



U. S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution  
Big Spring, Texas

# Institution Supplement

OPI: Correctional Services  
Number: BIG 5267.08D  
DATE: August 19, 2011  
SUBJECT: Visiting Regulations

1. PURPOSE: The purpose of this institution supplement is to provide local instructions to implement procedures as outlined in the Program Statement regarding Inmate Visiting. This supplement should be read in conjunction with the governing program statement for a complete understanding of all applicable regulations.
2. PROGRAM OBJECTIVES: 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  - a. Directives Rescinded:  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 BIG 5267.08C, dated (11/20/10).
  - b. Directives Referenced:  
PS 5267.08 Visiting Regulations, dated (5/11/06).
4. STANDARDS REFERENCED:
  - a. 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. PROCEDURES: 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, step parents, and foster parents), 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., Presentence 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. The inmate can request to have visitors added to a visiting list at any time. 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.

The maximum capacity of the visiting room is 250. When the visiting room becomes overcrowded, the Operations 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 Operations Lieutenant and/or Institution Duty Officer will explain the overcrowded situation to the

visitors, and ask for volunteers to terminate their visit. Should overcrowding still exist, the IDO or Operations Lieutenant will notify the first five groups on the list that their visits will be terminated due to overcrowded conditions. Should mandatory termination become necessary, the IDO will terminate no less than five groups, and no more than is necessary, to eliminate the overcrowded conditions.

6. **Visiting Times** 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.

7. **Frequency of Visits and Number of Visitors**

**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 holidays will not be deducted from the inmate visiting points. Inmates will be allowed six points each month with no points being carried over. FPC inmates are exempt from the point system.

Visiting will be conducted in the visiting room. 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.

All visitors, with the exception of children under sixteen years of age, must display a valid government 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.

8. **Allowable Items**

Visitors entering the FCI and FPC are subject to a search. Only one (1) small (half-gallon size) clear, transparent purse, or a clear zip lock container/bag may be taken into the institution and SCP, and all containers/bags 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 IDO and Operations 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 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 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 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 staff for safekeeping nor are staff permitted to assume responsibility for a visitor's property.

All visitors must clear the walk thru metal detector and all personal belongings must go through the x-ray machine. Visitors may also be required to submit to a search utilizing an ION Spectrometry Device. Additionally, staff may require a visitor to submit to a pat search, including a search of any items of personal property, as a condition of allowing or continuing a visit. Visitors refusing to submit to or comply with authorized search procedures will be denied entry to Bureau grounds and facilities, or required to leave. Visual searches of persons may only be conducted when authorized by the Warden upon reasonable suspicion that the subject is engaged, or attempting to engage, in prohibited activities, including possession of prohibited objects.

Visual searches must be conducted out of the view of others, in areas that can be secured from unexpected entry.

Except for emergencies, as authorized by the Warden, visual searches must be conducted by staff of the same sex as the person being searched.

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

If you have any specialized medical equipment needs, i.e., pacemakers, prosthesis, life saving medications, etc.; or any medical indications why you cannot clear the medical detector you must provide medical documentation of such. If you cannot clear the medical detector for these reasons you will be subject to a pat search.

The Buzzer System will be used when processing visitors. Visitors will line up in the Front Lobby of the institution to receive and complete the required paperwork as normal. Upon completion of the paperwork the visitor will give the Lobby Officer the Title 18 and a valid government issued photo identification for all adults visiting one inmate. The Lobby Officer will give the visitor a buzzer and notate the buzzer number on the top of the Title 18. All visitors for that one inmate will be advised to take the buzzer and wait INSIDE their vehicle until the buzzer alerts. Once the Lobby Officer is ready to process the group of visitors, the buzzer will be activated. The visitors will arrive at the lobby and be processed through. If there are more visitors than buzzers, the remaining visitors will remain lined up in front of the entrance. The next person in line will give the Lobby Officer the Title 18, licenses and follow the same procedures as above and wait inside their vehicles.

Once processing is completed, visitors will be stamped with a ultra-violet stamp on the top of the right or left 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 FCI, with the exception that a hand stamp and metal detector 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 FCI.

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 Captain, documenting the reason the visit was denied.

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. 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. 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 bottles will have pre-mixed milk or formula sealed in original 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.

9. **Official Visitors**

Official visitors are defined as visitors from the Department of Justice, State Department, Judiciary, Members of Congress, and local law enforcement agencies. All visitors must clear the walk thru metal detector and all personal belongings must go through the X-ray machine. After the Lobby Officer has determined these visitors do not have in their possession any weapons, narcotics, ammunition, knives, or other contraband, they will be escorted by staff through the sallyport. Upon the conclusion of the visit, staff will escort visitors through the front entrance sallyport and sign them out of the

institution. These official visitors are not required to be stamped for identification by use of a black light; however, they will be issued a visitor badge to be worn while visiting in the institution.

