



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution  
Phoenix, Arizona 85086

**Office of Res:** Correctional Services  
**Number:** PHX5267.08b  
**Date:** August 24, 2010  
**Subject:** Visiting Room  
Regulations

# Institution Supplement

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1. **PURPOSE.** To establish procedures at the Federal Correctional Institution, Phoenix, Arizona for the Visiting Room and implement guidelines and regulations for reference. As with all Institution Supplements, this should be read in conjunction with the directives outlined in section 2 of this document.
2. **DIRECTIVES AFFECTED.**
  - A. Program Statements:
    - P1280.11 JUST, NCIC & NLETS Telecommunication Systems (Management and Use), January 7, 2000
    - P1315.07 Inmate Legal Activities, November 5, 1999
    - P1490.06 Victim and Witness Notification Program, May 23, 2002
    - P4500.06 Trust Fund/Deposit Fund Manual, February 19, 2009
    - P5100.08 Security Designation and Custody Classification Manual, September 12, 2006
    - P5180.05 Central Inmate Monitoring System Manual, December 31, 2007
    - P5270.07 Inmate Discipline and Special Housing Units, March 20, 2006
    - P5267.08 Visiting Regulations, May 11, 2006
    - P5280.08 Furloughs, February 4, 1998
    - P5360.09 Religious Services and Practices, December 31, 2004
    - P5500.11 Correctional Services Manual, October 10, 2003
    - P5500.12 Correctional Services Procedures Manual, October 10, 2003
    - P5510.12 Searching, Detaining, or Arresting Persons Other than Inmates, January 15, 2008
    - P5538.05 Escorted Trips, October 1, 2008
    - P7331.04 Pretrial Inmates, January 31, 2003
  - B. Institution Supplements:
    - PHX 1640.04d Smoking/Non Smoking areas, January 22, 2008
    - PHX 5280.08j Furloughs, November 20, 2008
    - PHX 5300.20g Volunteers and Citizen Participation Programs, Jan. 6, 2009
    - PHX 5500.11b c4 Front/Rear Entrance Procedures, February 11, 2010
    - PHX 5267.07f Visiting Regulations, dated January 22, 2008, is rescinded.
3. **ACA STANDARDS REFERENCED.**
  - A. American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503 and 4-4504 are referenced.
4. **PRETRIAL/HOLDOVER/DETAINEE PROCEDURES.** The procedures specified in this Institution Supplement apply to all inmates housed in FCI Phoenix.
5. **INSTITUTION LOCATION.**
  - A. FCI Phoenix is located at 37900 N. 45th Avenue, in Phoenix, Arizona. Whether coming from the north or south, take I-17 to exit 225 and turn west. Follow the road approximately two miles, ending at the institution. Directly across from the sign indicating you are entering federal property is the Federal Prison Camp. Turn left and proceed approximately 300 yards to the main entrance for the institution.

Visitor parking is the far left (south) portion of the parking lot. For further information the institution can be reached at (623)465-9757.

Visiting Regulations are posted on the Phoenix Web site at <http://www.bop.gov/locations/institutions/phx/index.jsp>. Taxi information may be obtained from website [www.taxisphx.com](http://www.taxisphx.com)

## 6. **PROCEDURES.**

A. **Notification.** All inmates are responsible for ensuring their visitors are aware of and will follow the visiting regulations for FCI Phoenix.

1. **Information to Visitors.** An instruction and information sheet (attachment A) covering standards of attire, conduct, visiting hours, etc., shall be provided during Admission and Orientation (A & O) or a copy can be obtained from the Education Law Library. A copy can also be obtained in the Front Entrance area for all visitors.
2. **No Smoking Notification.** The Visiting Room has been designated as a tobacco-free environment. No tobacco products of any kind are permitted in the Visiting Room.

B. **Types of Visiting.** Regular, legal, special, and prisoner visitor support (PVS) visits will occur in the institution visiting room.

1. Social and special visits (legal or religious) for each inmate will be conducted in the main institution visiting room in accordance with regular visiting hours and days unless other arrangements are made.

C. **Visiting Hours.** FCI visiting is permitted from 8:00 a.m. to 3:00 p.m., Saturday, Sunday, Monday, and federal holidays. There is no visiting on Tuesdays, Wednesdays, or Thursdays.

1. Visitors will not be allowed to enter the institution after 2:00 p.m.

D. **Frequency of Visits.**

1. **Point System.** FCI Phoenix uses a point system to ensure all inmates have equal access to the visiting room. A maximum of 10 visiting points per month will be authorized for all inmates. Visits on Saturday and Sunday will be charged 2 points. Visits on Monday will be charged 1 point. No points will be charged for Federal Holidays.

Visiting points will normally be calculated automatically through the electronic visiting room program. If the visiting room program is not available, points shall be calculated by visiting room staff based on the sign in logs. The Unit team should be contacted to refer to a hard copy of a visiting list maintained in the inmate central file for entrance approval should the visiting room program become temporarily unavailable.

