



U.S. Department of Justice

Federal Bureau of Prisons

Federal Medical Center

Institution Supplement

NUMBER: DEV 5267.07
DATE: August 18, 2006
SUBJECT: Visiting Regulations
OPI: Correctional Services

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1. PURPOSE AND SCOPE: FMC Devens encourages visiting by family, friends, and community groups to maintain the morale of the inmate and to develop closer relationships between the inmate and family members or others in the community.

The Warden has the authority to restrict or suspend an inmate's regular visiting privileges temporarily when there is reasonable suspicion that the inmate has acted in a way that would indicate a threat to the good order or security of the institution. Ordinarily, the duration of the restriction or suspension should be limited to the time required to investigate and initiate the discipline process.

2. DIRECTIVES AFFECTED

- a. Directive Rescinded

P5267.07 Visiting Regulations (4/14/03)

- b. Directives Referenced

P1280.11 JUST, NCIC and NLETS Telecommunication Systems (Management and Use) (1/7/00)

P1315.07 Legal Activities, Inmate (11/5/99)

P1490.06 Victim and Witness Notification Program (5/23/02)

P4500.04 Trust Fund/Warehouse/Laundry Manual (12/15/95)

P5100.07 Security Designation and Custody Classification Manual (9/3/99)

P5180.04 Central Inmate Monitoring System Manual (8/16/96)

P5270.07 Inmate Discipline and Special Housing Units (12/29/87)

P5280.08 Furloughs (2/4/98)

P5360.09 Religious Services and Practices (12/31/04)

P5500.11 Correctional Services Manual (10/10/03)

P5500.12 Correctional Services Procedures Manual (10/10/03)

P5510.09 Searching, Detaining, or Arresting Persons Other Than Inmates (3/6/98)

P5520.01 Ion Spectrometry Device Program (2/24/05)

P5521.05 Searches of Housing Units, Inmates and Inmate Work Areas (6/30/97)

P7331.04 Pretrial Inmates (1/31/03)

c. Rules cited in this Program Statement are contained in 28 CFR 540.40-52.

3. VISITING ROOM: The visiting room shall be arranged so as to provide adequate supervision. The visiting room shall be as comfortable and pleasant as practicable, and appropriately furnished and arranged. The first room on the left, will be equipped and set up to provide facilities for the children of visitors.

a. A multi-purpose visiting room is provided. Individual attorney/client rooms are available. The visiting room has restrooms, which may be used by visitors. Inmates will use the restroom located in the search room.

Visiting will be limited to the visiting room for inmates confined to the Federal Medical Center. Visiting will be limited to the visiting room and outdoor patio for inmates confined to the Federal Prison Camp. Visiting in any other area of the institution will require the approval of the Captain.

The visiting room will be supervised at all times by Bureau Staff. Staff will not congregate at the Officer's Station. Staff will make constant rounds of the Visiting Room, when not performing other duties.

4. VISITING TIMES:

a. The following are the hours of operation for the visiting room:

FMC: Thursday through Sunday and Federal holidays, 8:00 AM - 3:00 PM. Units that have passed inspection with a 95 % or better may have additional visiting on Mondays. The Visiting Room is closed on Tuesday and Wednesday, except Federal holidays.

FPC: Saturday, Sunday and Federal Holidays, 8:00 AM - 3:00 PM.
Friday, 2:30pm - 8:30pm.

5. FREQUENCY OF VISITS AND NUMBER OF VISITORS: Inmates at the FMC will be afforded a total of twelve (12) points for the opportunity to visit per calendar month. The points used shall be dependent upon which day the visit occurs. Two (2) points will be used for each weekend day/Federal Holiday visit, and one (1) point will be used for normal weekday visits (Thursday and Friday). No Point system will be used at the FPC.

Normally, only five (5) visitors, inclusive of children, will be allowed to visit an inmate at any given time. Allowance of more than five (5) visitors requires prior approval from their respective Unit Manager. Children under sixteen (16) years of age must be accompanied by a responsible adult.

Should the visiting room become overcrowded, visits ordinarily will be terminated on a first-in, first-out basis. However, consideration will be given to the frequency and length of travel. Unusual circumstances which might warrant exceptions to these criteria should be determined by

the Operations Lieutenant, in consultation with the Institution Duty Officer.

Visiting shall be recorded on a daily basis regardless of whether the visitor stays the entire day or only half the day. If an inmate visits part of a day and departs the visiting room prior to the arrival of another visitor, the second visit will be counted as a separate visit. Point(s) will be totaled for each visit.

6. REGULAR VISITORS: An inmate desiring to have regular visitors must submit a list of proposed visitors (Attachment 2 and 2A) to his unit team. Unit team will compile a visiting list for each inmate after suitable investigation. The list may include:

- a. Members of The Immediate Family: These persons include mother, father, step-parents, foster parents, brothers and sisters, spouse, and children. These individuals are placed on the visiting list, absent strong circumstances which preclude visiting.

The word "spouse" includes a common-law relationship which has been previously established in a state that recognizes such a status. In states that do not, a common-law relationship is not considered "immediate family." For determination of applicable state laws, the Regional Counsel should be consulted.

Children will not be added to the visiting list without written authorization of a parent or legal guardian. When deemed appropriate, background checks may also be completed on immediate family members. For determination of applicable state laws, the Regional Counsel should be consulted.

- b. Other Relatives: These persons include grandparents, uncles, aunts, in-laws, and cousins. They may be placed on the approved list if the inmate wishes to have visits from them regularly and if there exists no reason to exclude them.

- c. Friends and Associates: The visiting privilege ordinarily will be extended to friends and associates having an established relationship with the inmate 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 inmate must have known the proposed visitor(s) prior to incarceration. The Warden must approve any exception to this requirement.

Ordinarily, an inmate's visiting list should not list more than 10 friends and associates. The Warden may make an exception to this provision when warranted.

