



Number : WAS-5267.08c
Date : January 13, 2011
Subject : VISITING REGULATIONS

Institution Supplement

1. **PURPOSE AND SCOPE:** To establish specific local guidelines at the Federal Correctional Institution (FCI), Waseca, Minnesota.
2. **DIRECTIVES AFFECTED:**
 - a) **Referenced:**
PS 5267.08, Visiting Regulations (05/11/2006)
PS 5500.11, Correctional Services Manual (10/10/2003)
PS 5500.12, Correctional Services Procedures Manual (10/10/2003)
PS 5510.12, Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities (01/15/2008)
IS WAS-5510.01j, Entrance Procedures (06/08/2009)
 - b) **Rescinded:** IS WAS-5267.08b, Visiting Regulations (11/06/2009)
3. **CORRECTIONAL STANDARDS REFERENCED:** American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4267, 4-4285, 4-4498, 4-4499-1, 4-4500, 4-4503, 4-4504.
4. **DESCRIPTION OF RULES AND PROCEDURES:**
 - a) **Visiting Facilities:** Visiting will be permitted only in the Visiting Room. Ordinarily, friends and associates must have known the inmate prior to her incarceration in order to be considered for placement on the approved visiting list. The Warden may permit visiting privilege to a person without a prior relationship with the inmate when the inmate is without other visitors and the proposed visitor poses no threat to the good order of the institution. This requires the Warden's approval (see Attachment D). The seating arrangement is at the discretion of the Captain who will ensure it provides for adequate supervision.
 - b) **Visiting Times:** On Friday, visiting will begin at approximately 4:30 p.m., and conclude at 8:30 p.m. On Saturday, Sunday, and Federal Holidays, visiting will be open from 8:30 a.m. to 3:00 p.m. No visitors will be processed after 7:30 p.m. on Fridays or after 2:00 p.m. on Saturday, Sunday, and Federal Holidays. Visitors will be prohibited from entering on institution grounds prior to 8:15 a.m. and between the hours of 9:15 a.m. - 10:00 a.m., on

DISTRIBUTION: Master Historical File, Master Reference File, Captain, Operations Lieutenant, Visiting Room Post Orders, Executive Staff, Unit Manager, Case Manager, Counselors, and AFGE.

weekends and holidays. On Fridays visitors may not enter the institution grounds prior to 4:15 p.m.

- c) Visiting Room Capacity, Number of Visitors, and Frequency of Visits: The Visiting Room capacity will be set and posted by the Safety Manager. When the capacity is achieved, no further visitors will be processed until the room occupancy is reduced. The Institution Duty Officer (IDO) will ordinarily be responsible for reducing the room occupancy by asking for volunteers to terminate their visits, and then by terminating visits with inmates who have visitors in the local commuting area (a 100-mile radius of Waseca) and have already visited for a reasonable length of time. Ordinarily, a limit of five (5) adult visitors and (5) children are permitted to visit an inmate at one time. Consistent with Program Statement 5267.08, restrictions on the visiting period may be imposed to prevent overcrowding by the Warden.

The Visiting Room does have a children's area. This room has been set up to allow children to play games and watch movies under the supervision of the adult visitor and monitored by Visiting Room Officers. Visitors and inmates are responsible for the actions of their children while visiting. Visits may be terminated and/or sanctions taken if children are not supervised or affect the orderly running of the Visiting Room. When terminating a visit, Visiting Room Officers should consult with the Lieutenant or Institution Duty Officer. Inmates are not allowed in the children's room at any time.

The Visiting Room offers a Parenting Room. This room allows for inmates, not otherwise restricted to interact with their children. Inmates on the restricted list will not be allowed into the Parenting Room. This room is for inmates and their child(ren) only.

