



U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS
Federal Prison Camp
Montgomery, AL. 36112

INSTITUTION SUPPLEMENT

OPI: CORRECTIONAL SERVICES
NUMBER: MON 5267.08F
DATE: AUGUST 1, 2011
SUBJECT: VISITING REGULATIONS

1. **PURPOSE AND SCOPE.** To outline the visiting regulations at FPC Montgomery for the orderly operation of the visiting room in concert with institution security.
2. **DIRECTIVES AFFECTED.**
 - a. **Directive Rescinded.**

MON 5267.08E Visiting Regulations (08/01/10)
 - b. **Directive Referenced.**

P.S. 1280.11 JUST NCIC and NLETS Telecommunication Systems (01/07/00)

P.S. 1315.07 Legal Activities Inmate (11/05/99)

P.S. 1490.06 Victim and Witness Notification Program (05/23/02)

P.S. 4500.07 Trust Fund/Deposit Fund Manual (04/19/10)

P.S. 5100.08 Inmate Security Designation and Custody Classification (09/12/06)

P.S. 5180.05 Central Inmate Monitoring System Manual (12/31/07)

P.S. 5267.08 Visiting Regulations (05/11/06)

P.S. 5270.08 Inmate Discipline and Special Housing Units (12/04/09)

P.S. 5280.09 Furloughs (01/20/11)

P.S. 5360.09 Religious Beliefs and Practices (12/31/04)

P.S. 5500.11 Correctional Services Manual (10/10/03)

P.S. 5500.12 Correctional Services Procedures Manual
(10/10/03)

P.S. 5510.12 Searching, Detaining, or Arresting
Visitors To Bureau Grounds and Facilities (01/15/08)

P.S. 5521.05 Searches of Housing Units Inmates and
Inmate Work Areas (06/30/97)

3. **STANDARDS REFERENCED.** American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, and 4-4504.

4. **GUIDELINES.**

- a. **Visiting List.** Each inmate desiring visitors during confinement at FPC Montgomery must request a visiting list. This list includes immediate family members and additional proposed visitors. The list is limited to a total of twenty-five (25) visitors (16 and older). The list should be submitted to the Correctional Counselor for approval within the first two weeks of the inmate's confinement at this facility. Normally, approval of visitors already on an inmate's visiting list is not required for inmates transferring from one institution to another. Inmates may make changes to their visiting list without limitation. Upon request, the appropriate Counselor will provide inmates a Visitor Information Form (BP-629) and a Notice to Visitor of Visiting Regulations (Attachment A) for proposed visitors. It is the inmate's responsibility to ensure each proposed visitor is issued a copy of these forms. The forms shall be mailed back to the respective Counselors. Completed Visitor Information Forms will not be accepted directly from inmates.

- (1) A verified member of the clergy may be included in addition to the 25 visitors, but must be processed through regular visiting procedures and visit during regularly scheduled visiting hours.

- b. Upon receipt of the returned questionnaire, the unit team will determine if the visitor is approved or disapproved. The inmate's assigned Correctional

Counselor will then give written notification to the inmate of the visitor approval or denial. Visitor applicants with felony convictions can only be approved or disapproved by the Warden. The inmate is responsible for notifying the visitor of approval or disapproval and is expected to provide the approved visitor with a copy of the visiting guidelines and directions for traveling to and from the institution.

- c. FPC Montgomery does not house inmates in holdover status.
 - d. Ordinarily, only visitors who have had a relationship with the inmate prior to incarceration can be placed on the visiting list. However, volunteers with the Prisoner Visitation and Support (PVS) organization can be placed on a inmate's visiting list. Requests to be placed on a inmate's visiting list are sent directly to the Warden by PVS staff. PVS visitors must have all appropriate visitor screening including local law enforcement checks and NCIC clearances.
5. **COMPUTERIZED VISITING PROGRAM.** Once an inmate submits his initial visiting list, the Correctional Counselor will verify immediate family members through documentation available in the central file and enter them into the visiting computer within two weeks of the inmate's submission of the list. As the Correctional Counselor receives the visiting forms back from non-immediate family visitors, and if approved, they should also be entered into the computer. Unit staff will enter all available data on visitors, to include addresses, social security numbers, telephone numbers, etc. When Visiting Room Officers are processing visitors into the visiting room, they should be alert to changes in visitors' address and make changes as indicated in the visiting computer program. Each inmate's visiting record will be maintained by the visiting computer program. All Notification to Visitor Forms will be kept on file for one year.

