



U. S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Complex
Oakdale, LA 71463

Number: FCC 5267.08A
Date: January 8, 2009
Subject: Visiting Regulations

Institution Supplement

1. PURPOSE AND SCOPE:

It is the policy of this institution to encourage visiting by family, friends and community groups, under controlled circumstances, in an effort to maintain the morale of the inmate and to develop closer relationships between the inmate and family members or others in the community in a relaxed and comfortable environment through a visiting program.

2. PROGRAM OBJECTIVES:

The purpose of this institution supplement is to establish the hours, procedures and guidelines for a visiting program at the Federal Correctional Complex, Oakdale, Louisiana.

3. DIRECTIVES AFFECTED:

a. Directives Rescinded:

FCC 5267.08, Visiting Regulations, dated January 8, 2007

b. Directives Referenced:

P.S. 5267.08, Visiting Regulations, dated May 11, 2006

P.S. 5510.12, Searching Detaining or Arresting Visitors to Bureau Grounds and Facilities, dated January 15, 2008

c. Standards Referenced:

American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4022, 4-4156, 4-4267, 4-4275, 4-4279, 4-4280, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4502, 4-4503, 4-4504, 4-4519

American Correctional Association 4th Edition Standards for Adult Local Detention Facilities: 4-ALDF-2A-61, 4-ALDF-5B-02, 4-ALDF-

DISTRIBUTION: FCC Executive Staff, Department Heads, AFGE Representatives, SCRO Correctional Services, Inmate Law Library

5B-03, 4-ALDF-5B-04, 4-ALDF-5L-22, 3-ALDF-6A-02, 4-ALDF-6A-04,
4-ALDF-6A-05

4. PROCEDURES:

a. Visiting Facilities/Staffing

A multipurpose Visiting Room is provided. The Visiting Room has restrooms which may be used by visitors. In addition, the Visiting Room provides individual attorney rooms.

Directions to and from the Federal Correctional Complex, Oakdale, Louisiana, along with visiting rules and information, will be provided to all authorized visitors. The inmate/detainee is responsible for mailing the Visiting Guidelines/Directions, **Attachment 1**, to each approved visitor to accomplish this notification. Copies will also be available at the front entrance areas.

Correctional Services is responsible for supervision of the Visiting Room during the established visiting hours. The Visiting Room will be arranged to be conducive to the purpose of this privilege; however, the security and orderly operation and management of the area will not be compromised. Visiting Room staff will assign seating and make frequent rounds to ensure contraband is not being passed between visitors and inmates.

The Visiting Room is to be solely used for visiting during established visiting hours without interference from other activities unless prior approval from the Warden is obtained. Visiting privileges are offered without posing any unnecessary or extended interference to other institutional activities. During adverse weather or institution lockdowns, visiting privileges may be temporarily suspended.

At the FCI, an area is designated for use by small children, providing educational activities for the children of visitors. The respective inmate will be responsible for the conduct and behavior of any visitor(s). Inmates are not allowed in this area.

Due to space limitations, there is no specific area designated for small children at the FDC or the Camp.

b. **Visitation Schedule:**

Sunday, Saturday, & Federal Holidays - 8:15 a.m. to 3:00 p.m.

NOTE: Processing for inmate/detainee visitors will terminate one hour prior to the scheduled ending time for visits. All times are Central Standard Time.

It is the responsibility of the inmate/detainee to remain easily accessible for visiting.

All special visits at times other than normal posted visiting hours must be approved by the Warden, or his/her designee, and with minimal time and administrative expense to staff. It is extremely important that advance notice be received when possible in order to ensure each visit can be adequately supervised and monitored with minimal time and administrative expense incurred.

Inmates/Detainees are permitted ten visits per month due to space limitations. The Visiting Computer Program documents the date of each visit and monitors the totals for each month. Visits cannot be carried over from month to month. Each 8:15am - 3:00pm visiting period is considered one visit. If another visitor arrives after the first visit, it is counted as an additional visit. Special visits for attorneys, consulate offices, or clergy are not counted against visiting totals.

c. **Visiting Lists:**

Normally within the first seven days but no later than A & O, inmates/detainees shall initiate a visiting list by providing the names, addresses, age, and relationship of those individuals requesting to be placed on the visiting list to their assigned Unit Counselor. Exceptions to the prior relationship rule must be approved by the Warden.

