



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Littleton, CO 80123

Institution Supplement

OPI: Correctional Services
NUMBER: ENG 5267.09c(1)
DATE: May 24, 2021
SUBJECT: Visiting Regulations
FCI/FDC/FPC

1. PURPOSE AND SCOPE: To establish rules, regulations and procedures for visitation at FCI Englewood.
2. PROGRAM OBJECTIVES: To ensure FCI Englewood maintains a safe and secure environment for all individuals involved. FCI Englewood encourages visiting by family, friends, and community groups to maintain the morale of the inmate and to develop closer relationships between family members. The Warden and or designee has the authority to restrict or suspend an inmate's visiting privileges, 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.
3. SUMMARY OF CHANGES:
 - Supplement number and date
 - Updated Visitor attire section
 - Add allowable items
 - Update visiting times
 - Update attachment FCI/FDC Visiting Regulations
 - Updated attachment FPC Visiting Regulations
4. DIRECTIVES AFFECTED:
 - a. Directives Rescinded:

Institution Supplement ENG 5267.09c, Visiting Regulations (FCI/FDC/FPC), dated July 13, 2018.

b. Directives Referenced:

Program Statement 5267.09, Visiting Regulations, dated December 10, 2015.

Program Statement 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds or Facilities, dated July 17, 2013.

Program Statement 5522.02, Ion Spectrometry Device Program, dated April 1, 2015.

Program Statement 5500.14, CN-1, Correctional Service Procedure Manual, dated August 1, 2016.

5. STANDARDS REFERENCED:

a. American Correctional Association 5th Edition Standards for Adult Correctional Institutions: 5-ACI-4A-21, 5-ACI-5A-01, 5-ACI-2E-03, and 5-ACI-3A-27 through 5-ACI-7D-22.

b. Adult Local Federal Detention Centers, 4th Edition Standards: 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.

6. VISITING ROOM: All social and legal visits will take place in the visiting rooms of the FCI and the FDC with the exception of inmates housed in Special Housing Unit (SHU). Visitors and inmates will be assigned seating by the Visiting Room Officer upon entering the visiting room. All social visits at the FPC will take place in the Food Service dining room. Legal visits will occur in the dining room during normal visiting hours. When an attorney must visit with an inmate during non-visiting hours, the visit will occur in the assigned Camp day room upon approval by a Unit Team member.

7. IDENTIFICATION OF VISITORS: At the FCI and FDC all visitors will be screened in and must sign in the visitor logbook. All visitors age 16 and over will be required to provide valid picture identification before entering the visiting room. Visitors approved identification includes a valid driver's license, state identification card, military identification, and Passport or U.S Immigration card (Permanent Resident card). Matricular identification cards issued by the Mexican Consulate and B1/B2 Visa/Border Crossing cards are not considered as valid for entrance.

8. INTAKE: When visitors come to the institution, they will have to complete the following procedures before being admitted:
- a. Sign the Visitor's Log Book (visitor's name, date, time of arrival, name of inmate visiting). Note: Visitors are required to sign this log book upon departure.
 - b. Read and sign the BP-A0224 Notification to Visitor Form. This form informs visitors of Title 18 U.S.C. 1791 and 3571, which is the penalty for bringing upon institution grounds any firearms, destructive devices, ammunition, other objects designed to be used as a weapon, narcotic drugs, controlled substances, alcoholic beverages, currency, or any other objects without the knowledge and consent of the Warden.
 - c. Pass through the walk-through metal detector successfully. Any items (e.g. purses) staff cannot search thoroughly will not be allowed. Visitors can return and lock them in their vehicles. Small lockers are provided for visitors in the Front Lobby to store items during visiting.

WARNING: The institution is not responsible for any items missing or stolen from lockers. All bags entering the facility must be clear.

9. STORAGE OF PERSONAL ITEMS: See Attachment A regarding the storage of personal items at the FCI/FDC.
10. VISITING PROGRAM INOPERABLE: In the event of a power outage to the visiting program, hard copies will be utilized to in process visitors.
11. VISITING TIMES: There is no social visiting on Monday, Tuesday, Wednesday, Thursday or Friday at the FCI, FDC, or FPC facilities, with the exception of Federal Holidays.
- a. FCI and FDC General Population and Special Housing Unit Visiting Hours:
Saturday, Sunday, and Holidays 7:30 a.m. to 2:30 p.m.
Visiting processing will be closed from 9:30 a.m. to 11:00 a.m. for count.

b. FPC Visiting Hours:

Saturday, Sunday, and Holidays 7:30 a.m. to 9:45 a.m.
*11:30 a.m. to 2:30 p.m.