10. **Children**

Visitors who are 16 or 17 years of age and not accompanied by a parent or legal guardian must have the written approval of the custodial parent or legal guardian and have a valid government photo ID prior to visitation. Children under 16 years of age must be accompanied by their parent or legal guardian to be allowed into the institution.

11. **Inmate Dress Code**

Inmates being called for a visit shall be properly attired. Inmates will wear institution issued khaki pants, khaki shirts, and institution issued 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 orange coveralls. 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, a necklace with a religious medallion, and any approved religious headwear.

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

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.

12. **Special Visits**

Special, one-time visits, during regular visiting hours, must be approved in advance by the Warden. These may include Clergy, Community Groups, Prospective or Former

Employers, Sponsors, and Parole Advisors. The requirement for the existence of an established relationship prior to confinement does not apply to visitors in this category.

All visits by clergy must be approved by both the institution Chaplain and the inmate's Unit Team. All special visits will be arranged, coordinated and supervised by the Unit Team, with the exception of visits by clergy, which shall be coordinated and supervised by the Chaplain.

During normal visiting hours, the Visiting Room Officer will monitor the visit. During non-visiting hours, these visits will be supervised by the Unit Team.

13. **Attorney Visits**

The Warden will permit visits by an inmate's retained, appointed, or prospective attorneys regarding legitimate matters of an attorney-client relationship or by an attorney who wishes to interview an inmate as a witness. The Warden generally may not limit the frequency of attorney visits as the number of visits depends on the nature /urgency of the legal issues involved. 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. 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 valid state driver's license and a valid State Bar identification card in order to visit. Attorney visits will be conducted in the Visiting Room and will be free of auditory supervision. The Unit Team will provide supervision for attorney visits conducted during non-visiting days.

If video and/or audio equipment is necessary during the legal visit, written approval must be obtained prior to the visit from the Warden.

14. **Consular Visitor**

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. The requirement for the existence of an established relationship prior to confinement does not apply to consular visitors.



15. **Business Visitor**

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. The department requesting the Business visitor(s) is responsible for making arrangements for the visit, and providing supervision during the visit.

16. **Media Visits**

A media representative who wishes to visit outside his or her official duties must qualify as a regular visitor or, if applicable, a special visitor.

17. **Persons with Prior Criminal Convictions**

Requests to have a special or regular visiting approval with former inmates or persons with criminal histories will be evaluated on an individual basis. If an inmate's Unit Team believes such visits would be beneficial and constructive, the following procedures will be taken:

1) Consult with the proposed visitor's parole/probation officer, if under supervision.

2) Submit memorandum with information justifying visit to the Warden for approval.

If approved, place person on the approved visiting list.

18. **Visitor Dress Code**

All visitors will be properly attired when coming into the institution to visit. Visitors may not wear any revealing clothing such as sleeveless, strapless or bareback blouses, dresses or shirts, tank top shirts, dresses or skirts with long slits in the middle or side, miniskirt or wrap around skirts, tight, form-fitting or see through clothing (including see through shirts with a shirt underneath), deep v-neck blouses, shirts, or dresses, shorts or skirts worn above the knee.

Other prohibited clothing includes caps, hats, and scarves of any kind, long coats, sweaters and jackets that have hoods attached or extend below the knee, clothing of any type which would symbolize club or gang activity or gang affiliation, clothing with sexual or offensive language printed on them, halter tops or midriff shirts (shirts will be tucked in or belted for all visitors ages 4 and over) fish net shirts, pants, or any other clothing item, Lycra or spandex clothing, athletic shorts/sweat suits (cloth material)/wind suits, Athletic Jerseys, swimwear, slippers, or any open toed shoes, any khaki or camouflage in color clothing. Jackets cannot be used to cover up an unauthorized shirt. All metal items which will not clear the metal detector to include body piercing, excess metal on clothing, and under wires in bras are not permitted

If the Front Lobby or Visiting Room Officer determines that a visitor is improperly attired, he/she will contact the Operations Lieutenant and/or IDO to determine whether to deny or terminate the visit. No hats will be permitted to be worn by visitors inside the institution.

