:

Saturday	8:15 a.m. to 3:00 p.m.
Sunday	8:15 a.m. to 3:00 p.m.
Federal Holidays	8:15 a.m. to 3:00 p.m.

h. Visits to Offenders not in the General Population:

(1) Hospital Patients:

Visits for inmates hospitalized in the community will be approved by the Warden or his/her designee. This will normally be limited to immediate family members. All visits will be subject to the general visiting policy of the hospital. An approved visiting list will be forwarded by the inmate's Unit Team, through the Captain, and will be maintained by the hospital officer(s). When a visit is denied because the inmate is suffering from an infectious disease, is in a psychotic or emotional episode which makes a visit inadvisable, or is otherwise not in a condition to see visitors, the situation is to be carefully and sensitively explained to the approved visitor by the inmates Unit Team.

(2) Special Housing Unit (SHU):

The Operations Lieutenant will be notified when an inmate in SHU has a visit. Each case will be handled on an individual basis.

Special Housing inmate visits will be limited to two (2) hours a day. Visiting for inmates assigned to the SHU will be conducted on the same days as general population inmates.

Non contact visits will be determined on a case by case basis and approved by the Warden or his/her designee. These visits will ordinarily be allowed during normal visiting hours.

SHU inmates will be escorted to the search room from SHU in hand restraints from behind. Once an inmate is placed in the FCI search room and the door is secured, the restraints will be removed. At the completion of the visit, the restraints will be re-applied prior to the opening of the search room door.

(3) Admission and Holdover Status:

The Warden may limit visitation to the immediate family of the inmate during the admission-orientation period or for holdovers where the holdover status is significantly longer than expected. A visiting list from a former institution will be referenced prior to



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Miami, Florida 33177

INSTITUTION
SUPPLEMENT

OPI: Correctional Services
NUMBER: MIA-5267.08B
DATE: June 3, 2012
SUBJECT: Visiting Regulations

1. **PURPOSE AND SCOPE:** To implement inmate visiting policies, procedures and guidelines at the Federal Correctional Institution and Satellite Camp, Miami, Florida. This supplement must be read in conjunction with the current Program Statement on Visiting Regulations, for a clear understanding of all requirements.

2. **DIRECTIVES AFFECTED:**
 - A. **Directives Referenced:**

Program Statement 5267.08, Visiting Regulations, dated May 11, 2006.

Program Statement 1315.07, Inmate Legal Activities, dated November 5, 1999.

Program Statement P5522.01, Ion Spectrometry Device Program, dated February 24, 2005.
 - B. **Directives Rescinded:** I. S. MIA-5267.08, Visiting Regulations, dated March 16, 2009 is rescinded.

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

4. **DESCRIPTION OF RULES OR PROCEDURES:** All procedures outlined in this section will be consistent at both the FCI and at the FPC. Specific procedures for each Visiting Room operations will be outlined in section #5 for the FCI and section #6 for the FPC. All inmate visits will be conducted in the designated Visiting Rooms and established patio areas. Separate areas within the Visiting Rooms are provided for attorney visits.

- to go to the photo area (1 inmate at a time)
- upon completion of his visit

Inmates desiring to use the restroom must request a staff escort from the Officer at the Officer's station. The restroom will be secured when not in use.

- J. **Special Housing Unit (SHU):** SHU inmates will be allowed to visit, unless visiting is denied for security reasons or disciplinary matters. SHU inmates will be seated at designated tables adjacent to the Visiting Room Officer's station.

Due to possible separation concerns, CIM clearance will be obtained from the Control Center Officer prior to escorting SHU inmates to the Visiting Room. At no time will inmates who are CIM separated from each other or have other separation concerns be allowed into the visiting area at the same time.

- K. **Patio Area:** The patio area may be used as an extension for the main indoor Visiting Room only when overcrowding occurs. Inmates or visitors do not elect whether they are to be placed in the patio or indoors.

Inmates currently assigned to the Special Housing Unit on an SIS Watch list, will not be allowed in the patio area.

The patio gates are not to be used for entry or exit of the Visiting Room at any time during visitation periods.

6. **FEDERAL PRISON CAMP VISITING ROOM SPECIFIC PROCEDURES:** Visiting will be based on a point system. On the first day of each month, all FPC inmates will be credited six (6) points.

The FPC Visiting Room is comprised of an interior visiting area and a patio area. Assigned seating is not enforced. Both the interior area and patio will be opened during the entire visitation period. There is a designated playground for children in the patio area; however, children must be supervised by the visitor at all times.

- A. **Visitor Processing:** Visitors for the FPC will report directly to the Camp Visiting Room, where they will be processed by the Camp Visiting OIC. The Officer will ensure that visitors complete the Notification To Visitor forms and sign the appropriate Visitors Log. The Camp Visiting Officer will log the visitor's information into the computer visiting program.

All minors must be accompanied by an adult visitor at the time of processing upon arrival and during the duration of the visit. Minors must be constantly

**U. S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS**



**OPI: CORR SVC
NUMBER: MIM 5267. 08D
DATE: December 2, 2010
SUBJECT: INMATE VISITING**

**INSTITUTION SUPPLEMENT
FEDERAL DETENTION CENTER
MIAMI, FLORIDA**

- 1. PURPOSE AND SCOPE:** The Federal Detention Center encourages visiting that is conducive to maintaining family and community relationships. To implement Program Statement 5267.08, Visiting Regulations, dated May 11, 2006. The Warden has the authority to restrict or suspend an inmate's regular visiting privileges temporarily when there is reasonable suspicion that the inmate has acted in a way that would indicate a threat to the good order or security of the institution. Ordinarily, the duration of the restriction or suspension should be limited to the time required to investigate and initiate the discipline process.

Reasonable suspicion exists when reliable information and/or facts are presented to the Warden that the inmate is engaged, or attempting to engage in criminal or other prohibited behavior. Reasonable suspicion must be directed to the inmate(s)/visitor(s) in question.

In determining reasonable suspicion, staff should consider whether the available information could reasonably lead a person with correctional experience to suspect that the inmate is engaged in criminal or other prohibited behavior.

2. DIRECTIVES AFFECTED:

A. Directives Rescinded: Institution Supplement Inmate Visiting, 5267.08B, dated February 6, 2010.

B. Directives Referenced:

1. Program Statement 1315.07, Inmate Legal Activities, dated November 5, 1999.
2. Program Statement 4500.04, Trust Fund Warehouse Laundry Manual, dated December 15, 1995.
3. Program Statement 5100.08, Security Designation and Custody Classification System, dated September 12, 2006.
4. Program Statement 5267.08, Visiting Regulations,

G. Visits for Inmates at the Local Hospital:

1. Inmates admitted to local hospitals for medical treatment will not be allowed any visits unless authorized by the Warden/designee. In instances authorized, visitors will only visit according to that medical facility's visiting times, and visitors will be limited to only immediate family members, except when the inmate's medical condition is grave and unless a broader visitation is authorized.

These visits shall not exceed more than one hour in duration and will be done with direct staff supervision. Identification, search, and all relevant procedures applicable at the institution will be in effect.

Visits will be prohibited and/or restricted for inmates under strict medical care, i.e., suffering from infectious disease, or who are psychotic, suicidal, or otherwise not in a condition to see visitors. The situation will be carefully explained to the visitor and documented in the inmate's central file. Inmates with medical conditions will be reviewed by the Chief Medical Officer or in his/her absence, the Health Services Administrator, in consultation with the Captain to determine whether visiting will be permitted. Ultimately, visiting for inmates with medical conditions will be addressed by the Medical and/or Psychology staff, in conjunction with the Administrative Duty Officer. If a visit is granted, the location will be decided by these staff.

- H. No Visitors Requested:** If an inmate does not request to receive visits, a notation will be made in the visiting program and placed in the central file. On the screen where visitors are normally listed, it should be keyed in as "*No Visitors Requested*".

- I. Administrative Detention/Disciplinary Segregation:** Inmates in Administrative Detention or Disciplinary Segregation status will be permitted to visit. SHU inmates are allowed to visit in the Main Visiting Area. The inmate(s) will be seated near the Visiting Room Officer during their social visits. For visiting

schedule information, refer to Attachment A of this supplement.

Inmates who pose a greater threat to the security and orderly operation of the institution will visit in the non-contact visiting room located in the Special Housing Unit. Legal visits in Special Housing Unit can be held in the attorney room or in the non-contact room. SHU staff will be responsible for monitoring the visits in the non-contact room. Children under the age of 16 years old will not be permitted to visit in the non-contact visiting room due to it's location in the SHU. The SHU Lieutenant or Operations Lieutenant will be notified prior to any visits in the non-contact visiting room.

- J. Separatees:** Due to the mission of FDC Miami, it is not uncommon to house inmates with a separatee inside the institution. In order to protect these individuals, the Visiting Room Officers will check their rosters for any separation concerns prior to the inmate being allowed into the Visiting Room. The Visiting Room OIC will ascertain whether the inmate's separatee is in the Visiting Room before allowing the visit. The officers will deny the visit, if a separatee is in the visiting area. The family members of a separatee will not be permitted in the visiting area during this time.

- **At no time will separatees be allowed into the visiting area at the same time.**

- K. Attorneys:** Attorneys will only be allowed to see one inmate at a time. Each inmate will be listed on the Notification to Visitor Form. If the attorney wishes to interview more than one inmate, the inmates will be escorted to the visiting room not more than three at a time. If the attorney wishes to interview more than three inmates, it is the responsibility of the attorney to notify the Visiting Room Officer when the third inmate is being interviewed so that the other two may be processed and returned to their unit. All co-defendant meetings must be prearranged and scheduled with the Legal Liaison.

- L. Processing of Visitors:** All visitors will be processed into the institution in accordance with Institutional Supplements MIM 5500.12, Entrance Operating Procedures and MIM 5510.12C, Searching, Detaining, or Arresting



United States Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Morgantown, West Virginia 26507

Institution Supplement

OPI: Correctional Services
NUMBER: MRG 5267.08E
DATE: July 14, 2009
SUBJECT: Visiting Regulations

1. **PURPOSE:** To implement visiting regulations and outline visiting procedures for the Federal Correctional Institution, Morgantown, West Virginia. The institution encourages visiting by family and friends to maintain the morale of the inmates.
2. **DIRECTIVES AFFECTED:**
 - A. Program Statement 5500.11, *Correctional Services Manual*, dated October 10, 2003; Program Statement 5267.08, *Visiting Regulations*, dated May 11, 2006.
 - B. MRG 5267.08D, *Visiting Regulations*, dated July 14, 2008, is rescinded.
3. **Standards Referenced:**
 - A. American Correctional Association for Adult Correctional Institutions, 3rd Edition: 3-4149, 3-4166, 3-4177, 3-4178, 3-4179, 3-4193, 3-4196, 3-4445.
 - B. American Correctional Association Standards for Adult Correctional Institution, 4th Edition: 4-4092, 4-4104, 4-4164, 4-4170, 4-4171, 4-4172, 4-4173, 4-4174, 4-4175, 4-4176, 4-4187, 4-4188, 4-4192, 4-4196, 4-4199, 4-4201, 4-4285, 4-4292, 4-4293, 4-4294, 4-4421, 4-4215, 4-4257, 4-4378, 4-4393, 4-4446.
4. **VISITING OPERATIONS:** The Visiting Room for the General Population will be open from 8:00 a.m. until 3:00 p.m., on weekends and Federal holidays; and Friday, from 5:00 p.m. through 9:00 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 Fridays). No additional visitors will be allowed in the Visiting Room after 8:00 p.m. on Friday, and after 2:00 p.m. on weekends and Federal holidays. Non-contact visiting is not utilized at FCI Morgantown. Visiting for inmates housed in the Special Housing Unit will be 8:30 a.m. until 11:00 a.m., and 12:30 p.m. to 2:30 p.m. on weekends and Federal holidays. There will be no visiting for inmates housed in the Special Housing Unit on Monday, Tuesday, Wednesday, Thursday, and Friday.
 - A. Other institutional activities will be maintained without unnecessary or extended interference.
 - B. To avoid chronic overcrowding in the Visiting Room, each inmate will be allotted a total of six points the first day of each month. Friday, Saturday, and Sunday visits will be one point (i.e., an inmate receives a visit on Saturday or Sunday, when the inmate is logged out of the Visiting Room, the program will prompt the officer to delete one point). Additional visiting points beyond the total of six points per month must be requested in writing and approved in advance by the Unit Manager. Once approved, the Unit staff will enter all relevant data into the visiting computer program.

