



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

Office of Res: Correctional Services
Number: PHX5267.09a
Date: March 1, 2019
Subject: Visiting Regulations

Institution Supplement

1. **PURPOSE:** To establish Visiting Regulations for the Federal Correctional Institution (FCI) and Satellite Camp (SCP), Phoenix, Arizona. This supplement should be read in conjunction with the governing program statement.
2. **DIRECTIVES AFFECTED:**
 - A. **Directives Referenced:**
Program Statement 5267.09, *Visiting Regulations*, December 10, 2015
 - B. **Directives Rescinded:**
Institution Supplement PHX 5267.08c, *Visiting Regulations*, dated July 30, 2015.
Institution Supplement PHX 5267.08c, *Visiting Regulations SCP*, dated July 30, 2015.
3. **ACA STANDARDS REFERENCED:**
American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503 and 4-4504 are referenced.
4. **PROCEDURES:** The procedures specified in this Institution Supplement apply to all inmates housed at FCI/SCP Phoenix. Any procedures specific to Pretrial/Holdover detainees are noted accordingly.
 - A. **Visiting Schedule:** The visiting hours for the FCI and SCP are outlined below.
 1. **FCI:** Visiting hours for the FCI are from 8:00 a.m. to 3:00 p.m., Saturday, Sunday, Monday, and federal holidays.
 2. **SCP:** Visiting hours for the SCP are from 8:00 am to 3:00 p.m., Saturday, Sunday, and federal holidays. There is no visiting at the SCP on Mondays.
 3. Legal and special visits (e.g., religious, prisoner visitation support) will ordinarily be conducted in the FCI or SCP visiting rooms in accordance with regular visiting hours and days unless other arrangements are made in advance.
 4. Processing of visitors will begin at 8:00 a.m., and will end one hour prior to the end of the visitation period. Processing of visitors will be suspended one hour prior to the official 10:00 a.m., count on Saturday, Sunday and federal holidays.
 - B. **Pretrial / Holdover:** Visits for Pretrial/Holdover inmates will be limited to members of the immediate family.

- Inmates housed at FCI Phoenix designated as Holdover/Pre-Trial inmates will be allowed to visit after a period of 28 days. Visitation requests must be submitted in writing on an Inmate Request to Staff Member an Inmate Request to Staff Member to the Unit Team. The Unit Manager will approve all visits for Pretrial/Holdover inmates. Ordinarily, these visits will occur on regular visiting days during normal visiting hours.
- C. **Minister of Record / Clergy Visits:** Inmates wishing to have a Minister of Record added to their visiting list will need to submit an Inmate Request to Staff Member to the Chaplain. The Chaplain will notify the inmate and Unit Team of the approval or denial. Inmates who wish to meet with Clergy (other than the minister or record) must submit an Inmate Request to Staff Member to the Chaplain. The Chaplain will review the inmates request and approve/deny as appropriate.
- D. **Denial of Proposed Visitors:** Proposed visitors with questionable backgrounds will be reviewed in accordance the procedures outlined below:
1. **Denial of Immediate Family:** The unit team will generate a memorandum recommending approval/denial of the proposed visitor. The memorandum will include the relevant information and be routed through the SIS, Captain, Associate Warden of Programs to the Warden. The Warden will make the final determination if an immediate family member with a questionable background will be added to the inmates approved visiting list. This authority is not delegated below the authority of the Warden. A copy of the memorandum will be maintained in section 2 of the Privacy Folder of the Inmate Central File along with the Visitor Information form (BP-A0629).
 2. **Denial of Visitor's Other than Immediate Family:** The unit team will forward the Visitor Information form and NCIC results, along with their recommendation for approval/denial of the proposed visitor to the Associate Warden of Programs. The Associate Warden of Programs will make the final determination regarding visitors who aren't immediate family member will be added to the inmates approved visiting list. This authority will not be delegated below the level of Associate Warden. The Visitor Information Form will be retained in section 2 of the Privacy Folder of the Inmate Central File along with the Visitor Information form.
- E. **Exception to the Prior Relationship Requirement:** An inmate may request an exception to the prior relationship requirement for good cause. Ordinarily, exceptions to this rule will only be made 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. Requests must be submitted in writing on an Inmate Request to Staff Member to the Unit Team. The unit team will forward the inmates request along with their recommendation to the Warden for consideration. The Warden will make the final determination if an exception to the prior relationship rule will be granted.

