



U.S. Department of Justice
Federal Prison System

NUMBER: ALI 5267.08A
DATE: March 04, 2012

Federal Correctional Institution
Aliceville, AL 35442

SUBJECT: Visiting Regulations

INSTITUTION SUPPLEMENT

1. **PURPOSE:** The purpose of this Institution Supplement is to afford offenders housed at the Federal Correctional Institution (FCI), and Satellite Camp (SCP) Aliceville the privilege of having visitors of their choice within specific guidelines. Inmate visiting is to enhance inmate morale and to maintain relationships with their family or others in the community. This institution supplement must be read in conjunction with the directives affected.

2. **POLICY:** It is the policy of the Bureau of Prisons and FCI Aliceville that visiting privileges are an integral part of an inmate's institutional program. However, the number of visitors must be kept within reasonable limits due to space limitations.
 - A. Provide guidelines for keeping a record of visitors for all inmates.

 - B. Ensure all visiting areas are monitored to prevent the passage of contraband.

 - C. Provide for training to staff and volunteers.

3. **DIRECTIVES AFFECTED:**
P.S.5267.08, Visiting Regulations dated May 11, 2006, is referenced, Program Statement 5360.09, Religious Beliefs and Practices of Committed Offenders, is referenced, ALI IS 5580.07, "Inmate Personal Property", is referenced, Program Statement 5510.12, Searching, Detaining, or Arresting Visitors To Bureau Grounds and Facilities, is referenced.

DISTRIBUTION: Warden, Associate Wardens, Department Heads,
AFGE, Inmate Law Library, SERO and Master File

4. **STANDARDS REFERENCED:**

ACA Standards for Adult Correctional Institutions, 4th Edition

4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4500, 4-4501
4-4503, and 4-4504 are referenced.

5. **VICTIM/WITNESS CASES:**

Refer to Program Statement 1490.06, Victim and Witness Notification Program, for procedures when a Victim/Witness Program (VWP) inmate requests to place a victim or witness on her visiting list.

6. **VISITING FACILITIES:**

A. The maximum capacity rating assigned to the Camp visiting room is 123 people; the maximum capacity rating assigned to the FCI is 689 people. When this number has been reached, the termination of some visits may occur. Every consideration will be given as to the frequency of visits and the distance traveled.

B. The Visiting Room will be arranged so as to provide adequate supervision of all of the visiting areas. The chairs will be arranged to provide a comfortable environment.

C. A section of the visiting room will be equipped and set up to provide facilities for the children of visitors. Inmates are allowed inside the children's center with their child visitor.

D. Reasonable accommodations have been made to ensure that all parts of the visiting area is accessible to visitors and inmates with disabilities.

E. Non-contact visiting room is available at this facility and will be utilized when deemed necessary by the Warden or the Warden's designee.

7. **VISITING TIMES:**

A. Visiting hours are from 8:00 a.m. to 3:00 p.m. on Friday, Saturday, Sunday and Monday. Inmates housed in the SHU will visit via a video system. The times are the same as general population. In the event the Video System is not functioning properly, non-contact visiting will take place in the Visiting Room.

B. Inmate visitors will continue to be processed through

the Front Entrance up until 45 minutes before standup count and will continue processing after there is a clear and documented institutional count. After the Visiting Room Officers complete the count in the Visiting Room, they will again continue to process in new visitors and will call for the inmates when the count has cleared.

8. FREQUENCY OF VISITS AND NUMBER OF VISITORS:

A. Individuals Approved to Visit:

- (1) During initial orientation, each inmate will receive a copy of this supplement including Attachment(1) "Immediate Family Visiting List." Each inmate must complete the form and give it to their Counselor within forty-eight (48) hours of issuance whether or not she anticipates visits. Due to space limitations, five adult visitors and five children may visit an inmate at one time.
- (2) Inmates will have up to 16 points per month. The Warden may limit the length or frequency of visits to avoid chronic overcrowding.
- (3) The Warden may also authorize special visits to accommodate unique circumstances (e.g., a person traveling a long distance to visit, a person visiting a hospitalized inmate).
- (4) All potential visitors, including immediate family members documented in the inmate's Pre-Sentence Investigation Report (PSI), must complete a Visitor Information form (BP-A0629), and clear a background check prior to being placed on the inmate's visiting list.

