



U.S. Department of Justice
Bureau of Prisons
Federal Correctional Institution
Seagoville, TX 75159

Number: SEA 5267.09(a)
Date: July 6, 2016
Subject: Visiting Regulation

Institution Supplement

DISTRIBUTION: All Departments

1. **PURPOSE:** To establish guidelines and procedures for the inmate visiting program at the Federal Correctional Institution (FCI), Federal Detention Center (FDC), and Satellite Camp (SCP), Seagoville.
2. **DIRECTIVES AFFECTED:**
Program Statement 5510.15, Searching, Detaining, or Arresting Visitors To Bureau Grounds and Facilities, dated July 17, 2013. Institution supplement SEA 5267.08(e), Visiting Regulations, July 3, 2014, is canceled.
3. **STANDARDS REFERENCED:**
A. American Correctional Association: 4-4156, 4-4172, 4-4187, 4-4188, 4-4194
4. **ACTION:**

A. **Visiting Facilities**

FCI

Visits will be held in the Visiting Room in Building 3. To conform to fire and safety regulations, the aisles of the Visiting Room must remain clear. Outside visiting will be permitted in the yard in front of the Visiting Room on Friday, Saturday and Sunday, staff permitting, at the discretion of the Operations Lieutenant or Institution Duty Officer. Inmates and visitors must use the chairs provided in the area. Inmates will not be allowed to stand or walk beyond the designated outside visiting yard.

FDC

Visits will be held in the Visiting Room at the Federal Detention Center. To conform to fire and safety regulations, the aisles of the Visiting Room must remain clear. Inmates and visitors must use the chairs provided in the area.

SCP

Visits will be held in the Multi-Purpose Room at the Satellite Camp. To conform to fire and safety regulations, the aisles must remain clear. Inmates and visitors must use the chairs provided in the area and are not allowed to move the chairs. This includes taking them to the outside patio. Outside visiting will be permitted on the patio area adjacent to the Multi-Purpose Room and children's play yard at the discretion of the Operations Lieutenant or Institution Duty Officer. Inmates will not be allowed to stand or walk beyond the designated outside patio or children's play yard.

A Non-Contact Visiting Room is available in both the FCI and FDC Main Visiting Rooms for use at the discretion of the Institution Duty Officer or Operations Lieutenant.

B. Visiting Times

FCI

Inmates and visitors will be processed into the Visiting Room until 3:30 p.m. Processing will resume on Fridays immediately following the clearing of the 4:00 p.m. count or 4:30 p.m., whichever one is later.

Fridays 2:30 pm to 8:30 p.m.

Saturdays 8:30 a.m. to 3:00 p.m.

Sundays 8:30 a.m. to 3:00 p.m.

Mondays 8:30 a.m. to 3:00 p.m.

Holidays 8:30 a.m. and 3:00 p.m.

On Saturdays and Sundays, processing of visitors will continue during the 10:00 a.m. count. This is for in-processing only. At no time will visitors be authorized to depart during the count.

FDC

Visiting hours are from 8:30 a.m. to 3:00 p.m. Friday, Saturday, Sunday, and Monday.

Each Unit will be afforded two days in conjunction for visiting each week. J1 will visit on Friday and Saturday, J2 will visit on Sunday and Monday. Each new quarter J1 and J2 will rotate visiting days.

SCP

Visiting hours are from 8:30 a.m. to 3:00 p.m. on Saturdays, Sundays, and federal holidays.

C. Frequency of Visits and Number of Visitors

Inmates may receive visits during scheduled visiting periods. Inmates may have up to five visitors each visit. All visitors, including children, will be assigned an individual seat. Visiting points will be modified to six (6) points per month effective June 1, 2016. Therefore points will be calculated based on each visit regardless of duration. One (1) point per day on Monday and/or Friday. Two (2) points per day on weekends and holidays.

Camp Visiting will be on Saturday/Sundays and federal holidays. The same visiting procedures as the FCI will be adhered to. Visiting times will be scheduled consistent with visiting times for the FCI.

FDC inmates will be permitted up to five visitors and are limited to a two hour visit each day.

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. Immediate family verification is done utilizing Pre-Sentence Investigation relationship verification through another federal law enforcement agency, usually the United States Probation Office. The unit team will approve/disapprove visits for all holdovers. Visiting forms for approved holdover inmate visitors will be given an expiration date of no more than 60 days from the date of issuance. This date of approval and date of expiration will be clearly noted on the visiting form so the Front Lobby Officer knows when to purge the files. These visits will occur in the inmate visiting room during normal visitation hours, unless otherwise directed.

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 Captain or Institution Duty Officer (IDO).

D. Termination Procedures

Due to space limitations, the Operations Lieutenant and/or Institution Duty Officer are authorized to terminate visits. Every effort will be made to terminate those visits from the local commuting area first.

REASONS FOR DENIAL OR TERMINATION:

- A. An institution emergency**
- B. Improper conduct**
- C. Overcrowding**

E. Visitors

Approved inmate visitors are allowed to enter the institution parking lot area designated for visitors no earlier than 1 hour prior to the start of visitation.

The Correctional Counselors will be responsible for each inmate's Approved Visiting List. Changes to visiting lists may be requested at any time, but will not take effect until appropriate documentation is received and background checks are completed. The inmates must have known the proposed visitor(s) prior to incarceration. An inmate may request an exception to this requirement by submitting an Inmate Request to Staff Member (cop-out) to the Warden through their Unit Team. Only the Warden may approve an exception to this requirement.