- d) Special Visits: On occasion, inmates may receive special visits. Special visits ordinarily are for a specific purpose and ordinarily not of a recurring nature. Examples of special visitors would include, but not necessarily be limited to attorneys, clergy, members of the media, and consular representatives. Perspective special visitors will be required to contact the facility and complete all required procedures prior to the requested visit.
- 1) Attorney Visits: Attorneys are normally required to arrange each visit through the respective Unit Manager. In the event an appointment has not been made in advance, every effort should be made to facilitate the visit. Attorneys are encouraged to visit during regular visiting hours. However, visits from attorneys can be arranged at other times through the Unit Manager, based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring, but not audio monitoring. The attorney rooms will be available on a first come/first serve basis and cannot be reserved by attorneys. Attorneys must present identification (Bar Card, etc.) to show that they are currently licensed as attorneys.
 - 2) Business, Media, and Consular Visits: Such visitors shall be approved in accordance with Program Statement 5267.08.
 - 3) Pastoral Visits: Pastoral visits must be approved by the Staff Chaplain. These visits will occur in the Visiting Room during regular visiting hours. Request for pastoral visits must be made at least seven working days in advance. Any questions concerning pastoral visits should be addressed to the Staff Chaplain. Visitor Applications for individuals involved in Religious Services based programs, i.e.; Threshold Program, Prisoner Visitation Service (PVS), etc., will be submitted to the Chaplain for processing and, if appropriate, entry into the visitation program.

- 4) **Admission and Orientation:** Should an inmate in admission and holdover status request a special visit, consideration will only be granted after the inmate has been here for 30 days. This request will be initiated through an Inmate Request to Staff Member to the respective Unit Manager and forwarded to the Warden for final approval.
- e) Visits to Inmates Not in Regular Population Status:
- 1) **Admission and Orientation/Holdover** - In the absence of an approved visiting list, only immediate family members whose relationship is verified in the pre-sentence report will be permitted to visit during the admission and orientation/holdover period.
 - 2) **Administrative Detention or Disciplinary Segregation Status** - These inmates shall ordinarily be under the same guidelines as general population inmates for visiting purposes (i.e., facilities, times, frequency). However, special seating may be assigned to provide adequate supervision as needed. In the event there is a need for non-contact visiting, the visiting area in the entrance to the Special Housing Unit will be utilized. Visitors for the inmate requiring this type of visit will be escorted to the visiting area once processed through the Front Lobby. The inmate will be escorted to the room inside the sallyport of the Special Housing Unit. A minimum of one staff member will be assigned to supervise this visit.
 - 3) **Visits for inmates hospitalized in the institution hospital or in the local community** will be processed in accordance with Program Statement 5267.08.
- f) Maintenance of Visiting Lists: The following procedural method pertaining to the visiting program is maintained for each inmate: Each inmate shall submit a list of proposed visitors to her Unit Team. Ordinarily, immediate family members will be approved to visit. Once an investigation has been completed, the unit staff, will load all approved visitors on the visiting program, and will distribute an approved list to the inmate concerned. If unit staff question whether a proposed visitor should be approved, a memorandum will be submitted to the Associate Warden for final decision. The inmate is notified of the decision by a member of the unit team. Each time a unit staff member updates a visiting list, a copy shall be forwarded to the Central File and to the inmate. The computer visiting program will be utilized to maintain visiting files and a record of visitors for each inmate. Should this program become inoperable during visiting hours, staff will contact the Computer Services Manager for assistance. If this occurs, visiting room staff will contact unit staff to verify prior approval of a perspective visitor. In the event unit staff are not available, the IDO or Operations Lieutenant shall access the inmate's Central File to verify prior approval of a perspective visitor.
- g) Visiting Restrictions and Denied Visitors: For disciplinary reasons, the Unit Discipline Committee (UDC) or Discipline Hearing Officer (DHO) may sanction an inmate to loss of visiting privileges for a specified period of time. Likewise, visits may be restricted in part or whole during an investigation phase which may result in further disciplinary proceedings. When this occurs, the inmate is promptly notified, and it is the inmate's responsibility to notify her perspective visitors of the restriction. Occasionally, it may be necessary to deny a perspective visitor entrance into the institution (i.e., no identification, not on the visiting list, under the age without a parent/guardian, inappropriate attire, or other circumstances.) When this occurs, the Visiting Room Officer in the Front Lobby will contact the Institution

Duty Officer and/or Operations Lieutenant. The Front Lobby Officer will submit a memorandum (Attachment C) to the Captain with courtesy copies to the Warden, Associate Warden, IDO, and respective Unit Manager.

