Institution Supplement

1. PURPOSE AND SCOPE: To implement Program Statement 5267.08, Visiting Regulations (05-11-06). This Institution Supplement must be read in conjunction with that Program Statement for a comprehensive understanding of policy and procedure.

The Warden and staff of this institution encourage wholesome and meaningful visits with relatives, friends, and community groups in order to maintain the morale of the inmate and foster closer relationships between the inmate and family members or others in the community, while at the same time, maintaining the security and orderly running of the institution.

2. DIRECTIVES AFFECTED:


B. Federal Bureau of Prisons Program Statement 1315.07, Inmate Legal Activities, dated November 5, 1999, is referenced.


D. Institution Supplement BAS 5370.11B, Inmate Recreation Programs, dated July 24, 2009, is referenced.

E. Institution Supplement BAS 5500.11B, Front Entrance and Rear Gate Procedures, dated October 19, 2007, is referenced.

F. Institution Supplement BAS 5267.08B, Visiting Regulations, dated October 24, 2007, is superseded.

3. CORRECTIONAL STANDARDS REFERENCED: Standards for Adult Correctional Institutions, 4th Edition. Standards: 4-4156, 4-4267, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, and 4-4504.
RESPONSIBILITY:

A. **Visiting Room Monitoring** - “THE VISITING AREAS ARE SUBJECT TO VIDEO MONITORING TO ENSURE INSTITUTION SECURITY AND GOOD ORDER.” The visiting room officer shall be aware of any articles passed between the inmate and the visitor. If there is any reasonable basis to believe that any item is being passed, which constitutes contraband or is otherwise in violation of the law or Bureau regulations, the visiting room officer may examine the item. An Associate Warden, Institution Duty Officer, or the Captain will be notified in such cases.

B. **Visiting Lists** - Visiting lists are updated continuously as the NCIC checks are completed over the LAN system Visiting Program.

C. **Visiting Times** - Social visits are scheduled Friday through Monday from 8:00 a.m. to 3:00 p.m. and on federal holidays, as authorized by the Warden. Visitors will normally not be permitted entrance after 2:15 p.m.

Special Housing Unit visiting will be held every Thursday from 8:00 a.m. - 11:30 a.m.

Satellite Camp visiting is held on Saturday, Sunday, and all federal holidays from 8:00 a.m. - 3:00 p.m. Visitors will normally not be permitted after 2:30 p.m. Special visits or after-hours visiting will ordinarily be coordinated by Camp staff and supervised by Camp staff.

D. **Approved Visitors** - Members of the immediate family: These include mother, father, step-parents, foster parents, brothers and sisters, spouse, and children. These individuals are placed on the visiting list, absent strong circumstances which preclude visiting.

Other relatives: Such visitors as grandparents, uncles, aunts, nephews, nieces, in-laws, and cousins are not considered as immediate family and will be denied a visit if they are not on the inmate's approved visiting list. They may be placed on the approved list if the inmate wishes to have visits from them regularly, and if there is no reason to exclude them. Staff should obtain background information on potential visitors who are not immediate family members.

Friends and associates: The visiting privileges ordinarily will be extended to friends and associates having an established relationship with the inmate prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution. Regardless of the institution’s security level, the inmate must have known the proposed visitor(s) prior to incarceration. The Warden or designee must approve any exception to this requirement.
Proposed visitors will be required to furnish information requested on the “Visitor Information” and “Authorization to Release Information” form, BP-S629.052. The form must be completed in its entirety, signed, and returned to the institution by the proposed visitor, prior to any further action concerning their approval to visit. Upon receipt of the authorized forms, an official NCIC check will be conducted. The counselor will notify the inmate in writing upon approval or disapproval. Upon approval of each visitor, the inmate will be provided with a copy of the visiting guidelines. The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the “Visiting Regulations.”

If the background information reveals that visitation privileges for the individual would present security concerns or disrupt the orderly running of the institution, the Warden may deny visiting privileges. Documentation reflecting this decision should be maintained in section 2 of the Privacy Folder in the Inmate Central File.

A record of visitors for each inmate will be maintained in the inmate’s central file by the respective unit team.

E. **Frequency of Visits** - To help reduce overcrowding in the FCI Visiting Room, each inmate is allotted 32 points on the first of every month; one point will be charged per hour of visiting during weekdays, and two points will be charged per hour of visiting during weekends and on holidays, from the total allotted points (remaining points will not be carried over into the next month). Each inmate is allowed a maximum of five visitors, to include all children regardless of age. The Satellite Camp does not utilize the point system.

F. **Persons With Prior Criminal Convictions** - The existence of a prior criminal record does not preclude visiting privileges; however, staff will carefully review such a request, keeping in mind the nature, extent, and recentness of the conviction(s), as well as the security consideration of the institution. Approval of the Unit Manager is required in such cases.

