



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Berlin, New Hampshire

INSTITUTION SUPPLEMENT

OPI: Correctional Services
NUMBER: BER 5267.09
DATE: September 5, 2017
SUBJECT: Visiting Regulations

1. **PURPOSE AND SCOPE:** To establish local procedures for inmate visiting regulations at the Federal Correctional Institution (FCI) and Satellite Camp (SCP), Berlin, New Hampshire.

2. **DIRECTIVES AFFECTED:**

a. Directive Rescinded:

Institutional Supplement, BER-5267.08E (02/07/2014)

b. Directives Referenced:

PS 1315.07 Inmate Legal Activities (11/05/99)

PS 2000.02 Accounting Management Manual (10/15/86)

PS 5100.08 Inmate Security Designation & Custody Classification (9/12/06)

PS 5267.09 Visiting Regulations (12/10/15)

PS 5270.09 Inmate Discipline (7/08/2011)

PS 5270.10 Special Housing Units (11/23/2016)

PS 5510.12 Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities (7/17/13)

PS 7331.04 Pre-Trial Inmates (1/31/03)

PS 5522.02 Ion Spectrometry Device (4/1/15)

3. **STANDARDS REFERENCED:** American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4142, 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, and 4-4504

4. **PROCEDURES:**

Visiting Schedule: The following schedule will be utilized for the FCI and SCP.

1. Saturdays and Sundays from 8:15 a.m. to 3:00 p.m.

2. Federal Holidays from 8:15 a.m. to 3:00 p.m.

3. Social visitors will not be processed before 8:00 a.m. or after 2:00 p.m. on visiting days.

- a. Visitor Parking:

The FCI and SCP have designated visitor parking. Visitors must use the designated parking for the institution they are visiting. Large vehicles (e.g., campers, mobile recreational vehicles, tractor trailers) are prohibited from being parked in the institution parking lot at any time.

- b. Frequency of Visits and Number of Visitors:

Inmates will be limited to six (6) approved visitors at one time, including children. Requests for additional visitors must be approved by the Unit Manager and Captain in writing prior to the visit. If additional visitors are approved, they will be the first visitors to be terminated should the visiting room reach its maximum capacity. Should the Visiting Room reach full capacity, the Visiting Room Officer will advise the Operations Lieutenant and the Institution Duty Officer (IDO) of the situation. The IDO will have the authority to curtail or terminate visits. Should it become necessary to curtail visits due to overcrowding, a maximum two-hour visit will be implemented. The IDO will begin curtailing visits first by volunteers, secondly by visitors who live in closest proximity to the institution, and third by those who visit most frequently.

- c. Visitors Entering the Institution:

- (1) Staff must be able to verify the identity of visitors (16 and older) prior to admission into the institution. Photo identification is required for entry. One of the following forms of identification will be accepted for identification purposes: valid driver's license, valid state or federal identification card, or a valid passport. Any identification which is altered, forged or expired is not a valid form of identification and will not be accepted. Check cashing cards and other easily produced forms of identification are not appropriate.

- (2) Staff may require a visitor to submit to a personal search. This includes any items of personal

property. Items of personal property may be required to be returned to the visitor's vehicle prior to entering the institution or stored in a visitor's locker. The visitor will be responsible for maintaining constant possession of the locker key. Refusal to allow staff to search the items will result in the visit being denied. Visitors will be allowed to wear religious headwear.

(3) Religious Headwear: Religious headwear is not considered part of a visitor's belongings, but rather their person. Random pat searches should NOT ordinarily include removal and inspection of religious headwear. Except in emergencies, Warden authorization is required before staff pat or visually search religious headwear. Bureau policy does NOT require the higher degree of "reasonable suspicion" before searching religious headwear. Such searches may occur on authority of the Warden. Searches of religious headwear should be conducted out of the view of other visitors and inmates.

