



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Complex
Butner, North Carolina

Complex Supplement

OPI: Correctional
Services
NUMBER: BUX 5267.08D
DATE: April 22, 2009
SUBJECT: Visiting
Regulations

1. **PURPOSE AND SCOPE:** To encourage visiting by family, friends, and community groups to maintain the morale of the inmate and to develop closer relationships between the inmate and family members or others in the community. This supplement provides local procedures for implementation of applicable Bureau of Prisons policy governing inmate visitation.
2. **PROGRAM OBJECTIVES:** To delineate specific visiting procedures for the Federal Correctional Complex, (FCC), Butner, North Carolina. To provide visiting privileges without unnecessary or extended interference to other institutional activities.
3. **DIRECTIVES AFFECTED:** Program Statement 5267.08, Visiting Regulations, dated May 11, 2006, is referenced. Visiting Regulations, BUX 5267.07A, dated May 1, 2008, is rescinded.
4. **STANDARD REFERENCED:** American Correctional Association 4th Edition Standards: 4-4498, 4-4499, 4-4499-1, 4-500, 4-4501, and 4-4504, 4-ALDF-5B-02 and ALDF-5B-03.
5. **PROCEDURES:**
 - a. **Visiting Facilities:** A multi-purpose Visiting Room is provided at each institution. Inmates will enter through the Visitation Search Room and depart through the Visitation Search Room. Visitors will be escorted to and from the Visiting Room by a staff member, except for visitors to the Federal Prison Camp (FPC) who will enter and exit the Visiting Room through the front entrance doors.

At the FPC, visitors may not linger in the parking lot in front of the Administration Building. In addition, once a visitor enters the Visiting Room and begins a visit with an inmate, the visitor may not leave the area for any reason. If the visitor leaves the area prior to actually completing the visit, the visit will be terminated. There is no smoking by either inmates or visitors permitted. No visiting or picture-taking will occur on the patio.

In each visiting room, children of visitors are permitted to play in the designated area only under parental supervision. The children's play area is not for general adult visiting, only adults accompanying children can be in this area. Children five years of age and younger must be accompanied by a parent (visitor) on a pre-approved visiting list while in the children's play area. Children six years of age and above are not required to be accompanied by a parent; however, they must be under parental supervision (e.g., parents must be in an area of the Visiting Room

that has direct visual contact with, and is adjacent to, the children's play area). Parents are responsible for children's behavior at all times. Note: Inmates are not permitted in play areas designated for children. At the discretion of the Visiting Room Officer, parents (visitor) may be asked to move closer into the children's play area in order to better supervise their children. If the child continues to be disruptive in the play area, the Visiting Room Officer will notify the parent and/or inmate to remove the child from the play area and remain with the supervising adult for the duration of the visit. No food or beverages are allowed in the children's play area. Television viewing in this area is regulated by the Visiting Room Officer and is specifically intended for youth videos. The Visiting Room play area for children is equipped with toys for use by visitor's children. Playroom toys/games may be used at the tables at the Officer's discretion. Movement of visiting room furniture is unauthorized.

Restrooms are provided for visitors. At no time will inmates use these restrooms. The inmates' restroom is located in the Visitation Search Room.

b. Visiting Schedule:

FMC	Monday, Thursday, Friday, Saturday, Sunday and all Federal Holidays	2:30 p.m. until 8:00 p.m. 8:30 a.m. until 3:00 p.m.	Federal Medical Center P.O. Box 1500 Butner, NC 27509 Phone: 919-575-3900
FCI and FCI II	Monday, Thursday, Friday, Saturday, Sunday and all Federal Holidays MXR Wednesday A/D status (2 hours) D/S status (1 hour)	2:30 p.m. until 8:30 p.m. 8:30 a.m. until 3:00 p.m. 8:30 a.m. until 3:00 p.m.	FCI P. O. Box 1000 Butner, NC 27509 Phone 919-575-4541 FCI II P. O. Box 1500 Phone 919-575-8000
LSCI	Thursday, Friday, Saturday, Sunday, Monday and all Federal Holidays	2:30 p.m. until 8:00 p.m. 8:00 a.m. until 3:00 p.m.	LSCI P. O. Box 999 Butner, NC 27509 Phone 919-575-5000
FPC	Saturday, Sunday and all Federal Holidays Friday	8:30 a.m. until 3:00 p.m. 5:00 p.m. until 8:00 p.m.	FPC P.O. Box 1000 Butner, NC 27509 Phone 919-575-4541

Visitor processing will cease no less than thirty (30) minutes prior to the conclusion of visitation each day. Additionally, visitor processing will cease at 9:30 a.m. on weekends and holidays, pending clearance of the 10:00 a.m. official count. Front Lobby Officers may continue to process visitors; however, the visitors will not enter the visiting room until after a good official count. Visitors may enter the visiting room during the count. No visitor may leave the visiting room until a clear count is declared by the Control Center.

