



US Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Ray Brook NY 12977

**INSTITUTION
SUPPLEMENT**

Number: RBK 5267.08A
Date: June 16, 2007
Subject: VISITING REGULATIONS

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1. **PURPOSE AND SCOPE:** To implement local procedures necessary to comply with Program Statement 5267.08 Visiting Regulations. This supplement should be read in conjunction with Program Statement 5267.08.
 2. **DIRECTIVES AFFECTED:**
 - A. Directives Referenced:
 1. Program Statement 5267.08, Visiting Regulations, dated May 11, 2006;
 2. Program Statement 5510.09, Searching, Detaining or Arresting Persons Other than Inmates, dated March 6, 1998;
 3. Program Statement 5500.11, Correctional Services Manual, Chapter 4, Section 404, Visiting Areas, dated October 10, 2003;
 4. Program Statement 1315.07, Inmate Legal Activities, dated November 05, 1999.
 - B. Directives Rescinded:

Institution Supplement RBK 5267.07, Visiting Regulations, dated December 12, 2005.
 3. **CORRECTIONAL STANDARDS REFERENCED:** Standards for Adult Correctional Institutions: 4-4156, 4-4498, 4-4499-1, 4-4500, 4-4501, 4-4503, 4-4504, 3-ALDF-2E-03, 3-ALDF -5D-10, 3-ALDF-5D-11, 3-ALDF-5D-12, 3-ALDF-5D-13, 3-ALDF-5D-15, and 3-ALDF-5D-16 .
 4. **IMPLEMENTATION:**
 - A. Visiting Privileges:

The Warden has the authority to restrict or suspend a general population inmate's regular visiting privileges temporarily when there is reasonable suspicion that the inmate acted in a way that would indicate a threat to the good order or security of the Institution.
 - B. Location:

All regular visits will be held in the Visiting Room. The Visiting Room is located in the administration building and is equipped with tables, chairs and restroom facilities for visitors and inmates. The entire Visiting Room has been designated as a non-smoking area. A television area is available for children.

C. Visiting Hours:

| | Visitor Processing Begins | Begin | End |
|----------|---------------------------|-----------|-----------|
| Friday | 2:15 p.m. | 2:30 p.m | 8:30 p.m. |
| Saturday | 8:15 a.m. | 8:30 a.m. | 3:00 p.m. |
| Sunday | 8:15 a.m. | 8:30 a.m. | 3:00 p.m. |
| Holiday | 8:15 a.m. | 8:30 a.m. | 3:00 p.m. |

No visitors arriving at the Entrance Building 30 minutes prior to the conclusion of visiting hours will be processed into the visiting room.

D. Visiting Limitations:

Visiting is a privilege that is extended to all inmates at FCI Ray Brook. However, due to the limited space available, restrictions must be placed on the number of visits, duration, frequency and number of occupants in the Visiting Room at any one time. In order to accomplish this goal, the number of visitors per inmate is limited to five (5) adults. Children, under age 16, are not limited. Inmates and their adult visitors are responsible for the actions and conduct of their children visitors.

E. Approved Visitors:

Unit staff will establish a list of approved visitors (Attachment A) and prepare visiting folders to be maintained in the Visiting Room filing cabinet.

1. A Visiting List Request Form (Attachment B) will be completed by each inmate and submitted to his Unit Team for approval.
2. Inmates may have members of their immediate family (as defined in Program Statement 5267.08) and friends placed on the approved visiting list after review by unit staff.
 - a. To ensure the security or orderly running of the institution, staff may request all proposed visitors complete the visiting questionnaire and conduct an investigation before placing them on the inmate's approved visiting list.
 - b. If the immediate family relationship is not documented within the Pre-Sentence Investigation Report, a completed visiting questionnaire and investigation must be completed before the individual is placed on the inmate's approved visiting list.
3. Inmates may have a maximum of twelve (12) friends and associates placed on the visiting list. The placement of friends and associates affects only designated inmates.

