



COMPLEX SUPPLEMENT

OPI: Correctional Services
NUMBER: COC 5267.08.A
DATE: January 22, 2010
SUBJECT: Visiting Regulations

1. PURPOSE AND SCOPE. The Purpose of this Institution Supplement is to establish visiting regulations and procedures in accordance with the mission and goals of the Federal Correctional Complex at FCC Coleman, Florida, and in accordance with the Program Statement P5267.08, Visiting Regulations. These procedures govern inmates at the Federal Prison Camp (FPC), Federal Correctional Institution (FCI), United States Penitentiary (USP), as well as holdovers confined within the complex.
2. DIRECTIVES AFFECTED.
 - a. Directives Rescinded

CLP 5267.07A	Visiting Regulations (1/30/06)
COP 5267.07B	Visiting Regulations (1/28/05)
COM 5267.07F	Visiting Regulations (1/12/06)
COL 5267.07B	Visiting Regulations (3/27/05)
 - b. Directives Referenced

PS 5267.08	Visiting Regulations (5/11/06)
PS 5500.12	Correctional Services Manual, (10/10/03)
PS 5510.12	Searching, Detaining, or Arresting Persons Other Than Inmates (1/15/08)
COC 5500.12.2A	Entrance Procedures (12/05/05)
3. STANDARDS REFERENCED. American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499, 4-4500, 4-4501, 4-4503, 4-4504.
4. VISITING FACILITIES. All regular visits not requiring special security measures will be conducted in the institution's visiting room. Separate rooms within the visiting area are provided for legal visits. Non-contact visiting rooms will be used when special security measures are needed. The maximum number of persons allowed in the visiting room is CAMP-200, COL-275, COM-275, COP-192, CLP-178.

5. VISITING TIMES

LOW

Thursday	12:30 p.m. - 3:00 p.m.
Thursday USP Holdover SHU Inmates	8:00 a.m. - 12:00 p.m.
Friday	8:00 a.m. - 3:00 p.m.
Saturday	8:00 a.m. - 3:00 p.m.
Sunday	8:00 a.m. - 3:00 p.m.
Monday	8:00 a.m. - 3:00 p.m.
Federal Holidays	8:00 a.m. - 3:00 p.m.
*Tuesday & Wednesday	*No Visiting - Special Visits will be conducted through approved appointments through the Captain's Office.

MEDIUM

Thursday (SHU)	8:00 a.m. - 12:00 p.m.
Thursday (GP)	8:00 a.m. - 3:00 p.m.
Friday	8:00 a.m. - 3:00 p.m.
Saturday	8:00 a.m. - 3:00 p.m.
Sunday	8:00 a.m. - 3:00 p.m.
Monday	8:00 a.m. - 3:00 p.m.
Federal Holidays	8:00 a.m. - 3:00 p.m.
*Tuesday & Wednesday	*No Visiting - Special Visits will be conducted through approved appointments through the Captain's Office.

COC 5267.08.A
January 22, 2010
Visiting Regulations

USP-1/ USP2

Friday, Saturday, Sunday	8:00 a.m.-12:00 p.m.
Friday	8:00 a.m. - 3:00 p.m.
Saturday	8:00 a.m. - 3:00 p.m.
Sunday	8:00 a.m. - 3:00 p.m.
Federal Holidays	8:00 a.m. - 3:00 p.m.
Monday, Tuesday, Wednesday, Thursday	No Visiting - Special Visits will be conducted through approved appointments through the Captain's Office.

Camp

Saturday	8:00 a.m. - 3:00 p.m.
Sunday	8:00 a.m. - 3:00 p.m.
Federal Holidays	8:00 a.m. - 3:00 p.m.

Federal or nationally recognized holidays include New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.

Visitors will not be allowed inside the front lobby of the institution more than 15 minutes prior to visiting hours. **Visitors are to park their cars at the institution being visited. Visitors parking at any other complex buildings will be directed to depart that building.**

Visitors will not be processed into the visiting room after 2:00 p.m. on visiting days. On weekends and federal holidays, visitors will not be processed between 9:30 a.m. and 10:20 a.m during the institution official count.

Due to the time and administrative costs involved, most visits must be scheduled during regular visiting hours. When a visit cannot be scheduled during regular visiting hours it is the responsibility of the respective Unit Team to provide supervision.

