



INSTITUTION SUPPLEMENT

OPI: Correctional Services
NUMBER: BEN 5267.08F
DATE: 12/01/2011
SUBJECT: Visiting Regulations

1. **PURPOSE:** The purpose of this Institution Supplement is to establish procedures for inmate visiting at the Federal Correctional Institution (FCI), and Satellite Camp (SCP), in Bennettsville, South Carolina.
2. **PROGRAM OBJECTIVES:** To ensure wholesome and meaningful visits are provided to inmates and their relatives, friends, or others in the community, yet maintain the security and orderly operation of the institution.
3. **DIRECTIVES AFFECTED:**
 - A. **Directives Referenced:**
 - P.S.1315.07 Legal Activities, Inmate (11/05/1999)
 - P.S. 2000.02CN-69 Accounting Management Manual (02/08/1999)
 - P.S. 5100.08 Inmate Security Designation & Custody Classification (09/12/2006)
 - P.S. 5267.08 Visiting Regulations (05/11/2006)
 - P.S. 5270.09 Inmate Discipline Program (07/08/2011)
 - P.S. 5270.10 Special Housing Units (07/29/2011)
 - P.S. 7331.04 Pre-Trial Inmates (01/31/ 2003)
 - B. **Directives Rescinded:**
 - BEN 5267.08E Visiting Regulations (07/01/2010)
 - P.S. 5270.07 Discipline and Special Housing Units (03/20/2006)
4. **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.
5. **DESCRIPTION OF PROCEDURES:**
 - A. **Preparation of the Visiting List:**
 1. Upon admission to the FCI and SCP, each inmate will be given a Visitor Information Sheet to be completed and returned to the Unit Counselor for final approval. The

inmate will be required to forward the Visiting Regulations and the Visitor Information Sheet (Attachment E) to the proposed visitors. The Visitor Information Sheet with a signed release authorization form must be returned to the Unit Counselor by the proposed visitor prior to any further action concerning the visit. Upon receipt of the completed authorization form, the Unit Counselor will initiate a National Crime Information Center (NCIC) inquiry. NCIC inquiries which result in denial of visitation will be retained in the FOI section of the inmate's central file with the visitor's information sheet.

2. After the appropriate investigation, the Unit Counselor will enter the required information into the Visiting Program on the LAN System. The Unit Team members will be the only staff authorized to place a visitor on an inmate's approved visiting list. A hard copy of the visiting list will be placed in the inmate's central file and at the Front Entrance Officer's station. The Unit Counselor will notify the inmate of those visitors who have been approved and disapproved. Normally, a maximum of twenty (20) visitors will be authorized on the inmate's visiting list.

The Unit Counselor will forward the Visitor Information Sheet with a signed release authorization form at government expense for any inmate found to be indigent, according to Program Statement 2000.02, Accounting Management Manual. Visiting Regulations have been incorporated in the Admission and Orientation Handbook. The handbook is provided to all inmates entering the facility.

3. The Unit Counselor will periodically review the visiting list to ensure its accuracy. The list may be amended by the inmate's submission of an Inmate Request to Staff Member form to his Unit Team indicating the desired change. Staff will update the list as soon as possible to reflect the change.
4. Recommended disapproval of visitors will be routed from the Unit team, through the Captain, AW (O), and Warden for review. The Warden will have final Disapproval Authority.

B. Regular Visitors:

1. Members of the Immediate Family: These include mother, father, step-parents, foster parents, brothers, sisters, spouse, and children. These individuals are to be placed on the visiting list if identified in the inmate's Pre-sentence Investigation and upon completion of an NCIC check. However, the inmate will initiate the visitor form, and the form must be returned to the institution before the NCIC check is initiated.

The word "spouse" includes a common-law relationship previously established in a state honoring such a relationship. The word "children" refers to any child of an inmate, to include a child born out of marriage. An inmate who has provided the name of a common-law relation must forward verification documentation to his Unit Team for their use. This may include, but is not limited to, joint leases or contracts; joint banking accounts; or, utility bills with both parties named. The inmate's Unit Team will review the material and place the common-law relation on the visiting list once the relationship is verified.