Under 18 U.S.C. § 3582(d), which applies to offenses committed on or after November 1, 1987,

"The court, in imposing a sentence to a term of imprisonment upon a defendant convicted of a felony set forth in chapter 95 (racketeering) or 96 (racketeer influenced and corrupt organizations) of this title or in the Comprehensive Drug Abuse Prevention and Control Act of 1970 (21 U.S.C. 801 et seq.), or at any time thereafter upon motion by the Director of the Bureau of Prisons or a United States attorney, may include as a part of the sentence an order that requires that the defendant not associate or communicate with a specified person, other than his attorney, upon a showing of probable cause to believe that association or communication with such person is for the purpose of enabling the defendant to control, manage, direct, finance, or otherwise participate in an illegal enterprise."

- d. Persons with Prior Criminal Convictions: The existence of a criminal conviction alone does not preclude visits. Staff shall give consideration to the nature, extent and recentness of convictions, as weighed against the security considerations of the institution. Attachment 5 will be completed for individuals with a prior criminal conviction.

Ordinarily, staff should obtain written authorization from the appropriate federal or state probation/parole official prior to approving visitation privileges for an individual on probation, parole, or supervised release. A copy of this authorization will be maintained in section 2 of the Privacy Folder in the Inmate Central File.

- (1) NCIC Checks: Inmates will be responsible for obtaining Form BP-629, as described in Program Statement 5267.08, Visiting Regulations, dated May 11, 2006 and Visiting Assistance And Information (Attachment #1) of this Institution Supplement, from their Correctional Counselor and mailing them to each prospective visitor. Any falsification or omission of information on the BP-629 form may result in the prospective visitor being denied entrance to the institution.

Upon the return of the prospective visitor's forms, the Correctional Counselor will complete an NCIC check. NCIC checks will be completed for all non-immediate family members and friends. Immediate family can be verified through the Pre-Sentence Investigation and/or contact with the U.S. Probation Office. The list will be compiled by the Correctional Counselor after verifying that all listed persons are acceptable. The Correctional Counselor will be responsible for keying the visitors' names into the visiting program.

- e. Children Under Sixteen: Children under the age of 16 may not visit unless accompanied by a responsible adult. Children shall be kept under supervision of a responsible adult or a children's program. Exceptions in unusual circumstances may be made by special approval of the Warden.

The signature of a parent or legal guardian on the Visitor Information form (BP-629) is necessary to process a request for an

applicant under 18 years of age.

- f. The unit team will ensure that the inmate's approved visiting list is entered into the visiting program. A hard copy will be maintained by the unit team and maintained in the Inmate Central File.
- g. Inmates may initiate a visiting list by completing Attachment #2 for the FMC, Attachment #2A for the FPC, and providing the form to their assigned Correctional Counselor. These visitors can include immediate family, other relatives, and up to ten(10) friends and associates.

Unit Team will maintain a paper copy of the visiting list and all updates in section #3 of the inmate's central file. Purging of visiting lists from both the Visiting Program and the hard-copy files in the front lobby will be accomplished in accordance with established policy.

- 7. QUALIFICATION AS SPECIAL VISITOR: Persons in the categories listed in this section may qualify as special visitors rather than as regular visitors. Visits by special visitors ordinarily are for a specific purpose and ordinarily are not of a recurring nature. Except as specified, the conditions of visiting for special visitors are the same as for regular visitors.

Additional visits beyond the basic total of twelve (12) points per month must be requested in writing and approved in advance by the Associate Warden (Programs). The Unit Manager will make a recommendation regarding the proposed special visit. If approved by the Associate Warden (Programs), the approval memorandum or Request to Staff Member will be forwarded to appropriate Unit staff for entry of all relevant data in the visiting computer program.

Additional visits will be granted only for serious medical illness, a family emergency, or other reasons deemed appropriate by staff and approved by the Associate Warden (Programs) or the Operations Lieutenant during non-working hours.

All special visits, at times other than normal posted visiting hours, will first be approved by the Associate Warden (Programs). The Chaplain will be responsible for investigation and approval of requests for clergy visits. The Chaplain will provide an authorization memorandum for this type of visit. Unit staff will ordinarily supervise and escort to and from special visits, to include Attorney and Legal Staff visits. During non-Visiting hours, supervising staff will escort visitors (Special Visits) to and from the visiting room.

- a. Business Visitor: Except for pretrial inmates, an inmate is not permitted to engage actively in a business or profession. An inmate who was engaged in a business or profession prior to commitment is expected to assign authority for the operation of such business or profession to a person in the community. Pretrial inmates may be allowed special visitors for the purpose of protecting the pretrial inmate's business interests. In those

instances where an inmate has turned over the operation of a business or profession to another person, there still may be an occasion where a decision must be made which will substantially affect the assets or prospects of the business. The Warden accordingly may permit a special business visit in such cases. The Warden may waive the requirement for the existence of an established relationship prior to confinement for visitors approved under this paragraph.

- b. Consular Visitors: When it has been determined that an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of legitimate business. The Warden may not withhold this privilege even though the inmate is in disciplinary status. The requirement for the existence of an established relationship prior to confinement does not apply to consular visitors. The Unit J Manager will be responsible for arranging these visits.
- c. Representatives of Community Groups: The Warden may approve visits on a recurring basis to representatives from community groups (for example, civic, volunteer, or religious organizations) who are acting in their official capacity. These visits may be for the purpose of meeting with an individual inmate or with a group of inmates. The requirement for the existence of an established relationship prior to confinement for visitors does not apply to representatives of community groups.
- d. Clergy, Former or Prospective Employers, Sponsors, and Parole Advisors: Visitors in this category ordinarily provide assistance in release planning, counseling, and discussion of family problems. The requirement for the existence of an established relationship prior to confinement for visitors does not apply to visitors in this category.]

The following processing procedures apply to ministers of record and clergy:

- (1) Minister of Record: An inmate wanting to receive visits from his or her minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the name and title (minister of record) to the inmate's visitor list.