Other institution activities must be maintained without unnecessary or extended interference. To reduce interference

with other institution activities, the secure corridors will be used when necessary.

6. VISITING RESTRICTIONS AND OVERCROWDING. Visiting may be curtailed or terminated because of an emergency, improper conduct on the part of the inmate or his visitor(s), or when the visiting room becomes overcrowded. Should the Visiting Room Officer determine it is necessary to curtail or terminate visiting because of overcrowding, he will notify the Operations Lieutenant and Institution Duty Officer (IDO). The IDO will consult with the Operations Lieutenant, make the necessary determination, and notify the affected parties. During times of overcrowding, the Visiting Room Officer will first ask for volunteers to offer to leave. If there are no volunteers, visitors who have traveled less than 100 miles are considered local visitors and will be terminated in the order in which they arrived. Once the local visitors list has been exhausted, visitors will be terminated in the order in which they arrived. This process will continue until the overcrowding is managed.

The Operations Lieutenant must be notified and will document the circumstances of the visiting terminations in the Lieutenant's Log.

7. GENERAL VISITING PROCEDURES.

- a. FCC Coleman: Visiting at the USP will be Friday through Sunday and on federal holidays from 8:00 a.m. to 3:00 p.m. No one will be admitted into the institutions for visits after 2:00 p.m. On weekends and holidays, inmates will not be allowed to enter or exit the Visiting Room from 9:30 a.m. until the 10:00 a.m. count has cleared. Special Housing Unit visitation concludes at 2:00 p.m.
- b. FPC Coleman: Visiting at the FPC will be Friday through Monday and on federal holidays from 8:00 a.m. to 3:00 p.m.
- c. Visitors will not be admitted to a visiting room after 2:00 p.m. without the approval of the Operation's Lieutenant or Duty Officer.
- d. Visitor Parking is prohibited along Bureau Road. Inmate Visitors are not permitted to enter the Federal Correctional Complex grounds prior to 7:50 A.M. on visiting days, at which time they may be proceed to the authorized parking lot.
- e. Inmates at FCC Coleman will be allowed seven visits during a calendar month. Any portion of a visit will be charged as one visit. The visits are not accumulative from one month to another. A completed visit is defined as the visitor(s) departing the institution property and the inmate departing

January 22, 2010

Visiting Regulations

the visiting area, returning to his assigned quarters or work assignment. A yearly visiting schedule will be available to visitors and will also be posted on the housing unit bulletin board. Ordinarily an inmate's visiting list should not exceed more than 20 people, including immediate family members, other relatives, friends, and associates. There should be no more than 10 friends and associates on an inmate's approved visiting list. Friends and associates must have had an established relationship prior to confinement. The Warden may authorize an exception to the prior relationship rule, particularly for inmates without other visitors. Additionally, the Warden may authorize an exception to the maximum limit provision when warranted. Ordinarily, inmates will be allowed up to five (5) total visitors, excluding children under 2 years of age, who may visit at one time. Children 2 years of age and under may sit on the visitors lap should a seat not be available. Children are not permitted to sit on an inmate's lap at any time.

- f. When an approved visitor arrives in an FCC Visiting Room, the Visiting Room Officer will contact the inmate's housing unit officer. The unit officer will locate the inmate. If the inmate is on a job detail, the detail officer will return the inmate to the housing unit if necessary to change clothes or directly to the visiting room. The unit officer will release the inmate to the Visiting Room. If an inmate has not arrived at the Visiting Room within 45 minutes of his unit officer being notified the Operation's Lieutenant will be contacted and requested to expedite the inmate's arrival.
- g. In the event of overcrowding, generally those inmates who have used the most visits will have their visits terminated first. However, the Visiting Room officer shall also give consideration to the distance the visitor has traveled, the visitor's relationship to the inmate and frequency of previous visits. If it should become necessary to terminate visits, the Operation's Lieutenant and Duty Officer will be notified and will authorize the termination of specific visits.
- h. The Associate Warden of Programs will authorize and approve extra visiting.

Such approvals will be obtained well in advance of a scheduled visit and must be in writing, initiated by the Unit Team. Ordinarily, extra visiting authorization may be granted to accommodate those visitors traveling long distances and those unable to visit regularly. All regular visiting times must be used before approval of extra time.