A background check (NCIC) will be completed prior to any visitor being placed on an inmate's Approved Visiting List, with the exception of immediate family members listed in the Pre-sentence Report. Upon receipt of a completed Visitor Information Form, staff will complete a background investigation using the NCIC. Staff will screen the NCIC to determine if the visitor is appropriate to be placed on the Approved Visiting List. Correctional Counselors will forward requests for persons with prior felony criminal convictions to the Warden. Written approval from the Warden (or designee) is necessary prior to placement on an inmate's Approved Visiting List the Correctional Counselor will provide the inmate with a list of those visitors that have been approved.

No more than ten (10) friends and/or associates and unlimited family members that can be

confirmed will be included on the Visiting List. Proposed visitors who are under 18 years of age and not accompanied by a parent, guardian, or immediate family member at least 18 years of age, must have written notarized approval of a parent or legal guardian prior to visitation. The Unit Manager will ensure the notarized statement will be maintained in the inmate's Central File, indicating inmate visiting approval. Additionally, visitors are prohibited from bringing animals on institution grounds unless the animal is a dog that assists disabled persons.

F. Inmate Visiting Material

Unit Staff will prepare the Visiting List after the inmate submits a Request for Visitors form (Attachment A). The information will be entered into the Visiting program. One (1) copy will be placed in Section Three (3) of the inmate's Central File. As additions or deletions occur,

Unit Staff will update the Approved Visiting List.

The Visiting Hours/Regulations (Attachment B) will be reviewed by all approved visitors prior to the visitor's initial visit. It is the inmate's responsibility to mail the form to their visitors. A copy is available in the Front Lobby for review. Visitors will complete and sign the Notification to Visitor form (Attachment C) acknowledging receipt of the written guidelines and procedures.

Special Visiting memorandums will be delivered to the Control Center, Front Lobby, and Lieutenants Office by Unit Staff. The Unit Counselors will be responsible for updating the Visiting program. Hard copies of all new Approved Visiting Lists will be delivered to the Control Center by Unit Staff to be used as a backup to the computer procedures quarterly.

As inmates are released or transferred from the institution, Unit Staff will be responsible to ensure the Approved Visiting List is placed in the inmate's Central File.

The Visiting Room Officer will maintain through the Visiting program a chronological record of visits, including the inmate's name and register number, number of persons visiting, and the date and time visits began and ended. Visiting Room Staff will track all visiting points. No additional points will be granted without written approval of the Warden or his or her designee. Any other pertinent information is recorded on a Notification to Visitor form (Attachment C), which will be maintained in the Captain's Office and retained for one (1) year.

G. Attorney and Special Visits

Attorney visits will take place in the Attorney/Client visiting booths located in the Visiting room unless otherwise specified by the Unit Manager.

The Unit Team will be responsible for scheduling all Attorney/Special visits according to the following procedures:

Approval for special visits will be coordinated through the inmate's Unit Manager, Institution Duty Officer, or Operations Lieutenant. All special visits must be authorized

by the Warden.

The Special Visit form (Attachment D) will be approved by the Warden and forwarded to the Lobby Officer prior to the visit. Special visits include Minister of Record, Clergy, Consular visit, representatives of community groups, former and prospective employers, sponsors, and Parole advisors. Special visits ordinarily are for a specific purpose and are not of a recurring nature.

Attorneys will request their visits in advance. The request will be in writing; however, a telephone call or FAX message will suffice in unusual situations. Visits can be approved and scheduled during non-visiting days according to the availability of Unit Staff. However, attorneys should visit during regular visiting hours, on visiting days if possible. If a visit is approved on a non-visiting day, the Unit Manager will distribute the Special Visit form with details of the visit (name of attorney, inmate's name, register number, custody, and time of visit, and Unit Staff member who will be providing direct supervision).

Upon arrival, the attorney will sign in at the Control Center and show proper identification. An Attorney's Bar Association Card is required. The staff member responsible for escort will search any articles (briefcase, papers, etc.) for contraband. Unit Staff will escort the attorney to the Visiting Room and provide direct supervision at all times for attorney visits during non-regular visiting hours. Following completion of the visit, the inmate will be visually searched and returned to the Compound. The attorney will be escorted to the Front Entrance.

Attorney visits scheduled during regular visiting hours will not require a Special Visit form if the attorney is on the Visiting List. In the event an attorney arrives at the institution during regular visiting hours that is not on the Approved Visiting List, and a Special Visit form has not been distributed in advance, the Unit Staff or Institution Duty Officer will be notified by the Front Entrance Officer. Unit Staff or the Institution Duty Officer should make every effort to facilitate attorney/client visits. Attorneys should not be denied access to visiting during regular visiting hours by Officers or Unit Staff. The Institution Duty Officer should be consulted in these cases.

Legal Documents: Normally, all legal documents will be mailed to the inmate. If time constraints preclude mailing, legal documents may be brought in by an attorney with prior approval. The material must be in a sealed envelope and will be handled in accordance with legal mail procedures. Inmates will not be allowed to take legal materials to the Visiting Room without prior approval.

H. **Identification and Searches of Visitors**

All visitors, age 16 and older, are required to present a current form of government photo identification (**i.e. passport, driver's license, state or local identification card**) before being processed into the institution. For visitors ages 16-18, a valid school issued identification card for the current school year is acceptable.

All visitors will enter the Front Entrance through the visitor's entrance and will be screened by a metal detector. Visitors failing to clear a walk-through metal detector must

be searched using a hand-held metal detector. Failure to clear the hand-held metal detector may qualify as reasonable suspicion to perform a further pat or visual search. If a visitor fails to clear the walk-through metal detector and the hand-held metal detector, the Operations Lieutenant will be notified.

All items which cannot clear the walk-through metal detector will be screened by means of the available x-ray machine. All inmate visitors are subject to a pat search. The inmate visitors will be searched by a staff member of the same sex. No pat searches of visitors under 18 years of age will be performed without the authorization of the Warden (or designee). All visitors will be marked with an identifying stamp before leaving the Front Entrance. They will submit to a black light inspection upon termination of the visit.

