



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

Institution Supplement

OPI: CORRECTIONAL SERVICES
NUMBER: HER 5267.09 B
DATE: APRIL 3, 2020
SUBJECT: VISITING REGULATIONS

1. **PURPOSE AND SCOPE:** To establish guidelines and procedures for visiting at the Federal Correctional Institution (FCI) and the Federal Prison Camp (FPC), Herlong, California.

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 - a. **Directives Rescinded:**

IS HER 5267.09 B Visiting Regulations (08/07/18)

 - b. **Directives Referenced:**

PS 5267.09 Visiting Regulations (12/10/15)
PS 1315.07 Inmate Legal Activities (11/05/99)
PS 5270.09 Inmate Discipline Program (07/08/11)
PS 5270.11 Special Housing Units (11/23/16)
PS 5500.14, CN-1 Correctional Services Manual (8/1/16)
PS 5510.15 Searching, Detaining, or Arresting Visitors,
to Bureau Grounds and Facilities (7/17/13)
I.S. HER 5360.09F Religious Beliefs and Practices (03/25/17)

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

4. **VISITING HOURS:** Social visits at the FCI and FPC are conducted on Saturdays, Sundays, and federal holidays (unless annotated by the Warden) from 8:00 a.m. to 3:00 p.m. Visiting for Special Housing Unit (SHU) inmates will be conducted on Fridays only from 8:00 a.m. to 3:00 p.m. SHU visiting will be limited to a four-hour visit unless prior approval was received by the Captain or designee.

5. **INSTITUTION INFORMATION:**

Address: Federal Correctional Institution, Herlong
741-925 Herlong Access Road, A-25
Herlong, California 96113

Telephone: (530) 827-8000

Location: Federal Correctional Institution, Herlong is located approximately 42 miles south of Susanville, California, on the north side of Highway 395. It is approximately 52 miles north of Reno, Nevada.

Directions: From Reno: Take Highway 395 north to County Road A-26.
From Susanville: Take Highway 395 south to County Road A-25.

FPC/FCI Herlong is approximately seven miles east of Highway 395. Continue approximately a quarter of a mile down the property road. Turn right to the Federal Prison Camp and left to the FCI. The parking lot is divided into two sections. The FCI visitor's parking area is located in the east portion of the parking lot.

6. **TRANSPORTATION OPTIONS:** A pay phone with all information is posted in the Front Lobby Visitor's Waiting Room with all information available on a placard.

Reno/Sparks Area

Reno/Sparks Cab Company - (775) 333-3333 and
Whittlesea Taxi - (775) 322-2222.

Susanville Area

Lassen Rural Bus - (530) 252-7433
MT Lassen Shuttle Service - (530) 257-5277

7. **PROCEDURES ADDRESSING SPECIAL VISITORS:** Inmates requesting special visits must complete a BP-A148.055, Inmate Request to Staff form, to be submitted to the Unit Manager. The Unit Manager will complete a Special Visit Authorization form (Attachment B) and distribute it prior to any special visit taking place.
- a. **Attorney Visits:** Attorney visits will be arranged by the Unit Team prior to the visit when the attorney is not on the inmate's approved visiting list.
- (1.) **FPC** - Attorney visits will be scheduled during non-visiting days and will take place in the Camp Visiting Room. When attorney visits are scheduled on visiting days, prior arrangements will be made with the Unit Team for use of the Camp Conference Room.
- (2.) **FCI** - Attorney visits will be scheduled during the week and will take place in the Visiting Room. If an attorney visit is not feasible during the week, weekend attorney visits will be pre-approved and will be conducted in the attorney/client room in the Visiting Room. These visits will be supervised by inmate's Unit Team.
- (3.) **Special Equipment** - Unit Team's will submit a memorandum through the Associate Warden of Programs for FCI inmates or Camp Administrator for FPC inmates, to the Warden when the Attorney requests permission to bring special equipment such as tape recorders or video equipment. Only equipment authorized in advance will be allowed.
- b. **Law Enforcement Interviews:** The Special Investigative Supervisor (SIS) will approve and coordinate all interviews between law enforcement agencies and inmates. The Warden and Captain will be notified of the visit.
- c. **Religious Visits:** The Chaplain is responsible for coordinating religious visits and must be approved by the Warden. These may include;
- (1.) **Minister of Record:** Inmates may submit an Inmate Request to a Staff Member (BP-A148.055) form to the **Chaplain** to identify a minister of record. The