On Saturday, Sunday, and Holidays, visiting will be closed from 9:45 a.m. to 11:30 a.m. for count and the lunch meal. Visitors are expected to leave the institution grounds and return after 11:30 a.m.

12. FREQUENCY OF VISITS AND NUMBER OF VISITORS:

- a. FREQUENCY: FCI and FPC Inmates will be allowed a total of 40 points per month. Two points will be charged for each hour on weekends and holiday visits. At the FCI, FDC, and FPC any visit exceeding 15 minutes is considered a full hour. Legal visits will not be counted towards the point total. When an inmate has reached his point total for the month and wants additional time, he must submit an "Inmate Request to Staff" form to the Unit Manager for consideration, stating the visitor's name and the reason for the visit.

Any inmate housed in the SHU will be limited to a one-hour per day, with a maximum of two visitors. In the event there are no other visitors waiting, a one hour extension may be granted. SHU social visits will not exceed two hours.

- b. NUMBER OF VISITORS: At the FCI/FPC/FDC, due to limited visiting space, inmates will be allowed only three adult visitors per visit. Visits in the SHU are limited to two visitors. Children 16 years of age and older will be counted as an adult visitor. Small children not yet walking will not be counted toward the total. Requests to have more than three persons for a visit should be submitted on an "Inmate Request to Staff" form through Unit Team. The Unit Manager is the final approving official.
- c. OVERCROWDING: If overcrowding becomes an issue, the Operations Lieutenant, in conjunction with Institutional Duty Officer (IDO), will be contacted to approve early termination of visiting, giving consideration to those visitors who are not considered from the commuting area. The Institutional Duty Officer will complete the "Visiting Denial" form (Attachment D) when a visit is terminated.

13. REGULAR VISITORS:

- a. At the FCI and FPC, in addition to immediate family members and relatives, an inmate may request up to 10 friends to be added to his visiting list. All proposed visitors will be subject to a National Crime Information Center (NCIC) background check prior to visitation. Immediate family is classified as one of the following: mother, father, step-parents, foster parents, siblings, spouse, and children. The inmate must have known all proposed visitor(s) prior to incarceration. Any exceptions to the above visitors must be approved by the Warden or designee.

- b. Common-law relationships will be recognized as a spouse; however, they must have proof of common-law status. A "Declaration of Common-Law Marriage" is acceptable when both parties have notarized signatures and the document is filed with the Department of Motor Vehicle (DMV). Other acceptable documentation of common-law status includes joint rental contracts, automobile titles, etc.; with both names on them. Any inmate who creates the common-law marriage simply for visitation privileges may be subject to disciplinary action and/or restriction of visiting privileges. An inmate who does not have a legal spouse, but there is an individual with whom the inmate has been cohabitating, and there is documented evidence the relationship was similar to that of a spouse may be approved for visiting.

The pre-existing relationship must be documented, which may include names on a lease, birth certificates of children, common address on a driver's license, etc.; and be subject to the normal screening procedures prior to approval from the Unit Manager.

14. VISITORS LIST AND DISTRIBUTION OF GUIDELINES TO VISITORS:

- a. Each inmate will have an approved visiting list in the computer file at the Front Lobby. Unit Team staff are responsible for maintaining up-to-date information in the visiting file. Additionally, following sanctions by the Discipline Hearing Officer (DHO) which include Loss of Visiting; the Unit Team Counselor will enter the imposed sanction into the BOPWare visiting program.

Visiting Room Officers will maintain each inmate's points on the computer at the Officer In-charge's (OIC) desk when an inmate receives visits.

The Visiting Room Officers will maintain an Inmate Property Log Book, which will be filled out when an inmate enters the visiting room. At the end of the visit the property will be accounted for.