An inmate may only have one minister of record on his/her visiting list at a time. The addition of the minister of record will **not** count against the total number of authorized regular visitors an inmate is allowed to have on his or her visiting list, and will **not** count against the total number of social visits allowed.

- (2) Clergy: Visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures, and **will** count against the total number of regular visits allowed.

Ordinarily, clergy visits will not be accommodated unless

requested by the inmate. However, the Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy.

Clergy/minister of record visits will be accommodated in the visiting room during regularly scheduled visiting hours and, to the extent practicable, in an area of the visiting room which provides a degree of separation from other visitors. If a private area is not available, the visit may be rescheduled.

The Warden may establish a limit to the number of minister of record and clergy visits an inmate receives each month, consistent with available resources. However, during times of personal or family emergencies, an inmate will be authorized a visit from his or her minister of record. Refer to the Program Statement on Religious Beliefs and Practices for additional information regarding minister of record and clergy.

- e. Law Enforcement interviews will be coordinated by the Special Investigative Agent (SIA). All telephone calls regarding law enforcement visits will be directed to the SIA. The SIA will verify the identity of the law enforcement visitors.

All visits by law enforcement officials will be conducted in an area designated by the Captain. The SIS, Unit staff or staff designated by the Captain, will provide visual supervision for law enforcement visits with inmates. Inmates should be advised of their rights, when necessary, prior to the interview. The Paralegal/Attorney may be consulted if legal questions arise. Inmates may refuse to speak with law enforcement officials.

Examples of Law Enforcement visitors are as follows:

- 1) U.S. Attorneys
- 2) Law Enforcement Officers (U.S. Marshals, DEA, FBI, etc.)
- 3) U.S. Probation Officers
- 4) State and Local Law Enforcement Officials

Official visitors need only one (1) form of identification. Law enforcement officials will display a valid Law Enforcement Identification Card, which should contain current photo, signature and agency. Law Enforcement visitors will be escorted by staff to the interview location.

- 8. ATTORNEY VISITS: Staff may not subject visits between an attorney and an inmate to auditory supervision. To the extent practicable, attorney visits, for both pretrial and sentenced inmates, are to take place in the attorney/client conference room.

The attorney visit may occur in a regular visiting room, provided the inmate and the inmate's attorney have a degree of separation from other visitors.

Occasionally, a situation may arise when a private area or conference room is not available, and the attorney does not wish to meet in a regular visiting room. When this occurs, the attorney may reschedule the visit.

During non-visiting days, approved Attorneys, Paralegals, Sponsors, Investigators or others who request admission to the facility to conduct interviews, will be processed as regular visitors and allowed entrance under escort by Unit staff supervising the visit. Upon completion of business, these visitors will again be escorted to the Outside Administration Building. Unit staff will provide visual supervision of the Attorney and support staff/client visits.

Upon conclusion of the visit, staff will search the inmate in accordance with established procedures. If the Unit staff member is a female, a male staff member will be contacted to conduct the above search. During visiting days, these individuals will be escorted to the Visiting Room in accordance with procedures. Attorney visits will be coordinated by the Unit Manager. Attorneys will request Attorney visits via the appropriate Unit Manager.

The Attorney must identify his/her State or Federal Attorney Bar affiliation in the letter so as to allow for follow-up verification. The Unit Manager will forward a memorandum to the Front Lobby Receptionist, when an Attorney visit is approved.

The Unit Manager will coordinate visits for Attorney support staff (Paralegals, investigators, interpreters). All incoming telephone calls regarding Attorney support staff visitation shall be forwarded to the Unit Manager. The Unit Manager will forward appropriate forms to prospective support staff and follow-up on the background investigation, etc.

When visits are approved, the Unit Manager will forward an informational memorandum to the Front Lobby Receptionist.

If any suspicious activity occurs during the course of any Attorney/Support Staff visit, supervising staff should contact the Operations Lieutenant. Examples of suspicious activity are as follows: 1) excessive physical contact; 2) suspected passage of contraband; 3) intoxication. Attorneys are expected to display a professional demeanor while in the institution.

9. MEDIA VISITS: Requirements for media visits will be arranged with the Public Information Officer. A media representative who wishes to visit outside his or her official duties, however, must qualify as a regular visitor or, if applicable, a special visitor.
10. TRANSPORTATION ASSISTANCE: Directions to and from FMC, FPC Devens, and an overview of visiting procedures and regulations are provided in Attachment 1. Inmates are responsible for mailing a copy of Attachment 1 to prospective visitors prior to their first visit. Copies of Attachment 1 can be obtained from a Correctional Counselor.
11. VISITS TO INMATES NOT IN REGULAR POPULATION STATUS:

a. Admission and Holdover Status: Holdover inmates will follow the same guidelines as designated inmates.

b. Hospital Patients:

- (1) When visitors request to see an inmate who is hospitalized in the institution, the Chief Medical Officer (or, in his absence, the Health Services Administrator), in consultation with the Captain, shall determine whether a visit may occur, and if so, whether it may be held in the hospital.

When a visit is denied because the inmate is suffering from an infectious disease, is in a psychotic or emotional episode which makes a visit inadvisable, or is otherwise not in a condition to see visitors, the situation is to be carefully and sensitively explained to the approved visitor. Attachment 6 will be completed for any denial and forwarded to the inmate's unit team. Staff will use Attachment 6 to assist them in explaining the denial to the visitor. Attachment 6 is to be maintained in section 2 of the Privacy Folder in the Inmate Central File.

Inmates with medical conditions will be reviewed by the Chief Medical Officer or in his/her absence, the Health Services Administrator, in consultation with the Captain to determine whether visiting will be permitted. If approved for visiting in an area other than the visiting room, procedures for a Special Visit will be followed.