B. Number of Regular Visitors:

- (1) Inmates will be allowed a maximum of five adult and five children visitors at one time. Exceptions will be requested through the Unit Manager/Camp Administrator for regular visiting days and from the Associate Warden for holidays. Inmates are not limited in the number of times that they may receive visits.
- (2) Inmates may make changes to their visiting lists by completing a "Requested Change in Visiting List" form. Inmates can obtain this form from their

Counselor. Once completed, inmates will return the form to their Counselor for processing. The form will be filed in the inmate's visiting file following approval or disapproval of the visitor.

C. Immediate Family Members:

- (1) Members of the immediate family will ordinarily be placed on the approved list of visitors upon the inmate's admission to the institution. Immediate family includes father, mother, foster parents, sisters, brothers, husband, children or step-children, and common-law husband if verified. The word spouse includes a common-law relationship which has been previously established in a state that recognizes such a status. In states that do not, a common-law relationship is not considered immediate family. If they are not mentioned, or if the PSI indicates they have a criminal record, the Visitor Information form (BP-A0629) must be completed in its entirety.
- (2) Visitors may visit only one inmate at a time, except for those inmates who are members of the same family. Inmates within the institution who are related as an immediate family member will be allowed to conduct their visits together with any of their immediate family members who are on the inmates' approved visiting lists.

D. Other Relatives:

- (1) These persons include grandparents, uncles, aunts, in-laws, and cousins. They may be placed on the approved list after completion of a Visitor Information form (BP-A0629), and clearing a background check.

E. Friends and Associates:

- (1) The visiting list may include up to 20 (twenty) friends or associates. Unit Managers/Camp Administrator may make exceptions to this provision by issuing a memorandum to the Visiting Room Officers for specific dates and events. The inmate must have known the proposed visitor(s) prior to incarceration. Approval of visitors with no prior relationship to the inmate must be reviewed by the Warden. Approval of visiting for friends and associates will be made in accordance with this

supplement and PS 5267.08.

- (2) 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.

F. Persons with Prior Criminal Convictions:

- (1) Persons with prior criminal convictions may visit an inmate provided the inmate is an immediate family member. In such cases, the inmate must have approval in writing from the Warden at least two weeks in advance of the planned visit. The Correctional Counselor of the incarcerated inmate must prepare the letter for the Warden's signature and provide the Visiting Room with a copy of the approval, including the inmate's committed name if a name change has been made. If the inmate's visitor is in the community, and is still under supervision, she/he must obtain written approval of her/his U.S. Probation/Parole Officer.
- (2) Visitors who are on probation/parole or supervised release status must have approval from the Probation/Parole Officer prior to institutional approval being granted. A copy of this authorization must be maintained in Section Two of the FOI Exempt portion of the inmate's Central file. Each request must be reviewed by the appropriate Unit Manager/Camp Administrator, and the review must be documented.
- (3) The existence of a criminal conviction alone does not preclude visits. Staff shall give consideration to the nature, extent and the date of convictions, as weighed against the security considerations of the institution. Specific approval from the Warden will be required before such visits take place.

G. Children Under Sixteen:

An adult visitor is considered to be 18 years of age and older. Pursuant to Program Statement 5267.08, Visiting Regulations, "A child under the age of 16 years may not visit unless accompanied by a responsible adult." The signature of a parent or guardian on the Visitor Information Form is necessary to process a request for an applicant under 16 years of age. For further definition, signature

authority is solely assigned to a parent or guardian that is not incarcerated at the time of application. Policy invokes a procedural modification through age distinction as a person between age 16 years and less than 18 years is not an adult by lawful definition. Therefore, such an individual is strictly precluded from accompanying or supervising a minor during visitation. Individuals age 16 and under are not required to have an ID.