The Front Lobby Officer will continue to process visitors entering the Front Entrance. This will consist of identifying the visitor(s), verifying if they are approved to visit the inmate and completing the necessary documentation for their visit.

Should the visiting room become overcrowded, visits will be terminated with regards to the distance traveled by the visitor(s) and the frequency of visits received by the inmate. Unusual circumstances which may warrant exceptions to this criteria will be determined by the Operations Lieutenant and/or the Institution Duty Officer.

- c. Count Procedures: There will be no movement during an official count. All inmates counted in the visiting room will be required to report to the Officers desk in an orderly fashion and remain standing for the count. Visiting Officers will identify each inmate by photo identification card and verification of name. Inmates will be required to state their register number. Each count will be double counted with an observer, one officer counting with the other observing, then reversing roles. Upon receiving a good verbal count from the Control Center, inmates will be permitted to return to their seats to continue with their visit. However, no inmates will be permitted to enter or exit the visiting room until a "cleared and verified official count" has been announced.

- d. Frequency of Visits and Number of Visitors

FMC: No limitations are placed on the frequency of visits. However, the Warden may choose to limit the frequency and lengths of visits to avoid chronic overcrowding.

Three adult visitors (16 years of age or older) will be allowed to visit an inmate at one time. Exceptions to this limit may be requested through the Unit Team for the Warden's approval. There is no limit placed on the number of children visitors under the age of 16.

FCI &
FCI II: Inmates will be allotted 16 visiting points per calendar month. The points used shall be dependent upon which day the visit occurs. Visits that occur on weekdays are counted as one (1) point, and visits that occur on weekends and holidays will count as four (4) points.

Three adults are allowed to visit an inmate at one time (an adult is considered 16 years of age and above). No limit is set for children less than 16 years of age. Proposed visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian or immediate family member at least 18 years of age, must have the written approval of a parent, legal guardian or immediate family member at least

18 years of age, prior to visitation.

Additionally, visitors are prohibited from bringing animals on institution grounds unless the animal is a dog that assists disabled persons.

LSCI: Inmates will be allotted 12 visiting points per calendar month. The points used shall be dependent upon which day the visit occurs.

Two points will be deducted for visits on weekends (Saturday and Sunday), one point will be deducted for normal weekday visits (Monday, Thursday, and Friday), and no points on Federal Holidays.

Inmates assigned to Vance and Durham housing units will visit the first and third weekend each month. For inmates assigned to Wake and Granville housing units, visiting shall be permitted the second and fourth weekend each month. The above schedule is for weekends only. During the normal weekday (Monday, Thursday and Friday) inmates in all housing units may receive visits. Fifth weekends will rotate between the two pairs of housing units. Visiting will be open to all inmates on days recognized as federal holidays.

Normally, only a total of five visitors (does not include children) will be allowed to visit an inmate at any given time. Allowance of more than five visitors must have prior approval from their respective Unit Manager.

FPC: No limitations are placed on the frequency of visits. However, the Warden may choose to limit the frequency and lengths of visits to avoid chronic overcrowding.

Three adult visitors (16 years of age or older) will be allowed to visit an inmate at one time. Exceptions to this limit may be requested through the Unit Team for the Warden's approval. There is no limit placed on the number of children visitors under the age of 16.

- e. Visiting Restrictions: Visiting privileges are normally curtailed or terminated because of an emergency, improper conduct on the part of the inmate or visitor(s), or when the visiting room becomes overly congested.

When the visiting room is overcrowded and has exceeded the occupancy level, the Visiting Room Officer, in conjunction with the Operations Lieutenant and/or Complex Institution Duty Officer (IDO), will refer to the visiting records of the inmates present in the visiting room to determine early termination of visits.