- (2) Visits to inmates hospitalized in the community may be restricted to only the immediate family and are subject to the general visiting policy of that hospital. A copy of the inmate's approved visiting list will be forwarded to the Escorting Staff.

c. Detention or Segregation Status: The Visiting Room #1 Officer will telephonically contact the Special Housing #1 Officer and advise him/her of the visit. The Special Housing #1 Officer will notify the Operations Lieutenant of all visits and advise of any separation issues as described in this section. Inmates who require separation will not be permitted in the visiting room at the same time. The Special Housing #1 Officer will ensure that this does not occur, based on his/her review of pertinent and relevant information maintained on each inmate in the Special Housing Unit. All Special Housing Unit inmates and their visitors will sit in a designated area directly in front of the Visiting Room Officer's desk when the visits are conducted in the visiting room.

All mental health unit visits will be determined on an individual basis by Mental Health and Unit Staff in conjunction with Correctional Services.

d. Non-Contact Visits:

The Warden may restrict all physical contact between inmates and visitor(s) when information and/or the status of the inmate warrants.

Under such circumstances, the visitor(s) will be informed of this restriction prior to being processed for visiting. Duration of the visit will normally be limited to one (1) hour. The inmate will also be informed of the Non-Contact Visit Restriction by the processing Visiting Room Officer, prior to entrance into the Visiting Room.

Any refusal of Non-Contact Visit conditions by either the visitor(s) or the inmate will be documented in a memorandum. The staff member who witnesses the refusal shall also prepare a memorandum, including name of visitor(s) or inmate refusing the visit, date, and time.

All Non-Contact Visits will be conducted in one of the Attorney/Client rooms located in the visiting room, in the presence of a staff member. Normally, Unit Staff will provide supervision. The staff member will physically sit in the room the visit is being conducted to ensure adherence with the non-physical contact status. The table located in this room will normally provide a means of ensuring no physical contact occurs. The inmate and visitor(s) shall be seated as directed by the supervising staff member. Any attempts to deviate from the specified seating arrangements by either the inmate or the visitor(s), will be cause for termination of the visit.

12. PROCEDURES:

a. Preparation of The List of Visitors:

- (1) Unit Staff shall ask each inmate to submit during the admission-orientation process a list of proposed visitors. After appropriate investigation, staff shall compile a visiting list for each inmate and distribute that list to the inmate and the visiting room officer. Unit staff will also load the visiting information into the visiting computer program.

An inmate will be provided written material on the institution's visiting procedures during the intake screening process (Attachment 1) At a minimum, the information will include the following:

1. Facility address/phone number; directions to the facility and information about local transportation;
2. Days and hours of visitation;
3. Approved dress code;
4. Identification requirements for visitors;
5. Items authorized in the visiting room;
6. All authorized items entering the visiting room must be carried in a clear plastic container;
7. Special rules for children;

8. Authorized items that visitors may bring to give to the inmate, if applicable; and
9. Special visit requirements.

Ordinarily, an initial visiting list will be prepared and distributed within seven days of receiving the required information. The list will identify immediate family members approved to visit the inmate. Additional family members and friends may be added following the completion of an appropriate investigation.

Visiting privileges for a minister of record must be submitted directly to the Chaplaincy Services Department for review and approval/denial.

Whenever a person is deleted from or added to an inmate's visitor list, staff will update the list as soon as possible to reflect the change. A copy of the most current approved visiting list will be placed in section 3 of the Inmate Central File.

Likewise, if an inmate elects not to have any visitors, he or she will be asked to sign a visiting list indicating no visitors are requested. This form will be filed in section 3 of the Inmate Central File.

- (2) Staff may request background information from potential visitors who are not members of the inmate's immediate family, before placing them on the inmate's approved visiting list. When little or no information is available on the inmate's potential visitor, visiting will be denied.

Unit staff will obtain background information on potential visitors who are not immediate family members.

If the background information reveals that visitation privileges for the individual would present security concerns or disrupt the orderly running of the institution, the Warden may deny visiting privileges. Attachment 5 reflecting this decision will be maintained in section 2 of the Privacy Folder in the Inmate Central File.

- (3) If a background investigation is necessary before approving a visitor, the inmate shall be held responsible for mailing a release authorization to the proposed visitor. That form must be signed and returned to staff by the proposed visitor prior to any further action regarding visiting. Upon receipt of the authorization form, staff may then forward a questionnaire, along with the release authorization, to the appropriate law enforcement or crime information agency.

The inmate is to mail the BP-629 to his or her proposed visitor(s). The proposed visitor must complete this form and mail it directly to the unit staff member responsible for processing the inmate's visiting list. Staff should advise the inmate to provide his or her proposed visitor

with the staff member's name and address.

If necessary, staff will either send the Request for Conviction Information form (BP-311) to the appropriate law enforcement agency to gather additional background information or complete a background check using the National Crime Information Center (NCIC).

Visitor Information forms, Request for Conviction Information forms, and/or NCIC background information will be maintained in section 2 of the Privacy Folder of the Inmate Central File.

Ordinarily, an inmate's visiting list may be used from another institution. However, staff should review the visiting list to ensure the approved visitors are still appropriate.

- (4) Staff shall notify the inmate of each approval or disapproval of a requested person for the visiting list. Upon approval of each visitor, staff shall provide the inmate with a copy of the visiting guidelines and with directions for transportation to and from the institution. The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the visiting guidelines and directions for transportation to and from the institution. The visiting guidelines shall include specific directions for reaching the institution and shall cite 18 U.S.C. 1791, which provides a penalty of imprisonment for not more than twenty years, a fine, or both for providing or attempting to provide to an inmate anything whatsoever without the knowledge and consent of the Warden.

The inmate will also be notified of a proposed visitor's denial and the reason for denial. This will be maintained in Section 2 of the Inmate Central File.

- (5) An inmate's visiting list may be amended at any time in accordance with the procedures of this section. It will be updated as soon as possible after receipt.
- b. Verification of Special Visitor Credentials: Staff must verify the qualifications of special visitors. Staff may request background information and official assignment documentation from the potential visitor for this purpose.
 - c. Identification of Visitors: Staff shall verify the identity of each visitor (through driver's license, photo identification, etc.) prior to admission of the visitor to the institution.