G. **Special Visits** - Unit Managers or other responsible staff are granted authority to approve special visits in conjunction with visiting room guidelines within this Institution Supplement. Staff responsible for arranging special visits will be required to provide supervision during non-visiting hours. This institution does not house hold-over status inmates; however, in the event this issue may arise, the Warden will direct the affected inmate’s Unit Manager to address this type of visiting need in accordance with mandated policies.

H. **Attorney Visits** - Attorney visits will be conducted in accordance with Program Statement 1315.07, Inmate Legal Activities. The attorney must display positive identification that he or she is a licensed attorney, i.e., both a current Bar membership and a valid driver’s license, or other appropriate form of positive identification. Attorneys will be required to sign the Attorney’s Visitor Log in the Front Entrance. Attorneys not able to visit during regular established hours are required to make an appointment for the visit with the Unit Manager to ensure staff
coverage is available. If the visit is approved for non-visiting hours, every effort should be made to accommodate the attorney’s visit. Supervision will be provided by the appropriate Unit Team.

Special requests for additional privacy will be handled by an Associate Warden, Institution Duty Officer, or the Warden. There is no restriction on the number of attorney visits since this is dependent upon the nature and urgency of the legal problem. Attorney visits are NOT included in the point system for visiting. Each attorney will be required to read and sign the Notification to Visitor form, BP-A224.022, pertaining to contraband, search, etc., and Attorney-Client Form (Attachment A).

Attorneys will be required to clear the metal detector prior to admission into the Visiting Room. Attorney visits will be conducted in the Visiting Room and/or the private conference room located in the Visiting Room. If there is a question as to the identity of any attorney or his representative, i.e., paralegal or law clerk, the Institution Duty Officer or Operations Lieutenant should be consulted. Since paralegals, law clerks, or other such designees do not possess a Bar membership, and positive identification is critical, the best sources of identification are Federal or State identification with a picture, i.e., driver’s license, passport, etc. A paralegal, law clerk, or other such designee will be permitted access to the institution in accordance with the authorization granted by the institution.

I. Pastoral Visits - The Chaplains are authorized to approve clergy members’ visits with inmates. These pastoral visits will be held in the Visiting Room. If approved, the Chaplain will be responsible for preparing a memorandum detailing the visitor’s name, date, and any special conditions, if applicable. There is no restriction on the number of pastoral visits. Pastoral visits are not included in the point system. A copy of the approval or denial memo will be placed in the inmate’s Central File. Camp inmates and family members may participate in religious services under the following conditions:

SATELLITE CAMP:

(1) Only approved visitors who have properly registered with the camp visiting officer 15 minutes prior to the start of the religious service will be permitted to participate.

(2) Inmate in the Visiting Room are responsible for notifying the Visiting Room Officer in they wish to attend a religious service.

(3) The staff Chaplain will escort the inmates from the Visiting Room to the Chapel.

(4) Inmates and their visitors will remain in the Chapel at all times. At the conclusion of the service, the Chaplain will escort all inmates and their
visitors back to the Visiting Room.

(5) The staff Chaplain may restrict participation due to overcrowding or other conditions that may impact the program.

Prisoner Visitation and Support (PVS) - PVS is an interfaith coalition which has provided, since 1968, a visitation service to persons confined in federal prisons. They individually make informal, person-to-person visits to offer friendship, help, and moral support. To facilitate and ensure an effective visitation program:

(1) PVS visitors are approved by the Warden.

(2) PVS visitors are granted permission to bring paper and writing implements into the institution for note-taking purposes.

(3) PVS visitors are not required to be on inmates’ visiting lists, nor are they charged against allowable visits.

(4) PVS visitors are allowed to correspond with inmates regarding visiting schedules.

(5) PVS visits are ordinarily coordinated by the institution’s Religious Services Department. This entails providing names of PVS representatives, as well as the inmate(s) they intend to visit, and the time frame for the visit.

J. Community Hospital Patients - Supervision of inmates committed to local hospitals will be provided by Bureau of Prisons employees as designated by the Captain. Inmates committed to local hospitals may not ordinarily receive visits, with the exception of life-threatening situations, in which case the visits will be limited to immediate family members. All visits for committed inmates in local hospitals may be approved by the Unit Manager after collaborating with the Health Services Administrator, community hospital staff, Captain, and Associate Warden over Correctional Services. Unit Managers will prepare a memorandum authorizing the visits. It will include the name, address, relationship to the inmate, and any other pertinent information. This authorization memorandum will ordinarily be delivered to the community hospital by the Institution Duty Officer.

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. Documentation of this will be maintained in section 2 of the Privacy Folder in the Inmate Central File.

Satellite Camp inmates who are placed on furlough status while hospitalized may have visits in accordance with the community hospital’s visiting regulations. Visiting for Camp inmates not on furlough status will be approved by the Satellite Operations
Administrator usually after consulting with the Chief Medical Officer or Health Services Administrator, Captain, and Associate Warden over Correctional Services.