- b. Inmates arriving at the FCI/FPC/FDC will be afforded the opportunity to submit an initial request for visitors within the first 60 days after arrival. Thereafter, inmates will be permitted to make changes to their visiting list once each quarter; January, April, July and October. FDC inmates will only be authorized to place immediate family members on their visiting list. If a visitor is found to have any warrants during the NCIC Background check the visitor will be denied until the warrant is resolved.
- c. Inmates will submit names of prospective visitors to their Correctional Counselor. The Counselor is responsible for preparation and approval of all visiting lists. The lists will include addresses as well as phone numbers if known. Social Security numbers and birth dates must be added for further identification. The Counselor will require complete information before accepting the visiting request form. It is the inmate's responsibility to inform visitors when they have been added on their approved visiting list and provide their visitor with the Visiting Room Procedures/Regulations from (attachment A).
- d. Once approved by staff, the approved record of visitor's form will be produced in triplicate. One copy will be maintained in Section 3 of the inmate's Central File, a copy given to the inmate, and a copy forwarded to the Front Lobby. The Front Lobby's approved record of visitors will serve as a back-up record for the visiting computer program.
- e. The Counselor will be responsible for initiating and updating visiting records and notifying inmates if the visitors are approved or disapproved. Only immediate family, identified in the inmate's PSI, will be permitted to visit an inmate if they are not on the inmate's approved visiting list prior to arrival. The IDO should be contacted if a visitor is not on an inmate visiting list. The IDO, Operations Lieutenant and a Unit Team member will evaluate the situation to determine if there are any unusual circumstances, such as visitors pending approval who are not yet keyed into the Visiting Program. It should be an extremely rare occasion when an inmate is allowed a visitor who is not on the visiting list.

- f. Visitors shall not be on more than one inmate's visiting list.
All exceptions must be approved by the Associate Warden, Programs (AW (P)). Only requests for immediate family members will be considered (i.e., mother who has two inmate sons).
- g. Inmates may have the mother of their children added to their visiting list. However, due to space limitations and security concerns, such visitors must bring the inmates child with them before being allowed to visit. Children under the age of 16 may not visit unless accompanied by a parent or guardian. They may be placed on the visiting list, but this is not required if an adult is responsible for them. **It is required that children entering the facility be related to the inmate.**
15. SEARCHING OF VISITORS: All searches will be conducted using the guidelines set forth in Program Statement 5510.15, Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities.
- a. Right to Refusal: A visitor who objects to any search, test, or entrance procedures has the option of refusing and leaving institution grounds, unless there is reason to detain or arrest the visitor. Staff will deny admission of a visitor into the institution, who refuses to undergo a search of person and/or effects as dictated by Bureau of Prisons policy. The Captain, SIS, Duty Officer, and ADO will be notified.
- b. Procedures for Disapproving Proposed Visitors: The Duty Officer and/or Operations Lieutenant will disapprove any visitor not in compliance with institutional visiting regulations, to include dress code and visiting room conduct. Visiting regulations are outlined in the Admission & Orientation(A&O) Handbook, and visitors are to be informed of the appropriate dress code and conduct by the inmate they intend to visit. Attachment A, outlining the visiting rules, will be provided by Unit Team to the inmate to be mailed with the proposed visiting application. Unit Team shall give consideration to the nature, extent, and recentness of proposed visitor's criminal conviction in determining visiting privileges. If the Unit Team determines there are security and/or management concerns, a justification

memorandum must be submitted to the Warden for approval or disapproval.

- c. Termination of a Visit: The Duty Officer and/or the Operations Lieutenant will terminate a visit upon determining a visitor is in possession of, passing, or attempting to pass contraband not previously detected, or is engaging in any conduct/behavior which poses a threat to the orderly/secure running of the institution.
16. INMATES RIGHT TO APPEAL: The inmate has the right to appeal through the Administrative Remedy Process when a visit is denied/terminated.
17. VISITING CONTACT: Handshaking, a short embrace, and a brief, closed mouth kiss may be permitted at the beginning and at the end of each visit. A brief kiss is defined as a brief act of touching one's lips to the lips of another person. No opened mouth kissing is permitted. Opened mouth kissing will result in the immediate termination of the visit. The act of kissing does not include prolonged kissing, or any inappropriate bodily contact. Inmates with small children are afforded more contact by the holding of infants. Contact between inmates and visitors other than these is prohibited.
18. NON-CONTACT VISITING: Under special circumstances the Warden may determine an inmate in general population may be subject to a "Non-Contact" visit. The purpose of this visit is to limit the physical contact an inmate has with his visitor. These visits will be scheduled and directly supervised by the inmate's Unit Team.
19. SPECIAL VISITS: The Unit Manager, after consulting with the Captain, will be the final approving official for all special visits at the FCI, FPC, and FDC. The total number of visitors will not exceed five adults per inmate, any more than five adults will result in the visit being divided into multiple groups. Inmates must submit an "Inmate Request to Staff" form to their Correctional Counselor when they want a one-time 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. All media visits requests will be forward through Unit Team, Captain, Executive Assistant, AW (P), with final approval by the Warden.

