



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Herlong, California

Institution Supplement

OPI: CORRECTIONAL SERVICES
NUMBER: HER 5267.08 C
DATE: October 24, 2011
SUBJECT: VISITING REGULATIONS

1. **PURPOSE AND SCOPE:** To establish guidelines and procedures for visiting at the Federal Correctional Institution (FCI) and the Federal Prison Camp (FPC), Herlong, California.
2. **DIRECTIVES AFFECTED:**
 - a. Directives Rescinded:

IS HER 5267.08 B, Visiting Regulations (11/24/09)
 - b. Directives Referenced:

PS 5267.08	Visiting Regulations (05/11/06)
PS 1315.07	Inmate Legal Activities (11/05/99)
PS 5270.09	Inmate Discipline Program (07/08/11)
PS 5270.10	Special Housing Units (07/29/11)
PS 5500.11	Correctional Services Manual (10/10/03)
PS 5510.12	Searching, Detaining, or Arresting Visitors, to Bureau Grounds and Facilities (01/15/08)
HER 5360.09 C	Religious Beliefs and Practices (08/05/09)
3. **CORRECTIONAL STANDARDS REFERENCED:** American Correctional Association, Fourth Edition, Standards for Adult Correctional Institutions, Standards: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, and 4-4503.

4. **VISITING HOURS:** Social visits at the FCI and FPC are conducted on Saturdays, Sundays, and federal holidays (unless annotated by the Warden) from 8:00 a.m. to 3:00 p.m. Visiting for Special Housing Unit (SHU) inmates will be conducted on Fridays only from 8:00 a.m. to 3:00 p.m.

5. **HOLDOVER VISITING PROCEDURES:** When an approved visiting list is not available, visits for new commitments (A&O) and inmates in holdover status may be authorized by the unit team and approved by the Institution Duty Officer (IDO) or Associate Warden of Programs. Unit team has 5 working days to process visiting request. These visits will be limited to members of the immediate family and can be retrieved from the inmate's Pre-Sentence Investigation (PSI). Immediate family includes father, mother, step-parents, foster parents, brother and sister, spouse and children. Inmates housed at FCI Herlong designated as holdover inmates will be allowed to visit upon receipt and verification from the inmate's PSI. A Special Visit Authorization Form must be completed and distributed prior to any holdover visit occurring. (Attachment B).
 - a. **Approval:** Inmates with separation issues will be addressed on a case-by-case basis. Final approval for the visit will be determined by the IDO and Operations Lieutenant.

 - b. **Permitted Visitors:** All visitors on an approved visiting list will be permitted. All visits will take place in the Visiting Room under direct supervision.

 - c. **Time Limits:** Visits for Holdover inmates, will be 8:00 a.m. to 3:00 p.m. on Fridays only for four hours. Visits via video conference will be limited to a one-hour period. Holdover inmates in the Visiting Room will be permitted up to a four-hour visit unless prior approval was received by the Captain.

6. **PROCEDURES ADDRESSING SPECIAL VISITORS:** Inmates requesting special visits must complete a BP-A148.055, Inmate Request to Staff (cop-out) form, to be submitted to the inmate's assigned unit team. The unit team will complete a Special Visit Authorization form (Attachment B) and distribute it prior to any special visit taking place.

