

United States Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution  
Big Spring, Texas



Institution Supplement

NUMBER: BIG 5267.08A  
DATE: November 20, 2006  
SUBJECT: VISITING  
REGULATIONS

---

1. PURPOSE: To establish visiting regulations and policy for inmate visits at the Federal Correctional Institution, Big Spring, Texas.
2. BACKGROUND: It is the intent of the Federal Correctional Institution and Satellite Camp, Big Spring, Texas, that inmates maintain wholesome and constructive ties with their families and friends.
3. DIRECTIVES AFFECTED:
  - A. Directives Rescinded: Institution Supplement 5267.06B, dated July 01, 2004.
  - B. Directives Referenced: Program Statement 5267.08, Visiting Regulations, dated 5/11/06.
4. STANDARDS REFERENCED: American Correctional Association Standards for Adult Correctional Institutions, 4<sup>th</sup> Edition: 4-4156, 4-4267, 4-4498, 4-4499, 4-4500, 4-4501, 4-4503, and 4-4504.
5. PROCEDURE:
  - A. It is the Unit Team's responsibility to educate inmates on visiting procedures. If, during the admission/orientation process, an inmate anticipates visits from immediate family members (spouse, children, parents, brothers, sisters), he must submit their names to his Unit Counselor. Upon completion of the admission/orientation program, a permanent list, to include immediate family, other relatives, or friends, will be prepared. To accomplish this, the inmate will obtain the appropriate questionnaire and information release form (BP 629) for each prospective visitor and will be responsible for mailing them out and ensuring they are returned to the unit team for review. These visitors will be placed on the approved list after suitable investigation from the usual sources, i.e., Pre-sentence Report, U.S. Probation Officer, local law enforcement agencies, individual

concerned, etc. In cases where the proposed visitor is disapproved, the inmate concerned will be notified by the Unit Team. The inmate will be responsible for notifying the prospective visitor of the Unit Team's decision and for sending approved visitors a copy of the visiting regulations and visitor's handout. Except for immediate family members, as noted above, individuals who have not been approved by the unit team will not be allowed to visit. In order for an individual who is not an immediate family member to be approved, the inmate must have known the proposed visitor(s) prior to incarceration. The Warden's approval must be obtained for exception to this rule. This rule applies to all inmates regardless of the institution's security level.

1. It is the unit team's responsibility to update the visiting computer system, provide a printout of the inmate's approved visiting list and place it in the inmate's central file and in the hard files maintained in the lobby. The hard files maintained in the lobby will be the backup system to the computer visiting program.

2. The unit team will be responsible for removing visiting files of those inmates being released, transferred, or otherwise permanently leaving the institution, on a weekly basis.

3. Inmates will be permitted to request updates or changes to their visiting list during their regularly scheduled team meeting.

B. Visiting is conducted on Saturday, Sunday, and Federal holidays from 8:00 a.m. until 3:00 p.m. at the FCI and the Satellite Camp.

C. **Point System:** Each FCI inmate will be allotted six (6) points on the first of each month. One point will be deducted each time an inmate has a visit. Federal holiday will not be deducted from the inmate visiting points. Inmate will be allowed six points each month with no points being carried over. FPC inmates are exempt from the point system.

D. Visiting will be conducted in the Visiting Room or designated outside visiting area. Visitors will not be allowed to depart the institution and return again on the same day. Each inmate will be allowed no more than five (5) visitors at any one time, including children and infants, unless the infants are twins under age of 18 months.

E. All visitors, with the exception of children under sixteen years, must display a valid government or state issued photo identification before being permitted into the institution. The identification will be returned upon completion of the visit. The Front Lobby Officer will require the visitor to sign the visitor's sign-in log and complete the Notification to Visitor form (Available on the "G" drive or BOPDOCS). When this has been completed, the Front Lobby Officer will question the visitor regarding the contraband items set forth on the Notification to Visitor form.

Visitors entering the Federal Correctional Institution and Federal Prison Camp are subject to a search. Only clear or see-through coin purses (1) may be taken into the institution and prison camp, and all purses will be opened and searched in the presence of the visitor by staff. \$20.00 in currency and coin is permitted into the institution per adult visitor. Currency will be in \$1.00 (one) and \$5.00 (five) dollar bills. If it is necessary for objects to be removed from the purse, the visitor will be asked to do so. The visitor may be required to remove from the institution items considered to be contraband. (Cellular phones are prohibited.) Staff will notify the Institution Duty Officer (IDO) and Shift Lieutenant if a visitor appears to be under the influence of intoxicants. Visitors who appear to be under the influence of intoxicants will be denied entry into the institution.