clergy person the inmate identifies will also submit a request for consideration as the minister of record to the Chaplain. Upon approval (NCIC clearance), the Chaplain will request that unit staff place the identified clergy person on the inmate's visiting list as the minister of record. An inmate may have only one minister of record at a time. The minister of record will not count against the total number of authorized social visitors an inmate is allowed to have on his visiting list. The minister of record will also not incur any visiting points. The visit will take place in the Visiting Room during regularly scheduled visiting hours and supervised by the Visiting Room officers.

- (2.) **Clergy**: Clergy, other than the minister of record, will be in accordance with procedures established in national policy and may be counted against the total number of visits allowed and points. The visit will take place in the Visiting Room during regularly scheduled visiting days and hours and supervised by Visiting Room officers. No volunteers will be permitted on an inmate's approved visiting list.
- d. **Volunteers**: Persons approved as institution volunteers who have a volunteer identification (ID) badge may not be approved as regular visitors unless authorized by the **Regional Director** in writing. The only exception to this is the Prisoner Visitation and Support (PVS) visitors. Approved PVS visitors do not have to be on the inmate's approved visiting list.
- e. **Representatives of Community Groups**: The Warden may approve visits on a recurring basis to representatives from community groups (for example, civic, volunteer, or religious organizations) who are acting in their official capacity. These visitors may be for the purpose of meeting with an individual inmate or with a group of inmates. The requirement for the existence of an established relationship prior to confinement for visitors does not apply to representatives of community groups.
- f. **Identical Twins Visiting Procedures**: The following procedures apply to identical twin visits:

- (1.) The inmate and visitor will sit in the front row under direct supervision of staff.
- (2.) The visitor will be required to wear a specific colored wristband. The wristband will be applied and removed by the Front Lobby Officer. The wrist band has assigned serial numbers. The Front Lobby Officer will verify the serial numbers assigned to the wrist band for further security identification and noted in the appropriate log book.
- (3.) The visitor will not wear clothing resembling the color, brand or pattern of the authorized inmate attire.

g. **HOLDOVER VISITING PROCEDURES**: When a visiting list is not available, visits for inmates in holdover status may be authorized by Unit Team and must be approved by the Associate Warden of Programs. These visits will be limited to members of the immediate family and can be retrieved from the inmate's Pre-Sentence Investigation (PSI). Immediate family includes father, mother, step-parents, foster parents, brother and sister, spouse and children. Inmates housed at FCI Herlong designated as holdover inmates will be allowed to visit upon receipt and verification from the inmate's PSI. A Special Visit Authorization Form must be completed and distributed prior to any holdover visit occurring. (Attachment B).

- (1.) **Approval**: Inmates with separation issues will be reviewed on a case-by-case basis. Final approval for the visit will be determined by the Operations Lieutenant.
- (2.) **Permitted Visitors**: Only visitors on an approved visiting list will be permitted. All visits will take place in the Visiting Room under direct supervision.
- (3.) **Time Limits**: Visits for Holdover inmates, will be 8:00 a.m. to 3:00 p.m. on Fridays. Holdover inmates in the Visiting Room will be permitted up to a four-hour visit unless prior approval was received by the Captain.

h. VISITING PROCEDURES FOR INMATES IN THE SPECIAL HOUSING UNIT:

Visiting for inmates housed in the Special Housing Unit (SHU), will be conducted on Fridays between the hours of 8:00 a.m. and 3:00 p.m. Individual visits will not exceed (4) four hours unless previously approved by the Captain or designee. Inmates from SHU who are authorized to visit in the Visiting Room will be closely supervised. Separation issues will be addressed on a case-by-case basis. [Final approval for the visit will be determined by the Institution Duty Officer (IDO) and Operations Lieutenant.] Only visitors on an approved visiting list will be permitted. All visits will take place in the Visiting Room under direct supervision.