(4) All inmate visitors, with the exception of children under the age of 16, will be required to sign the log book at the Front Lobby Officer's desk. Visitors, with the exception of Federal, State and Local Law Enforcement Officials, Members of Congress and the Judiciary, will be required to complete a Notification of Visitor Form. All visitors and their personal items entering the institution will pass through the metal detection device. Processing of visitors will proceed by stamping the visitor's hand and verifying the stamp is visible with the black light wand. Visitors with surgically implanted metal plates, pins, or pacemakers, etc., will need to supply medical documentation of these items prior to entering the institution. If a visitor has appropriate documentation of a medical condition which would prevent him/her from clearing the metal detection device, the Operations Lieutenant and the IDO will be notified. The visitor will still be screened with the hand held metal detector to check other areas of the body. No recording devices of any kind will be permitted in the Administration Building or the institution. The items will be returned to the visitor's secured vehicle. Medication is not allowed unless it is life supportive to the visitor. Only the exact dosage required during the time he/she will be visiting will be permitted. Prior to allowing the

medication into the institution, the Front Lobby Officer will contact a member of the Health Services staff to determine if the medication is necessary. If the medication must be retained by the visitor, the Front Lobby Officer will advise the Visiting Room Officer the visitor has medication. The Visiting Room Officer will keep the medication until it is used. If for any reason a visitor is denied entrance to the facility, the Visitor Denied Entrance to Visiting Room Form will be completed and forwarded per distribution noted on the form.

5. ITEMS AUTHORIZED IN VISITING ROOM: Only the following articles are authorized to be carried into the institution by visitors.

- a) Small (no larger than 6 inches by 6 inches) clear plastic bag or change purse.
- b) Money to be used for refreshments, in increments of \$5.00 or less.
- c) Photo identification.
- d) Essential medication; limited to the amount needed during the visiting period, and will be controlled by the Visiting Room Officer.
- e) The following items will be permitted, per child, when infants are visiting:

Four (4) diapers, One (1) clear package of baby wipes, One (1) change of infant clothing, Two (2) clear baby bottles (3/4 full) (liquids only), Two (2) small plastic jars of baby food (Unopened), One (1) receiving blanket, One (1) clear drinking cup, One (1) plastic serving spoon, One (1) small clear plastic tote. All items will be subject to search at any time by the Visiting Room Staff.

6. STORAGE AREA: Metal lockers located in the Front Lobby waiting area will be provided for the visitors needing to secure items they brought to the institution which are prohibited in the Visiting Room. The Front Entrance Officer will annotate the locker number on the Notification of Visitor form. The key will be retained by the visitor. All items not authorized to enter the institution must be stored in the lockers, or returned to the vehicle. No unopened parcels will be permitted in the Visiting Room. Purses, packages and toys will not be permitted in the institution.

Social visitors are not authorized to bring anything to give or show the inmate.

7. **APPROVED DRESS CODE:** All visitors will be dressed in an appropriate manner. Any visitor who arrives inappropriately dressed will be denied the privilege of visiting. Inmates will inform visitors, prior to visiting, clothing **MUST** be appropriate for an institution setting and should not demonstrate disrespect to others who may be present in the visiting room. All visitors must be fully attired, including shoes. No open toed shoes and no strapless heels are authorized.

All shoes must be strapped to the foot. The following shoes are not permitted:

1. Slipper type shoes
2. Shower shoes
3. Flip-Flops

Clothing which is similar to and resembles the style or color of that is issued to inmates (for example, khaki colored clothing at the FCI or dark brown clothing at the SPC) is not allowed to be worn inside the Visiting Room.

Visitors are to refrain from wearing apparel which is revealing or suggestive. Visitors will refrain from wearing any clothing that contains sexually suggestive/offensive writing, or writing/logos that reference gangs. Visitor will also refrain from wearing undergarments containing metal (i.e. underwire bra). Dresses or skirts must be no shorter than knee length, and may not have a slit above the knee. The following clothing will not be permitted:

1. Shorts (unless on a child under the age of 12)
2. Sweat suits or Athletic wear
3. Items revealing any part of the buttocks or crotch area
4. Sheer clothing
5. Tank tops
6. Halter tops
7. Midriff tops
8. Strapless tops
9. Strapless dresses
10. Spandex style
11. Bib overalls
12. Khaki, dark brown, orange (any clothing)
13. Camouflage clothing
14. Medical Scrubs or clothing resembling staff uniforms
15. Hats, caps, scarfs
16. Hooded shirts, jackets or sweaters

- 17. Watches or other electronic wristbands
- 18. No form fitting clothing.

