



**U.S. Department of Justice  
Federal Bureau of Prisons**

*Federal Correctional Complex  
Petersburg, VA 23804*

# Complex Supplement

OPI: Correctional Services  
NUMBER: PEX-5267.08a  
DATE: June 14, 2010  
SUBJECT: Visiting Regulations

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1. **PURPOSE AND SCOPE:** The Bureau of Prisons encourages visiting by family, friends and community groups to maintain the morale of our inmates, and to develop closer relationships between the inmate, family members and others in the community. Due to practical considerations and the different characteristics of the institutions, certain limitation and controls must be established in developing and administering regulations. The extent of these limitations will vary with each institution, and are recognized as reasons upon which visiting restrictions may be based. Those limitations will be specified as they relate to each institution within the Federal Correctional Complex here in Petersburg, Virginia.
  
2. **DIRECTIVES AFFECTED:**
  - A. **Directives Rescinded:**

Complex Supplement PEX-5267.08a, Visiting Regulations, dated February 5, 2009.
  
  - B. **Directives Referenced:**

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

P.S. 5510.12 Searching and Detaining, or Arresting Persons Other Than Inmates, January 5, 2008.

P.S. 1315.07 Legal Activities, Inmate, November 5, 1999.

3. **STANDARDS REFERENCED:**

American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499, 4-4500, 4-4501, 4-4503, 4-4504.

4. **PROCEDURES:**

A. **TRANSPORTATION/DIRECTIONS TO FCC PETERSBURG FACILITIES:**

The town of Petersburg is approximately 25 miles south of Richmond, Virginia. To reach the Federal Correctional Complex, take Temple Avenue (Exit 54) off interstate 95 in Colonial Heights. Turn right onto Temple Avenue (Route 144 East) for 3 ½ miles. Turn left onto River Road (Route 725) for 3 ½ miles. River Road leads to the main entrance of the Low and Camp facility. To reach the Medium facility, continue on River Road pass the Low and Camp facility approximately 0.06 miles and turn left onto Magnolia Road.

Addresses:           FCC Petersburg (LOW) (CAMP)  
                          1100 River Road  
                          Hopewell, Virginia 23860  
                          (804)733-7881

                          FCC Petersburg (MED)  
                          1060 River Road  
                          Hopewell, Virginia 23860  
                          (804) 504-7200

B. **VISITING FACILITIES:** The Low Visiting Room is located on the first floor in the Administration Building of the Low facility. The Camp Visiting Room is located across the street from the Administration Building of the Low facility. The Medium Visiting Room is located on the Compound directly adjacent to the Control Center. The use of non-contact visitation is not utilized at FCC Petersburg at this time due to area not available.

C. **ENTRANCE PROCEDURES:**

1. **CAMP/LOW FACILITY ONLY:** All visitors will be required to park and secure their vehicles in the parking spaces provided on the southwest section of the institution adjacent to the main entrance. This area is marked, "Inmate Visitor's Parking Area."

Visitors will be required to stop and report to the bus shelter for instructions from the Front Lobby Officer. Visitors will reach the Front Lobby Officer by picking up the telephone located in the bus shelter. This includes visitors who require handicap parking in front of the Administration Building. A handicap decal must be clearly displayed in order to use handicap parking. Visitors are not authorized to park in front of the Camp facility.

Individuals who are not visiting **will not** be permitted to remain in their vehicles or in the parking areas except to pick up or discharge passengers. The Front Lobby Officer will have all visitors complete a Notification to Visitors, form BP-A224.022, which affirms that no contraband is in their possession.

All first time visitors to the Camp/Low facilities are required to report to the Administration Building to be photographed for inclusion on the computer Visiting Program.

The Front Lobby Officer will instruct visitors for the Camp to proceed to the Camp Visiting Room. If a photograph is needed, the Camp Visiting Room Officer will verify that the visitor is on the requested inmate's approved visiting list. Once verified, the Officer will instruct the visitor to report to the Administration Building to have a photograph taken. Upon completion of this process, the visitor is now authorized to proceed to the Camp visiting room for a visit.

2. **MEDIUM FACILITY ONLY**: Designated parking spaces for visitors are located to the left of the Administration Building. Visitors will report to the Front Lobby Officer for instructions. Handicap parking is available. A handicap decal must be clearly displayed in order to use handicap parking.

**D. VISITING SCHEDULE:**

**1. MEDIUM/LOW FACILITY:**

**a. GENERAL POPULATION INMATE VISITING SCHEDULE:**

On Monday, Thursday and Friday, visiting will begin at 5:00pm and end at 9:00pm. Processing of visitors will end at 8:00pm. Visiting hours on Sunday, Saturday and federal holidays are from 8:00am to 3:00pm. Processing of visitors will end at 2:00pm.

**b. SPECIAL HOUSING UNIT INMATE VISITING SCHEDULE:**

On Monday, Thursday and Friday, visiting will begin at 5:00pm and end at 7:00pm. Processing will end at 6:00pm. Visiting hours on Sunday, Saturday and federal holidays are from 8:00am to 2:00pm. Processing of visitors will end at 1:00pm.

The Special Housing Unit visitation time frames differ from general population times, in order to enable staff to transport and process the SHU inmates due to greater safety and security concerns.

c. At no time will a visit commence 60 minutes prior to the conclusion of visiting hours.

**2. CAMP FACILITY:**

**a. CAMP INMATE VISITING SCHEDULE:**

Visiting hours are from 5:00pm to 9:00pm on Friday. Processing of visitors will end at 8:00pm. Visiting hours on Saturday, Sunday and federal holidays are from 8:00am to 3:00pm. Processing of visitors will end at 2:00pm. At no time will a visit commence 60 minutes prior to the conclusion of visiting hours.

**ALL VISITING ROOMS ARE NON-SMOKING AREAS. ADDITIONALLY, VISITORS ARE NOT AUTHORIZED TO DEPART THE VISITING ROOMS TO SMOKE, THEN RE-ENTER THE VISITING ROOM AND CONTINUE THEIR VISIT. ALL VISITS ARE TERMINATED ONCE THE INMATE OR VISITOR(S) DEPART THE VISITING ROOM FOR ANY REASON.**

**E. METHOD BY WHICH STAFF WILL MAKE WRITTEN GUIDELINES AVAILABLE TO VISITORS:**

The general public may retrieve the Visiting Regulations for FCC Petersburg and the Notification to Visitor Form (BP-224) via the internet at [www.bop.gov](http://www.bop.gov) website. Unit Team staff will make available, to the inmate population, the Federal Correctional Complex - Petersburg, Virginia, Visiting Regulations Form (Attachment F) for inmates to mail to prospective visitors. The Front Lobby Officer will have the Notification to Visitor Form (BP-224) and Visiting Regulations Form (Attachment F) available for visitors as they arrive to the institution. Staff shall have each visitor complete and sign the Notification to Visitor Form (BP-224) acknowledging receipt of the guidelines and declaring that the visitor does not have any articles in his/her possession which the visitor knows to be a threat to the security of the institution. Staff may deny the visiting privilege to a visitor who refuses to make such a declaration.

**F. PROCEDURES FOR MAINTAINING A RECORD OF VISITORS FOR EACH INMATE:**

A bound ledger is maintained in the Front Lobby area. Upon entrance and departure from the institution, each visitor will list the date, provide the name and number of the inmate to whom they are visiting, the time in (enter), the time out (depart), and print and sign their name. The Notification to Visitor Form (BP-224) will be completed and signed by each visitor. This form will be forwarded and maintained in the Captain's Office for a period not to exceed one year.

