



# Institution Supplement

FCI Ashland, Kentucky

OPI: Correctional Services  
Number: ASH-5267.8K  
Date: April 15, 2012  
Subject: VISITING REGULATIONS

## 1. POLICY:

It is the policy of the Bureau of Prisons and the Federal Correctional Institution, Ashland, Kentucky, and its Satellite Camp to encourage visiting by family and community groups to maintain the morale of the individual inmate and develop closer relationships between family members and the community.

## 2. PURPOSE:

The purpose of this Institution Supplement is to provide procedures to locally implement Program Statement 5267.08, Visiting Regulations. It must be read in conjunction with that Program Statement for a full understanding of policy.

## 3. CANCELLATION:

Institution Supplement ASH-5267.6J, Visiting Regulations, dated April 15, 2011, is rescinded and all copies are to be destroyed.

## 4. REFERENCES:

Federal Program Statements 5267.08, Visiting Regulations, dated May 11, 2006; 1315.07, Inmate Legal Activities, dated November 5, 1999; 1480.05, News Media Contacts, dated September 21, 2000; 5510.12, Searching, Detaining or Arresting Persons Other Than Inmates, dated January 15, 2008; and 5521.5, Searches of Housing Units, Inmates and Inmate Work Areas, dated June 30, 1997, are referenced.

## 5. ACA STANDARDS REFERENCED:

ACA Third Edition Standards 4-4156, 4-4193, 4-4194, 4-4183, 4-4267, 4-4498, 4-4499, and 4-4500 are referenced.

## 6. VISITING TIMES:

Social visits at the Federal Correctional Institution are permitted from 8:00 a.m. until 3:15 p.m., Thursday through Monday, including all federal holidays, with no visiting on Tuesday and Wednesday. Social visits at

**DISTRIBUTION:** Warden, AW, SOI, Executive Assistant, Captain, Department Heads, AFGE Local, MARO and Master File.

the Satellite Camp (SCP) are permitted from 8:00 a.m. until 3:00 p.m., Saturday, Sunday, and all federal holidays.

**7. FREQUENCY OF VISITS AND NUMBER OF VISITORS:**

- A. Normally, the total number of visitors (including children) will not exceed six, with no more than four adults permitted. A point system will be utilized at the FCI, with each inmate receiving ten points per month. A weekday visit will count as one point and weekend/ holiday visits will count as three points. For example, an inmate receiving seven weekday visits and one weekend/holiday visit will have used all of his points for the month. The Front Lobby Officer will utilize the automated visiting program to document visits, log visiting times and track points. A hard copy of each inmate's visiting list will be placed in the inmate's central file, a copy given to the inmate and a copy to the Front Entrance Officer. The hard copy of the visiting list maintained by the Front Entrance Officer must be kept up to date. It will be utilized to process visitors in the event the computer visiting program is in operable.
- B. A point system will also be utilized at the SCP, with each inmate receiving ten points per month. The first visit of the month will count as five points and any visit thereafter, including federal holidays, will count as one point. For example, an inmate receiving five weekend visits and one holiday visit will have used all of his points for the month.

**8. REGULAR VISITS:**

Correctional Systems Management Staff will initially load inmate names and register numbers into the Visiting Program and delete them upon inmate releases. Unit Staff will be responsible for compiling a regular visiting list within five days after receipt of the inmate in the unit. The list of approved visitors will be keyed into the Visiting Program, with the following information regarding each visitor: name, date of birth, marital status, current address, and relationship to the inmate. It will be the responsibility of each inmate to keep his Unit Team advised of any address changes. Inmates will be allowed to add or remove visitors from their visiting list one time each month within a reasonable amount. The inmate's Correctional Counselor will perform this function.

**9. SPECIAL VISITS:**

**A. Attorney Visits -**

Attorney visits will be scheduled through the respective Unit Manager in compliance with Program Statement 1315.07, Inmate Legal Activities. Unit Team will be responsible for the supervision of these visits. All attorneys will be required to complete ATTACHMENT A, Attorney-Client Visit, prior to the visit.

**B. Law Enforcement Interviews -**

All visits by law enforcement officials will be conducted in an area designated by the SIS Lieutenant. Permission to conduct an interview

with the inmate(s) will be obtained from the Warden prior to the interview. SIS staff will be responsible for the supervision of these visits.

**C. News Media Interviews -**

News media may request a personal interview through the Executive Assistant and must be approved by the Warden prior to the interview. Unit Team staff will be responsible for the supervision of these visits.