- h) Notification of Guidelines for Visitors: The inmate is responsible for providing her visitors with the visiting guidelines and directions (Attachment A).
- i) Admission and Orientation Holdover Status: In the absence of an approved visiting list, only immediate family members whose relationship is verified in the presentence report, will be permitted to visit during the admission and orientation holdover status. The approved visiting list from the parent institution will be considered after careful review by the respective unit team. In certain circumstances, an updated visiting list may be required and will be established by the respective unit team.
- j) Searching Visitors: The Front Lobby Officer must ensure all visitors pass through the electronic metal detector before entering the institution. In the event the metal detector becomes inoperable, a hand-held metal detector is available for use. During inmate visiting hours, the Visiting Room #2 Officer may assist the Front Lobby Officer in screening inmate visitors through the metal detector prior to escorting them into the institution. Visitors who have been screened by the metal detector will not be permitted to make contact with others in the front entrance building who have not yet been screened. All questions concerning the searching of visitors will be directed immediately to the Operations Lieutenant, Captain, or the Institution Duty Officer. All persons entering the institution are subject to a search of their person and belongings (bags, jackets, coats, etc.). Approved Visitors will be processed through the metal detector with approved items screened by the x-ray machine. Visitors 18 and older are subject to pat searches. Pat searches will be conducted based on a random predetermined selection process. The staff member who conducts the pat search will be of the same sex as the random selected visitor, unless an emergency situation occurs. Visitors will be given the option of either consenting to random searches as a condition of entry, or refusing such searches and leaving Bureau grounds. However, if a non-inmate refuses to submit to a random search and expresses an intent to leave Bureau grounds, he or she may still be required to be searched if "reasonable suspicion" exists.
- k) Supervision of the Visiting Room:
- 1) The following items are not permitted in the Visiting Room:
- | | | |
|-------------------|--------------------|------------------|
| Handbags (Purses) | Lotion | Paperwork |
| Wallets | Lipstick/Chapstick | Packages |
| Toys | Newspapers | Greeting Cards |
| Food/Candy/Gum | Magazines | Photographs |
| Umbrellas | Baby Strollers | Pagers |
| Infant Carriers | Cellular Phones | Tobacco Products |
| Diaper Bags | | |

Visitors will be instructed to leave items of this type in their automobiles. Visitors using public transportation (i.e., bus, taxi, etc.) may use the lockers in the front entrance building. When a visitor is assigned a locker, he/she will be issued a corresponding key

which the visitor will retain during the visit. The key will be returned to the Front Lobby Officer prior to the visitor's departure from the institution. Staff will use sound correctional judgment when allowing visitors to bring in medication. Ordinarily, only medicine which is necessary to sustain life, such as heart medication and asthma inhalers, will be allowed into the Visiting Room. No prescribed narcotic substances. During visiting, medication will be maintained by the Visiting Room #1 Officer. One visitor per group will be allowed to bring in one car key and/or remote into the visiting room.

Items for infant needs (i.e., small receiving blanket, diapers, baby food, baby bottles, baby wipes, sippy cups) are permitted but must be inspected for contraband prior to permitting them into the Visiting Room. Visitors refusing to have these items inspected must return them to their automobiles. Visitors failing to comply with either of these options will be denied entrance into the institution. Any infant food product that has been opened, will not be allowed to enter the institution. Pre-mixed bottles of infant formula will be allowed in the Visiting Room.