Ordinarily, each inmate's visiting list will consist of no more than ten friends and associates. Inmates will be responsible for filling out the appropriate sections of the Visitor Information Form BP-629(52) and returning it to the Unit Counselor for signature. The inmate will mail the completed attachments to each prospective visitor. The list will be compiled by the Unit Counselor after verifying each person is authorized to visit. NCIC checks are completed on potential visitors to determine prior arrest and conviction records. Should other information be needed from other official sources, the Request for Conviction Information Form BP-311(52) would be utilized. The

inmate will be responsible for obtaining the proper documentation from those who request visiting privileges.

An initial visiting list of immediate family members or a negative (No Visitors Requested) visiting list must be keyed into the Automated Visiting file. Any subsequent additions or deletions must be initiated by the inmate at any time through the Unit Counselor. Prior to the day family members or others are to visit, the inmate is to ensure, through the Unit Counselor, that the visit has been approved. The inmate must notify the family member or others if their Visiting Forms have been approved or denied. The Unit Team may approve or disapprove prospective visitors with the exception of immediate family. The Warden will make the final decision on all denial of immediate family members.

A hard copy of the inmate/detainee's visiting list will be maintained with the Unit Team and may be used if the computer visiting program goes down.

d. Authorized Visitors:

NOTE: Routinely, only five visitors, including adults and minor children, will be allowed to visit an inmate at a time. Extraordinary circumstances, i.e., minor children, seating available in the visiting room, etc., may permit more than five visitors. Allowance of more than five will be authorized only by the Operations Lieutenant.

(1) Under-Age Visitors:

Potential visitors who are 16 or 17 years of age and not accompanied by a parent or legal guardian, can visit only if they have the signature of a legal parent or guardian on the Visitors Information Form BP-629(52). Adult visitors are required to complete the information on the Notification to Visitors Form BP-224 regarding under-age visitors.

(2) Special Visits:

All special visits at times other than regular visiting hours must be approved by the Warden or his/her designee. Correctional Services staff will be responsible for the supervision of special visits, with the exception of clergy visits. Clergy visits will be supervised by Religious Services staff. Staff supervising the

special visit will be responsible for escorting the visitors to and from the Visiting Room. Upon conclusion of the visit, staff will search the inmate in accordance with established procedures. Consular visits are ordinarily arranged by the Executive Assistant, conducted in the Visiting Room or Chapel area, and supervised by visiting room or unit staff. This privilege will not be withheld even if the inmate/detainee has visiting privileges suspended as a result of disciplinary infractions. The Prisoner Visitation and Support (PVS) Program will be coordinated through the Religious Services Department, and conducted in the Visiting Room during regular visiting hours. PVS visitors are required to complete all entrance forms. They are ordinarily allowed to carry paper and writing implements into the Visiting Room.

(3) Attorney Visits:

Visits by retained and appointed attorneys shall be permitted upon presentation of proper identification. Law clerks and private investigators associated with an approved attorney will be permitted to visit with prior approval from the Legal Services Department or Unit Team. Correctional Services staff will supervise, escort, and conduct the required searches of the area and inmate. Attorney visits should be coordinated in advance; however, every effort will be made to accommodate legal visits if supervision can be provided and considering administrative costs. The Operations Lieutenant will be notified of any suspicious activity or unprofessional conduct displayed by attorneys or their support staff while inside the institution.

(4) Official Visitors:

All official visitors desiring to visit an inmate will present the appropriate identification. The following official visitors are authorized to visit inmates on official business during pre-arranged time schedules. All official visitors are required to sign in on the Official Visitors' Log in the Front Entry.

