

Institution Supplement

Number: FOX 5267.07-08
Date: May 4, 2007
Subject: Visiting Regulations

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1. **PURPOSE AND SCOPE.** To establish procedures to allow inmates to receive visits and to provide a visiting area.
 2. **PROGRAM OBJECTIVES.** To establish visiting regulations which will be conducted and supervised in such a manner as to contribute to good public relations, provide a relaxed atmosphere, and maintain the security of the institution.
 3. **DIRECTIVES AFFECTED.**
 - A. **Directives Rescinded:**

FOX 5267.07-07, Visiting Regulations, dated October 29, 2004.
 - B. **Directives Referenced:**

Program Statement 5267.08; Visiting Regulations, dated May 11, 2006.
Program Statement 5522.01, Ion Spectrometry Device Program. dated February 24, 2005.
Program Statement 5510-09 Searching, Detaining, or Arresting Persons other than inmates (3-6-98).
Program Statement 5500.12 Correctional Services Manual (10-10-03).
Program Statement 5270.07 Inmate Discipline and Special Housing Units (12-29-87).
 4. **STANDARDS REFERENCED.** ACA 4th Edition Standards for Adult Correctional Institutions: 4-4261, 4-4448, 4-4499-1, 4-4500, 4-4285, 4-4503, and 4-4504.
 5. **VISITING FACILITIES.**
 - A. **FCC Medium Visiting Room:**
 1. An area within the secure perimeter of the FCC Medium has been designated as the visiting room. This area has a rated capacity of 364 persons. A parenting room is available for use when scheduled parenting classes are being held.
 2. The Visiting Room and all adjacent areas are designated as "No Smoking" areas.
 3. The patio will be used for visiting (at the Operations Lieutenant's discretion).

4. Vending machines are available in the visiting area for visitor's use only. When vending machines are being replenished no visitor traffic to the vending area is permitted. Inmates are not permitted to consume items from the vending machines.

B. FCC Low Visiting Room:

1. An area within the secure perimeter of the FCC Low has been designated as the visiting room. This area has a rated capacity of 259 persons. The area provides access to an uncovered patio available for visiting, as well as, providing vending machines. A parenting room is available for use when scheduled parenting classes are being held.
2. The Visiting Room and all adjacent areas are designated as "No Smoking" areas.
3. The patio will be closed during hours of darkness and inclement weather. The patio will only be opened when sufficient staffing is available for supervision. The Operations' Lieutenant and/or Duty Officer discretion will be used.
4. Vending machines are available in the visiting area for visitor's use. Inmates may consume vending machine items; however, they are not permitted in the immediate area of the machines. When vending machines are being replenished no visitor traffic to the vending area is permitted.

C. FCC Camp Visiting Room:

1. An area within the FPC has been designated as the visiting room. This area has a rated capacity of 156 persons. The area provides access to vending machines. A parenting room is available for use when scheduled parenting classes are being held.
2. The Visiting Room and all adjacent areas are designated as "No Smoking" areas.
3. Vending machines are available in the visiting area for visitor's use. Inmates may consume vending machine items; however, they are not permitted in the immediate area of the machines. When vending machines are being replenished no visitor traffic to the vending area is permitted.

6. VISITING TIMES, FREQUENCY, AND NUMBER OF VISITORS.

A. FCC Medium Visiting Hours:

1. Visiting is permitted on Saturdays, Sundays, Mondays and all federal holidays. Saturdays, Sundays, Mondays and federal holiday visiting is scheduled from 8:00 a.m. to 3:00 p.m.

Visitors are not permitted on institution property prior to 7:45 a.m. on any visiting day.

2. Each inmate will be permitted five (5) visiting points per month. One point will be assessed for each visit, i.e., should an inmate receive a visit in the morning and then receive another visit in the afternoon, he will be charged two visiting points for the day.
3. Each inmate is limited to four (4) adults visitors; five (5) children. Prior approval for additional children must be approved thru unit team. However, both the visitor and the inmate are held responsible for the control and conduct of all children while visiting the institution.
4. Visitor processing will cease thirty (30) minutes prior to the count and one hour prior to the close of visiting hours, in order to allow proper processing and so the visitor has a reasonable amount of time to visit.
5. Visitors entering the institution are subject to random I-on testing.
6. Inmates assigned to the Special Housing Unit in Administrative Detention or Disciplinary Detention, who have not lost or have had their visiting privileges suspended may visit on Mondays. There will be no more than three (3) inmates from the Special Housing Unit in the Visiting Room at one time, unless approved by the Operations Lieutenant. The inmate is allowed to visit for one hour only.