**D. Special Visits -**

Special visits may be approved on a one-time basis. The authority to approve a special visit is delegated to the Unit Manager, the acting Unit Manager, or the Institution Duty Officer. Generally, special visiting privileges must be requested at least three days in advance of the proposed visit. Unit Team staff will be responsible for the supervision of these visits. Each approved special visitor will complete a Visitor Information (BP-629), which will be reviewed by staff prior to allowing entry into the Visiting Room. If questions arise during review of the responses to the questionnaire, the Shift Lieutenant will be contacted to make a determination to allow/disallow entry.

**E. Holdovers -**

Inmates in holdover status will be permitted to visit with immediate family only. Visits for holdover inmates will be held on regular visiting days and visiting forms will be kept on file with the regular visiting forms for tracking. There are no administrative expenses incidental to arranging and supervising visits of holdovers. Any deviation from this process must be approved by the Warden, through the Chief of Correctional Services. Unit Team staff will be responsible for the supervision of these visits.

**F. Procedures for Disapproving Proposed Visitors -**

Staff shall give consideration to the nature, extent, and recentness of proposed visitor's criminal conviction in determining visiting privileges. If the Unit Team determines there are security or management concerns, a justification memorandum must be submitted to the Warden for approval or disapproval.

**G. Inmate's Appeal Right -**

The inmate has the right to appeal through the Administrative Remedy Process.

**H. Non U.S. Citizen Identification Requirements -**

All foreign nationals or non U.S. citizens must have a valid passport or valid state driver's license which have a photo, for visiting identification purposes.

**I. U.S. Citizen Identification Requirements -**

Staff shall verify the identity of each visitor (through driver's license, photo identification, etc.) prior to admission of the visitor to the institution. Photo identification must be a valid state or government issued photo identification.

**10. VISITS OF INMATES NOT IN REGULAR POPULATION STATUS:**

- A. Inmates who are admitted to a local hospital in serious condition may have visitors, once approved by the Captain, following consultation with the Health Services Administrator, the Associate Warden of Programs, the Unit Manager, and the Warden. A list of approved visitors will be provided to the escort staff assigned to the local hospital. These visits must comply with the local hospital visiting regulations.
- B. Inmates in Admission/Orientation who do not have a visiting list will be permitted to visit with immediate family only.
- C. Visits for inmates in the Special Housing Unit will be cleared through the Shift Lieutenant to ascertain if there are any known reasons the visit should not be held in the regular visiting area. Special Housing Unit inmates will visit on Monday only, regardless of custody level.
- D. Ordinarily, an inmate retains visiting privileges while in detention or segregation. Visiting may be restricted or disallowed when an inmate in this status is charged with, or been found guilty of a prohibited act relating to visiting guidelines, or may reasonably be considered a threat to the orderliness or security of the visiting room.

Loss of an inmate's visiting privileges for any other reason may not occur unless the inmate is provided a DHO hearing and results in a finding that there is a lack of other appropriate sanctions or that imposition of an appropriate sanction has been ineffective.

***The UDC may not impose a loss of visiting privileges for inmates in detention or segregation. This does not interrupt visiting sanctions imposed prior to inmate's placement in detention or segregation.***

**11. PREPARATION OF THE LIST OF VISITORS:**

The Unit Staff will compile an approved visiting list for each inmate. The visiting list is limited to immediate family, other relatives, and ten additional friends and associates. Children under the age of 16 must be accompanied by a responsible adult and must remain with adult throughout the visit. All visitors under the age of 18 must have the Visitor Information Form (BP-629) signed by the legal guardian or parent authorizing visits. All approved visitors, regardless of age, must be placed on the inmate's visiting list. In order to make additions to this list, an equal number of visitors must be removed from the existing list.

- A. The inmate must have known the proposed visitor(s) prior to incarceration. This requirement includes the Federal Correctional Institution and the Satellite Camp. The Warden's approval must be obtained for any exception. The Unit Team must submit a request to the

Warden requesting any exception. This applies to all inmates regardless of the institution's security level.

- B. In the event the computer visiting program is inoperable, the Front Lobby Officer will refer to the hard copy visiting lists that are secured in the front lobby station. The Unit Team will be responsible for maintaining up-to-date files for accuracy.

## 12. **NOTIFICATION TO VISITORS**

It is the responsibility of each inmate at the Federal Correctional Institution, Ashland, Kentucky and its Satellite Camp, to notify their visitors of the contents of this policy. This policy will also be placed at the Front Entrance of the FCI and the SCP in order for visitors to review its contents before they enter the Visiting Room, if necessary.