8. PROCEDURES FOR PROCESSING VISITOR APPLICATIONS:

- a. Visitor Information** - Inmates are responsible for mailing a Visitor Information form (BP-329) to the individuals they would like placed on their visiting list. Inmates are also responsible for notifying their visitors of the visiting guidelines in place in FCI Herlong. Visitor Information forms and the policies governing inmate visiting are also available to the general public on www.bop.gov.
- b. Visitor Limit** - Only 20 visitors, inclusive of immediate family, friends, or associates, will be permitted on each inmate's visiting list.
- c. Investigation** - Unit Team will conduct a background investigation of each proposed visitor upon receipt of the Visitor Information form. Utilizing the background information obtained from the National Crime Information Center (NCIC), Unit Team will determine whether the individual should be placed on the inmate's authorized visitor list.
- d. Denials** - If the background information reveals that visitation privileges for the individual would present security concerns or disrupt the orderly running of the institution, Unit Team will prepare a memorandum to the Warden recommending denial. The Unit Team recommendation will require review by the Associate Warden of Programs and must receive final disapproval or approval by the Warden. Denials will be maintained in the FOI Exempt section of the inmate's Central File.

- e. **Approval** - If approved, the visitor's information will be entered into BOPWare Visiting Program by Unit Team. The inmate's current authorized visitor list will be maintained in the inmate's Central File. Unit Team will update the hard copies of the authorized visiting lists in the front lobby quarterly.
 - f. **Visitor List Changes** - Inmates will be allowed to change their approved visiting list on a case-by-case basis with approval from unit staff.
 - g. **Prior Relationship Requirement** - Individuals placed on the approved visiting list of an inmate must have established a relationship with the inmate prior to the inmate's incarceration. Exception 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. Any exceptions must have prior approval by the Associate Warden of Programs for FCI inmates, Camp Administrator for FPC inmates.
 - h. **Notification** - The Counselor will notify the inmate of any approval, denial, or change to an inmate's visitation list. The inmate is responsible for notifying the individual of the approval or disapproval to visit. At no time will staff disclose inmate visitor information over the telephone.
9. **VISITING GUIDELINES:** Upon arrival in FCI Herlong, each inmate is given a copy of the visiting regulations. It is the inmates' responsibility to ensure their visitors understand the visiting guidelines and abides by them at all times. Visitors can obtain, upon request, a copy of the FCI/FPC Visiting Regulations (Attachment A) from the Front Lobby Officer. Visiting Regulations for FCI/FPC Herlong are also posted on the Herlong website at: www.bop.gov/locations/institutions/her/index.jsp
10. **LIMITATIONS SPECIFIC TO THE INSTITUTION:**
- a. **Age:** Children under the age of 18 must be accompanied by an adult.
 - b. **Overcrowding:** The visiting room has a maximum capacity of 255. Should the Visiting Room reach full capacity, the Visiting Room Officer will advise the Operations Lieutenant

of the situation. The Operations Lieutenant and/or the IDO will have the authority to curtail or terminate visits. Should it become necessary to curtail visits due to overcrowding, a maximum two-hour visit will be implemented. When instructed by the Operations Lieutenant, the Visiting Officer will begin curtailing visits by;

1. Volunteers.
2. Visitors who live in close proximity to the institution.
3. Those who visit most frequently.

Should the **FPC** Visiting Room reach full capacity, the Operations Lieutenant has the option of opening the outside patio area for visiting at his/her discretion prior to the IDO curtailing or terminating visits. The patio at the FCI will not be opened without written approval from the Captain.

- c. Number of Visitors:** The number of persons allowed while visiting one inmate is limited to five adults. Children under the age of 16 are limited to immediate family only. Any exceptions must have prior approval by the AW (P) for the FCI or Camp Administrator for the FPC, and the Captain. Should more than five visitors arrive at the same time, a split visit may be arranged at the discretion of the IDO after consultation with the Operations Lieutenant. A split visit is defined as a visit where one or more visitors leave the Visiting Room to be replaced by other authorized visitor(s). Those visitors leaving may not return to the Visiting Room and must depart institution property.

- 11. PROCEDURES TO MAINTAIN A RECORD OF VISITORS:** The Front Lobby Officer shall require each visitor to complete the Notification to Visitor Form (BP-224) of Program Statement 5267.09 in the lobby area. The Front Lobby officer will ensure the form is properly completed and signed. The Visiting #1 Officer for the FCI and FPC will forward these forms to the SIS Office for filing at the end of each visiting day.