- a) U.S. Attorney
- b) Law Enforcement Officer

NOTE: Law Enforcement Interviews: Law enforcement visits will be coordinated through the S.I.S. Office. All visits by law enforcement

officials will be conducted in an area designated by S.I.S. staff. Visits for local S.I.S. investigations will be supervised by S.I.S. staff. All other law enforcement visits will be supervised by the respective unit staff.

Inmates/detainees shall be advised of their rights, when indicated, prior to the interview. Permission to conduct an interview with inmates, other than Federal law enforcement agencies, shall be obtained from the Warden. Inmates/Detainees may refuse to speak with law enforcement officials if they so choose.

(5) Dual/Social Visits:

Visitors who are authorized to visit more than one inmate/detainee may be permitted to do so upon written approval of the Unit Manager(s). This rule is reserved for those inmates/detainees who are related to each other.

(6) Visits to inmates/detainees not in regular population status:

(a) Hospital Patients

Visits to hospital patients will be subject to the approval of the Warden or Administrative Duty Officer with the concurrence of the Captain and Chief Medical Officer or Health Services Administrator, and restricted to immediate family on an approved visiting list.

(b) Inmates/Detainees Housed in Disciplinary Segregation/Administrative Detention (DS/AD)

Ordinarily, inmates/ detainees who are housed in DS/AD status will not lose all visiting privileges unless specified by the Discipline Hearing Officer. However, inmates/detainees may be denied a visit if, in the opinion of the Warden or his/her designee, it would jeopardize the security and the orderly running of the institution. Inmates/Detainees housed in DS/AD status receiving a visit will be assigned seating in an area designated by the Visiting Room #1 Officer. In the event a holdover is housed at this facility, they will be allowed to use the same visiting list provided by the parent institution.

Precautions must be considered for those inmates in protective custody (PC) status or who have separatees on the compound.

(c) SMU Inmates

Visiting will be at the discretion of the SMU Unit Team, in concurrence with the SIS Department. The inmate should submit an Inmate Request to Staff Member form, requesting a visit, to the Unit Counselor at least seven (7) days prior to the date of the visit. Visiting will take place from 9:00 a.m. to 2:30 p.m. on Saturdays, Sundays and holidays. Each visit will be limited to two (2) hours. The visit will be held in the Visiting Room via video conference or no contact visit room in the FCI Visiting Room. Inmates on visiting restriction will not be allowed to have visits.

(7) Business Visitors:

No inmate/detainee is permitted to actively engage in a business or profession during incarceration. An inmate/detainee who was engaged in a business prior to incarceration, is expected to assign power of attorney or authority for the operation of such a business or profession to another individual who is not incarcerated. When an inmate/detainee has turned over the operation of the business or profession to another person, there may be an occasion where a decision must be made which will substantially affect the assets or prospects of the business. When this occurs, a special visit may be granted with the Warden's approval.

(8) **Pets:**

Visitors will not be allowed to bring animals on institutional grounds, except for licensed or certified animals trained to assist persons with disabilities. The visitor must provide the Operations Lieutenant with written verification of certification.

(9) **Front Entry Procedures and Guidelines**

(a) **Request for Visit**

All inmate/detainee visitors will complete the Notification to Visitor Form BP-224(52). The visitor will complete this form in its entirety, to include checking each individual item listed in the section on possession of specific items, i.e., firearms, narcotics, explosives, etc., and also complete the inmate/detainee name, BOP register number, etc. The processing officer will match information on this form with the information on the approved visiting list. The information on the approved visiting list is confidential and not to be viewed by the visitor. If there is a discrepancy in the information provided, the Operations Lieutenant will be notified, who will make the final decision concerning approval of the visit. The Operations Lieutenant will ensure the IDO is notified and advised of all concerns regarding visiting issues.

(b) **Authorized Identification**

The authorized form of identification is a document with the visitor's photograph and signature. Visitors arriving at the institution without proper identification will not be permitted access into the institution. One of the following forms of identification is required for entry.