A Visiting Room Officer will escort no more visitors than can be properly supervised to and from the Visiting Room after properly identifying the visitors. Inability to establish identity will be reported to the Operations Lieutenant before the visit is allowed.

All visitors entering the institution are expected to use good judgment and taste in their manner of dress. Refer to the Visiting Regulations (Attachment B) for specific guidelines. If there are any questions regarding proper dress, the Operations Lieutenants or Institution Duty Officer will be contacted. Smoking is not permitted inside the Visiting Room. Tobacco products, matches, and lighters are prohibited. Inmates may not handle money at any time.

Staff will monitor all areas of visitation. This includes, but not limited to, restrooms, the seating areas inside and outside, vending area, the walkway to and from the visiting room and the area for legal visits. This can be done with the use of the cameras and making unscheduled and frequent walking rounds of the visiting area.

I. Allowable Items

Visitors entering the institution are subject to search. Only one (1) small (half-gallon size) clear, transparent purse or clear zip lock bag may be taken into the institution and Satellite Camp. All containers/bags will be searched by the staff in the presence of the visitor. Currency will be in \$1.00 (one) and \$5.00 (five) dollar bills. The visitor may be required to remove from the institution items considered to be contraband. (Cellular phones are prohibited) Staff will notify the IDO and Operation Lieutenant if a visitor appears to be under the influence of intoxicants. Visitors who appear to be under the influence of intoxicants will be denied entry into the institution. Smoking is not permitted inside the Visiting Room. Tobacco products, matches and lighters are prohibited. Inmates may not handle money at any time. The staff will not store items which are not allowed in the visiting room. Life saving medications for visitors will be given to Visiting Room Officer during visits.

The Pager System will be used when processing visitors. Visitors will use the designated area outside the front of the institution to complete the required paperwork as normal. Upon completion of the paperwork the visitor will give the Front Lobby Officer the Title 18 and a valid government issued photo identification for all adults visiting one inmate. The Lobby Officer will give the visitor a pager and notate the buzzer number on the top of the Title 18 form. All visitors for that inmate will be advised to take the buzzer and wait

INSIDE their vehicle until the pager alerts. Once the Lobby Officer is ready to process the group of visitors, the pager will be activated. The visitors will arrive at the lobby and be processed through. If there are more visitors than pagers the remaining visitors will remain lined outside in the designated area. The next person(s) in line will give the Lobby Officer the Title 18, license(s) and follow the same procedures as above and wait inside their vehicle.

J. Inmates Housed in the Special Housing Unit

Unless sanctioned to loss of visitation, inmates housed in Administrative Detention and Disciplinary Segregation will be permitted to visit via the video visitation program located within the SHU. Video visitation will be limited to two hours per visit on a first come, first serve basis.

K. Inmates Housed in the Federal Detention Center (FDC)

Only immediate family members will be permitted to visit. Immediate family includes mother, father, brother, sister, wife, daughter, and son. If the inmate does not have a legal spouse, but lived with someone before incarceration, and there is evidence the relationship was similar to that of a marital relationship, that individual may be submitted for consideration to be included on the inmate's approved visiting list. The inmate must demonstrate this pre-existing relationship to staff through documentation, which may include a lease showing the inmate and the individual occupied the same residence, a birth certificate of the inmate's children showing the inmate and the individual were the parents and lived at the same address, a common address on a driver's license, etc.

Due to limited information on these individuals, a background check (NCIC) will be completed prior to a visitor being placed on an inmate's Approved Visiting List. At the time of intake screening, the Unit Team shall provide the inmate with an Inmate Handbook which contains written information on visiting procedures. Additionally, the Unit Team shall explain the visiting procedures to all new commitments and provide them with copies of the Visitor Information Form, BP-629, and instructions for mailing the form to immediate family members. This form must be completed on all visitors over the age of 16.

The inmate shall be held responsible for mailing this form to the proposed visitor. This form must be signed and returned to the Correctional Counselor by the proposed visitor prior to any further action regarding visiting. The Visitor Information Form will also be made available at the Front Lobby for proposed visitors who wish to pick it up. These forms can be completed and placed in the mail box in the FDC Front Lobby.

Upon receipt of this form, staff will complete a background investigation using the NCIC. Staff will screen the NCIC to determine if the visitor is appropriate to be placed on the Approved Visiting List. Persons with prior criminal convictions must receive approval from the Warden or designee prior to being placed on an inmates Approved Visiting List. Inmates who have current criminal actions pending against them will ordinarily not be allowed to visit. Any exceptions must be approved by the Warden or designee. The Visitor Information Form should be filed in Section 2 of the Privacy Folder of the Inmate Central File and the inmate should receive a copy of his Approved Visiting List. The Correctional Counselor is responsible for ensuring the approved visitors are entered into

the Visiting program and a hard copy is provided to the Front Lobby Officer.

1) **Legal Visits**

Inmates incarcerated at the Federal Detention Center are afforded the opportunity to receive legal visits on a daily basis between the hours of 6:00 a.m. and 8:30 p.m. The hours of legal visitation are expanded to include evening hours to accommodate the needs of the inmate population.

2) **Documentation Requirements for Attorneys**

Attorneys seeking a legal visit are responsible for indicating they are actively licensed. License and entry may be demonstrated through presentation of a current bar card and valid picture identification. Attorneys from the Office of the Federal Public Defender may, in lieu of a bar card, present credentials of that office with their picture for entry into the institution.