The Correctional Counselor will maintain a updated hard copy duplicate of all inmate visiting lists in the Operations Center. These hard copy files will be used as a backup to the computerized visiting program.

6. **SPECIAL VISITS.** The authority to grant special visits is delegated to the inmate's Unit Manager. An inmate may

request a special visit by submitting an Inmate Request to Staff (BP-148). Ordinarily, requests for special visits should be submitted to the Unit Manager at least seven (7) days prior to the requested visit.

Special visits approved by the Unit Manager should be keyed into the visiting computer by unit staff prior to the scheduled visit. If this is not possible, a hard copy of the Approval for Special Visit will be forwarded to the Visiting Room. Should a request for a special visit be made during the course of visiting, the IDO will be the sole approval authority. Special visits will be kept to an absolute minimum and based on extreme or unusual circumstances. Special visits must take place during regular visiting hours and will be supervised by Visiting Room staff.

7. **ATTORNEY VISITS.** Attorneys will ordinarily be required to give twenty-four (24) hours advance notice of their desire to visit with an inmate. The unit team will coordinate the request, to include placing the inmate on call-out and reserving the Attorney Visit Room. Unit staff are also responsible for providing constant visual supervision of the visit, as well as the inspection and inventory of the attorney's briefcase and other articles brought into the facility. In the event an attorney requests to bring special equipment into the institution (as frequently occurs when a deposition is to be taken), they must provide a letter of request to the Warden listing the type of equipment and the names and positions of any other individuals who will be meeting with the inmate.
 - a. When the attorney arrives at the institution, the unit team is to be contacted to confirm the visit has been approved. The unit team will verify the attorney's status via the attorney's state bar card and will ensure the attorney completes the Notification to Visitor Form (BP-224) and the Visiting Attorney Statement (BP-241). The unit team will also inspect the attorney's briefcase and other material approved for entry into the institution. The unit team will then be responsible for escorting the attorney to the Attorney Visit Room. Once the attorney is in the visiting area, the supervising staff will contact the inmate to report for the visit. Inmates may never approach the attorney during the processing procedure. At no time will the inmate be allowed to receive

anything as part of this visit without prior approval.
Inmate violators may receive disciplinary action.

8. **HOSPITAL VISITS.** Inmates hospitalized in the local community for an extended period of time may receive visits. If an inmate is on a medical furlough, he may receive visitors in accordance with the hospital's rules and policies. If an inmate is hospitalized under staff supervision, visits will ordinarily be allowed for those individuals already on his approved visiting list, and must comply with hospital and BOP rules and regulations.
 - a. Upon request from the Operations Lieutenant or the IDO, the unit team will provide a copy of the inmate's approved visiting list.
9. **SPECIAL CLERGY VISITS.** Clergy visits will be coordinated by the Chaplain.
 - a. When the visit is a one-time or infrequent visit, the Chaplain will send a memorandum to the visiting room officers informing them of the pastoral visit.
 - b. When a clergy visits on a regular basis, the clergy must send a copy of their theological credentials along with a letter requesting regular visits. If appropriate, the Chaplain will request that the clergy be added to the visiting list and they will visit during regular visiting hours.
10. **OTHER CONDITIONS.** When approving visits, staff should take into consideration the time and administrative expenses incidental to arranging and supervising those visits. Additionally, visits should be conducted without unnecessary and intrusive interference of other institution activities.
11. **VISITING ROOM OPERATIONS.**
 - a. **Visiting Hours and Facilities.** The Visiting Room will be open Saturdays, Sundays, and Federal Holidays 8:00 a.m. to 3:00 p.m.

Visitors will enter Maxwell Air Force Base via the Bell Street gate only. No visitors will be allowed entrance onto the base or entry into the Visiting Room after 2:00 p.m.