2. Other Visitors: A completed Information Questionnaire and Release Form will be required prior to consideration for approval. Visiting privileges usually will be extended to friends and associates having established a relationship prior to confinement unless such visits could reasonably create a threat to the security and good order of the institution. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution. The Warden will approve any such exception.
 3. Business Visitors: The Case Manager will be responsible for verifying any potential visitor as a former business associate of the inmate, meeting the criteria outlined in BOP policy. The Unit Manager will then approve/disapprove the visit and enter appropriate documentation in the inmate's central file.
 4. Consular Visitors: Whenever it has been determined that an inmate is a citizen of a foreign country, the Warden will permit the consular representative of that country to visit on matters of legitimate business.
 5. Visits from representatives of Community Groups: The Warden may approve as regular visitors, for one or more inmates, representatives from community groups such as civic and religious organizations, or other persons whose interests and qualifications for this kind of service are confirmed by staff.
- C. Special Visits: Inmates must submit a special visit request to their Unit Team at least 72 hours in advance of the visiting date. Visits from persons not on the approved list must be approved by the Unit Manager. Upon approval, the Unit Manager will notify, in writing, the Operations Lieutenant, Front Lobby, and the Visiting Room Officer of the special visit. The Unit Team will also enter the information into the Visiting Program on the LAN System. This information must be entered prior to allowing the visitors entrance into the institution. If this information is not entered, then Unit Staff will be contacted concerning the visit and will take the appropriate action to either allow the visitor to enter or deny the visit. Special visit requests will be highly scrutinized and held to a minimum. Only requests with extenuating circumstances will be considered.
- IF AN ATTORNEY REPORTS TO THE INSTITUTION FOR AN ATTORNEY/CLIENT VISIT DURING NORMAL VISITING HOURS, THE ATTORNEY MUST BE ON THE INMATE'S APPROVED VISITING LIST, UNLESS A MEMORANDUM HAS BEEN PROVIDED BY THE INMATE'S UNIT TEAM. THIS MEMORANDUM IS TO BE APPROVED BY THE ASSOCIATE WARDEN (PROGRAMS) FOR INMATES AT THE FCI AND THE CAMP ADMINISTRATOR FOR INMATES AT THE FPC. IF AN ATTORNEY WISHES TO VISIT AN INMATE DURING NON-VISITING HOURS, THE UNIT TEAM MUST APPROVE AND SUPERVISE THE VISIT.**
- D. Clergy Visits: Clergy visits to inmates are approved through the Religious Services Department. Clergy visits will be verified by the Chaplain, and the visits will be approved by the Associate Warden (Programs) for certain days during regular hours in the Visiting Room. A Chaplain will issue an authorization memo for each visit. A copy of this

memorandum will be provided to the Lieutenants' Office, Front Lobby, and the Visiting Room Officer. When the Clergy arrives, he/she will be checked in as expeditiously as possible, utilizing the same procedures used for attorneys. The Front Lobby Officer will be responsible for entering the visitor's information into the Visiting Program.

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

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

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

Inmates transferred from other federal facilities will maintain their approved visiting lists unless circumstances warrant a change. A background check will not be performed on immediate family members if the NCIC authorization is in the central file. Other visitors must have a background check performed. If the NCIC authorization is in the file, it may be used to perform the updated background check. If the NCIC authorization is not available in the file, a new form must be sent by the inmate for the placement of the visitor on the approved visiting list.

2. Hospital Patients: Visits for inmates hospitalized in the community will be determined by the Warden or Acting Warden only. If a visit is approved, it will be limited to immediate family only. All visits will be subject to the general visiting policy of the hospital. An approved visiting list will be forwarded to the hospital officer(s).
3. Special Housing Unit: The Operations Lieutenant will be notified when an inmate in the Special Housing Unit has visitors. Each case will be individually handled. During the visit, inmates in Special Housing status will be under constant supervision of the Visiting Room Officer and will be seated at a designated area.

Satellite Camp Prison inmates who are housed in the Special Housing Unit, and have not been sanctioned to a loss of visiting privileges, will be allowed to visit on Wednesdays from 9:00am to 11:00am. The visiting room will be supervised by Unit Team during this time. All visitors will be processed through the FCI Front Lobby using normal entrance procedures.

4. **Holdover Inmates:** The FCI and SCP are not designated as holdover facilities. In the event that a holdover inmate arrives, visitation will only be permitted for those individuals verified as immediate family members or attorney of record. A request to visit an inmate on holdover status must be submitted to the respective Unit Team at least one day in advance of the visiting date for approval. The visits will be conducted in accordance with the aforementioned provisions pertaining to Special Housing Unit inmates.

G. **Number of Visitors:** Only those visitors documented on the approved visiting list will be authorized to visit as previously described. Inmates housed in the FCI and SCP will be limited to five (5) visitors at one time.

H. **Social Visiting Hours:** The following schedule will be utilized for inmates with social visits for the FCI and SCP:

Wednesday (SCP Inmates housed in SHU only.)

9:00 a.m. to 11:00a.m.

Friday 5:00 p.m. to 8:00 p.m.

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

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

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

Social visitors will not be processed before 5:00 p.m. on Fridays or 8:30 a.m. Saturdays, Sundays, and holidays. Visitors will not be processed after 7:00 p.m. on Fridays or 2:00 p.m. Saturdays, Sundays, and holidays.

I. **New Commitments:** During the first 72 hours, newly-committed inmates will not be allowed social visits until completion of an investigation of proposed visitors.

J. Inmate visiting at the FCI will be open to all inmates every day visiting is conducted. The visiting will occur on a first-come, first-served basis. Once the visiting room capacity has been reached, termination of visits will begin. The visits will be terminated based on the length of time the visitor has been in the visiting room. The Operations Lieutenant or Institution Duty Officer will make the determination as to which visits will be terminated. This will be documented in the Lieutenants' Log and will be supported by a memorandum to the Captain.