Visitors who have items not permitted inside of the institution will be directed to store those items in their vehicles. Visitors may use lockers in the Front Lobby for the storage of items not permitted inside the institution if no other options are available. Visitors needing to use these lockers will be issued a key by the Front Lobby Officer and will be required to sign the locker issue log book maintained by the Lobby Officer. The Camp Visiting Officer will notify the Front Lobby Officer in the event a Camp visitor needs to use a locker. Upon completion of the visit, the visitor will return the key to the Front Lobby Officer. Visitors with large amounts of paper money will not be allowed to place the money in the lockers in the Front Lobby. They will be asked to secure the money away from the institution. Visitors are not permitted to leave any items with the staff for safekeeping nor are staff permitted to assume responsibility for a visitor's property.

Once processing is completed, visitors will be stamped with an ultra-violet stamp on the top of the right hand. The visitor's hand will be checked with an ultra-violet light upon entering and leaving the institution to assist in verifying their identity. Visitors will be taken to and returned from the visiting room only under staff escort. Only ten (10) visitors will be escorted at a time (including children).

Visitors for the Federal Prison Camp will be processed by the Camp Visiting Room Officer. The requirements and restrictions for visiting inmates at the Federal Prison Camp will be the same as those for the Federal Correctional Institution, with the exception that a hand stamp is not necessary for Camp visitors. Visitors for the Federal Prison Camp will park in the rear of building 300 and enter through the rear entrance of the Camp visiting room. Camp visitors will not be permitted to park in front of building 300 or in the main parking lot of the Federal Correctional Institution.

Persons who have been denied entry into the Visiting Room, or persons giving visitors a ride, will not be allowed to wait in the parking lot or on institutional property. This includes children and pets. If visitors are denied entry due to a decision of the IDO or Operations Lieutenant, the Lobby Officer will submit a memorandum to the Operations Lieutenant documenting the reason the visit was denied.

F. Proposed visitors who are 16 or 17 years of age and are not accompanied by a parent, or legal guardian of at least 18 years of age must have the written approval of the custodial parent, or legal guardian of at least 18 years of age prior to visitation.

G. Visitors are prohibited from bringing animals on the institution grounds unless the animal is a dog that assists disabled persons, with certification that the dog is trained for that purpose.

H. Inmates may not proceed to the visiting area until their name has been called over the institution public-address system, or they are otherwise notified by staff to report to the visiting room.

I. Inmates being called for a visit shall be properly attired. Inmates will wear institution issued khaki pants, khaki shirts, and shoes in the Visiting Room. No tennis shoes will be allowed in the Visiting Room, nor will inmates be allowed to wear personal clothing in the Visiting Room. Issued winter jackets may be worn during cold weather. Inmates who have a soft shoe restriction will be required to wear bus shoes during visiting hours. SHU inmates will be attired in white coveralls.

J. Special, one-time visits, during regular visiting hours, may be approved in advance by the Associate Warden of Programs. These may include clergy, prospective or former employers, or parole representatives. All visits by clergy must be approved by both the institution Chaplain and the inmate's Unit Team. All special visits will be coordinated and supervised by the Unit Team, with the exception of visits by clergy, which shall be coordinated and supervised by the Chaplain.

K. Inmates may be permitted to visit retained, appointed, or prospective attorney(s) regarding legitimate matters of an attorney-client relationship, or with an attorney wishing to interview the inmate as a witness. Attorney visits should take place during regular visiting hours, but may be arranged as a special visit on days other than visiting days if necessary. The frequency of attorney visits will not normally be limited. An appointment for an attorney visit shall be made with the Unit Team at least 24 hours in advance of the desired visit. Visiting attorneys will be required to produce a driver's license (or other photo identification card) and a valid State bar identification card in order to visit. Attorney visits will be conducted in the attorney room, and will be free of auditory supervision. The Unit Team will provide supervision for attorney visits conducted during non-visiting days.

An attorney must make a written request in order to record any portion of the visit. Only the Warden may approve such a request.

L. Inmates who are citizens of a foreign country shall be permitted visits from the consular representative of that country on matters of legitimate business. These visits will be requested and conducted in the same manner as attorney visits.