Inmates should encourage their visitors to space their visits so as to provide visiting throughout the entire month. Any part of a visit will be counted as 1 visit. Points can not be carried over from month to month.

- a. **Additional Points.** Inmates may request additional points per month for special instances. The Associate Warden of Programs is the final approving authority for additional point's requests.

E. **Physical Limitations of the Visiting Room.**

1. **Seating Space.** The maximum number of visitors and inmates allowed in the visiting room at any one time is 120. The front entrance officer will coordinate with the visiting room officer regarding the amount of seating space available in the visiting room. When seating is less than the number of persons in a group for a visit, the visitors in the group will be so informed. The visitors may wait in the front entrance building until seating permits the visit, or leave the institution and return later. Visitors will not be allowed to wait in their vehicles.

2. Number of Visitors. A maximum of 12 visitors will be authorized on an inmate's approved visiting list. A maximum of 5 adult visitors may visit the inmate at one time (there is no limit on the number of children). When conditions such as overcrowding exist, the number of visitors may be further limited to allow each visitor adequate space and time to conduct their visit.
  3. Separation Visiting. Occasionally, inmates that have been identified as having to be separated from each other will have a simultaneous visit. In these cases the Institution Duty Officer will inform the inmates' visitors of the situation and allow each inmate a two-hour visit to accommodate all parties involved.
  4. Maintaining Other Institutional Activities. Consistent with available resources, such as space limitations and staff availability, and with concerns of institution safety, the Warden may limit the visiting period.
- F. Overcrowded Procedures. When the visiting room becomes overcrowded, the visiting room officer will notify the operations lieutenant and/or the institution duty officer (IDO).
1. The visiting room officer will compile a list of those visitors listing an address within a seventy-five mile radius of the institution. After the list has been compiled, the operations lieutenant and/or IDO will privately explain the overcrowded situation to the local visitors and ask for volunteers to terminate their visits.
  2. Should this method prove ineffective, the operations lieutenant and/or IDO will notify the group on the list for that day that their visit has been terminated due to overcrowded conditions.

Should mandatory termination become necessary, the operations lieutenant and/or IDO will only terminate what is deemed necessary to eliminate the overcrowded conditions.

G. Approval/Disapproval of Visitors.

1. Preparation of the Visiting List. Visiting lists will be compiled in accordance with procedures established in Program Statement 5267.08. Normally, a visitor must know an inmate prior to incarceration. In cases where an inmate does not know a visitor prior to incarceration, the Warden must first approve this visitor before placement on a visiting list.
  - a. Each inmate will be authorized no more than twelve (12) visitors on their visiting list, including minor children. Except for immediate family, visitors will not ordinarily be placed on more than one inmate's approved visiting list.
  - b. Inmates recommitted as violators (parole, mandatory release, etc.) will not need to resubmit a list of proposed visitors if released from that sentence within the previous six months.

The visiting list in the central file will remain valid unless unit staff are aware of extenuating circumstances which could reasonably create a threat to the security and good order of the institution.
  - c. Established visiting lists on inmates transferred from other federal institutions will be recognized. Unit staff will review the visiting list with the inmate to ensure its accuracy. This review will also ensure no previously approved visitors pose a threat to the security and good order of the institution.
  - d. If, during the admission/orientation process, an inmate without an approved visiting list anticipates visits from immediate family members (i.e., spouse, children, parents, brothers, and sisters), he must submit their names to his assigned unit counselor.
    - 1) Immediate family will be allowed to visit pending finalization of an approved visiting list unless there are strong circumstances which preclude their presence in the institution.

- a) Other potential visitors, such as grandparents, uncles, aunts, nephews, nieces, in laws, cousins, and the mother of an inmate's child are not considered immediate family and will not be allowed to visit until the inmate can complete a visiting list and have it approved.
- 2) Upon completion of the admission/orientation program, a permanent list, to include immediate family, other relatives, or friends, will be prepared.
- e. Once approved by staff, the approved record of visitor's form will be produced in triplicate. One copy will be maintained in Section 3 of the inmate's Central File, a copy given to the inmate, and a copy will be placed in a back-up binder located in the unit team offices to be used if the visiting program is unavailable.
2. Visiting List Changes. When an inmate requests a change to his visiting list, and the requested change conforms to Program Statement 5267.08, unit staff will make the change and forward a copy of the new list to the front entrance of the FCI for inclusion in the inmate's visiting file.
  - a. After the inmate's initial list has been prepared and approved, inmates are only authorized to request changes to the list once per month.
3. Holdovers/Pre-Trials and New Commitments. When an approved visiting list is not available, visits for new commitments (A&O) and inmates in holdover status may be authorized by the unit team and approved by the Duty Officer or Associate Warden. These visits will be limited to members of the immediate family and can be extracted from the inmate's pre-sentence report. Immediate family includes father, mother, stepparents, foster parents, brother and sister, spouse, and children.
  - a. Inmates housed at FCI Phoenix designated as Holdover or Pre-Trial inmates will be allowed to visit after a period of 28 days. A Special Visit Authorization Form must be completed and distributed prior to any Holdover/Pre-Trial visit taking place. (See Attachment B.)
  - b. Visiting for holdover/pre-trial inmates will be conducted along with normal visiting days for designated inmates.
4. Victim/Witness Cases. Refer to the Program Statement on Victim and Witness Notification for procedures when a Victim/Witness Program (VWP) inmate requests to place a victim or witness on his or her visiting list.