F. **Preparation of Approved Visiting List:**

1. **Number of Authorized Visitors:** A maximum of 20 visitors, including immediate family and friends, will be permitted on each FCI/SCP inmate's visiting list. Attorneys of record and ministers of record will not count against the maximum number of visitors. Additionally, minor children (under the age of 16) will not count against maximum amount of inmate visitors.
2. **Visiting List Changes:** Inmates may request changes to their visitation list as staffing permits, but no less than their regularly scheduled program review meetings.
3. During the admission-orientation process each inmate will be asked to submit a list of proposed visitors. During this period, visitation will be limited to immediate family members, verifiable through the Presentence Investigation Report. All other visitors are required to complete a Visitor Information form prior to visiting. Immediate family members will be approved temporarily, 28 days, to allow for sufficient time to submit a Visitor Information form for processing. After 28-day period has lapsed, immediate family members who have not submitted a Visitor Information form will be removed from the Approved Visiting List until a form is submitted.
4. All proposed visitors, including immediate family, will be required to submit a Visitor Information form to the Unit Team so a background check can be conducted.
5. Established visiting lists for inmates transferred from other federal institutions will be recognized. Unit staff will review the visiting list with the inmate to ensure its accuracy. The unit counselor will ensure there is an NCIC in the central file for each visitor on the inmate's visiting list. This review will also ensure no previously approved visitors pose a threat to the security and good order of the institution. Previously approved visitors may be asked to submit an updated Visitor Information form if the form on file is older than 5 years.
6. Institution volunteers are not permitted to be placed on an individual inmate's approved visiting list.
7. 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, one copy given to the inmate.
8. When an inmate requests make visiting list changes, and the requested change conforms to the governing program statement, unit staff will make the change. Inmates can request to change their visiting list at any time.

- G. **Computer Visiting Backup Procures:** All approved visitors will be loaded into the Computer Visiting Program by the respective Counselor. The following procedures will be utilized if the Computer Visiting Program is inaccessible.
1. Every Friday after 2:00 p.m. SIS will generate an electronic copy of all approved inmate visitor lists, suspended inmates, and suspended visitors and save it to a shared folder on the Local Area Network (LAN). A separate file will be saved for each housing unit. The list will be oriented alphabetically by inmate last name and saved as follows:
 - a. Hopi Unit
 - b. Papago Unit
 - c. Papago RDAP
 - d. Mojave Unit
 - e. Mojave RDAP Unit
 - f. Navajo Unit
 - g. Pima Unit
 - h. Yuma Unit
 - i. Suspended Inmates
 - j. Suspended Visitors
 2. The electronic list will also be saved weekly on a DVD-RW disc and stored in Lieutenant's Office in the event both the Computer Visiting Program and LAN are inaccessible. Staff will be able to utilize the electronic list by logging into the local work station and viewing the DVD-RW disk. Two copies of the DVD will be produced and delivered to the Operation's Lieutenant each Friday.
- H. **Information for Visitors:** Written guidelines and visiting room rules are outlined in Attachment A. These guidelines will be made available to visitors in the following manners:
1. Inmate will be provided a copy of Attachment A during Admission and Orientation (A&O) program.
 2. Copies will be made available in the Law Library located in the Education Department.
 3. Visitors can obtain a copy of Attachment A in the Front Entrance of the SCP and FCI.
 4. FCI Phoenix's webpage on the Bureau of Prisons' website (www.bop.gov).