K. Non-Contact Visiting - In the event of a need for non-contact visiting, the following procedures will be put into effect: All non-contact visiting will be conducted in the Health Services Department. The secure cell will be used as the site for visiting. The secure cell will be searched and the inmate visually searched prior to the inmate being placed in the cell. The visitor will be positioned outside of the secure cell, while the inmate remains locked in the cell for the duration of the visit. Direct staff supervision will be provided by positioning staff at the outside door of the secure cell. Upon completion of the visit, the inmate visitor will be escorted from the Health Services Department. The inmate will remain secured in the cell until the visitor is escorted from the Health Services Department. The inmate will be removed and visually searched. The secure cell will be searched prior to allowing access by other inmates.

L. Special Housing Unit Inmates - Any inmate housed in the Special Housing Unit may visit in the Visiting Room, provided visiting privileges have not been restricted through formal discipline proceedings. Special Housing Unit inmates will be seated at the front of the Visiting Room, by the officer's platform, to allow the Visiting Room Officers to more closely monitor the visits. Procedures for inmates with separation issues are located on the M drive, under the Supplements directory.

5. **NUMBER OF VISITORS:** At the FCI, each inmate will be allowed a maximum of five visitors to include all children regardless of age due to limited space. The FCI Visiting Room capacity per the Fire Safety Code is 170 people. At the Satellite Camp, five adult visitors, not including children, may visit at one time. There is indoor and outdoor visiting space to accommodate the camp visitors. In the event outside visiting is cancelled, the capacity for the Satellite Camp Visiting Room is restricted to 105 people and the five person visitor rule will be implemented for each inmate. In the event it becomes necessary to deny or terminate a visit, permission must be granted by the Operations Lieutenant in conjunction with the Institution Duty Officer. Discretion should be used when terminating visits. Factors to be considered when asking for volunteers are first arriving visitors, frequency of visits, duration of visit, and distance traveled. These factors do not necessarily have to be implemented in the order in which they are listed. The Operations Lieutenant and the Institution Duty Officer will be present during the termination of any visits.

6. **DESCRIPTION OF PROCEDURES:**

A. **Preparation of Visiting List** - An inmate desiring to have regular visitors must submit a list of proposed visitors to the designated unit staff.

B. **Visitor Verification**

1. Correctional Counselors are to voucher all proposed visitors who are not immediate family members if there is no documentation of a previous
institution vouchering the individual(s).

Immediate family will be vouchered by the use of the Presentence Investigation Report (PSI). If the PSI does not contain sufficient information, the immediate family member must also undergo the vouchering process.

2. Unit Managers will be responsible for approving inmate visitors. Immediate family members approved through verification in the PSI will receive a copy of the Visiting Rules and Regulations (Attachment B for FCI inmates and Attachment C for Satellite Camp inmates) from the inmate via the Unit Team. In those cases which require vouchering, a copy of the instructions will accompany the vouchering forms for return to the Central File.

C. **Identification of Visitors** - Staff shall verify the identity of each visitor (through a current driver's license or other type of Federal or State photo identification) prior to admission of the visitor to the institution. All unofficial visitors to the institution, including special activity groups, will be processed into the institution utilizing the black light stamp and should be verified with the black light at the Front Entrance prior to going past the Front Entrance sallyport area. They will have a certain area of the hand stamped with a special symbol, the symbol being designated daily by the Operations Lieutenant. Inmate visitors will place the stamped area under a black light before leaving the Visiting Room and prior to entering the Front Entrance sallyport. (The above applies to the FCI only.)

D. **Visitor Admittance** - The Visiting Room #2 Officer and/or other staff entering or leaving the institution may escort inmate visitors to and from the Visiting Room. A maximum of five adults will be escorted at a time. The Receptionist will notify the visiting room officers once visitors have been properly screened. Proper escort procedures will be used, i.e., walking alongside the visitors rather than in front of or behind at long distances.

The escorting staff member will obtain the photo identification for the visitor, and this identification will be maintained in the Visiting Room until the visitor has been escorted to the front entrance upon termination of the visit. The escorting staff member will check each visitor's hand stamp with a black light and photo identification prior to departure. This check will be conducted before the visitor enters the Front Entrance building. (The above applies to the FCI only.)

Camp Visiting Room Officers will obtain the photo identification from the visitor and maintain the identification until termination of the visit. All visitors for the FCI or the Camp must submit a completed Notification of Visitor form, BP-A224.022, located at the Front Entrance and the entrance to the Visiting Room of the Camp.
E. Supervision of Inmates

1. No money may be accepted for deposit to an inmate's account by any staff member.

2. All visitors will be given a copy of the Visiting Rules and Regulations. Violations will be documented and forwarded to the Unit Team and may result in loss of visiting privileges. All children under the age of 16 years must be accompanied by an adult family member both at the FCI and the Satellite Camp.