MRG: 5267.08D
SUBJECT: Visiting Regulations
DATE: July 14, 2009
PAGE: 2

- C. To provide an up-to-date backup system to the BOP computer visiting program, the Unit Team will maintain a current PDF file on the shared drive (I-drive), in the Approved Inmate Visitors shared directory, which is available to all staff.

5. TERMINATION OF A VISIT:

- A. At any time the visiting room exceeds capacity, the Institution Duty Officer (IDO) will be notified. The IDO is responsible for the routine termination of visits due to crowding. Termination of visits will begin first with those from the local area. No visits should be terminated if alternate means are available.
- B. Visiting terminations of a non-routine nature involving the violation of visiting regulations, or other disruptive behaviors, on part of visitors or inmates, will be conducted by the Operations Lieutenant and/or the IDO.
- C. The Operations Lieutenant and/or the IDO, may terminate a visit.
- D. After a visit has been terminated, visitors must leave the institutional grounds. 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 unattended in a vehicle while visiting.

6. NUMBER OF VISITORS:

- A. Due to space limitations, the maximum number of visitors an inmate may have at anyone time will be limited to three adults. Visitors under the age of 16 are allowed in addition to the three visitors in the Visiting Room, but must be accompanied by an approved adult visitor. Visitors for Special Housing Unit (SHU) inmates will be limited to one adult (above the age of 18 years of age).
- B. All inmates receiving visits will be pat searched prior to entering the visiting area. Random strip searches will be conducted at the conclusion of visits.
- C. Under no circumstances will the Visiting Room Officer leave the Visiting Room unsupervised.
- D. All inmates are to wait outside of the Administration Building door until escorted in by a staff member. Inmates are not authorized to enter the Visiting Room until they have been called for by a staff member.

- 7. **INMATE DRESS CODE:** Only institutional clothing (khakis and only institution issued shoes) are authorized in the Visiting Room. All inmates will dress in the appropriate manner, with shirts tucked in. The only items that are allowed are: one belt; one wedding band; I.D. card, one religious medal, one comb, and one handkerchief. Wrist watches are prohibited in the visiting room. Religious headwear, which is approved by Religious Services, may be worn in the Visiting Room.

- 8. **INMATES HOUSED IN SPECIAL HOUSING UNIT (SHU):** SHU inmates will not be restricted from visitation, unless sanctioned by the DHO. Inmates housed in SHU will not be authorized to visit in the

MRG: 5267.08D
SUBJECT: Visiting Regulations
DATE: July 14, 2009
PAGE: 3

Visiting Room. These inmates will visit in SHU and be restricted to only one approved adult (18 or older) visitor at a time. Two rooms are available in SHU for visits. Once the visitor has completed the intake processing by the Visiting Room Officer, the Visiting Room Officer will notify the SHU Officer or the Operations Lieutenant of the inmate's name and number and request escort. The escorting officer will report to the Administration building where they will ensure the visitor has secured all personal effects. The visitor's personal property will be restricted to Nitro Tablets, due to the special security needs. All visitors entering SHU 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.

9. **VISITING GUIDELINES:** Copies of the Institution's Visiting Guidelines will be given to inmates during their Admission and Orientation (Attachment 1). Additional copies will be provided by the Unit Counselor so that the inmate may forward them to his approved visitors.

10. **RESPONSIBILITY:**

A. **ASSOCIATE WARDEN:** The Associate Warden will be responsible for disapproving all proposed visitors. Visiting lists and special visits are subject to the approval of the Associate Warden. Special visits including those of business visitors, consular visitors, visits from representatives of community groups, clergy, former/prospective employers, sponsors and employment advisors may be approved by the Associate Warden in keeping with the Bureau of Prisons' regulations on such visits. Requests for visits by attorneys will be referred to the Unit Manager and processed in keeping with Program Statement 1315.07, "Legal Activities, Inmate." Attorney visits will ordinarily take place in one of the smaller rooms, located next to the Visiting Room.

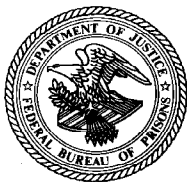
SPECIAL VISITS: The Associate Warden will be the final approving official for all special visits. Inmates will submit an "Inmate Request to Staff" form to their Correctional Counselor when they want a visit from a person not on their visiting list or who is not a member of the immediate family. The potential visitor will be subject to a NCIC check. The waiting period for a special visit request is approximately 90 days. The Correctional Counselor will research the legitimacy of the request and recommend it to the Unit Manager, Captain, and Associate Warden, with either approval or disapproval. Family members requesting to visit a hospitalized inmate shall be approved in advance by the Warden.

BUSINESS VISITORS: When a decision must be made affecting an inmate's assets or aspects of his business, he may request a business visitor by submitting an "Inmate Request to Staff" form to his Correctional Counselor. The Correctional Counselor will research the legitimacy of the request and submit his/her findings to the Warden for approval or disapproval of the visit.

B. If a special visit is to take place at a different time other than the regular visiting schedule, consideration for the visit will be determined if there is a Unit Team member available to supervise the visit.

C. **ATTORNEY/CLIENT VISITS:**

1. SHU inmates will not be denied an attorney/client visitation. However, it is required of the attorney to meet the following requirements:
2. The attorney must be the "Attorney of Record" for the inmate he/she intends to visit.



U. S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Complex
Oakdale, LA 71463

Number: FCC 5267.08C
Date: November 3, 2010
Subject: Visiting Regulations

Institution Supplement

1. PURPOSE AND SCOPE:

It is the policy of this institution to encourage visiting by family, friends and community groups, under controlled circumstances, in an effort to maintain the morale of the inmate and to develop closer relationships between the inmate and family members or others in the community in a relaxed and comfortable environment through a visiting program.

2. PROGRAM OBJECTIVES:

The purpose of this institution supplement is to establish the hours, procedures and guidelines for a visiting program at the Federal Correctional Complex, Oakdale, Louisiana.

3. DIRECTIVES AFFECTED:

a. Directives Rescinded:

FCC 5267.08B, Visiting Regulations, dated January 8, 2010

b. Directives Referenced:

P.S. 5267.08, Visiting Regulations, dated May 11, 2006

P.S. 5510.12, Searching Detaining or Arresting Visitors to Bureau Grounds and Facilities, dated January 15, 2008

c. Standards Referenced:

American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4022, 4-4156, 4-4267, 4-4275, 4-4279, 4-4280, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4502, 4-4503, 4-4504, 4-4519

American Correctional Association 4th Edition Standards for Adult Local Detention Facilities: 4-ALDF-2A-61, 4-ALDF-5B-02, 4-ALDF-5B-03, 4-ALDF-5B-04, 4-ALDF-5L-22, 3-ALDF-6A-02, 4-ALDF-6A-04, 4-ALDF-6A-05

DISTRIBUTION: FCC Executive Staff, Department Heads, AFGE Representatives, SCRO Correctional Services, Inmate Law Library

(4) Official Visitors:

All official visitors desiring to visit an inmate will present the appropriate identification. The following official visitors are authorized to visit inmates on official business during pre-arranged time schedules. All official visitors are required to sign in on the Official Visitors' Log in the Front Entry.

- a) U.S. Attorney
- b) Law Enforcement Officer

NOTE: Law Enforcement Interviews: Law enforcement visits will be coordinated through the S.I.S. Office. All visits by law enforcement officials will be conducted in an area designated by S.I.S. staff. Visits for local S.I.S. investigations will be supervised by S.I.S. staff. All other law enforcement visits will be supervised by the respective unit staff.

Inmates/detainees shall be advised of their rights, when indicated, prior to the interview. Permission to conduct an interview with inmates, other than Federal law enforcement agencies, shall be obtained from the Warden. Inmates/Detainees may refuse to speak with law enforcement officials if they so choose.

(5) Dual/Social Visits:

Visitors who are authorized to visit more than one inmate/detainee may be permitted to do so upon written approval of the Unit Manager(s). This rule is reserved for those inmates/detainees who are related to each other.

(6) Visits to inmates/detainees not in regular population status:

(a) Hospital Patients

Visits to hospital patients will be subject to the approval of the Warden or Administrative Duty Officer with the concurrence of the Captain and Chief Medical Officer or Health Services Administrator, and restricted to immediate family on an approved visiting list.

(b) Inmates/Detainees Housed in Disciplinary Segregation/Administrative Detention (DS/AD)

Ordinarily, inmates/ detainees who are housed in DS/AD status will not lose all visiting privileges unless specified by the

Discipline Hearing Officer. However, inmates/detainees may be denied a visit if, in the opinion of the Warden or his/her designee, it would jeopardize the security and the orderly running of the institution. Inmates/Detainees housed in DS/AD status receiving a visit will be assigned seating in an area designated by the Visiting Room #1 Officer. In the event a holdover is housed at this facility, they will be allowed to use the same visiting list provided by the parent institution. Precautions must be considered for those inmates in protective custody (PC) status or who have separatees on the compound.

(c) SMU Inmates

Visiting will be at the discretion of the SMU Unit Team, in concurrence with the S.I.S. Department. The inmate should submit an Inmate Request to Staff Member form, requesting a visit, to the Unit Counselor at least seven (7) days prior to the date of the visit. Visiting will take place from 9:00 a.m. to 2:30 p.m. on Saturdays, Sundays and holidays. Each visit will be limited to two (2) hours. The visit will be held in the Visiting Room via video conference or no contact visit room in the FCI Visiting Room. Inmates on visiting restriction will not be allowed to have visits.

(7) Business Visitors:

No inmate/detainee is permitted to actively engage in a business or profession during incarceration. An inmate/detainee who was engaged in a business prior to incarceration, is expected to assign power of attorney or authority for the operation of such a business or profession to another individual who is not incarcerated. When an inmate/detainee has turned over the operation of the 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. When this occurs, a special visit may be granted with the Warden's approval.