- I. **Visiting Room Capacity / Termination of Visits:** The Warden may limit the visiting period based upon space limitations to ensure the safe, secure and orderly running of the institution as outlined below.
1. **FCI:** To ensure proper supervision of the FCI visiting room, only 23 inmates will be permitted in the visiting room at any given time.
 2. **SCP:** The maximum number of visitors and inmates allowed in the SCP visiting room will not exceed 101 people. The visiting room officer will monitor the amount of seating space available in the visiting room. When available seating is less than the number of persons in a group for a visit, the visitors in the group will be informed. The visitors may wait in the SCP Administration Building until seating permits or leave the institution and return later. Visitors will not be allowed to wait in their vehicles.
 3. **Assigned Seating:** The FCI/SCP visiting room staff will assign the inmates and visitors seating arrangements based on the number of visitors in the group at the beginning of the visit. There will be no changing of seats unless authorized or directed by the visiting room staff. Inmates will sit across from their visitors for the duration of the visit.
 4. **Visiting Room Capacity:** A maximum of five adult visitors may visit an FCI/FPC inmate at one time. Children under the age of 16 are not counted against the inmate's five maximum visitors. When conditions such as overcrowding exist, the number of visitors may be further limited to allow each visitor adequate space and time to conduct their visit.
 5. Visits may be terminated by the Operations Lieutenant and/or Institution Duty Officer (IDO) under the following conditions:
 - a. In the event of a national emergency, severe weather, or institution emergency.
 - b. When there are more visitors than space allows (i.e., overcrowding).
 - c. When visiting conduct becomes indecent, loud, profane, or affects the general order of the visiting room and/or poses a threat to the overall security of the institution.
 6. The Visiting Room Officer will issue a verbal warning for conduct in violation of this institution supplement or other existing laws, rules, and BOP regulations. A warning log will be maintained in the visiting room for documentation purposes.
 7. If deemed necessary, after consultation with the Operations Lieutenant, the IDO will advise the inmate and his/her respective visitor(s) that the visit has been terminated.
 8. **Overcrowding Procedures:** The following procedures will be utilized to relieve crowding in the visitation room.

Should mandatory termination become necessary, only those visits deemed necessary to eliminate the overcrowding conditions will be terminated.

- a. The Visiting Room Officer will compile a list of visitors listing an address within the local commuting area. After the list has been compiled, the visiting room officer will privately explain the overcrowding situation to the local visitors and ask for volunteers to terminate their visits.
- b. Should this method prove ineffective, the Visiting Room Officer will notify the Operations Lieutenant and IDO of the need to terminate visits due to over-crowding.
- c. The Visiting Room Officer will then notify the group on the list (starting with those visiting for the longest period) that their visit has been terminated due to overcrowding.

J. **Special Visits:** An inmate may request a special visit in writing on an Inmate Request to Staff Member to the Unit Team. The Unit Team will forward the inmates request along with their recommendation in memorandum format to the Warden for consideration. The memorandum will be routed through the SIS, Captain, Associate Warden of Programs to the Warden. The authority to grant a special visit will not be delegated below the authority of the Acting Warden. Ordinarily, these visits will occur on regular visiting days during normal visiting hours. Special visits will be supervised in the following manner:

1. **Special Visits**
 - a. Normal Visiting Days/Hours: Visiting Room Staff
 - b. Non-Visiting Days/Hours: Unit Team
2. **Legal Visit**
 - a. Normal Visiting Days/Hours: Visiting Room Staff
 - b. Non-Visiting Days/Hours: Unit Team
3. **Law Enforcement Visits**
 - a. Normal Visiting Days/Hours: Visiting Room Staff
 - b. Non-Visiting Days/Hours: SIS
4. **Other** – Will be determined on a case-by-case basis.

K. **Frequency of Visits:** FCI/SCP Phoenix uses a point system (outlined below) to ensure all inmates have equal access to the visiting room.