- a. **Attorney Visits:** Attorney visits will be arranged by the Unit Team prior to the visit when the attorney is not on the inmate's approved visiting list. At the FPC, if the approved attorney visits are scheduled on visiting days, prior arrangements will be made with the Unit Team for use of the Camp Conference Room. In addition, all attorney visits scheduled during non-visiting days will take place in the Camp Visiting Room. At the FCI, attorney visits will be scheduled during the week and will take place in the Visiting Room. If an attorney visit is not feasible during the week, weekend attorney visits will be pre-approved and will be conducted in the attorney/client room in the Visiting Room. It is the unit team's responsibility to submit a memorandum to the Associate Warden of Programs for FCI inmates or Camp Administrator for FPC inmates, if the attorney needs any special equipment, such as a tape recorder or video equipment, prior to the visit. Such equipment must be authorized in advance by the Warden.
- b. **Law Enforcement Interviews:** The Special Investigative Supervisor (SIS) and/or the inmate's unit team will approve and coordinate all interviews between law enforcement agencies and inmates. The Warden and Captain will be notified of the visit.
- c. **Religious Visits:** The Chaplain is responsible for coordinating religious visits and must be approved by the Warden.
- d. **Minister of Record:** Inmates may submit an Inmate Request to a Staff Member (BP-A148.055) form to the Chaplain to identify a minister of record. The clergy person the inmate identifies will also submit a request for consideration as the minister of record to the Chaplain. Upon approval (NCIC clearance) the Chaplain will request that unit staff place the identified clergy person on the inmate's visiting list as the minister of record. An inmate may have only one minister of record at a time. The minister of record will not count against the total number of authorized social visitors an inmate is allowed to have on his visiting list. The minister of record will also not

incur any visiting points. The visit will take place in the Visiting Room during regularly scheduled visiting hours and supervised by the Visiting Room officers.

- e. **Clergy:** Clergy, other than the minister of record, will be in accordance with procedures established in national policy and may be counted against the total number of visits allowed and points. The visit will take place in the Visiting Room during regularly scheduled visiting days and hours and supervised by Visiting Room officers. No volunteers will be permitted on an inmate's approved visiting list.
 - f. **Volunteers:** Persons approved as institution volunteers who have a volunteer identification (ID) badge may not be approved as regular visitors unless authorized by the Regional Director in writing. The only exception to this is the Prisoner Visitation and Support (PVS) visitors. Approved PVS visitors do not have to be on the inmate's approved visiting list.
 - g. **Identical Twins Visiting Procedures:** The following procedures apply to identical twin visits:
 - 1. The inmate and visitor will sit in the front row under direct supervision of staff.
 - 2. The visitor will be required to wear a specific colored wrist band. The wrist band will be applied and removed by the Front Lobby Officer. The wrist band has assigned serial numbers. The Front Lobby Officer will verify the serial numbers assigned to the wrist band for further security identification and noted in the appropriate log book.
 - 3. The visitor will not wear clothing resembling the color, brand or pattern of the authorized inmate attire.
7. **PROCEDURES FOR DISAPPROVING PROPOSED VISITORS:** Upon arrival, each inmate will mail a visiting form to the people he wants placed on his visiting list. Only 20 visitors, inclusive of immediate family, friends, or associates, will be permitted

on each inmate's visiting list. The unit team, based on the results of the Visitor Information form (BP-329) and background information obtained from the National Crime Information Center (NCIC), will determine who will be placed on the inmate's visiting list who is 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. Unit Managers will review each request on a case-by-case basis in order to determine if a threat to institution security exists. The unit team's recommendation will require review by the AW(P) and disapproval or approval by the Warden. If approved, the visitor's information will be entered into BOPWare by appropriate unit staff. A finalized list will be prepared and forwarded to the Visiting Room Officers and unit staff will maintain a hard copy in the inmate's central file. Inmates will be allowed to change their approved visiting list on a case-by-case basis with approval from unit staff.

The counselor will then notify the inmate of each approval or disapproval and provide the inmate with a printed copy of his visiting list. A printed copy will also be placed in his central file. The inmate is responsible for notifying the individual of the approval or disapproval to visit.

A visitor who objects to any search, test, or entrance procedures has the option of refusing and leaving the institution grounds, unless there is reason to detain or arrest the visitor. Staff shall deny admission to the institution to a visitor who refuses to undergo a search of person and/or effects as dictated by Bureau of Prisons policy. The Captain, IDO, and the Administrative Duty Officer (ADO) will be notified. The IDO, in consultation with the Warden, shall terminate a visit upon determining a visitor is in possession of, or is passing or attempting to pass contraband not previously detected, or is engaging in any conduct or behavior which poses a threat to the orderly or secure running of the institution. **At no time will inmates be permitted to receive materials brought into the institution by a visitor and inmates are not permitted to give anything to their visitors.**

Approved Visitors: Visits are permitted for those on the inmate's approved visiting list, as authorized by the unit team. Only 20 visitors, inclusive of immediate family, friends, and associates, will be permitted on each inmate's visiting list. Inmates may request at anytime to submit or remove a visitor(s) by completing a BP-A148.055, Inmate Request to Staff (cop-out) to their respective unit team.