9. QUALIFICATION AS SPECIAL VISITOR:

Requests for special visits will be coordinated through the Captain. Any Law Enforcement visits will be coordinated through the Captain.

A. Business Visitor:

Except for pretrial inmates, an inmate is not permitted to engage actively in a business or profession. An inmate who was engaged in a business or profession prior to commitment is expected to assign authority for the operation of such business or profession to a person in the community. In those instances where an inmate has turned over the operation of a business or profession to another person, there still may be occasions where a decision must be made which will substantially affect the assets or prospects of the business. The Warden accordingly may permit a special business visit in such cases. The Warden may waive the requirement for the existence of an established relationship prior to confinement for visitors approved under this paragraph.

B. Consular Visitors:

When it has been determined that an inmate is a citizen of a foreign country, the consular representative of that country will be permitted to visit on matters of legitimate business. Inmates who have had their visiting privileges suspended will be allowed a consular visit.

The requirement for the existence of an established relationship prior to confinement does not apply to consular visitors.

C. Representatives of Community Groups:

The Warden may approve visits on a recurring basis to representatives from community groups (for example, civic, volunteer, or religious organizations) who are

acting in their official capacity. These visits may be for the purpose of meeting with an individual inmate or with a group of inmates. The requirement for the existence of an established relationship prior to confinement for visitors does not apply to representatives of community groups. Prisoner Visitation and Support Group (PVS) visits will normally take place at the Visiting Room during regular visiting hours. Upon arrival the PVS volunteer will present the Visiting Room Officer with proper identification and names of the inmates she/he wishes to visit. PVS volunteers are not required to be on the visiting lists of the inmates they wish to visit and may bring writing materials (i.e. notebooks, paper, etc.) with them. An updated PVS list is maintained in the SHARED OC file.

D. Clergy, former or prospective employers, Sponsors, and Parole Advisors.

E. Minister of Record:

Inmates may receive visits from their Minister of Record. When this happens, the clergy or religious representative will be in addition to the normal number of visitors authorized.

(1) Clergy:

(a) Visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures, and will not count against the total number of regular visits allowed.

(b) Ordinarily, clergy visits will not be accommodated unless requested by the inmate. However, the Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy.

(c) Clergy/minister of record visits will be accommodated in the visiting room during regularly scheduled visiting hours and, to the extent practicable, in an area of the visiting room which provides a degree of separation from other visitors. If a private area is not available, the visit may be rescheduled.

(d) The Warden may establish a limit to the number of minister of record and clergy visits an

inmate receives each month. During times of personal or family emergencies, an inmate will be authorized a visit from his or her minister of record during regular visiting hours as practical.

10. **ATTORNEY VISITS:**

Visits by attorneys are not subject to auditory supervision. Tape recorders may be used where the attorney agrees, in writing, in advance of the interview that the only purpose of the recording is to facilitate the attorney-client relationship (reference ALI 1315.05). Normally, attorney-client visits will be conducted in the visiting room, where rooms have been designated for attorney-client visits. However, if the Visiting Room is crowded or the attorney requests a visit on a non-visiting day, this will be set up through the Unit Team. The Unit Team will supervise all attorney visits.

11. **MEDIA VISITS:**

All news media visits will be approved by the Warden. A media representative who wishes to visit outside his or her official duties, however, must qualify as a regular visitor or, if applicable, a special visitor.

12. **TRANSPORTATION ASSISTANCE:**

A. Attachment #3 provides directions to FCI Aliceville. Visitors are to park vehicles in the parking lot, in marked spaces, marked "Visitor Parking." When a visit ends, visitors must leave the institution grounds immediately. Persons not approved to visit, but who accompany approved visitors, are not permitted to remain in the institution parking lot and must leave the grounds. They may return for the transport of the approved visitor(s) at the conclusion of the visit.

B. All visitors are to ensure transportation is arranged prior to the visit.

13. **VISITS TO INMATES NOT IN REGULAR POPULATION STATUS:**

A. **Admission and Holdover status:** The Warden may limit visitors to the immediate family of the inmate during the admission-orientation period or for holdovers where there is neither a visiting list from a transferring institution nor other verification of proposed visitors.