3. The inmate and his respective visitors will ensure that children visit in a quiet, orderly manner and will maintain direct supervision over them at all times. Children will not be allowed to wander around the Visiting Room. Failure to maintain children under control may result in termination of the visit.

4. No articles or gifts will be accepted for an inmate. (Legal documents from an attorney may be considered if prior approval has been received from the Unit Manager).

5. Visitors will not be allowed to bring food, packages, purses, cosmetics, billfolds, pagers, or extra articles of clothing into the Visiting Room. The only exception will be baby bottles, sealed jars of baby food, and diapers. Prescribed medication will be allowed, such as nitroglycerine and asthma inhalants, but this medication must be declared to the Receptionist and/or Front Entrance Officer, whereupon he or she will notify the Visiting Room Officer that these items are in the visitor's possession and are to be retained by the visitors, not the staff.

Outdoor visiting at the camp authorizes inmates to bring hats and sunglasses into the visiting area. Visitors for the outdoor camp area are authorized to bring hats and sunglasses, an infant carrier, nitroglycerine, and inhaler medications for asthma or allergies.

6. The inmate shall not take anything into the Visiting Room except the following items: One regular comb, one handkerchief, prescription eyeglasses, wedding band, unit-approved legal materials, and essential medication, such as nitroglycerine, may be permitted when authorized by the Chief Medical Officer or Health Services staff.

When such authorization is made, a notation to this effect should be made on the inmate's visiting record. Inmates will not be allowed to return to the compound with any item not on their person at the beginning of the visit. Religious medals will NOT be allowed to be worn into the Visiting Room by inmates. All inmates will be identified by their commissary card and searched prior to entering the Visiting Room. They will be escorted to the Visiting Room Officer's desk and again be identified by their commissary card. The
card will be held by Visiting Room staff until the visit is completed.

7. At the completion of the visit and/or the close of the visiting day, all inmates will again be identified by their commissary card. The inmate will have his commissary card returned to him. This identification will take place prior to the visitor being allowed to exit the Visiting Room.

8. In the secure institution, all departing inmates will be visually searched. Camp inmates will receive a pat search with a minimum of five random visual searches conducted throughout visitation. The Camp Officer will assist with supervision of visitation and/or visual searches.

7. **GENERAL GUIDELINES:**

A. The use of cameras or recording equipment is strictly prohibited, unless there is prior written authorization from the Warden.

B. The institution does not have available waiting facilities. No visitors will be permitted to wait in the parking lot or remain on institution grounds after a visit is denied or terminated. Individuals driving visitors to the institution must depart the institution grounds during the actual visit. Information concerning local transportation is available at the Receptionist Desk.

C. The institution does not have available storage areas. Visitors will secure items not authorized in the visiting room in their vehicle (i.e., cell phones, car keys, handbags, etc.).

8. **INMATE DRESS:** Inmates are required to wear issued khakis or fatigue clothing that is in clean and neat condition. Shirts must be worn and tucked in. Inmates must be properly groomed, and no inmate will be admitted into the visiting area if his neglect of the ordinary requirements of personal hygiene would offend others. If a soft shoe permit requires soft shoes to be worn during visiting hours, institution bus shoes will be utilized. Tennis shoes will not be allowed in the FCI Visiting Room. Only issued institution shoes will be worn in the Visiting Room. Inmates at the Satellite Camp are authorized to wear tennis shoes while visiting.

9. **VISITOR DRESS:** The following clothing will not be permitted into the Visiting Room. Questionable attire will be referred to the Operations Lieutenant and/or Institution Duty Officer.

1) No shorts, except for children 10 years old and younger.
2) No micro or mini skirts.
3) No hems or slits on skirts above the knee. (skirt must touch the top of the knee cap)
4) No see-through apparel.
5) No halter tops, tank tops, tube tops, or shawls.
6) No spandex pants or leggings.
7) No torn or ripped jeans.
8) No apparel with vulgar or sexually explicit logos.
9) No khaki colored clothing that resembles inmate clothing.

A sheer blouse may be worn only if another shirt-type garment is worn underneath. The undergarment may not be tight or revealing. Neck lines and sleeveless shirts must fit where there are no undergarments showing.

10. **TRANSLATION:** This Institution Supplement shall be translated into the Spanish language.

11. **EFFECTIVE DATE:** This Institution Supplement shall be effective upon issuance.