(8) **Pets:**

Visitors will not be allowed to bring animals on institutional grounds, except for licensed or certified animals trained to assist persons with disabilities. The visitor must provide the Operations Lieutenant with written verification of certification.



Federal Bureau of Prisons
Federal Correctional Institution
Otisville, New York 10963

Number : OTV 5267.08d
Date : September 2, 2009
Subject : Visiting
Regulations

Institution Supplement

1. PURPOSE AND SCOPE: It is the policy of the Federal Correctional Institution Otisville to encourage visiting by family, friends, and community groups to maintain the morale of the inmates and develop closer relationships between the inmates and their family members and others in the community. FCI Otisville will provide a visiting area and establish procedures for inmates to receive visitors. Visits should be conducted and supervised in a manner which will contribute to good public relations, a relaxed atmosphere and maintain the security of the institution. This will be in accordance with P.S. 5267.08, entitled Visiting Regulations, dated May 11, 2006. This supplement should be read in conjunction with the governing program statement for a complete understanding of the applicable regulations.

2. DIRECTIVES AFFECTED:

a. DIRECTIVES RESCINDED:

I. S. 5267.08c Visiting Regulations (FCI/CAMP)

b. DIRECTIVES REFERENCED:

- | | |
|---------------|--|
| P. S. 1315.07 | Legal Activities, Inmate |
| P. S. 4500.06 | Trust Fund/Deposit Fund Manual |
| P. S. 5100.08 | Security Designation and Custody Classification Manual |
| P. S. 5267.08 | Visiting Regulations |
| P. S. 5270.07 | Inmate Discipline and Special Housing Units |
| P. S. 5280.08 | Furloughs |
| P. S. 5360.09 | Religious Beliefs and Practices |
| P. S. 5500.11 | Correctional Services Manual |
| P. S. 5500.12 | Correctional Services Procedures Manual |
| P. S. 5510.12 | Searching and Detaining or Arresting Visitors To Bureau Grounds and Facilities |
| P. S. 5521.05 | Searches of Housing Units, Inmates, and Inmate Work Areas |
| I. S. 5580.07 | Personal Property, Inmates |
| I. S. 5500.11 | Entrance and Exit Procedures |

OTV 5267.08d

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9. Attorney Visiting: All efforts will be expended to ensure that an attorney has access to his/her client. Due to the unique situation in the state of New York, an attorney will either present a bar card or identify him/her self as an attorney with a drivers license. This will be acceptable in lieu of the bar card. Two forms of identification are required. The attorney shall be required to sign the log book located in the front lobby when entering and departing the institution.

The log book will reflect "attorney's signature, date of visit, inmate visited, time in, time out, and remarks." If the attorney should arrive before count, the inmate will be placed on the out count and escorted to the visiting room once the count has cleared. Should the attorney arrive during count, he/she will be processed and escorted to the visiting room.

In cases of emergency (i.e., escape, riot, or hostage situation) the Shift Lieutenant, Institution/Administrative Duty Officer, and/or Executive Staff will have the authority to terminate the visit, return the inmate to the unit, and escort the attorney out of the institution.

All attorney visits during non-visiting days or non-visiting hours, are to be coordinated and supervised by the inmate's Unit Team.

10. Volunteers: Persons who are approved community volunteers may not be approved as regular visitors on an inmate's approved visiting list such as social workers, and chaplains, etc.

11. Administrative Detention/Disciplinary Segregation: Inmates housed in the Special Housing Unit are allowed visits in the visiting room on Mondays, Thursdays, and Fridays (no weekends or holidays). Maximum custody inmates may be required to visit in the no contact visiting area. The Warden will make the decision on whether maximum custody inmates will visit in the visiting room or the non contact visiting area. Maximum custody visits must be pre-arranged for weekdays ONLY, (no weekends or holidays).

Special Housing Unit inmates will be closely supervised at all times while visiting and must sit directly in front of the Visiting Room Officer. Special Housing Unit inmates are prohibited from interacting with any other inmate and/or inmate's visitor. A failure to comply will result in the visit being terminated. The Shift Lieutenant will ensure that proper custodial escort is arranged. Inmates housed in the Special Housing Unit will be required to wear a jumpsuit during the visit.



**U.S. Department of Justice
Federal Bureau of Prisons**

*Federal Correctional Complex
Petersburg, VA 23804*

Complex Supplement

OPI: Correctional Services
NUMBER: PEX-5267.08a
DATE: June 14, 2010
SUBJECT: Visiting Regulations

1. **PURPOSE AND SCOPE:** The Bureau of Prisons encourages visiting by family, friends and community groups to maintain the morale of our inmates, and to develop closer relationships between the inmate, family members and others in the community. Due to practical considerations and the different characteristics of the institutions, certain limitation and controls must be established in developing and administering regulations. The extent of these limitations will vary with each institution, and are recognized as reasons upon which visiting restrictions may be based. Those limitations will be specified as they relate to each institution within the Federal Correctional Complex here in Petersburg, Virginia.

2. **DIRECTIVES AFFECTED:**
 - A. **Directives Rescinded:**

Complex Supplement PEX-5267.08a, Visiting Regulations, dated February 5, 2009.

 - B. **Directives Referenced:**

P.S. 5267.08 Visiting Regulations, May 11, 2006.

P.S. 5510.12 Searching and Detaining, or Arresting Persons Other Than Inmates, January 5, 2008.

P.S. 1315.07 Legal Activities, Inmate, November 5, 1999.

V. PROCEDURES ADDRESSING SPECIAL VISITORS IE., (MINISTER OF RECORD AND CLERGY VISITS):

Minister of Record: An inmate wanting to receive visits from his or her minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the name and title (minister of record) to the inmate's visitor list.

Visitors will **not** be processed into the Low, Camp, or Medium facility after 2:00 p.m. on weekends and federal holidays and 8:00 p.m. on visiting days scheduled during weekdays. Attachment (A) will be completed on any visitor who is denied entry.

An inmate may only have one minister of record on his/her visiting list at a time. The addition of the minister of record will **NOT** count against the total number of authorized regular visitors an inmate is allowed to have on his or her visiting list, and will **NOT** count against the total number of social visits allowed.

Ordinarily, clergy visits will not be accommodated unless requested by the inmate. However, the Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy.

Clergy/minister of record visits will be accommodated in the visiting room during regularly scheduled visiting hours and, to the extent practicable, in an area of the visiting room which provides a degree of separation from other visitors. If a private area is not available, the visit may be rescheduled.

The Warden may establish a limit to the number of minister of record and clergy visits an inmate receives each month, consistent with available resources. However during times of personal or family emergencies, an inmate will be authorized a visit from his or her minister of record.

W. VISITING PROCEDURE FOR INMATES ASSIGNED TO THE SPECIAL HOUSING UNIT (MEDIUM FACILITY):

If an inmate is housed in the SHU for disciplinary reasons, he may receive visits. Inmates from the SHU who receive a visit must be screened for separates. The visit will be conducted in the Visiting Room, and the inmate and visitor(s) will be seated in close proximity to the Visiting Room Officer's desk for close observation. All security measures for inmates entering and exiting the Visiting Room and the SHU will be followed. Escorts will ensure the compound is clear of all inmates prior to

moving inmates from the SHU to visitation and back.

X. VISITING PROCEDURES FOR INMATES HOSPITALIZED IN THE COMMUNITY:

Inmates receiving extended medical treatment at a local hospital will **not** normally be permitted to have visitors. However, in extenuating circumstances, visits with those persons on the inmate's visiting list may be approved. The Unit Manager and/or Unit Team will route a memorandum to the Captain, Associate Warden over Correctional Services, and the Warden for approval or disapproval. If approval is obtained, the Unit Manager and/or Unit Team will ensure that the approved memorandum and the authorized visiting list is transferred to the outside Bureau of Prisons Hospital Officer. However, if an inmate is supervised by an outside contract service, supervision of the visit is required by the inmate's respective Unit Team staff.

Y. PROCEDURES FOR APPROVING ANY EXCEPTIONS TO THE PRIOR RELATIONSHIP REQUIREMENT:

The visiting privilege ordinarily will be extended to friends and associate 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. 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. Regardless of the institution's security level, the inmate must have known the proposed visitor(s) prior to incarceration. Any exception to this requirement must be approved.

Z. PROCEDURES FOR DISAPPROVING PROPOSED VISITORS:

Regardless of the institution's security level, staff should obtain background information on potential visitors who are not immediate family members. This is required in the Medium, High, and Administrative institutions due to their greater security needs. The Warden or designee may make an exception to this procedure when warranted.

Institutions where pretrial and holdover offenders are housed, are strongly encouraged to complete a background check (NCIC) on potential visitors due to limited information received on these individuals. Background checks may also be completed on immediate family members.



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Phoenix, Arizona 85086

Office of Res: Correctional Services
Number: PHX5267.08b
Date: August 24, 2010
Subject: Visiting Room
Regulations

Institution Supplement

1. **PURPOSE.** To establish procedures at the Federal Correctional Institution, Phoenix, Arizona for the Visiting Room and implement guidelines and regulations for reference. As with all Institution Supplements, this should be read in conjunction with the directives outlined in section 2 of this document.
2. **DIRECTIVES AFFECTED.**
 - A. Program Statements:
 - P1280.11 JUST, NCIC & NLETS Telecommunication Systems (Management and Use), January 7, 2000
 - P1315.07 Inmate Legal Activities, November 5, 1999
 - P1490.06 Victim and Witness Notification Program, May 23, 2002
 - P4500.06 Trust Fund/Deposit Fund Manual, February 19, 2009
 - P5100.08 Security Designation and Custody Classification Manual, September 12, 2006
 - P5180.05 Central Inmate Monitoring System Manual, December 31, 2007
 - P5270.07 Inmate Discipline and Special Housing Units, March 20, 2006
 - P5267.08 Visiting Regulations, May 11, 2006
 - P5280.08 Furloughs, February 4, 1998
 - P5360.09 Religious Services and Practices, December 31, 2004
 - P5500.11 Correctional Services Manual, October 10, 2003
 - P5500.12 Correctional Services Procedures Manual, October 10, 2003
 - P5510.12 Searching, Detaining, or Arresting Persons Other than Inmates, January 15, 2008
 - P5538.05 Escorted Trips, October 1, 2008
 - P7331.04 Pretrial Inmates, January 31, 2003
 - B. Institution Supplements:
 - PHX 1640.04d Smoking/Non Smoking areas, January 22, 2008
 - PHX 5280.08j Furloughs, November 20, 2008
 - PHX 5300.20g Volunteers and Citizen Participation Programs, Jan. 6, 2009
 - PHX 5500.11b c4 Front/Rear Entrance Procedures, February 11, 2010
 - PHX 5267.07f Visiting Regulations, dated January 22, 2008, is rescinded.
3. **ACA STANDARDS REFERENCED.**
 - A. American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503 and 4-4504 are referenced.
4. **PRETRIAL/HOLDOVER/DETAINEE PROCEDURES.** The procedures specified in this Institution Supplement apply to all inmates housed in FCI Phoenix.
5. **INSTITUTION LOCATION.**
 - A. FCI Phoenix is located at 37900 N. 45th Avenue, in Phoenix, Arizona. Whether coming from the north or south, take I-17 to exit 225 and turn west. Follow the road approximately two miles, ending at the institution. Directly across from the sign indicating you are entering federal property is the Federal Prison Camp. Turn left and proceed approximately 300 yards to the main entrance for the institution.