B. FCC Low Visiting Hours:

1. Visiting is permitted on Saturdays, Sundays, Mondays and all federal holidays. Saturdays, Sundays, Mondays and federal holiday visiting is scheduled from 8:00 a.m. to 3:00 p.m. Visitors are not permitted on institution property prior to 7:45 a.m. on any visiting day.
2. Each inmate will be permitted five (5) visiting points per month. One point will be assessed for each visit, i.e., should an inmate receive a visit in the morning and then receive another visit in the afternoon, he will be charged two visiting points for the day.
3. Each inmate is limited to four (4) adults visitors; five (5) children. Prior approval for additional children must be approved thru unit team. However, both the visitor and the inmate are held responsible for the control and conduct of all children while visiting the institution.
4. Visitor processing will cease one (1) hour prior to the count and again thirty (30) minutes prior to the close of visiting hours.

5. Visitors entering the institution are subject to random ION testing.
6. Inmates assigned to the Special Housing Unit in Administrative Detention or Disciplinary Detention, who have not lost or have had their visiting privileges suspended may visit on Mondays. There will be no more than three (3) inmates from the Special Housing Unit in the Visiting Room at one time, unless approved by the Operations Lieutenant. The Special Housing Unit inmates will be limited to two (2) hour visits.

C. FPC Visiting Hours:

1. Visiting is permitted on Saturdays, Sundays, and all federal holidays. Saturdays, Sundays, and federal holiday visiting is scheduled from 8:00 a.m. to 3:00 p.m. Visitors are not permitted on institution property prior to 7:45 a.m.
2. Each inmate is limited to four (4) adults visitors; five (5) children. Prior approval for additional children must be approved by the unit team. However, both the visitor and the inmate are held responsible for the control and conduct of all children while visiting the institution.
3. Visitor processing will cease one (1) hour prior to the count and again thirty (30) minutes prior to the close of visiting hours.

7. REGULAR VISITORS.

Refer to Program Statement 5267.08, Visiting Regulations, for approval of regular visitors.

1. All requests for visitors at the Low and Medium will have an NCIC check conducted. Any concerns will be forwarded to the Captain, Associate Warden, and Warden.
2. Visitors are not permitted to be on more than one inmate's visiting list. The exception to this would be for immediate family members only.
3. The Unit Team will notify an inmate of approval or disapproval of a requested person for the inmate's visiting list. The inmate is responsible for notifying the visitor of approval or disapproval to visit.

8. SPECIAL VISITS.

- A. Regular Special Visits/Exception to Prior Relationship:** Special visits from members of the general public who are not on the inmate's approved visiting list may be approved in advance and in writing by the Warden. Visiting privileges may be extended to friends and non-relatives as long as the relationship with the

inmate was established prior to the inmate's incarceration. Exceptions to the prior relationship requirement may be made in rare instances when inmates have no other approved visitors. These exceptions are only permitted with the written authorization of the Warden.

- B. Special Religious Visits:** Special visits of a religious nature will require the advance approval of the Chaplain prior to the Warden's written approval.
- C. Attorney Visits:** Special attorney visits will be coordinated through unit staff. Unit staff will schedule and provide supervision of attorney visits during non-visiting hours. Legal documents must be approved by the unit staff member prior to the legal visit. A unit staff member will count, inspect for contraband, and hand carry all legal documents into the Visiting Room. The documents will also be counted and inspected by a unit staff member at the conclusion of the visit. Visiting points will not be deducted.
- D. Consular Visits:** Special Visits from members of an inmate's Consulate must be pre-approved through the Unit Team and signed by the Warden. The visit will normally be set for non-visiting hours and will be supervised by a member of the Unit Team.
- E.** A special visit, which occurs during other than regularly scheduled visiting hours, may be limited to one hour and will be supervised by unit staff.
- F. Hospitalized Inmates:**
 - 1. Inmates housed in the Health Services Unit:** Inmates who are housed in the Health Services Unit may be granted visiting after consultation with the Clinical Director, Health Services Administrator, and the Captain. The visit may be limited to a specific time frame as well as location.