B. **Hospital/Medical Observation Patients:**

- (1) When visitors request to see an inmate who is hospitalized in the institution, the Chief Medical Officer (or, in his/her absence, the Health Services Administrator), in consultation with the Captain, shall determine whether a visit may occur, and if so, whether it may be held in the hospital.
- (2) When a visit is denied because the inmate is suffering from an infectious disease, is in a psychotic or emotional episode which makes a visit inadvisable, or is otherwise not in a condition to see visitors, the situation is to be carefully and sensitively explained to the approved visitor. The visitor will be notified in writing and by telephone by the unit team, if possible a date and time when the inmate can receive a visit will be provided. Documentation is to be maintained in Section 2 of the Privacy Folder of the Inmate Central File.
- (3) Inmates with medical conditions will be reviewed by the Chief Medical Officer or in his/her absence, the Health Services Administrator, in consultation with the Captain, to determine whether visiting will be permitted. All visits will be in the visiting room unless the Warden decides another location will be appropriate.
- (4) Visits to inmates hospitalized in the community may be restricted to only the immediate family and are subject to the general visiting policy of that hospital and will be approved by the Warden.

C. Detention or Segregation Status:

Ordinarily, an inmate retains visiting privileges while in detention or segregation status. Visiting may be restricted or disallowed while in detention or segregation status. However, when an inmate is charged with, or has been found to have committed a prohibited act having to do with visiting guidelines, or has otherwise acted in a way that would reasonably indicate that she would be a threat to the security of the visiting room.

Loss of an inmate's visiting privileges for other reasons may not occur unless the inmate is provided a hearing before the Discipline Hearing Officer (DHO).

Inmates that are housed in administrative detention or disciplinary segregation status will visit via video in the Special Housing Unit. These hours are the same as the general population. The room designated for the Video Visiting will hold no more than two inmates at one time. In the event the Video Visiting Program is not functioning, inmates will be afforded an opportunity to visit in a non-contact room in the visiting room, under escort and constant supervision. In the event a separation case occurs, the Operations Lieutenant and Institution Duty Officer will be notified immediately. If the Video Visitation Program is not functioning properly, the Lieutenant will immediately notify the Captain. The rotation will be done on a first-come, first-serve basis. These inmates will be afforded at least one hour of visitation and if there are no visitors waiting, they will be given the same visiting hours as general population inmates.

14. **PROCEDURES:**

- A. The Warden of the institution shall establish and enforce local visiting guidelines in accordance with the rules and regulations of the Bureau of Prison.
- B. Ordinarily, the Captain will be responsible for the visiting rooms appearance/operation and the training Of Visiting Room Officers.

(a) Preparation of The List of Visitors:

- (1) Staff shall ask each inmate to submit during the admission-orientation process a list of proposed visitors. After appropriate investigation, staff shall compile a visiting list for each inmate and distribute that list to the inmate and the Visiting Room Officer. Following approval of the visiting list by the inmate's Correctional Counselor, a copy of an approved list will be sent to the inmate. The original Immediate Family Visiting List, (Attachment #1), will be filed in the inmate's Central File. When a change is to be made, a Correctional Counselor will update the inmate's Central File and print a visiting list with copies to the inmate and the inmate's Central File. The Visiting Room program will also be updated by the Correctional Counselor and/or Unit Team.

The data in this computer program will be kept accurate and complete at all times.

- (2) The inmate is responsible for notifying each approved visitor of visiting procedures and will be given Attachment #4, Visiting Information, during initial orientation.
- (3) All visitors must be approved before a visit will be granted. The inmate is responsible for submitting the original list for approval and any subsequent changes to the Correctional Counselor. There is no limit to the number of changes or updates to the inmate's visiting list, each change may take up to three weeks to complete.
- (4) Visits from persons not on the approved list for routine visiting must be approved on an individual basis, in advance, by the inmate's Unit Manager/Camp Administrator. These persons must write to the Unit Manager/Camp Administrator at least two weeks prior to the proposed visit, explaining the circumstances for the request. If the visit is approved, the person will be sent a letter verifying the approval or denial. The Unit Manager/Camp Administrator will distribute copies of the approval letter to the Lieutenants Office, Visiting Room, Front Lobby, and Institution Duty Officer.