M. It is the policy of the Federal Bureau of Prisons that no inmate shall be allowed to actively engage in a business or profession while serving a Federal sentence. An inmate who was engaged in a business or profession prior to being committed will be expected to delegate authority for the operation or enterprise to other persons. Insofar as possible, business matters which require the inmate's attention should be resolved through correspondence. However, the Warden may approve a special visit in order to assist the inmate in protecting his financial interests and resources. Before visits of this nature may be allowed, it must be determined by the Warden that the business is of a legitimate nature and that the substance of the visit may not be accomplished via any other means (i.e., telephone, correspondence, etc.). The location, date, and duration of such a visit will be determined prior to the visit.

N. Unless approved in advance by the Warden, a visitor shall not bring personal documents or legal papers into the institution. Under no circumstances will an inmate be permitted to retain materials brought into the institution by a visitor.

O. It is the responsibility of the Visiting Room Officer to assure that all visits are conducted in a quiet, orderly, and dignified manner. The policy of the Federal Bureau of Prisons allows visitors and inmates a short kiss and embrace at the beginning and end of a visit. The holding of hands during the visit is permissible, but no other physical contact is allowed. If it is determined that an inmate or visitor is in violation of this regulation, the visit may be terminated, and the inmate may be subject to disciplinary action. An inmate is not allowed to receive from a visitor any packages, letters, food items, money, or gifts from outside the institution. If there is reason to believe that materials are being passed which may constitute contraband, or otherwise be in violation of policy or laws, the material will be confiscated and the visit may be terminated either by the Operations Lieutenant or the Institution Duty Officer. All questionable cases will be referred to the Administrative Duty Officer.

P. The only food items allowed in the Visiting Room are items purchased from the vending machines located in the Visiting Room. The only exception to this will be baby bottles and baby food. Baby food must be store-bought and in its original, sealed container. Food purchased in the Visiting Room must be consumed during the visit. All trash, cans, wrappers, and food items not consumed will be disposed of by the inmate or his visitors prior to leaving the Visiting Room.

Q. All visitors will be properly attired when coming into the institution to visit. Visitors may not wear sleeveless shirts, wind or sweat pants, tank tops, midriff shirts, short shorts or excessively short, sheer (see-through), low cut or backless clothing, spandex, clothing with sexual or offensive language printed on them. If the Front Lobby or Visiting Room Officer determines that a visitor is improperly attired, he/she will contact the Shift Lieutenant and/or Institution Duty Officer to determine whether to deny or terminate the visit. No hats will be permitted to be worn by visitors inside the institution.

R. Inmates will be required to produce and surrender their commissary card to the Visiting Room Officer for identification purposes. At the end of the visit, the inmate will be properly identified by utilizing his commissary card.

An inmate will be allowed to bring into the Visiting Room the following items: One comb, one handkerchief, a wedding ring, and a necklace with a religious medallion.

**NOTE:** Inmates will not be allowed to carry money or photos out of the visiting area.

Visitation is permitted in the outside area at the inmate's discretion, with the exception of SHU inmates and those in holdover status.

S. The behavior of children accompanying adult visitors shall 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 may result in the termination of the visit. Inmates are not permitted in the designated children's area.

T. Inmates requiring the use of the restroom will remain under constant staff supervision. Restroom breaks will be taken on an as-needed basis.

U. Inmates admitted to an outside medical facility may receive visits, from immediate family members only, upon approval of the Captain and Health Services Administrator. No visits for any reason will be authorized without prior approval. In addition to restrictions imposed by the Bureau of Prisons regarding visiting hospitalized inmates, the visiting policy of the hospital and attending physician will be followed.

V. The maximum capacity of the visiting room is 250. When the Visiting Room becomes overcrowded, the Shift Lieutenant and the Institution Duty Officer will be notified by the Visiting Room Officer. The Visiting Room Officer will compile a list of those visitors listing an address within a fifty (50) mile radius of the Big Spring area and their frequency of visits. After the list has been compiled, the Shift Lieutenant and/or Institution Duty Officer will explain the overcrowded situation to the visitors, and ask for volunteers to terminate their visit. Should this method prove ineffective, the Visiting Room Officer will notify the first five groups on the list that their visits have been terminated due to overcrowded conditions. Should mandatory termination become necessary, the Duty Officer will terminate no less than five groups, and no more than is necessary, to eliminate the overcrowded conditions.