- a.** Unit Team will ensure the following forms are maintained in the inmate's Central File:
- (1) An official inmate visiting list.
 - (2) Notice of visiting violation.

12. **BACKUP SYSTEM TO THE COMPUTER VISITING PROGRAM:** As a back-up to the computerized system, official inmate visiting folders shall be maintained in the front lobby file cabinet. The records shall be in alphabetical order by the inmate's last name. The unit team shall update these records quarterly. When an inmate receives a visit, the Front Lobby Officer will identify the visitor and enter the date, time the visitor arrives, and sign the appropriate block on the visitor notification form.

13. **APPROVED DRESS CODE:** Visiting is an extremely important family function, and dress code requirements are necessary to maintain the dignity of those involved. All visitors will be properly dressed while at the institution. No insignias or writing that is likely to create a security risk will be permitted on any clothing. No gang related attire or fashions will be allowed.

Pants - No sweat suits, pajamas, spandex pants, body suits, skinny jeans, leggings, or any other type of form fitting pants or skirts that would be considered suggestive or revealing in nature (e.g., skin-tight clothing, etc.).

Shorts - Visitors are prohibited against wearing shorts (except children under 12).

Skirts - If a visitor chooses to wear a dress, the length of the dress will not be shorter than the natural break of the leg at the back of the knee. This requirement includes any type of slit or cut in the dress.

Shirts - All visitors must wear a shirt. Shirts or blouses will have a sleeve that reaches the mid-bicep area, no low cut or any see-through clothing (if skin can be seen through the garment, it is defined as "see-through"), no tube or tank tops, no sleeveless shirts or spaghetti straps, no backless clothing, no bare midriffs, no swim suits.

Shoes - No open-toed shoes, no flip flops, no sandals or slippers. Thigh-high and knee-high boots will not be permitted unless worn under jeans.

Headgear - With the exception of religious headgear, hats may not be worn during visits.

Color - Wearing clothing which is khaki in color at the FCI, and green in color at the FPC is prohibited. Inmates are responsible

for advising their visitors of the dress requirements in the Visiting Room. Visits may be denied by the IDO and/or Operations Lieutenant for noncompliance after review of the issue in question. Excessively provocative attire is reason to deny and/or preclude visiting.

14. **IDENTIFICATION REQUIRMENTS FOR VISITORS:** Visitors over the age of 16 years of age must have a valid proof of their identity such as a valid driver's license, state issued identification card, military identification, or passport. Foreign Government Issued Photo ID's are considered to be a valid form of identification. Any form of unofficial photo identification (credit cards, bank cards, store cards, school identification, birth certificates, social security card, etc.) is invalid. Any visitor who does not present the proper current identification with a photograph will not be authorized to visit.

15. **ITEMS AUTHORIZED IN VISITING ROOM:** Authorized visitors will only be allowed to bring in the Visiting Room one small clear clutch purse or clear sandwich bag no more than eight inches or less in height and width, containing authorized items. Coins, or a reasonable amount of currency not to exceed \$25 (only \$5 and \$1 bills allowed), female hygiene items, and immediate needs for medications such as those needed for heart disease, respiratory malfunctions, etc. Emergency medication and hygiene items will be held at the Officer's Station (See Attachment A). During the cold weather season, winter coats and headgear must be hung on the coat racks provided at both the FCI and Camp. Diaper bags will be held at Officer's Station. At no time are visitors permitted to bring in anything to give to an inmate unless authorized by the Warden.

16. **PROCEDURES FOR STORING ITEMS NOT AUTHORIZED IN THE VISITING ROOM:** At the FCI, all unauthorized items (i.e. visitor purses, vehicle keys, cell phones, or other electronic devices, headgear, etc.) must be secured in the lockers provided. Camp visitors will leave these items in their vehicles with car keys kept with the Camp Visiting Officer in the key retention box.

17. **PROCEDURES FOR CHILD AREAS:** At the FCI, no inmates are allowed in the children's area. The door to the children's area will be open at all times. At the FPC, inmates will be allowed in the designated children's section with their visitors.