- 1) Law enforcement identification card, with a current photo, signature and agency seal.
 - 2) Valid state driver's license or state identification card with current photo.
- (c) Current passport, if not a United States citizen.
- (d) Form I-151 or I-551, Alien Registration Card.
- (e) Recognized service organization identification card, e.g. company I.D., military, DOD, State Bar Association Card, etc.

Identification which is questionable by appearance; e.g., forged, altered, or otherwise insufficient to provide the Front Entry Officer with positive and unquestionable identification, will be referred to the Operations Lieutenant for approval.

(10) **Visitor Dress Code**

All visitors will be dressed appropriately for a business setting. Required dress includes suitable shoes and clothing. If the front entry officer determines a visitor's attire is questionable, the Operations Lieutenant will be notified and will make the decision whether or not to allow the visitor to enter the institution. The following list will be considered inappropriate attire for visitors.

Sleeveless blouses, tank tops, halter tops
Shorts above mid thigh
Shower shoes, slippers, or house shoes
See-through clothing or low cut blouses revealing cleavage
Clothing exposing the mid-section
Tan or fatigue colored slacks or shirts
Dresses above mid thigh or with slits above mid thigh

Spandex, tight fitting, contoured type attire
Head coverings, hoods, hats, caps, scarves, wigs, unless medically documented or associated with religious events.
Excessively loose fitting, sagging, dragging apparel which may appear associated with any gang.

If the Operations Lieutenant determines the visitor is not dressed appropriately for the visiting room, the visitor will be denied entrance based on the inappropriate dress. The Operations Lieutenant will ensure the IDO is notified and advised of all concerns regarding visiting issues.

(11) **Final Processing to Entrance**

The visiting processing officer will ensure all appropriate forms are completed, and the visitor will record his or her name, inmate/detainee name, register number, number of children, time in, and time out upon exit, in the visitors log. All documentation pertaining to the visitor(s) will be maintained in the visiting files

- (a) **Searching Visitors:** Inmate visitors are subject to reasonable suspicion searches and random pat searches in accordance with Institution Supplement 5510.12, Searching Detaining or Arresting Visitors to Bureau Grounds and Facilities.
- (b) Visitors are **NOT PERMITTED** to bring any tobacco products, handbags, purses, shopping bags, food items (including gum), etc., into the visiting room. The only medication allowed into the visiting room will be the amount of medication needed by the visitor during the visit, and this must come from an authorized prescription bottle. The Health Services Department will be available if questions arise concerning the need for medication to enter the institution. If the processing officer is unsure about allowing certain items into the visiting area, he/she will contact the Operations Lieutenant for authorization to allow the item(s) into the visiting area.

NOTE: All medications will be maintained at the visiting room officer's station.

Only those items needed for an infant's stay will be authorized in the visiting room. This includes the following items:

- 1) 1 - Clear Diaper Bag not to exceed 12" x 12" x 4"
- 2) 2 - Disposable diapers
- 3) 1 - Container of baby wipes
- 4) 1 - 24 oz. of formula mix, pre-mixed in bottles
- 5) 1 - Jar of baby food, plastic, unopened
- 6) 1 - Plastic serving spoon

All items entering the visiting room will be thoroughly searched and visually inspected by the front entry officer prior to admission.

- (c) **Money:** Visitors may take a small clear coin purse and \$30.00 in coins into the visiting room for use in the vending machines. No currency will be allowed.

(d) **Black Light Procedure**

All visitors entering the institution, except Federal law enforcement officials, will be hand stamped with the authorized stamp of the day in ultra violet ink. Use of the various ink stamps will be rotated randomly. The same stamp will not be utilized two consecutive visiting days. The escorting officer will check each visitor's hand as they enter and exit through the front entry sallyport of the institution, as well as their entrance and exit from the visiting room itself. If a visitor's hand does not reveal the stamp of the day when checked under the black light, the front entry officer will not pass the visitor through the sallyport, and will contact the Operations Lieutenant immediately.

