



# VISITOR' S HANDBOOK

## FCI SAFFORD

August 2011

## **INTRODUCTION**

The Warden and staff at FCI Safford welcomes you. To alleviate concerns generally associated with visiting, this pamphlet has been prepared for inmates and their visitors. This booklet will familiarize you with procedures and regulations.

## **DIRECTIONS**

FCI Safford is located approximately seven miles south of downtown Safford, Arizona on Highway 191. It is approximately 120 miles East of Tucson, Arizona, and 180 miles Southeast of Phoenix, Arizona. From Tucson, Arizona, visitors should travel East on Interstate 10 to highway 191 North. They should travel on Highway 191 North to Highway 366 and turn left. Visitors from Phoenix, Arizona, should travel East on Highway 60 to Highway 70, then East on Highway 70 to Highway 191. Turn south on Highway 191 to Highway 366, then turn right.

## **PARKING AND PETS**

Parking is to the Right of the institution entrance, near the designated visitor's waiting area. Please remember to lock your vehicle. Do not leave children unattended. No animals are authorized on the property with the exception of a service dog. In this circumstance, the visitor must provide staff with certification that the dog is trained for that purpose.

## **VISITING HOURS**

Regular visiting will be between the hours of 8:00 a.m. and 3:00 p.m., Saturday, Sunday, and all designated FEDERAL holidays. To ensure a prospective visitor the opportunity to visit, they must arrive in the lobby no later than 2:00 p.m. Visitors will not be processed between 9:30 a.m. and until the control center officer has received a good verbal count for the 10:00 a.m. count. Inmates will not be called to the visiting room until the count has cleared. Visitors are not authorized to be on the property prior to 7:30 a.m.

In the event of overcrowding, it may become necessary to terminate visits. Those visitors who arrive first and have traveled shorter distances will be asked to leave first if termination becomes necessary due to overcrowding in the visiting room.

## **AUTHORIZED VISITORS**

All prospective visitors, including confirmed inmate immediate family members, are subject to a background check and approval. All visits must have prior approval for immediate family, relatives, and friends. Immediate family is defined as a mother, father, step-parents, foster parents, brothers, sisters, wife, common law wife, and children. All visitors must be on the inmate's approved visiting list. Children under the age of sixteen (16) must be accompanied by their parent or legal guardian who must be on the approved visiting list. Children ages sixteen (16) and seventeen (17) must be on the approved visiting list and also accompanied by their parent or legal guardian who must be on the approved visiting list.

## **IDENTIFICATION**

All visitors, with the exception of children under sixteen years, must present a US Government photo identification prior to being admitted for a visit. Acceptable forms of identification are a valid driver's license, a passport or other government issued photo identification.

## **VISITING POLICY**

The Bureau of Prisons encourages visiting by family, friends, and community groups to maintain the morale of the inmate and to develop strong family ties and community relationships.

An inmate desiring to have regular visitors must submit a list of proposed visitors, including family members, to the unit staff. Members of the immediate family (parents, brothers, sisters, spouse, and children) are placed on the inmate's approved visiting list, unless policy prohibits. Inmates will be notified by staff of each approval or disapproval of a requested person for the visiting list. The inmate is responsible for notifying the visitor of approval or disapproval to visit. Visitors should ensure they are on the approved visiting list prior to coming to the institution for a visit to avoid any inconvenience. *Please note that an inmate's visiting list may be amended at any time.*

Visiting dress rules apply equally to male and female visitors.

- Anyone wearing clothing considered to be too revealing will not be allowed to visit. This may include sun dresses, leotards, miniskirts, backless tops, any sleeveless

garment, crop tops, low cut necklines, sheer fabric, see through lace, and clothing of spandex material. No open-toed shoes or sandals of any kind are allowed.