- 2) Visitors will be allowed \$20.00 per adult spending money, not to exceed \$60.00 per group. Clear plastic coin purses no larger than 8 inches by 8 inches may be used to store money. Cash, checks, or money orders will not be accepted by staff in the Visiting Room for deposit into the inmate's commissary account. Visitors will be advised that they should use the mail for that purpose.

A brief embrace and kiss is permissible at the beginning and end of the visit. Inmates and visitors may hold hands during visits, but no other physical contact is allowed. However, it may be appropriate for the inmate to hold small children. Visiting privileges could be terminated for any improper conduct.

- 3) Due to the diverse types of visitors and the fact that the Visiting Room is not a public facility, certain restrictions must be placed on visitors' clothing.

The following attire will not be allowed:

- | | |
|--|------------------------|
| * Tight clothing | * Transparent clothing |
| * Spandex clothing | * Tank tops |
| * Halter tops/sleeveless shirts | * Holes in clothing |
| * Plunging necklines | * Hats or caps |
| * Wrap-around skirts | |
| * Green colored pants or shirts | |
| * Camouflage clothing | |
| * Opened toed shoes (i.e., sandals for both male & female) | |

It is necessary for all visitors to wear shoes.

- Shorts and skirts that are higher than the top of the knee when standing.
- **No attire with questionable wording, i.e., gang affiliation, profanity, etc.**
- **No shirts that hang less than 3 inches below the belt line.**

- **Jackets, coats, or sweaters will only be allowed during the months of October 1 through June 1. Younger children will be allowed appropriate outer wear year round. Upon arrival in the Visiting Room outer wear will be stored in a designated area.**
 - **Any questionable clothing will be cleared through the Institution Duty Officer or the Operations Lieutenant before being allowed into the Visiting Room.**
- 4) Inmates are only authorized to wear green shirts (with brown T-shirts), undergarments (excluding thermal underwear), trousers and/or jumper, and institution shoes, to include brown boots sold in commissary, during visiting. Inmates will be allowed to have the following items in their possession upon entry into the Visiting Room: comb, eyeglasses, handkerchief, wedding band (no other jewelry), religious medallion, one hair clip or hair tie, and approved religious head gear. Only visitors may make purchases from the vending machines. Inmates are not permitted to possess money or walk to the vending machines. Attachment B is to be completed daily by the visiting room shakedown officer. This form is used to record those items brought into the Visiting Room by each inmate, and again to record those items in the inmate's possession upon completion of the visit.
- 5) Restroom Facilities: Inmates will not use the same restroom facilities as the visitors. All inmates will be escorted to the restroom in the inmate search room provided and will be supervised while in the restroom.
5. **OFFICE OF PRIMARY RESPONSIBILITY:** Correctional Services/Unit Management.

/s/

N. C. English
Warden

**FEDERAL CORRECTIONAL INSTITUTION
P. O. BOX 1731
WASECA, MN 56093
(507) 835-8972**

VISITING INSTRUCTIONS

We would like to take this opportunity to welcome you to the Federal Correctional Institution, Waseca, Minnesota. We are located just off of U.S. Highway 14 between Owatonna and Mankato.

Inmate visitors are no longer allowed to wait in the Front Lobby or the institution parking lot for the Inmate Visiting Room to open. Visitors will be prohibited from entering on institution grounds prior to 8:15 A.M. and between the hours of 9:15 A.M. - 10:00 A.M., on weekends and holidays. On Fridays visitors may not enter the institution grounds prior to 4:15 P.M. Visitors failing to adhere to these procedures will be asked to leave until the appropriate designated time.

The Visiting Room will be open Fridays at approximately 4:30 P.M., and will end at 8:30 P.M., and Saturday, Sunday and all federal holidays from 8:30 A.M. to 3:00 P.M. each week. Visitors will not be processed in after 7:30 p.m. on Fridays, and after 2:00 p.m. on Saturdays, Sundays or federal holidays.