FPC Montgomery is a tobacco free facility. Tobacco

products and related paraphernalia are not permitted within the institution.

b. **Dress Code.**

- (1) **Inmates.** Inmates are required to be in the full work uniform consisting of the institution green trousers, the green dress button-down shirt or brown t-shirt and green web belt while engaging in any type of visit (e.g., social visits, legal visits, special visits). The uniform shall be neat and clean in appearance and shall be worn in the intended manner (e.g., shirts buttoned and trousers worn at the waist). Clothing that is excessively worn, tattered, or altered will not be allowed. Headgear such as hats, caps, wave-caps and do-rags are not authorized in the Visiting Room. Approved religious headgear may be worn; however, all religious headgear is subject to search. Inmates are required to wear appropriate footwear and are permitted to wear either institution issued shoes or personal tennis shoes in the Visiting Room. No other type of footwear is permitted. All footwear shall be laced and tied, and are to be clean in appearance. Thermal underwear is permitted, providing it is worn under the approved institution uniform. Inmates are not authorized to wear sweat shirts in the Visiting Room. Inmates are authorized to wear the institution issued wind breaker or winter jacket into the Visiting Room. Inmates not in compliance with the dress code will not be permitted to enter the Visiting Room until the inmate corrects all discrepancies.
- (2) **Visitors.** All visitors are required to be dressed appropriately and are not permitted to enter the Visiting Room in revealing or provocative clothing. Undergarments shall be worn at all times. Sleeveless clothing, halter tops, see-through clothing, tank tops, spandex or strapless dresses or any other apparel of a potentially revealing nature is not permitted. Clothing which displays any form of derogatory or offensive logo, any profane language, or other types of caricatures or designs which may be deemed

offensive by others shall not be permitted in the Visiting Room. Culottes, shorts, skorts, skirts or skirts with splits cannot be any shorter than two inches above the knee. Visitors are not permitted to remove their footwear while in the Visiting Room. The dress code applies to children as well as adults.

c. **Authorized Inmate Items.**

- (1) Commissary card (requirement for identification and left at the Officer's station).
- (2) One Comb.
- (3) One Handkerchief.
- (4) Plain wedding band.
- (5) Institution Jacket.
- (6) Religious Medallion.

Inmate authorized items will be logged by a Visiting Room Officer on the Inmate Visiting Authorized Items Form (Attachment B) prior to entry into the Visiting Room.

NOTE: Inmates are not allowed to accept anything from or give anything to a visitor without prior written approval. Inmates may not handle Debit cards at any time.

d. **Authorized Visitor Items.**

- (1) Small change purse, made of clear plastic.
- (2) Vehicle keys.
- (3) Feminine hygiene articles.
- (4) Small diaper bag, made of clear plastic.
- (5) Disposable diapers (one day's use).
- (6) One change of clothing for infants (limited to undershirt, shirt and pants).
- (7) Food items for infants (one day's use).
 - (a) Milk or formula, (factory sealed).

- (b) Prepared baby food, (factory sealed).
- (c) Spoon.
- (d) Bib.
- (e) Washcloth or small pack of disposable wipes.
- (8) One small baby blanket.
- (9) One small collapsible stroller (umbrella type only). In the case of twins, two collapsible strollers or one stroller with two seats (umbrella type only) is allowed.

NOTE: Temporary storage space for visitors is limited. All other items including cell phones, pagers and any other communication devices should be secured in the visitor's car. No toys shall be brought in by visitors.