Photo Identification must be a valid state or government issued photo identification.

Visitors under the age of 16 who are accompanied by a parent or legal guardian and are exempt from this provision.

- d. Notification to Visitors: Staff shall make available to all

visitors written guidelines for visiting the institution. Staff shall have the visitor sign a statement acknowledging that the guidelines were provided and declaring that the visitor does not have any article in his/her possession which the visitor knows to be a threat to the security of the institution. Staff may deny the visiting privilege to a visitor who refuses to make such a declaration.]

Visiting room staff are to make the institution's written guidelines for visiting available to visitors. The Notification to Visitor form (BP-224) may be retrieved via the Sallyport Policy/Forms intranet website.

- e. Searching Visitors: Staff may require a visitor to submit to a personal search, including a search of any items of personal property, as a condition of allowing or continuing a visit.
- f. Record of Visitors: A bound ledger will be maintained in the Front Entrance to record all visitors to each inmate. The visitor's signature is required in the ledger.
- h. Supervision of Visits. Staff shall supervise each inmate visit to prevent the passage of contraband and to ensure the security and good order of the institution. Visiting room staff will not congregate at the Officer's Station. Staff will "patrol" the visiting room to ensure a safe and secure environment.

Inmate's will be under constant supervision while using the restroom. They will use the rest room located in the search area.

- (1) The visiting room officer shall ensure that all visits are conducted in a quiet, orderly, and dignified manner. When terminating a visit, visiting room officers will consult with the Lieutenant or Institution Duty Officer.
- (2) Staff shall permit limited physical contact, such as handshaking, embracing, and kissing, between an inmate and a visitor, unless there is clear and convincing evidence that such contact would jeopardize the safety or security of the institution. Where contact visiting is provided, handshaking, embracing, and kissing are ordinarily permitted within the bounds of good taste and only at the beginning and at the end of the visit. The staff may limit physical contact to minimize opportunity for the introduction of contraband and to maintain the orderly operation of the visiting area.
- (3) The visiting room officer may not accept articles or gifts of any kind for an inmate, except packages which have had prior approval by the Warden or a designated staff member.

All authorized items entering the visiting room must be carried in a clear plastic container/bag. The Front Lobby Receptionist will first inspect the change purse prior to

the visitor taking it into the visiting room.

Only those items needed for an infant's stay will be authorized in the Visiting Room. Allowable items are as follows:

- a) 5 diapers
- b) 1 formula mix (sealed)
- c) 1 plastic jar of baby food (sealed)
- d) 1 empty baby bottle (plastic)
- e) 1 serving spoon (plastic)
- f) 1 small clear plastic tote bag for the above contents.

Changing stations are available in the rest rooms in the Front Lobby and visiting room.

All items entering the visiting room will be thoroughly inspected by the Front Lobby Receptionist prior to admission.

An inmate's visitor **may not** leave money with any staff member for deposit in the inmate's commissary account.

Visitors are not permitted to bring any item to the visiting room without prior authorization. Inmates and visitors are not authorized to exchange anything inside the visiting room, without written authorization.

- (4) The visiting room officer shall be aware of any articles passed between the inmate and the visitor. If there is any reasonable basis to believe that any item is being passed which constitutes contraband or is otherwise in violation of the law or Bureau regulations, the visiting room officer may examine the item.

An Associate Warden, the Institution Duty Officer, or the Captain will be notified in such cases.

- (5) Life sustaining medications will be allowed in the visiting room provided they are accompanied by documentation from their medical provider indicating a need, and only the amount of medication necessary for the duration of the visit will be authorized. Medications will remain accessible to the visitor but will remain at the visiting room officers desk. All medications must be clearly labeled with the visitor's name, drug and dose.

- 13. PENALTY FOR VIOLATION OF VISITING REGULATIONS: Any act or effort to violate the visiting guidelines of an institution may result in disciplinary action against the inmate, which may include the denial of future visits, possibly over an extended period of time. Moreover, criminal prosecution may be initiated against the visitor, the inmate, or both, in the case of criminal violations.

14. VISITING REGULATIONS REGARDING PETS: Visitors are precluded from bringing animals onto 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.

15. PROCESSING REQUIREMENTS:

The Front Lobby Receptionist shall confirm the inmate is confined at FMC Devens via the Visiting Program. After the visitor has signed in and completed and signed the Notification to Visitor form, the Front Lobby Receptionist shall verify the visitor(s) has/have proper identification. Upon confirmation, the Front Lobby Receptionist will determine whether the visitor is approved via the Visiting Program. It is important that all visitors for one inmate are processed together in order not to breach the security of a Witsec inmate. If approved the Front Lobby Receptionist will notify the Visiting Room #1 Officer that inmate (name and number) has a visit. The Visiting Room #1 Officer will notify the inmate's housing unit or detail supervisor that the inmate has a visit. If the inmate cannot be located by the Unit Officer or the Detail Supervisor, the Visiting Room # 1 Officer will advise Control Center staff to page the inmate via the Public Address System.

All inmate visitors, with the exception of children under the age of 16, will sign the log book at the Front Lobby Receptionist's Desk. The Front Lobby Receptionist will ensure that he/she processes all visitors in accordance with established procedures. The Front Lobby Receptionist will instruct all inmate visitors, with the exception of Federal, State, and Local Law Enforcement Officials, members of Congress and the Judiciary, to complete a Notification to Visitor Form. All sections will be thoroughly completed.

After this notification, processing of inmate visitor(s) shall proceed utilizing the walk-through metal detector, stamping the visitor's hand, and verification that the stamp is visible using the black light. The visitor will then be identified via the Visiting Program.