Approved by:

C. Maye
Warden

**DISTRIBUTION:**
Warden
Associate Wardens
Executive Assistant/Satellite Operations Administrator
Department Heads
AFGE Local 3828
FEDERAL CORRECTIONAL INSTITUTION
BASTROP, TEXAS

ATTORNEY-CLIENT FORM

I, ____________________________, a licensed attorney in the State of ____________, with offices at ____________________________,

visiting ____________________________, on ____________________________, 20 _____________.

agree that my visit with this inmate is for the purpose of facilitating the attorney-client relationship and for no other purpose. I understand that use of recording devices must be approved by the Warden prior to the visit taking place, and any tape recording or other recording made by me will be used only to facilitate this relationship.

______________________________
Signature

cc: Inmate Central File
Dear [Name],

I am requesting that you be included among my approved visitors. In order to establish your suitability as a visitor, it may be necessary for institution officials to send an inquiry to an appropriate law enforcement or crime information agency to ascertain whether or not placing you on my visiting list would present a management problem for the institution, or have other possible adverse effects. The information obtained will be used to determine your acceptability as a visitor. The Bureau of Prisons’ authority to request background information on proposed visitors is contained in Title 18 U.S.C. § 4042.

In order for you to be considered for the visiting privilege with me, it will be necessary for you to fill out the questionnaire and release form below and return it to the following address: (Institution address).

You are not required to supply the information requested. However, if you do not furnish the information, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request may be significantly delayed. If the information withheld is found to be essential to the processing of your request, you will be informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized if you do not supply the information requested, failure to supply such information could result in your not being considered for admission as a visitor. The criminal penalty for making false statements is a fine of not more than $250,000 or imprisonment for not more than five years or both (See 18 U.S.C. § 1001).

Sincerely,

1. Legal Name

2. Date of Birth

3. Address (Including Zip Code)

4. Telephone Number (Including Area Code)

5. Race and Sex of Visitor

6. Are you a U.S. Citizen?  Yes  No

   a. If yes, provide Social Security No:

   b. If no, provide Alien Registration No:

   c. Provide Passport No:

7. Relationship to above-named inmate

8. Do you desire to visit him/her?  Yes  No

9. Did you know this person prior to his/her current incarceration?  Yes  No

10. If the answer to #9 is yes, indicate the length of time you have known this person and where the relationship developed.

11. Have you ever been convicted of a crime? If so, state the number, date, place, and nature of the conviction(s):

12. Are you currently on probation, parole, or any other type of supervision? If so, state the name of your supervising probation/parole officer and the address and telephone no. where he/she can be contacted:

13. Do you correspond or visit with other inmates? If so, indicate the individual(s) and their location(s):

14. Driver’s License No. and State of Issuance

**Authorization to Release Information**

I hereby authorize release to the Warden of: (Institution, Location) any record of criminal offenses for which I have been arrested and convicted, and any information related to those convictions.

**Signature for Authorization to Release Information**

(Sign and Print Name) (Parent or Guardian) (If applicant is under 18 years of age, signature of parent or guardian indicates consent of minor to visit inmate)

If additional space is required, you may use the back of this form. To be filed in Inmate Central File, FOI Section 2 replaces RP-8629 of Sep 00
VISITING RULES AND REGULATIONS
FEDERAL CORRECTIONAL INSTITUTION
BASTROP, TEXAS

Title 18, United States Code, Chapter 87, Section 1791, provides that:
"WHOEVER, CONTRARY TO ANY RULE OR REGULATION
PROMULGATED BY THE ATTORNEY GENERAL,
INTRODUCES OR ATTEMPTS TO INTRODUCE INTO OR UPON
THE GROUNDS OF ANY FEDERAL PENAL OR
CORRECTIONAL INSTITUTION OR TAKES OR ATTEMPTS TO
TAKE OR SEND THEREFROM ANY THING WHATSOEVER,
SHALL BE IMPRISONED NOT MORE THAN TWENTY YEARS".

Visiting will be allowed on Monday, Friday, Saturday, Sunday, and all legal holidays from 8:00 a.m. to 3:00 p.m. VISITORS ARE PROHIBITED FROM ENTERING THE PREMISES PRIOR TO 7:45 A.M. There will be no visiting Tuesday through Thursday. However, should a legal holiday fall Tuesday through Thursday, the Warden will make a determination as to whether or not visiting will be authorized. No visitors will be processed after 2:15 p.m.

Each inmate is allotted 32 points on the first of every month; one point will be charged per hour of visiting during weekdays, and two points will be charged per hour of visiting during weekends and on holidays, from the total allotted points (remaining points will not be carried over into the next month); a maximum of five visitors per inmate, to include all children regardless of age, will be allowed.

All visitors must be on the inmate’s approved visiting list and must produce proper identification upon arrival to the institution before the visit will be allowed, i.e., driver’s license or other Federal or State photo identification. Social security cards, credit cards, birth certificates, etc. are not acceptable forms of identification. Persons not approved as visitors who drive or accompany approved visitors to the institution WILL NOT be permitted entrance to the institution. These persons must leave the institution property while waiting for approved visitors to depart. Information concerning local transportation is available at the Receptionist Desk.