COC 5267.08.A
January 22, 2010
Visiting Regulations

The Captain or Deputy Captain will approve additional visitors above those ordinarily permitted. Approval for additional visitors must be obtained in advance of the visit and in writing. The documentation will be initiated by the Unit Team after review of requests by inmates. Ordinarily, additional visitors are granted to accommodate visitors traveling long distances or unable to visit regularly.

- i. Any inmate who requires special precautions may have his visiting restricted when necessary to ensure the security and good order of the institution. These cases will normally consist of protection cases and inmates who cannot be allowed in the Visiting Room with other inmates from the general population. The Captain will make the final decision regarding the restrictions of the visiting time. During weekends and holidays, the Institution Duty Officer or Operations Lieutenant may make the decision regarding visiting restrictions of the inmates who fall into this category. Special visits will require prior written approval by the Captain and Unit Manager in advance of the visit.
- j. Special Housing Unit visiting procedures - USP: The following procedures will be utilized regarding non-contact visiting for inmates housed in the Special Housing Unit (SHU) at USP 1 and USP 2. The visits must be approved in advance by the Unit Team and Captain. Visits may take place on weekends or holidays only. SHU visitors will not be processed after 11:00 a.m. SHU visits will be limited to a duration of two (2) hours. No more than two (2) visitors will be allowed to visit each inmate. Inmates will be secured in the non-contact room throughout the visit. Inmates will be escorted from SHU to the visiting room in handcuffs, leg irons and martin chain. Prisoners Visitation and Support (PVS) visits for SHU inmates will take place inside the visiting room under direct supervision by Visiting Room Officers. Legal visits may take place in the Visiting Room after review and approval by the Captain. The main corridor will be secured during the move of an inmate from the Special Housing Unit to the visiting room and during his return to the Special Housing Unit.
- k. Special Housing Unit visiting procedures - FCI: The following procedures will be utilized regarding social visiting for inmates housed in the Special Housing Unit (SHU) at the FCI. Inmates may be permitted social visiting in the institution visiting room. A list of inmates with special security concerns will be generated by the SIS Office with review by the Captains' Office to document those inmates who will be precluded from contact social visiting and permitted non-contact visiting only.

All SHU inmates will be seated in close proximity to the Visiting Room Officers' desk and will remain under constant supervision. SHU inmates will be escorted to the visiting

COC 5267.08.A
January 22, 2010
Visiting Regulations

room and back to SHU at the conclusion of visiting in restraints. SHU inmates will remain dressed in the orange jumpsuit while in the visiting room. Visiting for SHU inmates will conclude at 12:00 p.m. SHU inmates will be processed out of the visiting room first, ahead of other general population inmates. After regular work hours, additional security may be implemented as needed by the Operations Lieutenant in consultation with the Duty Officer as concerns arise.

1. USP inmates temporary housed in the FCI SHU visiting procedures- FCI: The following procedures will be utilized regarding inmates in Trans Seg status housed in the Special Housing Unit. The visits must be approved in advance by the Unit Team and Deputy Captain. SHU visitation will occur on Thursdays from 8:00 a.m., to 12:00 p.m. The Deputy Captain can authorize pre-approved exceptions for week day visits. SHU visitors will not be processed after 11:00 a.m. SHU visits will be limited to a duration of two (2) hours. No more than two (2) visitors will be allowed to visit each inmate. Inmates will be limited to four (4) hours of visiting a month. Due to the limited space available for non-contact visiting, consideration must be made to afford other inmates the privileges of visitation. Therefore, visiting privileges could be restricted to one visit a month. A written copy of the approved visit will normally be proved to the Lieutenants Office, Control Center, Front Entrance, FCI Tower #1 and SHU staff.

Visits for SHU inmates will take place inside the visiting room under direct supervision by Visiting Room Officers. Legal visits may take place in the Visiting Room after review and approval by the Deputy Captain.

Video visiting procedures: The following procedures will be placed into effect regarding Video visiting for inmates housed in the Special Housing Unit (SHU). There is one system in place for video visiting between inmates and their visitors.

Video visiting is a closed circuit video system designed to permit visiting without contact and without removing inmates from the Special Housing Unit. Specifically, visitors view a video monitor in the visiting room and talk to the inmate on a closed telephone system. The inmate at the same time views the visitors and talks from a secure area within the Special Housing Unit.