W. An inmate in administrative detention or disciplinary segregation status may ordinarily receive visits in accordance with the same rules and regulations that apply to general population inmates, providing such visits do not pose a threat to the security and orderly operation of the institution. In such cases, the Warden may authorize special visiting procedures to preclude such a threat. The visiting for A/D and D/S inmates will be separated from regular visiting in an area set aside.

**Holdovers:** Visits for inmates in holdover status may be arranged by the unit team. Only immediate family members will be allowed to visit. Holdover inmates are classified as A/D inmates.

X. All Visiting Room staff are reminded that an extremely high degree of professionalism is required when dealing with the public.

Y. Wheelchairs will be allowed; staff will visually check it prior to entry.

6. RESPONSIBLE DEPARTMENT: Correctional Services



\_\_\_\_\_  
David G. Justice, Warden

3-21-2007

Date

Attachment 1 - Visitor's Handout



**U.S. Department of Justice**  
**Federal Bureau of Prisons**  
**Federal Correctional Institution**  
1900 Simler Avenue  
Big Spring, Texas 79720

## Visiting Regulations

---

### Visiting Hours

*Saturday, Sunday, and Federal Holidays:  
8:00 a.m. to 3:00 p.m.*

### Welcome

*We welcome you to FCI Big Spring and hope your visit is pleasant. The families and friends of the men at FCI Big Spring are their primary contact with the community. Therefore, visiting becomes much more important during the time a man is confined. Because of the special nature of an institution and our concern for the security and the well-being of the men here, we have developed the following instructions and regulations which we ask you follow.*

*Visitors will not arrive at the institution any earlier than 8:00 a.m. Visitors must arrive prior to 2:00 p.m. or they will not be permitted to visit.*

*All visitors must be verified and/or approved in advance by the inmate's Unit Team prior to visiting. Normally, no more than five (5) visitors, including children, will be permitted to visit at one time.*

*Visitors under sixteen (16) years of age must be accompanied by a parent or legal guardian. Visitors will be responsible for keeping children under their direct control and supervision at all times.*

### Parking

*The north side of the parking area for the FCI has been designated for visitor parking. Visitors for the Satellite Camp should park behind the Camp Visiting Room, Building #300. Pets are not permitted on the institution grounds and may not be left in parked vehicles. Visitors and/or unapproved visitors are not*

*permitted to wait in their vehicles in the parking lot. All vehicles must be locked and may not contain prohibited items such as firearms, ammunition, explosives, illegal drugs or narcotics, or alcoholic beverages. All visitors and their vehicles are subject to search.*

### Warning

*It is a federal crime to bring upon the institution grounds any weapons, intoxicants, drugs, or other contraband. Title 18, U.S. Code, Section 1791, provides a penalty of imprisonment for not more than twenty (20) years, a fine of not more than \$250,000, or both, to a person who provides, or attempts to provide, to an inmate anything whatsoever without the knowledge and consent of the Warden. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles and lockers), and packages. This search may include the use of a drug detection device. The Warden, upon reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order, may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyser test, or other comparable test. A visitor has the option to refuse any of the searches, tests, or entrance procedures, with the result being the visitor will not be permitted entry into the institution. Accepting anything from an inmate may result in termination of the visit and suspension or cancellation of visiting privileges.*

### Visitor Attire

*Visitors are expected to use good judgement and taste in their dress.*

*Persons who dress immodestly or provocatively may be denied the privileges of visiting. Dresses, skirts, or bermuda style shorts may not be worn above the knees. The wearing of t-shirts or other form fitting clothes by visitors is prohibited*

*Prohibited clothing items include, but are not limited to: see-through; fishnet; form fitting (Lycra or Spandex); low cut, backless, sleeveless or strapless blouses and dresses; athletic shorts; sweatpants; halter tops; swimwear; clothing which exposes the midriff portion of the body, and other revealing clothing items. The wearing of any type of club, gang, or other organizational symbols is strictly prohibited.*

*Tight, provocative dress is not acceptable at any time in the Visiting Room. The wearing of prohibited clothing items under coats or jackets is also prohibited. Open toed shoes, which may include but are not limited to sandals, and shower shoes. Are not allowed*

### Visitor Registration

*Upon arrival at the institution, processing time can exceed 30 minutes when there is a large group of visitors waiting to be processed in. Departing the Visiting Room may require several minutes due to the procedures required for processing visitors out.*

*Visitors, 16 years & older, must have photo identification with them such as a driver's license, state-issued identification card, passport, or other government-issued photo identification. If a visitor does not present identification with a photograph, the visitor will not be allowed to visit.*

*All visitors will be screened for metallic contraband by use of a*

walk-through metal detector and/or hand-held metal detector. It is recommended that the wearing of jewelry be limited, as all metallic items will need to be removed to pass through the metal detector. Any person who fails to pass metal detector screening will be denied entry.