3) **Legal Assistants Accompanying an Attorney**

Legal Assistants such as law clerks, interpreters, paralegals, notaries, and mental health professionals must receive prior approval to participate in legal visitation, regardless of whether the assistant is accompanied by an attorney. Attorneys desiring a legal assistant's participation in legal visitation are responsible for submitting a completed Application to Enter Institution as a Legal Assistant form [BP-S243.013] (Attachment F). Completed applications must be mailed to the Federal Detention Center Unit Staff designated on the application. Original signatures on this form are required. Hand delivered applications the day of the visit will ordinarily not be accepted.

A list of approved legal assistants and their corresponding sponsoring attorneys will be maintained by Federal Detention Center Unit Staff. An approved legal assistant on the list may participate in legal visitation with any inmate as long as they are accompanied by their listed sponsored attorney. A legal assistant may be sponsored by an unlimited number of attorneys with a request accompanied by a fully completed, approved application signed by each attorney.

Exceptions must be approved by the Warden or designee. Such exceptions are limited to circumstances involving the Federal Public Defender's Office, contract interpreters working with the United States District Court, and diplomatic representatives. Applications expire after one (1) year and must be renewed and approved prior to reentry.

4) **Legal Visitor Processing**

The processing of legal visitors into the institution will occur during scheduled legal visiting hours and will discontinue thirty (30) minutes prior to official count times. As required for all visitors, legal visitors must present valid photo identification and complete the Notification of Visitor Form. Attorneys must present a current Attorney Bar Card for entry, and must also complete the Visiting Attorney Statement [BP-S241.013] (Attachment G) which will be maintained with the Notification of Visitor Form. Approved legal visitors as noted above, must contact the Federal Detention Center Unit Staff at least twenty-four (24) hours before visiting and have prior written

approval of the Jail Administrator.

Legal visitors will be processed through the metal detector and have their hand stamped prior to entry into the institution. All legal materials and briefcases will be searched for contraband and processed through the x-ray machine. Portable telephones, pagers, personal digital assistants (PDAs), and non-legal materials such as newspapers, magazines, chewing gum, and candy are not permitted in the visiting room.

5) **Legal Materials**

Inmates may be allowed to carry legal materials to legal visits after staff has examined the materials to verify it is limited to legal material and include no prohibited items. Unauthorized property brought into the visiting area will be treated as contraband and handled in accordance with Program Statement 5580.08, Inmate Personal Property.

Attorneys may leave legal documents for an inmate by utilizing a legal mailbox located in the entry area of the Federal Detention Center. All documents placed in this mailbox must be in an envelope which contains markings which state the contents constitute legal mail and opened in the presence of the inmate. The originating party's name must be clearly identified on the envelope indicating they are a licensed attorney or other individual approved for special mail privileges with the intended inmate recipient. Envelopes with insufficient markings will be treated as general correspondence, and will be inspected and subject to being read.

6) **Material Witness**

Attorneys are not ordinarily permitted to bring material witnesses into the Visiting Room without clearly defined special circumstances. Prior written approval must be received from the Warden or Warden's designee.

7) **Electronic Discovery Material**

Attorneys desiring to review discovery material provided by prosecuting officials in the form of CD-ROM may utilize the computer maintained in the Visiting Room for that purpose. No recording, audio or video playback equipment will be allowed into the institution without the approval of the Warden.

L. **Service of Legal Papers**

Personal service of legal papers is to be completed by law enforcement personnel only. Inmates will be contacted and meet law enforcement personnel with Bureau of Prisons staff (normally a member of the Unit Team). Service at the Federal Correctional Institution (FCI) and Federal Prison Camp (FPC) is best completed

Monday through Friday, 8:00 a.m. until 3:00 p.m. Service at the Federal Detention Center (FDC) is to be completed during legal visiting hours of 6:00 a.m. until 8:30 p.m. Law enforcement personnel are required to present valid credentials for entry. All weapons will be secured prior to entry into the institution.

M. **Inmate Searches and Visiting Room Requirements**

All inmates entering the Visiting Rooms will be pat searched at the beginning and visually

searched at the end of the visit. Inmates may be randomly visually searched at the discretion of the Officer prior to entering the Visiting Room. This includes normal visiting days and attorney or special visits during non-visiting days. All inmates departing the Visiting Room will report to the Officer's Station and wait processing. At 3:00 p.m., during Day Visiting, and 8:30 p.m., during Evening Visiting, the inmates being processed out of the Visiting Room will assemble in the area where the Officer's Station is located and wait processing.

Visitors will not be allowed in the area where the vending machines are located after 2:30p.m., during Day Visiting, and 8:00 p.m., during Evening Visiting.

When entering the Visiting Room, inmates will be dressed in clean, issued khaki shirts with their shirts tucked in to present a neat appearance. T-shirts will not be worn in the Visiting Room. Only issued steel-toe safety shoes or the steel-toe tennis shoes purchased from the Commissary are permitted during visiting. No hats will be allowed unless there is a medical reason.

Items that inmates may take into the Visiting Room are limited to a comb, plain wedding band, prescription eyeglasses, institution handkerchief, and a religious chain, with or without a religious medal.

a. **Restroom Facilities**

Inmates and visitors will not use the same restroom facilities. All inmates will be escorted to the restroom provided for inmates and supervised while in the restroom. SCP inmates will be authorized use of the unisex restroom in the Multi-Purpose Area.

b. **Restricted Visits**

When inmates are placed on restricted visiting, the DHO Clerk will prepare the DHO Sanction- Loss of Visiting Privileges memorandum (Attachment E). The Federal Detention Center has established a non-contact visiting area. Any inmate who has violated the Inmate Discipline Policy, may be placed on Non-Contact.