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. Documentation is to be maintained in section 2 of the Privacy Folder in the Inmate Central File.

- 2. Inmates hospitalized in outside medical facilities:** Inmates who are hospitalized in outside medical facilities may receive visits. The visit will be pre-approved by the Warden. Visiting will be limited to the inmates immediate family and will be subject to the medical center's visiting policies. Escorting staff shall supervise the visit.

G. **Holdover and New Commitments:** When an approved visiting list is not available, visits will be limited to members of the inmate's immediate family. A list of immediate family members will be provided to the Unit Team by the inmate, following their arrival to the institution. Ordinarily, members of the immediate family are approved by the Unit Team, once the relationship is verified. This procedure will be initiated by the inmate and completed by the Unit Team for approval ordinarily within the first two weeks of the inmate's request.

9. **VISITING RULES:**

A. **Visitors:**

1. **Entrance Procedures:**

- a. A Notification to Visitor Form (BP-224) will be completed by the visitor and submitted to the Front Lobby Officer. The Front Lobby Officer will verify each visitor's state or government issued identity by a photo identification (e.g., driver's license, passport, etc.). The photo identification card will be retained by the visitor for re-identification when exiting. If a visitor has no photo identification he/she will not be admitted into the institution. The visitor will sign the Inmate Visitor Log Book. The visitor will submit to a metal detector scan and a search of personal items being brought into the institution. Prior to entering the institution each visitor will have their hand stamped with ultra violet ink. This stamp will be checked by the Control Center Officer and a Visiting Room Officer upon entering and exiting the institution. All inmate visitors will be escorted to and from the Visiting Room by institution staff. Lockers for inmate visitors will be provided to store unauthorized items, only if the visitor arrived in a cab or was dropped off. If the visitor has a vehicle parked outside, unauthorized items must be returned to the vehicle.
- b. Children 16 years of age and under must be accompanied by a parent, legal guardian or immediate family member of at least 18 years of age. Proposed visitors who are 16 years of age and are not accompanied by a parent, legal guardian, or an immediate family member of at least 18 years of age, must have the written approval of a parent or legal guardian prior to visiting. All documentation will be processed through the Unit Team prior to the visit.
- c. Any visitor who enters the institution must advise the Front Lobby Officer of any communicable diseases carried

by any particular individual, e.g., measles, chicken pox, body lice, etc. Failure to do so may result in termination of the visit.

2. Visitor Attire: Visitors entering the institution are required to wear appropriate attire. All visitors must adhere to the following dress code. Casual attire is permissible, but clothing must be worn in a conservative manner. Absolutely no suggestive or revealing clothing will be permitted in the institution. Admittance of the visitors is up to the discretion of the Front Lobby Officer, Control Center Officer, Visiting Room Officers, Lieutenants, and/or the Institution Duty Officer. The following is a list of clothing that is NOT permissible:

- a. No clothing made from "see-through" material; including lace;
- b. Sleeveless shirts may not be worn;
- c. No shirts, blouses, or dresses that reveal the stomach, back, or thigh. To include tank tops, halter tops, crop tops, etc.; no semi-short sleeve shirts/blouses; no tight fitting shirts, blouses, dresses, skirts, etc.;
- d. No skirts, split skirts, dresses, or shorts more than three inches above the bend of the knee;
- e. No tight fitting shorts or pants. To include stretch pants, Spandex, etc.;
- f. No swim suits;
- g. No hats. Exceptions will be made for traditional religious head wear, i.e., kufi, yarmalac, tam, etc.;
- h. No camouflage clothing;
- I. No khaki or orange colored clothing; shirt and pant combination;
- j. No sweat suits or hooded sweat shirts, i.e. cotton type warm-up suits, or athletic wear;
- k. No sunglasses;
- l. No profanity or obscene clothing
- m. No open toe footwear, flip flops, etc.
- n. No purses/men's wallets

3. Personal Items: A small clear plastic purse will be utilized to carry authorized items into the institution. Items not authorized to be carried into the institution can be secured in the provided lockers for visitors who have been dropped off, otherwise in the visitor's vehicle when available. The following items are authorized to be carried:

- a. Currency. American dollars in denominations of five (5) and one (1) dollar bills and change, not to exceed \$20.00. These can be used in the vending machines;
- b. Diapers, formula, baby food (commercially sealed), and one (1) blanket, necessary for an infant, but, only in an

amount which can be used during the length of the visit; Formula will only be mixed in front of the Front Lobby Officer;

- c. Life sustaining medications, i.e., Nitroglycerin tablets, inhalers, etc. These items must be maintained at the visiting room officer's station during the visit.

