



U.S. Department of Justice
Federal Bureau of Prisons

INSTITUTION SUPPLEMENT

OPI Corr. Services/Corr. Programs
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Visiting Regulations

Approved: _____ /s/
 Scott P. Fisher
 Warden

1. PURPOSE AND SCOPE

Inmates are encouraged to receive visits by family, friends and community groups. This maintains the morale of the inmate population and develops a closer relationship between the inmate and family members, as well as members of the community. This Institutional Supplement is an outline of procedures and guidelines at FCI Sandstone, Minnesota, for inmate visits.

2. DIRECTIVES AFFECTED

a. **Cancellation(s).** I.S. 5267.08, dated 11-08-2007, is canceled.

3. PROCEDURES

a. **Regular Visit:** An inmate desiring to have regular visitors must submit a list of proposed visitors to his Unit Team. (Attachment A) The list will be limited to twenty (20) adult visitors (16 years and older). The Correctional Counselor will compile a visitors list for each inmate after receiving a response to Visitor Information form (BP-S629).

Inmates may make changes to their visiting lists once a month. Approval to place a visitor back on the list will be done on a case by case basis. The Counselor changing the list will annotate in the ACES system under the "Notify Notes" section the date the visitor may be allowed to resume visits.

The Unit Manager will be the approving authority for placement of visitors on the visiting list. The inmate has the responsibility of notifying the visitors on his approved list. A visitor will be permitted to be placed on one inmate's visiting list. Exceptions may be made in cases where more than one family member is incarcerated at FCI Sandstone. Approval will be considered upon individual cases with supporting documentation.

The visiting privilege ordinarily will be extended to friends and associates, unless such visits could reasonably create a threat to the security and good order of the institution. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution. The inmate must have known the proposed visitor(s) prior to incarceration. The Warden must approve any exception to this requirement. Ordinarily, an inmate's visiting list should not list more than 20 friends and associates. The Warden may make an exception to this provision when warranted. Consultation with the Regional Counsel may be necessary to determine this provision's applicability to a specific case(s).

Correctional Counselors will provide new inmates with a copy of Attachment A. The inmate will list his family members and attorney of record. A Visitor Information form (BP-S629) will be sent to prospective visitors other than immediate family members and the inmate's Attorney of Record. This form and an NCIC check must be completed prior to approval being granted. Unit Teams are responsible for entering visiting information on the ACES Program which is then accessed by Front Lobby staff, as necessary, to process in visitors.

Correctional Counselors will notify inmates of their approved and disapproved visitors.

Upon approval of each visitor staff will provide the inmate with a copy of the visiting regulations. The inmate is responsible for notifying the visitor of approval or disapproval to visit and is expected to provide the approved visitor with a copy of the visiting regulations.

On occasion, an inmate visitor's application, or a subsequent NCIC check may reveal information that would cause disapproval of the request. If such information is found, the original request, NCIC printout and memorandum explaining the request for denial will be forwarded to the Warden, through the appropriate Unit Manager for review and final decision. After the final decision is made, the packet will be placed into the inmate's Central File, and the inmate will be told that the visitor's will not be placed on inmate's visiting list. No information from the application or subsequent checks can be revealed to the inmate.

b. Attorney Visits: Attorneys will be required to provide proper identification prior to the visit. Proper identification includes, but is not limited to, a driver's license and attorney's bar card. Attorneys will be required to prove they are licensed attorneys. Normally, a State Bar Association Card will be sufficient. A Notification to Visitor and Attorney-Client Agreement forms, will be completed prior to visiting the inmate.

Approved attorney/inmate visits will be afforded auditory privacy and will not be scheduled during normal visiting days. Approved attorney visits will not be counted toward the monthly total of visits. Attorney visits held during normal visiting hours will not be counted as attorney visits and will be counted as a normal visit.

Attorneys are requested to coordinate and seek approval prior to arriving for an attorney visit. Unit staff will provide supervision for attorney visits. Attorney visits will be held in the Visiting Room.

Inmates will not be permitted to carry any paperwork/item back into the institution at the conclusion of the visit. Only paperwork which pertains to the inmate's immediate case will be permitted into the visit.

c. Special Visits: The Unit Manager may authorize special visits(Attachment C). These are unscheduled visits, not included in the inmate's visiting list. They include clergy, potential employers, parole advisors, immediate family not included on the visiting list, etc. Special visits will not be counted in the authorized monthly visit total, the exception being family members. Special visit authorizations, whenever possible, will be routed through the Captain's Office. When not possible, the Lieutenant's Office will be notified. Unit staff will provide supervision for special visits outside of normal visiting hours.

d. Religious Visits: Under normal circumstances, outside religious visitors will observe normal visiting days. Visiting will normally take place in the Visiting Room, unless the Chaplain deems it necessary for clergymen and inmate(s) to visit privately. When visiting privately, outside religious visitors will be supervised by the Chaplain.