At the FCI, FPC, and FDC, the Correctional Counselor will research the legitimacy of the request and recommend it to the Unit Manager and Captain, with either approval or disapproval.

The Counselor will be responsible for ensuring the visitor is put in the visiting program and noted "Special visit-valid only from (Specified Date) to (Specified Date)".

- a. Hospital Visits: Family members requesting to visit a hospitalized inmate shall be approved in advance by the Warden. Family members will be required to complete a Title 18 at the hospital before visiting. Local hospital visiting regulations will be followed.
- b. Law Enforcement Interviews: The SIS department will approve, coordinate, and schedule all interviews between law enforcement agencies and inmates. The SIS department will also inform the Warden and Captain of the visit.
- c. Religious Visits: Guidelines for processing visitation requests for special visitors classified as clergy and minister of record are established:
 - i. Minister of record: An inmate requesting to receive visits from his 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. An inmate may only have 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.
 - ii. Clergy: Visits from clergy (other than the minister of record) will be in accordance with the general visiting procedures and will count against the total number of regular visits allowed. The Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy. The Warden may establish a limit to the number of minister of record and clergy visits an inmate receives each month.
- d. Holdover: Visits for holdover inmates will be limited to immediate family. Inmates will submit an "Inmate Request to Staff" form to their Correctional Counselor fourteen days prior to the date of the requested visit.

- f. Consular Visitors: The Executive Assistant is responsible for coordinating the visits of consul from foreign countries.
20. 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).
- a. 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."
- b. Any inmate identified as having a Walsh Act assignment involving a minor will have his/her visits closely monitored.
- c. Inmates convicted of a Walsh Act offense will not be permitted to have children on their lap or seated next to them.
21. LEGAL VISITS: Upon request, legal visits may be accommodated during social visiting at the FCI, FDC, or the FPC. The legal visitor shall be informed that a private room may not be available for them during the social visiting hours and they may schedule a private visit through the Unit Team staff. However, private room usage will be available if not in use at the time of the visit.

All persons seeking a legal visit with any inmate shall be held to the same dress code and other rules governing the operations of any of the visiting rooms. FDC legal visits during social visiting must correspond with the inmate's respective unit. All legal visits taking place during normal visitation hours will be coordinated through the Unit Counselor no less than 48 hours prior to the visit taking place. Approved memorandums will be placed in the appropriate control centers.

- a. When Legal visits are conducted at the FDC, outside of social visiting times, a maximum of four legal visits will be conducted at the same time. Once the three legal rooms have been utilized a fourth visit may be allowed in the social visiting area. When using the designated legal rooms, the inmate along with their attorneys will be secured until completion of their visit. Phones are located in all three rooms to allow attorneys to notify

staff of the completion of their visit or to request assistance.

- b. Legal visits for FDC inmates, who are housed at the FCI in the SHU, will be coordinated by the FDC Unit Team and the inmate's attorney. An inmate should notify his attorney when he is placed in SHU to facilitate a smooth transition. Unit team will be responsible for providing the inmate with a legal call within 5 business days of the inmates' placement in the SHU.
- c. Unit Team Staff, but primarily the inmate's Counselor, shall ensure that legal visits are coordinated and conducted in a timely and orderly fashion. Attorneys will be processed as legal visitors upon showing proof of good standing with any United States Bar Association, as well as a valid Government Issued photo ID. Persons claiming the status of an attorney which cannot be confirmed, or whose status originates from a foreign sovereign state, shall be referred to the Legal Center for confirmation of their status. In accordance with Program Statement 1315.07, Inmate Legal Activities, Attorneys will be required to complete the Visiting Attorney Statement (attachment C). This form will be completed once for each inmate visited. The Application to Enter Institution as Representative, (attachment D), will be completed by any non-attorney person who is employed by, or is acting on behalf of the attorney, e.g. paralegal, legal secretary, etc.