1. **Monthly Points:** A maximum of 10 visiting points per month will be authorized for all inmates. Unit counselors will upload the initial 10 points into the visiting program when the inmate's visiting list is created.

Inmates should encourage their visitors to space their visits to provide visiting throughout the entire month. Points cannot be carried over from month to month.

2. Points per Visit: Visits on Saturday and Sunday will be charged two points. Visits on Monday will be charged one point. No points will be charged for visits on Federal Holidays. Any part of a visit will be counted as one visit.
 3. Visiting points will be calculated automatically by the electronic visiting room program. The FCI/SCP Visiting Room Officers will record the visiting points using the visiting program. If the visiting program is unavailable, the visits will be temporarily recorded using Attachment B until the program is restored.
 4. Additional Point Requests: Inmates may request additional points for special circumstances. The Associate Warden of Programs is delegated as the approving authority for additional point requests. Request for additional telephone minutes must be submitted in writing on an Inmate Request to Staff Member to the Unit Team. The Unit Team will forward the inmates request along with their recommendation to the Associate Warden of Programs for consideration.
- L. **Facility Information:** FCI/SCP Phoenix is located at 37900 N. 45th Avenue, in Phoenix, Arizona. The institution can be reached at (623) 465-9757. Whether coming from the north or south, take I-17 to exit 225 and turn west. Follow the road approximately two miles, ending at the institution. The SCP is directly across from the sign indicating you are entering federal property. For the FCI, turn left at the sign indicating you are entering federal property. Proceed approximately 300 yards to the main entrance for the institution. Visitors are to park in the designated areas located on the south side of the parking lot.

The following is local transportation information for the Phoenix area: Sky Harbor Airport, Taxi Service (480) 966-8294, Greyhound Bus (800) 231-2222.

M. **Approved Dress Code:**

1. Visitor Attire: All visitors will be properly attired when in the institution visiting room. Visitors may not wear sexually suggestive clothing, miniskirts, halter tops, sleeveless shirts, tank tops, shirts with hoods, shorts (except children 12 and under), jogging or sweat suits, shirts/blouses with plunging necklines, spandex garments, backless shirts/dresses, body suits, see-through clothing, clothing which ends above the knee, clothing with offensive wording, logos, or drug references, hats, caps, sandals, or open toe shoes. Visitors must dress appropriately and avoid clothing styles that are sexually suggestive or could easily be confused with inmate clothing (i.e., khaki color for the FCI and dark green for the SCP). When appropriate, and depending on weather conditions, jackets and/or coats may be worn into the visiting room.
2. Inmate Attire: Inmates called for a visit will be properly attired in accordance with the information outlined below:

- a. FCI inmates will wear clean, institution-issued khaki trousers, khaki button-up shirts, institution-issued belts, T-shirts, underwear (briefs or boxers), socks, and institution-issued (black) boots in the visiting room.

Institution soft shoes will be allowed for inmates who present a soft shoe permit and inmates assigned to Yuma holdover unit will be allowed to wear blue bus shoes. Inmates assigned to the Special Housing Unit (SHU) will wear an orange jumpsuit and SHU-issued shoes.

- b. SCP inmates will wear clean, institution-issued green trousers and green button-up shirts. All clothing will be buttoned. Inmates must wear bras, underwear, socks, and either institution-issued shoes/boots (black or brown) in the visiting room. Institution soft shoes will be allowed for inmates who present a soft shoe permit.

- N. **Identification Requirements for Visitors:** Visitors 16 years of age and older must present a valid state or government-issued photo identification (e.g., driver's license, state issued identification card, INS card, military identification, passport). Non-government-issued, non-photo identification (e.g., credit cards, store cards, school identification cards, birth certificates, Social Security cards, bank cards, etc.) are invalid forms of identification. If a visitor is unable to present valid state or government-issued photo identification, they will not be permitted to visit. The Lobby Officer will advise the prospective visitor of the reason for the denial of the visit and make notification to the IDO.