All persons must obtain permission to visit in advance of a planned visit. Once a person's name is placed on the approved list, the requesting party will be notified by the inmate.

Visiting limitations may be imposed due to overcrowding or inclement weather. Usually only five adult persons and five children are permitted to visit an inmate at any one time. Exceptions must be approved in advance by the inmate's unit team.

Consistent with Program Statement 5267.08, restrictions on the visiting period may be imposed to prevent overcrowding. All children under the age of 16 must be accompanied by a responsible adult who is on the inmate's visiting list.

Visitors and inmates are responsible for the actions of their children while visiting. Visits may be terminated and/or sanctions taken if children are not supervised or affect the orderly running of the Visiting Room.

To maintain the morale of inmates and to develop closer relationships between inmates and family members or others in the community, all visitors are expected to display good judgment concerning clothing worn during visits. To implement this, specific consideration and limitations will be recognized and adhered to by all visitors of the inmate population.

Specifically, all visitors will wear shoes in the Visiting Room to ensure their safety. Open toed shoes, i.e., sandals, etc. for both male and female will not be allowed in the Visiting Room. All visitors will be expected to wear appropriate clothing for a correctional environment.

The following attire will not be allowed:

- * Tight clothing
- * Spandex clothing
- * Halter tops/sleeveless shirts
- * Plunging necklines
- * Wrap-around skirts
- * Green colored pants or shirts
- * Camouflage clothing
- * Opened toed shoes (i.e. sandals for both male & female)
- * Transparent clothing
- * Tank tops
- * Holes in clothing
- * Hats or caps

It is necessary for all visitors to wear shoes.

- **Shorts and skirts that are higher than the top of the knee when standing.**
- **No attire with questionable wording, i.e., gang affiliation, profanity, etc.**
- **No shirts that hang less than 3 inches below the belt line.**
- **Jackets, coats, or sweaters will only be allowed during the months of October 1 through June 1. Younger children will be allowed appropriate outer wear year round. Upon arrival in the Visiting Room outer wear will be stored in a designated area.**

The following items are not permitted in the Visiting Room:

Handbags (Purses)	Lotion	Paperwork
Wallets	Lipstick/Chapstick	Packages
Toys	Newspapers	Greeting Cards
Food/Candy/Gum	Magazines	Photographs
Umbrellas	Baby Strollers	Pagers
Infant Carriers	Cellular Phones	Tobacco Products
Diaper Bags		

- **Inmate visitors will leave items of this type in their automobiles.**

A brief embrace and kiss is permissible at the beginning and end of the visit. Inmates and visitors may hold hands during visits, but no other physical contact is allowed. However, it may be appropriate for the inmate to hold small children. Visiting privileges could be terminated for any improper conduct.

On occasion, inmates may receive special visits. Special visits ordinarily are for a specific purpose and ordinarily not of a recurring nature. Examples of special visitors would include, but not necessarily be limited to, attorneys, clergy, members of the media, and consular representatives. Perspective special visitors will be required to contact the facility and complete all required procedures prior to facilitation of the requested visit. The Unit Team will be responsible for arranging and supervising special visits. The Unit Team will submit a memorandum for the Warden's approval requesting a special visit.

Introduction of contraband of any kind into this institution or on its property is a violation of Federal Law (Title 18, U.S.C., Section 1791) requiring "a penalty of not more than ten years for any person who introduces or attempts to introduce into or upon the grounds of any Federal Correctional Institution or takes or attempts to take or send therefrom anything whatsoever without knowledge and consent of the Chief Executive Officer of the institution."