8. **PROCEDURES FOR APPROVING ANY EXCEPTION TO THE PRIOR RELATIONSHIP REQUIRMENT:** Any exceptions to an inmate's approved visiting list must have prior approval by the AW (P) for FCI inmates, Camp Administrator for FPC inmates, and/or the IDO. Exception 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.

9. **WRITTEN GUIDELINES AVAILABLE TO VISITORS:** Visitors can obtain, upon request, a copy of the FCI/FPC Visiting Regulations (Attachment A) from the Front Lobby Officer. Visiting Regulations for FCI/FPC Herlong are posted on the Herlong website at:

www.bop.gov/locations/institutions/her/index.jsp

10. **STAFF RESPONSIBLE FOR ARRANGING AND SUPERVISING SPECIAL VISITS:**

1. Attorney Visits - Unit Team
2. Outside Law enforcement - SIS Staff
3. Minister of Record - Chaplain services
4. Clergy - Chaplain services
5. Media - Executive Assistant

All other special visits will be routed through the Captain and Associate Warden of Programs to ensure proper staffing is assigned.

11. **LIMITATIONS SPECIFIC TO THE INSTITUTION:**

- a. **Age:** Children under the age of 16 must be accompanied by an adult.

- b. **Overcrowding:** Visiting may be curtailed or terminated at the FCI or FPC for emergency situations, improper conduct on the part of the inmate or his visitor(s), or when the visiting area reaches maximum fire rated capacity (255). Should the Visiting Room reach full capacity, the Visiting Room Officer will advise the Operations Lieutenant and the IDO of the situation. The IDO will have the authority to curtail or terminate visits. Should it become necessary to curtail visits due to overcrowding, a maximum two-hour visit will be implemented. The IDO will begin curtailing visits first by volunteers, secondly by visitors who live in the closest proximity from the institution, and third by those who visit most frequently.

Should the **FPC** Visiting Room reach full capacity, the Operations Lieutenant has the option of opening the outside patio area for visiting at his/her discretion prior to the IDO curtailing or terminating visits. The patio at the FCI will not be opened without written approval from the Captain.

- c. **Number of Visitors:** The number of persons allowed while visiting one inmate is limited to five adults. Children under the age of 16 are not counted against the inmate's five maximum visitors. Any exceptions must have prior approval by the AW(P) for the FCI or Camp Administrator for the FPC, and the Captain. Should more than five visitors arrive at the same time, a split visit may be arranged at the discretion of the IDO after consultation with the Operations Lieutenant. A split visit is defined as a visit where one or more visitors leave the Visiting Room to be replaced by other authorized visitor(s). Those visitors leaving may not return to the Visiting Room and must depart institution property.
- d. **Frequency of visits:** On Monday's after visits Unit Managers will ensure an inmate's points on the computerized visiting program are entered. The Visiting Room officer will document all visits on the visiting room log sheet. An inmate may receive social visits which total (12) points per

month. Only social visits are counted as 2 points, excluding the Thanksgiving, Christmas, and New Year's holidays. There will be no charged points for these three holidays. A visit is recorded as one full visit, regardless of whether the visitor stays for the entire visiting period. Exceptions to the number of visits, as well as any special visit, may be approved by the IDO or the inmates Unit Team, under special circumstances described in Program Statement 5267.08. The approving staff member shall document the visit by entering a notation on the Visiting Room computer program.