- A. In the event of a national emergency, severe weather, or institution emergency.
- B. When there are more visitors than space allows (overcrowding).
- C. When visiting conduct becomes indecent, loud, profane, or affects the general order of the visiting room or poses a threat to the overall security of the institution.
 - 1. The visiting room officer will issue a verbal warning for conduct in violation of this institution supplement or other existing laws, rules, and BOP regulations. A warning log will be maintained in the visiting room for documentation purposes.

If deemed necessary, after consultation with the operations lieutenant, the IDO will advise the inmate and his respective visitor(s) that the visit has been terminated.

- 2. Whenever a visit is terminated for the above reasons, an incident report will be written.

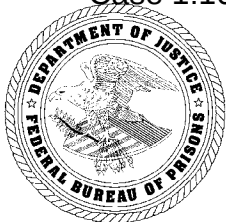
12. **VISITS FOR INMATES NOT IN REGULAR POPULATION STATUS.**

- A. **Hospital Patients (Local Hospital).** Ordinarily, visiting will not be allowed when an inmate is a patient at a local medical facility. In instances where visiting is allowed, a memorandum will be prepared by the unit team, listing each visitor, and the date and time of the visit. Each visitor must be on the inmate's approved visiting list. The memorandum will be forwarded to the warden for approval. Upon approval, the memorandum will be forwarded to the escorting officers at the local hospital.
- B. **Administrative Detention/Disciplinary Segregation.** Special Housing Unit inmates will be closely supervised in the visiting room. The Visiting Room #1 officer will assign seating in front of the officer's desk.

Special housing inmates will visit on Mondays and will adhere to the rules and regulations outlined for all inmate visits. Any inmate violating this procedure will be subject to disciplinary action. All inmates will be visually searched at the conclusion of the visit.

13. **SPECIAL VISITS.** Special visits may be approved as defined in Program Statement 5267.08, Visiting Regulations.

- A. Requests will be forwarded through the inmate's unit team to the Associate Warden, Programs, or Warden for final for approval or disapproval.
- B. A Special Visit Authorization Form must be completed and distributed prior to any special visit taking place (Attachment B). Special visits not occurring during normal visiting hours will be supervised by inmate's unit team.
- C. **PVS Visits.** Inmates are authorized visits by representatives of the national program entitled Prisoner Visitation and Support (PVS). Approved PVS visitors do not have to be on the inmate's approved visiting list, and visiting points will not be deducted for these visits.
- D. **Attorney Visits.** Retained, appointed, and/or those attorneys requested by the inmate or his family will be allowed to visit.
 - 1. Prior arrangements with the inmate's unit team should be made to prevent delay.
 - 2. Each attorney will present a bar card in addition to the other required forms of identification.
 - 3. All attorneys entering the institution to visit inmates are required to complete a Visiting Attorney Statement form (BP-A0121). The completed form will be attached to the notification to visitor form and forwarded to the captain's office by the visiting room officer. Attorneys will sign the log book when entering and leaving the institution.



US Department of Justice
Federal Bureau of Prisons
 Federal Correctional Institution
 Ray Brook NY 12977

INSTITUTION SUPPLEMENT

NUMBER: RBK 5267.08B
 DATE: January 02, 2009
 SUBJECT: Visiting Regulations
 OPI: Chief Correctional Services

1. **PURPOSE AND SCOPE:** To implement local procedures necessary to comply with Program Statement 5267.08, Visiting Regulations; dated May 11, 2006. This supplement should be read in conjunction with Program Statement 5267.08.

Federal Correctional Institution Ray Brook encourages visiting by family, friends, and community groups to maintain the morale of the inmate and to develop closer relationships between the inmate and family members/others in the community.

The Warden has the authority to restrict or suspend an inmate's regular visiting privileges temporarily when there is reasonable suspicion that the inmate has acted in a way that would indicate a threat to the good order or security of the institution. Ordinarily, the duration of the restriction or suspension should be limited to the time required to investigate and initiate the discipline process.

2. **DIRECTIVES AFFECTED:**

A. Directives Referenced:

1. Program Statement 1280.11, JUST, NCIC and NLETS Telecommunication Systems (Management and Use); dated January 7, 2000;
2. Program Statement 1315.07, Legal Activities, Inmate; dated November 5, 1999;
3. Program Statement 1490.06, Victim and Witness Notification Program; dated May 23, 2002;
4. Program Statement 4500.05, Trust Fund/Deposit Fund Manual; dated January 19, 2007;
5. Program Statement 5100.08, Inmate Security Designation and Custody Classification; dated September 12, 2006;
6. Program Statement 5180.05, Central Inmate Monitoring System; dated December 31, 2007;
7. Program Statement 5267.08, Visiting Regulations; dated May 11, 2006;
8. Program Statement 5270.07, Inmate Discipline and Special Housing Units; dated March 20, 2006;
9. Program Statement 5280.08, Furloughs; dated February 4, 1998;
10. Program Statement 5360.09, Religious Beliefs and Practices; dated December 31, 2004;
11. Program Statement 5500.11, Correctional Services Manual; dated October 10, 2003;
12. Program Statement 5500.12, Correctional Services Procedures Manual; dated October 10, 2003;
13. Program Statement 5510.12, Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities; January 15, 2008;
14. Program Statement 5522.01, Ion Spectrometry Device Program; dated February 24, 2005;
15. Program Statement 5521.05, Searches of Housing Units, Inmates and Inmate Work Areas; dated June 30, 1997;
16. Program Statement 7331.04, Pretrial Inmates; dated January 31, 2003.

B. Directives Rescinded:

Institution Supplement RBK5267.08A, Visiting Regulations; dated June 16, 2007.

- a. An inmate may have only one minister of record on his visiting list at a time. The addition of the minister of record will not count against the total number of authorized regular visitors an inmate is allowed to have on his visiting list and will not count against the total number of social visits allowed.

F. Visits to Inmates Not in Program Population Status:

1. Pretrial/Holdover Inmates: Pre-trial/holdover inmates may ONLY have immediate family members and attorneys on their visiting lists, once it is established and reviewed by unit staff.
2. Inmates Housed in the Special Housing Unit (SHU): If an inmate is housed in SHU for disciplinary reasons, he may receive visits. The visit will be conducted in the Visiting Room, and the inmate and visitor(s) will be seated in close proximity to the Visiting Room Officers' desk for close observation. All security measures for inmates entering and exiting the Visiting Room and SHU will be followed.
3. Visits to Inmates Under Strict Medical Care: When visitors come to see an inmate who is under strict medical care, the situation shall be carefully and sensitively interpreted to the proposed visitor and documented in the inmate's Central File. In such cases, the Clinical Director or HSA, in conjunction with the Captain, will determine whether a visit may take place, and if so, the location where it will be conducted.

Inmates admitted to outside facilities for medical treatment will not be allowed social visits unless authorized, in advance, by the Warden. When approved by the Warden, visitors will visit only according to the medical facility's visiting times, and visitors will be limited to immediate family members and attorneys only. Escorting staff must be present during the entire visit.

G. Visitor Entrance and Exit Procedures:

Visitors should not arrive on the institution grounds more than 15 minutes prior to the start of visitor processing times specified above. Visitors arriving at the Entrance Building 30 minutes or less from the conclusion of visiting hours will not be processed into the visiting room.

1. Identification of Visitors: Staff shall verify the identity of each visitor age 16 and older, through a driver's license or other state or governmental issued photo identification, prior to admission of the visitor to the institution. Visitors under the age of 16, accompanied by a parent or legal guardian, are exempted from the identification provision.

All visitors age 16 and older must be listed on the approved inmate visiting list before entry. Children under the age of 16 may not visit unless accompanied by a responsible adult. Exceptions in unusual circumstances may be made by special approval from the Warden.

2. Visitor Declaration of Contraband: Prior to all visits, visitors age 16 and older will be required to sign a Notification to Visitors Form (BP-224) declaring any contraband in their possession or in the possession of their children. In addition to the Notification to Visitors Form and the Declaration/Acknowledgment Form, each visitor age 16 and older will be required to sign the Inmate Visitor's Log prior to each visit.
3. Metal Detector: All visitors entering the institution are required to pass through the metal detector located in the Front Lobby. Any visitor refusing to submit to this test or who fails to successfully pass the metal detector(s) will be denied access to the institution.



U.S. Department of Justice
Federal Bureau of Prisons

Number: SAF5267.06J
Date: 06-16-2011
Subject: Visiting
Regulations

Federal Correctional Institution
Safford, Arizona 85548

INSTITUTION SUPPLEMENT

1. PURPOSE AND SCOPE: To implement local procedures regarding visiting regulations at FCI Safford. This institution supplement must be read in conjunction with the national program statement.
2. DIRECTIVES AFFECTED:
 - A. Directives Referenced
P. S. 5267.08, Visiting Regulations. (5/11/06)
 - B. Directives Rescinded
SAF 5267.06G, Visiting Regulations. (06/16/09)
3. CORRECTIONAL STANDARDS REFERENCED:
ACA: 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4502, 4-4503, 4-4504, 4-4156, 4-4267
4. VISITING FACILITIES: An indoor visiting room is provided. Except for the use of restroom facilities, inmates and visitors will remain within the designated area for the visit. Inmates will be called to greet their visitors after each visitor has registered and entered the area. Upon conclusion of the visit (visitors have departed), inmates will remain in the visiting room until they are identified by picture cards and have had a visual body search.
5. *ACCEPTABLE IDENTIFICATION: All visitors, with the exception of children under sixteen years, must present a US Government photo identification prior to being admitted for a visit. Acceptable forms of identification are a valid driver's license, a passport or other government issued photo identification.
6. PRECAUTIONARY PROCEDURES: As precautionary procedures to prevent potential escapes by inmates during visiting, FCI Safford will utilize five (5) procedures to assist with identification of visitors or inmates.

13. SUPERVISION OF VISITORS: The Visiting Room Officer will supervise all regular visits.
- A. It is the responsibility of the Visiting Room Officer to monitor behavior, maintain order, and supervise visits. Inappropriate behavior, misconduct, or failure to comply with regulations will be brought to the attention of the inmate, visitor(s), and warnings will be documented in the warning log book.
 - B. The Institution Duty Officer (IDO) or Operations Lieutenant will have the authority to terminate visits due to inappropriate conduct. Misconduct may result in disqualification of the visitor and/or disciplinary action against the inmate.
 - C. The introduction or attempted introduction of contraband will be subject to Federal Law and Federal Prison System guidelines. To ensure that contraband items are not brought into the institution, all inmates will be pat searched upon entry to the visiting room and a visual body search upon leaving the visiting room.

Inmates are not permitted to take any items into the visiting room except legal papers (approved in advance by the Unit Team) and items identified in paragraph 19-B.

Contraband will be confiscated and the Operations Lieutenant will be notified immediately by the Visiting Room Officer who confiscates the contraband. Any visitor who introduces or attempts to introduce contraband will be subject to having their visiting privileges suspended/terminated as well as possible prosecution.