- a. When requesting placement of a visitor other than immediate family on the visiting list, a Visitor Information Form (BP-629), along with an Institution Request for Visitor Information Form (Attachment C), must be completed by the potential visitor.
 - b. The top section of the Visitor Information Form (BP-629) and the top section of the Institution Request for Visitor Information Form (Attachment C) will be completed by the inmate who is making the request. The inmate is responsible for mailing these forms to his potential visitor.
 - c. The forms must be completed by the visitor and sent directly to the Unit staff member responsible for the inmate's case.
 - d. The signature of a parent or guardian on the Visitor Information Form BP-629) is necessary to process a request for an applicant under 18 years of age.
 - e. Staff shall notify the inmate of each approval or disapproval of a requested person for the visiting list. The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the Instructions for Visiting (Attachment F).
 - f. The Instructions for Visiting shall include specific directions for reaching the institution and shall cite 18 U.S.C. 1791, which provides a penalty of imprisonment for not more than twenty years, a fine, or both for providing or attempting to provide to an inmate anything whatsoever without the knowledge and consent of the Warden.
 - g. Visitors are not to be permitted to visit until they have been approved and added to the inmate's list of approved visitors. Special exceptions may be made by the Unit Manager on a case by case basis.
 - h. An inmate's visiting list may be amended at any time in accordance with the procedures of this section.
4. Normally, visitors may not be on more than one inmate's visiting list, except where inmates have the same immediate family members. In these rare cases, the visitor may visit each inmate, either separately or together.

F. Special Visits:

Special visits may be permitted under the following circumstances: family emergencies, pre-release planning interviews, attorney, business, court appointed investigation, interpreters, consular, or community group representatives.

Any inmate visit by an individual who is not associated with the Department of Justice on official business or who is not on the inmate's approved visiting list, is considered a special visit. A special visit must be arranged through unit staff. Unit staff will prepare a special visit memorandum (Attachment D) to the Captain, with copies routed to the following: Visiting Room, Control Center, Lieutenant's Office, Duty Officer, and the Entrance Building Officer.

The Institution Duty Officer or Operations Lieutenant may approve an immediate family member's request to visit during normal visiting hours if no approved visiting list has been established for the inmate. This authority is for one visit and only after conferring with Unit staff or reviewing the Pre-Sentence Investigation Report. This authorization should be noted and maintained in the visiting file located in the Visiting Room.

1. Attorney Visits: Refer to Program Statement 1315.07, Inmate Legal Activities. Attorney Visits may occur at any time during regularly scheduled visiting hours and on weekdays during regular business hours with a prior appointment prearranged with the inmate's Unit Team.
 - A. When an attorney must visit during regular visiting hours, the television room adjacent to the Visiting Room will be used for privacy. If this room is not available, the inmate and his attorney may visit in the Visiting Room, provided they have a degree of separation from other visitors for privacy.
 - b. Attorneys must show a valid bar card or other suitable professional identification and pass through the metal detector before entry will be allowed into the institution.
 - c. Attorneys may bring legal papers and writing material with them while visiting inmates; however, all briefcases, file folders, etc., are subject to inspection for security purposes. With regard to the exchange of legal material in the Visiting Room, an inmate may not bring legal material into the Visiting Room, nor remove legal material obtained from his attorney, from the Visiting Room without prior approval from unit staff.
2. Ministerial Visits: Special visits to an inmate from an area clergyman or religious leader will be arranged by the Chaplain. The Chaplain will prepare a special visit memorandum (Attachment D) to the Captain, with copies routed to the following: Visiting Room, Control Center, Lieutenant's Office, Duty Officer, and the Entrance Building Officer. All ministerial visitors must comply with the visiting rules, applicable policies and meet entrance requirements.
3. Minister of Record: An inmate wanting to receive visits from his 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.
 - A. An inmate may have only one minister of record on his 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 visiting list and will not count against the total number of social visits allowed.

G. Visits to Inmates Not in Program Population Status:

1. Pretrial/Holdover Inmates: Pre-trial/holdover inmates may have immediate family members and attorneys only on their visiting lists, once it is established and reviewed by unit staff.

2. Inmates Housed in the Special Housing Unit (SHU): If an inmate is housed in SHU for disciplinary reasons, he may receive visits. 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 Officers' desk for close observation. All security measures for inmates entering and exiting the Visiting Room and SHU will be followed.
3. Visits to Inmates Under Strict Medical Care: When visitors come to see an inmate who is under strict medical care, the situation shall be carefully and sensitively interpreted to the proposed visitor and documented in the inmate's Central File. In such cases, the Clinical Director or HSA, in conjunction with the Captain, will determine whether a visit may take place; and, if so, the location where it will be conducted.