This form will be completed by the person(s) seeking entry on behalf of the attorney, shall be signed by the attorney, and finally reviewed by a member of the inmate's Unit Team before the non-attorney is permitted legal visitation privileges. Upon the approval of legal visitation privileges for a non-attorney, the Unit Team shall notify visiting room personnel of the approval. Visiting room personnel shall utilize the Legal Representative logbook, listing the attorneys, as well as the non-attorneys who have been granted legal visitation status. This log shall list the person(s) granted this status, the date upon which it was granted, and the name of the approving staff member.

- d. Legal documents may be exchanged between the attorney and the inmate they are visiting during the legal visit. The attorney may not, however, be permitted to give any

materials to inmates who they do not represent and are not visiting.

The documents brought into the visiting room by the inmate, and those given to the inmate by the attorney or other legal representative, shall be searched for contraband, but shall not be read by staff.

- e. Unless immediately necessitated by concerns for the safe and continued orderly running of the institution, the above noted legal visitation privileges shall not be denied or suspended before notifying the Operations Lieutenant. Using the chain of command, and as soon as possible, the Operations Lieutenant shall notify the IDO, AW (P) and/or the Warden, if he believes any of these privileges should be denied or suspended.

22. VISITS FOR INMATES HOUSED IN SPECIAL HOUSING UNIT (SHU):

Upon notification of a visit for an inmate housed in the SHU, the inmate will be escorted from his cell to holding cell on B-range. A visual search will be conducted and the inmate's clothing will be collected and set aside. Once cleared, the inmate shall be dressed out in new clothing. SHU staff will apply required restraints to the inmate and then escort the inmate to the SHU visiting room. Once in the SHU visiting room, the SHU restraints will be removed. The SHU staff escorting the inmate will fill out the visual search log for the search conducted in the SHU holding cell.

Any document(s) requiring an exchange between an inmate and their legal representative, must first be inspected by the SHU staff. SHU staff are required to inspect the items for contraband, but are not to read any documents. Upon completion of the inspection, the staff member will immediately hand the document(s) to the intended party. Upon completion of the SHU inmate's visit, SHU staff will conduct a visual search of the inmate. SHU Staff will escort the inmate to his assigned cell and notify visiting staff to escort the visitors to lobby. Once in the holding cell, the inmate will be given his original jumpsuit to change back into and returned to his cell.

23. ALLOWABLE ITEMS: The only items allowed to be brought into the visiting rooms is one clear, approximately eight inch plastic bag, containing no more than \$25 in change or small bills and a vehicle key. Any lanyards or additional items

on the key ring will not be authorized and must be returned to the visitor's vehicle.

- a. Breast feeding: A new statutory change allows a woman to breastfeed in a Federal building or on Federal property if the woman and her child are authorized to be present at the location. Should an infant need to breastfeed, the visitor will be escorted to the curtained area in the lobby to allow for feeding (breastfeeding will not be conducted in the Visiting Room) and then will be allowed re-entry once the infant has finished feeding. Visitors will be allowed to bring two containers of commercially packed baby food (unopened), two clear plastic baby bottles (empty), and one baby formula (unopened). Once in the visiting room, the formula may be opened and placed in the bottle. No glass bottles or containers will be allowed into the visiting room. Diapers are limited to three and one package of unopened baby wipes. One change of clothing and a blanket will be permitted for newborn infants. Visitors may bring one medium clear plastic container/bag no larger than 12" X 16" to carry the above mentioned authorized items.