Consideration will also be given to factors such as whether the visitor lives in the local area, frequency of visits, and the distance traveled by the visitor. All visitors living within a 50-mile radius will be among the first to be terminated. Unusual circumstances which may warrant expectations to this criteria will be determined by the Operations Lieutenant and/or the Complex Institution Duty Officer.

If it becomes necessary to terminate a visit due to improper conduct on the part of an inmate and/or visitor(s), the Visiting Room Officer will consult the Operations Lieutenant and/or IDO

prior to taking such action.

- f. Special Visits: Inmates may submit requests for special visits to their Unit Team. These requests will state the specifics of the visit to include purpose, duration and visitor's identity. The Unit Team will verify the information supplied by the inmate and forward their recommendation to the Warden or his/her designee for approval. The Warden may authorize special visits for:

- (1) Clergy, former or prospective employers, sponsors and parole advisors.
- (2) Authorized visitors at other than regularly established visiting times.
- (3) Attorneys.
- (4) Pretrial inmates to assist in protecting their business or in preparing for trial.

Special visits will ordinarily be scheduled during the normal business day or visiting hours. Special visits authorized during non-visiting hours will be supervised by Unit Team staff. The Unit Team will monitor the time and administrative expense incidental to arranging and supervising visits outside of the established visiting schedule.

- g. Visits to Inmates not in Regular Populations Status

- (1) Admission and Holdover Status - Only immediate family members may visit inmates during the Admission and Orientation (A & O) period or for inmates in holdover status where there is neither a visiting list from a transferring institution nor other verification of proposed visitors. In these instances, Unit Team staff will identify immediate family members by reviewing the Central File. Upon verification of the visitors identity, the visitor will be approved and added to the visitation list.

LSCI: Inmates who are housed in the Special Housing Unit in holdover status will visit as follows: Monday, Thursday, and Friday. On Monday, Medium and High security inmates will visit from 9:00 a.m. - 11:00 a.m. and Low and Minimum security inmates will visit from 12:00 p.m. - 2:00 p.m. On Thursday and Friday, Medium and High security inmates will visit from 2:30 p.m. - 5:00 p.m. and Low and Minimum security inmates will visit from 5:30 p.m. - 8:00 p.m.

- (2) Administrative Detention and Segregation Status: Visitors for inmates housed in the Special Housing Unit, which is located at the LSCI, and FCI II will be processed in accordance with the procedures identified in this Institution Supplement. The Front Entrance Officer will telephonically contact the SHU OIC and advise the officer of the visit. The SHU OIC will notify the Operations Lieutenant of all visits and advise him/her of any separation issues as described in this section.

Ordinarily, an inmate in Administrative Detention or disciplinary segregation status may receive visits in accordance with the same rules and regulations that apply to general population. However, inmates with separation concerns while in SHU may be considered by the Warden to pose a threat to the security and orderly operation of the institution. Thereby, authorizing special visiting procedures to preclude such a threat.

Inmates who require separation will not be in the Visiting Room at the same time. The

SHU OIC will ensure that this does not occur, based on his/her review of pertinent and relevant information maintained on each inmate in the Special Housing Unit. In such cases, special arrangements may be made for the visit to take place at another location inside the institution. The visit will require direct staff supervision with a specific time frame of two(2) hours.

All Special Housing Unit inmates and their visitors will sit in a designated area directly in front of the Visiting Room Officer's desk. The Outside Patio will not be utilized by Special Housing Unit inmates. The Front Lobby Officer will notify the Operations Lieutenant of all high security inmates.

(3) Inpatient Visits:

- A. Institution Hospital (FMC): Requests, either initiated by the inmate or family members, for inmates to receive visits for inmates housed in the inpatient area will be submitted to the Unit Team. Visit for inmates with medical conditions will be reviewed by the Clinical Director (or in his/her absence the Hospital Administrator) in consultation with the Unit Team, the Captain, and SIS, shall determine whether a visit may occur, and if so, whether it may be held in the hospital. Normally, only immediate family members will be allowed to visit inmates in the inpatient area.

Denial of visits due to an inmate 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, will be explained by the Unit Team staff, Operations Lieutenant and /or the Institution Duty Officer the type of situation. Documentation of this notification will be placed in section 2 of the privacy folder in the inmate's central file.

- B. Community Hospital: The Warden may approve visits for inmates hospitalized in the community. Normally, only immediate family members will be allowed to participate in these visits. Approved visits are subject to the general visiting policies of the community hospital.