(b) Verification of Special Visitor Credentials:

Staff must verify the qualifications of special visitors. Staff may request background information and official assignment documentation from the potential visitor for this purpose.

(c) Identification of Visitors:

Staff will verify the identity of each visitor (through driver's license, photo identification) prior to admission of the visitor to the institution. Photo identification must be valid state or government-issued photo identification. If a visitor does not present identification with a photograph, the visitor will not be allowed to visit. In the event that the computer visiting program system fails staff will verify the visitor is authorized to visit with the documents maintained in the inmate's central file. Documents maintained by the inmate may also be

considered and each inmate must have a copy of her most current visiting list provided by unit team.

Visitors under the age of 16 who are accompanied by a parent or legal guardian are exempt from this provision.

(d) Notification to Visitors:

(1) Authorized items visitors are allowed to bring in the visiting room:

ITEM	QUANTITY (per visitor)
clear plastic purse/bag, No wallets (not to exceed 12" x 12")	1
prescription medication	maintained at Officers' Station
baby carrier	1
diaper bag (Clear Plastic 12"x12")	1
baby food	1
baby bottles (clear)	1
baby formula/milk (unopened)	2 containers
baby lotion	1
baby powder	1
small blanket	1
baby hat	1
change of clothes	1
diaper rash ointment	1
baby wipes	1
baby toy	1

No tobacco products of any type will be allowed.

Any request for special considerations will be addressed through the Captain, and approved prior to the visit. Any unauthorized items must be locked in the visitors' cars (e.g., cell phones, tobacco products, handbags, etc.).

(2) The introduction of any unauthorized item is considered contraband and will be considered a violation of 18 U.S.C. §§ 1791 and 3571. This may result in prosecution and/or modification of visiting privileges. A "Notification to Visitor" form (BP-A0224), will be fully completed and signed by each visitor (16 years of age and above) upon each visit in the Visiting Room. The form will be

completely and accurately filled out, with the visitor answering all questions, printing and signing his/her name, supplying information required by all sections of the form (including a complete address, etc.) before being allowed to visit in the Visiting Room.

- (3) Visitors are not permitted to wear shorts and sleeveless shirts. All dresses or skirts, at a minimum, must touch the top of the knee, and the shirt must not be revealing of any undergarments. Shirts with vulgar language are not permitted. Tube tops, tank tops, hats, caps, sunglasses (unless prescribed), doo-rags, and muscle shirts are not permitted. Female visitors must wear a bra, and may not wear miniskirts, halter tops, or see through clothing of any kind. Sun dresses are not permitted. No visitor, male or female, will wear open toed shoes i.e., sandals, Crocs. Any clothing that is considered to be revealing or possibly offensive to other visitors will not be allowed into the Visiting Room.
- (4) Inmates may embrace and kiss their visitors at the beginning and end of the visit.
- (5) This supplement is available on the institution's web site for public information. A copy of the written guidelines is also posted in the Visiting Room.
- (6) Inmate visitors are not authorized to receive or give any items to inmates. Exceptions are food items the visitors purchase from the Visiting Center vending machines. Each adult visitor may have up to \$30 to purchase items out of the vending machines.
- (7) Termination of visits because of conduct or rule violations will be approved by the Institution Duty Officer (IDO) or Operations Lieutenant. The IDO or Operations Lieutenant will notify the visitor personally to leave institution grounds.
- (8) Inmates and visitors are responsible for their children while in the Visiting Room. The inmate will be warned if her children misbehave. If the children continue to misbehave, the visit may be

terminated by the IDO or Operations Lieutenant.