24. VISITING ATTIRE FOR INMATE AND VISITORS:

- a. Inmates: Inmates are required to present their identification card upon entering the Visiting Room. Only institution issued clothing (full uniform to include khaki shirt, khaki pants and boots) are allowed in the visiting room. Shirts must be buttoned and tucked into the pants. Only a wedding band, approved religious medal/chain and headgear, and prescription eyeglasses are allowed to be brought into the Visiting Room by inmates. A permit stating the inmate requires soft shoes must be validated by Health Services before entering the Visiting Room.
- b. Visitors: Visiting is an extremely important family function, and dress code requirements are necessary to maintain the dignity of those involved. All visitors will be appropriately dressed when coming to visit at the institution. Children are expected to be dressed with the same restrictions as adults.
 - i. Visitors are prohibited from wearing camouflage clothing (of any color), solid khaki, green, white, orange, grey, or brown colored clothing. No grey sweat

suits, military/tactical BDU style or any clothing that resembles staff or inmate uniforms.

- ii. Shirts cannot have designs with images or wording which depicts the following: controversial and/or objectionable, gang related, profanity, obscene and/or inappropriate, drug and/or alcohol related. Sports Jersey's will not be permitted. Clothing with excessive detail (jewels, beading, etc...) that interferes with the metal detector will not be permitted.
- iii. Shorts must be no higher than three inches above the knee. If a visitor chooses to wear a dress, the length of the dress will not be shorter than the natural break of the wearer's leg, at the back of the knee. This requirement includes any type of slit or cut in the dress, whether the slit is on the back, front, or side. Sundresses are not permitted.
- iv. No low cut (e.g., V-neck) shirts or dresses. This includes; see-through/mesh clothing, tube tops, tank tops, halter tops, crop tops, cap sleeves, backless clothing, and/or swim suits. Necklines must be within two inches of the notch/base of the neck. No sweat suits, break away pants, spandex, tights yoga pants, leggings, pajamas or any apparel of a suggestive or revealing nature (e.g., skin-tight, figure hugging clothing, etc.).
- v. Appropriate undergarments are required and should not be visible. If undergarments or any clothing item that cannot be removed causes the metal detector to alarm the visitor may be required to submit to a pat search and metal detected with a wand.
- vi. Inclement weather attire will not be permitted within the visiting area. Any attire in question will be referred to the Operations Lieutenant for clarification.
- vii. Shoes are required for all visitors. Shoes must be closed toe and have a backing. Heels should not exceed two inches in height, to include wedges. No flip flops, sandals or "Croc" style footwear of any kind will be allowed. These regulations apply to children's footwear as well. All footwear must be removed and processed through the x-ray machine.

- viii. Wrist watches/timepieces/electronic sports bands of any sort are not authorized into the Federal Correctional Institution. Jewelry must be kept to a minimum.
- ix. Inmates are responsible for advising their visitors of the dress requirements in the visiting room. Visits may be denied by the Duty Officer or Operations Lieutenant for noncompliance. **Excessively provocative attire is reason to deny and/or preclude a visitor.** When a visitor is processed into the visiting room, they will not be allowed to leave and re-enter the facility.
25. CONDUCT: Inmates and their visitors are accountable to conduct themselves in such a manner as to not bring suspicion nor discredit upon themselves or be disruptive or offend the sensibilities of other visitors. Visitors and inmates are required to obey all staff instructions and to comply with all visiting room regulations. Failure to do so will result in the termination of visit.
- i. Smoking: Smoking is not prohibited on federal property.
- ii. Children: It is the responsibility of the inmate and his visitor to control their children during the visit. Children will not be allowed to wander through the visiting room. A children's play area is provided at the FCI, which consists of a small area with a television. There is not a children's play area at the FDC. Inmates are never permitted inside the children's play area.
- iii. Animals: Visitors are prohibited from bringing animals on institution grounds unless the animal is utilized to assist disabled persons. Disabled visitors requiring the assistance of an animal must submit a request, with the animals' appropriate documents, to the inmates Unit Team.
- iv. Vending Machines: Inmates are not allowed in the vending machine area. Visitors may purchase items from the vending machines and bring them back to area of visit. The use of these machines is at the users own risk. There is no procedure to make any refunds.

If food is purchased for an inmate, the food must be unopened, placed on the table and an officer must examine the item(s) to ensure each item is unopened and has not been tampered with. Inmates are not allowed to share food or drinks with other inmates or family members.