Once the visitor(s) has been processed, the visitor(s) will proceed to the Visiting Room, escorted by the designated staff member. The visitor's photograph identification along with the Notification to Visitor Form will be hand carried to the Visiting Room and relinquished to the Visiting Room #1 Officer upon entry into the Visiting Room. The Control Center #1 Officer will verify the visitor(s) stamp(s) using the black light, before permitting entrance into the institution.

Upon the visitor's entrance into the Visiting Room, the visitor's photograph identification and Notification to Visitor Form will be retained and filed by the Visiting Room #1 Officer until conclusion of the visit.

The Visiting Room #1 Officer will then verify the hand stamp of all visitor(s), via the black light. He/she will ensure that the Visiting Assistance and Information Form (Attachment #1) is available to all visitors upon processing into the Visiting Room. The visitor(s) will then be seated to await the inmate's arrival.

Upon completion of the visit, the inmate and visitor(s) will report to a Visiting Room Officer. The inmate must be positively identified via the inmate's identification card. The Visiting Room Officer will then instruct the inmate to wait by the inmate search room. The Visiting Room #1 Officer will then verify all visitor's hand stamps using the black light and relinquish the visitor's photograph identification and Notification to Visitor Forms to the designated Escorting Officer. The visitor(s) will then be escorted to the Outside Administration Building. The Control Center #1 Officer will verify all visitor's hand stamps, using the black light, and positively identify all visitors using their photo identification prior to releasing the visitor(s) from the control sally-port. The Front Lobby Receptionist will ensure each visitor's photograph identification is returned to the visitor and the Notification to Visitor Form is completed. Each visitor's hand stamp will be verified, using the black light, prior to the visitor's departure.

In the event that a visit is denied for any reason, the Operations Lieutenant or Institution Duty Officer (whomever denied the visit) will log the same in the log book which is maintained at the Front Lobby desk.

The reason for the denial must be clearly delineated in the log. A follow-up memorandum will be routed to the Captain. All visitors to the FPC will sign in, display photograph identification and complete the Notification to Visitor form. All visitors departing the FPC will sign out using the visitors log, and be identified using their photo identification.

16. Security:

All visitors, with the exception of Federal, State, and Local Law Enforcement officials, Members of Congress and the Judiciary will be required to pass through the metal detector at the FMC. Any visitor registering a positive reading will be screened using a portable transfrisker. If this scan proves positive, the visitor will be given the opportunity to produce the metal object. Failure to produce the object creating the positive reading will be just cause for denial of a visit. Only the IDO in consultation with the Operations Lieutenant can deny a visit.

All denials and terminations of visits will be documented in a memorandum by the witnessing staff member describing the basis for the action, including the date, the time, staff witnesses, persons involved, and reasons for the termination and/or denial. The original report will be submitted to the Captain for review no later than the end of the workday on the day of the incident. The Captain will then forward the report to the Warden through the AW(P) for review.

Visitor lockers will be available in the Front Lobby for any items not authorized for retention in the visiting room.

All coats and jackets will be searched and e-scanned prior to entrance into the visiting room at the FMC and be hand searched at the FPC.

Medication will not be allowed in the visiting room with the exception of nitroglycerin.

There will be no smoking items allowed in the visiting room.

17. VISITING ROOM PROCEDURES AND GUIDELINES:

a. Visitor's Attire:

All visitors will be dressed appropriately. This requirement includes footwear and clothing appropriate for a correctional setting. Visitors are not permitted to wear revealing or provocative clothing, which includes, but is not limited to; mini skirts, spandex, sleeveless shirts, tube tops, tight fitting or see through clothing or khaki clothing.

The Front Lobby Receptionist will contact the Operations Lieutenant or Institution Duty Officer (IDO) whenever questionable situations arise. They may disallow a visit under these circumstances.

b. Inmate's Attire:

Only institution issued clothing and institution approved shoes will be allowed in the visiting room. Inmates are not authorized to wear athletic clothing in the Visiting Room. Approved shoes will have a colored tag attached to the shoes at the beginning of the visit by the visiting room officer. This tag must stay on the duration of the visit and will be removed by the visiting room officer at the completion of the visit. If the tag is removed before the visiting room officer removes it, the shoes will be confiscated and the inmate will be referred to the Lieutenant's Office.

c. Inmate Searches:

All inmates entering and exiting the visiting room are to utilize the rear entrance, next to R & D. All inmates are to be pat searched thoroughly upon entry and only the following items are authorized for entry.

- 1 - comb
- 1 - religious medal (with chain)
- 1 - wedding band (plain)
- 1 - approved religious headgear
- 1 - pair of glasses
- 1 - handkerchief
- Life Sustaining Medication (heart, asthma, etc.)

The Visiting Room #2 Officer will note any of the above items on the Inmate Personal Property Visiting Room Check Off Sheet (Attachment #3) as the inmate enters the Visiting Room.

All inmates departing the Visiting Room will be strip searched by a male staff member. All personal items on the inmate will be

verified by the staff member conducting the search, utilizing the inmate personal property visiting room check-off Sheet.

d. Behavior:

Visitors are required to maintain control of children at all times. Failure to do so may result in termination of the visit. All visitors and inmates are expected to conduct themselves in a responsible manner. Conduct which disrupts the orderly atmosphere of visiting or offends other adults or children may be grounds to terminate the visit. Disruptive and/or offensive behavior will be reported to the Operations Lieutenant. The Operations Lieutenant is authorized to terminate a visit for disruptive and/or offensive behavior. Such conduct involving an inmate will result in an Incident Report.

e. Vending Machines:

Visitors are encouraged to bring sufficient change for use of the vending machines. Only visitors are authorized to purchase products from the vending machines. Inmates are not authorized in the vending machine area at the FMC, nor in the Children's Activity Area.

f. Counts:

No inmates will be processed into the visiting room during any count. Visitors may be processed during a count. Once the count is cleared and documented, the inmate may be processed into the visiting room. This may result in a delay for the visitor while waiting for the count to clear. The visitor should be informed of the delay.

e. Restricted Areas:

Visitors should not be outside of the parking lot area. This includes the fields, woods and perimeter road surrounding the institution.