(e) Notification to Inmates:

(1) Inmates may take the following items to the Visiting Room:

- (a) Commissary Card (required for identification).
- (b) One wedding ring and an approved religious medallion may be worn. A wedding band may be worn on any finger of either hand. These items will be listed on the Visiting Room Inventory Form. Only those items taken into the Visiting Room may be brought out of the Visiting Room.
- (c) Picture stubs (or tickets). Picture stubs not used during the visit can be taken back into the institution by the inmate.
- (d) One pair of earrings plain studs with no stones is permissible. Small hoop earrings are allowed. These will be no larger than a quarter.

Items which are brought to the Visiting Room must be carried in the inmate's hands. No purses or handbags will be permitted to be taken into the Visiting Room by the inmate. The above listed items will be checked by the Visiting Room Officer during the check-in process and any questionable item will be returned to the unit by the inmate prior to approval and initiation of the visit.

Before legal papers or documents can be brought into the Visiting Room by either the inmate or the visitor, the inmate must have obtained pre-approval from a member of her Unit Team. The authorizing team member will notify the Visiting Room Officers of this action.

Visitors may purchase and share snack machine items with the inmate they are visiting. Visitors may not leave money or money orders for inmates in the Visiting Room. Inmates are at no time allowed to handle money.

(f) FCI Inmates:

Inmates will only wear institution-issued clothing and will dress in the full prison-issued uniform consisting

of khaki button up shirts and khaki pants to include a crew neck T-shirt, bra, under pants, socks, and institution-issued shoes/shoes purchased in the commissary in the Visiting Room. Sleeveless shirts and sandals are not authorized and will not be worn.

If weather permits, institution-issued jackets may be worn.

(g) Camp Inmates:

Inmates at the camp will only wear camp-issued clothing and will dress in the full camp-issued uniform consisting of green button up shirts and green pants to include a crew neck T-shirt, bra, under pants, socks, and camp issued shoes/shoes purchased in the commissary in the Visiting Room. Sleeveless shirts and sandals are not authorized and will not be worn. If weather permits, institutional-issued jackets may be worn.

Authorized religious head wear may be worn in the Visiting Room. All religious head wear will be inspected prior to leaving the Visiting Room.

(h) Searching Visitors:

Staff may require a visitor to submit to a personal search, including a search of any items of personal property as a condition of allowing or continuing a visit. The Lieutenant and the Institution Duty Officer will refer to Program Statement 5510.12 Searching, Detaining, or Arresting Visitors To Bureau Grounds and facilities, for additional instructions on this subject.

(i) Record of Visitors: The Visiting Room Officer will ensure that each adult visitor signs the visitor log. The log book will be maintained in accordance with policy.

(j) Supervision of Visits:

Introduction of contraband into a correctional institution is often attempted and conducted through the Visiting Room. Therefore, it is imperative that Visiting Room Officers conduct frequent rounds of the whole Visiting Room, inside and out, to prevent this behavior.

(k) **Inmate Picture Project:** Inmates who wish to have pictures taken of themselves and their visitors may have pictures taken by the inmate photographer. No personal cameras will be permitted in the Visiting Room.

Inmates may purchase picture stubs (or tickets) from the Commissary, which will be relinquished to the inmate photographer when a picture is taken.

The Picture Project program maintains a schedule of times when pictures are taken in the Visiting Room. These times are posted in the Visiting Room.

15. **PENALTY FOR VIOLATION OF VISITING REGULATIONS:** If the circumstances warrant the termination of an inmate's visit, the Institution Duty Officer or Operations Lieutenant may terminate the visit when it is determined that the visit is disruptive to the welfare and good order of the institution.

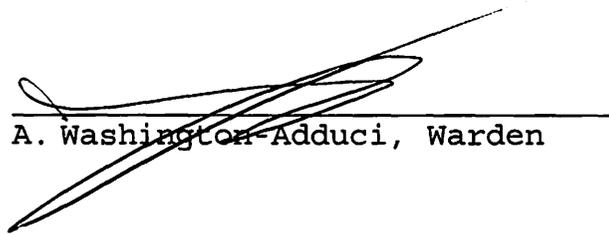
Any attempt to circumvent any area of these rules and regulations may result in the termination of the visit, modification of visiting privileges, and/or prosecution.