Inmates admitted to outside facilities for medical treatment will not be allowed social visits unless authorized, in advance, by the Warden. When approved by the Warden, visitors will visit only according to the medical facility's visiting times, and visitors will be limited to immediate family members and attorneys only. Escorting staff must be present during the entire visit.

- H. Visitor Entrance and Exit Procedures: Visitors should not arrive on the institution grounds more than 15 minutes prior to the start of visitor processing times specified above. Visitors arriving at the Entrance Building within 30 minutes to the conclusion of visiting hours will not be processed into the visiting room.

1. Identification of Visitors: Staff shall verify the identity of each visitor age 16 and older, through a driver's license or other state or governmental issued photo identification, prior to admission of the visitor to the institution. Visitors under the age of 16, accompanied by a parent or legal guardian, are exempted from the identification provision.

All visitors age 16 and older must be listed on the approved inmate visiting list before entry. Children under the age of 16 may not visit unless accompanied by a responsible adult. Exceptions in unusual circumstances may be made by special approval of the Warden.

2. Visitor Declaration of Contraband: Prior to all visits, visitors age 16 and older will be required to sign a Notification to Visitors Form (BP-224) declaring any contraband in their possession or in the possession of their children. In addition to the Notification to Visitors Form and the Declaration/Acknowledgment Form, each visitor age 16 and older will be required to sign the Inmate Visitor's Log prior to each visit.
3. Metal Detector: All visitors entering the institution are required to pass through the metal detector located in the Front Lobby or the hand-held metal detector. Any visitor refusing to submit to this test or who fails to successfully pass the metal detector(s) will be denied access to the institution.

4. Black Light: All visitors admitted to the institution will be required to have their hand "blacklight" stamped for additional security and identification. When departing the institution, each visitor will submit to identification via the "blacklight." Inmate visitors will be subject to this process prior to departing the Visiting Room and again before exiting the institution.

5. Visitors Personal Property: Lockers are located in the Front Lobby for storage of visitors' handbags, shopping bags, etc. Visitors will be required to place all packages and purses in these lockers before going to the Visiting Room. The only exception to this will be small, clear, billfolds or change purses and actual baby needs. No medication will be permitted inside the institution unless authorized by the Operations Lieutenant or Institution Duty Officer. FCI Ray Brook is not responsible for items left or lost inside the facility. The following items are the only items, outside of personal clothing, allowed to enter the Visiting Room:
 - A. A clear wallet or change purse, no larger than 5"x 8"x 4", containing money and identification only, four baby diapers, two containers of processed baby food (commercially sealed), three baby bottles (with milk, formula or juice), one baby blanket (crib size), and one small diaper bag (paper or plastic) for baby items or female hygiene items.
 - B. Several other items specifically prohibited are: Balloons, gum, candy, food, toys (including dolls and toy weapons), newspapers, magazines, books, legal material (unless pre-approved by memorandum), baby carriers, regular diaper bags, cosmetics, writing instruments, tobacco products, photographs, pagers, cell phones, and remote control door lock devices.

6. Proper Dress in the Visiting Room: **It is necessary to uphold standards of appropriate dress in the Visiting Room. Visitors wearing transparent clothing will not be admitted into the institution. Tank tops, muscle shirts, halter tops, short shorts, mini-skirts, culottes or excessively tight fitting clothing will not be allowed.**

Shorts and skirts will be no more than six inches above the knee. Persons wearing clothing of a suggestive or revealing nature will not be admitted into the institution.

Furthermore, any male visitor dressed in attire similar to inmate clothing, i.e. khaki pants or shirts, will not be allowed to visit. Excluding babies, no bare feet will be permitted. Any questions regarding proper attire will be directed to the Institution Duty Officer or the Operations Lieutenant.

7. Escort of Visitors: All visitors will be escorted from the Entrance Building to the Visiting Room by staff. Visitors exiting the Visiting Room will be escorted back to the Entrance Building by Visiting Room staff. Visitors will not be permitted to move unescorted between the Entrance Building and the Visiting Room.

8. Video Monitoring: All areas of the institution, including the visiting room, may be monitored by video surveillance.

9. One Visit per Day: Visitors may not leave and return for visiting on the same day unless authorized, in advance, by the Warden.