18. **SPECIAL RULES FOR CHILDREN:** Only children between the ages of 5 to 12 will be allowed in the children's area. All younger children may enter, however they must be accompanied by their guardian (not the inmate). It is the responsibility of the inmate for the behavior of their children. The children must remain within the supervision of the adult visitor and inmate at all times. All children will be supervised to and from the children's room and will not be allowed to run around the visiting room disturbing other visits.
19. **HOSPITAL VISITS:** Unit team will coordinate local hospital visits. Ordinarily, visiting is not allowed to inmates admitted to a local hospital. However, when visiting is allowed, visits to hospitalized inmates must be approved by the Warden. Visiting will be restricted to immediate family members who must adhere to all policies of the local hospital. The duration of the approved visit will be listed on the approval memorandum from the Warden. The memorandum will list each family member and the date and time of the visit. No visit will exceed 4 hours. All family members listed must be on the inmate's approved visiting list. Telephone call requests will be approved through the appropriate unit team with final approval through the Captain, to the AW(P).
20. **VISITOR PROCESSING:**
- a. **Consent to Search:** A visitor who objects to any search, test, or entrance procedures has the option of refusing and leaving the institution grounds, unless there is reason to detain or arrest the visitor. The Operations Lieutenant or IDO shall deny admission to the institution to a visitor who refuses to undergo a search of person and/or effects as dictated by Bureau of Prisons policy. The Captain, IDO, and the Administrative Duty Officer (ADO) will be notified.
- b. **Inmate Visitor's Sign-in Logs:** Visitors will be required to sign in at the time of their arrival and write the name the inmate to be visited in an official sign-in log. The Front Lobby Officer will maintain the visitor log, ensuring it is filled out properly.
- c. **Notification to Visitor Form:** Each visitor, age 16 and older, will fill out the notification to visitor form. The Visiting Room Officer will collect the completed forms at

end of each shift and forward them to the SIS department and the Lieutenant's Office at the end of each visiting day. The completed forms will be kept on file for one year.

- d. **Visiting Room Officer Procedures:** FCI staff will visually search inmates entering and exiting the visiting room. If FCI inmates have to use the restroom; they will be under constant staff supervision.
 - e. **Visitor's Restrooms:** Visitor's restrooms will be opened and closed by request and will be searched each time they are used.
21. **WALSH ACT REQUIREMENTS:** The Unit Team will evaluate all inmates on their case load and all incoming inmates to determine if they have an inmate who has been convicted of a sex offense involving a minor (WA CONV). Any inmate fitting this criterion will have the following annotation placed in the visiting program under the comments section: "This inmate was convicted of a sex offense involving a minor." Any inmate identified as having a Walsh Act assignment involving a minor will be seated in a row of seats nearest the Officer's Station. The visit will be closely monitored to ensure compliance with visiting regulations.
22. **OFFICE OF PRIMARY INTEREST:** CORRECTIONAL SERVICES



Paul Thompson, Warden

4/22/2020

Date

Distribution:

Warden
Department Heads
Sally Port
Post Orders
Front Lobby Officer

Executive Staff
IDO Briefcase
AFGE Local 1217
FCI/FPC Visiting Room

WXRO
Control Center
Historical File

**FEDERAL CORRECTIONAL INSTITUTION
FEDERAL PRISON CAMP
HERLONG, CALIFORNIA**

VISITOR VISITING REGULATIONS

1. Inmate Visitors will not be permitted on institutional grounds at the FPC prior to 7:45 a.m. nor between the hours of 9:15 a.m. - 10:45 a.m., during the 10:00 a.m. Official Count on Saturdays, Sundays, and federal holidays are not permitted to remain in the parking lot or inside the Visitor's Waiting Room Area. No visitors will be processed into the Visiting Room during the Official Count. No visitors will be processed after 2 p.m. Visitors will not be permitted to remain in the parking lot after their visit has concluded. No visitors will be allowed into the Administration Building prior to the above scheduled times unless authorized by the Operations Lieutenant.
2. A current valid photo ID is required for visitors 16 years and older before receiving a visit. Examples of a valid photo ID are a current driver's license, passport, or state identification card. An expired photo ID is not considered valid.
3. The Operations Lieutenant and/or IDO may terminate visits that are not conducted in the appropriate manner.
4. Any visitor who departs the visiting area prior to the conclusion of the day will not be authorized re-entry and cannot remain on the institutional grounds. Once a visitor leaves, the visit is terminated for that day unless prior approval is obtained from the Operations Lieutenant and/or the Institution Duty Officer (IDO).
5. Inmates are not authorized to receive any item from their visitor or give any item to their visitor, nor are exchange of items amongst other visitors permitted. "18 U.S.C. Section 1791 provides a penalty of imprisonment for not more than twenty years, a fine, or both for providing or attempting to provide to an inmate anything whatsoever without the knowledge and consent of the Warden."