Approval of religious visitors rests with the Chaplains. If the Chaplains are not present in the institution, then paragraph 3 (c) of this Institution Supplement will be followed.

Clergy visits will be considered special visits under normal circumstances. These special religious visits do not count against the allocated number of social visits permitted each inmate.

e. Special Housing Unit Inmate Visits: The Operations Lieutenant will be notified when an inmate in the Special Housing Unit (SHU) receives a visit. Prior to leaving SHU, the inmate will be strip searched, fully dressed in a jumpsuit, and placed in restraints. The inmate will be removed from SHU through the north exit after the corridor door to the hallway has been secured. The restraints will be removed from the inmate just prior to entering the Visiting Room (entrance by the Control Center). When removing the inmate from the Visiting Room, the inmate will be strip searched, the corridor door will again be secured. Restraints will be applied once out of the Visiting Room and the inmate will be escorted back to SHU through the north exit of SHU. SHU inmates will be placed in chairs adjacent to the officer's desk in the Visiting Room and these inmates will not be allowed to visit with any other inmates or visitors. Only two SHU inmates will be allowed in the Visiting Room at any given time. If visitors arrive to visit a third SHU inmate, the SHU inmate who has been visiting the longest will have his visit terminated to allow for the next visit to occur. Inmates in holdover status must follow

procedures listed above in all previous sections. Additionally, holdover inmate visitors will be limited to members of their immediate family.

f. **Holdovers and New Commitments.** When an approved visiting list is not available, visits for new commitments and inmates in holdover status are limited to members of the immediate family. A birth certificate or some form of valid identification that would indicate they are members of the same family is required, including a check of the inmate's Pre-sentence Investigation Report. Approval for immediate family normally occurs within five working days of verification.

g. **Visiting Room Operations:**

1. Authorized visiting days are Sunday, Monday, Friday, Saturday, and Federal Holidays, 8:30 a.m. to 3:30 p.m. No visitors will be allowed in to visit after 2:30 p.m. Legal holidays are New Year's Day, Martin Luther King's birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day. Visiting on Federal Holidays will not count toward the monthly visiting total.
2. Visiting is on an odd/even basis for Saturday and Sunday. Odd and even is determined by the fifth digit of the register number. (The number "0" is considered an even number). Inmates having an odd register number will visit on the odd designated weekends of the month; even register numbers will visit on even designated weekends. There is no odd/even restriction for visits during the weekdays, or federal holidays. A schedule listing the even/odd weekends will be posted in the units. Exception to the odd and even rule may be made only with the prior approval of the Unit Manager.

Inmates are limited to eight (8) visits a month. Visits are limited to six (6) visitors at any one time unless prior approval is obtained.

Should it become necessary to limit the length of visits due to over crowding, visiting may be limited to two (2) hours. When such curtailment becomes necessary, consideration will be given to the frequency of visits, number of visitors and distance traveled when determining which visits will be curtailed. The maximum capacity of the Visiting Room is 154 persons.

Once a visitor leaves the institution, the visit is terminated for that day.

3. Visitors must be on the inmate's authorized visiting list. Visitors will not be permitted entry without proper identification. Staff shall verify the identity of each visitor (photo identification must be a valid state or government issued photo identification) prior to admission of the visitor to the institution. Visitors under the age of 16 who are accompanied by a parent or legal guardian are exempt from this provision. The visitor

will be required to complete a Notification to Visitors form (BPs-224) in its entirety prior to visiting. The visitor will be given a copy of the Rules and Regulations (Attachment B) at the time of their initial visit. These rules are made available so that inmates may also mail them to their visitors ahead of time.

Upon the first visit of a visitor that is on the approved visiting list of an inmate, the visitor will be processed into the ACES computer system. A photo will be taken of the visitor and placed on the system. Any visitor that is 16 years and older, and is on the inmate's approved visiting list, will be required to be in the ACES database. Upon being notified the visitor is in the Front Lobby, the Visiting Room Officer will proceed to the Front Lobby, and escort the visitor into the Visiting Room. All proper identification and entrance procedures will be followed. Prior to the visitor leaving they must be identified using the day's hand stamp.

If the visitor undergoes a drastic change in appearance, a new photo will be taken and placed into the system.