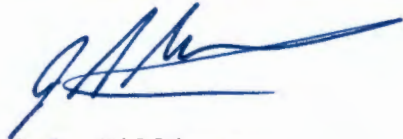
- v. Inmate Photographer: There will be an inmate photographer in the FCI visiting room who will be available for pictures on Saturday, Sunday, and holidays from 11:00 a.m. to 2:00 p.m. No inmate group photos are allowed and all photos must be appropriate in nature. The FDC does not have an inmate photographer. The inmate paying for the photo will be the only inmate allowed in the photo. The only permissible touching in photographs is the holding of hands.
26. TERMINATION OF VISITS: When the visiting room reaches seating capacity, the #1 Visiting Room Officer will consult with the Operations Lieutenant/IDO prior to terminating any visits. The Operations Lieutenant/IDO will be responsible for terminating visits at the FCI, FDC, and FPC. Factors such as the distance a visitor has traveled, frequency of visits, relationship of visitors to inmate, and the frequency of visits received by the inmate will be considered when determining who will be allowed to visit. Ordinarily, visiting privileges of inmates with local visitors will be terminated first. Distance to the institution will determine other terminations. If additional space is needed due to overcrowding, visits of those individuals who have been visiting the longest will be terminated. Staff should try to avoid terminating visits of those individuals who traveled from out of state. The IDO will complete the Visiting Denial form (attachment B) when a visit is terminated.
27. MONITORING: The Institution Duty Officer (IDO) will tour the visiting room each visiting day during their tour of duty. In addition, the IDO is to ensure other institutional activities are maintained without unnecessary or extended interference from the inmate visitors.
28. PRISONER VISITATION PROGRAM: If an inmate is unable to receive social visits, not due to disciplinary reasons, he may contact the Chaplain who will arrange visits with a

volunteer for him. Inmates will not be charged points for these visits, or for clergy visits.

29. DIRECTIONS AND PHYSICAL ADDRESS: Refer to attachment A for FCI, FDC, and FPC inmates.

30. EFFECTIVE DATE: This supplement is effective upon issuance.

31. OFFICE OF PRIMAY INTEREST: Correctional Services.

A handwritten signature in blue ink, appearing to read 'J.F. Williams', with a long horizontal flourish extending to the right.

J.F. Williams
Warden

ATTACHMENT A

FCI ENGLEWOOD VISITING GUIDELINES

The following is an outline of guidelines governing visiting at FCI Englewood. Copies are provided to the inmate population for distribution to their visitors. Visiting rules and regulations for FCI Englewood can also be found on the Bureau of Prisons website (www.bop.gov).

FCI ADDRESS: 9595 West Quincy Ave. Littleton, Colorado.

DIRECTIONS: From I470/I70, exit south off Hampden onto Wadsworth Avenue or Kipling Avenue to get to the institution. At the intersection of Wadsworth Avenue and Quincy Avenue turn west (towards the mountains) and drive approximately 1 ½ miles. The institution will be on the north side of Quincy. At the Kipling and Quincy Avenue intersection, the institution can be seen just to the east (away from the mountains).

FCI Phone: (303) 763-4300

Local Transportation: Denver International Airport, RTD (Bus and Rail services): (303) 299-6000

DAYS AND HOURS OF VISITATION:

FCI and FPC: Saturday, Sunday, and Federal Holidays: 8:30 a.m. to 9:45 a.m. and 11:30 a.m. to 3:30 p.m.

Saturday, Sunday, and Holidays, visiting is closed from 9:45 a.m. to 11:30 a.m. for count. Visitors are expected to leave the institution grounds and return after 11:30 a.m.

FDC Visiting Schedule: Saturday, Sunday, and Federal Holidays: 8:30 a.m. to 3:30 p.m. Visiting processing will be closed from 9:30 a.m. to 11:00 a.m. for count.

A-Unit inmates will visit on odd days, B-Unit inmates will visit on even days. All Federal holidays will be divided between the units. A Unit will visit from 8:30 a.m. to 12:00 p.m. and B Unit will visit from 12:00 p.m. to 3:30 p.m., with a maximum visiting time limit of one hour.