Visiting status may be used as a UDC/DHO Sanction or upon approval of the Jail Administrator, Associate Warden, or Captain.

c. **Inmates Transferred to a Hospital**

- (1) At no time will visits be approved by contract guard service personnel.
- (2) Unit Staff will prepare a Visiting List with appropriate visitors name(s) for the Warden's approval and signature.
- (3) Approved visitors for inmates transferred to a local hospital will visit in accordance with the visiting procedures of the hospital or the attending physician.

d. **Walsh Act Requirements**

The Unit Team will evaluate all inmates on their caseload and all incoming inmates to determine if they have an inmate who has been convicted of a sex offense involving a

minor (WA W CONV). Any inmate fitting this criteria will have the following annotation placed in the visiting program under the section: “this inmate was convicted of a sex offense involving a minor”.

Any inmate identified as having a Walsh Act assignment involving a minor will have his/her visits closely monitored.

e. **Procedures of Child’s area in Visiting Room**

The FCI/SCP both have areas available for the children to play within the visiting room which includes books, games and a television. Inmates are not permitted in this area at the FCI. Adult visitors are responsible for supervision of their children in the visiting room and play area.

5. **OFFICE OF PRIMARY INTEREST:** Correctional Services

6. **EFFECTIVE DATE:** July 6, 2016

_____/s/_____
D. J. Harmon, Warden

**FEDERAL CORRECTIONAL INSTITUTION
SEAGOVILLE, TEXAS**

VISITING HOURS

F.C.I.

Visiting hours are from 2:30 p.m. to 8:30 p.m. on Fridays. Inmates and visitors will be processed into the Visiting Room until 3:30 p.m. Processing will resume immediately following the clearing of the 4:00 p.m. Count or 4:30 p.m., whichever is later. Visiting hours are from 8:30 a.m. to 3:00 p.m. each Saturday, Sunday, Monday, and Federal holidays.

F.D.C.

Visiting hours are from 8:30 a.m. to 3:00 p.m., Friday, Saturday, Sunday and Monday. Each Unit will be afforded two days in conjunction for visiting each week. J1 will visit on Friday and Saturday, and J2 will visit on Sunday and Monday. Each new quarter J1 and J2 will rotate visiting days.

S.C. P.

Visiting hours are from 8:30 a.m. to 3:00 p.m. Saturdays, Sundays and Federal Holidays.

VISITING REGULATIONS

1. Children under 16 years of age must be accompanied by an adult member of the family or guardian and be listed on the Approved Visiting List of the inmate. The number of visitors per inmate is limited to five (5) visitors per visit. If the Visiting Room becomes too crowded, inmates with more than five (5) visitors will be asked to reduce their visitors to five (5). If more space is needed, the Operations Lieutenant and/or Institution Duty Officer are authorized to terminate visits. Every effort will be made to terminate those visits from the local commuting area first. In accordance with Program Statement 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, dated July 17, 2013, inmate visitors are subjected to a pat search on a random basis. The pat searches will be conducted by a staff member of the same sex. No pat searches will be performed on visitors under 18 years of age.
2. Anyone visiting the institution must be on an inmate's Approved Visiting List or be approved in advance for a Special Visit.
3. For identification purposes, visitors will be required to present driver's licenses or other state photo identification.
4. All visitors will clear a metal detector to gain entrance to the visiting room. Appropriate dress will be worn by all visitors. Due to the diverse types of visitors and the fact that the Visiting Room is not a public facility, certain restrictions must be placed on visitors' clothing. The following restrictions will be used as guidelines for appropriate dress:
 - No see-through or provocative garments.
 - No plunging neck lines.
 - Hem of dress must be at the bend of the knee or middle of the knee when standing.
 - No wrap-around skirts or mini skirts.

- No strapless/sleeveless clothing of any type, except for children 10 years of age or younger.
 - No form-fitting clothing. (**Stirrup pants, leggings, or body suits, hip huggers, or spandex pants/jeans**)
 - No shorts or short pants, except for children 10 years of age or younger. They must be above the bend of the knee or middle of the knee when standing.
 - No khaki or camouflage colored pants or shirts.
 - Appropriate footwear is required. No shower shoes, flip-flops or open toed shoes.
 - No hats of any type. During inclement weather, small children will be allowed to wear headgear after a thorough search.
 - Any questionable clothing will be cleared through the Operations Lieutenant or the Institution Duty Officer before being allowed into the Visiting Room.
 - No athletic shorts/sweat suits/wind suits; Athletic Jerseys
 - No shoes with heels greater than three inches 3".
 - No pajamas or camouflage clothing allowed.
 - **No pants with any metal other than necessary rivets, buttons, or snaps**
 - **No sagging pants/jeans**
 - No clothing resembling any type of gang affiliation.
5. Visitors are not allowed to bring food, gifts, games, needle-work, pocketbooks, baby strollers, or packages into the Visiting Room. Any item that cannot be thoroughly searched will not be allowed into the institution. A visitor may take one wallet or small, clear change purse no larger than 8" x 10" with limited cash into the Visiting Room. Business deals/transactions and written messages may not be exchanged during a visit. Money will not be accepted for an inmate in the Visiting Room. Items purchased in the Visiting Room vending machines will be consumed in the Visiting Room.
- A. **INFANT CARE ITEMS:**
- Two (2) see- through baby bottles (one of which may be a sipper cup)
 - Four (4) diapers.
 - Three (3) unopened jars of baby food.
 - One (1) small plastic spoon.
 - One (1) set of baby clothes.
- B. **One (1) clear plastic purse or bag for carrying in items. The plastic purse or bag may not exceed 5 inches in height by 8 inches in length.**
- C. **Life maintenance medications. However, these items must be left with the Visiting Room Officer until needed.**

D. Money for vending machines will in denominations of \$5.00 or less.

***No staff member will be allowed to maintain the personal property of a visitor (wallets, credit cards, toys, games, lighters, food items, and drinks, excessive amount of jewelry, cosmetics, cell phones, and gum).**

6. **Physical Contact**

A kiss and embrace are permitted at the beginning and end of the visiting period. Heavy petting is prohibited. Filing of nails, braiding of hair, etc., are not appropriate activities in the Visiting Room. Inmates will not be permitted to visit with the guests of other inmates. Additionally, inmate visitors will not be permitted to mix with the visitors of other inmates while inside the secure institution.