8. **VISITOR PROCESSING:** Once the visitors have been processed, the visitor(s) will proceed to the Visiting Room escorted by a staff member. The visitor's identification will be relinquished to the Visiting Escort Officer. The Notification to Visitor Form will be hand-carried to the Visiting Room and relinquished to the Visiting Room Officer-in-Charge. The Control Room Officer will verify the visitor's stamp via the black light before permitting entrance. At the completion of the visit, the Visiting Room Officer will verify all visitors' hand stamps via the black light, identify each visitor via photo identification, and relinquish Notification Forms to the escorting staff member. The visitor(s) will then be escorted to the Administration Building. The Control Room Officer will verify all visitors and stamps via the black light, and reference the photo identification prior to releasing the visitor(s) from the secure Sallyport.

Visitor Searches: In order to deter the introduction of contraband into the secured perimeter of the institution, all visitors requesting access to the facility must be willing to submit to searches including, but not limited to, pat searches, drug detection screening, metal detection screening, vehicle searches and searches of personal property. Minors under the age of 16 years old will not be submitted to pat/visual searches; however, they will be required to clear a metal detection device.

All visitors are required to clear a metal detection device and submit their personal property to x-ray screening. Additionally, all visitors will be subjected to random pat searches, vehicle searches and screening for illegal substances by utilizing a drug detection device.

Metal detection screening will be conducted with a Walk-Thru Metal Detector or Transfrisker (hand-held portable metal detector). Personal property will be screened with the Rapiscan x-ray machine. Detection of illegal substances will be screened with the ION Scan 500 DT Contraband Detector or comparable device. The randomness of the pat searches and illegal substances screening will be established by the Front Lobby Officer.

9. **INMATE PROCESSING:** A FCI inmate will report to the Visiting Room Officer and identify himself utilizing his I.D. card. After the inmate is positively identified, the Officer will visually search the inmate. All FCI inmates are required to wear institution issued khaki clothing. All SCP inmates will

be required to wear institution issued brown pants and shirts. Shirts will be tucked into the pants. Inmates will be required to wear boots which can clear the walk thru metal detectors. Inmates may wear the institutional boots, or boots purchased in the commissary at FCI Berlin. The only exception to this rule will be a medical issued documentation requiring the use of soft shoes. Inmates may carry the following items into the Visiting Room area:

1. Identification card
2. One wedding band (no stone)
3. One approved religious medal (with chain)
4. Prescription eyeglasses (no case)
5. Life sustaining medication (officer will maintain during the visit)
6. Religious headwear
7. Photo tickets

All items taken into the Visiting Room will be inventoried by staff utilizing the Inmate Personal Property Visiting Room Check list. The same items must leave the Visiting Room with the inmate. Inmates will not be permitted to return with any items other than those documented as being brought into the Visiting Room. Pat searches will be conducted on SCP inmates. Visual searches will be conducted on FCI inmates prior to exiting the visiting room. All inmates will remain properly dressed while in the Visiting Room, to include having their shirts tucked in.

10. Inmate and Visitor Conduct within Visiting Room:

Inappropriate conduct during a visit may result in the termination of the visit. All inmate visitors arriving in the Visiting Room will report to the Visiting Room Officer for processing. All seating in the Visiting Room will be assigned by the Visiting Room Officer. It is the responsibility of the inmate to ensure all visits are conducted in a quiet, orderly, and dignified manner. Inmates entering the Visiting Room will report to the Visiting Room Officer and check in. Inmates and visitors are not allowed to move freely inside the visiting area. The vending machines and surrounding area are off limits to inmates at all times. Only visitors may utilize the vending area, and then return to their seat. All food items purchased from the vending machines must be consumed or disposed of prior to visitors departing the visiting room. Inmates are not allowed to take any food items back to their housing unit.