(e) **Walk Through Metal Detector**

All visitors entering the institution will be required to pass through the metal detector. Any visitor registering a positive reading from the walk through metal detector will be screened using the hand held metal detector. If this scan proves positive, the visitor will be given the opportunity to produce the metal object. Refusal to produce the object, or inability to produce the object that is creating the positive reading, may be cause for denial of the visit. The Front Lobby Officer should stop further processing into the institution and contact the Operations Lieutenant. The Operations Lieutenant will determine if the visitor will be required to submit to a pat search or deny the visit and order the individual to leave the institution. The Lieutenant will notify the IDO of any denial. The IDO will document all denial in memorandum form to the Warden the morning of the next regular work day.

(12) **Escort Procedure**

All visitors entering the visiting room will be escorted into the institution by staff. The visitor will sign and record the time of entrance and departure in the visitor's log book at the front entry. The Front Entrance Officer will check each visitor

entering and exiting for the stamp, using the black light located in the sallyport. Staff escorting visitors will remain alert at all times for signs of misconduct during the escort; i.e., throwing things over the fence, dropping items on the ground, etc. Visitors will be escorted from the front entry through the sallyport directly to the visiting room, and will not be permitted to stop at any time during the escort.

When departing the Visiting Room, **no more than ten visitors** will be escorted directly from the Visiting Room to the front entry sallyport. Once in the sallyport, the escorting officer will again check the ultra violet stamp under the black light. Only when the escorting officer and front entry officer are satisfied that the stamp is present and positive identification has been made, will the visitors be released from the sallyport to the front entry lobby.

e. Visiting Room Guidelines and Regulations

(1) **Inmate/Detainee Attire**

Inmates/detainees may only wear authorized institution issued clothing in the visiting room. No altered institution clothing will be permitted. Inmates/detainees may only wear approved religious headgear. Religious Services may be contacted for questionable headgear.

(2) **Inmate/Detainee Visual Searches**

(a) The visiting room officers will admit the inmate/detainee through the exterior door from the compound and bring them in to the visual (strip) search room. Visiting Room staff will complete a thorough pat search using proper search procedures, as outlined by Bureau policy. Visiting Room staff will complete the Inmate/Detainee Visiting Log, Attachment 2, and the Visiting Log, Attachment 3. At the FCI and the FDC, all inmates/detainees will undergo a thorough visual (strip) search upon completion of their visit and prior to returning to the compound. Camp inmates will have random visual (strip) searches conducted as they exit the visiting room. Inmates/detainees are permitted to bring the following items into the visiting room:

- 1) 1 - religious medal issued by the institution
- 2) 1 - wedding band, plain with no stones
- 3) 1- religious headgear approved by Religious Services

INMATES/DETAINEES ARE NOT PERMITTED TO HANDLE MONEY (COIN OR PAPER) WHILE IN THE VISITING ROOM.

Items from the vending machines will not be permitted to be removed from the visiting area by visitors.

(3) Restroom Procedures

Inmates/detainees are not permitted to use the visitor restrooms. SCP inmates will use the inmate restroom only. Inmates/detainees at the FDC or FCI needing to use the restroom must be escorted to and from the shakedown area adjacent to the visiting room by the visiting room officer. There is a restroom provided in the shakedown area for inmates/detainees. The officer will remain in the restroom with the inmate/detainee. Before returning to the visiting room, the inmate/detainee will undergo a thorough pat search. The visiting room will not be left unsupervised at any time. The visiting room officer may require assistance of another staff member when an inmate/detainee requires the use of the restroom.

(4) Behavior

Conduct which disrupts the orderly running of the Visiting Room and/or offends others, will be deemed inappropriate. The Operations Lieutenant will be notified immediately if the Visiting Room staff deem the behavior warrants termination of the visit. The Lieutenant will notify the IDO who will document the action in memorandum form to the Warden the morning of the next regular work day. Inmates/detainees who have a visit terminated due to misconduct and poor behavior will be subject to disciplinary action. Outside visitors may have their visiting privileges suspended.

Handshaking, embracing and kissing by visitors and inmates/detainees will be permitted within the bounds of good taste **only** at the beginning and end of the visit.