7. **Movement in the Visiting Room**

Once seated, movement by inmates and their visitors should be limited to that which is necessary (going to and from the restrooms and/or vending machine area). Unnecessary lingering, walking the aisles, etc., is not only distracting to other visitors, but prevents proper staff supervision. Inmates will not be permitted to make purchases from nor accompany their guests to the vending machines.

8. **Supervision of Children**

It is the responsibility of the inmate to control the behavior of their young visitors. Children will not be allowed to move up and down the aisles or come and go from the inside area to the outside area. Children should be under the direct supervision of the inmate or adult visitor at all times.

9. **Security of the Visiting Room Doors**

All doors to the inside Visiting Room area is to remain locked and controlled by the Visiting Room Officers, except for the fire exit. This is necessary to account for all movement in and out of the area.

10. **Outside Visiting Area**

Weather permitting, the outside visiting area at the FCI will be used on Friday, Saturday, and Sunday provided staff are available for supervision. The outside visiting area is the grassy area directly outside the entrance to the Visiting Room.

To the left of the area is a brown wooden fence; to the right are flower beds and a sidewalk to the Auditorium. Visitors and inmates are to remain in the immediate area of the tables and sidewalk. The outside visiting area for the SCP is the front patio and the children's play area.

11. Coin purses and wallets are allowed. Inmates are not permitted to have money in their possession. Only visitors will be allowed to use the vending machines located in the Visiting Room.

12. **Seating**

All visitors of inmates who are housed in the Special Housing Unit will visit in the No Contact visiting room. Visiting Room Staff can assign seating to general population inmates if deemed necessary.

13. Smoking is not permitted.

14. **Statutory Authority**

Title 18 USC § 1791, provides a penalty of not more than 20 years imprisonment or a fine of not more than \$250,000 for any person who introduces or attempts to introduce into or upon the grounds of a Federal Penal Institution, or takes or attempts to take or send therefrom anything whatsoever without the knowledge and consent of the Warden. Additionally, pursuant to Title 18 USC § 1001, visitors

shall be required to sign an agreement that false statements are not being given and that they will abide by the visiting guidelines of the institution. All persons entering into a Federal Correctional Institution are subject to search. All articles are likewise subject to search.

15. **Location: 2113 N. Highway 175, Seagoville, Texas 75159**

The Federal Correctional Institution is located in the city limits of Seagoville, Texas, which is approximately 15 miles east of Dallas, Texas on Highway 175. Visitors traveling east on Highway 175 from Dallas should take the Simonds Road exit. The entrance to the institution will be on the access road. Visitors traveling west on Highway 175 toward Dallas should take the Simonds Road exit and turn left over Highway 175, to the institution entrance. Visitors may contact the institution by telephone, seven (7) days per week during the hours of 8:00 a.m. and 4:00 p.m., at (972) 287-2911.

16. **Commercial Transportation**

Commercial transportation in the Dallas/Fort Worth Metroplex area may be obtained by contacting the following area transportation centers:

- (1) Greyhound Trail ways Bus Lines - (800) 440-7712
- (2) Yellow Cab of Dallas - (214) 426-6262
- (3) Dallas/Fort Worth International Airport - (972) 574-8888
- (4) Love Field Airport - (214) 263-1717

17. **Parking**

All visitors are allowed to enter the institution parking lot areas **no sooner than 1 hour** prior to the start of visitation. Visitor parking is only authorized in the first parking lot to the right after entering the institution grounds. Handicapped parking spaces are available shortly beyond the visitor's parking lot on the left hand side of the entrance road. Visitors are not allowed to wait in the parking lot or Lobby area unattended. In addition, any visitors found to be loitering in the parking lot will be asked to leave the area. Visitor parking for the FPC is authorized in the Training Center parking lot.

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

BP-S224.022
OCT 07

NOTIFICATION TO VISITOR CDFRM

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

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

Name of Inmate To Be Visited: _____ Register No. _____
NOTICE TO ALL PERSONS: CONSENT TO SEARCH - Federal Bureau of Prisons (Bureau) staff may search you and your belongings (bags, boxes, vehicles, container in vehicles, jackets, coats, etc.) before you enter, or while you are on or inside, Bureau grounds or facilities.

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

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

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

Prohibited Objects include, but are not limited to, Weapons; Explosives; Drugs; Intoxicants; Currency; Cameras of any type; Recording equipment; Telephones; Radios; Pagers; Electronic devices; and any other objects that Violate Criminal Laws or are prohibited by Federal regulations or Bureau policies.