The following items will **NOT** be permitted to enter the institution:

- a. Strollers or baby carriers;
- b. Baby powder or creams;
- c. Food or drinks;
- d. Candy;
- e. Tobacco products;
- f. Matches or lighters;
- g. Toys or games;
- h. Photographs;
- I. Personal or business papers;
- j. Writing implements;
- k. Medications. Except as noted above;
- l. Animals. Animals are not authorized on institution grounds. Exception: Animals trained to assist disabled persons, e.g., seeing eye dogs for the blind, will be authorized;
- m. No personal keys; only one (1) key to the car door will be permitted.

B. Inmates:

1. Entrance procedures.

a. FCC Low/Medium entrance procedures.

1. Once an inmate has been identified as receiving a visit, the Visiting Room Officer is to contact the Unit Officer to inform the inmate of the visit. During normal work hours the Visiting Room Officer is to contact the Detail Supervisor to notify him of the visit. The Detail Supervisor will contact the Unit Officer prior to releasing an inmate to return to his unit to prepare for a visit. Should either the Unit Officer or the Detail Supervisor be unable to notify the inmate, the Visiting Room Officer is to have the inmate paged. Visiting Room staff are to attempt to notify the inmate as soon as possible; however, ultimately the inmate is responsible for making himself available for visiting.

2. Inmates are to report to the Visiting Room's Compound door. Once Visiting Room Staff have

verified the inmate is awaiting a visit he will be allowed to enter the Visiting Room's Search Area. Inmates will be identified with his Commissary Card. Inmates will be pat searched at a minimum prior to entry. The inmate will report the Visiting Room Officer's desk and surrender his Commissary card.

3. Inmates will be identified prior to their visitors exit with the Commissary Card and escorted to the Visiting Room Search area. Inmates will be visually searched prior to departing the Visiting Room.

b. **FPC entrance procedures.**

1. Once an inmate has been identified as receiving a visit, the Visiting Room Officer is to contact the Unit Officer to inform the inmate of the visit. Should the Unit Officer be unable to notify the inmate, the Visiting Room Officer will page the inmate. Visiting Room staff are to attempt to notify the inmate as soon as possible; however, ultimately the inmate is responsible for making himself available for visiting.
2. Inmates are to report to the Visiting Room's Compound door. Once Visiting Room Staff have verified the inmate is awaiting a visit he will be allowed to enter the Visiting Room's Search Area. Inmates will be identified with his Commissary card. Inmates will be pat searched prior to entry. The inmate will report the Visiting Room Officer's desk and surrender his Commissary card.
3. Inmates will be identified prior to their visitors exit with the Commissary card and escorted to the Visiting Room Search area. Inmates will be pat searched prior to departing the Visiting Room, with random visual searches of inmates being conducted.

2. Inmate Attire:

- a. Inmates will be dressed in an institution issued khaki uniform. Shirts will be tucked at the waist at all times while in the visiting room.
- b. Inmates will be allowed to wear institution boots or personal work boots purchased at this facility. This is for the Low and FPC inmates.
- c. Medium inmates will be required to change personal foot wear to white bus shoes.

3. Personal Items: Inmates may enter the Visiting Room with only the following personal property:

- a. plain wedding band;
- b. religious medallion;
- c. eyeglasses;
- d. eyeglass case;
- e. handkerchief;
- f. comb;
- g. life sustaining medication;
- h. approved religious head wear.

Institution coats maybe worn to the Visiting Room, however, they will be stored in the search area.

No personal items are to be held in the search area for inmates during visiting hours. Inmate are to return all unauthorized items to their unit prior to entry.

An inmate may not return to the compound with property which was not declared prior to entry and recorded by the Visiting Room Officer.