1 Federal holidays: In an attempt to provide equitable visiting on federal holidays, all holidays which would result in a three (3) day visiting weekend will be open to all inmates at the FCI and SCP. The visiting room will be monitored.

2. In addition to the above procedures, consideration will be given for allowing inmates who are related (e.g., brothers, father/sons) to visit simultaneously with one visitor. Prior approval must be obtained from the Unit Manager, Associate Warden(Programs), and the Captain prior to the visit. This will be documented in memorandum form, and a copy will be given to the Visiting Room Officers to be maintained in their area.

K. Visitors Entering the Institution:

1. Staff must be able to verify the identity of visitors prior to admission into the institution. One of the following forms of identification will be used for identification purposes: valid driver's license, government/state issued identification cards or passport.

The visitor will be located in the Visiting Room Program and verified as an approved visitor for the inmate they wish to visit. In the event the Visiting Room Program goes down, the verification will occur, using the FCI Visiting Icon, found on the computer Desk Top.

2. Staff may require a visitor to submit to a search, including any items of personal property, as a condition of allowing or continuing a visit. Items of personal property may be required to be returned to the visitor's vehicle. All visitors must successfully pass screening with a metal detector prior to entrance inside the institution. All visitors may be subject to a random pat search, or a pat search due to reasonable suspicion.

If for any reason a visitor is denied entrance to the facility, Attachment A will be completed and forwarded per distribution noted on the form.

3. Professional Visits: These visitors will be required to sign the Visitor Logbook upon arrival and departure. In addition, professional visitors, except Federal Law Enforcement Personnel, will be required to complete a Notification to Visitor form.
4. Social Visitors: These visitors will be required to complete a Notification to Visitor form upon arrival. These forms will be maintained for a period of one (1) year. The visitors will sign in on the Visitor Logbook and sign out when they conclude the visit.
5. Only the following articles are authorized to be carried into the institution by visitors:
 - a. Wallet or small clear plastic bag
 - b. Debit card.
 - c. Coat during cold weather
 - d. Essential medication (will be limited to the amount needed during the visiting period and controlled by the Visiting Room Officer)

The following items will be permitted, per child, when infants are visiting:

- a. Four(4) Diapers
- b. One(1) package of baby wipes (unopened)
- c. One(1) change of infant clothing
- d. Two(2) baby bottles with contents (clear)
- e. Two(2) small jars of baby food (clear)
- f. One (1) receiving blanket
- g. One (1) see-through drinking cup
- h. One (1) baby spoon

All items will be subject to search by the Visiting Room Officer. No tobacco products are allowed. No items, brought in, will be given to an inmate. Items not allowed in the Visiting Room will be left locked in the vehicle or the locker provided in the lobby.

6. Visitors will be expected to wear clothing which is within the bounds of good taste. Visitors are not allowed to wear camouflage, khaki, or green-colored clothing. Suggestive, provocative or otherwise revealing clothing will not be allowed when visiting an inmate. Inappropriate slogans and/or depictions on clothing are prohibited. The following restrictions on clothing will be strictly enforced:
 - a. Tops should cover the upper body, including stomach, chest/breasts, and ½ back. Sun dresses, sleeveless shirts/blouses, sheer or low-cut blouses, halter tops, or spaghetti strapped shirts will not be permitted to be worn during visiting. Male visitors will use the same discretion in attire regarding sleeveless shirts.
 - b. Visitors above the age of ten will be held to the following dress code and will not be permitted to wear shorts, skorts, or kulaks. Skirts or dresses are allowed for female visitors, but must not be above the bend of the knee. Slits in dresses must not be above the bend of the knee. Spandex, leotards, form fitting clothing or pants with holes are not permitted during visiting. Jogging or sweat suits are not allowed to be worn.
 - c. Hats, caps, bandanas or any other type of head gear is not permitted on any adult visitor. The exception is religious headwear identified as the following: kufis, yarmulkes, turbans, crowns, and headbands, as well as scarves and head wraps for orthodox Muslim and Jewish women. (1) Visitors will not remove their religious headwear and it will not be searched other than through a metal detector. If there is reasonable suspicion that contraband is present, then the policy governing searches of non-inmates will be enacted and adhered to.
 - d. Shoes, for safety reasons, must be worn at all times by all visitors. Flip flops and shower shoes are prohibited from entering into the institution. Other footwear that do not have a strap around the back of the ankle are prohibited. Open toed shoes that have a strap around the back of the ankle may be worn.
 - e. Initial determination whether clothing is appropriate will be made by the Front Entrance Officer. The Duty Officer and/or Operations Lieutenant will be notified to make the final determination to allow or disallow the visitor to enter when there is a doubt. If it is determined the clothing is inappropriate, the visitor will not be permitted to enter the institution.
7. Inmates may carry the following items into the FCI /SCP Visiting Room areas:
 - a. One approved religious head wear item
 - b. One handkerchief
 - c. One wedding band (no stone)
 - d. One religious medallion (with chain)
 - e. Prescription eyeglasses

All items taken into the Visiting Room will be inventoried, and the same items must leave the Visiting Room with the inmate. All inmates will be pat searched when entering the visiting area and visually strip searched when departing. .