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

Tobacco Products	Yes ___ No ___	Narcotics	Yes ___ No ___
Explosives	Yes ___ No ___	Marijuana	Yes ___ No ___
Weapons	Yes ___ No ___	Cameras	Yes ___ No ___
Ammunition	Yes ___ No ___	Food Items	Yes ___ No ___
Any Cutting Tools	Yes ___ No ___	Alcoholic Beverages	Yes ___ No ___
Recording Devices	Yes ___ No ___	Prescription Drug*	Yes ___ No ___
Cell Phone	Yes ___ No ___	Intoxicants	Yes ___ No ___
Radios	Yes ___ No ___	Pagers	Yes ___ No ___
Electronic Devices	Yes ___ No ___	Firearms	Yes ___ No ___

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

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

Printed Name/Signature: _____

Street Address/City and State: _____

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

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

If not visiting with an inmate, please indicate: _____

Name of Organization: _____ Purpose of Visit: _____

Printed Name/Signature of Staff Witness: _____

BP-S0224.02
OCT 07

NOTIFICACIÓN AL VISITANTE CDFRM

DEPARTAMENTO DE JUSTICIA DE EE.UU.
PRISIONES

AGENCIA FEDERAL DE

Fecha: _____ **Hora:** _____ **Nombre del Oficial:** _____ **Institución:** _____ **Sitio:** _____
Nombre del Reo a Quien Visita: _____ **Número de Registro:** _____

NOTA A LAS TODAS PERSONAS: CONSENTIMIENTO A REGISTRO

El personal de la Agencia Federal de Prisiones (Agencia) puede registrarlo a usted y a sus pertenencias (bolsas, cajas, vehículos, contenedores, abrigo, etc.) antes de entrar, o mientras usted esté en o adentro de, los terrenos o las instalaciones de la Agencia.

Consentimiento a Registro Sobrentendido Al entrar o intentar entrar a los terrenos o las instalaciones de la Agencia, usted consiente a ser registrado de acuerdo con la política de la Agencia y los Reglamentos Federales del volumen 28 del Código de Reglamentos Federales, Parte 511. Si usted se niega a ser registrado, usted puede ser vedado de entrar a los terrenos o las instalaciones de la Agencia.

NOTA A TODAS LAS PERSONAS: ACTIVIDADES Y OBJETOS PROHIBIDOS

A usted le es prohibido participar en actividades prohibidas o poseer objetos prohibidos en los terrenos de la Agencia, o en las instalaciones de la Agencia, sin el conocimiento y el consentimiento del Warden. Los violadores de esta regla pueden ser detenidos o arrestados para una posible acción judicial, ya sea por el personal de la Agencia, o por las autoridades de orden público locales o federales.

Actividades Prohibidas incluyen cualquier actividad que pondría en peligro la capacidad de la Agencia para asegurar la seguridad, la protección, y el funcionamiento ordenado de las instalaciones de la Agencia y proteger al público, incluyendo, pero no limitada a las violaciones de los Títulos 18 y 21 del Código de Leyes de EE.UU., los reglamentos Federales, o las políticas de la Agencia.

Objetos Prohibidos incluyen, pero no se limitan a, las armas; los explosivos; las drogas; las sustancias embriagantes; el dinero; las cámaras de cualquier tipo; los equipos de grabación; los teléfonos; los radios; los bípores; los aparatos electrónicos; y cualquier otro objeto que viola las leyes criminales o el cual es prohibido por los reglamentos Federales o por las políticas de la Agencia.

POR FAVOR CONTESTE LAS SIGUIENTES PREGUNTAS: Posee usted o algún niño en su

Productos de Tabaco Sí	No Drogas Sí No
Explosivos Sí No	Marihuana Sí No
Armas Sí No	Cámara Sí No
Municiones Sí No	Artículos de Comida Sí No
Herramientas para Cortar Metal Sí No	Bebidas Alcohólicas Sí No
Equipo de Grabación Sí No	Droga Recetada* Sí No
Teléfono - cualquier tipo Sí No	Sustancias embriagantes Sí No
Radios Sí No	Bípores Sí No
Aparatos Electrónicos Sí No	Armas de Fuego Sí No

*Todo medicamento en su posesión debe ser declarado en el siguiente espacio y dejado en la entrada.

Yo he leído, entiendo, y estoy de acuerdo con lo anterior dicho. Si visito a un reo, también entiendo y acuerdo a cumplir con las normas de visita que esta institución me provee. Yo declaro que no tengo artículos en mi posesión de los cuales yo se que son una amenaza a la seguridad, la protección, o el funcionamiento ordenado de la institución. Yo soy consciente de que si tengo preguntas sobre lo que está autorizado, debo consultar con el oficial. Yo soy consciente de que la penalidad por hacer una declaración falsa es una multa de no más de \$250,000 o encarcelamiento de no más de cinco años, o ambos (de acuerdo con 18 U.S.C. §1001). Yo soy consciente de que el área de visita, incluyendo los baños en el área de visita, pueden ser monitoreados para asegurar la seguridad y el funcionamiento ordenado de la institución.

Nombre Impreso/ Firma: _____ **Dirección/Ciudad y Estado:** _____

Numero de Placa de Vehículo: _____

Año, Color, Marca y Modelo del Vehículo: _____

Si está visitando a un reo, por favor complete lo siguiente: **Nombre de los niños menores de 16 años de edad por quienes yo soy responsable:** _____

Si no está visitando a un reo, por favor indique: _____

Nombre de Organización: _____ **Propósito de la Visita:** _____

Nombre Impreso/ Firma del Testigo del Personal: _____ (Este formulario puede ser reproducido vía WP) Reemplaza BP-224(52) fechado Mayo 99

ARCHÍVELO EN LA SECCIÓN 3, MENOS QUE SEA APROPIADO PARA EL ARCHIVO DE INFORMACIÓN PRIVADA.



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Seagoville, Texas 75159

Date _____

MEMORANDUM FOR VISITING ROOM OFFICER

FROM: _____

SUBJECT: Special Visit

Inmate's Name _____ Reg. No. _____

Visitor _____

Relationship to Inmate _____

The above visitor has been approved for a special visit. Upon completion of this special visit, please forward this form to the appropriate Unit Manager.