18. SUPERVISION OF VISITS:

The Visiting Room #1 Officer will be responsible for maintaining the Inmate Visitor's Log (Attachment #4). Completed Inmate Visitor's Logs will be turned in to the Captain's Office. When visitors arrive at the Visiting Room, the Visiting Room #1 Officer will document all pertinent information and ask the visitor(s) to be seated to await the inmate's arrival. The Visiting Room #1 Officer will positively identify each inmate entering or leaving the Visiting Room by use of the inmate's identification card. His identification card will be returned to him at this time and he will be instructed to wait by the search room for processing.

Officers assigned to the visiting room shall supervise inmate visits continuously to prevent the introduction of contraband and to ensure the

security and good order of the institution. The Visiting Room Officers will ensure that all visits are conducted in a quiet, orderly, and dignified manner.

18. ISSUING DEPARTMENT: Correctional Services
19. EFFECTIVE DATE: This Supplement is effective upon issuance.

David L. Winn, Warden

Distribution: Warden
 NERO
 AFGE Local 0222

Federal Medical Center, Devens

Ayer, MA 01432

Phone: (978) 796-1000

FMC Visiting Days: Thursday - Sunday and holidays (Limited Visiting on Mondays) (8:00 AM - 3:00 PM)
(Closed Tuesday and Wednesday, except federal holidays)

FPC Visiting Days: Saturday, Sunday and Federal Holidays (8:00 AM - 3:00 PM) Friday, 2:30pm - 8:30pm.

VISITING ASSISTANCE AND INFORMATION

1. The Federal Medical Center (FMC) and the Federal Prison Camp (FPC), DEVENS, are located directly off Route 2, at the Jackson Road exit (exit 37), turn right on Patton Rd and the institutions are on the right.
2. Information for visitors arriving at FMC/FPC Devens via Commercial Bus or Air Transportation: Directions may be obtained by the A & O handbook, or from Unit Team staff.
3. All persons authorized to visit at this facility will be sent a copy of this form by the inmate. Ordinarily, all members of the immediate family (parents, brothers, sisters, wife, children) will be placed on the inmate's approved visiting list. NO PERSON MAY VISIT UNLESS HE/SHE HAS BEEN APPROVED IN ADVANCE AND DOCUMENTED AS VISITORS ON THE INMATE'S VISITING LIST. All visitors must carry picture identification (such as a valid Driver's License, current passport with photo, alien identification card with photo) in order to be admitted to the visiting room. The authorized form of identification is a current state or government identification with the visitor's photograph and signature.
4. Each FMC inmate is afforded a total of twelve (12) points for the opportunity to visit per calendar month. The points used shall be dependent upon which day the visit occurs. Two (2) points will be used for each weekend day/Federal Holiday visit. One (1) point will be used for normal weekday visits (Thursday and Friday). Therefore, it shall be necessary to coordinate your visits with the inmate to be visited in order to ensure your visit is not denied. No point system is issued at the FPC.
5. The Warden may deny, limit, or place restrictions on normal visiting privileges. These restrictions may include duration of visit supervision, physical contact between inmate and visitor(s), and/or any restriction to maintain the security and control within the institution, when circumstances and/or information warrant this action.

6. Due to overcrowded conditions, which may sometimes exist, visits may be terminated (on a first-in, first-out basis) in order to accommodate others wishing to visit.
7. Children under sixteen (16) years of age must be accompanied by a responsible adult, parent or guardian. There will be no more than five (5) visitors, including children, visiting an inmate at one time, unless prior approval for additional visitors has been granted through the Unit Team. Adults will maintain control of their children at all times.
8. Sandwiches, soft drinks, and candy are available from vending machines in the visiting room. Visitors are not permitted to bring any food into the visiting room area. Visitors may purchase food for the inmate, but may not give the inmate money at any time.
9. Visitors are not permitted to bring photographic or recording equipment on institution grounds. Cellular phones and/or pagers are not authorized inside the institution.
10. Purses or tote bags will not be permitted into the visiting room. These purses or carrying bags should be secured in the visitor's respective automobiles or placed inside the available lockers. Only a small clear change purse is authorized inside the visiting room. Lockers will be available in the Front Lobby at the FMC for any items not authorized for retention in the visiting room.

Additionally, only a small amount of baby articles will be permitted. Allowable items are as follows:

- a) 5 diapers
- b) 1 formula mix (sealed)
- c) 1 plastic jar of baby food (sealed)
- d) 1 empty baby bottle (plastic)
- e) 1 serving spoon (plastic)
- f) 1 small clear plastic tote bag for the above contents

Changing stations are available in the rest rooms in the Front Lobby and Visiting room.

11. Visitors will not be allowed to bring games and/or toys into the visiting area. Video cassettes will be available in the institution for children's viewing. Newspapers, magazine clippings, photo albums, etc., will not be permitted. No make-up will be permitted in the institution.

There is a children's room available for use, no food or drink items are allowed inside this room.

12. Visitors are not permitted to smoke inside the institution.
13. All visitors will be dressed appropriately. This requirement includes footwear and clothing appropriate for a correctional setting. Visitors are not permitted to wear revealing or provocative clothing, which includes, but is not limited to; mini skirts, spandex, sleeveless shirts, tube tops, tight fitting or see through clothing or khaki clothing.
14. Upon arrival, each visitor will complete a "Notification to Visitor Form" and ensure it is completed before entering the visiting room to include signing the form. Failure to sign the form will result in denial of the visit.
15. Once visitors have checked into the institution, they are not permitted to return to their automobiles or leave the visiting area. If this occurs, the visit will be considered over.
16. It is a federal offense to introduce or attempt to introduce any article into or upon the grounds of this institution without the expressed consent of the Warden or his authorized representative. You are prohibited from introducing Narcotics, Alcohol, Firearms or explosives onto the Federal Reservation. Any effort to circumvent or evade these regulations may result in the denial of future visits. Any violation of Federal laws will be reported to the appropriate agency. Visitors need to know that persons and packages may be searched at this facility.