14. VISITS FOR PERSONS NOT IN GENERAL POPULATION:

A. Detention or Segregation Status:

- 1. Generally, an inmate retains visiting privileges while in detention or segregation. However, visiting may be restricted or disallowed when an inmate (while in detention or segregation) is charged with or was found guilty of a prohibited act related to visiting guidelines or has acted in a way which would reasonably indicate a threat to the security or good order in the visiting room.

Loss of visitation may not otherwise occur unless it has been sanctioned by the Discipline Hearing Officer (DHO).

2. Inmates with separatees in Special Housing Unit or in general population will not be allowed visiting privileges.
 3. No more than two inmates from the Special Housing Unit (SHU) will be allowed in the Visiting Room at one time. If more than two SHU inmates request visiting on the same day, time restrictions may be imposed.
 4. SHU inmates will receive a visual search prior to leaving the SHU and once again at the conclusion of their visit. SHU inmates will wear the orange jumpsuit during their entire visit and will be required to sit nearest to the Visiting Room Officer as possible.
- B. Hospital Patients: There will be no visits unless recommended by the Unit Manager through the Health Services Administrator and Captain and approved by the AW and restrictions will be determined when considering the request. The visiting guidelines of the local hospital must be followed. The same procedure will apply to inmates hospitalized. The Captain will notify the Contract Security services staff of the approval of any approved visit.
- C. Holdover Inmates: Inmates on holdover status will not be allowed to visit at the same time as inmates in the general population. Visiting for inmates on holdover status will be conducted on Thursday evenings, between the hours of 5:00 p.m. and 8:30 p.m.. Visits for holdover inmates must be arranged in advance and only two members of the inmate=s immediate family will be allowed to visit at one time. The visits will be supervised by unit team members and all policies and regulations will be adhered to.
15. TERMINATION OF VISITS: Normally, there will be no restrictions on the length of visits during visiting hours. Terminations of visits may occur due to overcrowding. If termination of a visit occurs, the first visitors processed in for visiting will be the first terminated (after they have visited for three hours). Additional consideration will be given to visitors who rarely have the opportunity to



U.S. Department of Justice
Federal Bureau of Prisons

INSTITUTION SUPPLEMENT

OPI Corr. Services/Corr. Programs
NUMBER SST-5267.08D
DATE October 16, 2013

Visiting Regulations

Approved: _____/s/_____
Denese Wilson
Warden

1. PURPOSE AND SCOPE

Inmates are encouraged to receive visits by family, friends and community groups. This maintains the morale of the inmate population and develops a closer relationship between the inmate and family members, as well as members of the community. This institution supplement is an outline of procedures and guidelines at FCI Sandstone, Minnesota, for inmate visits.

2. SUMMARY OF CHANGES

Changes include update of Program Statement 5510.15
Attachment update

Directives Rescinded

I.S. 5267.08C, Visiting Regulations

3. PROCEDURES

a. **Regular Visit:** An inmate desiring to have regular visitors must submit a list of proposed visitors to his unit team. The list will be limited to twenty (20) adult visitors (16 years and older). The correctional counselor will compile a visitors list for each inmate after receiving a response to the Visitor Information form (BP-S629).

Inmates may make changes to their visiting lists once a month. Approval to place a visitor back on the list will be done on a case by case basis. The counselor changing the list will annotate in the ACES system under the "Notify Notes" section the date the visitor may be allowed to resume visits.

circumstances. These special religious visits do not count against the allocated number of social visits permitted each inmate.

e. Special Housing Unit Inmate Visits: The operations lieutenant will be notified when an inmate in the Special Housing Unit (SHU) receives a visit. Prior to leaving SHU, the inmate will be strip searched, fully dressed in a jumpsuit, and placed in restraints. The inmate will be removed from SHU through the north exit after the corridor door to the hallway has been secured. The restraints will be removed from the inmate just prior to entering the Visiting Room (entrance by the Control Center). When removing the inmate from the Visiting Room, the inmate will be strip searched, the corridor door will again be secured. Restraints will be applied once out of the Visiting Room and the inmate will be escorted back to SHU through the north exit of SHU. SHU inmates will be placed in chairs adjacent to the officer's desk in the Visiting Room and these inmates will not be allowed to visit with any other inmates or visitors. Only two SHU inmates will be allowed in the Visiting Room at any given time. If visitors arrive to visit a third SHU inmate, the SHU inmate who has been visiting the longest will have his visit terminated after the two (2) hour limit to allow for the next visit to occur. Inmates in holdover status must follow procedures listed above in all previous sections.

f. Holdovers and New Commitments. When an approved visiting list is not available, visits for new commitments and inmates in holdover status are limited to members of the immediate family. A birth certificate or some form of valid identification that would indicate they are members of the same family is required, including a check of the inmate's Pre-sentence Investigation Report. Approval for immediate family normally occurs within five working days of verification.

g. Visiting Room Operations:

1. Authorized visiting days are Sunday, Monday, Friday, Saturday, and federal holidays, 8:30 a.m. to 3:30 p.m. No visitors will be allowed in to visit after 2:30 p.m. Legal holidays are New Year's Day, Martin Luther King's birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day. Visiting on federal holidays will not count toward the monthly visiting total.
2. Visiting is on an odd/even basis for Saturday and Sunday. Odd and even is determined by the fifth digit of the register number. (The number "0" is considered an even number). Inmates having an odd register number will visit on the odd designated weekends of the month; even register numbers will visit on even designated weekends. There is no odd/even restriction for

U. S. Department of Justice
Federal Bureau of Prisons

FCI Schuylkill, Pennsylvania

INSTITUTION SUPPLEMENT

OPI: Captain
NUMBER: SCH 5267.08D
DATE: August 12, 2011
SUBJECT: Visiting Regulations

1. **PURPOSE:** To implement local visiting procedures at the Federal Correctional Institution and the Federal Prison Camp, Schuylkill, PA.
2. **DIRECTIVES AFFECTED:**

Directive Rescinded: FCI Schuylkill Institution Supplement SCH5267.08C, Visiting Regulations, dated January 14, 2011.

Directives Referenced: Program Statement P5267.08, Visiting Regulations, dated May 11, 2006; Program Statement 5500.11, Correctional Services Manual, dated October 10, 2003; Program Statement 5510.12 Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities, dated January 15, 2008; and Program Statement 5360.09, Religious Beliefs and Practices, dated December 31, 2004.
3. **CORRECTIONAL STANDARDS REFERENCED:** ACA 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499-1, 4-4499, 4-4500, 4-4501, 4-4503, 4-4504.
4. **PROCEDURES:**
 - A. **Visiting Facilities:** The Warden shall have the Visiting Room arranged so as to provide a quality atmosphere for family visiting and adequate supervision based on security requirements of the institution.
 - B. **Visiting Times:** Regular visiting for the FCI will be conducted Thursday through Sunday, and Federal holidays, 8:30 AM through 3:00 PM. Camp visiting will be conducted on weekends and Federal holidays only, 8:30 AM through 3:00 PM. All visitors will be out of the Visiting Room by 3:30 PM. No inmate visitors will be permitted to enter the facility to begin a visit after 2:30 PM. During weekends and holidays, all inmate traffic to and from the Visiting Room will be terminated at 9:30 AM in preparation for the 10:00 AM official count.

the legal material is returned to the inmate. The Visiting Room Officer will not approve legal material to be brought into the Visiting Room. If an inmate's Unit Team staff member is not available, either the Operations Lieutenant or the Institution Duty Officer must approve legal material to be brought into/or taken out of the Visiting Room, but only after an inspection of the material is made.

1. **Attorney Visit Authorization:** Verified attorneys of record may be approved by the inmate's Unit Manager (cannot be delegated to an acting or lower authority.) Documentation of the verification process will be maintained in the inmate's Central File. Attachment 3 will be utilized.

K. **Visits to Inmates not in Regular Population Status:**

1. **Admission and Holdover Status:** The Unit Team will insure that visits are limited to the immediate family for holdovers and new commitments thus allowing time for processing and investigation of visiting forms submitted by the inmate. New commitments transferring from other facilities may be able to use their approved list from that facility. Inmates will obtain information on current visiting procedures in the issued Admission and Orientation Handbook.

2. **Administrative Detention and Segregation Status:** Inmates confined in Administrative Detention or Disciplinary Segregation will ordinarily be afforded the same visiting privileges as those in the general population with the following provisions. Inmates in special housing status will be required to visit in the area immediately in front of the Officer's Station to facilitate observation of the visit.

Special Housing Unit inmates will be afforded visiting privileges on Thursday ONLY; visits will be limited to lasting no more than three hours. Verified Protective Custody status inmates will be permitted to visit following the same guidelines as inmates housed in the Special Housing Unit, assuring the inmate is not separated from any inmate in the Visiting Room.

Inmates with an Unverified Protective Custody status will not be permitted to visit. 'Unverified' means a threat possibly exists from unknown inmate(s), but the threat has yet to be determined. Visits involving unusual supervision or security needs will be discussed with the

Captain, Associate Warden (Programs), the Camp Administrator/Executive Assistant, and/or Warden prior to approval. The Institution Duty Officer or Operations Lieutenant may deny or terminate a visit if it appears that it would disrupt the security and orderly operation of the institution. Before allowing entrance into the Visiting Room, the Visiting Room Officer will telephonically contact the Control Center for separation information via SENTRY. Inmates who require separation from each other will not be allowed in the Visiting Room at the same time.

INMATES RECEIVING VISITS FROM THE SPECIAL HOUSING UNIT MUST BE IN ORANGE CLOTHING, NO EXCEPTIONS.

L. Hospital Visits: Requests for visits to an inmate in an outside hospital will be reviewed by the Captain, Unit Team and the Associate Warden (Programs) and/or the Camp Administrator/Executive Assistant. The Unit Team's recommendation shall be forwarded to the Captain and the Associate Warden (Programs) and/or the Camp Administrator/Executive Assistant for review. Only the Warden, or his designee, may approve visits for inmates in an outside hospital. Approved outside hospital visits for FCI inmates shall be under direct supervision and limited to the amount of time approved by the Warden during regular hospital visiting hours. Outside hospital visits for camp inmates may or may not be supervised, as determined by the Warden.

M. Visit Terminations: Any infraction noted by the Visiting Room Officer will be made known to the Operations Lieutenant who has the option of terminating any visit for reasons of improper conduct on the part of the inmate or his visitor(s). The Operations Lieutenant will decide if the infraction warrants termination of the visit. The Visiting Room Officer, Operations Lieutenant and other staff involved will provide the Captain with a written detailed explanation of the incident. Either the Operations Lieutenant or Institution Duty Officer will be physically present for termination of visits.

N. Specific Visiting Room Procedures:

1. Responsibility: The Captain is responsible for maintaining the appearance and operation of the Visiting Room at the FCI and FPC and the training of Visiting Room Officers.