**G. IDENTIFICATION REQUIREMENTS FOR VISITORS:**

Visitors must have proof of their identity prior to visiting. Staff shall verify the identity of each adult visitor (age 16 years and older) through a current state or government issued photo identification prior to admission of the visitor to the visiting room. Expired photo identification is not valid. **All** visitors must clear the walkthrough metal detector and/or hand held metal detector prior to admission to the visiting room. Shoes and other authorized items may be scanned through a x-ray machine.

All visitors who are age 16/17 years old, and are not accompanied by an approved adult visitor, must have the written consent/approval of a parent or legal guardian prior to visiting. The Parental Visiting Consent Form (Attachment L) must be sent to the inmate's unit team for verification of the parent's consent. The unit team will contact the parent to verify visiting approval. Once verified, the 16/17 year old will be added to the visiting list and is authorized to visit without an adult visitor.

**H. RANDOM PAT SEARCHES OF INMATE VISITORS:**

Random selection of visitors for searching must be impartial and non-discriminatory. The concept of "random selection" includes either searching all visitors entering at a given time, or searching visitors according to a predetermined selection method, detailed below. Staff may not randomly select visitors for searching by any other method, or search visitors out of the predetermined random selection order without reasonable suspicion and shift supervisor approval, as detailed below. A random selection method must be established and documented each day, before searching visitors entering the complex. Different random selection methods may be implemented for different types of visitors, i.e., inmate visitors, official visitors, contractors, or volunteers. The shift supervisor ensures appropriate random selection methods are implemented each day.

The random selection method on a given day may be different after considering all relevant factors, including:

- Type of search(es) being performed (e.g., electronic or pat searches of visitors, or searches of belongings or vehicles).
- Day and time searches occur (holidays, staffing levels, etc.).
- Number of visitors to be searched (e.g., small number of individuals or large group(s)).
- Purpose for which visitors are entering the complex grounds (e.g., inmate visitors, official visitors, contractors, volunteers).

Except when the random selection method implemented is "all visitors," the recommended predetermined selection methods include the following, utilizing numbers between one and ten:

- "Every third visitor."
- "Search four, skip two."
- "Search two, skip four, search three, skip four."

Staff may not search visitors out of the predetermined random selection order unless reasonable suspicion indicates the visitor's possible involvement with prohibited activities or objects. The shift supervisor's approval is required to search visitors out of random order. Staff must document all such searches (i.e., visitor name, date, information forming basis of reasonable suspicion, search results, staff performing searches).

No inmates or inmate visitors will be allowed to remain in the area, or allowed to view screening procedures, when electronic searches of staff are being conducted.

All visitors, official and non-official, will empty their pockets and remove all metal items and place them in a bin to be sent through the x-ray machine. Staff will then run the items through the x-ray machine. After viewing these items staff will have the individual walk through the metal detector. If there are two staff present and working the screening site. One staff member can view the items being x-rayed and the other staff member can stand

in a area were they can see and direct individuals through the walk through metal detector.

If the individual clears the metal detector they can then pick up their items from the x-ray machine. If the individual cannot clear the metal detector they must try to correct the problem, then try to walk through the metal detector again. If their shoes/boots cannot clear the metal detector, then their shoes/boots must be removed and sent through the x-ray machine.

If an individual is still unable to clear the metal detector an Adam's type hand held metal detector will be used to isolate and identify the alerting area. The metal detector should be held approximately two (2) inches away from the individual's body. It should be slowly waved in a back and forth motion across the individual's body. Once the alerting area is isolated or identified the individual must correct the problem and clear the walk through metal detector.

When the alerting area is isolated or identified and cannot be resolved, you should immediately summon for a supervisor for consultation. The supervisor will determine the next appropriate step, including whether reasonable suspicion exists to conduct a limited pat search or visual search. If they still cannot clear and they cannot correct the problem, a limited pat search of the area will be authorized and conducted by a supervisor. This limited pat search will be conducted in the restroom located in the Front Lobby. If the problem area cannot be identified through a limited pat search, a visual search of the area will be conducted. All visual searches must be authorized by the Warden. Ordinarily visual searches will be done by the same sex as the staff member. Any visual searches will be conducted in the restroom located in the Front Lobby.

If the individual cannot clear the metal detector or decline to submit to a limited pat search or visual search, they will be denied access to the institution.

Documenting of searches will be done for all limited pat searches and visual searches. Documentation will be entered in a bound ledger and will include the following:

- (a) Date, time, and place the search is conducted.
- (b) Persons involved (person being searched, staff conducting search, witnesses, if any).
- (c) Circumstances justifying the search.

- (d) Search results.
- (e) Action taken, if any.

Visitors who have medical conditions that will not allow them to clear or pass through electronic screening devices will need to present medical documentation (e.g., medical certificate, a physician issued medical ID card, etc.) indicating their medical condition and the extent of the restriction(s) regarding their ability to clear electronic screening. This documentation must be provided to staff at each visit. The medical pass does not exempt the visitor and their property from clearing the electronic screening but will be tailored to the visitor's specific medical issues. Visitors who utilize a wheelchair, will be provided an institution wheelchair prior to entering the visiting room. Authorized medications (asthma/inhaler pumps, insulin pumps, nitroglycerin and oxygen tanks) may be allowed in the visiting room and will be maintained at the Officer's station for the visitor's use as needed.

**AT NO TIME WILL A VISITOR BRING IN MEDICATION FOR AN INMATE'S USE.**

All medications must be prescribed in the original form/container and properly labeled with the visitor's first and last name.

**I. LIMITATIONS SPECIFIC TO THE INSTITUTION (E.G., VISITING SPACE, FREQUENCY OF VISITS, NUMBER OF VISITORS):**

Due to the differences in occupancy levels in the Low, Camp and Medium visiting room facilities, the following procedures will be followed: \_\_\_\_\_

**1. PROCEDURE TO ENSURE THE MAXIMUM CAPACITY OF THE VISITING ROOM IS NOT EXCEEDED:** \_\_\_\_\_

When the visiting room exceeds the posted safe occupancy level determined by the Safety Officer of (85) for the Camp facility, (188) for the Low facility and (320) for the Medium facility, termination of visits will be considered. The Operations Lieutenant and/or the Complex Duty Officer, will refer to the visiting records of the inmates present in the visiting room and begin to terminate visits.

Consideration will be given to factors such as whether the visitor lives in the local area, frequency of visits, and the distance traveled by the visitor.

If it becomes necessary to terminate a visit due to improper conduct on the part of an inmate and/or visitor(s), the Visiting Room Officer will contact the Operations Lieutenant and/or the Complex Duty Officer. The Operations Lieutenant and the Complex Duty Officer have the authority to terminate any visit for reasons of improper conduct on the part of the inmate or his visitor(s).

Memorandum regarding Termination of Visitation (Attachment H) form will be completed for all visits terminated by the Operations Lieutenant and/or the Complex Duty Officer.\_

## 2. FREQUENCY OF VISITS:

Each inmate is allotted ten (10) visiting points per month. One (1) point will be assessed for each visit during the weekdays for the **Complex**. Three (3) points for the **Medium** and two (2) points for the **Low and Camp** will be assessed for each visit on the weekends and federal holidays determined by the Warden, not to exceed six (6) points for weekends and holidays. Any part of a visiting day shall count as a whole day/point.

One (1) visiting point will be rewarded for those visitors who voluntarily terminate their visit due to crowding conditions in the visiting room. The point shall be used during the month rewarded and will be cancelled at the end of the month. All unused points are cancelled at the end of the month.