- a. Physical contact between the inmate and his visitor(s) will be limited to a brief embrace and kiss in a designated area upon the initial arrival,

and again at the completion of the visit. Any unauthorized embracing or contact may result in termination of the visit. A female visitor may breastfeed her child in the Visiting Room during social visiting hours. It is expected the female visitor will use appropriate discretion while breastfeeding her child in the Visiting Room. At a minimum, the female visitor will drape her child and chest with clothing so there is minimal chance of an exposed breast. However, if the breastfeeding is conducted in a manner which is disruptive to other inmates or visitors, or is facilitating conduct prohibited under the Inmate Discipline Program, the visit will be terminated and further actions may be taken. Any violation of the institution's visiting procedures may result in termination of the visit and/or disciplinary action. The IDO has the authority to terminate a visit or deny entry of visitors. If a visitor has to leave the approved visiting area for any reason, the visit will be terminated and reentry not permitted.

- b. Special Rules for Children: Inmates in the visiting room are responsible for the conduct of their children. Inmates are expected to supervise the children visiting them so they do not disturb other inmates and/or visitors, or disrupt the safety and security of the institution. Failure to properly supervise children may result in termination of the visit. The visiting rooms are equipped with games and other related children's activities. These items are to be stored in designated areas in both the FCI and the SCP Visiting Rooms.
- c. Inmates who violate the rules of the institution while in the visiting room are subject to disciplinary action to include the suspension of visiting privileges and criminal prosecution may be initiated against the visitor and the inmate.

The Operations Lieutenant and/or Institution Duty Officer may terminate visits for the following reasons:

- disruptive or improper conduct by the visitor or inmate,
- suspected introduction of contraband by visitor,
- failure to supervise children visiting, or

- inmate/visitor's continued failure to comply with visiting regulations
 - d. Non-Contact Rooms: Visitors for inmates housed in the Special Housing Unit will utilize the non-contact rooms for video visitation.
 - e. Children 12 years old and younger may sit on the inmate's lap during visitation.
 - f. ION Scan: Visitors who test positive on the ION Scan machine will have their visiting privileges suspended for 48 hours. Visitors who test positive on the ION Scan machine after their suspension is lifted will have their visiting privileges suspended for a period of time to be determined by the Warden.
11. **PREPARATION OF THE VISITING LIST:** (1) Upon admission, each inmate will be provided a Visitor Information Questionnaire (BPS-629.052) and Visitor Information Handout. The questionnaire is to be completed and returned to the Unit Counselor for final approval. The inmate will then be required to mail the form to the proposed visitor(s), unless indigent. The Unit Counselor will forward the Visitor Information Form with a signed release authorization form at government expense for any inmate found to be indigent. The Visitor Information Form, which includes a Release Authorization, must be returned to the Unit Counselor by the proposed visitor prior to any further action concerning the visit. Upon receipt of the completed authorization form, the Unit Counselor will initiate a National Crime Information Center (NCIC) inquiry. On occasion, an inmate visitors' application, or a subsequent NCIC check may reveal information that would cause disapproval of the request. If such information is found, the original request, NCIC printout and memorandum explaining the request for denial will be forwarded through the appropriate Unit Manager to the Warden for review and final decision. After the final decision is made, the packet will be placed into the inmate's Central File, FOI section, and the inmate will be told that the visitors will not be placed on the inmate's visiting list. No information from the application or subsequent checks can be revealed to the inmate.