C. Visiting room rules.

1. A kiss and embrace at the beginning and at the end of a visit, is authorized. Hand holding is the only other form of physical contact allowed during a visit. The inmate's hands must remain in plain view of Visiting Room staff at all times.
2. All visits are supervised visually. Any apparent violation of institution regulations by the visitor and/or inmate may result in the termination of the visit.
3. The visiting room and outside visiting patio areas are designated as "No Smoking" areas. Once a visitor departs the visiting room, the visit is terminated. The visitor cannot leave and return to the visiting room.
4. Inmates are not allowed in the family area of the visiting room unless approved prior to the visit by the family room coordinator and the Captain.
5. The Duty Officer or Operations Lieutenant is authorized to terminate visits due to overcrowding, or for improper conduct, including the violation of any rule or regulation by the inmate or his visitors. Prior to terminating visits for overcrowding a request for volunteers to leave should be made. The frequency of visits and distance traveled should be considered when terminating a visit due to overcrowding. Should all factors equate, visits should be terminated on a basis of first to enter, first to leave.

10. **VISITS TO INMATES NOT IN GENERAL POPULATION STATUS.**

- a. Separation Cases: Any inmate who has a need for separation from the inmate population will receive his visit in an area that will be designated by the Captain. This type of visit will not exceed a one (1) hour period and will be closely supervised by a staff member.
- b. Special Housing Unit (SHU): Inmates housed in the SHU will normally receive their visitors in the Visiting Room during Monday visiting hours only. They will be dressed in the designated SHU jumpsuit and seated directly in front of the Visiting Room Officer's console. Inmates in this status are to remain seated at all times while in the Visiting Room except when terminating their visit or when utilizing the inmate restroom.
- c. Loss of an inmate's visiting privileges for any reason may not occur unless the inmate is provided a hearing before the Discipline Hearing Officer (DHO) in accordance with the provisions of §541.17 of this chapter, following those provisions which are appropriate to the circumstances, which results in a finding by the DHO that the inmate committed a prohibited act and that there is a lack of other appropriate sanctions or that imposition of an appropriate sanction previously has been ineffective. Visiting may otherwise be restricted upon approval of the Warden.
- d. The Unit Discipline Committee (UDC) may not impose a loss of visiting privileges for inmates in detention or segregation status. The provisions of this paragraph do not interrupt or delay a loss of visiting sanction imposed by the DHO prior to the inmate's placement in detention or segregation status.

11. **ADDITIONAL PROCEDURES:**

1. Inmates are allowed to request to add or delete visitors on their approved visiting list at any time by submitting requests to their respective Unit Teams. It is the inmate's responsibility to provide the required documents including directions to the institution, dress code, and allowed items in the visiting room to a proposed visitor for submission for approval.
2. The Unit Team will notify the inmate of the approval or disapproval of a requested person for his visiting list. The inmate is responsible for notifying the visitor of the approval or disapproval to visit. The inmate is responsible for providing the approved visitor with directions and written guidelines to the institution. This

information can be obtained by the inmate from the Unit Team.

3. Visiting computer program Web Visiting is utilized to maintain a record of approved visitors for each inmate and dates and times of each visit is recorded and can be referenced by searching by the visitor's name or the inmate's name or register number. Each unit team is responsible for updating hard copies of approved visiting list located at the Front Lobby of each institution for use in the event the Web Visiting program is not functioning. Unit Team members may also cross-reference the inmate's central file in the event of a failure with the program.

12. **OFFICE OF PRIMARY RESPONSIBILITY.** Correctional Services.

13. **ATTACHMENTS.**

Attachment A - Visiting Rules and Regulations

14. **OTHER.** This institution supplement will be translated into Spanish.

15. **EFFECTIVE DATE.** Upon issuance

T. C. Outlaw, Warden

Distribution: Master File
SCRO

**Federal Correctional Complex
Forrest City, Arkansas
Visiting Information**

This attachment is provided as a general guideline for inmate visitors to the Federal Correctional Complex in Forrest City, Arkansas. This attachment does not cover all situations or rules, but, does issue general regulations which must be adhered to. All visitors to the institution are subject to the Rules and Regulations as provided for under Title 18, U.S. Code, Section 1001.