Under unusual circumstances, additional visiting points may be recommended by the inmate's Unit Manager for visitors who travel long distances and visit infrequently, or to meet special needs. In such cases, the Unit Manager, prior to the visit, must notify the Visiting Room Officer by memorandum of the number of additional points to be granted to the inmate. Additionally, this procedure requires the approval of the Associate Warden over Correctional Services.

If an inmate has departed the visiting room and is called for another visit (not to include any visitor who has already visited on that day), he must adhere to the rules of the point system. Therefore, an additional one (1) point will be assessed for a weekday visit and three (3) points will be assessed for a weekend or holiday visit. If this situation occurs on a weekend or holiday, the inmate must not have already exceeded his allotted (6) points for weekend and holiday visits.

3. NUMBER OF VISITORS:

a. MEDIUM FACILITY ONLY:

Odd/Even weekend visitations will be implemented on a monthly rotating cycle based on the last number of the first five digits of the inmate identification number. The weekend visiting days will reverse each month. All Federal holidays will be open to odd and even numbers for visits.

Inmates will be allowed a maximum of six (6) visitors (including children over 2 years of age) to visit at one time. Children under 2 years of age, who are small enough to be held or able to sit on a persons lap, will not be counted against the six allotted visitor rule.

b. LOW/CAMP FACILITY ONLY:

Inmates will be allowed a maximum of four (4) visitors (including children over 2 years of age) to visit at one time. Children under 2 years of age, who are small enough to be held or able to sit on a person's lap, will not be counted against the four allotted visitor rule.

J. VISITING LIST PREPARATION, NUMBER OF VISITORS ON VISITING LIST, PROCEDURE ADDRESSING FREQUENCY OF CHANGES TO THE INMATE(S) VISITING LIST:

1. VISITING LIST PREPARATION:

Visiting lists will normally be compiled after an inmate is assigned to a unit. An inmate desiring to have regular visitors must submit a list of proposed visitors to his Unit Counselor. The inmate is responsible for completing an Immediate Family Visitation List (Attachment B), which will include the inmate's immediate family members: mother, father, foster parents, brothers, sisters, step-parents, spouse, and children, then providing it to the Unit Counselor for review. Friends and associates can be added to an inmate's approved visiting list, but they must complete and return the Request for Visitation Form - BP-A629.052 (Attachment C) to the inmate's Unit Counselor. **This form is not valid if received by the inmate.** After the forms have been processed, the inmate will verify with his Unit Team that a potential visitor has been approved.

Inmates who request to have a visitor added to their approved visiting list may do so provided the requested visitor is not already on another inmate's approved list. All exceptions must be approved by the Warden.

A person is not approved for visitation until the unit team has completed processing the forms and has entered the inmate's visitors onto the inmate's approved visiting list. The inmate must verify with his unit team that a potential visitor has been approved.

People arriving for visitation that are not on the inmates approved visiting list **will not be allowed to visit.**

**2. NUMBER OF VISITORS ON VISITING LIST:**

There is no limit to the number of immediate family members that can be on an inmate's approved visiting list. A maximum of ten (10) other relatives, friends or associates may be placed on the inmate's approved visiting list if the inmate wishes and if there is no reason to exclude them.

Those Petersburg inmates already having more than 10) authorized visitors, we will "grandfather" in this policy change. For these visitors, the use of the Visitor Information/Authorization to Release Information Form, BP-S629, is mandatory. These persons will not be allowed to visit until the form is returned for review and approval by the inmate's unit team. Once the proposed visitor is approved and placed on the inmate's approved visiting list, the inmate will be notified by his unit team. The inmate will be given a copy of his approved visiting list and the visiting regulations sheet (Attachment F) to send to each of his approved visitors.

An inmate who transfers from another federal facility may continue to use his previously approved visiting list providing it conforms to FCC Petersburg's policies and appropriate documentation is present for all approved visitors.

**3. PROCEDURES ADDRESSING FREQUENCY OF CHANGES TO THE INMATE(S) VISITING LIST:**

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

**K. PRE-TRIAL HOLDOVER VISITING PROCEDURES (TIME FRAMES FOR APPROVAL; WHO IS PERMITTED TO VISIT, ETC):**

Inmates who are Pre-Trial and Holdover status are limited to visits from their immediate family which can be verified in the Pre-Sentence Investigation (PSI) Report. These persons include mother, father, step parents, foster parents, brothers, sisters, spouses, and children.

Inmates in Pre-Trial and Holdover status may only have immediate family members on their approved visiting lists. Inmates requesting that no visitors be added to their visiting list will sign an Immediate Family Visitation List indicating "No Visitors Requested." This does not prevent the inmate from having approved visitors at a later date.

Inmates who request to have a visitor added to their approved visiting list may do so provided the requested visitor is not already on another inmate's approved list. All exceptions must be approved by the Warden.

A person is not approved for visitation until the unit team has completed processing the forms, usually five working days, and has entered the inmate's visitors on the inmate's approved visiting list. The inmate must verify with the unit team that a potential visitor has been approved.

People arriving for visitation that are not on the inmates approved visiting list **will not be allowed to visit.**

Visits for immediate family members only may be recommended for approval to the Associate Warden over Correctional Services and by the Unit Team in rare cases where there are extenuating circumstances. When unit team staff are not available, the Operations Lieutenant and/or the Complex Duty Officer will be contacted to render the final decision. When this occurs, it will be the responsibility of the Operations Lieutenant and/or the Complex Duty Officer to notify the inmate of the final decision.

**L. DEFINING VISITORS:**

- (1) **IMMEDIATE FAMILY MEMBERS:** The inmate is responsible for completing an Immediate Family Visitation List (Attachment B), which will include the inmate's immediate family members: mother, father, foster parents, brothers, sisters, step-parents, spouse, and children. The inmate's Unit Counselor will review the form, and will put only those visitors approved to visit on the inmate's visiting list. **Immediate family members will normally be placed on the**

**inmate's approved visiting list upon the inmate's request only.**

Only immediate family members as established in the above section, are authorized to visit with more than one inmate at the same time. All visitors and inmates **must** be within the same immediate family.

Many inmates may have immediate family living outside of the United States. If the immediate family member(s) are listed in the PSI, they will be processed for visiting consideration in the same manner as immediate family living in the United States. If they are not listed in the PSI, visiting forms will be forwarded for completion with a special request that a photo copy of their passport be returned with the questionnaires. If approved after vouching, they must present their passport for identification upon arrival for visiting.

Friends, associates and non-immediate family living outside of the United States will be required to complete visiting forms and provide a photo copy of their passport. The review and approval for placement on the visiting list will follow the procedures outlined in section 2 listed below.

Children or stepchildren age 15 years and under need not be on the inmate's approved visiting list as they must be accompanied by an approved visiting adult. However, at the age of 16 years and older, **all** approved visitors must be placed on the inmate's visiting list in order to visit. An inmate must have had an established relationship with an individual prior to arrest in order to receive a visit.

- (2) **OTHER RELATIVES**: These persons include grandparents, uncles, aunts, in-laws, and cousins. They may be placed on the approved list if the inmate wishes to have visits from them regularly and if there exists no reason to exclude them.
- (3) **FRIENDS AND ASSOCIATES**: Before friends and associates are added to an inmate's approved visiting list, they must complete and return the Request for Visitation Form - BP-A629.052 (Attachment C) to the inmate's Unit Team. **This form is not valid if received by the inmate.**

After the forms have been processed, the inmate will verify with his Unit Team that a potential visitor has been approved. Only then will the visitor be

allowed to visit. Friends and associates not having an established relationship prior to confinement will not be approved to visit. The final approval authority is the Warden or designee.