The Visiting Room Officers will log all visits on Visiting Log form, listing the name and number of the inmates visited, the name of the visitor as it appears on the visiting list, the number of minor children, visitor's arrival and departure time and the inmate's arrival and departure time. At the conclusion of visiting, the total number of inmates, adult visitors, and minor children will be recorded.

- O. **Items Allowed in the Visiting Room:**

1. One see-through coin purse (no larger than 9" x 9") may be taken into the FCI or FPC with coins totaling \$25.00 or less for the vending machines. All coin purses will be opened and searched in the presence of the visitor by the front entrance/visiting room officer. If it is necessary for objects to be removed from the coin purse, the Lobby Officer/Visiting Room Officer will do so.
2. FCI and SCP visitors with infants will be permitted to carry a clear diaper bag no larger than 15 inches high, 10 inches long, 3 inches wide with the following items: two diapers; one package of baby wipes (unopened); two clear baby bottles with contents; two small store-bought, unopened baby food jars; one receiving blanket. Strollers and similar devices are not permitted in the visiting room.
3. Breastfeeding will be permitted in the visiting room. It is the expectation that the female visitor will use appropriate discretion in opting to breastfeed their infant.

At a minimum, the female visitor will drape her infant and chest with an article of clothing so there will be minimal chance of exposure. If in a particular instance, the breastfeeding is conducted in a manner that is disruptive to other inmates or visitors, or facilitates prohibited conduct under the Bureau of Prisons disciplinary codes, the visit will be terminated.

4. Visitors who require life-essential medication (e.g., heart medication, inhalers, etc.), may be authorized to bring the medication into the visiting room.

The quantity will be limited to the amount of medication required for the duration of the visit. If staff are uncertain if a medication is classified as life-essential, they should contact institution medical staff for guidance. These medications shall be brought to the attention of the Visiting Room Officers.

5. Visitors who require the assistance of a service animal must have prior approval from the Associate Warden of Programs to ensure the appropriate accommodations can be provided.
6. Visitors are prohibited from bringing in items to give to an inmate during visiting. All items will be mailed to the inmate through the mail with prior approval of staff.

P. **Prohibited Items in Visiting Room:**

1. Visitors are prohibited from bringing food items, pictures, packages, letters, coins equaling more than \$25.00, dollar bills, gifts, or other contraband items into the visiting room. All watches, hats, ball caps, cellular telephones, pagers, food items, gum, candy, children's toys, and bags will not be allowed in the institution.
2. FCI visitors' keys/key fobs will be placed in the visiting lockers, located in the front lobby and the key to the locker will remain with the visitor throughout the visit.
3. All other items not authorized will be stored in the visitor's vehicle. The visitor may be required to remove from the institution any items considered to be contraband by the Lobby Officer or Visiting Room Officer.
4. If there is reason to believe that materials are being passed which may constitute contraband, or otherwise be in violation of policy, laws, rules, and federal regulations, the material will be confiscated and the visit will be terminated by the Operations Lieutenant and/or the IDO. All other questionable cases will be referred to the Administrative Duty Officer.

Q. **Special Rules for Children:**

1. The behavior of children accompanying adult visitors will be the responsibility of the adult visitor. Children must remain within the boundaries specified as visiting areas, and must remain within the supervision of an adult visitor at all times.

Disturbances caused by an undisciplined child could result in the termination of the visit.

2. A portion of the visiting room is set up as a playroom for children. It is the responsibility of the adult visitors to supervise the actions of their children. No food or drink items are permitted in the playroom.
 - a. FCI inmates are prohibited from entering the playroom at all times.
 - b. SCP inmates are permitted to enter the children's playroom due to the security level of the facility.