#### H. Denial of Proposed Visitors.

1. The unit team, based on the results of their review of the visitor's questionnaire and background information obtained from the National Crime Information Center (NCIC), may recommend denying placement of a visitor on an inmate's visiting list.
2. In accordance with Program Statement 5267.08, the Warden has the authority to deny visiting privileges. If the background information reveals information that may preclude the proposed visitor from placement on the inmate's visiting list, or if the inmate did not have an established relationship with the individual prior to his incarceration, the unit team will complete and route a Approval/Disapproval of Proposed Visitor Memorandum, FCI and Camp (see attachment D) through the Associate Warden of programs to the Warden for his approval/disapproval. Unit staff will provide inmates with copies of the visiting regulations (attachment A) to mail to their approved visitors.
  - a. Exception to the Prior Relationship Requirement. At the Warden's discretion, exceptions to the prior relationship requirement may be made if the inmate has very few visitors on his list and the visitor does not pose any threat to the security or orderly running of the institution. This exception will be documented using attachment D.

## 7. VISITING REGULATIONS.

### A. Visitor Processing.

1. Admittance. Visitors to the FCI will proceed to the front entrance building where they will be processed for visiting.
2. Proper Identification. Visitors sixteen years of age and over must have valid proof of their identity with them such as a drivers license, state issued identification card, INS card, military identification or passport. Any form of unofficial photo identification (credit cards, store cards, school identification, birth certificates, Social Security card, bank cards, etc.) is an invalid form of identification. If a visitor does not present a current identification with a photograph, they will not be authorized to visit. (Foreign drivers licenses are considered valid proof of identification.)

Children under the age of 16 may not visit unless accompanied by a responsible adult and must be kept under supervision of a responsible adult. Exceptions in unusual circumstances may be made by special approval of the IDO or operations lieutenant.

- a. If the visitor does not have the required identification, the front entrance officer will consult with the operations lieutenant. In cases where identification cannot be established, the IDO will be the authorized staff member to deny the visit. The denying official will advise the prospective visitor of the reason for the denial.
  - b. The visitor's identification will be held by the visiting room officers during the visit.
3. Visitor Attire. All visitors will be properly attired when coming into the institution to visit inmates. Visitors (including minors) wearing sexually provocative clothing will be prohibited from admission to the institution visiting room. Female visitors must wear a brassiere and other undergarments.

Visitors, including minors over age twelve, will dress appropriately and avoid clothing styles that are sexually suggestive or could easily be confused with inmate clothing (i.e., khaki).

A visit may be terminated in order to maintain good taste and consideration for others. Questionable attire will be referred to the Institution Duty Officer prior to denial of the visit. Visitors over age ten may not wear miniskirts, halter tops, sleeveless shirts, tank tops, backless shirts/dresses, body suits, hip huggers, see-through clothing, or clothing which ends at the knee or above.

4. Notification to Visitors Form. After the visitor's identity has been determined using a valid form of identification, he/she will be directed to complete the notification to visitor form. The front entrance officer will ensure this form is properly prepared to include the visitor's complete name, address, telephone number, vehicle information, state license tag number, date and time of the visit, and front entrance officer's signature.
5. Processing. All visitors, their vehicles, and their belongings are subject to search. Search procedure details are contained in the institution supplement on Entrance Procedures. The front entrance officer must ensure all items are thoroughly searched before they are permitted inside the secure perimeter of the FCI. Any visitor who refuses to allow themselves or anything in their possession to be searched will not be permitted to enter the institution. If a visitor refuses to consent to a search and is denied entry, the front entrance officer will record the visit in the visiting program, and the operations lieutenant or the duty officer will be informed in order to deny the visit.

Visitors are prohibited from bringing food items, pictures, packages, letters, money over \$25.00, gifts, or other contraband items into the visiting room. If there is reason to believe that materials are being passed which may constitute contraband, or otherwise be in violation of policy, laws, rules, and federal regulations, the material will be confiscated and the visit will be terminated by the operations lieutenant and/or IDO. All other questionable cases will be referred to the administrative duty officer.

- a. Each inmate visitor is required to sign in and out as a visitor in the log book maintained at the front entrance.