I. Inmate Entrance and Exit Procedures: Before admittance into the Visiting Room, each inmate processed for visiting shall be positively identified by his commissary card and pat searched. The commissary card will then be maintained at the officers' desk. If the inmate has altered his appearance by changing his hair style or by growing or shaving a beard or mustache, etc., it will be noted so a new picture can be obtained.

1. When an inmate arrives for a visit, random visual searches may be conducted by the Visiting Room Officer before entering the Visiting Room. Inmates will not be allowed to enter the Visiting Room before their visitor or prior to 8:30 a.m. or 11:00 a.m. Inmates leaving the area for any reason will be subject to immediate termination of the visit and possible disciplinary action.
2. When the inmate's visit ends, he will be identified by the visiting file inmate picture card and commissary card prior to his visitors being allowed to leave the Visiting Room. He will then be taken into the shakedown room where a visual search will be conducted. The inmate will then be given back his commissary card and released to the compound.
3. When a mass departure of visitors is necessary, such as termination of visiting hours, Visiting Room Officers will announce, "Visiting hours are now over. All visitors please proceed to the front of the Visiting Room and all inmates move to the rear." All inmates must be properly identified with picture cards prior to the departure of the visitors. The separation of inmates and outside visitors must be maintained while inmates are returned to the population and the outside visitors are being processed in an orderly fashion from the Visiting Room through the Entrance Building.
4. Inmate Dress: Only institution issued khaki shirts and trousers will be worn in the Visiting Room. Underwear and socks are required and a plain white t-shirt may be worn. Institution issued boots and boots purchased in the Commissary are the only types of footwear allowed, and must be worn at all times. Shower shoes and sneakers will not be permitted. All clothing will be clean and neat in appearance; shirts will be buttoned and tucked into the pants at all times. An institution issued belt must be worn at all times.
5. Allowable Inmate Personal Property: Inmates will be allowed to bring certain personal property into the Visiting Room:

One comb, one handkerchief, one pair of prescription eye-glasses, one plain religious neck chain, one plain wedding band, and picture tickets.

No other items will be allowed in the Visiting Room. All items will be listed on a Visiting Room Property Sheet Form (Attachment E). Items not authorized upon the inmate's departure will be considered contraband and confiscated. No item of property, other than coats, will be stored for an inmate in the search area.

- J. Conduct in the Visiting Room: Visits will be conducted as informally and as pleasant as the physical conditions permit.
1. Hand shaking, embracing and kissing within the bounds of good taste are permitted at the beginning, and at the end of each visit. Physical contact beyond this point will not be permitted.
 2. Visitors may not bring into the institution, packages, photographs, papers of any kind, or gifts for inmates.
 3. It is not permissible for papers of any kind to be examined or signed during social visits without the expressed consent of the Warden. No visitor may receive any items from the inmate in the Visiting Room.
 4. Visitors are prohibited from passing money to an inmate in the Visiting Room.
 5. The Visiting Room Staff may not accept articles or gifts of any kind for an inmate, except packages which have had prior approval by the Warden or a designated staff member.
 6. Visitors may purchase food and drink items from the vending machines located in the Visiting Room. Items that are purchased and opened must be consumed or discarded in the Visiting Room. Unopened items may be removed by the visitor upon the end of the visit.
 7. The use of telephones, radios, cameras or recording equipment is strictly prohibited.
 8. **Inmates and visitors may be assigned seating by Visiting Room staff and once seated, may not change seats during the visit unless instructed to move to another location by Visiting Room staff. Visiting Room Staff, at their discretion, may direct where inmates and their visitors may sit.**
 9. Inmates must remain seated during a visit, unless authorized to use the restroom. Inmates are not permitted to use the vending machines and are not allowed to go to the vending machine area.
 10. Inmates will not be processed into the Visiting Room more than once a day for the same visitor unless otherwise authorized by the Warden. However, an inmate may be admitted a second time for a different visitor arriving the same day.
 11. A room for children is located at the rear of the Visiting Room, and contains an assortment of games, books, and a television for viewing. Inmates are not allowed in the children's area and all children must be supervised by a responsible adult. Staff assigned to the Visiting Room will monitor this area when in use and will ensure the children are properly supervised by an adult. Children behaving in an inappropriate manner or not properly supervised, will be returned to the parent or guardian.
- K. Staff Supervision: The Visiting Room will be supervised by staff to ensure all visits are conducted in a quiet, orderly and dignified manner. The Visiting Room Officer cannot accept funds for deposit into an inmate's commissary account.