- e. **Terminations.** In the event of termination of a visit, due to the inmate's or visitor's failure to comply with Visiting Room Regulations, a staff member will instruct the inmate to leave the Visiting Room. After the inmate has exited the Visiting Room, a staff member will inform the inmate's visitor that the visit has been terminated. The inmate will not be permitted contact with the visitor once the decision has been made to terminate the visit. Infractions of the visiting regulations and violations of inmate prohibited acts may be grounds for termination of a visit and removal of the visitor from the visiting list. Adverse weather conditions, an institutional emergency or visitor overcrowding may also necessitate the termination of visits. The Institution Duty Officer (IDO) and the Shift Lieutenant may terminate visits under any condition they feel interferes with the secure and orderly operation of the institution.
- f. **Seating Designations.** To prevent the passage of contraband and to ensure the security and good order of the institution, the Visiting Room will be set up in a manner that allows an unobstructed view of all areas within the Visiting Room and outside patio area. Additionally, the officers assigned to work the Visiting Room should make periodic rounds of every area accessible to inmates and their visitors. The

Visiting Room Officers have the authority to make specific seating designations at their discretion. Inmates who have been identified for assigned seating, because of visiting regulations infractions, are to be seated in chairs stationed directly across from the Visiting Room in processing area.

- (1) All visitor seating will be arranged in a manner that allows clear visual observation by the Visiting Room Staff at all times. Visitors may never reserve or save a seat by leaving articles on the chairs. Under no circumstance will the chairs be moved from the area in which it has been placed by the Visiting Room Officer. In addition, no chairs will be removed from the Visiting Room to the outside patio area.
- (2) Inmates and their visitors are required to engage in appropriate conduct in the Visiting Room. Behavior which violates Visiting Room Regulations will not be tolerated and will result in immediate termination of the visit and disciplinary action against the inmate involved. Inmates and visitors are encouraged to engage in appropriate behavior and enjoy the opportunity to visit without encumbrance. Intimate physical contact between inmates and visitors is prohibited. Inappropriate physical contact between inmates and visitors is a violation of Visiting Regulations and is offensive to others as well. This form of behavior will not be tolerated and will result in immediate termination of the visit and disciplinary action against the inmate involved.

g. **Limitation Of Visitors.** Normally, the limit will be four (4) adult visitors per inmate at any given time. However, if overcrowding exists, this number may be reduced. If terminations occur due to overcrowding, visits will be terminated by the IDO and Shift Lieutenant.

- (1) Terminations will be based on frequency of visits for the inmate and distance traveled by the visitor.
- (2) Visits where a warning had been made by the officer regarding rules will be terminated next.

Any person in a group denied visits while others are allowed, must depart the institution grounds entirely. They may not remain on the grounds or in the parking lot while others visit.

- (3) In the event of termination of a visit, due to the inmate's or visitor's failure to comply with Visiting Room Regulations, a staff member will instruct the inmate to leave the Visiting Room. After the inmate has exited the Visiting Room, a staff member will inform the inmate's visitor that the visit has been terminated. The inmate will not be permitted contact with the visitor once the decision has been made to terminate the visit.

h. Children Under Age 16. All children under the age of 16 years must be accompanied by an approved adult visitor. Inmates and visitors will be responsible for keeping their children quiet so as not to disturb others in the Visiting Room. Direct parental supervision is mandatory for all children. No child shall be in the outside visiting area without parental supervision. Infractions of the above could result in termination of the inmate's visit.

- (1) Realizing the importance of having children visit, it is equally important that children be properly supervised in the Visiting Room. The responsibility of ensuring children in the Visiting Room are properly supervised rests on the inmate. Inmates are to accompany and supervise their children everywhere except the restrooms. The Visiting Room Officers are not responsible for the supervision or correction of any misbehavior of children visiting; however, the officers are responsible for maintaining order in the Visiting Room. Should an officer observe a child, or children acting in an inappropriate manner, the officer will normally address the concern to the inmate. It is the inmate's responsibility to address the situation with the child and the visitor who brought the child. It should be understood by the inmate population that any inappropriate, extreme, hazardous or offensive conduct displayed by a child which impacts negatively on the operation

of the Visiting Room, and which cannot be successfully controlled by the inmate, may result in termination of the visit. Children are to remain under the direct supervision of the inmate and are not permitted to wander, stroll or run around in the Visiting Room.