12. **PROCEDURES TO MAINTAIN A RECORD OF VISITORS:** The Front Lobby Officer shall require each visitor to complete the Notification to Visitor Form (BP-224) of Program Statement 5267.08 in the lobby area. The Front Lobby officer will ensure the form is properly completed and signed. The Front Lobby Officer shall forward this form to the SIS Office for filing.
 1. Unit Team will ensure the following forms shall be used and maintained in the inmate's visiting folder:
 - a. An official inmate visiting list.
 - b. Notice of visiting violation.
13. **BACKUP SYSTEM TO THE COMPUTER VISITING PROGRAM:** As a back-up to the computerized system, official inmate visiting folders shall be maintained in the front lobby file cabinet. The records shall be in alphabetical order by the inmate's last name. The unit team will keep these records current at all times and will pull the records of those inmates who have transferred or released. When an inmate receives a visit, the Visiting Room Officer will identify the visitor and enter the date, time the visitor arrives, and sign the appropriate block on the visitor notification form.
14. **LOCATION:** FCI Herlong is located midway between Reno, Nevada and Susanville, California. The address for FCI Herlong is 741-925 Herlong Access Road A-25, in Herlong, California. The institution phone number is: (530) 827-8000.

The Federal Correctional Institution (FCI) is located approximately 42 miles south of Susanville, California, on the north side of Highway 395. It is approximately 52 miles north of Reno, Nevada. When traveling from Reno, Nevada, take Highway 395 north to County Road A-26. When traveling from Susanville, California, take Highway 395 south to County Road A-25. FPC/FCI Herlong is approximately seven miles east of Highway 395. Continue approximately a quarter of a mile down the property road. Turn right to the Federal Prison Camp and left to the FCI. The parking lot is divided into two sections. The FCI visitor's parking area is located in the east portion of the parking lot.

15. **TRANSPORTATION:** Reno, Nevada has two taxi cab companies that service the local area.

Reno/Sparks Cab Company, Phone: (775) 333-3333 and Whittlesea Taxi, Phone (775) 322-2222. Susanville, California has two transportation companies that service the local area.

Dial-a-Ride, Phone: (530) 252-7433 and Mount Lassen Cab and Shuttle, Phone: (530) 257-5187. A pay phone with all information is posted in the Front Lobby Visitor's Waiting Room with all information available on a placard.

16. **APPROVED DRESS CODE:** Visiting is an extremely important family function, and dress code requirements are necessary to maintain the dignity of those involved. All visitors will be properly dressed while at the institution. Visitors are prohibited against wearing short shorts, low cut, or see-through clothing, tube or tank tops, backless clothing, swim suits, sweat suits, or any other apparel of a suggestive or revealing nature (e.g., skin-tight clothing, etc.) If a visitor chooses to wear a dress, the length of the dress will not be shorter than the natural break of the leg at the back of the knee. This requirement includes any type of slit or cut in the dress. With the exception of religious headgear, hats may not be worn during visits. Inmates are responsible for advising their visitors of the dress requirements in the Visiting Room, including not wearing clothing which is khaki in color at the FCI, and green in color at the FPC. Visits may be denied by the IDO and/or Operations Lieutenant for noncompliance after review

of the situation. Excessively provocative attire is reason to deny and/or preclude visiting.

17. **IDENTIFICATION REQUIRMENTS FOR VISITORS:** Visitors over the age of 16 years of age must have a valid proof of their identity such as a valid driver's license, state issued identification card, military identification, or passport. Foreign driver's licenses are considered to be a valid form of identification. Any form of unofficial photo identification (credit cards, bank cards, store cards, school identification, birth certificates, social security card, etc.) is invalid forms of identification. Any visitor who does not present the proper current identification with a photograph will not be authorized to visit.
18. **ITEMS AUTHORIZED IN VISITING ROOM:** Handkerchiefs, comb, coins, or a reasonable amount of currency, female hygiene items, identification cards, and immediate needs for medications such as those needed for heart disease, respiratory malfunctions, etc. (See Attachment A). During the cold weather season, winter coats and headgear must be hung on the coat racks provided at both the FCI and Camp.
19. **SPECIAL RULES FOR CHILDREN:** Only children between the ages of 5 to 12 will be allowed in the children's area. All younger children may enter, however they must be accompanied by their guardian (not the inmate).