APPROVED BY: _____
Unit Manager

D. J. Harmon, Warden

To be completed by the Visiting Room Officer

Date of Visit _____

Comments _____



*U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Seagoville, Texas 75159*

Date

MEMORANDUM FOR ALL CONCERNED

FROM: (Name here)
Discipline Hearing Officer

SUBJECT: DHO Sanction - Loss of Visiting Privileges

This is to advise you the below listed inmate has been sanctioned with the Loss of Visiting Privileges in accordance with Program Statement 5270.07, Inmate Discipline and Special Housing Units.

Name _____

Reg. No. _____

Sanction for _____ (months/days) from the date of this memorandum.

If you have any questions or concerns, please do not hesitate to call.

cc: Visiting Room File
Visiting Room Officer
Captain
Unit Manager
Central File

GENERAL

This information is provided pursuant to Public Law 93 - 579, the Privacy Act of December 31, 1974.

PURPOSES AND USES

The information you supply may be used as a basis for an investigation regarding your correspondence with _____ and admission to visit this person at _____. In the process of conducting the investigation, the Bureau of Prisons may disclose the information to federal, state, or local law enforcement agencies.

EFFECTS OF NONDISCLOSURE

You are not required to supply the information requested on the attached form. If you do not furnish the information requested, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request will be attempted; however, it may be significantly delayed. If the information withheld is found to be essential to processing your request properly, you will be so informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized for failure to supply the requested information, failure to supply the information could result in your not being considered for or allowed admittance to the institution or correspondence privileges with the inmate in question.

APPLICATION TO ENTER INSTITUTION AS THE REPRESENTATIVE OF A LICENSED ATTORNEY OR TO CORRESPOND WITH A FEDERAL PRISONER AS THE REPRESENTATIVE OF A LICENSED ATTORNEY

This form has three parts:

1. **Questionnaire** : The questionnaire is to be completed by each paralegal employee, legal assistant, clerk or student who seeks to enter an institution of Federal Bureau of Prisons as the representative of a licensed attorney to visit a federal prisoner or to correspond with a federal prisoner as the attorney representative.
2. **Certification** : The person seeking to enter a federal institution or to visit or correspond with a federal prisoner must sign the certification which follows the questionnaire.
3. **Attorneys' Statement** : The licensed attorney must sign this statement.

QUESTIONNAIRE

(NOTE: Answer all questions. If a question does not apply to you, write "Not Applicable" in the space provided for the answer.)

Name: _____
 a. Any alias or other name ever used:
 Name: _____ When used: _____
 Name: _____ When used: _____
 b. Date of Birth: _____

Address:
 a. Present: _____ b. How long at this address? _____
 c. List all previous addresses (Including Street and Number, City and State) for the last five years and dates you resided at each address:

Employment:
 a. Present place of employment: _____ b. Name of immediate supervisor: _____
 c. Employer's business address: _____
 d. Employer's business phone: _____ e. List all previous employers for the past five years, including employer's addresses and dates of your employment with each employer:

<u>Employer</u>	<u>Address</u>	<u>Dates of Employment</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

List all schools, universities, or other educational institutions attended from grade 10 to present (This should include any and all legal training that you have received):

<u>School</u>	<u>Address</u>	<u>Degree and date received</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever been convicted of ANY criminal offense? If so, complete the following. You may exclude any convictions for minor traffic violations (fine of \$50 or less).

<u>Offense</u>	<u>Date of Conviction</u>	<u>Name, Location of Court</u>
_____	_____	_____
_____	_____	_____

Have you ever been confined in any jail, prison or penal institution? If so, complete the following:

<u>Type of Institution</u> (State, Federal, Municipal, County)	<u>Location</u>	<u>Dates of Confinement</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever been denied permission to visit or correspond with any inmate by an institution within the Federal Bureau of Prisons? _____ If so, which institutions, with which inmate, and when?

Are you a citizen of the United States? _____ If not, give the name of the country of which you are a citizen or subject. _____

STATEMENT OF APPLICANT SEEKING TO ENTER AN INSTITUTION TO VISIT OR TO CORRESPOND WITH A FEDERAL AS THE REPRESENTATIVE OF A LICENSED ATTORNEY

I certify that I am authorized to act as the legal representative of _____, who is a licensed member of the bar of the State of _____. I request that I be allowed to interview and correspond with _____, who is confined at _____. I am aware of my responsibility as a representative of the above-named attorney and certify that I am able to meet this responsibility. I am also aware of the Bureau of Prison's Policy on Inmate Legal Activities and certify that I am able to and will adhere to the requirements of this policy. I pledge to abide by Bureau of Prisons regulations and Institution guidelines.

I hereby certify that all of the information contained in this questionnaire is true and correct to the best of my knowledge. Furthermore, I understand that all information contained in this questionnaire may be investigated and verified through the use of federal, state, and local authorities.

Applicant's printed name: _____

Applicant's signature: _____

Date completed: _____

STATEMENT OF SPONSORING ATTORNEY

I hereby certify that I am a licensed member of the bar of the State of _____ and that I employ or supervise _____. I authorize _____ to represent me and request that as my representative he/she be allowed to interview and correspond with _____ who is currently confined at _____. I further certify that _____ is aware of the responsibility of his/her role as my representative and is able to meet this responsibility. I pledge that I will supervise my representative's activities. I accept personal and professional responsibility for all acts of my representative which affect the institution, its inmates or staff.

Attorney's printed name: _____

Attorney's signature: _____

Date completed: _____

BP-S241.013 VISITING ATTORNEY STATEMENT CDFRM
MAY 94

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

(INSTITUTION)

I, _____,

a licensed attorney in the State of _____,

with offices at _____

visiting _____,

on _____, 20 _____,

hereby certify that my visit with this inmate is for the purpose of facilitating the attorney-client or attorney-witness relationship and for no other purpose. I certify that any tape-recording or other recording made by me of, or during any portion of this visit will be used only to facilitate this relationship.

(Signature)

(Date)