## 13. **OTHER APPLICABLE REGULATIONS:**

### A. **Inmate Dress -**

- 1) All FCI inmates must wear the issued khaki pants and shirt; or the issued green pants and shirts for the SCP inmates. Clothing must be in a clean and neat condition. Thermal underwear may not be worn in the visiting room. The Black institution issued shoes or white Rockports are the only authorized shoes to be worn in the visiting area.
- 2) Visits will not be permitted for those who are not properly groomed in accordance with policy.

### B. **Visitor Entrance Procedures -**

All inmate visitors will be required to read and sign a Title 18, USC, Introduction of Contraband form. These forms are to be completed in their entirety before admission to the institution will be permitted. Inmate visitors will sign in the "Inmate Visitor Log" and write their name, the name and register number of the inmate, and the time entering and exiting the institution. Visitors will not be permitted to enter the institution until 8:00 a.m. on visiting days. In the event a visitor refuses to allow inspection of articles in their possession, that visitor will not be permitted to enter the visiting area. It is permissible for the visitor to give the inmate any type of item from the vending machines located in the visiting area.

Inmates may greet and bid farewell to their visitors within the designated visiting area only. These procedures are for both the FCI and the SCP.

#### 1) **Authorized Items for Visitors -**

- a) Visitors may have no more than \$20.00 in coins and/or ones or five dollar bills only. A currency changer is located in the Visiting Room, which accepts one and five dollar bills.

- b) Visitors may possess one small clear plastic purse (not to exceed 6"x8" unless otherwise authorized by the Operations Lieutenant) in which to carry authorized items.
- c) A clear diaper bag may be carried for sufficient quantities of diapers, baby bottles and unopened baby food or formula.
- d) Authorized emergency medications are permissible, which will be delivered to the Visiting Room Officer. All other medications will be placed in a locker at the Front Entrance. All required medications will be used in the presence of the Visiting Room Officer.

2) **Items Unauthorized for Visitor Retention During Visits -**

- a) Handbags, packages, parcels, suitcases, wallets, key rings, key chains, etc., will not be permitted in the Visiting Room.
- b) Currency larger than a five-dollar bill is not allowed to be taken into the Visiting Room.
- c) No food items of any kind, except that which is necessary for the care of an infant.
- d) No tobacco products of any kind.
- e) No strollers, car seats, or infant carriers.

3) **Inmate Authorized Items -**

Inmates are permitted to take only the following items into the Visiting Room: Prescription glasses, wedding band, regulation comb, handkerchief, religious medal or unit-approved legal material. Essential medication may be permitted when authorized by the Health Services Department. When authorized, a notation to this effect should be made on the inmate's visiting card.

14. **GUIDELINES FOR CLERGY AND MINISTER OF RECORD:**

Guidelines for processing visitation requests for special visitors classified as clergy and minister of record are established:

Minister of Record - An inmate requesting to receive visits from his minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the name and title (minister of record) to the inmate's visitor list. An inmate may only have one minister of record on his visiting list at a time. The addition of the minister of record will not count against the total number of authorized regular visitors an inmate is allowed to have on his visiting list and **will not count against the total number of social visits allowed.**

Clergy - Visits from clergy (other than the minister of record) will be in accordance with the general visiting procedures and will count against the

total number of regular visits allowed. Ordinarily, clergy visits will 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. The Warden may establish a limit to the number of minister of record and clergy visits an inmate receives each month.

15. **GENERAL INSTRUCTIONS:**

- A. When the inmate arrives for his visit at the FCI or the SCP, he will be pat searched by the Visiting Room Officer before being permitted to enter the visiting area.
- B. No money will be accepted for deposit to an inmate's account, nor will money be transmitted to inmate visitors during the visiting period. All money must be sent through the mail. Inmates are **not allowed** to accept money from their visitor. Inmates may accept items bought from the vending machine, by their visitor, to be consumed during their visit. Items purchased in the visiting area will not be taken into the institution following the visit.
- C. Handshaking, embracing and kissing between inmates and their visitors is permitted within the bounds of good taste at the beginning and at the end of the visit only. During the visit, inmate and visitor contact will be limited to hand-holding in plain view. No other contact will be allowed.
- D. All visitors will be required to complete and sign the BP-S224, Notification to Visitor form, prior to admission into the visiting area.
- E. All inmates having a visit will assume reasonable responsibility for the proper conduct of himself and his visitor during the visit, to include children. Only visitors and inmates with minor children, who are in the playroom are permitted in the playroom. Minor children must have an adult present with them at all times. No food or drinks in the playroom. All toys in the playroom are to be used for their intended purposes; no throwing, banging, or destroying toys.
- F. No moving of visiting room furniture in any capacity, without approval of the Visiting Room Officer. Visitors must remain upright and seated in one chair. No reclining, laying across multiple chairs, or using chairs as foot rests.
- G. The use of cameras or recording equipment without prior written authorization from the Warden is prohibited.
- H. The institution does not have facilities available for extra visitors or persons accompanying visitors to wait within the institution. No one is permitted to wait in the parking lot or remain on institution grounds after a visit has been denied or terminated.
- I. Documents or papers will not be examined or signed in the visiting area without the approval and/or presence of a member of the inmate's Unit Team. After staff inspection for contraband, legal documents may be exchanged incidental to attorney visits.

- J. A walk-through metal detector and transfrisker are located at the Front Entrance of the FCI. All visitors will successfully pass through the metal detector before being permitted entrance into the visiting area. In the event the visitor sets off the detector alarm, the transfrisker will be used. If the visitor cannot pass this test, the Front Entrance Officer will immediately notify the Shift Lieutenant. Visitors refusing to proceed through the metal detector will not be permitted to enter the visiting area. All visitors at both the FCI and the SCP will be subject to a security search each time they enter the visiting area. Visitors at the SCP will be subjected to a search of their belongings and will not undergo a metal detector or transfrisker search.
- K. An Electronic Narcotics Detection Device (ION Spectrometer) is located at the Front Entrance of the FCI. All visitors are subject to being tested with this device based on the established testing pattern for the date of the visit. Visitors who fail to clear the ION Spectrometer will not be permitted to enter the facility. Visitors may refuse to be tested with the ION Spectrometer. Refusal will however, result in the visitor being denied access to the institution.
- L. Once a visitor enters the visiting area, any exit results in termination of the visit.
- M. All visits are contact visits. FCI Ashland does not offer non-contact visits.

16. **INMATES RETURNING FROM VISITS:**

All FCI inmates who have been visiting will be strip searched in the shakedown room adjacent to the visiting area. A transfrisker will also be used. SCP inmates will be randomly strip searched as needed. All orderlies assigned to clean the SCP visiting area and the outside grounds following visiting periods will be required to pass a strip search of their person prior to returning to the open population.

17. **TERMINATION OF VISITS:**

Visiting may be curtailed or terminated due to emergencies, violation of visiting regulations, or when the visiting area becomes overcrowded. Should it be necessary to terminate a visit because of overcrowding, the Visiting Room Officer is to notify the Shift Lieutenant. Recommendations for termination shall be made to the Lieutenant based on fair and equitable consideration of the following factors: those who have traveled the farthest distance; those who have visited most frequently; and those who have visited for the longest period of time. If feasible, the Visiting Room Officer may also ask for volunteers prior to selective termination of visits. In the event of a problem with terminating a visit, the Institution Duty Officer will be contacted. Order of termination:

- 1) Ask for volunteers.
- 2) Those who have visited most frequently.
- 3) Those who have visited the longest period of time.
- 4) Those who have traveled the farthest distance.

18. **EFFECTIVE DATE:**

Upon Issuance

19. **OFFICE OF PRIMARY INTEREST:**

Correctional Services

***M. Sepanek***

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M. Sepanek, Warden

ATTACHMENTS:

Attachment A -	Attorney/Client Visit
Attachment B -	Report of Inmate Interview
Attachment C - (4 pages)	Visiting Rules and Regulations
Attachment D - (2 pages)	Spanish Visiting Rules and Regulations
Attachment E -	Directions to FCI Ashland
Attachment F -	Transportation Information

**FEDERAL CORRECTIONAL INSTITUTION  
ASHLAND, KENTUCKY**

**ATTORNEY - CLIENT VISIT**

I, \_\_\_\_\_, a licensed attorney in the State of \_\_\_\_\_, with offices at \_\_\_\_\_, \_\_\_\_\_, visiting \_\_\_\_\_ on \_\_\_\_\_ agree that my visit with this inmate is for the purpose of facilitating the attorney-client relation and for no other purpose. I understand a taped recording will require prior approval by the Warden before the recording device will be authorized to enter the institution. I agree that any tape recording or other recording made by me will be used only to facilitate this relationship.

\_\_\_\_\_  
SIGNATURE

cc: Inmate Central File

**FEDERAL CORRECTIONAL INSTITUTION  
ASHLAND, KENTUCKY**

**REPORT OF INMATE INTERVIEW**

INMATE'S NAME: \_\_\_\_\_ REG. NO. \_\_\_\_\_

DATE: \_\_\_\_\_

SUBJECT OF INTERVIEW

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If you represent a law enforcement agency, please indicate if your interview is liable to result in further prosecution of the inmate.

YES \_\_\_\_\_ NO \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

AGENCY: \_\_\_\_\_

**FCI, ASHLAND, KENTUCKY**  
**VISITING RULES AND REGULATIONS**

1. It is the policy of this institution to provide visiting facilities and procedures that will encourage wholesome and meaningful visits with relatives, friends, groups, etc. Visits are stressed as an important factor in maintaining the morale of each inmate and motivating him toward positive personal interactions. It is the responsibility of each visitor/inmate to adhere to the visiting regulations as set forth in the following paragraphs.
2. Social visits are permitted from 8:00 a.m. to 3:15 p.m., Thursday through Monday. There is no visiting at the institution on Tuesday and Wednesday. Each inmate will be allowed to receive a total of ten visiting points a month. An inmate's immediate family; mother, father, stepparents, foster parents, brothers, sisters, wife and children, are routinely approved as visitors. Each inmate is responsible for obtaining Unit Team approval for prospective visitors.
3. At the present time, our visiting facilities are limited; therefore, it may become necessary to limit visits due to these facilities becoming overcrowded. When overcrowded conditions exist, visits will be terminated based upon equal consideration of: Those who have visited the most frequently - those who reside in the Tri-State Area - those who have visited for the longest period of time. Visiting may also be terminated due to institution emergencies and improper conduct by the inmate or his visitor. Limitations on the length or frequency of visits may be imposed when these visits interrupt the continuity of an inmate's program.
4. Embracing and kissing as a greeting or farewell is permitted within the limits of acceptable conduct upon arrival and departure of visitors. When continued intimacy occurs throughout the visit, the visit may be terminated due to this unacceptable conduct. It should be noted that when the visit is terminated due to unacceptable conduct, the inmate will receive an incident report and face possible disciplinary action.
5. All monies, packages, gifts and pictures must be received by the inmate through the institutional mail system. None of the above will be given by the inmate to his visitors. None of the above will be accepted by the Visiting Room Officer, nor through the Visiting Room.
6. Prospective visitors under the age of 16 must be accompanied by a parent, legal guardian or a member of their immediate family who is at least 18 years of age; or have written consent from a parent, legal guardian or member of their immediate family prior to the visitation. Each adult

visitor, 16 years of age and older, will be required to provide proof of their identity to the Front Entrance Officer in the form of picture identification. Adult visitors will be required to sign information forms indicating their name, complete address, inmate being visited, and acknowledging their awareness and understanding of possible penalties for violation of visiting regulations and/or the introduction of contraband. Any attempt to bring unauthorized items into the institution is a serious violation of Federal Law (U.S. Code, Title 18, Section 7291) and is punishable by imprisonment and/or fine.

7. The Visiting Room Officer is responsible for supervising the visits and recognizing the fact that we have many age groups of visitors from young children to senior citizens; the best interest of a wide variety of citizens must be considered in setting standards on attire. Visitors are expected to use good judgement and taste in their dress. Persons who come immodestly and/or provocatively dressed may be denied the privilege of visiting. Dresses, skirts or loose fitting "Bermuda-type" shorts must be at least knee length. No portion of the breasts may be exposed. The wearing of T-shirts or other form-fitting clothes by female visitors without bras is prohibited.

Prohibited clothing items include, but are not limited to: see-through; fishnet; form-fitting (Lycra or Spandex); low-cut, backless, sleeveless, or strapless blouses and/or dresses; shorts; halter tops; swimwear; clothing which exposes the midriff portion of the body; ripped or torn jeans; and other revealing clothing items. The wearing of any type of club, gang, or other organization symbols is strictly prohibited.

Tight, provocative dress is not acceptable at any time in the Visiting Room. Any clothing similar to that worn by inmates is not acceptable. Questionable attire will be clarified by the Operations Lieutenant and/or the Institution Duty Officer.

8. Visitors are to have and maintain complete control of their children while in the Visiting Room or on institutional property. Limitations may be necessary when an inmate has a large number of regular approved visitors living in the vicinity of the institution. The maximum number of adults who may visit an inmate at one time is four; but these regulations may be interpreted flexibly within the guidelines of preventing overcrowding in the Visiting Room or preventing difficulty in supervising a visit, except on weekends and holidays when this will be strictly adhered to.
9. It is permissible for the visitor to give the inmate any item from the vending machine to be consumed while on a visit. Each inmate will assume reasonable responsibility for proper conduct during visits with as much

control of his visitors' conduct as may be expected of him. Each inmate and his visitors are expected to maintain a safe and sanitary visiting area. The use of cameras or recording equipment without written consent of the Warden is strictly prohibited. No cell phones or pagers will be allowed. Documents or papers will not be examined or signed in the Visiting Room without the approval of a member of the inmate's Unit Team. Visitors are encouraged to store all of their parcels, handbags, etc., in their vehicles or in their motel rooms prior to coming to the institution. Additionally, personal photographs, makeup containers, chewing gum and mints will be prohibited. These items will not be allowed into the Visiting Room. Any effort to evade the visiting regulations may result in disciplinary action for the inmate and possible legal proceedings against the visitor.

10. It should be noted that in a situation where a visitor is suspected of attempting to introduce contraband onto institutional property or into the institution, that visitor is subject to a detailed search of their person.
11. The television in the Visiting Room is for the children; the Visiting Room Officer will control the volume and channel, and ensure that the programming is suitable for their viewing. Disputes over programming will be settled by the Visiting Room Officer.
12. Visitors are prohibited from bringing animals onto institution grounds unless the animal is needed to assist a disabled person.
13. There is **NO SMOKING** allowed in the Visiting Room.

Federal Correctional Institution and Satellite Prison Camp,  
Ashland, Kentucky

VISITOR APPAREL NOT PERMITTED:

- o Sleeveless garments of any kind (such as vests or tank tops)
- o V-Neck Shirts (low-cut or backless)
- o See-through garments of any kind (fishnet)
- o Skin-tight clothing of any kind (including lycra or spandex)
- o Wraparound skirts
- o No shorts allowed (shorts are allowed for children only) (Capris are authorized below the knee length, if deemed appropriate by our inspecting official)
- o Jogging/Sweat suits of any kind to include hooded sweatshirts
- o White T-shirts or T-shirts with logos of any kind (halter-tops not permitted)
- o Hats or caps (except for infants)
- o Belly shirts (abdomen exposed)
- o Camisoles or swimwear worn as outer wear
- o Hospital Scrubs or medical uniforms
- o Camouflage / Military clothing with the exception of Class A Military Dress Uniforms - These are permitted for active duty Military personnel.
- o Khaki clothing (tan or similar to the type the inmates wear)
- o Articles of clothing displaying any wording or pictures deemed vulgar or offensive

- o Any type of club, gang, or other organization symbols
- o Cameras in the visiting room or on institution property
- o Untucked shirts
- o Hip hugger or spandex pants/jeans. Sagging pants/jeans (pants cannot be ripped or torn)
- o Skirts and dresses must be at least knee length. Skirt and dresses with slits, the slit will not extend higher than two inches above the knee. Strapless blouses and/or dresses are not permitted.
- o Open Toe shoes of any description.

ITEMS NOT PERMITTED:

- o Handbags
- o Sunglasses
- o Reading material/photos
- o Cameras/cell phones/pagers
- o Food of any kind, including gum and candy (except for infants)
- o Pocket knives/nail clippers
- o Strollers/Carriages
- o Lighters/Matches/Tobacco products
- o Drugs of any kind (Prescription medicine should be taken before entering the visiting room)
- o Make-up, charm bracelets, lockets

PERMITTED ITEMS

- o Clear plastic bag (to store baby diapers)
- o Clear baby bottles
- o Items needed for Health reasons will be allowed at the discretion of the Operations Lieutenant
- o Food and beverages purchased in the visiting room must be consumed prior to departure

Visiting is an important family function and a privilege. It is imperative the visiting regulations be adhered to and the behavior of both the inmates as well as the inmate visitors reflect family and professional values while meeting the security concerns of the Bureau of Prisons.

**FCI, ASHLAND, KENTUCKY**  
**REGLAS Y REGULACIONES DE VISITA**

1. Es la politica de esta institucion de dar las facilidades de visitas con parientes amigos, grupos, etc. Visitas es considerado como un factor importante para mantener la moral de cada recluso, y motivarlo hacia una aspiracion positiva. Es responsabilidad de la visita y el recluso de acogerse a las regulaciones de las visitas tal como estan estipulados en los siguientes parrafos.
2. Visitas sociales son permitidas de las 8:00 a.m. hastas las 3:15 p.m. de Sabado a Lunes. No hay visitas ni los Martes ni los Viernes. Utilizando un systema de puntos en FCI Ashland cada preso recibira (10) puntos mensuales. La familia inmediata del recluso: madre, padre, padrasto, madrastra, padres adoptivos, hermanos, hermanas, esposa, hijos, son aprobados rutinamente como visitas. Cada recluso es responsable de obtener la aprobacion del "Unit Team" (oficiales de la unidad) para dichas visitas.
3. En estos momentos las facilidades de visita estan limitadas; por lo tanto tendremos que poner limitaciones a las visitas debido a la sobre-poblacion. Cuando existen las condiciones de sobre-poblacion las visitas seran terminadas de la siguiente forma: aquellos que vienen del "Tri-State" (donde se encuentran los tres estados), aquellos que llevan mayor periodo del tiempo en la visita. Las visitas tambien podran ser terminadas por emergencias de la institucion o una conducta impropia del recluso o de sus visitantes. Resticciones en la frecuencia de visitas podran ser impuestos cuando estas visitas interrumpen la continuidad del programa del recluso.
4. Abrazarse y besarse como una forma de saludo o despedida estan permitidos dentro de una conducta aceptable cuando se entra y se sale de la visita. Si estas intimidades continuan durante la visita, dicha visita puede ser terminada, dado que esta es una conducta inaceptable. Se debe tener encuesta que cuando se ha cancelado la visita por estas razones (conducta inaceptable), el recluso recibira una accion disciplinaria.
5. El dinero, paquetes, regalos, fotos, deben ser recibidos por medio del sistem a institucional de correo. Nada de lo antes mencionado sera entregado por los reclusos a visitas. Ademas, nada de lo anterior sera aceptado ni por el oficial de visita, ni por la sala de visitas.
6. Los visitantes menores de 17 anos deben venir (ser) acompanados por uno de sus padres, su guardian legal, o un miembro de su familia inmediata quien tenga por lo menos 18 anos de edad; o tenga permiso escrito de uno de sus padres, su guardian legal, o de un miembro de su familia inmediata antes de la visita. Cada visitante adulto debera comprobar su identidad al oficial de la entrada. Cada visitante adulto debera firmar una forma de informacion

donde indique su nombre, su direccion, y la persona que va a visitar; y reconocer conscientemente de los posibles castigos por cualquier violacion de las regulaciones de visita, y/o la introduccion de contrabando. Cualquier intento para traer articulos no autorizados dentro la institucion, es una seria violacion de las leyes Federal (Codigo de E.U. Titulo 18, Seccion 7291), y este castigo sera encarcelamiento y/o multa.

7. El oficial de la sala de visitas es responsable por la supervision de las visitas, y reconocimiento de que tenemos una variedad de edades en los grupos de visita, desde ninos pequenos hasta las personas mayores. Por esta razon debe ser considerado vestir de una forma modesta. Se espera que la visita use buen juicio y gusto en su forma de vestir cuando visiten a sus familiares en FCI Ashland. Personas que vengan vestidas indebidamente y (o) provocativamente, se les puede negar el privilegio de entrar a la visita.

**PROHIBIDOS:** Trajes, vestidos, faldas, pantalones Bermudas cortos, deben de estar por lo menos al largo de la rodilla. Ninguna parte del seno o busto debe estar expuesto o a la vista. El usar camisetas o cualquier otro tipo de T-shirt, camisas, o blusas pegadas al cuerpo, sin usar brasier esta prohibido.

**PROHIBIDOS:** Ropa transparente de malla, ropas ajustadas como la Lycra o elasticida (Ej: Biking short), faldas cortas, blusas o vestidos sin mangas o con escotes que dejen la espalda al descubierto, pantalones, cortos atleticos, pantalones o Jeans que tengan rotos o desgarrados y cualquier otro tipo de ropa que revele demasiado.

**PROHIBIDOS:** El uso de signos o insignias de pandillas, clubes u otras organizaciones.

**PROHIBIDOS:** Trajes o vestidos muy apretados no son aceptados en ningun momento en el cuarto de visita. Ropa que este en duda sera aclarada por el teniente de operaciones.

8. Las visitas deben tener control completo de sus ninos durante el tiempo que estan en la sala de visita o en la propiedad de la Institucion. Limitaciones seran necesarias cuando el recluso tenga un gran numero de visitantes regulares aprobados que residan en la vecindad de la Institucion. El numero maximo de personas que pueden visitar a un recluso son cuatro (4), pero esta regulacion puede ser interpretada flexiblemente de acuerdo con el precepto que previene una sobre-poblacion en la sala de visita, o para prevenir dificultades en la supervision de visitas, exceptuando los fines de semana y dias festivos.
9. Esta permitido que la visita entregue cualquier cosa de la maquina de ventas para ser consumida durante la visita. Casa recluso es responsable por su conducta y la de sus visitantes. Cada recluso y su visitantes se les espera de mantener seguridad y aseo de la sala de visita. El uso de camaras y

equipos de grabacion requerira permiso especial y por escrito del Alcaide de la institucion. Telefono celulares, beepers, pagers o cualquier tipo de comunicacion electronica esta prohibido. Documentos y cualquier clase de papeles no podran ser examinados o firmados en la sala de visita sin el permiso previo del Team de la Unidad respectiva. Adicionalmente, fotos, maquillaje, chicles o mentas son articulos prohibidos en la sala de visita. Cualquiera forma de evitar las regulaciones de visita puede resultar en una accion disciplinaria para el recluso, y posible procedimiento legal en contra de la visita.

10. Debe darse cuenta que si existen sospecha que se esta tratando de introducir contrabando en la propiedad o dentro la Institucion, estos visitantes seran sometidos a un registro detallado.
11. La television en la sala de visita es para el uso de los ninos; El oficial de la sala de visita controlara el volumen y los canales para asegurar que los programas sean apropiado para ninos. Controversia sobre los programas seran resueltos por el oficial de la sala de visita.
12. Los visitantes son prohibidos de traer animales dentro de la propiedad institucional a menos que el animal se necesite para asistir a una persona invalida o incapacitada.
13. Al partir de el primero de April del 1990 no se permitira fumar en el cuarto de visita.

#### **DISCLAIMER**

**ENGLISH:** This is a translation of an English language document provided as a courtesy to those not fluent in English. If differences or any misunderstandings occur, the document of record shall be the related English language document.

**SPANISH:** Esta es un traduccion de un documento traducido de ingles al espanol. Este documento es proporcionado de cortesia para aquellas personas que no comprenden un ingles fluido. Si encaso ocurrir alguna diferencia o mal entendido, el documenta oficial es el que esta escrito en ingles.

**DIRECTIONS TO FEDERAL CORRECTIONAL INSTITUTION  
ASHLAND, KENTUCKY**

**INSTITUTION ADDRESS:**

Federal Correctional Institution  
P.O. Box 888, State Route 716  
Ashland, Kentucky 41105

**FROM OHIO:**

After crossing the bridge into Ashland, you will be on 12th Street. Follow 12th Street for six blocks until it merges with 13th Street which is U.S. 60 West.

Continue West on U.S. 60, (13th Street) until you leave the city.

Approximately three miles out of town, you will see the Kentucky State Police Barracks on the right and at the intersection of U.S. 60 and KY 716. Other landmarks include a SuperAmerica Station and a McDonalds Restaurant.

Turn right on KY 716 and go about 3/4 mile to a four-way stop. Do not go straight at the stop, take the right-hand turn. You will see the institution. Make the first immediate left into the institution parking lot.

**FROM WEST VIRGINIA:**

Follow I-64 West to Exit 185 (Cannonsburg, KY 180). Turn right at the end of the exit and proceed approximately 5.5 miles (seven traffic lights from the interstate).

At the seventh traffic light, turn left at the intersection of U.S. 60 and KY 716. Landmarks at that intersection include the Kentucky State Police Barracks, a SuperAmerica Station and a McDonalds Restaurant.

Turn left on KY 716 and go about 3/4 mile to a four-way stop. Do not go straight at the four-way stop, rather take the right-hand turn. You will see the institution. Make the first immediate left into the institution parking lot.

If you encounter problems, call the institution for directions:

(606) 928-6414

**FEDERAL CORRECTIONAL INSTITUTION  
ASHLAND, KENTUCKY**

**TRANSPORTATION INFORMATION FOR VISITORS**

To facilitate transportation for visitors to the institution, there are the following taxi companies:

Yellow Cab Company-Ashland, Kentucky

Veteran Cab Company-Flatwoods, Kentucky

From the airport the following services are available in Huntington, West Virginia:

Airport Limousine and Taxi Service

C&K Cab Company, Inc.

These taxi companies are considered very reasonable in this area and can accommodate all visitors from any public transit terminal. These companies will also assist in transportation to the institution and because of this institution's location, this is the only transportation to the front door.