- (4) **EX-INMATES OF THIS INSTITUTION OR RELATIVES OF EX-INMATES OR OTHER INMATES:** Rarely will individuals in these categories be permitted to visit. Such visits will require prior approval of the Warden.
- (5) **PERSONS WITH CRIMINAL RECORDS:** The existence of a criminal record does not in itself constitute a barrier to prospective visits.

Consideration will be given to the nature and extent of the criminal record and history of recent criminal activities, as weighed against the value of the relationship. Each case, however, must have the specific approval of the Warden.\_\_\_\_

- (6) **ATTORNEY VISITS:** Attorney visits will be conducted in accordance with the Program Statement 1315.07, Legal Activities, Inmate.
- (a) Attorney visits during non-visiting hours are to be coordinated with the appropriate Unit Team staff at least 24 hours in advance of the visit, unless emergency circumstances exist.
- (b) Legal visits for FCC Petersburg are to be scheduled during the following time periods:
- Monday through Friday 8:00 a.m. - 3:00 p.m.
- Note: Legal visits may also take place during normal social visiting hours.
- While every attempt will be made to schedule legal visits during these time frames, special arrangements will be made if an attorney demonstrates just cause, and the availability of supervision permits.
- (c) Attorneys will be required to provide proper identification to the Front Lobby Officer. All attorneys will present an "Admittance to the Bar" card or other documentation verifying the attorney is licensed to practice, and a valid driver's license (with photograph) before they are permitted to enter the institution.
- (d) When entering or exiting the institution in an official capacity, attorneys shall be required

to sign the Official Visitors Log located in the Front Lobby. Attorneys must also complete and sign a Visiting Attorney Statement - BP-S241.013, (Attachment D). A paralegal or legal assistant, acting on behalf of an attorney, will be admitted provided a completed Paralegal or Legal Assistant Confirmation Form - BP-S242.013 (Attachment E) has been received and reviewed by the appropriate Unit Manager.

- (e) An attorney who wishes to visit as a social visitor must be on an inmate's approved visiting list. During this time, the attorney is considered a social visitor, and the standard entrance procedures are to be followed. When an inmate's attorney visits as a social visitor, he/she does not have to sign the Official Visitors Log, nor do they have to complete and sign a Visiting Attorney form. The attorney will be processed in as a social visitor and the inmate will be assessed points for a social visit. **Inmates are not authorized to receive any documents from their attorney during a social visit.**

**M. APPROVED DRESS CODE VISITORS:**

All visitors for inmates are expected to use good judgement and taste in their attire. The following guidelines will be used to determine proper attire for visitors age 16 years and older. Those visitors age 15 and under, may wear suitable casual/play clothing (good judgement and taste should be exercised). The Operations Lieutenant and/or the Complex Duty Officer is responsible for determining suitable attire.

- \_\_\_\_\_ (1) Adult visitors (male and female) 16 years and older may wear walking short or culottes no more than 3 inches above the knee.
- (2) No khaki/tan colored clothing. No green colored clothing for Camp visitors.
- (3) No see through clothing.
- (4) No military clothing.
- (5) No tank tops, spaghetti straps, halters, camisoles or other clothing that expose the midriff area.
- (6) No attire that exposes cleavage.
- (7) Footwear is required. Sandals are acceptable.

- (8) Male visitors must wear shirts with sleeves.
- (9) Skirts must be within 3 inches of the knee. No splits up high.
- (10) No spandex type clothing or other tight fitting apparel.
- (11) No sleeveless shirt tops/garments.
- (12) Proper Undergarments must be worn by all visitors.

**INMATES SHOULD INFORM PROSPECTIVE VISITORS THAT THEIR DRESS SHOULD BE WITHIN THE BOUNDS OF GOOD TASTE AND SHOULD NOT PRESENT POSSIBLE DISRESPECT TO OTHERS WHO MAY BE PRESENT IN THE VISITING ROOM. \_\_\_\_\_**

**N. APPROVED DRESS CODES FOR INMATES:**

Inmates are required to wear institution issued clothing (pants, shirts, belt, underwear, and black safety shoes and/or tennis shoes) during visitation. Khaki uniforms will be worn by inmates and the uniform shirt will be tucked into the pants. Only the top two buttons from the top of the shirt may be open. No other clothing is permitted.

Institution clothing must be neat and clean in appearance. Visits will not be permitted for those inmates who are not properly groomed. All inmates must present their commissary cards prior to being allowed to enter the Visiting Room.

Authorized religious headgear may be worn in the visiting room. All religious headgear will be inspected prior to and following a visit. Any questions regarding the propriety of religious headgear in the visiting room will be directed to the Chaplain, Operations Lieutenant and/or Complex Duty Officer.

**O. ITEMS AUTHORIZED IN VISITING ROOM:**

A maximum of \$40.00 dollars is allowed per adult in the visiting room.

The only items authorized, outside personal clothing, allowed to enter the Visiting Room:

- (1) A transparent change purse (no larger than 5" x 8" x 4", containing only money and identification)
- (2) Three baby diapers

- (3) Two containers of processed baby food (commercially sealed).
- (4) Three baby bottles (with milk, formula or juice)
- (5) One baby blanket (crib size)
- (6) One small (paper or plastic) diaper bag for baby items and/or female sanitary napkins will be allowed.

**P. PROCEDURES FOR STORING ITEMS NOT AUTHORIZED IN THE VISITING ROOM:**

Unauthorized items will be returned to the visitor's vehicle. At no times will the personal belongings or items of institution visitors be held at the Front Entrance Officer's desk or Visiting Room Desk. In the event that a visitor is dropped off, or arrives to the institution via taxi, then a locker key will be drawn from the Control Center, and their unauthorized item(s) i.e., cellphone, keys, handbags etc., will be placed in the locker accordingly.

**NOTE: AT NO TIME WILL A VISITOR BRING ITEMS INTO THE INSTITUTION TO GIVE AN INMATE**

**Q. VISITING ROOM PROCEDURES:**

- (1) Supervision of Visits: It is the responsibility of the inmate to ensure that all visits are conducted in a quiet, orderly and dignified manner.

Visits that are not conducted in the appropriate manner may be terminated by the Visiting Room Officer with prior approval of the Operations Lieutenant and/or Complex Duty Officer.

Visitors who exhibit signs of recent use of alcohol (i.e., odor, confusion, loss of balance), or otherwise display inappropriate behavior, shall not be permitted to visit. The use of a breathalyser to test a visitor requires the approval of the Warden, Acting Warden, or the Administrative Duty Officer.

- (2) Temporary Suspension of Visiting Privileges: The following procedures should be followed when notifying an inmate, and his visitor, that their visit has been terminated due to misconduct in the Visiting Room:

- a. Visiting Room staff will notify the Operations Lieutenant and/or Complex Duty Officer who will immediately verbally notify the inmate that his visiting privileges with the visitor(s) have

been temporarily suspended pending final disposition of administrative action taken against him.

- b. The Unit Team should prepare a letter (Attachment H) for the Associate Warden over Correctional Services signature, to the visitor, notifying the visitor that visiting privileges have been temporarily suspended.
  - c. The Unit Team should prepare a memorandum (Attachment I) to the inmate for the Associate Warden over Correctional Services signature, which notifies him that his visiting privileges with the visitor(S) have been temporarily suspended.
  - d. The Unit Team will prepare a memorandum (Attachment J) to the Warden, to include the date, the time the visit began, the time efforts to terminate the visit began, the time the visit was terminated, the visitor and inmate involved, and the reason the visit was terminated.
- (3) Reinstatement of Visiting Privileges: Only the Warden can reinstate an individual to an inmate's visiting list.