R. **VISITS FOR INMATES NOT IN REGULAR POPULATION STATUS:**

1. Hospital Patients (Local Hospital): Inmates who are hospitalized in the community may request a special visit in writing to the Warden. If the inmate is unable to write due to their medical condition they may verbally request a visit from a member of their Unit Team or the IDO.

The Unit Team will forward the inmates request along with their recommendation in memorandum format to the Warden for consideration. The memorandum will be routed through the SIS, Captain, Associate Warden of Programs to the Warden. The authority to grant a special visit at the community hospital will not be delegated below the authority of the Acting Warden. Ordinarily, these visits will be limited to members of the immediate family.

2. Administrative Detention/Disciplinary Segregation: Special Housing Unit inmates will be closely supervised in the visiting room. The Visiting Room #1 officer will assign seating in front of the officer's desk. Special Housing Unit inmates will receive one hour of visit time on Mondays and will adhere to the rules and regulations outlined for all inmate visits.
 - a. Occasionally, FCI inmates that have been identified as having to be separated from one other will have a simultaneous visit. In these cases, the IDO will inform the inmates' visitors of the situation and allow each inmate a two-hour visit to accommodate all parties involved. The FPC does not house inmates who are separated from one another.
3. SCP Inmates at the Local Jail: Camp inmates are prohibited from receiving visits when being held in the county jail. Requests for special visits may be processed by the unit team and presented to the Warden for consideration. Requests for special visits for SCP inmates at the county jail will be prepared by the unit team and routed through the Camp Administrator to the Warden for approval or disapproval.
4. Pretrial / Holdovers: Visits for Pretrial/Holdover inmates will be limited to members of the immediate family. Inmates housed at FCI Phoenix designated as Holdover/Pre-Trial inmates will be allowed to visit after a period of 28 days.

Visitation requests must be submitted in writing on an Inmate Request to Staff Member to the Unit Team. The Unit Manager will approve all visits for Pretrial/Holdover inmates. Ordinarily, these visits will occur on regular visiting days during normal visiting hours.

S. **Non-Contact Visiting Areas:** Not Applicable.

T. **Supervision of Inmates Convicted of a Walsh Act Offense Involving a Minor:**
Inmates with the notation of “this inmate was convicted of a sex offense involving a minor” in the visitation program will be closely monitored when in the visiting room. These inmates will be seated near the Officer’s Station to provide enhanced oversight of the visit.

The Visiting Room Officer’s should closely monitor these inmates to ensure they do not have inappropriate contact with children in the visiting room.

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

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William W. Lothrop
Warden

DISTRIBUTION:

All PHX Staff
AFGE Local

Attachment A – Visiting Regulations

Attachment B – Visitor Identification (FCI and Camp)

ATTACHMENT A

**FEDERAL CORRECTIONAL INSTITUTION (FCI)
SATELLITE CAMP (SCP)
PHOENIX, ARIZONA 85086**

VISITING REGULATIONS

1. FCI visiting days are Saturday, Sunday, Monday and federal holidays. SCP visiting days are Saturday, Sunday, and federal holidays. Visiting hours are 8:00 a.m. until 3:00 p.m. Visitors will not be allowed entrance after 2:00 p.m.
2. All visitors age 16 or older must present valid state or government-issued photo identification to staff to insure positive identity as an approved visitor.
3. All visitors will be required to complete the Form BP-A0224, *Notification to Visitor*, in its entirety prior to each authorized visit. This is to be conducted in the presence of the officer.
4. FCI visitors will be required to clear a metal detector search and will be subject to search of their person and personal items. SCP visitors will be subject to search of their personal items.
5. Visitors are authorized to carry the following items into the Visiting Room:
 - a. One see-through/clear plastic change purse (no larger than 9" x 9");
 - b. \$25.00 (in change only, no dollar bills are allowed into the visiting rooms);
 - c. Life-essential medication;
 - d. Diaper bag with the following items: two diapers; one package of baby wipes (unopened); two clear baby bottles with contents; two small store-bought, unopened baby food jars; one receiving blanket.
 - e. When appropriate and depending on weather conditions, jackets and/or coats may be worn into the visiting room.
6. The following items are prohibited in the visiting room:
 - a. Purses, bags, cell phones, pagers, or other electronic devices are prohibited and must be secured in visitor vehicles. Visitors are also prohibited from bringing pictures, packages, letters, or gifts into the visiting room. Watches, hats, ball caps, food items, gum, candy, and children's toys are also prohibited and are not allowed in the institution.
 - b. Visitors are prohibited from bringing coins equaling more than \$25.00, or any dollar bills into the visiting room. Money will not be accepted at the institution to credit an inmate's account. All money for an inmate must be mailed to the Lockbox in Des Moines, Iowa, by way of the U.S. Postal Service, Western Union, or Money Gram Express.