It is the responsibility of the inmate for the behavior of their children. The children must remain within the supervision of the adult visitor and inmate at all times.

20. **AUTHORIZED ITEMS THAT VISITORS MAY BRING TO GIVE THE INMATE:** At no time are visitors permitted to bring in anything to give to an inmate unless authorized by the Warden.
21. **SPECIAL VISIT REQUIRMENTS:** Inmates requesting special visits must complete a BP-A148.055, Inmate Request to Staff (cop-out) form, to be submitted to the inmate's assigned unit team. The unit team will complete a Special Visit Authorization form (Attachment B) and distribute it prior to any special visit taking place. An inmate desiring a special visit shall submit to his unit team an "Inmate Request to a Staff Member" prior to the anticipated visit.

The inmate should give the name and address of the individual with whom he desires a visit, their relationship, and other pertinent information.

22. **PROCEDURES FOR STORING ITEMS NOT AUTHORIZED IN THE VISITING ROOM:** At the **FCI**, all unauthorized items (i.e. visitor purses, cell phones or other electronic devices, headgear, etc.) must be secured in the lockers provided. **Camp** visitors will leave these items in their vehicles with car keys kept with the Camp Visiting Officer in the key retention box.

23. **VISITING PROCEDURES FOR INMATES IN THE SPECIAL HOUSING UNIT:** Visiting for inmates housed in the Special Housing Unit (SHU), including holdover inmates, will be conducted on Fridays only from 8:00 a.m. to 3:00 p.m. for (4) four hours. Due to security concerns and at the discretion of the Captain, specific SHU inmates will be allowed visiting privileges via video conference for (1) one hour. The visitors will be placed in the Confidential Rooms in the Visiting Room and visiting will be conducted via video conference with the inmate in SHU. Available staff will assist SHU monitoring these inmates. Inmates from SHU who are authorized to visit in the Visiting Room will be closely supervised by available staff. Inmates with separation issues will be addressed on a case-by-case basis. Final approval for the visit will be determined by the IDO and Operations Lieutenant. All visitors on an approved visiting list will be permitted. All visits will take place in the Visiting Room under direct supervision.

24. **HOSPITAL VISITS:** Unit team will coordinate local hospital visits. Ordinarily, visiting is not allowed to inmates admitted to a local hospital. However, when visiting is allowed, visits to hospitalized inmates must be approved by the Warden. Visiting will be restricted to immediate family members who must adhere to all policies of the local hospital. The duration of the approved visit will be listed on the approval memorandum from the Warden. The memorandum will list each family member and the date and time of the visit. No visit will exceed 4 hours. All family members

listed must be on the inmate's approved visiting list. Telephone call requests will be approved through the appropriate unit team with final approval through the Captain, to the AW (P).

25. **PROCEDURES FOR CHILD AREAS**: No inmates are allowed in the children's area. The door to the children's area will be open at all times.
26. **SIZE AND QUANTITY OF ANY CLEAR PLASTIC CONTAINER/BAG USED TO CARRY AUTHORIZED ITEMS INTO THE VISITING ROOM**: Authorized visitors will only be allowed to bring in the Visiting Room one small clear clutch purse or clear sandwich bag no more than eight inches or less in height and width, containing authorized items.
27. **PROCEDURES FOR NON-CONTACT**: Due to security concerns and at the discretion of the Captain, specific SHU inmates will be allowed visiting privileges via video conference (non-contact) for one hour. The visitors will be placed in the Confidential Rooms in the Visiting Room and visiting will be conducted via video conference with the inmate in SHU. Available staff will assist SHU monitoring these inmates.
28. **PROCEDURE TO ENSURE THE MAXIMUM CAPACITY OF THE VISITING ROOM IS NOT EXCEEDED**: Visiting may be curtailed or terminated at the FCI or FPC for emergency situations, improper conduct on the part of the inmate or his visitor(s), or when the visiting area reaches maximum fire rated capacity (255). Should the Visiting Room reach full capacity, the Visiting Room Officer will advise the Operations Lieutenant and the IDO of the situation. The IDO will have the authority to curtail or terminate visits. Should it become necessary to curtail visits due to overcrowding, a maximum two-hour visit will be implemented. The IDO will begin curtailing visits first by volunteers, secondly by visitors who live in the closest proximity from the institution, and third by those who visit most frequently.