2. Preparation of the Visiting List: The Unit Team shall be responsible for evaluating the proposed visiting list submitted by the inmate and preparing all documents required in P5267.08. Counselors will load visiting data

SHE 5267.08c
August 10, 2010
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U.S. Department of Justice

Institution

Number: SHE 5267.08c

Supplement

Date: August 10, 2010

Subject: Visiting Regulations

1. **PURPOSE AND SCOPE:** It is the policy of FCI/SCP/FDC Sheridan to establish visiting procedures for all inmates incarcerated at Sheridan.
2. **DIRECTIVES AFFECTED:**
 - A. **Directive Rescinded:**
I.S. SHE 5267.08b Visiting Regulations (08-10-09)
 - B. **Directives Referenced:**
P.S. 5267.08 Visiting Regulations (05-11-06)

This supplement correlates to the authorizing Bureau of Prisons (BOP) Program Statement in specifically outlining requirements in effect at FCI/SCP/FDC Sheridan. The Institution Supplement and the BOP Program Statement should be read in conjunction for thorough translation and implementation.

3. **PROCEDURES:** The following procedures are in effect at FCI/SCP/FDC Sheridan, Oregon, regulating inmate visiting.

Visiting Facilities: Visitors and inmates at the SCP will have access to outside visiting areas when weather conditions and staffing permits. All regular visits will be held in the Visiting Room. Processing of visitors will stop one hour prior to the closing of the Visiting Room. Visitors are discouraged from arriving prior to 8:00 a.m. for daytime visiting. Processing of visitors will normally begin no later than 8:30 a.m. visiting days. On weekends and holidays, processing of visitors will temporarily stop at 9:15 a.m., and will resume after the institution count has cleared. Visitors will only park in the approved

SHE 5267.08c
August 10, 2010
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Staff will keep the inmate's commissary card until the visit is complete to positively identify the inmate prior to the inmate returning to the compound.

Special Housing Unit (SHU) Inmates (THURSDAY ONLY): Prior to an inmate housed in SHU receiving a visit, Visiting Room Staff will call Control to verify that the inmate has no separatees in the Visiting Room. If there is a separatee already in the visiting room, the first inmate will visit for 2 hours. Once removed, the second inmate will visit for 2 hours. All SHU inmates will be seated in close proximity to the Visiting Room Officer and kept under constant supervision. All SHU inmates will be visually searched prior to reporting to the Visiting Room and before returning to SHU.

Inmate Property allowed in the Visiting Room: Inmates will not take any property to a visit except one comb or pick, one handkerchief, one plain wedding band, one plain neck chain with a religious medallion, prescription glasses (no sunglasses unless medically approved), commissary card, authorized headwear, and photo tickets. Watches are not allowed. Pre-trial inmates at the FCI and FDC are authorized to bring legal documents with them to their visit with prior approval of Unit Team staff. The legal documents are to be checked for contraband and the pages counted. At the completion of the visit, only the legal documents the inmates brought with him may be taken out of the Visiting Room by the inmate. The legal document rule applies ONLY to pre-trial inmates. If an inmate has property in his possession which is not authorized to be taken into the Visiting Room, the inmate will be instructed to return to his Unit and secure the property before he is authorized to enter the Visiting Room. Items not authorized upon the inmate's departure will be considered contraband and confiscated. No item other than coats will be stored in the search area.

Proper Dress and Grooming for Inmates in the Visiting Room: Inmates are required to wear institution-issued clothing (Khaki pants and shirts at the FCI and green pants and shirts at the SCP, or assigned jump suits for inmates housed in the FDC and FCI SHU) during visitations. Institutional clothing must be neat and clean in appearance and labeled (inmate name and number). Shirts will be tucked into the trouser waistband at all times. Inmates are not permitted



U.S. Department of Justice

Federal Prison System

Federal Correctional Institution
Talladega, Al 35160

NUMBER : 5267.08C

DATE: January 5, 2011

SUBJECT : Visiting Regulations

**INSTITUTION
SUPPLEMENT**

Distribution: General

1. **PURPOSE AND SCOPE:** This institution supplement outlines local visiting procedures for the FCI and FPC Talladega, Alabama, in accordance with Program Statement 5267.08 Visiting Regulations, dated May 11, 2006. This institution supplement must be read in conjunction with Program Statement #5267.08 for a clear understanding of policy.

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

IS	5267.08B	Visiting Regulations (09/30/09)
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 - b. Directives Referenced

PS	5267.08	Visiting Regulations (05/11/06)
PS	1315.07	Legal Activities, Inmates (11/05/99)
PS	5270.07	Inmate Discipline and Special Housing Units (12/29/87)
PS	5510.12	Searching, Detaining, or Arresting Persons Other than Inmates (01/15/08)
PS	5521.05	Searches of Housing Units, Inmates, and Inmate Work Areas (06/30/97)
PS	5500.12	Correctional Services Procedures Manual (10/10/03)

3. **STANDARDS REFERENCED:** ACA 4th Edition 4-4156, 4-4267, 4-4498, 4-4499, 4-4500, 4-4501, 4-4503, 4-4504, 4-4275, 4-4285.

4. **PROCEDURES:** All activities regarding the arranging and supervision of inmate, detainee, and holdover visitation will, except under unusual circumstances, be conducted during normal staff duty hours.
 - a. VISITING FACILITIES:
 - (1) FCI: Social and legal visits for general population inmates at the FCI will be conducted in the institution visiting room. It is the Captain's responsibility to

Potential visitors with criminal backgrounds and/or felony convictions must be approved by the Warden.

(2) Special Visits: (Requirement #3)

Requests for special visits are to be presented to the respective unit manager (Requirement #8, 18) in writing, stating the purpose of the visit, expected duration of the visit, etc. The case manager will verify the information and need for the special visit and prepare a written justification for the visit. The proposal will be submitted to the unit manager for approval. If approved, copies will be distributed to the AW(P), Captain, operations lieutenants, control center, front entrance, visiting file, and the inmate's central file.

Except for unusual circumstances, all special visits will be scheduled during normal visiting hours. When special visits are not during normal visiting hours, a member of the inmate's unit team will supervise the visit.

(3) Attorney Visits

Requests for attorney visits are made directly to the respective case manager who prepares an appropriate memorandum for the unit manager's approval. The memorandum must include the inmate's full name, register number, attorney's name, date and time of visit, and name of staff member designated to supervise the visit in the inmate visiting room. Attorney visits for inmates assigned to Alpha Unit will be conducted in the visiting room.

Distribution of this memorandum is the same as special visits above except the Legal Liaison will receive a copy. When attorney visits are not conducted during normal visiting hours, a member of the inmate's unit team will supervise the visit.

(4) Pastoral Visits: (Requirement #3)

Pastoral visits will be approved by the Chief Chaplain. Both the clergy person and the inmate must submit a request to the Chaplain in writing. The Chaplain will verify the clergy person and run an NCIC check. All pastoral visits will be held in the visiting room during normal visiting periods. An inmate may have only one clergy person on his visiting list. A clergy person who has been convicted of a felony will not be allowed to visit without the written approval of the Warden.

f. ALPHA B UNIT VISITING: (Requirement #20)

- (1) Inmates housed in Alpha B are allowed one visit per week, and visits are limited to a maximum of two hours. These visits will take place in the visiting room

during normal visiting hours unless doing so would constitute a security or safety concern (e.g. separatees, history of disruptive behavior or violence). When safety or security concerns exist, a special visit may be approved with the authorization of the Warden. Members of the inmate's unit team, augmented with correctional services staff, will supervise these visits when approved.

Each inmate is allowed to have a maximum of four (4) visitors who are currently on his approved visiting list. No special visits for persons not already approved will be authorized.

When an FPC inmate is placed in Alpha B, he will be subject to the same visiting hours specified for FCI inmates housed in Alpha B.

- (2) Inmates requesting a visit are required to submit an "Inmate Request to Staff" (cop-out) to their unit team no later than noon on Tuesday, the week prior to the proposed visit. The unit team will then contact the Alpha Unit team, the Captain's office and the SHU Lieutenant to schedule the visit. The inmate is then notified by the Alpha B staff as to whether the visit was approved or disapproved.
- (3) FCI Talladega does not have a specific facility designed for the conduct of non-contact visits. In the event that a specific case requires a non-contact visit, procedures for the required visit will be developed and distributed via memorandum on a situation specific basis. (Requirement #24)
- (4) Holdovers are not committed to general population housing units. Requests for visitation for inmates on holdover status will follow the same restrictions as those inmates housed in Alpha-B (S.H.U.) and be limited to immediate family members. (Requirement #2)

g ALPHA A UNIT VISITING:

Alpha A visiting procedures are outlined in Institution Supplement on Special Management Units (SMU).

h. COMMUNITY HOSPITAL PATIENTS

- (1) Visits for inmates hospitalized in the community will be determined by the Captain and the Associate Warden of Programs after consultation with the respective Unit Manager and Health Services Administrator, with final approval of the Warden. If a visit is approved, it will be limited to immediate family only. All visits will be subject to the general visiting policy of the hospital. An approved visiting list will be forwarded to escorting staff.

Should the visit be denied due to the inmate suffering from an infectious disease,



U.S. Department of Justice
Federal Bureau of Prisons
FCI Texarkana, Texas

Institution Supplement

OPI: Correctional Services
NUMBER: TEX-5267.07B
DATE: December 20, 2004
SUBJECT: Visiting Regulations

1. **PURPOSE AND SCOPE:** The purpose of this supplement is to establish procedures for inmate visiting at the Federal Correctional Institution (FCI) and Federal Prison Camp (FPC), Texarkana, Texas.
2. **PROGRAM OBJECTIVE:** To ensure wholesome and meaningful visits are provided to inmates and their relatives, friends, or others in the community, yet maintain the security and orderly operation of the institution. Any visit, which in the opinion of the Warden or his designee, interferes with the security and orderly operation of the institution, may be denied.
3. **DIRECTIVES AFFECTED:**
 - A. **Directives Rescinded:** Institutional Supplement TEX-5267.07A, Visiting Regulations, dated 08/20/04.
 - B. **Directives Referenced:** Program Statement 5510.09A, Searching, Detaining or Arresting Persons Other than Inmates (06/22/04)
Program Statement 5267.07, Visiting Regulations. (04/14/03), Program Statement 5270.07, Inmate Discipline and Special Housing Units. (12/29/87)
4. **CORRECTIONAL STANDARDS REFERENCED:** American Correctional Association, 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499, 4-4500, 4-4501, 4-4502, 4-4503, and 4-4504.
5. **PROCEDURES:**
 - A. **Directions to the Institution:** The bus station and airport have easy access to the institution. Take I-30 Exit 220, to the Lake Drive/Leopard Drive Exit. Remain in the middle lane, go through the intersection, and move in the right lane. Take a right at the stop sign (Leopard Drive) and continue South on Leopard Drive to the institution (approximately one quarter mile).

I. **Holdovers and New Commitments:** Holdover and new commitment inmates must submit a **List of Visitors Form (Attachment A)** to their Unit Team prior to any visit. Visitors will be placed on the approved list after suitable clearance. When an approved visiting list is not available, visits will only be approved by the Operations Lieutenant. The Operations Lieutenant will consult with the unit staff and review approve the visit if the immediate family can be verified from an inmate's Pre-Sentence Report. These persons include father, mother, stepparents, foster parents, brother, sister, spouse, and children.

Such visitors as grandparents, uncles, aunts, nephews, nieces, in-laws, and cousins are **not considered** as immediate family and will be **denied** a visit if they are not on the inmate's approved visiting list. The only exception is a written approval from the Operations Lieutenant or IDO.