Random visual strip searches will be conducted on inmates departing the SCP Visiting Room. Inmates will not be permitted to carry out any items other than those brought into the Visiting Room.

8. With prior Unit Team approval, inmates will be allowed to bring legal material into the Visiting Room for legal visits. This material will be inspected by the Visiting Room Officer for contraband. The contents of legal material will not be read. In no instance will the Visiting Room Officer accept articles or gifts of any kind for an inmate, except packages which have prior approval by the Warden.
9. Loitering in the parking lot or on institution grounds is not permitted.
10. Large vehicles (e.g., campers, mobile recreational vehicles, tractor trailers) will not be allowed to be left on institution grounds overnight. For institution purposes, these vehicles will be parked in the area of the parking lot farthest away from the Administration Building.

- L. **Supervision of Visits:** It is the responsibility of the inmate to ensure all visits are conducted in a quiet, orderly, and dignified manner. A visit not conducted in an appropriate manner may be terminated by the Operations Lieutenant. The Lieutenant will prepare a written memorandum to the Captain and Unit Manager explaining the circumstances relied upon in terminating the visit.

The Visiting Room Officer will be aware of all articles passed between the inmate and the visitor. If there is any reasonable basis to suspect materials are being passed which constitute a violation of the law or regulations, the officer may examine the item. The Operations Lieutenant will be consulted in questionable cases.

It is the responsibility of the adult visitor who accompanied the child to provide supervision for the child in the visiting room. If at any time the adult visitor leaves the child unattended, staff will advise the inmate and his visitor that the child must be removed and not allowed back in for the rest of the visit. At no time will any inmate be allowed to supervise children.

In each visiting room, children of visitors are permitted to play in the designated area only under parental supervision. The children's play area is not for general adult visiting, only adults accompanying children can be in this area. Children five years of age and younger must be accompanied by a parent (visitor) while in the children's play area. Children six years of age and above are not required to be accompanied by a parent; however, they must be under parental supervision (e.g., parents must be in an area of the Visiting Room that has direct visual contact with, and is adjacent to, the children's play area). Parents are responsible for children's behavior at all times. However, inmates are not permitted in play areas designated for children. At the discretion of the Visiting Room Officer, parents

(visitor) may be asked to move closer into the children's play area in order to better supervise their children. If the child continues to be disruptive in the play area, the Visiting Room Officer will notify the parent and/or inmate to remove the child from the play area for the remainder of the visit. No food or beverages are allowed in the children's play area. Television viewing in this area is regulated by the Visiting Room Officer and is specifically intended for youth videos. The Visiting Room play area for children is equipped with toys for use by visitor's children. Playroom toys/games may be used at the tables at the Officer's discretion. Movement of visiting room furniture is unauthorized. The children's area will be sanitized after each visiting day

- M. Visiting Attire (Inmate):** Inmates entering the visiting area will be dressed in full institutional uniform. FCI inmates are required to wear government issued work boots or black boots purchased from the institution commissary, while SCP inmates are allowed to wear personal tennis shoes. All inmates will be required to have shirt tails tucked in, and belts will be worn. All other attire will be prohibited.

N. Inmate and Visitor Conduct within Visiting Room:

All inmate visitors arriving in the Visiting Room will report to the Visiting Room Officer for processing prior to being seated.

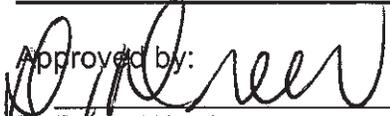
Inmates, upon entering the Visiting Room, will report to the Visiting Room Officer for check in. The vending machine areas are off limits to all inmates at all times.

Physical contact between the inmate and his visitor(s) will be limited to an embrace upon the initial arrival and at the completion of the visit. The officers will issue only one warning; afterwards, the visit will be subject to termination by the Operations Lieutenant or Institutional Duty Officer, and disciplinary action will be taken which may result in the loss of visiting privileges for a period of time. Criminal prosecution may be initiated against the visitor, the inmate, or both in cases of criminal violations.

A copy of the Visiting Regulations (Attachments B and C) will be posted in the Visiting Room and will be provided to each approved visitor by the inmate prior to the visitor's initial visit to the institution. Any violation of the institution's visiting procedures may result in termination of the visit and/or disciplinary action. Only the Operations Lieutenant and/or the Institution Duty Officer have the authority to terminate a visit. However, the Visiting Room Officer can deny entry of unauthorized and pre-approved visitors if the visitor violates any of the institutional visiting rules and regulations (Attachment A).

- O. Non-Smoking Area:** The entire Visiting Room and the attorney visiting rooms are designated as non-smoking areas.
- P. Capacity:** The capacity of the FCI Visiting Room is 171 in accordance with fire regulation. Once the Visiting Room has reached its capacity the Visiting Room Officer will notify the Operation Lieutenant of the situation. The officer will then follow the steps provide in section J of this supplement for terminating visits.