Visitors will not be allowed to bring gifts, articles, packages, cosmetics, purses, billfolds, pagers, or items of clothing for an inmate into the Visiting Room. In all instances, a visitor is required to pass a metal detector screening. All personal articles are subject to search. In some instances, a visitor is subject to search before being allowed to visit. Money to be placed in the inmate’s commissary account must be mailed into the institution. Rest rooms are provided in the Visiting Room for your convenience. Refreshments may be obtained from the vending machines in the Visiting Room. Money allowed for the vending machines can be placed in a clear plastic container or in the visitor’s pocket. Please use the appropriate receptacles to dispose of your trash. Visitors are expected to dress within the bounds of good taste while visiting within the institution. No shorts (except children 10 years old or younger); no micro or mini skirts; no hems or slits above the knee; no see-through apparel; no halter tops, tank tops, tube tops or shawls; no spandex pants; no torn or ripped jeans; and no apparel with vulgar or sexually explicit language or logos will be permitted into the visiting room. Visitors who are inappropriately dressed, as determined by staff, will be denied visiting privileges.

Physical contact is limited to a kiss and embrace, within the bounds of good taste, upon entering and at the termination of a visit. Hand holding or holding an arm around the inmate or his female visitor will be permitted provided it is conducted in good taste and does not constitute petting. Violations will be grounds for termination of visits.
All children under the age of 16 must be accompanied by an adult family member. Children must be a family member of the inmate that is being visited. You as the adult will be responsible for the supervision of children to ensure children visit in a quiet, orderly manner, and must be under your supervision at all times. Children are not permitted to wander around the Visiting Room. Only enough diapers to meet the needs will be permitted into the Visiting Room. Only unopened baby food items and formula bottles will be permitted into the Visiting Room. Formula bottles will be empty upon entry to the visiting room.

The Visiting Room capacity is 170 persons. Should this capacity be exceeded, it will be necessary to terminate visits. Termination will be based on length of distance traveled to visit, frequency of visits, and the time the visitor(s) arrived.

Visitors who are on prescribed medications will be permitted to carry only that quantity necessary to consume during the visit into the Visiting Room. Persons using nitroglycerin tablets will be permitted to carry those tablets on their person.

Visitors will not be permitted to bring animals onto the 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.

Cameras, tape recorders, etc. ARE NOT PERMITTED.

The administration and staff at FCI Bastrop have every desire to make your visit as pleasant as possible. Should you have any questions concerning the visiting procedures, please feel free to contact the Visiting Room Officer or the Front Entrance Officer.

The institution is not responsible for lost or damaged articles left in your vehicle upon the institution grounds.

I have read and understand and agree to abide by these instructions if approved as a visitor to FCI Bastrop, Texas.

Date                                                  Signature

RETURN THIS FORM TO:

Federal Correctional Institution
P. O. Box 730
Bastrop, Texas 78602

SPECIAL NOTE: To reach FCI or SCP Bastrop from Austin, Texas, (1) take Highway 71 East to Highway 95 (in Bastrop) and follow Highway 95 North, approximately six miles, to the institution entrance or (2) take Highway 290 East from Austin to Highway 95 (in Elgin) and follow Highway 95 South, approximately nine miles, to the institution entrance.

For additional information, contact FCI Bastrop at (512) 321-3903.
Dear [Address]

I am requesting that you be included among my approved visitors. In order to establish your suitability as a visitor, it may be necessary for institution officials to send an inquiry to an appropriate law enforcement or crime information agency to ascertain whether or not placing you on my visiting list would present a management problem for the institution, or have other possible adverse effects. The information obtained will be used to determine your acceptability as a visitor. The Bureau of Prisons' authority to request background information on proposed visitors is contained in Title 18 U.S.C. § 4042.

In order for you to be considered for the visiting privilege with me, it will be necessary for you to fill out the questionnaire and release form below and return it to the following address: [Institution address].

You are not required to supply the information requested. However, if you do not furnish the information, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request may be significantly delayed. If the information withheld is found to be essential to the processing of your request, you will be informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized if you do not supply the information requested, failure to supply such information could result in your not being considered for admittance as a visitor. The criminal penalty for making false statements is a fine of not more than $250,000 or imprisonment for not more than five years or both (See 18 U.S.C. § 1001).