- b. Only see-through coin purses (no larger than approx. 9" x 9") may be taken into the institution, and all coin purses will be opened and searched in the presence of the visitor by the front entrance officer.
  - c. Visitors will only be permitted to carry an appropriate amount of diapers and baby bottles (if applicable) into the visiting room. Baby food must be store-bought and in its original sealed container. If it is necessary for objects to be removed from the purse, the front entrance officer will do so.
  - d. All hats, ball caps, pagers, cellular telephones, keys, food items, gum, candy, children's toys, and bags will not be allowed in the institution.
  - e. Keys will be hung on a board in the front entrance and a numbered chit will be issued to the visitor for retrieval of the keys upon completion of the visit.
  - f. All other items not authorized will be stored in the visitor's vehicle. The visitor may be required to remove from the institution any items considered to be contraband by the front entrance officer or visiting room officers.
    - 1) Visitors who possess life essential medication, i.e., heart medication, inhalers, etc., may be authorized to bring them into the Visiting Room.

If staff are unsure about whether a medication is classified as life essential, they should contact institution medical staff for guidance. These medications shall be brought to the attention of the Visiting Room Officers.
    - 2) Visitors who have a need for assistance from an animal due to a disability must have prior approval from the associate warden of programs to ensure the appropriate accommodations can be provided.
  - g. Metal Detector (Walk-through and Hand-held)/Scan-Ray. All persons entering the FCI will be required to pass through the walk-through metal detector, and all property in a person's possession must be screened with the scan-ray machine. Should a visitor refuse to be processed through the metal detector or have his/her property screened with the scan-ray, he/she will not be permitted entrance into the institution and will be required to depart the institution grounds immediately. If a visitor activates the walk-through metal detector and the cause of the activation cannot be determined, the visitor will be required to submit to a transfrisker (hand-held unit) search.
    - 1) If there are any questions about the results of any search, lobby staff will immediately contact the shift lieutenant or the institution duty officer. Further information can be found in the institution supplement on entrance procedures.
  - h. Ultra-Violet Light (Black Light) Procedures. After each visitor to the FCI has been properly identified and processed, a fluorescent stamp will be affixed to a predetermined location on one of each visitor's hand (including children). The visitor's hands will be Checked with the ultra-violet light (black light) upon entering and leaving the institution to assist in verifying their identity.
    - 1) The visiting room officers will ensure each visitor's hand is checked with the black light prior to leaving the visiting room.
    - 2) Ultra-violet lights (black lights) will be stationed at the front entrance, front lobby, visiting room, rear entrance, and any other locations deemed appropriate by the captain.
6. Administration.
- a. Once a visitor has been approved to visit and processed through the front entrance, the visiting room officers will retrieve the visitor's identification card, and escort the visitor from the front entrance to the visiting room.

- b. The visitor's identification card will be retained at the officers' station in the visiting room along with the inmate's commissary card or picture card until the completion of the visit.
    - c. The visiting room officers will record the visiting points using the visiting program. If the visiting program is unavailable, the visits will be temporarily recorded using attachment C until the program is restored.
8. **INMATE PROCESSING.** Once the inmate's visitor has been cleared for visiting and the visitor has been seated in the visiting room, the visiting room officer will contact the inmate's housing unit and/or work detail and request that the inmate be sent to the visiting room. If the inmate fails to report to the visiting room within 30 minutes, the visiting room officer will contact the compound officer and a search will be initiated to determine the inmate's location.
  - A. **Inmate Visit Notification.** Inmates may not proceed to the visiting area entrance door until their unit or work detail is notified by a visiting room officer.
    1. The inmate will proceed to the back door of the visiting room. The visiting room officer will open the door and direct the inmate into the shakedown room.
    2. The visiting room officer will take the inmate's commissary card and establish his identity. The inmate's commissary card will be maintained at the visiting room officer's work station throughout the entire visit.
    3. The visiting room officer will conduct a visual search of the inmate, and record on the search log a description of authorized items being worn into the visiting room.
      - a. Inmates can only bring in a comb, handkerchief, wedding band, religious medallion, and religious headgear (pre-approved by Pastoral Services).
    4. Once the inmate has been processed, he will be escorted from the shakedown room to the visiting room for his visit.
  - B. **Inmate Attire.** Inmates being called for a visit will be properly attired. Inmates will wear clean, institution issued khaki trousers, khaki button-up shirts, institution-issue belts, T-shirts, underwear (briefs or boxers), socks, and either issued institution shoes/boots (black or brown) or tennis shoes in the visiting room.
9. **CONDUCT IN THE VISITING ROOM.** The Visiting Officers will supervise all regular visits to ensure strict compliance with all rules and regulations. One officer must remain in the visiting area at all times. The Visiting Room Officers will provide constant supervision by moving around through the visiting area.
  - A. **General Rules.**
    1. Visiting at the FCI will be conducted in the visiting room only.
    2. No outside food or drink will be allowed in any visiting area. Vending machines are available in the visiting room. Inmates are prohibited from using the vending machines and may not use/possess money at any time.
    3. Visitors will not be allowed to depart the institution and return again on the same day. Visiting will be terminated once the inmate's visitor(s) depart the visiting room.
    4. Handshaking, embracing, and kissing are permitted within the bounds of good taste and only at the beginning and at the end of the visit. During the visit, inmates and visitors are allowed only to hold hands, but no other physical contact is permitted.