Each adult visitor will be required to complete Form BP-224, "Notification to Visitor", regarding the possession of contraband, and sign a Declaration contained on the lower portion of this form.

### **Prohibited Items**

Inmates are furnished all necessities so visitors will not bring articles or gifts of any kind into the Visiting Room. Prohibited items include but are not limited to the following items:

Hand bags (small clear plastic change purses are acceptable), cosmetics, umbrellas, photos, photo albums, cameras, tape recorders, radios, blankets, television sets, pocket knives, electronic games, toys, magazines, books, chewing gum, food items, strollers, coffee cups, picnic supplies, table cloths, eating utensils, thermos/sport bottles, athletic/sports equipment, etc.

### **Visitor Lockers**

A limited amount of lockers are available for visitor use inside the lobby area. A locker key may be obtained from the Lobby Officer during processing. You will be required to return this key to the Lobby Officer prior to your departure from the institution. Any items left inside the lockers after the conclusion of visiting hours will be considered as contraband and will be subject to confiscation.

Visitors who have items not permitted inside the institution are directed to store those items in their vehicles. Visitors may use lockers in the front lobby for the storage of items not permitted inside the institution if no other options are available.

### **Infant Care Items**

Infant care items for visitors with infant children must be limited for

security reasons. Pre-mixed formula and other liquids or foods in sealed, original containers only will be permitted. Other infant care items will be limited to nursing bottles, six diapers, wet wipes, a change of clothing and two small blankets. Baby powders, creams, ointments, bowls, cups, etc., are not permitted.

Restroom facilities are available in the Visiting Room area for nursing mothers.

### **Food Items and Money**

Food items are not permitted to be brought into the institution, except as outlined above for infant care. Visitors may purchase food, snacks, candy, etc. from vending machines located inside the Visiting Room. These items must be consumed during the visit as the inmate will not be permitted to take anything out of the Visiting Room. Visitors are limited to twenty dollars (coins and \$1.00 and \$5.00 bills) per adult person and are requested to have the necessary change for the vending machines.

Money cannot be left to be placed on an inmate's account. We suggest a postal money order be mailed to the inmate as the quickest method to deposit money in an inmate's account.

### **General Information**

Appropriate embracing and kissing at the beginning and ending of a visit is acceptable, but any excessive display of affection during the visit which may tend to embarrass other visitors will not be permitted. Sitting in laps by adults, and laying on the ground is prohibited.

While in the Visiting Room, children and adults are prohibited from sitting and laying on tables. Tables may not be moved at any time.

Normally, you will be permitted to visit as long as possible. On occasion, it may be necessary to limit the amount of visiting time in order to relieve overcrowding. In this instance, visitors who reside in the local area and visit frequently will be the first to have their visits terminated. Visitors are allowed

one visit per day. Visitors may not leave or terminate their visit and return later to resume their visiting on the same day.

During institution emergencies, the Warden may terminate and/or suspend all visiting operations for the duration of the emergency.

Normally, no more than five visitors will be permitted to visit at one time. Failure to comply with these instructions may result in termination of the visit and suspension or cancellation of visiting privileges.

We know that visits from family, friends, and loved ones are important to the men confined here. We hope you will be able to visit and have a continuing positive relationship with your friends and loved ones.

This handout is only intended to provide an overview of current regulations and does not address every issue. If there are any questions concerning visiting room activities, they should be addressed to the Visiting Room Officer or the Lobby Officer.

### **Location**

F.C.I. Big Spring is located at 1900 Simler Avenue, Big Spring, Texas 79720. The institution is within the Big Spring city limits on the west side of town. Directional signs are posted on major roadways. Taxi service is available to the institution via Big Spring Taxi Service at 432-267-4505. Hotel and restaurant accommodations are available in the area. You may contact F.C.I. Big Spring by calling 432-263-6699.