Inmates are furnished all necessities, and visitors should refrain from bringing articles or gifts of any kind. Cameras and tape recorders are not permitted in the Visiting Room. Inmates will not be permitted to sign or exchange any papers during the visit without prior authorization of the inmate's Unit Manager. Visitors will not be allowed to bring food or beverages into the visiting area. All visitors over the age of 16 must have a government issued ID (excluding foreign government): current driver's license, current state identification, or current military ID. Under no circumstances will any other forms of ID be allowed. All non bureau visitors to the institution must have a valid identification to gain entry. The ID scanner, maintained in the Front Lobby, will be utilized to verify the validity of the submitted identification.

Items for infant needs (i.e., small receiving blanket, diapers, baby food, baby bottles, baby wipes and sippy cups) are permitted, but must be inspected for contraband prior to permitting them into the Visiting Room. Any infant food product that has been opened, will not be allowed to enter the institution. Pre-mixed bottles of infant formula will be allowed in the Visiting Room.

One visitor per group will be allowed to bring in one car key and/or remote into the visiting room.
Lockers are for visitors using public transportation, i.e., bus, taxi, etc.

Ordinarily, only medicine which is necessary to sustain life, such as heart medication and asthma inhalers, will be allowed into the Visiting Room.

Visitors will be allowed \$20.00 per adult spending money, not to exceed \$60.00 per group. Clear plastic coin purses, no larger than 8 inches by 8 inches, may be used to store money.

If a visitor incurs a name change different than what our visiting list indicates, the visitor will be required to submit a copy of their current government issued ID to the facility to update our records/visiting program.

DIRECTIONS TO THE FEDERAL CORRECTIONAL INSTITUTION, WASECA, MINNESOTA

FROM MINNEAPOLIS: I-35 South to Highway 14 West, turn left on Highway 13 South, follow signs to the Federal Correctional Institution, Waseca, Minnesota.

FROM IOWA: I-35 North to Highway 14 West, turn left on Highway 13 South, follow signs to the Federal Correctional Institution, Waseca, Minnesota.

FROM CHICAGO: 94W to 90W to I-35 North to Highway 14 West, turn left on Highway 13 South and follow signs to the Federal Correctional Institution, Waseca, Minnesota.

LOCAL MOTELS

American Motel
1313 Highway 13 North
Waseca, Minnesota 56093
(507) 835-4300

Crossings Inn & Suites
2201 North State Street
Waseca, Minnesota 56093
(507) 835-0022

AmericInn Motel
245 Florence Avenue
Owatonna, MN 55060
(507) 455-1142

LOCAL TAXI SERVICES

The Taxi Connection
Waseca Minnesota
(507) 833-5588

Tonna Taxi Service
Owatonna, Minnesota
(507) 451-4215

LOCAL BUS LINES

Owatonna Bus Co.
1145 Park Drive
(507) 451-5262



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution

Waseca, Minnesota 56093-0741

Current Date

MEMORANDUM FOR _____, CAPTAIN

FROM:

SUBJECT: **Visitor Denied Entrance Into the Institution**

On this date, _____, at _____ (AM)(PM), the following visitor (Mr.) (Mrs.) (Ms.)
_____ was denied entrance into the institution.

Inmate's Name: _____ **Register Number:** _____

Reason for Denial:
(Please Circle one or more of the following)

- 1. No Identification
- 2. Not on Visiting List
- 3. Under the Age Without Parent/Guardian
- 4. Other Circumstances

cc: Warden
AW
Unit Manager
IDO Briefcase



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution

Waseca, Minnesota 56093-0741

Current Date

MEMORANDUM FOR _____, WARDEN
FROM: _____, Unit Manager
SUBJECT: **Visiting Approval for Inmate With No Prior Relationship**

I am requesting _____ be permitted to visit inmate
(Proposed Visitor)

_____, Reg. No.: _____. This inmate has no other visitors, and although the proposed visitor has no prior relationship with the inmate, a visiting form and background check indicate the proposed visitor is reliable and poses no threat to the good order of the institution.

_____ Approved

_____ Denied

Warden's Signature

Date

cc: Central File