The Unit Manager will prepare a memorandum through the Associate Warden over Correctional Services to the Warden listing the specific reasons for reinstating the individual to the approved visiting list.

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**Under no circumstances will special visits be permitted to individuals who have been removed from the approved visiting list without a thorough investigation and approval by the Warden.**

**Interview of Inmates by Federal and State Law Enforcement Agencies**: Requests for interviews with inmates by recognized law enforcement agencies must be approved by the Special Investigative Agent (SIA). SIS staff will escort the law enforcement officials and supervise the interview in an area other than the Visiting Room if regular visiting is in progress or for security reasons.

**R. SPECIAL RULES FOR CHILDREN: (CHILDREN AREAS MEDIUM FACILITY)**

There is one room designated as a children's play area. This room is located directly behind the officer's station in the visiting room. Inmates are not allowed in this room, however inmates and their visitors are responsible for the conduct of their children. Children can either sit and play quietly in the children's room, or they can sit with the visitors in the immediate area of the visit. Children will not be allowed to disrupt other visits. In the event an inmate and/or his visitors cannot control the behavior of their children, and a disruption is being caused due to their behavior, the Visiting Room OIC may terminate the visit after notification is made to the Operations Lieutenant and/or the Complex Duty Officer. Normally, a warning will be given to the inmate concerning the misconduct of the children, and a notice that any further misconduct will result in the termination of the visit will occur before the visit is terminated.

**S. MISCELLANEOUS VISITING ROOM REGULATIONS:**

- (1) Inmates are required to wear institution issued clothing (pants, shirts, belt, and black safety shoes and/or tennis shoes) during visitation. Khaki uniforms will be worn by inmates and the uniform shirt will be tucked into the pants. Only the top two buttons from the top of the shirt may be open. No other clothing is permitted. Institution clothing must be neat and clean in appearance. All inmates must present their commissary cards prior to being allowed to enter the Visiting Room.
- (2) Authorized religious headgear may be worn in the Visiting Room. All religious headgear will be inspected prior to and following a visit. Any questions regarding the propriety of religious headgear in the Visiting Room will be directed to the Chaplain, Operations Lieutenant and/or the Complex Duty Officer.
- (3) Visits will not be permitted for those inmates who are not properly groomed.
- (4) Inmates will not take anything to a visit except a wedding band, prescription eye glasses and authorized religious jewelry (i.e., a single chain medallion).

All items authorized in the Visiting Room will be documented on the Visiting Room Property Sheet, (Attachment K). If an inmate has other property in his possession, he will be instructed to return to

his Unit and secure the property in question. **No** items of personal property will be stored in the shakedown area.

Medication may be permitted, but only when authorized in advance by the Health Services Administrator. When authorized, a notation to this effect should be made in the Visiting Program on the specific inmate's record. The Officer conducting the shakedown should document any authorized medication.

The Medical Department should be contacted when there is a question as to whether the medication is authorized.

- (5) Inmates will remain in their seats and may not accompany their visitors to the vending machine area. Furthermore, inmates and visitors are not allowed to remove any vending items from the Visiting Room. All vending items purchased in the Visiting Room are to be consumed during the visit.
- (6) There are vending machines in the Visiting Room for use by visitors. Therefore, no food items may be brought into the institution by a visitor.
- (7) Legal material belonging to an inmate, and needed for a visit with an attorney, will be brought to the Visiting Room by the inmate's Case Manager or Correctional Counselor. The material will be searched for contraband prior to and after the visit.
- (8) There are no provisions for visitors to deposit money in an inmate's trust fund account during a visit.
- (9) Socially acceptable gestures of communication and affection, such as shaking hands, kissing, and embracing, are allowed within the limits of good taste, and then, only at the beginning and at the end of a visit. Indecent, annoying or excessive contact will not be tolerated.
- (10) Inmates who violate visiting regulations may have their visit terminated or be placed under closer supervision at the discretion of the Operations Lieutenant and/or Complex Duty Officer.
- (11) All areas of the Visiting Room may be monitored to prevent the passage of contraband, and to ensure the security and welfare of all concerned.
- (12) Papers, packages and/or gifts are not to be brought into the institution or exchanged.

- (13) Baby carriers/strollers will not be allowed in the Institution and/or Visiting Room.
- (14) All inmates and visitors will be assigned a seat by the Visiting Room Officer In Charge.
- (15) Any inmate using the restroom must be escorted and remain under constant visual supervision by a staff member.

**T. IDENTIFY STAFF RESPONSIBLE FOR ARRANGING AND SUPERVISING SPECIAL VISITS:**

The inmates Unit Team is responsible for arranging special visits. All special visits approved by the Unit Team outside of normal visiting hours will be supervised by a unit team member. All such special visits will be authorized in advance and copies of the memorandum approving the visit will be forwarded to the Visiting Room Officer, Control Center and Lieutenant's Office.

**U. SPECIAL VISIT REQUIREMENTS:**

Visits by Special Visitors ie., Business Visitor, Consular Visitor, Representative of Community Groups the Clergy, Former or Prospective Employers, Sponsors, Parole Advisors, ordinarily are for a specific purpose and ordinarily are not of a recurring nature. Except when specified, the conditions of visiting for special visitors are the same as for regular visitors. Special visits will not be used to circumvent the requirement for background checks for visitors on the visiting list. People not on the approved visiting list will **not** be permitted to visit unless they have received prior approval from the inmate's respective unit team.

Special visits of a social nature will be charged against the visiting allowance of ten (10) points per calendar month. There will be no points charged for visits from attorneys, ministers authorized to visit by the Institution Chaplain or other authorized special visitors concerned solely with release planning.

All special visits will be recorded on the computer by the inmate's Unit Team showing approval for a special visit. In addition, the memorandum approving a special visit will be placed in the inmate's central file and a copy forwarded to the visiting room staff prior to the actual visit.

V. **PROCEDURES ADDRESSING SPECIAL VISITORS IE., (MINISTER OF RECORD AND CLERGY VISITS):**

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

Visitors will **not** be processed into the Low, Camp, or Medium facility after 2:00 p.m. on weekends and federal holidays and 8:00 p.m. on visiting days scheduled during weekdays. Attachment (A) will be completed on any visitor who is denied entry.

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

Ordinarily, clergy visits will not be accommodated unless requested by the inmate. However, the Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy.

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

The Warden may establish a limit to the number of minister of record and clergy visits an inmate receives each month, consistent with available resources. However during times of personal or family emergencies, an inmate will be authorized a visit from his or her minister of record.

W. **VISITING PROCEDURE FOR INMATES ASSIGNED TO THE SPECIAL HOUSING UNIT (MEDIUM FACILITY):**

If an inmate is housed in the SHU for disciplinary reasons, he may receive visits. Inmates from the SHU who receive a visit must be screened for separates. The visit will be conducted in the Visiting Room, and the inmate and visitor(s) will be seated in close proximity to the Visiting Room Officer's desk for close observation. All security measures for inmates entering and exiting the Visiting Room and the SHU will be followed. Escorts will ensure the compound is clear of all inmates prior to

moving inmates from the SHU to visitation and back.