6. OFFICE OF PRIMARY RESPONSIBILITY: Correctional Services

Approved by: 
D. Drew, Warden

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Attachment A

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



696 Muckerman Road
Bennettsville, South Carolina 29512

DATE: _____

MEMORANDUM , Captain
FOR:

FROM: , IDO / Operations Lieutenant

SUBJECT: Visitor denied entrance to Visiting Room

On the above _____ (a.m./p.m.), the following visitor
date, at _____
(Mr./Mrs./Miss) _____ was denied entrance into the Visiting Room

Inmate Concerned

NAME REGISTER NUMBER

- Reason for denial: 1. Improper or no identification
2. Not on inmate's visiting list
3. Under age or without parent/guardian
4. Other _____

Comments:

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Attachment B

**FEDERAL CORRECTIONAL INSTITUTION
SATELLITE CAMP
696 MUCKERMAN ROAD
BENNETTSVILLE, SOUTH CAROLINA 29512
(842-454-8200)
VISITING REGULATIONS
VISITORS HANDOUT**

The following is an outline of the regulations and procedures governing visiting with inmates at the Federal Correctional Institution/Satellite Camp, Bennettsville, South Carolina. It is the philosophy of this institution that inmate contact (visits) with family and other professional persons will help an offender to plan a more realistic future for his return to society.

All visitors will enter the visiting room at the front entrance. Each visitor must provide appropriate valid photo identification, (e.g., driver's license, government/state issued identification cards, passport) before being allowed to visit. As a reminder, persons not permitted to visit may not remain in the institution or parking lot. Approved visitors will not be allowed to go to and from their vehicles unless it is to return an item which was refused entry. When you have parked your car, make sure it is locked and the windows are closed. Arrival at the institution parking lot prior to 5:00 p.m. on Friday and 8:30 a.m. on Saturday, Sunday, and holidays is prohibited. Processing of visitors into the institution will end at 7:00 p.m. on Fridays and 2:00 p.m. on Saturdays, Sundays, and holidays.

A short embrace at the beginning of the visit and when it has terminated is the only physical contact which will be allowed. Any excessive display of affection between inmate and visitor which may tend to embarrass other visitors will not be permitted and could result in termination of the visit.

Each inmate is provided with an unlimited amount of visiting time during regular visiting hours with those persons on his approved visiting list, unless circumstances warrant otherwise. Only five adult visitors are allowed to visit at one time. The Institution Duty Officer and the Operations Lieutenant have the authority to terminate any visit due to improper conduct on the part of the inmate or his visitor(s), or for overcrowded conditions. Visiting room capacity, weather, frequency of visits, and distance traveled will be determining factors when a decision to terminate a visit is made. Children under the age of 16 will not be allowed entry into the institution to visit unless they are accompanied by an adult visitor. Adult visitors will be responsible for the conduct of children under their supervision. This includes keeping them within the authorized visiting areas. Inmates and visitors will be responsible for keeping their children quiet, so as not to disrupt others.

Visitors will not be allowed to bring in or give anything to an inmate. Visitors are not allowed to bring excessive items with them to visit an inmate (e.g., suitcases, large oversized bags, purses, packages). These items will not be brought into the institution. A small see-through coin purse is recommended with proper ID and no more than \$25.00 which will be placed on Debitek Card for use in the vending machines. No cash will be permitted beyond the front lobby. Inmates are not allowed to receive food

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from outside sources. Visitors are not allowed to bring in food items or tobacco products. There are vending machines in the visiting room from which food snacks can be purchased. Individuals with medical problems which require them to carry medication into the visiting room must inform the Visiting Room Staff of their condition and receive permission to carry the medication into the visiting room.

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 when coming to visit. Visitors over the age of ten are not allowed to wear shorts at the Federal Correctional Institution and Satellite Camp. Visitors are not allowed to wear low-cut or see-through clothing, tube or tank tops, backless clothing, open toed shoes, camouflage, khaki or green-colored clothing, sweat suits, dresses with slits above the bend of the knee, or any other apparel of a suggestive or revealing nature (e.g., skin-tight clothing, mini skirts, short culottes, or sleeveless clothing). Visitors may be denied entry by the Operations Lieutenant or Institution Duty Officer for noncompliance. Excessively provocative attire is reason to deny and/or preclude visiting.

Only the following articles are authorized to be carried into the institution by visitors:

- (a) Wallet or small clear plastic bag
- (b) Debit Card.
- (c) Coat during cold weather.
- (d) Essential medication (will be limited to the amount needed during the visiting period and controlled by the Visiting Room Officer)

The following items will be permitted, per child, when infants are visiting:

- (a) Four (4) Diapers
- (b) One (1) package of baby wipes (unopened)
- (c) One (1) change of infant clothing
- (d) Two (2) baby bottles with contents (clear)
- (e) Two (2) small jars of baby food (clear)
- (f) One (1) receiving blanket
- (g) One (1) see-through drinking cup
- (h) One (1) baby spoon

Pillows, blankets, or strollers will not be allowed. Inmates may not receive money through the visiting room. All monies for an inmate must be received through authorized channels.