- i. **Visiting During Count.** In preparation for the 10:00 a.m. count, inmate traffic to and from the Visiting Room will be terminated thirty (30) minutes prior to the Institutional Count. Inmate traffic will resume after count has cleared. The 10:00 a.m. count is a stand-up count. Inmates will be counted in an area separate from the visitors. All visiting room counts will be double counted.
 - j. **Departures.** Once an inmate or visitor departs the visiting room, for any reason, the visit is considered terminated unless prior approval has been received for a critical reason. The IDO must be contacted for approval in these instances.
 - k. **Fire Alarms.** In the event of a fire alarm within the Visiting Room during visiting hours, or while inmates are being processed out at the conclusion of visiting hours, all inmates still in the visiting room will exit the doors leading to the outside patio area. Inmates will not exit the patio area and return to the general population until the fire alarm is cleared and accountability is established by staff.
 - l. **Sanitation.** Once the visiting day begins, it is the responsibility of every inmate in the visiting area to maintain the sanitation level of the visiting room. If an inmate or visitor spills any food or beverages, that inmate will be responsible for cleaning up the area.
12. **VISITOR IDENTIFICATION.** Visitors must provide sufficient identification to ensure positive identity as an approved visitor.

This identification must be a picture-type I.D., such as a valid driver's license or a similar government issued identification that has a picture of the individual on it. Special circumstances may be referred to the IDO for review and approval/disapproval. Each visitor will be required to complete the Notification to Visitor Form (BP-224), English

or Spanish version, and sign the Visitors Log maintained at the officers station prior to each visit.

- a. The door that is utilized by the inmates for entering and departing the Visiting Room will be locked and controlled by a Visiting Room Officer at all times during visits. No inmate will enter or depart the Visiting Room until processed by a Visiting Room Officer. Visiting Room Officers will identify (by commissary card), pat search, and record all inmates entering and departing the visiting room. The cubicles located at the inmate processing station will be used for the pat and visual searches.
 - b. Staff will conduct random visual searches of inmates departing the Visiting Room. On a as needed basis, or upon suspicion, visual searches will be performed by staff prior to the inmate returning to the general population.
13. **ENTRANCE ONTO MAXWELL AFB.** All inmate visitors are required to be processed by Maxwell Air Force Base Security Forces. This will be accomplished when the visitor arrives at the Bell Street Gate entrance of Maxwell Air Force Base. Visitors must provide Security Forces with all required documentation for entry onto the base.
- a. **Required Documents.**
 - (1) Valid driver's license or other approved picture I.D.
 - (2) Valid Vehicle Registration.
 - (3) Valid Vehicle Insurance.
 - b. **Route and Method of Travel.** Upon arrival at the gate, Security Forces will give visitors specific instructions on the route and method of transportation that will be used to travel to and from the Federal Prison Camp. These routes and methods are at the complete discretion of the United States Air Force and Maxwell Air Force Base and are subject to change without notification.

Parking areas are provided by Maxwell Air Force Base and are subject to change without notification. Visitors are to park in the approved area and ride the bus to the Visiting Room. The buses run at fifteen

minutes intervals and begin boarding 7:45 a.m. Parking at the Visiting Room parking area is restricted to vehicles with handicapped tags or valid military decals. All other visitors must park where directed and ride the bus.

For questions or to report a problem, call the institution at (334) 293-2100.

FEDERAL PRISON CAMP
MAXWELL AIR FORCE BASE
MONTGOMERY, AL. 36112

Approved By:

Johnnie Carr
Warden, FPC Montgomery

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**FEDERAL PRISON CAMP
MONTGOMERY, ALABAMA 36112
NOTICE TO VISITOR OF VISITING REGULATIONS**