J. **Visits to Inmates Not In General Population:** Visits for inmates in Administrative Detention, Disciplinary Segregation, or Medical Isolation will be conducted in accordance with national policy, Program Statement 5270.07, Inmate Discipline and Special Housing Units, dated 10-11-00, and Program Statement 5267.07, Visiting Regulations, dated 04-14-03.

K. **Special Housing Units:** Visiting privileges ordinarily will not be denied because of violation of institution regulations, unless restricted visiting is a formal sanction imposed through formal discipline proceedings. However, inmates in the Special Housing Unit may have their visits denied or restricted if in the opinion of the Warden, or his designee, the visit interferes with the security and orderly operation of the institution, is a threat to other inmates, visitors or staff, or causes disruption inside the Visiting Room. The Operations Lieutenant will be consulted to determine if visitation should be conducted in the Receiving and Discharge (R&D) area, or the Visiting Room. SHU inmates will be seated separately from general population inmates at all times during the visit. Due to security issues, the processing of a potential visitor wishing to visit a SHU inmate will be denied after 1:00 p.m., at the front entrance on Saturdays, Sundays, and all Federal holidays. The only exception will be by written approval from the Captain. The number of Special Housing Unit inmates allowed in the visiting room at any given time will be limited to no more than four (4) inmates. In the event that visitors arrive and request to visit other inmates housed in Special Housing Unit then the first inmate to visit will be the first to return to Special Housing Unit after he has had a minimum of two (2) hours to visit. SHU inmates wanting to take photos with their visitors must get the approval of the Visiting #1 Officer. SHU inmates will be required to sit as close to the officer's station as possible and will not be allowed to move from their assigned seats inside the Visiting Room. In addition, SHU inmates will remain under direct staff supervision at all times and are not allowed to converse with other visitors and inmates.



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Three Rivers, Texas 78071

Institution Supplement

Department: CORRECTIONAL SERVICES

Number: TRV-5267.08 (b)

Date: August 31, 2010

Subject: VISITING REGULATIONS

1. **PURPOSE AND SCOPE:** The purpose of this supplement is to establish procedures for inmate visiting at FCI/SCP Three Rivers, Texas.
2. **PROGRAM OBJECTIVES:** To ensure wholesome and meaningful visits are provided to inmates and their relatives, friends, or others in the community, yet maintain the security and orderly operation of the institution. Any visit, which in the opinion of the Warden or his designee, interferes with the security and orderly operation of the institution, may be denied.
3. **DIRECTIVES AFFECTED:**
 - a. **Directives Rescinded:**

TRV-5267.08(a) (06/19/2007)
 - b. **Directives Referenced:**

Program Statement 5267.08 "Visiting Regulations" (05/11/2006)

Program Statement 5510.12, "Searching, Detaining, and Arresting Visitors to Bureau Grounds & Facilities" (01/15/2008)

Program Statement 5500.11, "Correctional Services Manual" (10/10/03)

Program Statement 5500.12, "Correctional Services Procedures Manual" (10/10/03)
4. **EFFECTIVE DATE:** Upon issuance.
5. **STANDARDS REFERENCED:** American Correctional Association, 4th Edition, Standards for Correctional Institutions: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503 and 4-4504
6. **PROCEDURES:**
 - A. **VISITING FACILITIES:**

There are no non-contact visiting areas at FCI/SCP Three Rivers. The Visiting Room will be arranged to provide an adequate amount of supervision, yet allow for a comfortable and pleasant environment. There are areas designated for use by children in the SCP, being equipped with educational games and activities, and inmates are permitted in these areas. There are no designated child areas at the FCI. No games or toys are allowed in the FCI. It is each inmate's

NUMBER: TRV-5267.08 (b)
DATE: AUGUST 31, 2010
SUBJECT: VISITING REGULATIONS

not considered as immediate family and will be denied a visit if they are not on the inmate's approved visiting list. The only exception is a written approval from the Warden or designee.

J. VISITS TO INMATES NOT IN GENERAL POPULATION:

Hospital Patients: If a determination is made that a visit is to be held in the Institution Hospital, such visits will be subject to availability of staff to supervise the visit. The visit will be limited to one (1) hour. The Health Services Administrator (HSA) is authorized to restrict visits because the inmate is suffering from an infectious disease, is in a psychotic or emotional episode which makes a visit inadvisable, or is otherwise not in a condition to see visitors. When the HSA recommends against a visit for medical or psychiatric reasons, the situation will be carefully and sensitively interpreted to the proposed visitor by the HSA.

The HSA will prepare a memorandum for the inmate's Central File through the Unit Manager, outlining the circumstances under which the visit was denied.

Authorized visits to inmates hospitalized in the community will be restricted to members of the immediate family and are subject to the visiting policy of the community hospital and those procedures as outlined in the "Hospital Escort" Post Orders. Prior to any outside hospital visits, authorization will be made from the inmates unit team through the Captain, to the Warden for approval.

Special Housing Units: Visiting privileges ordinarily will not be denied because of violation of institution regulations, unless restricted visiting is a formal sanction imposed through formal discipline proceedings. However, inmates in the Special Housing Unit may have their visits denied or restricted if in the opinion of the Warden, or his designee, the visit interferes with the security and orderly operation of the institution, is a threat to other inmates, visitors or staff, or causes disruption inside the Visiting Room. SHU inmates will visit on Wednesday with hours set and pre-arranged by the SHU Lieutenant. Inmates are to prepare a request to staff and request a visit to be approved by the SHU Lieutenant. Once approved the inmate will be notified and make arrangements with his visitor for the approved day. The SHU Lieutenant will make arrangements for staff coverage and provide oversight for the visit.

K. SPECIAL VISITS:

Prisoner Visitation and Support (PVS): The Prisoner Visitation and Support program will be coordinated through the Volunteer Program Coordinator. When necessary, further coordination will be provided by the Chaplain. Visits will be ordinarily arranged 15 days prior to the visit and will be conducted in the visiting room during regular visiting hours. PVS visitors are also required to read and sign a **(BP-A0224)** "Notification to Visitor" form concerning the introduction of contraband. PVS visitors may generally carry paper and writing implements into the visiting room.

Non-Visiting Days: Limited visiting (nonlegal visit) may be authorized at other than normal visiting times in unusual circumstances upon recommendation of the Unit Manager and approval of the Captain or Camp Administrator. When this occurs, the Unit Manager will be responsible for providing the staff to process and supervise the visit.

Consulate Visits: Whenever it has been determined that an inmate is a



U.S. Department of Justice
Federal Prison System
Waseca, MN 56093

Number : WAS-5267.08c
Date : January 13, 2011
Subject : VISITING REGULATIONS

Institution Supplement

1. **PURPOSE AND SCOPE:** To establish specific local guidelines at the Federal Correctional Institution (FCI), Waseca, Minnesota.
2. **DIRECTIVES AFFECTED:**
 - a) **Referenced:**
PS 5267.08, Visiting Regulations (05/11/2006)
PS 5500.11, Correctional Services Manual (10/10/2003)
PS 5500.12, Correctional Services Procedures Manual (10/10/2003)
PS 5510.12, Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities (01/15/2008)
IS WAS-5510.01j, Entrance Procedures (06/08/2009)
 - b) **Rescinded:** IS WAS-5267.08b, Visiting Regulations (11/06/2009)
3. **CORRECTIONAL STANDARDS REFERENCED:** American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4267, 4-4285, 4-4498, 4-4499-1, 4-4500, 4-4503, 4-4504.
4. **DESCRIPTION OF RULES AND PROCEDURES:**
 - a) **Visiting Facilities:** Visiting will be permitted only in the Visiting Room. Ordinarily, friends and associates must have known the inmate prior to her incarceration in order to be considered for placement on the approved visiting list. The Warden may permit visiting privilege to a person without a prior relationship with the inmate when the inmate is without other visitors and the proposed visitor poses no threat to the good order of the institution. This requires the Warden's approval (see Attachment D). The seating arrangement is at the discretion of the Captain who will ensure it provides for adequate supervision.
 - b) **Visiting Times:** On Friday, visiting will begin at approximately 4:30 p.m., and conclude at 8:30 p.m. On Saturday, Sunday, and Federal Holidays, visiting will be open from 8:30 a.m. to 3:00 p.m. No visitors will be processed after 7:30 p.m. on Fridays or after 2:00 p.m. on Saturday, Sunday, and Federal Holidays. Visitors will be prohibited from entering on institution grounds prior to 8:15 a.m. and between the hours of 9:15 a.m. - 10:00 a.m., on

DISTRIBUTION: Master Historical File, Master Reference File, Captain, Operations Lieutenant, Visiting Room Post Orders, Executive Staff, Unit Manager, Case Manager, Counselors, and AFGE.

- 4) **Admission and Orientation:** Should an inmate in admission and holdover status request a special visit, consideration will only be granted after the inmate has been here for 30 days. This request will be initiated through an Inmate Request to Staff Member to the respective Unit Manager and forwarded to the Warden for final approval.
- e) Visits to Inmates Not in Regular Population Status:
- 1) **Admission and Orientation/Holdover -** In the absence of an approved visiting list, only immediate family members whose relationship is verified in the pre-sentence report will be permitted to visit during the admission and orientation/holdover period.
 - 2) **Administrative Detention or Disciplinary Segregation Status -** These inmates shall ordinarily be under the same guidelines as general population inmates for visiting purposes (i.e., facilities, times, frequency). However, special seating may be assigned to provide adequate supervision as needed. In the event there is a need for non-contact visiting, the visiting area in the entrance to the Special Housing Unit will be utilized. Visitors for the inmate requiring this type of visit will be escorted to the visiting area once processed through the Front Lobby. The inmate will be escorted to the room inside the sallyport of the Special Housing Unit. A minimum of one staff member will be assigned to supervise this visit.
 - 3) **Visits for inmates hospitalized in the institution hospital or in the local community** will be processed in accordance with Program Statement 5267.08.
- f) Maintenance of Visiting Lists: The following procedural method pertaining to the visiting program is maintained for each inmate: Each inmate shall submit a list of proposed visitors to her Unit Team. Ordinarily, immediate family members will be approved to visit. Once an investigation has been completed, the unit staff, will load all approved visitors on the visiting program, and will distribute an approved list to the inmate concerned. If unit staff question whether a proposed visitor should be approved, a memorandum will be submitted to the Associate Warden for final decision. The inmate is notified of the decision by a member of the unit team. Each time a unit staff member updates a visiting list, a copy shall be forwarded to the Central File and to the inmate. The computer visiting program will be utilized to maintain visiting files and a record of visitors for each inmate. Should this program become inoperable during visiting hours, staff will contact the Computer Services Manager for assistance. If this occurs, visiting room staff will contact unit staff to verify prior approval of a perspective visitor. In the event unit staff are not available, the IDO or Operations Lieutenant shall access the inmate's Central File to verify prior approval of a perspective visitor.
- g) Visiting Restrictions and Denied Visitors: For disciplinary reasons, the Unit Discipline Committee (UDC) or Discipline Hearing Officer (DHO) may sanction an inmate to loss of visiting privileges for a specified period of time. Likewise, visits may be restricted in part or whole during an investigation phase which may result in further disciplinary proceedings. When this occurs, the inmate is promptly notified, and it is the inmate's responsibility to notify her perspective visitors of the restriction. Occasionally, it may be necessary to deny a perspective visitor entrance into the institution (i.e., no identification, not on the visiting list, under the age without a parent/guardian, inappropriate attire, or other circumstances.) When this occurs, the Visiting Room Officer in the Front Lobby will contact the Institution