- c. FCI visitors' keys/key fobs will be placed in the visiting lockers, located in the front lobby and the key to the locker will remain with the visitor throughout the visit.
 - d. Food and beverages may not be brought into the visiting rooms.
7. Lockable Boxes for Visitors: FCI - As there is a limited number of lockable boxes available to secure electronic and/or unauthorized items in the front lobby, use of the boxes will be limited to those persons dropped off by cab, family, etc. The procedure for using one of the FCI lockable boxes is as follows: A visitor will state the need to the front lobby officer. He/she will hand the visitor the key and the visitor will open the box, place the unauthorized items in the box, and then secure the box. The visitor will retain possession of the key ring. As the visitor departs, they will retrieve their possessions, lock the box back up, and hand the officer the key ring. At no time will the officer maintain the key for the visitor if items have been stored in the lockable box. Boxes are not available at the SCP; therefore, visitors to the SCP should plan accordingly.
 8. Inmates are not authorized to receive any items from their visitors, or give any item to their visitors. No written messages will be exchanged or signed during the visit without prior permission.
 9. Pets are not allowed within the institution boundaries. Visitors who need an assistance animal must have prior approval from the Associate Warden of Programs to ensure appropriate accommodations can be provided.
 10. A maximum of ten (10) visiting points per month will be authorized for all inmates. It is recommended that visitors schedule their visits throughout the entire month, if possible. Visits on Saturday and Sunday will be charged two (2) points. Visits on Monday will be charged one (1) point. No points will be charged for federal holidays. Points cannot be carried over from month to month.
 11. At both the FCI and SCP, an inmate may have no more than five (5) adult visitors at a time. Children under the age of 16 are not counted against the inmate's five maximum visitors.
 12. Visitors will be responsible for the behavior of their children in the visiting area. Children under the age of sixteen (16) must be accompanied by an adult on the inmate's approved visiting list. FCI inmates are not allowed to enter the designated children's play area. SCP inmates will be allowed in the designated children's play area due to the security level of the institution.
 13. When conditions (such as overcrowding) exist, the number of visitors may be limited to allow each visitor an adequate amount of time to conduct their visit.
 14. Visitor Attire: Visitors should dress in an appropriate manner. Visitors arriving at the institution dressed in an inappropriate manner shall not be allowed to visit. Types of clothing that considered inappropriate to wear in the Visiting Room include:
 - a. Shirtless (all visitors must wear a shirt)
 - b. Sleeveless shirts
 - c. Backless Shirts/Dresses
 - d. Body Suits
 - e. Bare Midriffs

- f. Halter Tops
- g. Shorts (Except on children 12 and under)
- h. Bathing Suits
- i. Mini-Skirts (all skirts and dresses must be knee length or lower)
- j. See-Through Clothing (if skin tone can be seen through garment, it is defined as “see-through”)
- k. Bare Feet
- l. Skirts/dresses with slits up the sides or skin-tight clothing
- m. Sweat Pants
- n. Open toe shoes
- o. Visitors should avoid clothing styles that are sexually suggestive or could easily be confused with inmate clothing (i.e., khaki color for the FCI and dark green for the SCP). Visitors (including minors) wearing sexually provocative clothing will be prohibited from admission to the institution visiting room.
- p. This list is not all-inclusive and is subject to staff discretion. The IDO and/or Operations Lieutenant the will make the final determination of appropriate dress.