29. **PROCEDURES ADDRESSING FREQUENCY OF CHANGES TO THE INMATE VISITING LIST**: Inmates will be allowed to change their approved visiting list on a case-by-case basis with approval from unit staff.
30. **VISITOR PROCESSING**:
- a. **Inmate Visitor's Sign-in Logs**: Visitors will be required to sign in at the time of their arrival and write the name of the inmate to be visited in an official sign-in log. The Front Lobby Officer will maintain the visitor log, ensuring it is filled out properly.
 - b. **Notification to Visitor Form**: Each visitor, age 16 and older, will fill out the notification to visitor form. The Visiting Room Officer will collect the completed forms and forward them to the Lieutenants Office at the end of each visiting day. The completed forms will be kept on file for one year.
 - c. **Approved Items**: Authorized visitors will only be allowed to bring in the Visiting Room one small clear clutch purse or clear sandwich bag no more than eight inches or less in height and width, handkerchiefs, comb, coins, or a reasonable amount of currency, female hygiene items, identification cards, and immediate needs for medications such as those needed for heart disease, respiratory malfunctions, etc. (See Attachment A)

During the cold weather season, winter coats and headgear must be hung on the coat racks provided at both the FCI and Camp.
 - d. **Unauthorized Items**: At the FCI, all unauthorized items (i.e. visitor purses, cell phones or other electronic devices, headgear, etc.) must be secured in the lockers provided. Camp visitors will leave these items in their vehicles with car keys kept with the Camp Visiting Officer in the key retention box.

- e. Visiting Room Officer Procedures: Staff will visually search inmates entering and exiting the visiting room. If inmates have to use the restroom, they will be under constant staff supervision.

31. OFFICE OF PRIMARY INTEREST: CORRECTIONAL SERVICES



Mike Babcock, Warden

October 24, 2011
Date

Distribution:

Warden	Executive Staff	WXRO
Department Heads	IDO Briefcase	Control Center
Sally Port	AFGE Local 1217	Historical File
Post Orders	FCI/FPC Visiting Room	
Front Lobby Officer		

FEDERAL CORRECTIONAL INSTITUTION
FEDERAL PRISON CAMP
HERLONG, CALIFORNIA

VISITOR VISITING REGULATIONS

1. Visiting for Special Housing Unit (SHU) inmates, including Holdover inmates, will be conducted on Fridays from 8:00 a.m. to 3:00 p.m. Visits at the FCI and FPC are conducted on Saturdays, Sundays, and federal holidays unless annotated from the Warden from 8:00 a.m. to 3:00 p.m.

Visitors may not enter the FCI or FPC lobby areas until 15 minutes before visiting, nor will they be processed into the Visiting Room after 2:00 p.m. No visitors will be processed into the Visiting Room at the FCI and FPC during the 10:00 a.m. Official Count on Saturdays, Sundays, and federal holidays. No inmate visitors will be processed after 9:15 a.m. until the 10:00 a.m. count has cleared. This is to ensure all required documentation is in the control room prior to the count being announced. There will be no inmate movement during the count. No visitors will be allowed into the Administration Building prior to the above scheduled times unless authorized by the Operations Lieutenant and/or Institution Duty Officer (IDO).
2. Satisfactory identification of visitors must precede visits. This will ordinarily be accomplished by picture identification, such as current driver's license, passport, or state identification card. An expired ID is not considered valid.
3. All visitors, aged 16 years and older, are required to complete the Notification to Visitor form in its entirety prior to each authorized visit.
4. A maximum of 20 visitors will be authorized on an inmate's approved visiting list, with no more than 5 adult visitors at any one time.
5. All visitors will be required to clear a metal detector search. Visitors at the FCI/FPC may be subject to a search of their person and personal items.