16. **VISITING REGULATIONS REGARDING PETS:** Visitors are prohibited from bringing animals onto institution grounds except for animals that assist persons with disabilities. The visitor must provide staff with certification that the animal is trained for that purpose.

17. **DISAPPROVAL OF PROPOSED VISITORS:** When an inmate requests a visitor to be placed on her visiting list, she will do so in writing to her Unit Team. If the visitor is not deemed appropriate and disapproved, the inmate will be notified by a member of her Unit Team. The inmate may challenge the Unit Teams decision by appealing to the Warden in writing.

18. **ADDRESS AND LOCATION:** FCI Aliceville, 11070 Highway 14, Aliceville, AL 35442. Telephone: 205-373-5000. To FCI Aliceville from Tuscaloosa, take US-82W for 19 miles then turn left onto AL-86. Follow AL-86 for 13.3 miles and this will turn left onto Commerce Ave/AL-17. Follow Commerce Ave/AL-17 10.1 miles and turn right onto 3rd Ave NE. After .7 miles turn right onto AL-14/2nd St NW. Follow 4.1 miles and that will bring you to 11070 Highway

14. From Columbus, MS. take MS-69S for 14.8 miles and this turns into AL-14. Follow 15 miles and this will bring you to FCI Aliceville.



A. Washington-Adduci, Warden

DISTRIBUTION: Warden, Associate Wardens, Department Heads,
AFGE, Inmate Law Library, SERO and Master File

Attachment 2

FEDERAL CORRECTIONAL INSTITUTION
ALICEVILLE, ALABAMA

REQUESTED CHANGE IN VISITING LIST

To: Counselor
(Specify) _____ Date: _____

From: _____ Reg.No. _____ Unit _____

I would like for the person listed below (check appropriate item):

- 1. To be removed from my approved visiting list.
- 2. To be added to my approved visiting list.
- 3. To have a change in address.

Name: _____

Relationship to me: _____

Complete Address:

_____ Zip Code: _____

1. If you want the person's name removed from your list, briefly state why:

2. Was this person a co-defendant on your present case?

3. Is this person a relative or friend of any other inmate or ex-inmate of SPC or FCI? _____ If so, specify:

4. Is the requested visitor a former inmate of the institution? _____

5. Did you know this person before coming into the custody of

the Bureau of Prisons?

APPROVED DISAPPROVED

DATE _____

Counselor's Signature _____

Attachment 3

**TRANSPORTATION TO
FCI Aliceville**

AIRLINE:

Birmingham AL has the largest airport with connecting flights from most airline hubs. This information can be found on the internet Birmingham-Shuttlesworth International Airport.

Birmingham is approximately 107 miles from FCI Aliceville and 58 miles from Tuscaloosa, AL.

BUS:

Greyhound Bus Line has connections from all major cities to Tuscaloosa AL.

CAB:

Dixie Cab Service 4131 19th PL., Tuscaloosa, AL. 35401.
204-409-0467

TRAIN:

AMTRAK (Toll-free telephone number: 1-800-872-7245) has connections from all major cities to the town of Tuscaloosa, AL.

PRIVATE VEHICLE:

FROM TUSCALOOSA AL: FCI Aliceville, 11070 Highway 14, Aliceville, AL 35442. Telephone: 205-373-5000. To FCI Aliceville from Tuscaloosa, take US-82W for 19 miles then turn left onto AL-86. Follow AL-86 for 13.3 miles and this will turn left onto Commerce Ave/AL-17. Follow Commerce Ave/AL-17 10.1 miles and turn right onto 3rd Ave NE. after .7 miles turn right onto AL-14/2nd St NW. Follow 4.1 miles and that will bring you to 11070 Highway 14.

FROM COLUMBUS MS: From Columbus MS. Take MS-69S for 14.8 miles and this turns into AL-14. Follow 15 miles and this will bring you to FCI Aliceville.