**X. VISITING PROCEDURES FOR INMATES HOSPITALIZED IN THE COMMUNITY:**

Inmates receiving extended medical treatment at a local hospital will **not** normally be permitted to have visitors. However, in extenuating circumstances, visits with those persons on the inmate's visiting list may be approved. The Unit Manager and/or Unit Team will route a memorandum to the Captain, Associate Warden over Correctional Services, and the Warden for approval or disapproval. If approval is obtained, the Unit Manager and/or Unit Team will ensure that the approved memorandum and the authorized visiting list is transferred to the outside Bureau of Prisons Hospital Officer. However, if an inmate is supervised by an outside contract service, supervision of the visit is required by the inmate's respective Unit Team staff.

**Y. PROCEDURES FOR APPROVING ANY EXCEPTIONS TO THE PRIOR RELATIONSHIP REQUIREMENT:**

The visiting privilege ordinarily will be extended to friends and associate having an established relationship with the inmate prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution. Regardless of the institution's security level, the inmate must have known the proposed visitor(s) prior to incarceration. Any exception to this requirement must be approved.

**Z. PROCEDURES FOR DISAPPROVING PROPOSED VISITORS:**

Regardless of the institution's security level, staff should obtain background information on potential visitors who are not immediate family members. This is required in the Medium, High, and Administrative institutions due to their greater security needs. The Warden or designee may make an exception to this procedure when warranted.

Institutions where pretrial and holdover offenders are housed, are strongly encouraged to complete a background check (NCIC) on potential visitors due to limited information received on these individuals. Background checks may also be completed on 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.

**AA. PROCEDURES FOR A BACKUP SYSTEM TO THE COMPUTER VISITING PROGRAM:**

The back up system to the Computer visiting program is generated from the Central Office. The back up is in a Adobe PDF file format. This file is backed up on a weekly basis by the Information Receptionist. The Unit Manager will ensure hard copies of the inmate approved visiting lists are given to the Information Receptionist and updated on a quarterly basis. \_\_\_\_\_

**BB. EXIT PROCEDURES FOR VISITORS AND INMATES:**

Visitors will not be allowed to leave the Visiting Room until the inmate is identified by his commissary card. The inmate will then be taken to the shakedown room, where a visual search will be conducted and a metal detector utilized. The inmate's commissary card will be returned to him prior to his release to the compound.

**(CAMP FACILITY ONLY)** Visitors will not be allowed to exit the Visiting Room until the inmate is identified by his commissary card. All Camp inmates are pat searched prior to entering and exiting the visiting room and visual searches are conducted at random. Additionally, Camp inmates are not allowed to exit the Visiting Room until it has been determined by the Visiting Room Officer, that his visitor(s) have departed the immediate camp grounds. This procedure is necessary in order to prevent any unauthorized contact between Camp inmates and their visitors.

5. **PENALTY FOR VIOLATIONS:** Future visiting privileges may be denied to any person who tries to circumvent the visiting regulations.
6. **OFFICE OF PRIMARY RESPONSIBILITY:** Correctional Services.

7. **ATTACHMENTS:**

- Attachment A - Memorandum regarding Visiting Denials
- Attachment B - Immediate Family Visitation List
- Attachment C - Request for Visitation Form (BP-629)
- Attachment D - Visiting Attorney Statement (BP-241)
- Attachment E - Paralegal or Legal Assistant Agreement (BP-242)
- Attachment F - Visiting Regulations
- Attachment G - Request for Conviction Information (BP-31)
- Attachment H - Letter to Visitor (Suspension of Visiting Privileges)
- Attachment I - Memorandum to Inmate (Suspension of Visiting Privileges)
- Attachment J - Memorandum to Warden (Suspension of Visiting Privileges)
- Attachment K - Visiting Room Property Sheet
- Attachment L - Parental Visiting Consent Form

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Patricia R. Stansberry, Warden

DISTRIBUTION: MARO  
Executive Staff  
Department Heads  
Union President  
Master File

PEX-5267.08b  
June 14, 2010  
Attachment A

**U.S. Department of Justice**

**MEMORANDUM**

**FCC PETERSBURG, VIRGINIA**

**DATE:**

**REPLY TO** Complex Duty Officer

**ATTN OF:** Federal Correctional Complex, Petersburg, VA

**SUBJECT:** Visitors Denied Entrance into the Institution

**TO:** \_\_\_\_\_, Warden

On \_\_\_\_\_ at \_\_\_\_\_ (a.m.,p.m.) the following visitor  
\_\_\_\_\_ was denied entrance into the institution.

Inmate Name and Number: \_\_\_\_\_

Reason for denial:

1. No identification
2. Not on visiting list
3. Underage without parent/guardian
4. Improper attire
5. Metal detector
6. Other

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

cc: Warden  
AWS  
Unit Manager  
Captain

### FCC PETERSBURG – IMMEDIATE FAMILY VISITATION LIST

List only immediate family members (these members must complete and return to Staff the Request for Visitation forms or they will be removed from your visiting list): immediate family is limited to the following: Mother, Father, Step-Parents, Foster Parents, Brothers, Sisters, Spouse, and Children. Any other relatives or friends submitted will not be added to your visiting list.

All other requests for visits must be requested through the Request for Visitation process.

Print Your Name Below	Register Number	Unit	Date

Visitor's Full Name	Relation	Age	Married	Address	City	State	Zip Code

<b>I have read and understand the above and submit the listed immediate family members.</b>	<b>I have read and understand the above and request no immediate family members on my visiting list at this time.</b>
<b>Inmate's signature:</b>	<b>Inmate's signature:</b>

U. S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

Return completed form to:	Institution	Date
	Re: (Inmate's Name and Register No.)	

Dear \_\_\_\_\_:

(Requested Visitor)

I am requesting that you be included among my approved visitors. In order to establish your suitability as a visitor, it may be necessary for institution officials to send an inquiry to an appropriate law enforcement or crime information agency to ascertain whether or not placing you on my visiting list would present a management problem for the institution, or have other possible adverse effects. The information obtained will be used to determine your acceptability as a visitor. The Bureau of Prisons' authority to request background information on proposed visitors is contained in Title 18 U.S.C. § 4042.

In order for you to be considered for the visiting privilege with me, it will be necessary for you to fill out the questionnaire and release form below and return it to the address above.

You are not required to supply the information requested. However, if you do not furnish the information, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request may be significantly delayed. If the information withheld is found to be essential to the processing of your request, you will be informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized if you do not supply the information requested, failure to supply such information could result in your not being considered for admittance as a visitor. The criminal penalty for making false statements is a fine of not more than \$250,000 or imprisonment for not more than five years or both (See 18 U.S.C. § 1001).

Sincerely, \_\_\_\_\_ (Inmate)

1. Legal Name	2. Date of Birth	3. Address (Including Zip Code)
4. Telephone Number (Including Area Code)	5. Race and Sex of Visitor	
6. Are you a U.S. Citizen?  ___ Yes ___ No	6a. If yes, provide Social Security No: _____ 6b. If no, provide Alien Registration No: _____ 6c. Provide Passport No: _____	
7. Relationship to above-named inmate	8. Do you desire to visit him/her? ___ Yes ___ No	
9. Did you know this person prior to his/her current incarceration? ___ Yes ___ No		
10. If the answer to #9 is yes, indicate the length of time you have known this person and where the relationship developed.		
11. Have you ever been convicted of a crime? If so, state the number, date, place, and nature of the conviction/s:		
12. Are you currently on probation, parole, or any other type of supervision? If so, state the name of your supervising probation/parole officer and the address and telephone no. where he/she can be contacted:		
13. Do you correspond or visit with other inmates? If so, indicate the individual(s) and their location(s):		
14. Driver's License No. and State of Issuance		

**AUTHORIZATION TO RELEASE INFORMATION**

I hereby authorize release to the Warden of: (Institution, Location) any record of criminal offenses for which I have been arrested and convicted within the last ten (10) years, and any information related to those convictions.