Cameras, recording devices, pagers, cell phones, pens/pencils, makeup of any kind, perfume, or toys will not be allowed into the institution. Photographs, newspapers, or magazines will not be permitted. Photos will be taken at a nominal charge by an approved group.

Visitors entering the institution may be subject to a search of their person, property, and packages. Anyone refusing this search or refusing to sign a Notification to Visitor form (Title 18) statement in English or Spanish

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will be refused entry into the institution. The visitor must sign this form in the presence of a staff member. A visual search will be made of all carry-in items of a visitor. The visitor will be present during the time all items are being searched. All visitors will be subject to a search by the ION Drug Detection Unit. Any visitor refusing to be tested by the ION Drug System will not be allowed to visit. All visitors must successfully pass screening with a metal detector prior to entrance into the institution.

The Visiting Room Officer will not store any items for visitors or inmates. All refused items must be returned to the automobile for storage or secured in visitor locker. It is a Federal crime to bring upon the institution grounds any firearm, destructive device, ammunition, other object designed to be used as a weapon, narcotic drug, controlled substance, alcoholic beverages, currency, or any other object that threatens the order, discipline, or security of a prison, or the life, health, or safety of an individual without the knowledge and consent of the Warden.

As a reminder, on Saturdays, Sundays, and Federal Holidays, the institution will conduct an official count. All visitors must be completely processed through the Front Lobby by 9:15 a.m. Arrival of those visitors who are not processed at 9:15 a.m. will result in a delay until the official count is clear.

Section 1001, Title 18, U.S. Criminal Code states that "the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than 20 years, or both." Furthermore, Section 1791, Title 18, U.S. Criminal Code provides a penalty of up to 10 years in prison for any person who introduces, or attempts to introduce, into or upon the grounds of any penal or correctional institution, or takes or attempts to take, or send therefore, anything whatsoever, without the knowledge and consent of the Warden.

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Attachment C

Prision Federal Correccional
Federal del Campamento
696 Muckerman Road
Bennettsville, Carolina del Sur 29512
(843-454-8200)
Regulaciones de Visitas
Reglas para Visitantes

Lo siguiente es un resumen de los reglamentos que gobernarán las visitas con reclusos en la Prisión Federal/Campamento Federal, de Bennettsville, Carolina del Sur. Es la filosofía de la institución que los reclusos se mantengán en contacto (visitas) con sus familias y profesionales que podrán ayudar a un recluso a planear un futuro realístico para regresar a la sociedad.

Todos los visitantes entrarán al Salón de Visitas por la entrada del frente. Cada visitante tiene que proveer una indentificación con foto apropiada, (e.g. licencia de conducir, pasaporte) antes de ser permitido a visitar. Les recordamos, personas no permitidas a visitar no podran quedar-se en la institución o en el estacionamiento de autos. Visitantes aprobados no serán permitidos a regresar a su auto a menos que sea para devolver un articulo que no sea permitido y esta será la unica razon para regresar a su auto. Cuando estacione su auto, asegure que esté cerrado y las ventanas estén cerradas. Llegadas al estacionamiento de la institucion antes de las 5:00 pm los viernes y a las 8:30 am los sábados y domingos es prohibido. El proceso de visitas en la institución terminará a las 7:00 pm los viernes y a las 2:00 pm los sábados, domingos, y días feriados.

Un pequeño abrazo a la entrada de la visita y cuando la visita a terminado es solamente el contacto físico permitido. Cualquier manifestación excesiva de afecto entre reclusos y visitas que averguencen a otros visitantes no será permitido y podra resultar en la terminación de la visita.

Cada recluso se le dará ilimitada cantidad de horas de visitas durante el horario de visitas con aquellas personas aprobadas en su lista de visita, a menos que las circunstancias lo ordenen de otra manera. Por lo tanto en el FCI, solo cuatro adultos se le permitirá visitar durante el mismo tiempo. El oficial de turno (Staff Duty Officer) tiene la prerrogativa para discontinuar cualquier visita por condiciones de sobre población. La capacidad del Salon de Visita, condición de tiempo, frecuencias de visitas y distancias viajadas será el factor que determine la discontinuación de la visita. Niños menores de 16 años no se les permitirá dentro de la institución para visitar a menos que ellos estén acompañados por un adulto que esté visitando.

Adultos visitantes serán responsable por la conducta de los niños que los acompañén. Esto incluye mantenerlos en las área autorizadas del Salón de Visita. Los reclusos y sus visitas seran responsables por mantener a sus niños en orden sin molestar a otras personas.