Staff shall notify the inmate of each approval or disapproval of a requested person for their visiting list. 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 Instructions for Visiting.

a. The Unit Team members will be responsible for placing a visitor on an inmate's approved visiting list, and a hard copy of the visiting list will be placed in the inmate's Central File. The Unit Counselor will notify the inmate of those visitors who have been approved. Each proposed visitor with a prior criminal conviction will be reviewed by the Unit Manager. The Unit Manager will forward a recommendation to the Warden for final decision in granting visiting privileges. The Captain will be notified by the Unit Manager in writing, of all such cases which are proposed. The proposed visitor will be denied should it be determined the inmate did not know the proposed visitor prior to incarceration. The Unit Manager will review all such cases. Exceptions to this rule may be considered by the Unit Manager and forwarded to the Warden for approval.

b. The Unit Counselor will periodically review the visiting list to ensure it is accurate. The list may be amended at any time by the inmate's submission of an Inmate Request to Staff Member Form or during his Program Review indicating the desired change.

c. Members of the Immediate Family: This category includes mother, father, step-parents, foster parents, brothers, sisters, spouse, and children. These individuals are placed on the visiting list, absent strong circumstances that preclude visiting.

d. Other Relatives: This includes grandparents, uncles, aunts, in-laws, and cousins. They can be placed on the approved visitation list if the inmate requests to have visits from them regularly and if there is no reason to exclude them. They are required to complete a Visitor Information Form and receive a completed NCIC check.

e. Friends and Associates: Visiting privileges shall ordinarily be extended to friends and associates having an established relationship prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. These individuals may be placed on the visiting list upon completion of an NCIC check. The Warden must approve any exception to this requirement.

f. All scheduled visits that occur on a non-visitation day will be arranged during normal business hours. If approved, a memorandum authorizing the visit will be distributed to the Lieutenant's Office, Control Center, Front Entrance Officer, and Visiting Room.

12. VISITS TO INMATES NOT IN GENERAL POPULATION:

Visiting privileges will not be authorized for the inmate patient housed at an outside medical facility unless approved in advance by the Warden. If visiting is approved, the following procedures will be adhered to:

a. The Unit Team will prepare an approved visiting list for each inmate patient.

b. Prior to the inmate receiving a visit, the visitor's name, address, date and time each visit will take place will be provided to the staff supervising the inmate at the outside hospital.

c. The staff supervising the inmate in the outside hospital will verify the visitor's identity at the time of the visit. The inmate will only be allowed one visitor in the room during the visit.

d. When the visitor enters the inmate's room, the staff member will advise the visitor of proper visiting procedures. Visitors will be screened with the hand held metal detector. The staff supervising the inmate will place all purses and handbags in the inmate's hospital room closet or locker. The inmate patient will never have access to the visitor's purse or bags. The visitor may retrieve his/her belongings just prior to departure from the hospital room.

e. All inmate visitors will adhere to hospital visiting regulations and hours.

f. Visitors will not use the bathroom in the inmate patient's room.

g. Visitors/walk-ins will not be authorized to visit the inmate patient unless prior approval has been given by the Warden. In the event an unauthorized visitor appears at the Hospital demanding a visit, the Captain and hospital security will be notified.

1. Admission and Holdover Status. New commitments transferring from other facilities to FCI Berlin will be permitted to use their approved list from that facility after

it has been reviewed and approved by the Correctional Counselor within two weeks of the inmate's arrival. The Correctional Counselor will ensure the visits are limited to the immediate family for holdovers.

2. Special Housing Unit: Inmates in the Special Housing Unit will conduct their visits via video visiting utilizing the following procedures:

- A. Visitors for inmates in the Special Housing Unit will be processed as a regular visit in the front lobby.
- B. All visitors will be escorted to the visiting room with the rest of the visitors.
- C. Visitors will be placed in one of the non-contact rooms to utilize the video visiting program.
- D. Inmates in the Special Housing Unit will be escorted from their cell utilizing the standard procedures.
- E. Each inmate receiving a visit will be placed in the video visiting room in the Special Housing Unit.

13. **SPECIAL VISITS REQUIREMENTS:** The Unit Manager is responsible for arranging special visits. Ordinarily, special visits will take place in the visiting room during regular visiting hours, and will be supervised by the Visiting Room Officer.

a. Types of visitors: clergy, ministers of record, former or prospective employers, sponsors, and parole advisors, Consulate representatives. Visits in this category serve such purposes as assistance in release planning, counseling and discussion of family problems.