A copy of this Institution Supplement will be posted in the Visiting Room. Any violation of the institution visiting procedures may result in termination of the visit and possible disciplinary action.

- L. Computer-based Visiting Program: Visiting Room staff will utilize the computer-based program in order to properly record all inmate visits. Specific information includes the name and address of each visitor, eligibility for visiting, and total number of visitors, including children. In the event the computer program is inoperative, Visiting Room staff will utilize the locally generated tracking form, and will verify all prospective visitors via the inmate visiting files compiled by Unit Team.
- M. Visiting Termination: In the event the Visiting Room becomes overcrowded, it may be necessary to limit the length of visits or the number of visitors. The decision to terminate the duration of a visit will be made by the Operations Lieutenant or the Duty Officer. Good judgement with regards to terminating visits will be used, with the following factors being considered:
1. Ask for volunteers to leave.
 2. Starting with the first visitors who were processed and continuing second, third, etc., will be the first to be terminated.

Visitors who car pool with other visitors or utilize a form of bus service will not be exempt from this policy. Those visitors will be responsible for obtaining transportation from the institution and making the necessary arrangements. Visitors departing the Visiting Room will not be allowed to return on the same day.

If an inmate and a visitor do not conduct themselves in a proper manner, the visit may be terminated. The Lieutenant or the Duty Officer has the prerogative of terminating visits for reasons of improper conduct on the part of the inmate or his visitor(s). Future visits may be denied as an administrative action to anyone who attempts to circumvent or evade institution regulations.

- N. Visitors with Disabilities Which Require the Use of Animals as Aids:
1. Visitors are precluded from bringing animals onto institutional grounds, except for dogs that assist persons with disabilities.
 2. Working animals used as aids for persons with disabilities will be allowed to enter the institution when the visitor can provide documentation certifying the animal's training and its required use. Documentation as to the animal's vaccination status will also be required.
 3. Normal entrance procedures for the visitor will be followed and a visual search of the animal and its associated equipment will be conducted. The pet will also be checked using a hand held metal detector. The animal's demeanor will be such as to not cause a disturbance to the normal visiting procedures.
 4. Persons requiring animal aides will, to the extent possible, visit separately from the general population, to minimize the animal's contact with other visitors and inmates. The animal will be restrained with a leash at all times.

5. Should the animal need to be walked, the area in front of the control center and adjacent to R&D will be utilized. The visitor, along with a staff escort, will walk the pet. Feces is considered "Hot Trash" and must be disposed of accordingly by Visiting Room staff. At no time will the inmate be allowed to walk or control the animal.

5. **EFFECTIVE DATE:** This Supplement is effective upon issuance.

Deborah G. Schult
Warden

cc: RBK Duty Officer Briefcase
RBK Law Library

INMATE'S APPROVED VISITING LIST

REG.#: _____

NAME: _____

UNIT: _____

APPROVED VISITORS

| #. | LAST NAME | FIRST | RELATIONSHIP | CITY | STATE | ZIP |
|-----|-----------|-------|--------------|-------|-------|-------|
| 1. | _____ | _____ | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ | _____ | _____ | _____ |
| 7. | _____ | _____ | _____ | _____ | _____ | _____ |
| 8. | _____ | _____ | _____ | _____ | _____ | _____ |
| 9. | _____ | _____ | _____ | _____ | _____ | _____ |
| 10. | _____ | _____ | _____ | _____ | _____ | _____ |
| 11. | _____ | _____ | _____ | _____ | _____ | _____ |
| 12. | _____ | _____ | _____ | _____ | _____ | _____ |

VERIFIED BY: _____

* INDICATES SPECIAL VISITOR

VISITING LIST REQUEST FORM

FEDERAL CORRECTIONAL INSTITUTION
Ray Brook, New York

YOUR NAME

YOUR REGISTER NUMBER

VISITING LIST REQUEST:

List the names of your immediate family only (father, mother, brother(s), sister(s), grandparent(s), wife, children).