6. While the visitors are waiting to be processed into the Visiting Room, they are responsible for maintaining good behavior as well as maintaining the behavior of their children.
7. During cold weather, winter coats and protective headgear brought to the Visiting Room must be hung on a coat rack by the officer's station prior to contact with the inmate and cannot be accessed until departure.
8. Inmates are responsible for the behavior of their children in the visiting area.
9. Any visitor who departs the visiting area prior to the conclusion of the day will not be authorized re-entry. Once a visitor leaves, the visit is terminated for that day unless prior approval is obtained from the Operations Lieutenant and/or the IDO.
10. Inmates are not authorized to receive any item from their visitor or give any item to their visitor, nor are exchange of items amongst other visitors permitted. "18 U.S.C. Section 1791 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."
11. Inmates will utilize the restroom designated "inmates only" and will be supervised by staff. Separate facilities are available to visitors.
12. Pets are not allowed within the FPC/FCI unless the animal is a dog to assist a disabled person.
13. Only 20 visitors, inclusive of immediate family, friends or associates will be authorized on the approved visiting list. No more than 5 adult visitors in the Visiting Room at any one time. Children under the age of 16 years will not be counted toward this total. There are no limitations on frequency of changes to the inmate's visiting list.

14. At the completion of the visit, all visitors will be required to depart institution property. If commercial transportation is required, prior arrangements should be made to ensure the carrier arrives prior to the completion of the visit. Individuals not on the visiting list may not remain on the institution's property. Should more than five visitors arrive at the same time, a split visit may be arranged at the discretion of the IDO.
15. Visitors under the influence of alcohol or drugs will not be allowed to enter the Visiting Room.
16. Visiting is an extremely important family function, and dress code requirements are necessary to maintain the dignity of those involved. All visitors will be properly dressed while at the institution. All visitors must wear a shirt. No shirtless visitors will be allowed. Visitors are prohibited against wearing short shorts (with the except of children 12 and under), miniskirts, low cut, see-through or transparent blouses or pants (if skin can be seen through the garment), tube, tank or halter tops, backless clothing, low cut blouses, shirts, dresses, sleeveless shirts or spaghetti straps, swim suits, sweat suits, spandex pants, bodysuits or any other type of form fitting pants or skirts, or excessively tight clothing of any type (e.g., skin-tight clothing, etc.). If a visitor chooses to wear a dress, the length of the dress will not be shorter than the natural break of the leg at the back of the knee. This requirement includes any type of slit or cut in the dress. Visitors over age ten may not wear miniskirts, halter tops, sleeveless shirts, tank tops, backless outfits, spandex pants or bodysuits or see-through clothing. With the exception of religious headgear, hats may not be worn during visits. Inmates are responsible for advising their visitors of the dress requirements in the Visiting Room, including not wearing clothing which is khaki in color at the FCI, and green in color at the FPC. **Visits may be denied by the IDO and/or Operations Lieutenant for noncompliance after review of the situation.** Excessively provocative attire is reason to deny and/or preclude visiting.
17. A greeting/farewell kiss and embrace of visitors is permissible. All contact must be consistent with proper order and good taste. No physical body contact beyond initial and departing embrace will be tolerated and will result in the immediate termination of the visit.

18. Use of abusive or derogatory language during visiting will not be tolerated and will result in the immediate termination of the visit.
19. It is not permissible to bring gifts or packages of any type. Money will not be accepted for credit to an inmate's account. No written messages will be exchanged or signed during the visit without permission. Infractions will result in the immediate termination of the visit.
20. At the FCI, visitor purses, car keys, cell phones or other electronic devices, coats, jackets, and headgear must be secured in the lockers provided. Camp visitors will leave these items in their vehicles with car keys kept by the Camp Visiting Officer in the key retention box. During cold weather, heavy winter coats may be brought into the Visiting Room. However, these coats must be hung on a coat rack by the officer's station.