15. Inmate Attire:

- a. FCI: Inmates will report to the visiting room dressed in institution-issued khaki pants and shirt and institution-issued (black) boots. Institution soft shoes will be allowed for inmates who present a soft shoe permit. Inmates assigned to Yuma holdover unit will be allowed to wear blue bus shoes. Inmates assigned to the Special Housing Unit (SHU) will wear an orange jumpsuit and issued shoes.
- b. SCP: Inmates will report to visiting room dressed in institution-issued green pants and shirt and institution-issued boots (black or brown). Institution soft shoes will be allowed for inmates who present a soft shoe permit.

16. Visitors under the influence of alcohol or drugs will not be allowed to enter the Visiting Room.

17. A greeting/farewell kiss and embrace of visitors is permissible only at the beginning and at the end of the visit at both the FCI and SCP.

- a. During FCI visits, holding hands or any other form of physical contact is prohibited. Children under the age of 8 are permitted to sit on the inmate’s lap.
- b. During SCP visits, inmates and visitors are allowed to hold hands, but no other physical contact is permitted.
- c. At both the FCI and SCP, excessive physical body contact will not be tolerated and will result in the immediate termination of the visit. Such behavior may be considered offensive to other visitors and inmates alike.

18. Visitors and inmates will refrain from using abusive and derogatory language during their visit. It is expected all individuals will conduct themselves in a respectful manner while in the presence of staff, other visitors, and inmates.

19. Inmates are not allowed to converse with or visit with other inmate visitors.

20. Any items purchased from the vending area that are sealed bags must be opened completely so the contents are visible or the entire contents may be placed on the table and the bag will be placed in the trash bin.
21. At the completion of the visit, all visitors will be required to depart the reservation immediately. If commercial transportation is required, prior arrangements should be made to ensure the carrier arrives prior to the completion of visiting hours. FCI visitors will be escorted out of the Visiting Room on the hour and half hour only.
22. Any visitor who departs the visiting area prior to the conclusion of the day will not be authorized re-entry. Once a visitor leaves, the visit is terminated for the day.
23. Title 18, United States Code, Chapter 87, Section 1791, provides that "...Whosoever, contrary to any rule or regulation promulgated by the Attorney General, introduces into or upon the grounds of any federal penal or correctional institution, or takes or attempts to take, or send therefrom, anything whatsoever, shall be imprisoned not more than ten (10) years..."
24. Restrooms: Visitor restrooms are located in the FCI and SCP visiting rooms for use by the visitors at any time. The visitor restroom area is considered out-of-bounds for inmates. Inmates at the FCI must be escorted by staff to the inmate restroom, and will remain under constant visual supervision. All FCI inmates will be pat searched upon entering and leaving the restroom.
25. Visiting Room Officers have the authority to seat visitors and the inmate they are visiting in a designated area as deemed appropriate for proper supervision.
26. Rearrangement of furniture (tables, chairs, etc.) is not authorized.
27. Visitors and/or inmates are not allowed to save or reserve chairs and tables for other inmates and/or visitors.
28. Visitors and/or inmates are not authorized to loiter in the immediate area of the vending machines. The vending machines will be used visitors only. Inmate are prohibited from using the vending machines and may not use/possess money at any time. The sharing of food with inmates is strictly prohibited at the FCI.
29. All visitors are provided parking in the south area of the parking lots. Visitors are not allowed to park in the staff parking area. If a visitor has parked in the staff parking area, they may be instructed to move their vehicle to the appropriate parking area.
30. When a visit is completed, all visitors must leave the institution grounds immediately.
31. Failure to follow the above regulations may result in the visit being terminated.