\_\_\_\_\_  
 Signature for Authorization to Release Information (Sign and Print Name)

(If applicant is under 18 years of age, signature of parent or guardian indicates consent of minor to be placed on inmate's approved visiting list).

if additional space is required, you may use the back of this form.

(This form may be replicated via WP)

Replaces BP-S309 of Jul 95 and BP-S310 of May 94

**VISITING ATTORNEY STATEMENT**

MAY 94

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

\_\_\_\_\_  
(INSTITUTION)

I, \_\_\_\_\_,

a licensed attorney in the State of \_\_\_\_\_,

with offices at \_\_\_\_\_

visiting \_\_\_\_\_,

on \_\_\_\_\_, 19 \_\_\_\_\_,

hereby certify that my visit with this inmate is for the purpose of facilitating the attorney-client or attorney-witness relationship and for no other purpose. I certify that any tape-recording or other recording made by me of, or during any portion of this visit will be used only to facilitate this relationship.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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BP-S242.013

**PARALEGAL OR LEGAL ASSISTANT AGREEMENT**

CDFRM

MAY 94

**U.S. DEPARTMENT OF JUSTICE**

**FEDERAL BUREAU OF PRISONS**

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Dear \_\_\_\_\_:

We are in receipt of your request that a person whom you employ or supervise be allowed to visit and correspond, as your representative, in relation to legal matters with \_\_\_\_\_, an inmate in this institution. In order for such visiting or correspondence to be conducted, we must request that your employee or student complete and sign the enclosed questionnaire and that you execute the Attorney's Statement at the end of the questionnaire. Please return the form to use upon completion. The information supplied on the form may be used for investigative purposes in determining whether to allow this visiting and correspondence. As soon as we make a determination as to whether this person will be allowed to visit or correspond with the above-referenced inmate we will notify you. Should extraordinary circumstances exist which make it necessary for your representative to visit immediately, you may contact \_\_\_\_\_

at \_\_\_\_\_ who will be glad to discuss this matter with you.

Sincerely, \_\_\_\_\_

FEDERAL CORRECTIONAL COMPLEX - PETERSBURG, VIRGINIA

VISITING REGULATIONS

\_\_\_\_\_ (Visitor's Name), has been approved to visit you during your stay at FCC Petersburg, Virginia. In addition to your assuming reasonable responsibility for the proper conduct of a visit, you are also responsible for forwarding this form to the above visitor so that she/he will be aware of our visiting regulations.

**IDENTIFICATION.** The Front Lobby Officer will require positive photo identification of visitors. Acceptable forms of identification are driver's license or State Identification Cards, and other official Government identification cards.

**VISITING HOURS.** Regular visiting hours are from 5:00 p.m. to 9:00 p.m. on Monday, Thursday, and Friday; Saturday, Sunday, and Federal holidays are from 8:00 a.m. to 3:00 p.m. Visitors will not be processed after 8:00 p.m. on week nights and after 2:00 p.m. on Saturday, Sunday and Federal Holidays. Please refrain from arriving on the institution grounds before the scheduled visiting periods. When a visit is over, all visitors must leave the institution grounds immediately. The Operations lieutenant and/or Complex Duty Officer may terminate a visit because of overcrowded conditions or improper conduct of the visitor, including children and/or the inmate.

**WHO MAY VISIT.** Inmates will be permitted to visit with Authorized visitors only. We will notify persons authorized to visit, as we are doing in your case. Children age 15 years and under, must be accompanied by an adult member of the family. Children 16 and 17 years of age who are not accompanied by a parent, legal guardian, or immediate family member, at least 18 years of age, must have the written approval of a parent, legal guardian, or family member at least 18 years of age prior to visitation. Other persons not approved who wish to visit an inmate for either personal or business reasons must write the institution at least two weeks in advance of the visit and explain the circumstances. If a visit is approved, an authorization will be sent for presentation on arrival.

Inmates are allowed a maximum of six visitors for the medium facility, and a maximum of four visitors for the low and camp facility, including children, at one time in the visiting room. Children ages 2 years and under will not be counted as one of the maximum allowable visitors.

A split visit is defined as a visit when an inmate has the maximum allowable visitors in the Visiting Room and one or more visitors leave the Visiting Room and are replaced by the same number, or fewer, of authorized visitors. On split visits, only one exchange of visitors for that inmate will be approved.

**REGULATIONS.** The right to make future visits will be denied to anyone who tries to circumvent or evade regulations. The introduction of or attempt to introduce contraband into a federal penal institution is in violation of Title 18, U.S. Code, Section 1791.

It is illegal for any person to possess contraband. Contraband is defined as the introduction or attempt to introduce into or upon the grounds of any federal penal or correctional institution, or the taking or attempt to take or send therefrom, anything whatsoever without the knowledge and consent of the Warden or Superintendent of such federal penal or correctional institution.

Contraband items include, but are not limited to guns, knives, tools, ammunition, explosives, hazardous chemicals, gas, narcotics, drugs or intoxicants. Prior to admission, visitors must request and obtain permission of the Warden or her staff representative to bring any item or thing upon the institution grounds. Failure to adhere to this policy is a federal crime.

**ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO ENTERING AND UPON DEPARTING THE INSTITUTION.**

All visitors wishing to visit inmates within the FCC, will remove all personal items containing metal, i.e. coins, keys, and must clear the walk-through metal detector prior to being admitted for visiting. Visitors will refrain from wearing clothing which would activate the metal detector.

Keys and key chains will be secured in lockers (medium facility only). Clothing items that contain metal, i.e. under wire bras, cannot be removed before passing through the metal detector. The use of a camera or recording equipment without written consent of the Warden is strictly prohibited. No written messages may be exchanged during a visit.

All visitors are subject to random screening of an electronic drug detection device. Failure to submit to the screening will result in denial of entry to the facility.

Radios, tape players, and tape recorders are not permitted.

**DO NOT BRING FOOD OF ANY KIND** into the institution. Sandwiches, soups, beverages, etc., are available from vending machines.

All visitors must be appropriately attired including shoes. Adult visitors are to refrain from wearing apparel that is overly-revealing or suggestive (i.e., excessively tight-fitting or revealing slacks, mini skirts, shorts, halter tops, see through/sheer garments, sun dresses, spandex clothing, sleeveless tops or dresses shorter than 3" inches above the knees, etc.). Hats, bandanas, scarves, cellular phones and pagers are not authorized. Visitors may be denied a visit if supervisory staff (i.e., Lieutenant, Duty Officer, etc.) determine a visitor's dress is inappropriate for the institution setting. Children 12 and under will be permitted to wear shorts.

Socially acceptable gestures of communication and affection, such as shaking hands, kissing and embraces are allowed within the limits of good taste, and only at the at the beginning and at the end of a visit. Indecent, annoying or excessive contact will not be tolerated. Inmates or visitors who violate visiting regulations may have their visit terminated or be placed under closer supervision at the discretion of the Visiting Room Officer.

All areas of the Visiting Room, including restrooms, may be monitored to prevent the passage of contraband, and ensure the security and welfare of all concerned.

Children are expected to remain near to and be controlled by the inmate and adult visitor bringing them.