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Williamsburg, Salters, South Carolina

Institution Supplement

OPI: Correctional Services
Number: WIL 5267.08C
Date: April 1, 2011
Subject: Visiting Regulations

1. **PURPOSE:** The purpose of this Institution Supplement is to afford offenders housed at the Federal Correctional Institution (FCI), and Satellite Camp (SCP) Williamsburg, in Salters, South Carolina, the privilege of having visitors of their choice within specific guidelines. This is in order to enhance inmate morale and to maintain relationships with their family or others in the community. This institution supplement must be read in conjunction with the directives affected.
2. **DIRECTIVES AFFECTED:**
 - A. Directives Rescinded: WIL5267.08B, Visiting Regulations, dated April 2, 2010.
 - B. Directives Referenced: P.S. 5267.08, Visiting Regulations, dated May 11, 2006; P.S. 7331.04, Pre-Trial Inmates, dated January 31, 2003; P.S. 5270.07, Inmate Discipline and Special Housing Units, dated December 29, 1987; P.S. 1315.07, Legal Activities, Inmate, dated November 5, 1999; P.S. 5100.08, Security Designation & Custody Classification System, dated September 12, 2006; and P.S. 2000.02, Accounting Management Manual, dated October 15, 1986; P.S. 5510.12, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, dated January 15, 2008.
3. **STANDARDS REFERENCED:** ACA STANDARDS 4-4156, 4-4498, 4-4499, 4-4500, 4-4501, 4-4502 4-4503, 4-4504.
4. **DESCRIPTION OF PROCEDURES:**
 - A. Preparation of the Visiting List:
 1. Upon admission to the FCI and SCP, each inmate will be given a Visitor Information Form to be completed and returned to the Unit Counselor for final approval. The inmate will be required to forward the Visitor Information Form to the proposed visitors. The Visitor Information Form must be returned to the Unit Counselor by the proposed visitor prior to any further action concerning the visit. Inmates may request to make changes to his visiting list by submitting a formal request to his counselor. Upon receipt of the completed authorization form, the Unit Counselor will initiate a National Crime Information Center (NCIC) inquiry. If a request is not approved, the Unit Counselor will notify the inmate in writing. **(Requirement #4)**
 2. After the appropriate investigation, the Unit Counselor will enter the required information into the Visiting Program on the LAN System. The Unit Team members will be the only ones authorized to place 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 and at the Front Entrance Officer's station. The Unit Counselor will notify the inmate of those visitors who have been approved. Normally, a maximum of twenty (20) visitors will be authorized on the inmate's visiting list. **(Requirement #9)**

Lieutenants' Office, Front Entrance, and the Visiting Room Officer. When the Clergy arrives, he/she will be checked in as expeditiously as possible, utilizing the same procedures used for attorneys. The Receptionist will be responsible for entering the visitor's information into the Visiting Program. **(Requirement #3)**

E. Professional Visits: Representatives of Law Enforcement Agencies, U.S. Parole Offices, Attorneys, Paralegals, Legal Assistants, and Mental Health Professionals performing court-ordered examinations will receive priority when processing. Representatives are to call and schedule their visits by contacting the inmate's Unit Team. The Unit Team will notify the S.I.S. office by memorandum concerning all pending law enforcement visits. Every effort should be made to schedule the visit during normal visiting hours. Requests should be called in at least twenty-four (24) hours prior to the proposed visit. If approved, Unit Staff will prepare a memorandum authorizing the visit and distribute copies to the Lieutenants' Office, Front Entrance, and Visiting Room. If the visit is requested during non-visiting hours, the Unit Team will attempt to accommodate the request insofar as time, security, and manpower constraints permit. Ordinarily, a 24-hour advance notice is required. Additionally, the visitation privilege will not supercede institutional security and orderly functioning by unnecessarily interfering with other institutional activities. The Receptionist will be responsible for entering the visitor's information into the Visiting Program.

F. Visits to Offenders not in a Regular Population Setting:

1. Admission Status: Visits occurring after the initial 72-hour intake period will be limited to immediate family, pending verification of proposed visitors.

Inmates transferred from other federal facilities will maintain their approved visiting lists unless circumstances warrant a change.

2. Special Housing Unit: The Operations Lieutenant will be notified when an inmate in the Special Housing Unit has visitors. Each case will be individually handled. There will be no more than two inmates at one time in the visiting room. During the visit, inmates in Special Housing status will be under constant supervision of the Visiting Room Officer and will be seated at a designated area. When an inmate separation case occurs, the Operations Lieutenant and Institution Duty Officer will be notified immediately. On Saturday and Sunday, depending on when both inmate visitors arrive, they will normally be given approximately three hours to visit the inmate they came to see. On Friday, each visitor will normally be given approximately two hours to visit. This rotation will be done on a first come first serve basis. Once the allotted time is complete, the visiting room officer will notify the Operations Lieutenant and the Institution Duty Officer that the visiting room is clear, and the second inmate may be called to the visiting room. **(Requirement #20)**
3. Holdover Inmates: The FCI and SCP are not designated as holdover facilities. In the event that a holdover inmate arrives, visitation will only be permitted for those individuals verified as immediate family members. A request to visit an inmate on holdover status must be submitted to the respective Unit Team at least one day in advance of the visiting date for approval. The visit will be conducted in accordance with the aforementioned provisions pertaining to Special Housing Unit inmates. **(Requirement #2)**

G. Number of Visitors: Inmates housed in the FCI and SCP will be limited to five (5) adult visitors at one time. Children under sixteen (16) are not limited. **(Requirement #7)**



**U.S. Department of Justice
Federal Bureau of Prisons**

FCC Yazoo City, Mississippi

Complex Supplement

Number: YAX5267.08E
Date: December 11, 2009
Subject: Visiting Regulations
OPI: Correctional Services

1. Purpose and scope: To establish procedures for inmate visiting at the Federal Correctional Complex, Yazoo City, Mississippi.
2. Directives Affected:
 - A. Directives Rescinded:
YAX5267.07D, Inmate Visiting (05/28/08)
 - B. Directives Referenced:
PS 5510.12, Searching, Detaining or Arresting Visitors To Bureau Grounds and Facilities (01/15/08)
PS 5267.08, Visiting Regulations (05/11/2006)
PS 5500.12, Correctional Services Manual (10/10/2003)
PS 5300.20, Volunteer and Citizen Participation Programs (06/01/99)
3. Standards Referenced:
 - A. American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4498, 4-4500, 4-4503
4. Complex Schedule:
 - A. Schedule: (Requirement 1 & 12)

<u>Visiting Days:</u>	<u>Low & Medium:</u>	<u>Camp Visiting:</u>
Friday	5:00 p.m. to 8:00 p.m. 1:00 p.m. to 3:00 p.m.	No visits (SHU Inmates only)
Saturday	8:00 a.m. to 3:00 p.m.	10:00 a.m. to 5:00 p.m.
Sunday	8:00 a.m. to 3:00 p.m.	10:00 a.m. to 5:00 p.m.
Federal Holidays	8:00 a.m. to 3:00 p.m.	10:00 a.m. to 5:00 p.m.

Inmates in Holdover Status may visit Fridays from 1:00 p.m. to 3:00 p.m.

Weekends: Inmates will be allotted five (5) points per calendar month. One (1) point will be assessed for each weekend day visit. Each time the inmate enters the visiting room on a weekend, one (1) point will be deducted. Points will not be taken for Friday evening visits. Points will not carry over from month to month.

5. Approved Minister(s) of Record or Clergy members.

I. Group Visitation:

Any group requesting visitation will comply with the following guidelines:

1. A coordinator must contact the appropriate Unit Manager.
2. Visitors must be on the inmate's visiting list.
3. Visits of this type may be approved quarterly by the Captain with consultation with the Associate Warden of Correctional Services.

8. Visits for Inmates not in General Population:

A. Institution Hospital Patients:

When visitors request to see an inmate who is hospitalized in the institution, the Chief Medical Officer (or in his absence, the Health Service Administrator) in consultation with the Captain, shall determine whether a visit may occur, and if so, whether it may be held in the institution's hospital.

1. Visiting will be limited to one (1) hour.
2. When a visit is denied because the inmate is suffering from an infectious disease, is in a psychotic or emotional episode which makes a visit inadvisable, or is otherwise not in a condition to see visitors, the situation is to be carefully and sensitively explained to approved visitors. Documentation is to be maintained in section 2 of the Privacy Folder in the Inmate Central File.

B. Community Hospital Patients:

Inmates at local hospitals are not permitted to receive visitors unless prior review has been conducted by the Captain and prior approval has been granted by the Warden. **(Requirement 21)**

C. Special Housing Unit (SHU): (Requirement 20)

1. Special Housing Unit inmates will be required to visit in the area immediately in front of the officer's station, or as directed by Visiting Room Staff, to facilitate observation of the visit. The Institution Duty Officer or Operations Lieutenant may deny or terminate a visit if it appears that it would disrupt the security and orderly operation of the institution. Further limitation will be at the Operations Lieutenant's discretion, with the Captain's approval. Inmates assigned to SHU will only be allowed to visit on Friday afternoons from 1:00 pm to 3:00 pm. This will be the only time authorized for any inmate assigned to SHU.

Should a Federal Holiday fall on Friday, visiting will be conducted on Thursday afternoon from 1:00 pm to 3:00 pm.

D. Injuries to Visitors:

1. Injured visitors will be assessed by the senior medical staff member on duty.
2. An injury report will be completed.
3. Only emergency treatment will be rendered.
4. No medication will be prescribed.

9. Visiting Room Regulations:

Socially acceptable gestures of communication and affection, such as shaking hands, kissing and embracing, are allowed within the limits of "good taste" and only at the beginning and the end of a visit. Indecent, annoying, or excessive conduct will not be tolerated. Inmates who violate visiting regulations may have their visits placed under close supervision or terminated at the discretion of the Operation's Lieutenant.

All areas of the Visiting Room may be monitored to prevent passage of contraband. The purpose of this monitoring is to ensure the security and welfare of all concerned. Visitor restrooms may also be physically monitored, with the approval of the Warden, when there is reasonable suspicion that a visitor and/or an inmate is engaged, attempting to or about to engage in criminal behavior or other prohibited behavior.

Violations of Visiting Regulations may result in any or all of the following:

-
1. Incident Report
 2. Termination of visit.
 3. Possible prosecution.

A. Visitor Dress: Attachment G, Visitor Dress Code, provides specific guidance regarding visitor dress and attire.

(Requirement 13)

B. Personal Belongings Permitted: **(Requirement 15)**

1. Infant care items:
 - a. Two (2) see-through baby bottles (one of which may be a sipper cup).
 - b. Four (4) diapers.
 - c. Three (3) unopened jars of baby food.
 - d. One (1) small plastic spoon.
 - e. One (1) set of baby clothes.