ADDRESS/PHONE NUMBER: 11070 Highway 14, Aliceville, AL 35442.
Telephone: 205-373-5000.

LODGING:

Hotels and Motels are available in Tuscaloosa, AL and Columbus, MS.

Attachment 4

FCI ALICEVILLE VISITING INFORMATION

1. Visiting hours are from 8:00 AM to 3:00 PM on Fridays, Saturdays, Sundays, Mondays, and Holidays. Visitor processing will end at 2:00 PM. Visitors may arrive 15 minutes prior to the start of visiting, but must remain inside their vehicle until visiting is open.
2. There is a count at 10:00 AM each Saturday, Sunday, and Holidays.
3. Visitors with infants are permitted to bring in related child care items as outlined in Section e. "Notification to Visitors," of this supplement.
4. Introduction of any unauthorized item is considered contraband and will be considered a violation of Title 18 USC Sections 1791 and 3571. This may result in prosecution and/or modification of visiting privileges. All persons and packages are subject to search in accordance with Title 18. Circumvention attempts may result in prosecution/modification of visiting privileges.
5. Prior approval from the inmate's unit team is required prior to the review of any documents/legal papers brought in by the inmate's family to the visiting area.
6. Inmates may only have pictures taken of themselves and their visitors by the inmate photographer.
7. Although vending machines are available within the visiting area, inmates are at no time to handle money.
8. The Warden, Associate Warden, Duty Officer, or Operations Lieutenant may terminate a visit.
9. Visitors are prohibited from bringing animals on to institution grounds unless the animal is a dog that assists disabled persons. In this circumstance, the visitor must have written documentation the dog is trained for that purpose.
10. Inmates and visitors are responsible for the conduct and behavior of their children. Children will remain with the visitors and will not be left unattended and will not disrupt

other visits.

11. No tobacco products of any kind are allowed to be used by visitors or inmates.

12. There will be a limit of five adult visitors per inmate, at one time in the Visiting Room unless prior approval is received from the Unit Manager for regular visiting days.

13. All visitors are required to lock their cars and ensure that personal property is secured within the vehicle. Additionally, no one is permitted to wait in the parking lot or remain on institution grounds for persons visiting an inmate. Visitors are responsible for any items left in their vehicles.

14. You are not allowed to converse with the inmates prior to entering or after leaving the Visiting Room. Failure to follow this requirement may lead to cancellation of your visit and possible removal from the inmates visiting list.

15. The Visiting Room Officers are responsible for supervising the visits. Visitors should use good taste when choosing their apparel. Examples of inappropriate dress might include: revealing attire, see-through blouses, bathing suits, miniskirts, tube or strapless tops, slacks or jeans slit or cut to reveal buttocks, and a lack of proper under garments. Any apparel that does not adequately cover or which exposes the primary areas of the body from shoulder height to the upper knee area will result in that visitor being refused entrance into the Visiting Room. Visitors will not dress in a manner that resembles the inmate-issued uniform.

16. Allowable Items in the Visiting Center:

ITEM	QUANTITY (per visitor)
clear plastic purse/bag, (not to exceed 12" x 12")	No wallets 1
prescription medication	Will be maintained at Officer's Station
baby carrier	1
diaper bag (Clear Plastic 12"x12")	1
baby food	1
baby bottles	1
baby formula/milk	2
	containers (unopened)
baby lotion	1
baby powder	1
small blanket	1
baby hat	1
change of clothes	1
diaper rash ointment	1
baby wipes	1
baby toy	1

Non-Allowable Items in the Visiting Center:

Playing cards	Chewing gum
Toys (unless 1 baby toy)	Diaper bags
Newspapers	Strollers
Magazines	Food items
Lighters	Cigarettes
Matches	
Electronic equipment of any type	

No tobacco products of any type will be allowed.

17. Any visitor who departs the Visiting Room prior to the official conclusion of a visit will not be authorized re-entry. ONCE A VISITOR LEAVES, THE VISIT IS TERMINATED FOR THAT PARTICULAR DAY.