DRESS CODE: Visitors are expected to wear clothing which is within the bounds of good taste. Visitors will **not** be allowed to wear the following: low-cut or see-through clothing, excessively tight/revealing clothing, tube tops, tank tops, shorts, sun dresses, backless clothing, hoodies, sports jersey's, sweat pants or sweat suits, clothing that wraps around/ties, clothing with rips, tears or holes, clothing with obscene language or narcotics references. No backless, open-toed or beach style foot wear will be permitted. The following colors are not permitted: orange, dark green, grey (light and dark), khaki/tan, or plain white t-shirts. Dresses, dresses with slits and skirts will not be allowed if the hemline is above the natural break of the leg, at the back of the knee (a slit in a dress or skirt will not be permitted to be above this point). Clothing deemed excessively revealing in nature (i.e., skin tight clothing, mini-skirts, wrap-around or sleeveless clothing, etc.) is not authorized. Female visitors will be required to wear all appropriate undergarments, and must clear a walk-through metal detector.

IDENTIFICATION REQUIREMENTS: All visitors, with the exception of children under 16, must display a valid photo ID (i.e., valid driver's license, valid state identification card, a valid/ current passport) before being permitted into the institution. Visitors under the age of 16 and accompanied by a parent or legal guardian are exempt from this requirement. Persons not permitted to visit, may not remain in the institution or the institution parking lot.

AUTHORIZED ITEMS TO BRING: Visitors are not authorized to give anything to an inmate. If food is purchased for an inmate, the food must be unopened, placed on the table and an officer must examine the item(s) to ensure each item is unopened and has not been tampered with. Authorized items to be carried into the institution by visitors: One small, clear plastic container/bag no larger than 8"x12" containing no more than \$25 (in change or small bills) for vending machines; Photo Identification; Essential Medication (Asthma Inhaler, Nitroglycerine limited to the amount needed during the visit) to be maintained at the podium by the Visiting Room Officer. Storage lockers are available for visitors to store personal items. The institution is not responsible for lost/stolen locker items.

SPECIAL RULES FOR CHILDREN: Children under the age of 16 will not be allowed to visit unless accompanied by a responsible adult. Adult visitors will be responsible for the conduct of children under their supervision. This includes keeping them within the authorized visiting areas and keeping their children quiet so as not to disrupt others. Breastfeeding will be permitted in the visiting room; it is expected female visitors will use appropriate discretion in opting to breastfeed their infants in the visiting rooms. At a minimum, the female visitor will drape her infant and chest with clothing/blanket, to ensure minimal chance of exposure. If however, this becomes disruptive to other inmates/visitors, or is facilitating conduct prohibited under the Bureau of Prison's disciplinary code, the visit will be terminated and further actions may be considered. Visitors with infants/toddlers will be allowed to bring two containers of commercially packed baby food (unopened), two clear plastic baby bottles (empty), and one container of baby formula (unopened) or two single-serve formula packs (unopened). Once in the visiting room, the formula may be opened and placed in the bottle. No glass bottles or containers will be allowed into the visiting room. Diapers are limited to three and one package of **unopened** baby wipes. One change of clothing and a small receiving type blanket will be permitted for newborn infants only. Visitors may bring one medium clear plastic container/bag no larger than 12" X 16" to carry the above-mentioned authorized items.

SPECIAL HOUSING STATUS INMATES: Visits for inmates in special housing status are subject to the general visiting policy of the facility with exceptions. Special Housing Unit (SHU) visits are limited to one-hour per day, with a maximum of two visitors. In the event there are no other visitors waiting, a one hour extension may be granted. SHU social visits will not exceed two hours.

PROCESSING: All visitors and their belongings are subject to search at any time while inside the secure facility, or on institution grounds. Anyone refusing a search will be refused entry. Visitors are required to pass through a walk-through metal detector without activation. Please refrain from wearing clothing with metal content. Visiting areas are subject to video monitoring.

VEHICLES/PARKING: All Vehicles entering FCI Englewood grounds are subject to search. Occupants may remain in parked cars. Non-visitors must leave institution grounds.

ATTACHMENT B

**U.S. DEPARTMENT OF JUSTICE/ FEDERAL BUREAU OF PRISONS
FEDERAL CORRECTIONAL INSTITUTION ENGLEWOOD**

Visitation Denial/Termination

Date: _____

Time of Denial: _____

Name of Visitor: _____

Name of Inmate visited: _____ **Reg#** _____

Reason for Denial/Termination:

Steps if any, taken to research this incident prior to denial:

OFFICER: _____
Printed Name/Signature

IDO: _____
Printed Name/ Signature

**CC: Captain
Institutional Duty Officer**