If it is determined that an inmate or visitor is in violation of this regulation, the visit will be terminated and disciplinary action will be taken against the inmate.

5. Inmates are not allowed to converse with or visit with other inmate visitors. Inmates will remain in the visiting area after greeting their visitors, and are not permitted to return to their living quarters until the visit is over. Inmates not receiving visits are not allowed in the visiting area.
6. Inmates will not be permitted to leave the visiting room to go to the dining hall, commissary, or any other institutional services, and then return. Once an inmate leaves the visiting room, his visit is terminated and he will not be permitted to reenter the visiting room that day.
7. Should staff feel a need for assigned seating, staff may place inmates in areas of closer supervision. Assigned seating may be invoked based on past documented instances of inappropriate inmate conduct in the visiting room or history of contraband introduction.

**B. Conduct of Children.**

1. The behavior of children accompanying adult visitors will be the responsibility of the inmates and adult visitors. Children must remain within the boundaries specified as visiting areas, and must remain within the supervision of an adult visitor at all times. Disturbances caused by an undisciplined child will result in the termination of the visit.
2. A portion of the FCI visiting room is set up as a playroom for children. It is the responsibility of the adult visitors to supervise the actions of their children. No food or drink items are permitted in the playroom. The playroom is considered out-of-bounds for inmates. Inmates are prohibited from entering the playroom at all times.

C. **No Exchange Policy.** Under no circumstances will inmates be permitted to retain materials brought into the institution by a visitor. Inmates are not permitted to give anything to their visitors.

D. **Restrooms.** Visitor restrooms are located in the visiting room for use by the visitors at any time. The visitor restroom area is considered out-of-bounds for inmates.

1. Inmates at the FCI must be escorted by staff to the inmate restroom, and will remain under constant visual supervision. All inmates will be pat searched upon entering and leaving the restroom.

E. **Vending Machines.** Vending machines and a microwave are made available to inmate visitors only. Inmates are not permitted in the area of the vending machines and microwave. The only food items allowed in the visiting room are items purchased from the vending machines located in the visiting room. Food purchased in the visiting room must be consumed during the visit. The only exception will be baby bottles and baby food.

F. **Breastfeeding.** Mothers who are breastfeeding may do so in the visiting room; however, the breastfeeding should be done as discreetly as possible inside the children's play area. A sarong or other type of wrap is required to minimize exposure.

**10. PROCEDURES FOR EXITING THE VISITING ROOM.**

- A. Prior to the visitors departing the visiting room, the inmate will again be positively identified by his photograph.
- B. During times when a large group of visitors is departing (i.e., end of visiting hours), the visitors will remain in the visiting room until all inmates have been identified by photograph, a complete separation of inmates and visitors has been accomplished, and the count verified. The visitors will then be permitted to leave (no more than five at a time) under the supervision of the visiting room escorting officer.
- C. Once the visitor has been escorted to the front entrance, the inmate will be visually searched. Staff will return the inmate's commissary card to him and release him to the compound.

11. **TERMINATION OF VISITING.** Visits may be terminated by the operations lieutenant and/or IDO under the following conditions:

- A. In the event of a national emergency, severe weather, or institution emergency.
- B. When there are more visitors than space allows (overcrowding).
- C. When visiting conduct becomes indecent, loud, profane, or affects the general order of the visiting room or poses a threat to the overall security of the institution.
  - 1. The visiting room officer will issue a verbal warning for conduct in violation of this institution supplement or other existing laws, rules, and BOP regulations. A warning log will be maintained in the visiting room for documentation purposes.

If deemed necessary, after consultation with the operations lieutenant, the IDO will advise the inmate and his respective visitor(s) that the visit has been terminated.
  - 2. Whenever a visit is terminated for the above reasons, an incident report will be written.

12. **VISITS FOR INMATES NOT IN REGULAR POPULATION STATUS.**

- A. **Hospital Patients (Local Hospital).** Ordinarily, visiting will not be allowed when an inmate is a patient at a local medical facility. In instances where visiting is allowed, a memorandum will be prepared by the unit team, listing each visitor, and the date and time of the visit. Each visitor must be on the inmate's approved visiting list. The memorandum will be forwarded to the warden for approval. Upon approval, the memorandum will be forwarded to the escorting officers at the local hospital.
- B. **Administrative Detention/Disciplinary Segregation.** Special Housing Unit inmates will be closely supervised in the visiting room. The Visiting Room #1 officer will assign seating in front of the officer's desk.

Special housing inmates will visit on Mondays and will adhere to the rules and regulations outlined for all inmate visits. Any inmate violating this procedure will be subject to disciplinary action. All inmates will be visually searched at the conclusion of the visit.

13. **SPECIAL VISITS.** Special visits may be approved as defined in Program Statement 5267.08, Visiting Regulations.