(5) **Supervision of Visits**

Visiting Room Officers will assign visitors/inmates to seating upon arrival in the Visiting Room. The staff will supervise and manage inmate/detainee visits by keeping visual contact with all visitors and inmates/detainees. The visiting room officers will ensure all visits are conducted in a quiet, orderly, and dignified manner. To ensure this, the Operations Lieutenant and the IDO will make periodic checks of the visiting room. The Visiting Room #1 Officer will be responsible for entering all pertinent information in the bound log book regarding activities or incidents occurring during their shift.

Outside visiting will not be permitted at the FCI or FDC. Outside visiting at the SCP will not be permitted if adequate security coverage is not available for the area.

- (a) **Vending Machines:** The vending machines are provided for visitor use only. Inmates/detainees are not authorized to purchase items from the vending machines. Inmates/detainees and minor children are not allowed in the vending machine area. Visitors will use the vending machines at their own risk. Therefore, if funds are lost, the institution nor the Bureau of Prisons will be responsible.

(6) **Photo Identification**

The visiting room officers will properly identify all inmate/detainees upon their entrance to and exit from the visiting room by the use of the inmate identification cards. A verification count will be conducted to ensure the correct number of inmates/detainees remain in the visiting room awaiting out processing.

At the FCI and FDC, all visitors will be escorted to the lobby in front of the Control Center and remain there until all inmates/detainees have been positively identified by the use of the inmate identification cards. Once the verification count is clear and all inmates/detainees identified, the escorting officer will proceed to escorting the visitors out of the institution. When requested, the front entry officer will contact a local taxi service for a departing visitor due to the absence of a payphone in the front lobby area.

(7) **Termination of Visits**

Should the visiting room reach its seating capacity or become crowded, the Visiting Room staff will inform the Operations Lieutenant as quickly as possible. The Operations Lieutenant and IDO will assess the crowded conditions and, if necessary, initiate the termination process. The following measures will be taken in sequential order:

- a) Visits will be terminated on a voluntary basis;
- b) Visits will be terminated based on the frequency of visitors received by the inmate/detainee;
- c) Visits from the local area, within a 100 mile radius, will be terminated;
- d) As a last resort, visits will be terminated on a first in, first out basis.

(8) **Close of Visiting**

Visitors will be identified out by the Front Entrance Officer in groups no larger than ten visitors at a time. Visiting Room Officers will thoroughly search the Visiting Room and adjacent areas prior to and immediately following visiting hours. Trash will be handled and disposed of as "**HOT TRASH**" by immediate removal and placement in the trash compactor.

5. INITIATING DEPARTMENT:

Correctional Services

6. EFFECTIVE DATE:

Supplement is effective upon issuance.

J. P. Young, Warden

VISITING GUIDELINES/DIRECTIONS

Visiting Days/Hours: Saturday ----- 8:15 a.m. - 3:00 p.m.
Sunday ----- 8:15 a.m. - 3:00 p.m.
Federal holidays -- 8:15 a.m. - 3:00 p.m.

Note: Processing for inmate/detainee visitors will terminate one hour prior to the scheduled ending time. All times are Central Standard Times.

1. Approved visitors will be notified by the inmate/detainee requesting their placement on his approved visiting list. Ordinarily, members of the inmate/detainee's immediate family (parents, brothers, sisters, wife and children) will be approved. An inmate/detainee may request other family members or friends to be approved. These persons will be notified by the requesting inmate/detainee, if approval is granted.
2. Visitors are required to present valid photo identification, such as a driver's license or other authorized form of photo identification.
3. Visiting groups are ordinarily limited to five persons at one time. When overcrowding conditions exist, visits may be terminated by the Operations Lieutenant.
4. **Minor Children (Under 18 Years of Age):** Children under the age of 16 may not visit an inmate/detainee unless accompanied by the parent or legal guardian on the approved visiting list. If the minor child is accompanied by an approved visitor other than the parent or legal guardian, the supervising adult must have written approval of a parent or legal guardian allowing the minor child to visit. Visitors who are 16 or 17 years of age may visit without adult supervision if they have the signature of a legal parent or guardian on the Visitor Information Form BP-629 (52).