| | | | |
|----|-------------|------------|---------------|
| 1. | LAST NAME | FIRST NAME | RELATIONSHIP |
| | ADDRESS | CITY | STATE |
| | | | ZIP |
| | SOC. SEC. # | SEX | TELEPHONE # |
| | | | DATE OF BIRTH |

| | | | |
|----|-------------|------------|---------------|
| 2. | LAST NAME | FIRST NAME | RELATIONSHIP |
| | ADDRESS | CITY | STATE |
| | | | ZIP |
| | SOC. SEC. # | SEX | TELEPHONE # |
| | | | DATE OF BIRTH |

| | | | |
|----|-------------|------------|---------------|
| 3. | LAST NAME | FIRST NAME | RELATIONSHIP |
| | ADDRESS | CITY | STATE |
| | | | ZIP |
| | SOC. SEC. # | SEX | TELEPHONE # |
| | | | DATE OF BIRTH |

| | | | |
|----|-------------|------------|---------------|
| 4. | LAST NAME | FIRST NAME | RELATIONSHIP |
| | ADDRESS | CITY | STATE |
| | | | ZIP |
| | SOC. SEC. # | SEX | TELEPHONE # |
| | | | DATE OF BIRTH |

ATTORNEY OF RECORD:

| | | | |
|----|-----------|------------|-------------|
| 1. | LAST NAME | FIRST NAME | TELEPHONE # |
| | ADDRESS | CITY | STATE |
| | | | ZIP |

LISTA DE VISITAS SOLICITADAS

INSTITUCION CORRECCIONAL FEDERAL
Ray Brook, New York

SO NOMBRE

SU NUMERO DE REGISTRO

LISTA DE VISITANTES:

Escriba los nombres de su familia inmediata (solamente, padre, madre, abuelos, hermano(s), hermana(s), esposa, hijos(as)).

| 1. | APELLIDO | PRIMER NOMBRE | RELACION |
|----|-------------------------|---------------|------------------------------|
| | DOMICILLO | CIUDAD | ESTADO CODIGO POSTAL |
| | NUMERO de SEGURO SOCIAL | SEXO | TELEFONO FECHA de NACIMIENTO |

| 1. | APELLIDO | PRIMER NOMBRE | RELACION |
|----|-------------------------|---------------|------------------------------|
| | DOMICILLO | CIUDAD | ESTADO CODIGO POSTAL |
| | NUMERO de SEGURO SOCIAL | SEXO | TELEFONO FECHA de NACIMIENTO |

| 1. | APELLIDO | PRIMER NOMBRE | RELACION |
|----|-------------------------|---------------|------------------------------|
| | DOMICILLO | CIUDAD | ESTADO CODIGO POSTAL |
| | NUMERO de SEGURO SOCIAL | SEXO | TELEFONO FECHA de NACIMIENTO |

| 1. | APELLIDO | PRIMER NOMBRE | RELACION |
|----|-------------------------|---------------|------------------------------|
| | DOMICILLO | CIUDAD | ESTADO CODIGO POSTAL |
| | NUMERO de SEGURO SOCIAL | SEXO | TELEFONO FECHA de NACIMIENTO |

ABOGADO DESIGNADO:

| APELLIDO | PRIMER NOMBRE | TELEFONO |
|-----------|---------------|----------------------|
| DOMICILLO | CIUDAD | ESTADO CODIGO POSTAL |

INSTITUTION REQUEST FOR VISITOR INFORMATION FORM

FEDERAL CORRECTIONAL INSTITUTION
Ray Brook, New York

INMATE'S NAME: _____ **REG. NO.** _____

YOU ARE REQUESTED TO SUBMIT THE BELOW INFORMATION. THIS INFORMATION WILL BE USED TO ASSIST IN THE PROCESSING OF YOUR APPLICATION IN A TIMELY MANNER.

YOU ARE NOT REQUIRED TO SUPPLY THE INFORMATION REQUESTED. IF YOU DO NOT FURNISH THE INFORMATION REQUESTED, THE PROCESSING OF YOUR REQUEST WILL BE SUSPENDED AND YOU WILL RECEIVE NO FURTHER CONSIDERATION.

PLEASE PRINT

NAME: _____

SS #: _____

HEIGHT: _____

WEIGHT: _____

RACE: _____

SEX: () Male () Female

SIGNATURE: _____

NOTE: PLEASE DO NOT ATTEMPT TO VISIT THE INSTITUTION UNTIL YOU HAVE BEEN NOTIFIED BY THE PERSON REQUESTING YOU TO VISIT OF YOUR APPROVAL.