- A. Requests will be forwarded through the inmate's unit team to the Associate Warden, Programs, or Warden for final for approval or disapproval.
- B. A Special Visit Authorization Form must be completed and distributed prior to any special visit taking place (Attachment B). Special visits not occurring during normal visiting hours will be supervised by inmate's unit team.
- C. **PVS Visits.** Inmates are authorized visits by representatives of the national program entitled Prisoner Visitation and Support (PVS). Approved PVS visitors do not have to be on the inmate's approved visiting list, and visiting points will not be deducted for these visits.
- D. **Attorney Visits.** Retained, appointed, and/or those attorneys requested by the inmate or his family will be allowed to visit.
  - 1. Prior arrangements with the inmate's unit team should be made to prevent delay.
  - 2. Each attorney will present a bar card in addition to the other required forms of identification.
  - 3. All attorneys entering the institution to visit inmates are required to complete a Visiting Attorney Statement form (BP-A0121). The completed form will be attached to the notification to visitor form and forwarded to the captain's office by the visiting room officer. Attorneys will sign the log book when entering and leaving the institution.

- a. Persons acting as a representative of a licensed attorney must have a completed BP-A0243, Application to Enter Institution as Representative, prior to being allowed entry into the institution.
4. Attorney/client visits will be conducted in the inmate visiting room using the attorney visiting areas. Unless special circumstances dictate otherwise, attorney visits will be conducted during normal visiting hours.
5. Inmates will not be allowed to bring legal documents to the visiting room unless prior approval has been obtained from the inmate's unit team.
  - a. Any legal document approved for admission to the visiting room will be searched by the visiting room officer in the presence of the inmate.
  - b. Attorneys who need legal documents signed by the inmate must inform the visiting room staff of their intentions prior to the beginning of the visit.
6. Unscheduled visits, or visits after normal visiting hours, will be cleared with the inmate's unit team or the IDO. Visiting points will not be deducted for attorney visits.
  - a. All attorney visits not occurring during regular visiting hours will be supervised by unit team staff.
- E. **Religious Visits.** Inmates will follow the procedures in the program statement for religious beliefs and practices for establishing a minister of record.
  1. In accordance with procedures established in national policy, an inmate's minister of record is placed on the inmate's visiting list and, therefore, does not need any further approval.

The associate warden of programs is the delegated authority for approving special visits of ordained ministers and spiritual guides (other than the inmate's minister of record).
  2. If a minister visits an inmate as a friend rather than in an official capacity, he/she must be on the inmate's approved visiting list. Ministers appearing on an inmate's regular visiting list will not be permitted to attend volunteer religious programs.
  3. No volunteers will be permitted on an inmate's approved visiting list.
- F. **Visits From Federal and State Investigative Officials.** Under normal circumstances, investigators from federal and state investigative agencies will coordinate visits with inmates with the special investigative supervisor (SIS).
  1. The SIS will coordinate the visit with the inmate's unit team, who in turn will select a suitable location for the visit.
  2. If the visiting official is an FBI agent who routinely visits the institution, no subsequent notifications are required.
  3. If a visit has not been pre-arranged, the front entrance officer will contact the SIS.
  4. In the event the visit occurs after normal visiting hours, the operations lieutenant will coordinate the visit.
- G. **Representative Visits.** Representatives (attorneys, family members, friends, etc.) of inmates will be allowed to visit on the day of the inmate's scheduled hearing before the U. S. Parole Commission and/or the Immigration Review Panel.
  1. Prior arrangements must be made. The front entrance officer will notify the inmate's unit team of any individual claiming to be a representative for an inmate.

2. A staff member from the unit team will escort and supervise the representative to and from the parole/review hearings.
  3. Attorneys must abide by the provisions of paragraph 13, section D of this supplement.
- H. **Time and Administrative Expense Incidental to Arranging and Supervising Visits.** An inmate that has requested a special visit (i.e. outside bedside visit, or funeral trip) will do so through his Unit Team. The Unit Team will ensure the inmate has the appropriate funds in his account to pay for expenses necessary to complete the visit prior to arranging the visit. (See P.S. 5538.05, Escorted Trips, concerning procedures for arranging and supervising visits.)
- I. **Recording Equipment or Cameras.** Recording equipment or cameras will not be allowed on the premises without the Warden's written permission.
14. **VIDEO MONITORING (FCI).** Video cameras are strategically located in the visiting room to enable staff to closely monitor contact between the inmate population and the visiting public.
- A. All visitors are notified by posted signs that the visiting areas are subject to video monitoring to maintain institution security and good order.
  - B. Staff assigned to monitor the video equipment will report any unusual activity to the operations lieutenant immediately.
  - C. In the event unusual activity has been recorded, the video tape will be labeled and forwarded to the SIS with a chain of custody form, where it will be kept as evidence for institution administrative purposes.
15. **OFFICE OF PRIMARY RESPONSIBILITY.** Correctional Services.