6. Inmates will utilize the inmate restroom in the visiting room. Separate facilities are available to visitors.
7. Pets are not allowed unless the animal is a dog to assist a disabled person. The visitor must provide documentation that the animal is a certified service animal. Documentation reflecting the animal is a therapy animal, is not a certified service animal, is therefore not allowed.
8. At the completion of the visit, all visitors will be required to depart institution property. If commercial transportation is required, prior arrangements should be made to ensure the carrier arrives prior to the completion of the visit. Individuals not on the visiting list may not remain on the institution's property. Should more than five visitors arrive at the same time, a split visit may be arranged at the discretion of the IDO.
9. A greeting/farewell kiss and embrace of visitors is permissible. All contact must be consistent with proper order and good taste. **Open mouth kissing will not be tolerated.** No physical body contact beyond initial and departing embrace will be tolerated and will result in the immediate termination of the visit.
10. Use of abusive or derogatory language during visiting will not be tolerated and will result in the immediate termination of the visit.
11. It is not permissible to bring gifts or packages of any type. Money will not be accepted for credit to an inmate's account. No written messages will be exchanged or signed during the visit without permission. Infractions will result in the immediate termination of the visit.
12. Food and beverages may not be brought into the FPC.
13. Cameras and tape recorders are not permitted on institution grounds. **No photographs of any kind may be brought in.**
14. Visiting Room Officers will seat visitors and inmates as deemed appropriate for proper supervision. For security reasons, the officer may also have the inmate and visitors moved to another seating area during the visit. Assigned seating for FPC visiting is not required.

15. Rearrangement of furniture will not be allowed. Saving or reserving chairs and tables for other inmates and/or visitors will not be allowed.
16. Vending machines will be used by the visitor only. Inmates are not allowed to handle currency or operate the vending machines or be in the vending area.
17. It is expected that female visitors will use appropriate discretion in opting to breast feed their infants in the Visiting Room. If breast feeding is conducted in a manner that is disruptive to other inmates or visitors, or is facilitating conduct prohibited under the Bureau of Prisons disciplinary code, the visit will be terminated after consultation with the Administrative Duty Officer.
18. Children utilizing the Play Area will be under supervision of an adult visitor(s) at all times. At no time will the inmate be allowed to enter the play area. The television will only show child appropriate programming as determined by Visiting Room staff. Inmates are allowed to sit in visiting chairs adjacent to the Children's Play Area.
19. The outside patio area at the will not be opened for visitation. Exceptions may be made for special events, i.e., Universal Children's Day, and only when staff responsible for coordinating the event is available to provide supervision.
20. Approved emergency medication will be held at the Officer's Station.



U. S. Department of Justice

Federal Bureau of Prisons

FCI Herlong

Office of the Warden

Herlong, California 96113

(Current Date)

**MEMORANDUM FOR ASSOCIATE WARDEN OF PROGRAMS OR
CAMP ADMINISTRATOR**

FROM: (Unit Staff Member Name)

SUBJECT: Special Visit
Inmate Name:
Register Number:

The above-named inmate has been approved for a Special Visit for the month and day of _____, 20____, with _____

_____ for the following reasons:

- _____ Attorney Visit
- _____ Inmate has family emergencies (Death in family, etc.)
- _____ Pre-Release Planning Interview
- _____ Holdover/Pre-Trial Inmate
- _____ Other: _____

(Explanation if applicable): _____

REVIEWED AND APPROVED BY: _____

- cc: Central File
- Control Center
- Secretary
- Lieutenants Office
- Visiting Room Folder