19. **Supervision of Visits**

Visitors with children will be required to maintain control of children at all times. Children are required to have supervision while in the Visiting Room. Failure to do so may result in termination of a visit. Visitors may not occupy more than one seat in the visiting area and will not place belongings on seats in order to reserve them when not occupied. Inmates and visitors will be advised when behavior is inappropriate. When undesirable behavior continues, the Operations Lieutenant and/or IDO will be contacted for authorization to terminate the visit. A

memorandum will be submitted by the Visiting Room Officer to the Captain with a copy to the Unit Manager. Inmates are not permitted in the designated children's area.

Inmates requiring the use of the restroom will remain under constant staff supervision.

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 IDO. All questionable cases will be referred to the Administrative Duty Officer.

The Operations Lieutenant or IDO are the only staff authorized to terminate a visit.

The Visiting Room Officer may not accept articles or gifts of any kind for an inmate, this includes money or any other form of currency for deposit in the inmate's commissary account. Life saving medications for visitors will be given to Visiting Room Officer during visits.

20. **Inmates in Local Hospital**

Visits will not normally be allowed while an inmate is in a community hospital. Exceptions may be made on a case-by-case basis but will usually only be considered if an inmate is on the seriously/critically ill list or if the inmate has extensive hospitalization. All requests to visit while an inmate is in the community hospital will be forwarded to the HSA. The HSA will communicate with the community liaisons and the Clinical Director to determine the nature of the

hospitalization. If the inmate meets the appropriate medical criteria, the HSA will forward the request to the Captain to address correctional concerns. All visitors must be on the inmate's approved visiting list or must be verifiable through the Pre-sentence Report. Only immediate family members or designated next of kin will be considered for visitation. If the inmate meets both the medical and correctional criteria, the request will be routed from the HSA through the Captain, the Associate Warden and to the Warden for final approval.

During off-duty hours, the HSA will be paged to verify the medical information and any previous visiting considerations. The IDO will contact the Captain for guidance and/or approval. Since all community hospital visitation should be approved in advance, this should only occur when the inmate is hospitalized as a medical emergency. Once a community hospital visit is approved, the visitors must report to the institution for processing and to ensure that proper forms are completed. The Operations Lieutenant, Front Lobby Officer, Control Center Officer, and the officers supervising the inmate will be notified. Additionally, the HSA will notify the appropriate hospital liaison. 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.

21. **Detention or Segregation Status**

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 in the Visiting Room.

Staff will always check for separations before any inmate is escorted to visitation.

22. Admission and Holdover Status

The Warden may limit visitation to the immediate family of the inmate during the admission-orientation period or for holdovers where there is neither a visiting list from a transferring institution nor other verification of proposed visitors.

23. Location

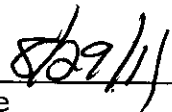
FCI Big Spring is located at 1900 Simler Avenue, Big Spring, Texas 79720. The institution is within the Big Spring city limits on the west side of town. If traveling east on Interstate 20 take Exit 174, left on Hwy 80/ Bus 20, in one mile turn right onto Airbase road, this road will turn into Simler Dr. then follow the Directional signs posted on roadway. If traveling west stay straight on Hwy 80/Bus 20, in one mile turn right onto Airbase road, this road will turn into Simler Dr., then follow the Directional signs posted on roadway. 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 FCI Big Spring by calling 432-466-2300.

24. Pets

Visitors are precluded from bringing animals on to institutional grounds, except for animals that assist persons with disabilities. The visitor must provide staff with certification that the animal is trained for that purpose.

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

  
K. Edenfield, Warden

  
Date

BIG 5267.08D  
August 19, 2011  
Attachment 1 Page 1  
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 this time. 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 (except for assistance guide dogs) 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. Giving or accepting anything to/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 judgment and taste in their dress. Persons who dress immodestly or provocatively may be denied the privileges of visiting. See page three (3) and four (4) for a listing of clothing not authorized.

### 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.

**Processing**

The Buzzer system will be used when processing visitors. Visitors will line up in the Front Lobby of the institution to receive and complete the required paperwork as normal. Upon completion of the paperwork the visitor will give the Lobby Officer the Title 18 and their driver's licenses for all adults visiting one inmate. The Lobby Officer will give the visitor a buzzer and notate the buzzer number on the top of the Title 18. All visitors for that one inmate will be advised to take the buzzer and wait INSIDE their vehicle until the buzzer alerts. Once the Lobby Officer is ready to process the group of visitors, the buzzer will be activated. The visitors will arrive at the lobby and be processed through. If there are more visitors then buzzers, the remaining visitors will remain lined up in front of the entrance. The next person in line will give the Lobby Officer the Title 18, licenses and follow the same procedures as above and wait inside their vehicles.

If you have any specialized medical equipment needs, i.e., pacemakers, prosthesis, life saving medications, etc.; or any medical indications why you cannot clear the medical detector you must provide medical documentation of such. If you cannot clear the medical detector for these reasons you will be subject to a pat search.