//Signed//  
D.Smith  
Warden

Attachment A – Visiting Regulations (FCI)  
Attachment B – Special Visits Authorization (FCI and Camp)  
Attachment C – Visitor Identification (FCI and Camp)  
Attachment D – Approval/Disapproval of Proposed Visitor Memorandum (FCI and Camp)

ATTACHMENT A

FEDERAL CORRECTIONAL INSTITUTION  
Phoenix, Arizona 85086

VISITING REGULATIONS

1. Visiting hours are Saturday, Sunday, Monday and Federal Holidays 8:00 a.m., until 3:00 p.m. Visitors must arrive at least one (1) hour prior to the close of visiting for processing.
2. Visitors must provide sufficient identification (form of picture ID) to staff to insure positive identity as an approved visitor.
3. All visitors will be required to complete the Form BP-s224.022, "Notification to Visitor," in its entirety prior to each authorized visit. This is to be conducted in the presence of the officer.
4. All visitors will be required to clear a metal detector search and will be subject to search of their person and personal items. Change purses must be clear plastic and no longer than 9" x 9".
5. Visitors will be responsible for the behavior of their children in the visiting area. Children under the age of sixteen (16) must be accompanied by an adult member of the family. Inmates are not allowed to enter the designated children's play area.
6. Any visitor who departs the visiting area prior to the conclusion of the day will not be authorized re-entry. Once a visitor leaves, the visit is terminated for the day.
7. Inmates are not authorized to receive any items from their visitor, or give any item to their visitor.
8. Pets are not allowed within the boundaries of the reservation. Special permission may be granted for persons with disabilities.
9. A maximum of ten (10) visiting points per month will be authorized for all inmates. It is recommended that visitors schedule their visits throughout the entire month, if possible. Two points will be charged for Saturday and Sunday visits. One point will be charged for Monday visits. No points will be charged for federal holidays. When conditions (such as overcrowding) exist, the number of visitors may be limited to allow each visitor an adequate amount of time to conduct their visit.
10. A maximum of twelve (12) visitors will be authorized on an inmate's approved visiting list, with no more than five (5) adult visitors at any one time.
11. At the completion of the visit, all visitors will be required to depart the reservation immediately. If commercial transportation is required, prior arrangements should be made to ensure the carrier arrives prior to the completion of visiting hours. Visitors will be escorted out of the Visiting Room on the hour and half hour only.
12. Visitors under the influence of alcohol or drugs will not be allowed to enter the Visiting Room.
13. Visitors should dress in an appropriate manner. Visitors arriving at the institution dressed in an inappropriate manner shall not be allowed to visit. Types of clothing that are not considered appropriate to wear in the Visiting Room are as follows:
  - a. Shirtless (all visitors must wear a shirt)
  - b. Backless Outfits
  - c. Bare Midriffs
  - d. Halter Tops
  - e. Shorts (Except on children 12 and under)

- f. Bathing Suits
- g. Mini-Skirts (all skirts and dresses must be knee length or lower)
- h. See-Through Blouses or Pants  
(if skin tone can be seen through the garment, it is defined as "see-through")
- i. No Bare Feet
- j. No skirts/dresses with slits up the sides
- k. No Sweat Pants

This list is not all conclusive and is subject to staff discretion. The Institution Duty Officer and/or Operations Lieutenant will make the final determination of appropriate dress.

Inmate Dress Code: Inmates will report to Visiting dressed in Khaki pants and shirt and institution boots. Institution soft shoes will be allowed for inmates who present a soft shoe permit and inmates assigned to Yuma will be allowed to wear blue "Bus shoes." Inmates assigned to the Special Housing Unit will wear an orange jumpsuit and tennis shoes.

- 14. A greeting/farewell kiss and embrace of visitors is permissible. All contact must be consistent with proper order and good taste. Excessive physical body contact will not be tolerated and will result in the immediate termination of the visit. Such behavior may be considered offensive to other visitors and inmates alike.
- 15. Visitors and inmates will refrain from using abusive and derogatory language during their visit. It is expected all individuals will conduct themselves in a respectful manner while in the presence of staff, other visitors and inmates. Failure to follow the above regulations will result in the visit being terminated.
- 16. Title 18, United States Code, Chapter 87, Section 1791, provides that "...Whosoever, contrary to any rule or regulation promulgated by the Attorney General, introduces into or upon the grounds of any federal penal or correctional institution, or takes or attempts to take, or send therefrom, anything whatsoever, shall be imprisoned not more than ten (10) years..."
- 17. It is not permissible to bring gifts or packages of any type. Money will not be accepted to credit an inmate's account. All money for an inmate must be mailed to him, by way of a Postal Money Order.

No written messages will be exchanged or signed during the visiting without permission. When a visit is completed, all visitors must leave the institution grounds immediately.

- 18. Visitor purses, cell phone, pagers, or other electronic devices must be secured in their vehicles. These items will not be allowed in the Visiting Room. Any visitor's keys containing remote auto devices must be kept by the Front Lobby Officer in the key retention box.