Phone Numbers: Medium- (870) 494-4200
Low-Camp(870) 630-6000

Address: Low: 1400 Dale Bumpers Road, Forrest City, AR
Camp: 1340 Dale Bumpers Road, Forrest City, AR
Medium: 1301 Dale Bumpers Road, Forrest City, AR

The Federal Correctional Complex in Forrest City, Arkansas is located approximately three (3) miles from the town. Directions to the institution:

From Interstate 40

Exit at Exit 239 South on Highway 101 and left on Dale Bumpers Road. The FCI-Low is at the first parking lot on the left (visitors park on the right portion of the lot). For the Satellite Prison Camp (SPC) -Minimum, continue straight toward camp administration building. Parking lot is just before the building.

From State Highway 1

South going North:

Proceed into Forrest City. Once you pass over the railroad tracks, the first stoplight will be Broadway Street / Highway 70. There is a small vacant lot / park on the left corner. Turn left. Follow street around s-curve (under railroad crossing) and continue westerly. Slow down at large flag pole with U.S. Flag at Boarshead Meat Company (right side of street). You will come to a green road sign on the right stating "Federal Correctional Institution". This is a T-intersection. Turn left after road construction (Yocona Road). Go 1 mile to first street sign on left (brick church on corner). Road (SFC) 806, re-named as Dale Bumpers Road. The FCC-Low is at the first parking lot on the left (visitors park on the right portion of the lot). For the Satellite Prison Camp (SPC) -Minimum, continue straight toward camp administration building. Parking lot is just before the building.

North going South:

Traveling south, go under I-40 and proceed into Forrest City to Broadway Street /Highway 70 (stoplight). First National Bank of Eastern Arkansas is on the right corner. Turn right onto Broadway. Follow street around s-curve (under railroad crossing) and continue westerly. Slow down at large flag pole with U.S. Flag at Boarshead Meat Company (right side of street). You will come to a green road sign on the right stating "Federal Correctional Institution". This is a T-intersection. Turn left after the road construction (Yocona Road). Go 1 mile to first street sign on left (brick church on corner). Road (SFC) 806, re-named as Dale Bumpers Road. The FCI-Low is at the first parking lot on the left (visitors park on the right portion of the lot). For the Satellite Prison Camp (SPC) -Minimum, continue straight toward camp administration building. Parking lot is just before the building.

From Saint Louis, Missouri, travel I-55 south to West Memphis, Arkansas, and exit at I-40 West towards Little Rock, Arkansas. Memphis is approximately 35 miles east of Forrest City.

Little Rock is approximately 90 miles west of Forrest City on I-40.

The area is served by two International Airports, one in Little Rock, Arkansas, approximately 90 miles from Forrest City, and Memphis, Tennessee, approximately 45 miles.

Greyhound Bus Lines provides service to the city and four taxi cab companies operate locally.

Visitors are to utilize the designated visitor parking areas. Vehicles must remain locked at all times. Non-visitors may not remain in a vehicle and must leave the institution grounds. Walking about institution grounds is prohibited by visitors. Return trips to a vehicle after completion of a Notification to Visitor form is prohibited and returning to a vehicle will constitute the termination of the visit.

The FCC visiting room is located within the secure perimeter of the institution. The FPC visiting room is located just inside of the main entrance. The FCC has rated occupancy of 259 people. This limit includes the outside patio area and the Parenting Room. The FPC's rated capacity is 156, to include the parenting room. Both, the FCC and the FPC's visiting rooms and all adjacent areas are designated as "No Smoking".

The FCC's outside patio will be closed during hours of darkness and inclement weather. The patio will only be opened when sufficient staffing is available for supervision.

Vending machines are available in both the FCC and the FPC visiting rooms, for visitor's use. Inmates at the Low Institution and Camp may consume vending machine items; however, they are not permitted in the immediate area of the machines. When vending machines are being replenished no visitor traffic to the vending area is permitted.

Visiting is permitted on Saturdays, Sundays, Mondays and all federal holidays. Saturdays, Sundays, Mondays and federal holiday visiting is scheduled from 8:00 a.m. to 3:00 p.m. Visitors are not permitted on institution property prior to 7:45 a.m. on any visiting day.

Each inmate will be permitted five (5) visiting points per month. One point will be assessed for each visit.