1. Minister of Record Visits: The minister of record is defined as that spiritual leader, clergy person, or official representative, whom the inmate identifies and the chaplain verified, as a minister of the inmate's religion of record. An inmate will identify a minister of record by submitting a written request to the chaplain. The clergy person the inmate identifies will also submit a request for consideration as the minister of record to the chaplain. Following a review of the minister's credentials and appropriate security checks, the chaplain will request that unit staff place the identified clergy person on the inmate's visitor list as the minister of record. The minister of record will not count against the total number of authorized

b. Special visits can also be arranged for an authorized visitor other than regularly established visiting times, or in excess of regularly permitted visits and will be supervised by Unit Team designated by the Unit Manager.

c. Professional Visit (Law Enforcement) Requirements: Requested visitation from a law enforcement agency, will be approved and arranged by the SIS Lieutenant or Captain. United States Probation Officers and Mental Health Professionals performing court-ordered examinations will receive priority when processing.

d. Attorney Visitation Requirements: Attorneys representing a designated inmate client will be arranged and approved through the Unit Team. Requests should be called or mailed, at least twenty-four (24) hours prior to the proposed visit. Unit Team will be responsible for visually monitoring the visit. With prior Unit Team approval, inmates may be allowed to bring legal material into the visiting room for a legal visit only. This material will be inspected for contraband. Legal material given to the inmate during the attorney visit will be inspected by the Unit Team member for contraband and allowed to be retained by the inmate.

e. Consular Visits: All non-United States citizens are encouraged to maintain contact with their foreign consulate. Consulate visits will be arranged by the Case Management Coordinator.

f. Media visits will be coordinated by the Executive Assistant/Public Information Officer.

g. Method by Which Visiting Guidelines Will be Available to Visitors: Visiting guidelines will be available to visitors in the lobby and/or the visitor intake processing area. Guidelines will also be available to the inmates in their respected housing units via their Unit Team. These guidelines will be allowed to be mailed out by the inmates to their visitors. The guidelines include the institution address, institution phone number, local transportation, and directions to the FCI and the Camp.

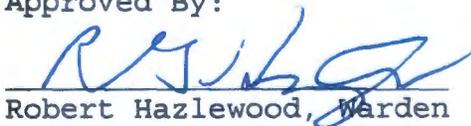
1. Procedures for a Back-Up System to the Computer Visiting Program: As a back-up to the computerized system, official inmate visiting

1. Procedures for a Back-Up System to the Computer Visiting Program: As a back-up to the computerized system, official inmate visiting lists shall be maintained by the inmate's Unit Team. The records shall be in the inmate's central file. Unit Team will maintain and audit the inmate visiting lists.

h. Reinstatement of Visiting Privileges: Only the Warden can reinstate a suspended individual to an inmate's visiting list. The Unit Manager will prepare a memorandum through the Captain, Associate Warden, to the Warden, enumerating the specific reasons for reinstating the individual to the approved visiting list.

14. **MANAGING DEPARTMENT:** Correctional Services

Approved By:


Robert Hazlewood, Warden
Warden

10/20/17
Date

Distribution:
Executive Staff
Department Heads
NERO
Law Library
AFGE

Attachment A

DIRECTIONS TO F.C.I. BERLIN

FCI Berlin is located in Northern New Hampshire. The address for the FCI and SCP is 1 Success Loop Road, Berlin, New Hampshire, 03570.

Phone number is (603) 342-4000.

From Interstate 93 North; Follow I-93 North to US-3 North. Take Exit 35. Continue on US-3 North, Take NH-115 North and US-2 East. Continue on NH-16 North. Take East Milan Road to Success Loop Road, Berlin NH.

Local Transportation available within the commuting area is as follows:

- 1) Red Eye Taxi Service
256 Main St. Berlin, NH 03570
(603) 996-1866
- 2) Fast Taxi Delivery and Shuttle Service
North Conway, NH 03860
(603) 356-0000

PENALTY FOR CIRCUMVENTING REGULATIONS

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, narcotics 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.