Sincerely,

### Questionnaire

<table>
<thead>
<tr>
<th>1. Legal Name</th>
<th>2. Date of Birth</th>
<th>3. Address (Including Zip Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Telephone Number (Including Area Code)</td>
<td>5. Race and Sex of Visitor</td>
<td></td>
</tr>
<tr>
<td>6. Are you a U.S. Citizen? Yes No</td>
<td>6a. If yes, provide Social Security No:</td>
<td></td>
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<tr>
<td></td>
<td>6b. If no, provide Alien Registration No:</td>
<td></td>
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<td>6c. Provide Passport No:</td>
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<tr>
<td>7. Relationship to above-named inmate</td>
<td>8. Do you desire to visit him/her? Yes No</td>
<td></td>
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<tr>
<td>9. Did you know this person prior to his/her current incarceration? Yes No</td>
<td></td>
<td></td>
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<tr>
<td>10. If the answer to #9 is yes, indicate the length of time you have known this person and where the relationship developed.</td>
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<td>11. Have you ever been convicted of a crime? If so, state the number, date, place, and nature of the conviction(s):</td>
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<td>12. Are you currently on probation, parole, or any other type of supervision? If so, state the name of your supervising probation parole officer and the address and telephone no. where he/she can be contacted:</td>
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<td>13. Do you correspond or visit with other inmates? If so, indicate the individual(s) and their location(s):</td>
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<tr>
<td>14. Driver's License No. and State of Issuance</td>
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</tbody>
</table>

### Authorization to Release Information

I hereby authorize release to the Warden of: [Institution, Location] any record of criminal offenses for which I have been arrested and convicted, and any information related to those convictions.

Signature for Authorization to Release Information [Sign and Print Name] Parent or Guardian

(If applicant is under 18 years of age, signature of parent or guardian indicates consent of minor to visit inmate).

If additional space is required, you may use the back of this form. To be filled in inmate Central File, FOI Section 2. Replaces BP-S629 of Sep 09

FILE IN SECTION 3 UNLESS APPROPRIATE FOR PRIVACY FOLDER
VISITING RULES AND REGULATIONS

SATELLITE PRISON CAMP
FEDERAL CORRECTIONAL INSTITUTION
BASTROP, TEXAS

Title 18, United States Code, Chapter 87, Section 1791, provides that:
"WHOEVER, CONTRARY TO ANY RULE OR REGULATION
PROMULGATED BY THE ATTORNEY GENERAL,
INTRODUCES OR ATTEMPTS TO INTRODUCE INTO OR UPON
THE GROUNDS OF ANY FEDERAL PENAL OR
CORRECTIONAL INSTITUTION OR TAKES OR ATTEMPTS TO
TAKE OR SEND THEREFROM ANY THING WHATSOEVER,
SHALL BE IMPRISONED NOT MORE THAN TWENTY YEARS".

Visiting will be allowed on Saturday, Sunday and all legal holidays from 8:00 a.m. to
3:00 p.m. The Visiting Room capacity per the Fire Safety Code is 100. No visitors will be
processed after 2:15 p.m.

All visitors must be on the inmate's approved visiting list and must produce proper identification
upon arrival to the institution before the visit will be allowed, i.e., driver's license or other
Federal or State photo identification. Social security cards, credit cards, birth certificates, etc.
are not acceptable forms of identification. Persons not approved as visitors who drive or
accompany approved visitors to the institution WILL NOT be permitted entrance to the camp
visiting room. These persons must leave the institution property while waiting for approved
visitors to depart. Information concerning local transportation is available at the Receptionist
Desk.

Visitors will not be allowed to bring gifts, articles, packages, cosmetics, purses, billfolds,
pagers, items of clothing, baby chairs, strollers, or diaper bags into the Visiting Room. Only
items needed to care for a baby will be allowed into the Visiting Room. All personal items are
subject to search. In some instances, a visitor is subject to search before being allowed to visit.
Money to be placed in the inmate's commissary account must be mailed to the institution. Rest
rooms are provided for visitors. Refreshments may be obtained from the vending machines in
the Visiting Room. Money allowed for the vending machines can be placed in a clear plastic
container or in the visitor's pocket. Food items are not to be brought into the institution. Please
use the appropriate receptacles to dispose of your trash. Visitors are expected to dress within the
bounds of good taste while visiting within the institution. No shorts (except for children 10 years
old and younger); no micro or mini skirts; no hems or slits above the knee; no see-through
apparel; no halter tops, tank tops, shawls, or tube tops; no spandex pants; no torn or ripped
jeans; and no apparel with vulgar or sexually explicit language or logos will be permitted into the
visiting room. Visitors who are inappropriately dressed, as determined by staff, will be denied
visiting privileges.

Physical contact is limited to a kiss and embrace, within the bounds of good taste, upon entering
and at the termination of a visit. Hand holding or holding an arm around the inmate or his
female visitor will be permitted provided it is conducted in good taste and does not constitute
petting. Violations will be grounds for termination of visits.
All children under the age of 16 must be accompanied by an adult family member. You as the adult will be responsible for the supervision of children to ensure children visit in a quiet, orderly manner, and must be under your supervisor at all times. Children are not permitted to wander around the Visiting Room. Only enough diapers to meet the needs will be permitted into the Visiting Room. Only unopened baby food items and formula bottles will be permitted into the Visiting Room. The Visiting Room capacity is 105 persons. Should this capacity be exceeded, it will be necessary to terminate visits, and the five person visitor rule will be implemented for each inmate. Termination will be based on length of distance traveled to visit, frequency of visits, and the time the visitor(s) arrived.