1. VISITING HOURS: Saturdays, Sundays and Federal Holidays
8:00 a.m. - 3:00 p.m.
2. Visitations on Saturdays, Sundays and federal holidays are allowed for all inmates. Visitors must provide sufficient identification to staff to ensure positive identity as an approved visitor. This identification must be a picture type I.D., such as a driver's license or similar government issued identification with a picture of the individual on it. Each visitor is required to complete the Notification to Visitor Form, BP-224 (English or Spanish version), prior to each visit.
3. Visitors will enter Maxwell Air Force Base via the Bell Street gate only. No visitors will be allowed entrance onto the base or entry into the Visiting Room after 2:00 p.m. Each visitor will report directly to the Officer assigned to the Visiting Room for check in. At this time, each visitor will fill out a Notification to Visitor Form in which they indicate their awareness of the visiting regulations and have no prohibited items on their person. After completion of this form, the Visiting Room Officer will direct the visitor to an area to await arrival of the inmate.
4. Culottes, shorts, skorts, skirts or skirts with splits cannot be any shorter than two inches above the knee. Sleeveless clothing, halter tops, see-through clothing, tank tops, spandex or strapless dresses or any other apparel of a potentially revealing nature is not permitted.
5. All visitors are subject to a search of their person and personal items.
6. Children under the age of 16 will not be allowed to visit unless they are accompanied by a responsible adult on the approved visiting list. Exceptions can be made only with the approval of the Warden.
7. Prescription medication is not ordinarily allowed in the visiting room area. Exceptions can be made only with the approval of the Institution Duty Officer.
8. Once a visitor leaves the visiting room the visit will be terminated. A short embrace and kiss at the beginning of the visit and at the end of the visit is the only physical contact that will be allowed during this visit except for holding hands.
9. Any excessive display of affection between the inmate and his visitor may be grounds for termination of the visit and possible disciplinary action. Inmates who have received warnings from infractions in this area will be given assigned seating by staff.
10. Visitors will be responsible for the behavior of their children in the visiting areas. Failure on the part of the visitor to control the behavior of children may result in termination of the visit. Direct parental supervision is mandatory for all children, to include the outside patio area. No child shall be in the outside visiting area without direct parental supervision.

11. Rearrangement of the furniture is prohibited.
12. Food items are available from designated vending machines. Visitors are not allowed to bring food from outside sources during visitation. Except for sealed manufactured "baby food."
13. Inmates are not allowed to handle Debittek cards at any time. Inside the inmate visiting area all vending machines are equipped with debit card readers enabling purchases to be made with Debittek cards. Inmate Visitors are allowed access to the Debittek machines. Visitors will be required to purchase a card for \$1.00 at the Debittek machine located in the visiting area and the visiting lobby. Cash credits for additional purchases may be entered onto the cards by applying \$1, \$5, \$10, and \$20 into the Debittek machine. The purpose of the Debittek machine is to eliminate/reduce cash transfers in the visiting area through vending.
14. No item, including monies will be accepted by institution staff for inmates nor will inmates be allowed to accept items or monies from visitors.
15. Visitors are allowed to bring in the following items, and only these items, to the visiting areas:
 - a. Small change purse, made of clear plastic.
 - b. Vehicle keys.
 - c. Feminine hygiene articles.
 - d. Small diaper bag, made of clear plastic.
 - e. Disposable diapers (one day's use).
 - f. One change of clothing for infants (limited to undershirt, shirt and pants).
 - g. Food items for infants (one day's use).
Milk or formula, (factory sealed).
Prepared baby food, (factory sealed).
Spoon.
Bib.
Washcloth or small pack of disposable wipes.
 - h. One small baby blanket.
 - i. One small collapsible stroller (umbrella type only). In the case of twins, two collapsible strollers or one stroller with two seats (umbrella type only) is allowed.

Note: Temporary storage space for visitors is limited. All other items including cell phones, pagers and any other communication devices should be secured in the visitor's car. No toys shall be brought in by visitors.

16. During Institution Counts, inmate traffic to and from the visiting room will be terminated thirty (30) minutes prior to the designated count time in preparation for the Institutional Count. Inmate traffic will resume when the count has been cleared.

TITLE 18, UNITED STATES CODE, CHAPTER 87, SECTION 1791, PROVIDES: "WHOEVER CONTRARY TO ANY RULE OR REGULATION PROMULGATED BY THE ATTORNEY GENERAL, INTRODUCES OR ATTEMPTS TO INTRODUCE INTO OR UPON THE GROUNDS OF ANY FEDERAL PENAL OR CORRECTIONAL INSTITUTION OR TAKES OR ATTEMPTS TO TAKE OR SEND THEREFROM ANYTHING WHATSOEVER, SHALL BE IMPRISONED FOR NOT MORE THAN 10 YEARS."