Visits must be approved in advance by the Unit Team and Captain. Visits may take place on weekends or holidays only. SHU visitors will not be processed after 1:00 p.m. SHU visits will be limited to a duration of two (2) hours.

COC 5267.08.A
January 22, 2010
Visiting Regulations

No more than two visitors will be allowed to visit each inmate. Visitors must be on the inmates approved visiting list. Visitors will be processed into the institution following routine entrance procedures to include ION drug screening. Upon completion of entrance screening, visitors will be escorted into the visiting room and secured in the identified video visiting room for visitors. Inmates will remain secured in the inmate video visiting room in the SHU throughout the visit. Inmates will be escorted from their cell to the video visiting room in the SHU in handcuffs from behind at a minimum. Additional restraints may be used if deemed appropriate and necessary by the Captain/Deputy Captain and SHU Lieutenant. Where deemed appropriate and necessary, the inmates will remain in handcuffs and leg irons only during the visit. Martin chains will be removed prior to the inmate being secured in the video visiting room.

8. APPROVED VISITORS. Visits are limited to those on the inmate's approved visiting list as authorized by the Unit Team. It is the responsibility of the inmate to advise his visitors they have been approved and placed on his authorized visiting list. An individual may be placed on the approved list after completing and submitting a Visitor Information form received from the inmate, investigation from official sources, i.e., Presentence Report, U.S. Probation Office, NCIC checks, local law enforcement agencies, etc. No visitor will be added to an inmate's permanent visiting list prior to NCIC clearance. The signature of a parent or legal guardian on the Visitor Information form is necessary to process a request for an applicant under 18 years of age.
 - a. If a visitor is on the approved visiting list of more than one inmate, except for immediate family, they will normally only be allowed to visit one inmate at a time.
 - b. When an inmate transfers to this institution, his visiting list will only be recognized if the file reflects proper documentation to include NCIC checks. New NCIC checks will be completed at the Unit Manager's discretion as necessary to update information on inmates' visiting lists.
 - c. If an immediate family member, who is not on an inmate's approved visiting list, arrives at the institution, the inmate's Unit Team will be notified. If the inmate has been at the institution for less than four weeks, a member of the Unit Team will review the Central File to determine if the visitor is a member of the immediate family. If unit staff are not available, and the visitor's relationship to the inmate cannot be confirmed, the visit will be denied. If

COC 5267.08.A
January 22, 2010
Visiting Regulations

the inmate has been at the institution for more than four weeks and no visitation form exists, the visitor(s) will be denied. If the visit is denied, the Operations Lieutenant will be notified and will document the denial of the visit in the Lieutenant's Log.

- d. Persons with Criminal Records (to include federal and state probation/parole or supervised release): While the history of an arrest record or criminal record does not necessarily preclude visiting privileges, careful evaluation and consideration should be given to the nature and extent of the criminal record. History of recent criminal activity is weighed against the value of the relationship and the security of the institution. The Warden will make the final determination as to the approval or disapproval of visiting requests in these types of cases.
- e. Former Inmates of the Institution and Relatives of Other Inmates: Rarely will individuals in this category be permitted to visit. In those instances necessitating such visits, the Warden must give prior approval.
- f. Holdovers and New Commitments: When an approved visiting list is not available, visits for new commitments and inmates in holdover status will be limited to confirmed members of the immediate family. A Birth Certificate or some form of identification that would indicate they are members of the same family will be required. In addition, a check of the inmate's Presentence Report (if one is available) shall be conducted. Holdovers may request family members to be placed on a visiting list by submitting a request for visitor approval to their assigned unit counselor. The time frame for approval will be the same as general population inmates.
- g. Protective Custody, Separation Cases: The Warden or designee (normally the Captain) will determine approval of the visit and schedule visiting for protective custody and separation cases. Visits of this nature will be reviewed on a case by case basis, taking into account the safety of the inmate and the security requirements of the institution. The non-contact visiting areas will be used in these cases.
- h. The Visiting Room Officer will take special precautions when a visitor closely resembles an inmate (as in the case of identical twins). The non-contact visiting area may be used in these cases.
9. INJURIES TO VISITORS. Any injuries occurring to visitors, while inside the institution will be assessed by the medical staff on duty. An injury report will be completed and only emergency treatment will be rendered. No medication will be prescribed. Injured visitors will be referred to the local