Visitors will be authorized to bring the following items into the Visiting Room:

- a. clear change purse (eight inches or less in height and width)
 - b. Reasonable amount of currency (bills, no larger than five dollar bills) total each day per inmate visit. Coins are preferred in lieu of bills.
 - c. comb
 - d. prescription medication (to be maintained by the Visiting Officer)
 - e. jewelry
 - f. clear diaper bag containing up to six of each of the following items: baby food or formula (in a sealed, unopened container), empty plastic baby bottles, diapers and wipes
 - g. the diaper bag will be supervised by the Visiting Room Officers at their station and accessed by the parent when needed.
21. Food and beverages may not be brought into the FCI/FPC.
 22. Cameras and tape recorders are not permitted on institution grounds. **No photographs of any kind may be brought in.**

23. Visiting Room Officers will seat visitors and inmates as deemed appropriate for proper supervision. For security reasons, the officer may also have the inmate and visitors moved to another seating area during the visit.
24. Rearrangement of furniture will not be allowed. Saving or reserving chairs and tables for other inmates and/or visitors will not be allowed.
25. Vending machines will be used by the visitor only. Inmates are not allowed to handle currency or operate the vending machines or be in the vending area.
26. It is expected that female visitors will use appropriate discretion in opting to breast feed their infants in the Visiting Room. If breast feeding is conducted in a manner that is disruptive to other inmates or visitors, or is facilitating conduct prohibited under the Bureau of Prisons disciplinary code, the visit will be terminated after consultation with the Administrative Duty Officer.
27. Children utilizing the Play Room will be under supervision of an adult visitor(s) at all times. At no time will the inmate be allowed to enter the play room. The television will only show child appropriate programming as determined by Visiting Room staff.
28. The Federal Correctional Institution is located approximately 42 miles south of Susanville, California, on the north side of Highway 395. It is approximately 52 miles north of Reno, Nevada. When traveling from Reno, Nevada, take Highway 395 north to County Road A-26. When traveling from Susanville, California, take Highway 395 south to County Access Road A-25. FPC/FCI Herlong is approximately seven miles east of Highway 395. The address to the institution is: 741-925 Herlong Access Road A-25, Herlong, California.

Visiting Regulations for FCI/FPC Herlong are posted on the Herlong website at:

www.bop.gov/locations/institutions/her/index.jsp

29. Public transportation is available to Reno, Nevada or Susanville, California for visitors requiring transportation.

Taxi Cab Service to Reno, Nevada:

Reno/Sparks Cab Co.; telephone number: (775) 333-3333 or
Whittlesea Taxi at (775) 322-2222.

Taxi Cab Service to Susanville, California:

Dial-a-Ride; telephone number: (530) 252-7433 or Mount Lassen Cab
& Shuttle at (530) 257-5187

A pay phone is located in the Visitor's Waiting Room in the Front
Lobby of the institution.

30. Institution mailing address and telephone number:

**Federal Correctional Institution
P.O. Box 900
Herlong, CA 96113
(530) 827-8000**



UNITED STATES GOVERNMENT
memorandum
FEDERAL BUREAU OF PRISONS
Federal Correctional Institution
Herlong, California 96113

(Current Date)

**MEMORANDUM FOR ASSOCIATE WARDEN OF PROGRAMS OR
CAMP ADMINISTRATOR**

FROM: (Unit Staff Member Name)

SUBJECT: Inmate Name:
Register Number:

The above-named inmate has been approved for a Special Visit for the month and day of _____, 20__, with _____ for the following reasons:

- Attorney Visit
- Inmate has family emergencies (Death in family, etc.)
- Pre-Release Planning Interview
- Holdover/Pre-Trial Inmate
- Other: _____

(Explanation if applicable): _____

REVIEWED AND APPROVED BY: _____

cc: Central File
Control Center
Receptionist
Lieutenants Office
Visiting Room Folder