Visitors who are on prescribed medications will be permitted to carry only that quantity necessary to consume during the visit into the Visiting Room. Persons using nitroglycerin tablets will be permitted to carry those tablets on their person.

Visitors will not be permitted to bring animals onto the 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.

Cameras, tape recorders, etc., ARE NOT PERMITTED.

The administration and staff at the FCI Bastrop, Texas, Satellite Prison Camp have every desire to make your visit as pleasant as possible. Should you have any questions concerning the visiting procedures, please feel free to contact the Visiting Room Officer.

The institution is not responsible for lost or damaged articles left in your vehicle upon the institution grounds.

I have read and understand and agree to abide by these instructions if approved as a visitor to the FCI Bastrop, Texas, Satellite Prison Camp.

________________________________________  ______________________________________
Date                                               Signature

RETURN THIS FORM TO:

Satellite Prison Camp
Federal Correctional Institution
P.O. Box 730
Bastrop, Texas  78602

SPECIAL NOTE: To reach FCI or SCP Bastrop from Austin, Texas, (1) take Highway 71 East to Highway 95 (in Bastrop) and follow Highway 95 North, approximately six miles, to the institution entrance or (2) take Highway 290 East from Austin to Highway 95 (in Elgin) and follow Highway 95 South, approximately nine miles, to the institution entrance.

For additional information, contact FCI Bastrop at (512) 321-3903.
NOTIFICATION TO VISITOR

U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS

Date: ____________________ Time: ____________________ Officer’s Name: ____________________

Institution: FEDERAL CORRECTIONAL INSTITUTION Location: FRONT ENTRANCE

Name of Inmate To Be Visited: ____________________ Register No. ____________________

It is a Federal crime to bring upon the institution grounds any firearms, destructive device, ammunition, other object designed to be used as a weapon, narcotic drug, controlled substance, alcoholic beverage, currency, or any other object that threatens the order, discipline, or security of a prison, or the life, health, or safety of an individual without the knowledge and consent of the warden. Title 18 U.S.C. 1791 and 3571 provides a penalty of imprisonment for not more than twenty years, a fine of not more than $250,000 or both, to a person who provides, or attempts to provide, to an inmate any prohibited object. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages. The warden, upon reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order, may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyzer test, or other comparable test. A visitor has the option to refuse any of the search or test or entrance procedures, with the result that the visitor will not be permitted entry to the institution.

NOTE: Your refusal of these procedures means that you will not be permitted entry to the institution, and you will be allowed to leave the institution property, unless there is a reason to detain and/or arrest you. The use of cameras or recording equipment without permission of the Warden is strictly prohibited; violators are subject to criminal prosecution. Once a visit with an inmate begins, if a visitor leaves the visiting area, the visit will be terminated. Any exception must be approved by the visiting room officer.

PLEASE ANSWER THE FOLLOWING QUESTION: Are any of the following items in your possession, or in possession of children in your party under 16 years of age?

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Firearms</td>
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<tr>
<td>Explosives</td>
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<td>Weapons</td>
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<td>Ammunition</td>
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<tr>
<td>Metal Cutting Tools</td>
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<td>Recording Equipment</td>
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<td>Cellular Telephone</td>
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<td>Narcotics</td>
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<td>Marijuana</td>
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<td>Camera</td>
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<td>Food Items</td>
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<tr>
<td>Alcoholic Beverages</td>
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<tr>
<td>Prescription Drugs*</td>
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<tr>
<td>Pager</td>
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</tbody>
</table>

*All types of medication carried must be listed in the following space, and must be left at the entry area:

I have read, I understand, and I agree to the above. If I am visiting with an inmate, I also understand and agree to abide by the visiting guidelines provided me by this institution. I declare that I do not have articles in my possession which I know to be a threat to institution. I am aware that if I have questions about what is authorized, I should consult with the officer. I am aware that the penalty for making a false statement is a fine of not more than $250,000 or imprisonment of not more than five years or both (pursuant to Title 18, U.S. Code, Section 1001). I am aware that the visiting area, including restrooms in the visiting area, may be monitored to ensure institution security and good order.

Printed Name/ Signature:

Street Address/City and State:

Vehicle License No.: ____________________ Year, Color, Make and Model of Vehicle:

If visiting with an inmate, please complete the following: Names of children under 16 years of age for whom I am responsible:

If not visiting with an inmate, please indicate:

Name of Organization: ____________________ Purpose of Visit: ____________________

Printed Name/Signature of Staff Witness:

(This form may be replicated via WP) Replaces BP-224(52) of Mar 93 and BP-8224.022 of Apr 94