- Any clothing more than three (3) inches above the knee will be considered too short and will not be permitted to enter the institution. This includes shorts, dresses, sun dresses, miniskirts, culottes, and any dress or skirt with a high cut split, in back, front of side, etc. This applies to all visitors regardless of age.
- Any type of gang insignia, i.e., gang art work of any type on a visitor's clothing, design in their hair, displaying affiliation with gangs, will be brought to the attention of the Operation's Lieutenant. Any type of military style clothing including camouflage clothing will not be allowed.
- Any clothing similar to inmate clothing such as khaki type will not be permitted. Hats or caps will not be permitted inside the Visiting Room.
- Visitors wearing religious headwear may be asked to provide the headwear for a search if first authorized by the Warden or his/her designee and if staff have reasonable suspicion that the religious headwear contains contraband. The IDO and Operations Lieutenant will be notified prior to any search of religious headwear. Once approval for the search of the headwear is approved by the Warden or his/her designee, a staff member of the same sex as the visitor wearing the religious headwear should ask the visitor if they would consent to a visual inspection of their headwear. If the visitor refuses, the visitor will not be allowed to enter the institution. If the visitor consents to the search, the staff member should escort the visitor to a private place. The visitor then should be instructed to remove the religious headwear to allow the staff member to conduct a search of the headwear.
- If it is determined that the visitor is dressed inappropriately, the visitor will not be allowed entrance, but will be given the option to visit the inmate only after appropriate dress has been obtained.
- Clothing that is questionable for a correctional setting will be referred to the Institutional Duty Officer who will make the final decision to approve or deny the visit.

- Children's television viewing area is off limits to all adult visitors and inmates except for supervision.
- Absolutely no tobacco products will be allowed in the visiting room.
- No currency, checks, or money orders, will be accepted from a visitor for deposit to an inmate's account.
- Out of bounds areas for inmates has been marked in the visiting room area. There is a sign posted near the visitor restrooms and there is a yellow line near the vending machines.
- Any items not allowed in the institution must be taken back to visitor's vehicle. No items will be left with the front lobby officer.

#### **MEALS**

Vending machines and microwave ovens are available for visitors use in the visiting room. Inmates are not allowed access to these machines. Visitors may not bring food items into the institution with the exception of sealed, baby food and individual baby formulas for infants.

Visitors may not bring beverage items into the institution. No alcoholic beverages are permitted within the institution or on institution grounds, i.e., parking lot.

#### **ITEMS**

Visitors may not bring photos, or any written materials (newspapers, books, magazines, newspaper clippings, or other periodicals) into the institution. This restriction also applies to games, playing cards, etc.

Cameras, radios, or cassette players/recorders are not authorized within the institution. The use of photographic equipment of any kind by visitors is not allowed on a Federal Reservation. No pictures or videos will be taken of the institution or grounds.

Personal toys and games for children's amusement are not permitted. The only toys permitted are those provided by the institution.

Children must be supervised by the visitor/inmate at all times. If the child is unruly you will be given one warning by the visiting room staff. After that the visit may be terminated.

Large purses, wallets, flight or travel bags, briefcases, parcels, etc., will not be allowed. Small, see-through coin purses (8" x 8" x 2") may be taken into the visiting area, however, they will be inspected by the Front Entrance Officer prior to admittance. All items will be completely searched and processed via the E-Scan Machine located in the Front Lobby. Any questionable items for the visiting area will be referred to the Operations Lieutenant.

Diaper bags are not permitted into the institution. Individual diapers, enough to last the length of the visit, will be allowed after they have been searched.

The following items are only authorized in the visiting room.

1. One (1) wallet or One (1) transparent change purse no larger than 8" x 8" x 2"
2. Four (4) diapers
3. Two (2) plastic jars of baby food, unopened
4. One (1) clear and empty baby bottle or sippy cup
5. Three (3) individual packaged baby formulas
6. One (1) baby blanket (winter months only)
7. Two (2) sanitary napkins or tampons
8. Medication: Only nitroglycerin pills, insulin and prescribed inhalers will be allowed and must be left at the visiting room officer's desk until conclusion of the visit.
9. No more than \$20 in change, quarters, dimes and nickels will be allowed for use in the vending machines. Paper currency is not authorized to be brought into the institution.

## **SEARCHES**

All visitors must successfully pass the metal detector. Visitor's who fail to pass inspection through the walk through metal detector and subsequently fails an inspection with a hand-held transfrisker, may qualify as reasonable suspicion to perform a further pat or visual search. Refusal for a pat or visual search will be grounds for that visitor to be denied entrance into the institution on that day. Further that visitor may not leave and attempt to re-enter later on that same day.

Visitors will be subject to the following type of searches:  
Electronic, pat search or visual and search of belongings or  
vehicle.

Once a visitor departs the visiting room, for any reason, they  
will not be allowed entry back inside the institution on that  
day.

Visitors will randomly be tested for the presence of illegal  
narcotics. (See Institution Supplement 5520.01, Ion  
Spectrometry Device Program.)

Enjoy your visit.