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A los visitantes no se le permitirá traer o darle cualquier cosa a un recluso. A los visitantes no se le permitirá traer artículos en exceso en su persona para visitar a un recluso (e.g., maletas, bolsos grandes, carteras, paquetes). Estos artículos no serán permitidos en la institución. Una cartera pequeña para monedas es recomendado con la identificación y no mas de \$25.00 para el uso de las maquinas de merienda. Los reclusos no son permitido recibir comidas de afuera. Visitantes no son permitidos traer ningún tipo de comidas. Hay máquinas de meriendas en el Salón de Visita donde diferente tipos de comidas se pueden comprar. Individuos que tengan problema médicos que requieran traer su medicamento dentro del Salón de Visita tendrán que informarle a los oficiales del Salón de Visita su condición y recibir permiso para traer su medicamento dentro del Salón de Visita.

La visita es una función sumamente importante para la familia, y el código de vestimenta es requerido y necesario para mantener la dignidad de personas implicadas. Todo visitante estará vestido apropiadamente cuando vienen a visitar. A los visitantes no se les permitirá usar pantalones cortos y ropa atletica que sean de nylon en la institución y en el campo federal. No se permitira los pantalones cortos sobre la rodilla. Los visitantes serán advertidos contra el uso de blusas descotadas y artículos de ropa que sean revelantes o semi-transparentes, blusas tipo tubo y blusas sin mangas, ropa que revele la espalda, sandalias y zapatos al frente, ropa camuflaje, ropa color khaki, ropa atlética, trajes escotados en los lados mas alto del doblar de rodilla, o cualquiera vestimenta que sea sugestiva o revelante (e.g., ropa demasiada pegada al cuerpo, mini faldas, pantalonetas). Visitas serán negadas por el oficial de turno (Staff Duty Officer) por no cumplir con los reglamentos. Vestimenta exageradamente provocativa será razón para negar o terminar una visita.

Los únicos artículos autorizados que los visitantes pueden entrar a la institución son los siguientes:

- (a) Cartera de bolsillo (portamonedas) o bolsa transparente pequeña
- (b) Tarjeta Debitex.
- (c) Abrigo durante el clima frío.
- (d) Medicamentos esenciales (serán limitados a la cantidad necesitada durante el periodo de visita y controlado por el Oficial del Cuarto de Visitas)

Los siguientes artículos serán permitidos, por niño, cuando infantes están visitando:

- (a) Cuatro (4) pañales desechables
- (b) Un (1) paquete de toallitas de bebé (sin abrir)
- (c) Una (1) muda de ropa para cambiar al infante
- (d) Dos (2) botellas transparentes con su contenido
- (e) Dos (2) pequeñas jaras transparentes con comida de bebé
- (f) Una (1) sabanita
- (g) Un (1) vaso transparente
- (h) Una (1) cucharita de bebé

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Almohadas, cobijas y cochecitos de niños no serán permitidos. Reclusos no serán permitidos recibir dinero durante la visita. Todo dinero para los reclusos deberán ser enviado por correo federal a la institución utilizando un giro bancario del correo federal de los Estados Unidos.

Cámaras, aparatos de grabar, "beeper", teléfonos celulares, bolígrafos/lápices, cualquier tipo de maquillaje, perfumes, y juguetes no se permitirán en la institución. Fotografías, periódicos y revistas no se permitirán. Fotos seran tomadas, por un cargo nominal, a un grupo autorizado.

Visitantes entrando a la institución pueden ser sometidos a un registro. Negarse a un registro o negarse a firmar el formulario de notificación a un visitante (titulo 18) en Inglés o Español se le negará entrada a la institución. El visitante tiene que firmar el formulario en presencia de un empleado de la institución. Todo artículo entrando a la institución sera registrado. El visitante estara presente durante el registro de sus pertenencias. Todos los visitantes serán sometidos a un registro con la Unidad ION de Detector de Drogas. Visitantes negándose a someter a una prueba por el sistema de droga ION no se le permitirá visitar. A veces será necesario para los empleados de la institución revisar a los visitantes con un detector de metal manual. El oficial del Salón de Visita no le guardará artículos a los visitantes o al recluso. No habrá en donde los visitantes podrán guardar sus artículos personales, tendrán que ser guardado en su automóvil. Como un recordatorio durante los sábados, domingo y días feriados federales, la institución conducirá un recuento oficial. Todo los visitantes tienen que estar completamente procesados en el salón de espera a las 9:30 am. Aquellos visitantes que no sean procesados a las 9:30 am tendrán que esperar hasta que el recuento oficial quede claro o completo.

Sección 1001, Título 18, Código Criminal de los Estados Unidos, dice que la penalidad por hacer un testimonio falso sera una multa de \$250,000.00 o encarcelamiento por no mas de 20 años o los dos. Además, sección 1791, Título 18, Código Criminal de los Estados Unidos, proveer una multa de 10 años de cárcel para cualquier persona que introduzca o atente introducir, dentro de los terrenos de cualquier institución penal de corrección, o cojer o atentar a cojer o enviar, por lo tanto, cualquier cosa, sin el conocimiento o permiso del Alcaide.