Visitors are required to maintain control of children at all times. Failure to do so may result in termination of the visit.

5. Vending machines are available in the visiting area for visitor use only. Inmates/detainees are not permitted to purchase items from the vending machines. Inmates/detainees and minor children are not allowed in the vending machine area. Visitors will use the vending machines at their own risk. Therefore, if funds are lost, the institution nor the Bureau of Prisons will be responsible. Smoking is not permitted.
6. Limited handshaking, embracing, and kissing is permitted within the bounds of good taste **only** at the beginning and end of the visit.

7. Visitors are not permitted to bring handbags, purses, shopping bags, food items (including gum), etc., into the visiting room. All other items must be secured in their vehicle. **Note:** Only the amount of prescription medication needed by the visitor during the visit will be permitted. The medication will be held by the visiting room officer.

Only items needed for an infant's stay will be authorized in the visiting room, to include the following items:

- a. 1 - Clear Diaper Bag not to exceed 12" x 12" x 4"
 - b. 2 - Disposable diapers
 - c. 1 - Container of baby wipes
 - d. 1 - 24 oz. of formula mix, pre-mixed in bottles
 - e. 1 - Jar of baby food, unopened
 - f. 1 - Plastic serving spoon
8. The visiting room officer will ensure all visitors are dressed appropriately.
 - No sleeveless blouses, tank tops, halter tops
 - No shorts above mid thigh
 - No shower shoes, slippers, or house slippers
 - No see through clothing or low cut blouses revealing cleavage
 - No clothing exposing the mid-section
 - No tan colored khaki or fatigue colored slacks or shirts
 - No dresses above mid thigh or with slits above mid thigh
 - No spandex, tight fitting, contoured type attire.
 - No head coverings, hoods, hats, caps, scarves, wigs, unless medically documented or associated with religious events.
 - No excessively loosed fitting, sagging, dragging apparel which may appear associated with any gang.

The visiting room officer will notify the Operations Lieutenant regarding any visitor who is dressed inappropriately.
 9. Money may not be left for deposit in the inmate/detainee's commissary account. Only one small clear change purse is allowed in the visiting room. Visitors are encouraged to bring sufficient change, ordinarily no more than \$30.00, for use in the vending machines.
 10. Once a visitor leaves the visiting room for any reason, the visit is terminated for that day. When visiting is over, visitors should depart from the grounds immediately.

11. The Federal Correctional Complex is composed of the Federal Correctional Institution (FCI), Federal Detention Center (FDC), and Satellite Prison Camp (SCP). The Complex is located on the north side of Oakdale, Louisiana, approximately one mile east of Highway 165 on Whatley Road. From Alexandria, Louisiana, take Highway 165 South, turning left on Whatley Road, just inside the city limits. From Lake Charles, take Highway 165 North, turning right on Whatley Road.

The FCI is the first institution to the left upon entering the property from Whatley Road. The SCP is located beyond the FCI and before reaching the FDC to the left of the roadway. The FDC is the last institution to the left, at the end of the roadway. Telephone numbers are as follows:

FCI - (318) 335-4070;
FDC and the Camp - (318) 335-4466

Parking lots are designated for visitors. Visitors shall park in the designated lot and lock their vehicle. Individuals are not allowed to loiter or remain in parked vehicles on the Complex property.

The front entry officers will maintain information concerning transportation and directions.

12. It is a federal crime to bring upon the grounds any firearm, destructive device, ammunition, other objects designed to be used as a weapon, narcotic drug, controlled substance, alcoholic beverage, currency, or any other object that threatens the order, discipline, or security of a prison, or the life, health, or safety of an individual without the knowledge and consent of the warden. Title 18 U.S.C. 1791 and 3571 provides a penalty of imprisonment for not more than 20 years, a fine of not more than \$250,000 or both, to a person who provides, or attempts to provide, any prohibited object to an inmate. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages.
13. Violation of these instructions may result in the denial of future visits.