(18 U.S.C. 1791, provides a penalty of imprisonment for not more than twenty years, a fine or both for providing to an inmate anything whatsoever without the knowledge and consent of the Warden)
17. Individuals are not permitted to loiter on institution grounds. They are not authorized to stay in vehicles while waiting to visit or for visitors to complete visits. Visitors should not be outside the parking lot area. This includes the fields, woods and perimeter road surrounding the institution.
18. Life sustaining medications will be allowed in the visiting room provided they are accompanied by documentation from their medical provider indicating a need, and only the amount of medication necessary for the duration of the visit will be authorized. Medications will remain accessible to the visitor but will remain at the visiting room officers desk. All medications must be clearly labeled with the visitor's name, drug and dose.
19. No inmates will be processed into the visiting room during any count. During the 10:00am count on weekends and Holidays no inmates will be processed until the count is cleared. Visitors may be processed during this count however, will experience a delay while waiting for the inmate to be processed.

20. Visitors are precluded from bringing animals on institutional grounds, except for dogs that assist persons with disabilities. The visitor must provide staff with certification that the dog is trained for that purpose.
21. With the Exception of Visitor Vehicles with the Handicapped Placards, the designated area for visitor parking is at the rear of the parking lot.
21. Any falsification of forms or violations of the established visiting policies or procedures may result in the suspension of visiting privileges.
22. Special visits must be requested by the inmate and approved in writing by the Associate Warden (Programs) before the visit will be allowed.
23. The visiting room is monitored by institution staff and video surveillance at all times. Visitors are also subject to ION scanning.

NOTE: THE VISITING ROOM IS A PUBLIC PLACE AND CHILDREN ARE USUALLY PRESENT. YOU ARE EXPECTED TO CONDUCT YOURSELF ACCORDINGLY. HANDSHAKING, EMBRACING AND KISSING ARE ORDINARILY PERMITTED WITHIN THE BOUNDS OF GOOD TASTE, ONLY AT THE BEGINNING AND AT THE END OF THE VISIT. IF AT ANY TIME DRESS ATTIRE BECOMES QUESTIONABLE, THE OPERATIONS LIEUTENANT IN CONJUNCTION WITH THE INSTITUTION DUTY OFFICER MAY DECIDE TO TERMINATE THE VISIT.

RECEIPT OF THIS INFORMATION IS NOT AUTOMATIC APPROVAL FOR VISITATION. IT IS THE RESPONSIBILITY OF THE INMATE TO NOTIFY ALL APPROVED VISITORS.

Federal Medical Center
 DEVENS
Initial Inmate Visiting List Request

DATE: _____

TO: Correctional Counselor

FROM: _____

SUBJECT: Initial Inmate Visiting List

I request that the below individuals be included on my approved visiting list at FMC DEVENS. All identifying information is listed below.

NAME	RELATIONSHIP	ADDRESS	AGE
1			
2			
3			
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23			
24			
25			

Federal Prison Camp
 DEVENS
Initial Inmate Visiting List Request

DATE: _____

TO: Correctional Counselor

FROM: _____

SUBJECT: Initial Inmate Visiting List

I request that the below individuals be included on my approved visiting list at FPC DEVENS. All identifying information is listed below.

NAME	RELATIONSHIP	ADDRESS	AGE
1			
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INMATE PERSONAL PROPERTY VISITING ROOM CHECK OFF SHEET

DATE: _____

Name	REG. NUMBER	Comb		(Plain) Handkerchief		Wedding Band		Glasses		Approved Religious Headwear		Necklace/Color		
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	

NO JEWELRY OTHER THAN RELIGIOUS MEDALS OR PAPERS OF ANY KIND PERMITTED WITHOUT EXPRESSED WRITTEN APPROVAL. ANYTHING OTHER THAN THE ABOVE APPROVED ITEMS WILL BE RETURNED TO THE HOUSING UNIT BEFORE ENTERING THE VISITING ROOM. ALL UNAUTHORIZED ITEMS LEAVING THE VISITING ROOM WILL BE CONFISCATED.
 NECKLACES AND RELIGIOUS MEDALS WILL BE ITEMIZED, (I.E. 1 YELLOW CHAIN, 1 WHITE MEDALLION, ETC.)



U.S. Department of Justice

Federal Bureau of Prisons

Federal Medical Center, Devens

*P.O. Box 880
Ayer, MA 01432*

Date:

MEMORANDUM FOR: David L. Winn, Warden

FROM:

SUBJECT: NCIC Check, Prior Criminal Offense

Inmate _____, Reg. No. _____ has requested a visitor be added to his visiting list.

The visitor's name is: _____

An NCIC check was completed on this visitor, and the results indicate that the visitor has a prior criminal history for (List Offense, Date of Offense, any Convictions/Parole/Probation): _____

This offense is considered to be minor/serious and the unit team recommendation for the proposed visitor is to allow/not allow visitation at this time.

Agree / Disagree

David L. Winn, Warden

Date



U.S. Department of Justice

Federal Bureau of Prisons

Federal Medical Center, Devens

*P.O. Box 880
Ayer, MA 01432*

Date:

MEMORANDUM FOR: Staff Concerned

FROM: Front Lobby Officer

SUBJECT: Denial of Visitation

Inmate _____ Reg. No. _____ had visitors arrive today. This inmate is currently housed in _____ and the HSA / Psychology has determined that this inmate is not suitable for visitation in the visiting room based upon his status.
hospital/MHU

The inmate is currently suffering from (infectious disease, psychotic or emotional episode, other): _____

The visit for this inmate was denied by order of: _____
Name/Title

This memorandum will be forwarded to the appropriate unit team and filed in Section 2 of the Privacy Folder in the Inmate Central File in accordance with P.S. 5267.08.