As there is a limited number of boxes available to secure electronic and/or unauthorized items in the front lobby, the use will be limited to those persons dropped off by cab, family, etc. The procedure for using one of the lockable boxes is as follows: a visitor will state the need to the officer. The officer will set one of the lock boxes on the counter. He/she will hand the visitor the key and the visitor will open the box, place the unauthorized items in the box, and then secure it with the padlock again. The visitor will retain possession of the key ring. The officer will then secure the box in the officer's area. As the visitor departs, the officer will place the box on the counter, the visitor will open the box, retrieve their possessions, lock the box back up, and hand the officer the key ring. At no time will the officer maintain the key for the visitor if items have been stored in the lockable box.

Visitors are authorized to carry the following items into the Visiting Room:

- a. change purse (9 inches or less, clear plastic)

- b. \$25 (**in change only, no bills are allowed into the visiting room**)
  - c. comb
  - d. life essential medication
  - e. diaper bag (may contain baby food [previously unopened; in plastic container only], baby clothing/blanket, plastic baby bottles, two of each)
  - f. when appropriate, and depending on weather conditions, jackets and/or coats may be worn into the visiting room.
19. Food and beverages may not be brought into the institution.
20. Visiting Room Officers have the authority to seat visitors and the inmate they are visiting in a designated area as deemed appropriate for proper supervision.
21. Rearrangement of furniture (tables, chairs, etc.) will not be authorized due to fire and safety codes.
22. Visitors and/or inmates are not allowed to save or reserve chairs and tables for other inmates and/or visitors. Visitors and/or inmates are not authorized to loiter in the immediate area of the vending machines. The vending machines will be used by the visitor only.
23. The Visiting Room has been designated as a "NO SMOKING AREA."
24. All visitors are provided parking in the south area of the parking lot. Visitors are not allowed to park in the staff parking area. If visitors have parked in the staff parking area, they may be instructed to move their vehicle to the appropriate parking area.

**ATTACHMENT B**

Phoenix, Arizona 85086

SPECIAL VISIT AUTHORIZATION FORM

DATE: \_\_\_\_\_

TO: \_\_\_\_\_ FROM (Unit Staff Member): \_\_\_\_\_

INMATE: \_\_\_\_\_ REG. NO.: \_\_\_\_\_

The above-named inmate has been approved for a Special Visit for the month and day of \_\_\_\_\_

with for the following reasons:

Attorney Visit: \_\_\_\_\_

Inmate has family emergencies (death in family, etc.): \_\_\_\_\_

Pre-Release Planning Interview: \_\_\_\_\_

Holdover/Pre-Trial Inmate: \_\_\_\_\_

Other: \_\_\_\_\_

Explanation (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**REVIEWED AND APPROVED**

ATTACHMENT C

FEDERAL CORRECTIONAL INSTITUTION



APPROVAL/DISAPPROVAL OF PROSED VISITOR MEMORANDUM  
(FCI and CAMP)



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution  
Phoenix, Arizona 85086

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Phoenix, Az. 85086

Date:

MEMORANDUM FOR D. SMITH, WARDEN

FROM: \_\_\_\_\_, Unit Team

THRU: \_\_\_\_\_, Associate Warden

THRU: SIS Office

SUBJECT: Questionable Visitor Applications  
Denial and Approval Process  
Ref: Smith, John, Reg. No. 12345-678

**BRIEF BACKGROUND OF INMATE:**

Inmate Smith has approximately 5 years remaining on his sentence. He has been at FCI Phoenix for one year. He is not serving a sentence for drug related offenses.

**BACKGROUND OF VISITOR:**

Mrs. Jones applied to visit him as a "Friend". She stated she knew him since prior to incarceration. She reported an arrest and conviction for shopping lifting in 2008. An NCIC shows she was convicted of Shoplifting and Trespassing in 2009.

**UNIT TEAM RECOMMENDATION:**

The Unit team recommends/does not recommend that the visiting application of inmate Mrs. Jones be denied or approved. She failed to disclose the a very recent arrest in 2009 for trespassing. This denial is based on potential security issues created by recent arrests she did no report. Inmate Jones has other approved visitors. The Unit team recommends the visitor be approved as trespassing had no impact on the security of the institution.

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

SIS COMMENTS: (HAND WRITTEN)

SIS Staff reviewed the telephone calls between Mrs. Jones and inmate Smith. These calls reveal that Mrs. Jones did

not know inmate Smith prior to incarceration and was introduced to her by another inmate.

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Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

ASSOCIATE WARDEN COMMENTS: (HAND WRITTEN)

Concur with Unit Team based on security issues. It appears the inmate did not know this visitor prior to incarceration and she provided possibly false information. Further, this person is a friend and not an immediate family member.

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Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

WARDENS COMMENTS: (HAND WRITTEN)

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Approved by: \_\_\_\_\_  
D. Smith , Warden

\_\_\_\_\_ Date:

Denied by: \_\_\_\_\_  
D. Smith , Warden

\_\_\_\_\_ Date: