



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Ashland, Kentucky

INSTITUTION SUPPLEMENT

OPI: Correctional Services
NUMBER: ASH-5267.09A
DATE: 4/15/2016
SUBJECT: Visiting Regulations

1. POLICY:

It is the policy of the Bureau of Prisons and the Federal Correctional Institution (FCI), Ashland, Kentucky, and its satellite Federal Prison Camp (FPC) 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Institution Supplement ASH-5267.08M, Visiting Regulations, dated 4/15/15, is rescinded.

4. REFERENCES:

PS 5267.09, Visiting Regulations (12/5/15)
PS 1315.07, Inmate Legal Activities (11/5/99)
PS 1480.05, News Media Contacts (9/21/00)
PS 5510.15, Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities (7/17/13)
PS 5521.06, Searches of Housing Units, Inmates, and Inmate Work Areas (6/4/2015)

5. ACA STANDARDS REFERENCED:

ACA Fourth Edition Standards 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, and 4-4504 are referenced.

6. VISITING SCHEDULE:

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

Social visits at the satellite Federal Prison Camp (FPC) are permitted from 8:00 a.m. until 3:00 p.m., Saturday, Sunday, and all Federal Holidays.

7. SPECIAL VISITS:

A. Holdovers -

Inmates in holdover status will be permitted to visit with immediate family only. Approval for holdover visits will ordinarily be approved immediately, if the immediate family is identified in the Presentence Investigation Report. Visits for holdover inmates will take place on Tuesday's only and will be supervised by Unit Team staff. 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.

B. 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 (IDO). 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 Form (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/not allow entry.

C. 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.

D. 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 is security or management concerns, a justification memorandum must be submitted to the Warden for approval or disapproval.

8. 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 10 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.

9. GENERAL INSTRUCTIONS:

- A. When the inmate arrives for his visit at the FCI or the FPC, he will be pat searched by the Visiting Room Officer before being permitted to enter the visiting area. All personal property authorized for retention in the visiting room will be inventoried on the Visiting Room Property form (Attachment G).
- 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 visitors. 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-A0224, 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(s) during the visit, to include children. Only visitors and inmates with minor children, who are in the playroom, are permitted in the playroom. No food or drinks are authorized in the playroom. All toys in the playroom are to be used for their intended purposes; no throwing, banging, or destroying toys.

- F. No furniture in the visiting room should be moved, without approval of the Visiting Room Officer. Visitors must remain upright and seated in one chair. No reclining, lying across multiple chairs, or using chairs as foot rests is permitted.
- 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 hand held transfrisker are located at the Front Entrance of the FCI. In the event the visitor fails to clear the walk-through metal detector, the hand held transfrisker can be used to isolate the problem area. The Front Entrance Officer will immediately notify the Operations Lieutenant and the Institution Duty Officer (IDO) if these situations arise. 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 FPC will be subject to a security search each time they enter the visiting area. Visitors at the FPC will be subjected to a search of their belongings.

If a visitor has a medical implant that may set off the metal detector, they should provide a medical card, endorsed by a physician, to the Front Entrance Officer as proof. The Operations Lieutenant or Duty Officer will be immediately notified if these situations arise, and at the discretion of the Operations Lieutenant or IDO, the transfrisker and/or a pat/visual search can be used to conclude whether a medical implant exists. If the visitor does not clear a metal detection device and refuses a search, he or she will be denied access to the secured perimeter of the facility.

- 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.
- L. Visitors may refuse to be tested with the ION Spectrometer. Refusal will, however, result in the visitor being denied access to the institution.
- M. Once a visitor enters the visiting area, they must remain in the visiting room for the duration of the visit.
- N. All visits are contact visits. FCI Ashland does not offer non-contact visits.

10. FREQUENCY OF VISITS AND NUMBER OF VISITORS:

- A. Normally, the total number of visitors (including children) will not exceed five, with no more than four adults permitted. Any exceptions will be requested through the Unit Team, and approved by the Captain. A point system will be utilized at the FCI, with each inmate receiving 10 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 and the Camp Visiting #1 Officer must be kept up to date. It will be utilized to process visitors in the event the computer visiting program is inoperable.
- B. A point system will also be utilized at the FPC, with each inmate receiving 10 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.

11. 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 to the extent it does not become unreasonable. The inmate's Correctional Counselor will perform this function.

The Unit Team will evaluate all inmates on their caseload and all incoming inmates to determine if they have an inmate who has been convicted of a sex offense involving a minor (WA CONV). Any inmate fitting this criterion will have the following annotation placed in the Visiting Program under the comments section: "this inmate was convicted of a sex offense involving a minor." Any inmate identified as having a Walsh Act assignment involving a minor will have his visits closely monitored. Inmates meeting this criterion will be required to sit directly in front of the officer station when visiting with approved minors.

12. OTHER APPLICABLE REGULATIONS:

A. Inmate Dress -

- 1) All FCI inmates must wear the issued khaki pants and shirt; the issued green pants and shirts for the FPC inmates. Clothing must be in a clean and neat condition. Thermal underwear may not be worn in the visiting room.

- 2) The black institution issued shoes, white Rockport's, Black Wolverine's, or tan Timberland's are the only authorized shoes to be worn in the visiting area.
- 3) 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 USC Title 18, Introduction of Contraband form. These forms are to be completed in their entirety before admission into 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 in which they are visiting, 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 FPC.

1) Authorized Items for Visitors -

- a) Visitors may have no more than \$20.00 in coins and/or \$1 or \$5 dollar bills only. A currency changer is located in the Visiting Room, which accepts \$1 and \$5 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 \$5 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.

Storage lockers are available at the Front Entrance to secure any item not permitted inside the visiting room.

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, religious headgear, 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. Medication will be maintained by staff assigned to the visiting room.

C. 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 has a photo, for visiting identification purposes.

D. 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.

13. 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. All visits will be no longer than two (2) hours in duration and will be conducted in the "Attorney Visiting Room" located in the FCI Visiting Room. In the event the "Attorney Visiting Room" is being utilized by an inmate receiving a visit from an attorney, the "Family/Child Visiting Room" will be utilized. No other inmate or visitors for another inmate will be permitted in the "Family/Child Visiting Room" while being utilized by a Special Housing Unit inmate.

The total number of visitors (including children) will not exceed two (2) visitors at any given time. Visits will be on a first come, first serve

basis with only one Special Housing Unit inmate visiting at a time in the visiting room.

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 safety and 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.

14. 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. 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.

12. EFFECTIVE DATE:

Upon Issuance

13. OFFICE OF PRIMARY INTEREST:

Correctional Services

Approved by:



Jodie L. Snyder-Norris, Warden

ATTACHMENTS:

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

DISTRIBUTION:
ASH/ALL STAFF
AFGE Local
MXRO
Master File

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

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 3:10 p.m., Friday through Monday. There is no visiting at the institution on Tuesday or Wednesday. Each inmate will be allowed to receive a total of 10 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.
7. 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.
8. 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 judgment and taste in their dress. Persons who come immodestly and/or provocatively dressed may be denied the privilege of visiting. Dresses, skirts, and capri pants must be below the knee. 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.

9. 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.
10. 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.
11. 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.
12. 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.
13. Visitors are prohibited from bringing animals onto institution grounds unless the animal is needed to assist a disabled person.
14. There is NO SMOKING allowed in the Visiting Room.

**Federal Correctional Institution and Satellite Prison Camp
Ashland, Kentucky**

VISITOR APPAREL NOT PERMITTED:

Sleeveless garments of any kind (such as vests or tank tops)

V-Neck Shirts (low-cut or backless)

See-through garments of any kind (fishnet)

Form-fitting or skin-tight pants/slacks/shirts/blouse (no jeggings, leggings, yoga pants, etc.)

Underwire bras, regardless of the age of the person wearing it

Wraparound skirts

No shorts allowed (shorts are allowed for children only)(Capris are authorized below the knee length, if deemed appropriate by our inspecting official)

Jogging/sweat suits of any kind to include hooded sweatshirts

White T-shirts or T-shirts with logos of any kind (halter-tops not permitted)

Hats or caps (except for infants)

Belly shirts (abdomen exposed)

Camisoles or swimwear worn as outer wear

Hospital Scrubs or medical uniforms

Camouflage/military clothing with the exception of Class A Military Dress Uniforms – These are permitted for active duty military personnel

Khaki clothing (tan or similar to the type the inmates wear)

Articles of clothing displaying any wording or pictures deemed vulgar or offensive

Any type of club, gang, or other organization symbols

Untucked shirts

Sagging pants/jeans (pants cannot be ripped or torn)

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

Open toed shoes of any description

ITEMS NOT PERMITTED:

Handbags

Sunglasses

Reading material/photos

Cameras/cell phones/pagers

Food of any kind, including gum and candy (except for infants)

Pocket knives/nail clippers

Strollers/Carriages

Lighters/Matches/Tobacco products

Drugs of any kind (Prescription medicine should be taken before entering the visiting room)

Make-up, charm bracelets, lockets

PERMITTED ITEMS

Clear plastic bag (to store baby diapers)

Clear baby bottles

Items needed for Health reasons will be allowed at the discretion of the Operations Lieutenant

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 behaviors 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.

**INSTITUCION CORRECCIONAL FEDERAL
ASHLAND, KENTUCKY**

VISITAR NORMAS Y REGLAMENTOS

1. Es la política de esta institución para proporcionar instalaciones y procedimientos que estimulen las visitas sanas y significativas con familiares, amigos, grupos, etc. Las visitas se destacaron como un factor importante en el mantenimiento de la moral de cada interno y motivándolo hacia un valor positivo de visita interacciones personales. Es responsabilidad de cada visitante / interno para adherirse a las regulaciones de visita como se establece en los párrafos siguientes.
2. Las visitas sociales se permiten 8 a.m.-3:10 p.m. viernes a lunes. No hay visitante en la institución el martes o miércoles. Se permitirá a cada recluso para recibir un total de 10 puntos de visita al mes. La familia inmediata de un preso; madre, padre, padrastros, padres adoptivos, hermanos, hermanas, esposa e hijos, son aprobados de forma rutinaria como visitantes. Cada preso es responsable de obtener la aprobación Equipo de la Unidad para los visitantes potenciales.
3. En el momento actual, que visitan nuestras instalaciones son limitadas; Por lo tanto, puede ser necesario limitar las visitas debido a estas instalaciones que entraron en hacinamiento. Cuando existen condiciones de hacinamiento, las visitas serán terminadas en base a la misma consideración de: Quienes han visitado la mayor frecuencia - los que residen en el área tris-estatal - los que han visitado durante el mayor período de tiempo. Inspector también puede ser terminada debido a emergencias de la institución y la conducta impropia por el reo o su visitante. Las limitaciones en la duración o frecuencia de las visitas pueden ser impuestas cuando estas visitas interrumpen la continuidad del programa de un preso.
4. Abraza y besa como un saludo o despedida está permitido dentro de los límites de la conducta aceptable a la llegada y salida de visitantes. Cuando se produce la intimidación continua durante toda la visita, la visita puede ser terminada debido a esta conducta inaceptable. Debe tenerse en cuenta que cuando la visita se termina debido a la conducta inaceptable, el interno recibirá un informe de incidente y enfrentarse a posibles acciones disciplinarias.
5. Todo el dinero, paquetes, regalos y fotos deben ser recibidas por el interno a través del sistema de correo institucional. Nada de lo anterior se dará por el preso a sus visitantes. Ninguna de las anteriores será aceptada por el oficial de la sala de visitas, ni a través de la sala de visitas.
6. Los posibles visitantes menores de 16 años deben estar acompañados por un padre, tutor legal o un miembro de su familia directa que tiene a los menos 18 años de edad; o haber escrito el consentimiento de los padres, tutor legal o miembro de su familia inmediata antes de la visita.
7. Cada visitante adulto, de 16 años de edad y mayores, será necesario presentar pruebas de su identidad al Oficial de Entrada delantera en forma de identificación con foto. Se requerirán los visitantes adultos a firmar formularios de información indicando su nombre, dirección completa, interno que se visita, y reconociendo su conocimiento y comprensión de las posibles sanciones en caso de violación de los reglamentos de la visita y / o la introducción de contrabando. Cualquier intento de llevar artículos no autorizados en la institución es una grave violación de la Ley (Código de EE.UU., Título 18, Sección 7291) Federal y se castiga con pena de Prisión y / o multa.
8. El Oficial de habitaciones es responsable de supervisar las visitas y reconociendo el hecho de que tenemos muchos grupos de edad de los visitantes de los niños pequeños hasta personas mayores; el mejor interés de una amplia variedad de los ciudadanos debe ser considerada en el establecimiento de normas sobre la vestimenta. Se espera que los visitantes a

utilizar el buen juicio y el gusto en el vestir. Las personas que vienen sin modestia y / o provocativamente vestidas se les puede negar el privilegio de visitar. Vestidos, faldas y pantalones capri deben estar por debajo de la rodilla. Ninguna parte de los pechos puede estar expuesta. El uso de camisetas u otra ropa de forma ajustada por las visitantes sin sostenes están prohibidos.

Artículos de ropa prohibidos incluyen, pero no están limitados a: ver a través de; red de pesca; de forma ajustada (lycra o spandex); escotadas, sin espalda, sin mangas, sin tirantes o blusas y / o vestidos; pantalones cortos; camisetas sin mangas; trajes de baño; ropa que expone la parte de cintura del cuerpo; rasgado o roto los pantalones vaqueros; y otros artículos de ropa reveladora. El uso de cualquier tipo de club, banda, u otros símbolos organización está estrictamente prohibido.

Vestido ajustado, provocativa no es aceptable en cualquier momento a la sala de visitas. Cualquier ropa similar a la usada por los internos no es aceptable. Vestimenta cuestionable será aclarado por el Teniente de Operaciones y / o el Oficial de Guardia Institución.

9. Los visitantes han de tener y mantener un control completo de sus hijos, mientras que en la sala de visitas o en la propiedad institucional. Las limitaciones pueden ser necesarias cuando un preso tiene un gran número de visitantes regulares autorizados que viven en las proximidades de la institución. El número máximo de adultos que pueden visitar a un preso a la vez es de cuatro; pero estas regulaciones pueden interpretarse de manera flexible dentro de las pautas de prevención de hacinamiento en la sala de visitas o la prevención de dificultades en la supervisión de una visita, excepto los fines de semana y días festivos cuando este se respete estrictamente.

10. Se permite que el visitante para dar el preso cualquier elemento de la máquina expendedora para ser consumidos durante una visita. Cada preso asumirá la responsabilidad razonable para una conducta apropiada durante las visitas con el mayor control de la conducta de sus visitantes, como se puede esperar de él. Se espera que cada recluso y sus visitantes para mantener un área de visita segura e higiénica. El uso de cámaras o equipo de grabación sin el consentimiento por escrito del Alcaide está estrictamente prohibido. No se permitirán teléfonos celulares o localizadores. Documentos o papeles no serán examinados o firmados en la sala de visitas sin la aprobación de un miembro del equipo de la unidad del preso. Se anima a los visitantes para almacenar todos sus paquetes, bolsos, etc., en sus vehículos o en sus habitaciones de motel antes de venir a la institución. Adicionalmente, fotografías personales, contenedores de maquillaje, se prohibirá la goma de mascar y mentas. Estos artículos no serán permitidos en la sala de visitas. Cualquier esfuerzo para evadir las regulaciones de visita puede resultar en una acción disciplinaria para el reo y las posibles acciones legales contra el visitante.

11. Cabe señalar que en una situación en la que se sospecha que un visitante de intentar introducir de contrabando a la propiedad institucional o en la institución, que el visitante está sujeto a una búsqueda detallada de su persona.

12. La televisión en la sala de visitas es para los niños; El Oficial de habitaciones controlará el volumen y el canal, y garantizar que la programación es adecuado para su visualización. Las disputas sobre la programación serán resueltas por el Visitante oficial de la sala.

13. Los visitantes son prohibidos de traer animales a los terrenos de la institución a menos que se necesita el animal para ayudar a una persona con discapacidad.

14. No existe una permitido en la sala de visitas FUMAR.

**DIRECTIONS TO
FCI/FPC ASHLAND**

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 Speedway convenience store and a McDonald's restaurant.

FCI: Turn right on KY 716 and go approximately 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.

FPC: Turn right on KY 716 and go approximately 3/4 mile to a four-way stop. Do not go straight at the stop, turn left. You will see the Federal Prison Camp (FPC) on the right. Make the first immediate right into the FPC 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 Speedway convenience store and a McDonalds restaurant.

FCI: Turn left on KY 716 and go approximately 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.

FPC: Turn left on KY 716 and go approximately 3/4 mile to a four-way stop. Do not go straight at the stop, turn left. You will see the Federal Prison Camp (FPC) on the right. Make the first immediate right into the FPC 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.