TRANSPORTATION AND LODGING

The Federal Correctional Institution, Bennettsville, South Carolina, is located off State Highway 9, on the outskirts of the town of Bennettsville. The Institution is situated approximately 50 miles northwest of Florence, S.C., 110 miles northeast of Columbia, S.C., and 85 miles southeast of Charlotte, N.C.

FROM FLORENCE: Interstate 95 north to Highway 38. Proceed northwest on Highway 38 toward Bennettsville. Stay straight to go onto SC-38 BR / SC-9 / Broad St. Continue to follow SC-38 BR / SC-9 BR. Turn right onto SC-38 BR N / SC-9 BR N. Continue to follow SC-9 BR N. SC-9 BR N becomes SC-9 N. Turn right onto Muckerman Road.

FROM COLUMBIA: Interstate 20 north towards Florence. Take the US-401 exit 131 towards SC-403 / Timmonsville / Darlington. Turn left onto US-401. Turn left onto US-401 N / US-52 N. Continue to follow US-401 N. Stay straight to go onto US-15 BR / SC-385 / W Main St. Turn left onto SC-38 / SC-9 / Edward Cottingham Blvd N. Turn left onto SC-9 N / SC-9 W. Continue to follow SC-9 N. Turn right onto Muckerman Road.

FROM CHARLOTTE: US-74 east toward NC-27. Turn slight right onto US-52. Turn left onto Powe St. / US-1 / SC-9 E. Continue to follow SC-9 E. Turn left onto Muckerman Road.

LODGING: FCI Bennettsville is located in a rural area, and lodging is limited. However, listed below are the facilities nearest the institution:

BENNETTSVILLE MOTEL 665 W. 15-401 Bypass Bennettsville, South Carolina (843) 479-3822	HOLIDAY INN EXPRESS 213 Hwy. 15-401 E. Bennettsville, South Carolina (843) 479-1700
MARLBORO INN 130 15-401 Bypass Bennettsville, South Carolina(843) 479-4051	WILLIAMS MOTEL537 15-401 BypassBennettsville, South Carolina(843) 479-6841

TRANSPORTATION: This area has no public transportation (city bus service) between the Institution and the surrounding areas. There are private transportation services that are available. However, privately owned vehicles or rentals would be optimum.

Thomas Taxi Service (843) 479-6811 (Bennettsville)
Brockington Taxi Service (843) 454-0400 (Bennettsville)
Greyhound Bus Lines (843) 662-8407 (Florence)

Addressee	Institution	Date
Re: (Inmate's Name and Register No.)		

Dear _____:

I am requesting that you be included among my approved visitors. In order to establish your suitability as a visitor, it may be necessary for institution officials to send an inquiry to an appropriate law enforcement or crime information agency to ascertain whether or not placing you on my visiting list would present a management problem for the institution, or have other possible adverse effects. The information obtained will be used to determine your acceptability as a visitor. The Bureau of Prisons' authority to request background information on proposed visitors is contained in Title 18 U.S.C. § 4042.

In order for you to be considered for the visiting privilege with me, it will be necessary for you to fill out the questionnaire and release form below and return it to the following address: (Institution address).

You are not required to supply the information requested. However, if you do not furnish the information, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request may be significantly delayed. If the information withheld is found to be essential to the processing of your request, you will be informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized if you do not supply the information requested, failure to supply such information could result in your not being considered for admittance as a visitor. The criminal penalty for making false statements is a fine of not more than \$250,000 or imprisonment for not more than five years or both (See 18 U.S.C. § 1001).

Sincerely,

1. Legal Name	2. Date of Birth	3. Address (Including Zip Code)
4. Telephone Number (Including Area Code)	5. Race and Sex of Visitor	
6. Are you a U.S. Citizen? ___ Yes ___ No	6a. If yes, provide Social Security No: _____	
	6b. If no, provide Alien Registration No: _____	
	6c. Provide Passport No: _____	
7. Relationship to above-named inmate	8. Do you desire to visit him/her? ___ Yes ___ No	
9. Did you know this person prior to his/her current incarceration? ___ Yes ___ No		
10. If the answer to #9 is yes, indicate the length of time you have known this person and where the relationship developed.		
11. Have you ever been convicted of a crime? If so, state the number, date, place, and nature of the conviction/s:		
12. Are you currently on probation, parole, or any other type of supervision? If so, state the name of your supervising probation/parole officer and the address and telephone no. where he/she can be contacted:		
13. Do you correspond or visit with other inmates? If so, indicate the individual(s) and their location(s):		
14. Driver's License No. and State of Issuance		

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize release to the Warden of: _____ any record of criminal offenses for which I
 (Institution, Location)
 have been arrested and convicted, and any information related to those convictions.

Signature for Authorization to Release Information (Sign and Print Name) Parent or Guardian

(If applicant is under 18 years of age, signature of parent or guardian indicates consent of minor to visit inmate).

If additional space is required, you may use the back of this form.

To be filed in Inmate Central File, FOI Section 2

(This form may be replicated via WP) Replaces BP-S629 of Sep 00

FILE IN SECTION 3 UNLESS APPROPRIATE FOR PRIVACY FOLDER

SECTION