**IT IS NOT PERMISSIBLE TO BRING PACKAGES OR GIFTS OF ANY KIND.**

No written messages or photographs may be exchanged during a visit. Documents or papers may not be examined or signed in the Visiting Room. The latter should be handled by correspondence (as a matter of record). No gifts or clothing may be left for an inmate

All food items purchased in the Visiting Room must be consumed during the visit. Food items will not be permitted to be retained by the visitor or the inmate at the conclusion of the visit. No lunch packages or thermos bottles will be allowed. Vending machines have been provided.

**MONEY CANNOT BE ACCEPTED FOR DEPOSIT TO THE INMATE'S TRUST FUND ACCOUNT.** This should be handled by mail, using **POSTAL MONEY ORDERS** made out to the inmate.

**IT IS A FEDERAL CRIME TO BRING UPON THESE PREMISES ANY WEAPONS, AMMUNITION, INTOXICANTS, DRUGS OR CONTRABAND.**

It is illegal for any person to introduce or attempt to introduce into or upon the grounds of any federal penal institution, to take, or attempt to take or send therefrom anything whatsoever without the knowledge or consent of the Warden. The law provides that violators may receive 20 years or a \$250,000 fine and/or both. It is a federal crime to bring upon these premises weapons, ammunition, intoxicating drugs or contraband. All persons and packages are subject to search (Title 18, U.S. Code, Sections 1791 and 1792).

Below are general instructions governing visits at this institution:

**ONLY THOSE ITEMS LISTED BELOW ARE AUTHORIZED TO BE TAKEN INTO THE VISITING ROOM**

- |   |  |
|---|--|
| 1. Clear Plastic Purse  | 6. BABY CLOTHES (ONE CHANGE OF CLOTHING)   |
| 2. Money (reasonable amounts based on number of visitors) to be used solely for purchasing items from the vending machines. | 7. AUTHORIZED Medications Only (To be left with OIC upon entering the visiting room) |
| 3. Baby bottles   | 8. Jewelry Normally Worn   |
| 4. Baby food  | 9. Coats/Jackets will be secured in locker (Medium facility only)                    |
| 5. Two diapers  | 10. Sweaters   |

**OTHER:**

All areas of the Visiting Room have been designated as non-smoking. Cigarettes will not be permitted to be brought into the visiting area. Outside visiting will not be authorized. All medication must be approved by the Operations Lieutenant and/or the Complex Duty Officer. All books, magazines and newspapers must be mailed into the institution from the publishing company. Send to:

Inmate's Name and Register Number

Federal Correctional Complex - Post Office Box 90043, Petersburg, Virginia 23804

**LOCATION**

The FCC Petersburg facilities are located approximately 25 miles south of Richmond, Virginia. To reach the institutions, take Temple Avenue (Exit 54) off interstate 95 in Colonial Heights, VA. and follow Temple Avenue (Route 144 East) approximately 3 1/4 miles. Turn left onto River Road (Route 725). River Road leads to the main entrance of the Low and Camp facility. To reach the Medium facility, continue approximately 0.06 miles and turn left onto Magnolia Road. Public transportation and lodging are available at reasonable rates in the immediate surrounding areas (Hopewell, Colonial Heights and Petersburg, VA)

REQUEST FOR CONVICTION INFORMATION

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

3. Inmate's Name		4. Register No.	
------------------	--	-----------------	--

5. The above named inmate of this facility has requested permission to receive visits from:

a. Name of Potential Visitor		b. Date of Birth	
c. Social Security Number		d. Motor Vehicle Operator's I.D.-Number and State of Issuance	

(5)Citizenship: \_\_\_\_\_. If other than U.S., please provide alien registration number or passport number: \_\_\_\_\_

f. Address of Potential Visitor		g. Potential Visitor's Relationship to the inmate	
---------------------------------	--	---	--

h. Race of Potential Visitor		(1) Sex of Potential Visitor	
<input type="checkbox"/> Black	<input type="checkbox"/> White	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Indian		
<input type="checkbox"/> Asian	<input type="checkbox"/> Other _____		

6. Has this person been convicted of any criminal offense? If so, please complete the appropriate response below. An authorization to release information, signed by the person in question, is attached.

a. Signature of Case Manager		b. Institution		c. Date	
d. Printed Name of Case Manager					

1. A search of the records of this office concerning the individual named above, who wishes to visit an inmate of a Federal Correctional Facility reveals:

2.  No record of prior convictions.

The following record of convictions:

1a. Date		1b. Offense	
1c. Sentence			

2. Printed Name/Signature		3. Title		4. Date	
---------------------------	--	----------	--	---------	--

5. Agency

PEX-5267.08b  
June 14, 2010  
Attachment H



**U.S. Department of Justice**

Federal Bureau of Prisons  
*Federal Correctional Complex*  
P. O. Box 90042  
Petersburg, Virginia 23804

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(DATE)

(NAME)

(ADDRESS)

RE: Visiting Privileges with (Inmate's Name and Register Number)

Dear (Name):

You are temporarily suspended from visiting (Inmate's Name) pending final disposition of administrative action stemming from your visit on (Date).

This action will remain in effect until further notice. (Inmate's Name) has been notified of this decision.

It will be his responsibility to inform you of the final disposition taken in this matter.

Sincerely,

Associate Warden

cc: Central File

PEX-5267.08b  
June 14, 2010  
Attachment I



**U.S. Department of Justice**  
**Federal Bureau of Prisons**  
**Federal Correctional Complex**  
**Petersburg, Virginia 23804**

---

DATE:

MEMORANDUM TO: (Inmate's Name & Register Number)

FROM: Associate Warden

SUBJECT: Visiting Privileges

Your visiting privileges with (Visitor's Name) have been temporarily suspended pending final disposition of administrative action stemming from your visit on (Date) with (Visitor's Name). You have already been verbally notified of this action which will remain in effect until further notice.

cc: Central File

Unit Manager, \_\_\_\_\_ Unit

Visiting Room Officer

Front Lobby Officer

PEX-5267.08b  
June 14, 2010  
Attachment J



**U.S. Department of Justice**  
Federal Bureau of Prisons  
Federal Correctional Complex  
Petersburg, Virginia 23804

DATE:

MEMORANDUM TO: Patricia R. Stansberry, Warden

FROM:

SUBJECT: Visiting Privileges

On (DATE), at approximately (TIME) a.m./p.m., visitor(s) (NAME) arrived at the institution to visit with Inmate (NAME) (REG NO). At approximately (TIME) a.m./p.m., I approached Inmate (NAME) and his visitor (NAME) with Lieutenant (NAME), and we informed them their visitation privileges were temporarily suspended pending final disposition of administrative action stemming from (DESCRIBE THE REASONS FOR TERMINATION).

At approximately (TIME) a.m./p.m., inmate (NAME) was escorted to the Visiting Room shakedown area by Officer (NAME) while Counselor (NAME) escorted visitor (NAME) to the front entrance of the institution.

cc: Regional Director, Mid-Atlantic Region



**PARENTAL VISITING CONSENT FORM**  
**FOR AGES 16 OR 17 (only)**

I, \_\_\_\_\_ hereby authorize \_\_\_\_\_, who is age 16 or 17 permission to visit with inmate \_\_\_\_\_, Reg. No. \_\_\_\_\_, and will not be accompanied by an adult.

His/her relationship to the inmate is \_\_\_\_\_. For verification, you may contact me at daytime telephone number: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_, evenings (\_\_\_\_) \_\_\_\_-\_\_\_\_\_.

I am advised that in the future if I elect to cancel my authorization, I must do so in writing to the institution staff (unit team).

\_\_\_\_\_  
**Signature of Parent/Legal Guardian**

\_\_\_\_\_  
**Date**