SPECIAL VISIT MEMORANDUM

FEDERAL CORRECTIONAL INSTITUTION
Ray Brook, New York

DATE: _____
TO: _____, Captain
FROM: _____
SUBJECT: _____
Inmate: _____
Reg. No.: _____

The above named inmate has been approved for a Special Visit on _____
_____, 20____ for the following reasons:

_____ Attorney visit

Name of Attorney: _____

_____ Ministerial visit

Name of Clergyman or Religious Leader: _____

_____ Inmate has family emergency (death in family, etc.)

Name of Visitor: _____

_____ Pre-Release Planning Interview

Name of Visitor: _____

_____ Other

cc: Visiting Room Officer
Control Center Officer
Front Lobby
Lieutenant's Office
Institution Duty Officer
Central File

INSTRUCTIONS FOR VISITING

The following information is provided for all visitors of inmates at the Federal Correctional Institution, Ray Brook, New York. We trust these instructions and regulations will be informative and of benefit to you, and enable you to adhere to our visiting guidelines. This information is provided as a guideline and is not intended to cover all situations or incidents. If there are any questions, please feel free to contact one of the Visiting Room Officers or the Lieutenant.

The Federal Correctional Institution at Ray Brook, New York is located in the Adirondack Mountain Region of New York. The institution is situated mid-way between the villages of Lake Placid and Saranac Lake (on Route 86). This is a resort area. Motel and restaurant reservations are recommended and may be difficult to obtain during peak tourist seasons. The Adirondack Regional Airport is approximately 10 miles from the institution. Taxi and bus services are available within the area. Individuals with questions regarding visiting hours, directions to the facility, and visiting regulations may contact staff by calling (518) 897 4000.

Visitors are not permitted to enter institution grounds with alcohol, narcotics, weapons or ammunition on their person or in their vehicles. Title 18, United States Code, Section 1791, provides for a penalty of imprisonment for not more than twenty (20) years, a fine of not more than \$250,000.00 or both, to a person who introduces, or attempts to introduce, into or upon the grounds of any Federal Institution, or takes or attempts to send therefrom, anything whatsoever, without the knowledge and consent of the Warden. Furthermore, Title 18, United States Code, Section 1001, states the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than five (5) years, or both. All areas of the institution, including the visiting room, may be monitored by video surveillance.

Only approved visitors are permitted to enter the institution grounds prior to, or during visiting hours. No one may wait at the front entrance or in a vehicle in the parking lot. Anyone denied admission must leave the grounds immediately. All vehicles parked in the institutional parking lot must be locked and secured. All areas of the institution grounds, except the parking lot, the Entrance Building and the visiting room, are off limits to visitors.

Upon commitment, an inmate may submit a list of proposed visitors to his Correctional Counselor for approval. Once the request is submitted, absent good cause, members of the immediate family (parents, grandparents, step parents, foster parents, brothers, sisters, spouse and children) will be placed on the inmate's visiting list. Other relatives and friends may be authorized to visit, but only after a proper background investigation has been completed. Once approved, it is then the inmate's responsibility to inform the visitor of his/her approval to visit. Special visits may be granted in accordance with the established regulations and with written approval of the inmate's Unit Manager. Other relatives and friends authorized to visit is limited to twelve (12). For just cause, a visitor may be removed from the inmate's visiting list, and will not be reinstated without the Warden's approval.

Visiting Hours:

| | Visitor Processing Begins | Begin | End |
|----------|---------------------------|-----------|-----------|
| Friday | 2:15 p.m. | 2:30 p.m. | 8:30 p.m. |
| Saturday | 8:15 a.m. | 8:30 a.m. | 3:00 p.m. |
| Sunday | 8:15 a.m. | 8:30 a.m. | 3:00 p.m. |
| Holiday | 8:15 a.m. | 8:30 a.m. | 3:00 p.m. |

Federal Holidays are as follows:

| | | |
|----------------------------------|------------------|------------------|
| New Year's Day | Independence Day | Veteran's Day |
| Martin Luther King's Birthday | Labor Day | Thanksgiving Day |
| President's Day | Columbus Day | Christmas Day |
| Memorial Day | | |

Visitors will enter the Institution through the Front Entrance Building. After processing by the Front Entrance Officer, the visitor will be escorted directly to the Visiting Room which is located in the Administration Building. All visitors 16 years of age and older must have proper photo identification, preferably a driver's license or a photo identification with full name and signature. Approved visitors under the age of 16 must be accompanied by an approved visiting adult.