In case of a ACES System failure. The Visiting Room Officers will copy the individual visiting lists into a PDF file located on the Front Lobby and Visiting Room work stations once a month. This is an exact duplicate of what is in the ACES system. This will serve as a back up system until the ACES program come back online.

Title 18 U.S.C. 1001, provides a penalty of up to five (5) years imprisonment, or up to a \$250,000.00 fine, or both, for falsifying, misrepresenting, or concealing information needed to properly establish identification.

Visitors will be hand stamped prior to entering the Visiting Room. They will be required to show the hand stamp. The hand stamp will be in invisible ink and the stamp will be changed daily. The hand stamp will be checked using a black light.

Visitors will not be permitted to take purses, briefcases, or any type of carrying case inside the Visiting Room. Visitors will not be allowed to bring any item to give to an inmate. Playing cards, toys, newspapers, magazines, chewing gum, food items, tobacco, or other such items will not be permitted. Any document or paper needing a signature or examination by the inmate must be mailed into the inmate. Unauthorized items (i.e. cellphones, car keys, handbags, etc.) will be stored in the visitor's locked vehicle or in a storage locker.

The only exceptions will be attorney's briefcases and visitors with babies, who will be allowed to carry a reasonable amount of diapers, baby wipes and bottles/food. These items will be closely inspected for contraband. Diaper bags or strollers will not be allowed. Diapers and bottles will be carried in hand or in a clear plastic bag. Visitors will be allowed one (approximately 5 X 8) clear plastic change purse. No more than \$20.00 in coin and currency will be permitted in the Visiting Room. Currency will be of denominations up to and including a \$20.00 bill but no larger. When medication is necessary, the required amount may be kept by the Visiting Room Officer, except cardiac medication, which may be kept by the visitor or inmate.

4. Visitors are to be dressed in good taste. Visiting is a family activity and order must be maintained. All visitors must wear footwear. Short shorts, mini skirts, short culottes, halter tops, spandex clothing, or other apparel revealing in nature are prohibited (i.e., tight pants). Proper undergarments must be worn. Knee length shorts may be worn. The Lieutenant or IDO will determine if a visitor is improperly dressed.
5. Inmates receiving visits are required to wear clean khaki clothes which are neatly pressed. A belt must be worn and shirts are to be buttoned and tucked in. Inmates are required to wear underwear. All clothing must be serviceable, free of cuts or tears. Institutional shoes are the only footwear authorized in the Visiting Room. Medically prescribed footwear may be allowed in the visiting room if it is properly noted in a current Medical Duty Status (MDS) report form. It is the inmate's responsibility to maintain a copy and to present the form to the visiting room officer. The inmate may have in his possession one (1) handkerchief, one (1) wedding ring, one (1) comb and one (1) pair prescription glasses. Inmates will not be permitted to carry money into or out of the Visiting Room.

Approved religious head gear and medallions may be worn in the Visiting Room. Inmates will be pat searched entering the Visiting Room. When leaving the Visiting Room, inmates will be strip searched.

6. Children (under 18 years of age) must be accompanied by a responsible adult. Exceptions in unusual circumstances may be made by special approval of the Warden. The conduct of the child visitor will be the responsibility of the inmate and adult visitor. Conduct of children must not interfere with the orderly running of the Visiting Room or other inmate visits. Inmates will be expected to pick up after themselves, including paper, cans and trash. Inmates will not be permitted into the children's play area. Children will not be allowed to wander from the seating area of the family or from the play area, run about the Visiting Room, or create noise that disrupts other visits.
7. Conduct in the Visiting Room will be maintained at a respectable level. Embracing and a kiss upon arrival and departure are permissible, however, physical contact, other than

what is sociably acceptable, is prohibited. Unacceptable behavior will be cause for termination of the visit and an incident report may be processed on the inmate. Examples of inappropriate behavior are: Crossing legs with each other, kissing other than at the start or finish of the visit, fondling and lying on the furniture. It is the inmate's responsibility to control the actions of his visitors. Special seating arrangements will be required if conduct by either the inmate or visitor is questionable. Once an inmate is seated in his designated area, the inmate will remain there. The only time an inmate should move from his assigned seating area is to communicate with the Visiting Room Officer to arrange for pictures, restroom use, or exit.