Each inmate is limited to four (4) adults visitors and (5) children. However, both the visitor and the inmate are held responsible for the control and conduct of all children while visiting the institution.

Visitor processing will cease one (1) hour prior to the count (9:30 a.m.) and again one (1) hour prior to the close of visiting hours (2:30 p.m.).

All Visitors 16 years of age and older must present a photo identification, e.g., driver's license, passport, etc., upon their arrival. If a visitor has no photo identification he/she will not be admitted into the institution.

A Notification to Visitor Form (BP-224) will be completed by each visitor over the age of 16 and submit it to the Front Lobby Officer. Each visitor will sign the Inmate Visitor Log Book. All visitors will submit to a metal detector scan and a search of personal items being brought into the institution. Prior to entering the institution each visitor will have their hand stamped with ultra violet ink. This stamp will be checked by the Control Center Officer and a Visiting Room Officer upon entering and exiting the institution. All inmate Visitors will be escorted to and from the Visiting Room by institution staff.

Any visitor who enters the institution must advise the Front Lobby Officer of any communicable diseases carried by any particular individual, e.g., measles, chicken pox, body lice, etc. Failure to do so may result in termination of the visit.

Visitors entering the institution are required to be appropriately attired. All visitors must adhere to the following dress code. Casual attire is permissible, but clothing must be worn in a conservative manner. Absolutely no suggestive or revealing clothing will be permitted in the institution. Admittance of the visitors is up to the discretion of the Front Lobby Officer, Control Room Officer(s), Visiting Room Officers, Lieutenants, and/or the Institution Duty Officer. The following is a list of clothing that is NOT permissible:

1. No clothing made from "see-through" material; including lace;
2. No Sleeveless shirts, blouses, or dresses;
3. No shirts, blouses, or dresses that reveal the stomach, back, or thigh. To include tank tops, halter tops, crop tops, etc.;
4. No skirts, dresses, or shorts more than three inches above the middle bend of the knee;
5. No tight fitting shorts or pants. To include stretch pants, Spandex, etc.;
6. No swim suits;
7. No hats. Exceptions will be made for traditional religious head wear, i.e., kufi, yarmalac, tam, etc.;
8. No camouflage clothing;
9. No khaki or orange colored clothing;
10. No sweat suits;
11. No sunglasses.

A small clear plastic purse will be utilized to carry authorized items into the institution. Items not authorized to be carried into the institution can be secured in the provided lockers. The following items are authorized to be carried:

1. Currency. American dollars in denominations of five (5) and one (1) dollar bills and change with a total of \$20.00 limit. These can be used in the vending machines;
2. Diapers, formula, baby food (commercially sealed), and one (1) blanket, necessary for an infant, but, only in an amount which can be used during the length of the visit;
3. Life sustaining medications, i.e., Nitroglycerin tablets, inhalers, etc.

The following items will **NOT** be permitted to enter the institution:

1. Strollers or baby carriers;
2. Baby powder or creams;
3. Food or drinks;
4. Candy;
5. Tobacco products;
6. Matches or lighters;
7. Toys or games;
8. Photographs;
9. Personal or business papers;
10. Writing implements;
11. Medications. Except as noted above;
12. Animals. Animals are not authorized on institution grounds. Exception: Animals trained to assist disabled persons, e.g., seeing eye dogs for the blind, will be authorized;
13. No personal keys.

A kiss, within the bounds of good taste, and a hug at the beginning and at the end of a visit, is authorized. Hand holding is the only other form of physical contact allowed during a visit. The inmate's hands must remain in plain view of Visiting Room staff at all times. The inmate will be limited to an embrace of his visitor(s) once, at the beginning of the visit, and once at the conclusion of the visit.

All visits are supervised visually. Any apparent violation of institution regulations by the visitor and/or inmate may result in the termination of the visit.

The Duty Officer or Operations Lieutenant is authorized to terminate visits due to overcrowding, or for improper conduct, including the violation of any rule or regulation by the inmate or his visitors. Prior to terminating visits for overcrowding a request for volunteers to leave should be made. The frequency of visits and distance traveled should be considered when terminating a visit due to overcrowding; otherwise, visits will be terminated on a basis of first to enter, first to leave.