Visiting is a privilege extended to all inmates at FCI, Ray Brook, and may be suspended or revoked as a sanction for committing prohibited acts. Inmates will be processed into the Visiting Room only once per day. Visitors may not leave the institution and return for visiting on the same day unless authorized, in advance, by the Warden. The number of adult visitors per inmate is limited to five (5), because of the limited available space. There is no limit of the number of children allowed to visit; however, the inmate and his visitors are responsible for supervising the children at all times. In the event that the Visiting Room becomes overcrowded, it may be necessary to limit the length of visits or the number of visitors. The decision to limit the duration of a visit will be made by the Lieutenant or Duty Officer. In making this decision, they will consider the following factors:

1. Visiting Room Capacity
2. Local or frequent visitors
3. Distance Traveled

The Lieutenant or Duty Officer has the prerogative of terminating visits for reasons of improper conduct on the part of the inmate or his visitor(s). The right to have future visits may be denied as part of an administrative action to an inmate who attempts to circumvent or evade institution regulations.

Prior to all visits, visitors age 16 and older will be required to sign a Notification to Visitors and a Declaration of Contraband/Acknowledgment Form, declaring any contraband in their possession or in the possession of their children (These forms are available in English or Spanish). In addition to the Notification to Visitors and Declaration of Contraband / Acknowledgment Form, each visitor age 16 and older will be required to sign the Inmate Visitors Log prior to each visit.

Inmates may shake their visitor's hands, embrace and kiss within the bounds of good taste, at the beginning and at the end of the visit. Additional physical contact is not permitted and may result in the termination of the visit.

Visitors are held to a dress code before being admitted into the institution. Visitors wearing transparent clothing, dresses, blouses or other apparel of a suggestive or revealing nature, halter tops, short shorts, mini-skirts, culottes, or excessively tight fitting clothing will not be admitted into the institution. Excluding babies, no bare feet will be permitted. Any questions regarding proper attire will be directed to the Institution Duty Officer or the Operations Lieutenant.

No money will be accepted or held by the Entrance Building Officer or the Visiting Room Officers. Inmates may receive money through the United States Postal Service, preferably in the form of a United States Postal Money Order bearing the inmate's name and registration number.

Food and beverages may not be brought into the institution. The Visiting Room is equipped with tables, chairs, and restroom facilities for visitors and inmates. Vending machines and microwave ovens are available for visitor use. Lockers are located in the Front Lobby for storage of visitor's handbags, shopping bags, etc. Visitors will be required to place all packages and purses in these lockers before going to the Visiting Room. The items may also be stored in the visitors secured vehicle. Small, clear, billfolds or change purses and actual baby needs are permitted in the visiting room. No medication will be allowed inside the institution unless authorized by the Lieutenant or Institution Duty Officer. The following items are the only items, other than personal clothing, are allowed in the Visiting Room:

One clear wallet or change purse, no larger than 5"x 8"x 4", containing money and identification only, four baby diapers, two containers of processed baby food (commercially sealed), three baby bottles (with milk, formula or juice), one baby blanket (crib size), and one small (paper or plastic) diaper bag for baby items and/or female hygiene items will be allowed to enter the Visiting Room.

Smoking is not allowed at FCI Ray Brook.

Cameras are not allowed on institution grounds or in the Visiting Room. However, each inmate may purchase photographs through the Inmate Trust Fund. Photographs will be taken in the visiting room by the inmate photographer. Photographs may be taken of just the inmate or the inmate and his visitor(s). Visitors may only be photographed with the inmate they are approved to visit. Only one inmate may be photographed at any one time.

All visitors entering the institution are required to pass through the metal detector located in the Front Lobby and/or the hand-held metal detector. Any visitor refusing to submit to this test or who fails to successfully pass the metal detector(s) will be denied access to the institution.

All visitors admitted to the institution will be required to have their hand "blacklight" stamped for additional security and identification. When departing the institution, each visitor will submit to identification via the "blacklight". Inmate visitors will be subject to this process when exiting the Visiting Room and when departing the Front Entrance area.