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.

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. See page three (3) for a listing of other items not authorized.

**Visitor Lockers**

Visitors are advised to store items not permitted into the institution in their vehicles; however, if no other option is available 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.

**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 3 nursing bottles, six diapers, wet wipes, a change of clothing and two small blankets. Baby powders, creams, ointments, bowls, cups, etc., are not permitted. See page four (4) for items not authorized.

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 the entire visiting hours. 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.

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.

**Specialized Medical Equipment**

If you have any specialized medical equipment needs, i.e., pacemakers, prosthesis, life saving medications, etc.; or any medical indications why you cannot clear the medical detector you must provide medical documentation of such. If you cannot clear the medical detector for these reasons you will be subject to a pat search.

**Location**

FCI 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. If traveling east on Interstate 20 take Exit 174, left on Hwy 80/ Bus 20, in one mile turn right onto Airbase road, this road will turn into Simler Dr. then follow the Directional signs posted on roadway. If traveling west stay straight on Hwy 80/Bus 20, in one mile turn right onto Airbase road, this road will turn into Simler Dr. then follow the Directional signs posted on roadway. 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 FCI Big Spring by calling 432-466-2300.

**CLOTHING NOT AUTHORIZED (TO INCLUDE CHILDREN AGES 4 AND OVER):**

Dresses, skirts, or mini-skirts with long slits in the middle or side;  
Mini-skirts or wrap around skirts;  
Sleeveless, strapless or bareback shirts, blouses, or dresses;  
Any other revealing clothing items;  
Tight, form-fitting or see through clothing. This includes see through shirts with a shirt underneath;  
Deep v-neck blouses, shirts or dresses;  
Shorts or skirts may not be worn above the knees;  
Tank-top shirts;  
Caps, hats, and scarves of any kind;  
Long coats, sweaters and jackets that have hoods attached or extend below the knee;  
Clothing of any type which would symbolize club or gang activity or gang affiliation;  
Clothing with sexual or offensive language printed on them;  
Halter tops or midriff shirts. Shirts will be tucked in or belted for all visitors ages 4 and over;  
Fish net shirts, pants or any other clothing item;  
Lycra or spandex clothing;  
Athletic shorts/sweat pants (cloth material)/wind suits; Athletic Jerseys  
Swimwear;  
Slippers;  
Shower shoes, "flip-flop" type shoes, or any open toed shoes;  
Any clothing Khaki or Camouflage in color;  
A jacket cannot cover up an unauthorized shirt;  
Hats;

**All metal items which will not clear the metal detector to include body piercing, excess metal on clothing and under-wire in bras.**



**ITEMS NOT AUTHORIZED:**

Weapons, ammunition, pocket knives, handcuffs, handcuff keys of any type;  
Cosmetics of any kind;  
Electronic devices, cell phones, games, and toys of any kind;  
Cigarette packages, cigarette lighters, pipes and chewing tobacco;  
Photos, albums and photographic material;  
MP3 players, Radios, cassettes, walk-mans and any recording devices;  
no more than three (3) baby bottles with premixed milk or formula sealed in original containers only;  
no more than three (3) baby food containers (no glass) in sealed original containers;  
no more than six (6) baby diapers;  
no more than two (2) receiving blankets per child ages 0-12 months;  
no more than one (1) change of clothing per child ages 0-12 months;  
Glass containers and cans;  
Baby powder, ointments bowls, cups, and creams;  
Purses, Wallets, change bags, baby wipe containers and diaper bags that are not see through;  
Pens, pencils, stationery and papers of any type;  
Magazines, books, and the Bible;  
Packages, letters, or gifts;  
Sunglasses;  
Umbrellas;  
Candy, gum or food items of any type;  
Eating and drinking utensils;  
Baby carriers and stroller

**Allowable Items**

Visitors entering the FCI and FPC are subject to a search. Only one (1) small (half-gallon size) clear, transparent purse, or a clear zip lock container/bag may be taken into the institution and SCP, and all containers/bags 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 IDO and Operations 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.

All visitors **must** clear the walk thru metal detector and all personal belongings must go through the x-ray machine. Additionally, staff may require a visitor to submit to a pat search, including a search of any items of personal property, as a condition of allowing or continuing a visit. Visitors refusing to submit to or comply with authorized search procedures will be denied entry to Bureau grounds and facilities, or required to leave. Visual searches of persons may only be conducted when authorized by the Warden upon reasonable suspicion that the subject is engaged, or attempting to engage, in prohibited activities, including possession of prohibited objects.