8. Any infractions of the Visiting Room rules noted by the Visiting Room Officer will be made known to the Operations Lieutenant. They may terminate any visit for reason of improper conduct by the inmate or his visitor on the date it occurred. Normally an incident report will be completed by the Visiting Room Officer detailing the prohibited act.
9. Inmate restroom facilities are located in the Visiting Room and are clearly marked. Use of the restroom requires direct staff supervision.
10. Visitors are precluded from bringing animals on institutional grounds, except for dogs that assist persons with disabilities. In this circumstance, the visitor must provide staff with certification that the dog is trained for that purpose. No animals will be left unattended in a vehicle.
11. Staff will ensure monitoring is conducted in all visiting areas to prevent the introduction of contraband and ensure the security and good order of the institution. Specific details can be found in the relevant Post Orders.
12. In determining the length and frequency of visits, the institution will consider the time and administrative expense incidental to arranging and supervising visits.

The need for monitoring other institutional activities without unnecessary or extended interference will be considered, in addition to the physical limitations of the visiting room. Visits may be terminated or denied based on the safe occupancy load in the visiting room itself.

h. Out of Institution Visits:

1. **Hospital Patients:** Inmates admitted to local hospitals are limited to visits with their immediate family members who are also on their approved visiting list. Prior to visiting the inmate, permission of the Unit Team, Hospital Administrator, Captain and Associate Warden must be obtained. Hospital visiting hours and

policies must be followed. An approved visiting list will be left at the hospital. Visiting in the inmate's hospital room will be limited to one (2) adult visitor at a time.

The Unit Team will provide a current copy of the visiting file to be placed in the escort folder. The Unit Manager will advise all parties of all potential visiting plans, including name(s), relationship, and expected date and time of the visit. The Associate Warden, after being briefed by the respective Unit Manager, will give final approval.

Normal visiting procedures will be followed. Supervising officers will ensure positive identification of visitors and supervision of the visit. Any unusual circumstances or disruptive behavior will be reported to the hospital security and the Operations Lieutenant immediately. The supervising officers are authorized to terminate a visit if the situation warrants. Documentation of the visit will be made in the hospital log.

Inmates in a community hospital who are being supervised by armed escort must have the visit approved by the Warden.

Inmates will not be permitted to use the telephone.

Inmates will be confined to their assigned hospital rooms at all times, except when it is necessary to be moved for medical reasons. The assigned staff will accompany the inmate to all areas of the hospital and provide **direct** supervision at all times.

i. **Denial of Visitors:** If a visitor arrives at the institution and is not on an inmate's approved visiting list, the Unit Team will be called. A review of the inmate's central file will be conducted. If any questions exist as to the background of the visitor, the visit will be denied. The Operations Lieutenant and IDO will be contacted prior to a visit being denied. Other reasons for denying a visit include, but are not limited to: no identification or improper identification, an underage visitor without a parent or guardian, a visitor improperly dressed, a visitor appearing to be intoxicated, or a visitor who has failed to pass the ION Scanner.

j. **Searching Visitors:** All visitors will be searched according to P.S. 5510.12.

4. VIDEO SURVEILLANCE

Video surveillance equipment is in place in the Visiting Room and will be used to assist the officers with supervision of the Visiting Room. Illegal or inappropriate conduct in the Visiting Room may result in legal or disciplinary action.

5. PHOTOGRAPHS

Photographs will be taken by an approved inmate photographer. Photographs will be taken on Saturdays, Sundays and holidays between the hours of 12:00 p.m. and 2:00 p.m. Inmates will submit a copout to Recreation staff for prior approval. Any request for photographs are to be made through the Visiting Room Officer prior to 12:00 p.m. Tickets will be purchased through the Commissary and must be signed and dated for the day of use by the inmate.

6. RELIGIOUS ARTICLES

Religious books, periodicals, and other articles (i.e., communion items) may not be brought in by visiting clergy.

8. CIRCUMVENTION OF REGULATIONS

In the event an infraction of the Visiting Room regulations takes place, the visit will be terminated by the Operations Lieutenant or IDO. The Operations Lieutenant or IDO will inform the inmate and his visitor(s) that the visit has been terminated and the visitor is to leave the institution. Termination of a visit will be documented via memorandum and routed to the Captain's office, and the central file. Any disciplinary action resulting from incidents in the Visiting Room will be documented in the inmate's visiting file.

REFERENCES

Program Statements

P.S. 5267.08, Visiting Regulations, dated 05-11-2006, P.S. 5510.12, Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities, dated 01-15-2008; P.S. 1315.07, Legal Activities, Inmates, dated 11-5-1999; P.S. 5360.09, Religious Beliefs and Practices, dated 12-31-2004; and P.S. 5500.11, Correctional Services Manual, dated 10-10-2003.

ACA Standards

American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499, 4-4449-1, 4-4500, 4-4501, 4-4503, 4-4504, 4-4268, 4-4269, 4-4273, 4-4274, 4-4275, 4-4276, 4-4505, 4-4277, 4-4212, 4-4267 through 4-4275.