- h. Preparation of Visiting List: Preparation and maintenance of an inmate visiting lists will be the responsibility of the inmate's Correctional Counselor. Staff shall ask each inmate to submit a list of visitors during the admission/orientation process. Ordinarily, an initial list is prepared and distributed within seven days upon receipt of the required information.

Inmates may request a total of 10 friends and associates be placed on their visiting list. This does not include immediate family members. Visiting privileges will ordinarily be extended to friends and associates having an established relationship prior to incarceration, unless such visits could reasonably create a threat to the security and good order of the institution. Inmates may request exceptions to the prior relationship rule through their Unit Team. Any exceptions to the rule require the Warden's approval.

The Unit Counselor will enter the required information into the computerized Visiting Program. A hard copy of the visiting list will be placed in the inmate's central file, a copy given to the inmate, and a copy to the visiting room officer. An inmate's visiting list may be amended at any time in accordance with Policy. Regardless of the institutional security level, staff should obtain background information on potential visitors who are not immediate family members.

- i. Disapproving Visitors: If information reveals that visitation privileges for a visitor would present security concerns or disrupt the orderly running of the institution, the Warden may deny visiting privileges. Unit Staff will provide documentation to the Unit Manager showing reasoning for the denial of the visitor. The Unit Manager will provide the Warden with the documentation for his/her approval. Once the Warden approves the denial, Unit Staff will provide the inmate a Denial Notice including the reason for the denial.
- j. Notification to Visitors: Staff shall make available to all visitors written guidelines (Attachment A) for visiting each institution at the complex. Staff will also ensure a Notification to Visitor form (BP-224) acknowledging the guidelines were provided and declaring that the visitor does not have any article in his/her possession with the visitor knows to be a threat to the security of the institution is signed by the inmate visitor. Visiting privileges will be denied for any visitor who refuses to make such a declaration.
- k. Record of Visit: The Front Entrance Officer shall ensure that all visitors read and sign the "Notification to Visitor" (BP-224) form. The "Notification to Visitor" form will be utilized to ensure that all visiting is recorded and a file is maintained on all visitors. The "Notification to Visitor" form shall be completed by the visitor in the lobby. Once the "Notification to Visitor" form is completed, all inmate visitors will print and sign the Inmate Visitor's Daily Log before entering the Visiting area. The Front Entrance Officer will forward the completed forms to the Lieutenants' office for review at the end of each shift.
- l. Dress Code:
 - (1) Inmates: Inmates must wear institutional clothing and shoes in the visiting room. Shirts will be buttoned and tucked in. Belts, if worn, must be buckled. Clothing will be clean, in good repair, and worn properly. No hats will be worn into the visiting room.
 - (2) Visitors: Visitors are expected to use good taste in their dress. Prohibited clothing includes khaki clothing resembling inmate uniforms, scrubs, mini-skirts, spandex, tank tops, muscle shirts, see-through or low cut blouses or any form fitting and/or revealing clothing. Shorts and dresses must be knee length at a minimum. Knee length is considered a length where the garment will touch the knee of the wearer while standing. No item of clothing displaying offensive language or logos may be worn into the institution. Visits will be denied for visitors failing to comply with the dress code. The Front Entrance Officer will notify the Operations Lieutenant or IDO of inappropriately dressed visitors. The Operations Lieutenant or IDO will make the final decision. If the visit is denied, the Front Entrance Officer will complete a Visitor Denial Form (Attachment B). The form will be reviewed by the Operations Lieutenant. A copy of the form will be forwarded to the inmate's Unit Team.
- m. Identification Requirements:

- (1) Visitors: All visitors, 16 years of age and older, must present a valid government issued picture identification prior to visiting. Only appropriate picture identification is acceptable. Signature identification by itself is not acceptable. Examples of acceptable identification are: state drivers license, Federal Identification, Military IDpassports or State Identification cards. Identification that has been altered, defaced or expired will not be accepted.
- (2) Inmates: Inmates are required to keep in their possession the institution issued identification cards. All inmates entering/exiting the Visiting Room will be positively identified with this card.

n. Authorized Items:

- (1) Inmates: Inmates will be permitted to wear prescription eyeglasses, wedding bands, medical bracelets, authorized religious headgear and a necklace with a religious medallion in the visiting room. They may also have a comb and white handkerchief in their possession. All authorized items brought into the visiting room will be documented on the Visiting Room Inmate Property Form (Attachment C). Inmates attempting to depart the visiting room with items not documented on the form are subject to disciplinary action and confiscation of the property.
- (2) Visitors: Visitors may bring \$20 in coins into the visiting room to purchase items from the vending machines. No paper currency is allowed. A coin dispensing machine is located in the Front Lobby Area. Visitors may bring a small coin or clutch type (clear plastic only) purse into the visiting room. Large purses, wallets, cases, and bags are not permitted. Other items not allowed include: pocket knives, pepper spray, cameras, tape recorders, radios, umbrellas, pens, pencils, paper documents, newspapers, magazines, credit cards, photographs, cosmetics, gum, candy, cigarette lighters, matches, toys, games, playing cards or any communication device (pagers, phones, etc.). **NO TOBACCO PRODUCTS ARE ALLOWED IN THE INSTITUTION.**

//s//

Sara M. Revell, Warden
FCC Butner

//s//

Tracy W. Johns, Warden
FCC Butner

//s//

D. R. Stephens, Warden
FCC Butner

FEDERAL CORRECTIONAL COMPLEX
BUTNER, NORTH CAROLINA

VISITING GUIDELINES

Visiting Facilities: A multi-purpose Visiting Room is provided. Visitors will be escorted to and from the Visiting Room by a staff member. Restrooms are provided for visitors. At no time will inmates use these restrooms. Once a visit with an inmate begins, if a visitor leaves the visiting room, the visit will be terminated.

Visiting children are permitted to play in the Children's Playroom. Parents or guardians are responsible for the supervision and behavior of their children. Failure to provide adequate supervision of children may result in the termination of the visit. Toys will be provided, but may not be removed from the playroom.

Visiting Schedule

FMC:	Monday, Thursday, and Friday Saturday, Sunday, and all Federal Holidays	2:30 p.m to 8:00 p.m. 8:30 a.m to 3:00 p.m.
FCI and FCI II:	Monday, Thursday, and Friday Saturday, Sunday and all Federal Holidays	2:30 p.m. - 8:00 p.m. 8:30 a.m. - 3:00 p.m.
LSCI:	Thursday and Friday Saturday, Sunday, Monday and all Federal holidays	2:30 p.m. - 8:00 p.m. 8:30 a.m. - 3:00 p.m
FPC:	Saturday, Sunday, and all Federal Holidays Friday	8:30 a.m. to 3:00 p.m. 5:00 p.m. to 8:00 p.m.

Visitor processing will cease 30 minutes prior to the conclusion of visitation each day. Additionally, visitor processing will cease at 9:30 a.m. on weekends and holidays, pending clearance of a good verbal 10:00 a.m. count. Front Lobby Officers may continue to process visitors, however the visitors will not enter the visiting room until after a good official count.

At the FMC and LSCI, on Thursdays and Fridays, beginning at 3:00 p.m. visitors will not be escorted to the visiting room until Control Center announces a good verbal count for the 4:00 p.m. count. However, the Front Lobby Officer will continue to process visitors entering the Front Entrance.

Should the visiting room become over-crowded, visits will be terminated with regards to the distance traveled by the visitor and the frequency of visits received by the inmate. Unusual circumstances which may warrant exceptions to this criterion will be determined by the Operations Lieutenant and/or the Complex Duty Officer.

Frequency of Visits:

FMC: No limitations are placed on the frequency of visits. However, the Warden may choose to limit the frequency and lengths of visits to avoid chronic overcrowding.

Three adult visitors (16 years of age or older) will be allowed to visit an inmate at one time. Exceptions to this limit may be requested through the Unit Team for the Warden's approval. There is no limit placed on the number of children visitors under the age of 16.

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FCI II: Inmates will be allotted 16 visiting points per calendar month. The points used shall be dependent upon which day the visit occurs. Visits that occur on weekdays are counted as one (1) point, and visits that occur on weekends and holidays will count as four (4) points.

Three adults are allowed to visit an inmate at one time (an adult is considered 16 years of age and above). No limit is set for children less than 16 years of age. Proposed visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian or immediate family member at least 18 years of age, must have the written approval of a parent, legal guardian or immediate family member at least 18 years of age, prior to visitation.

Additionally, visitors are prohibited from bringing animals on institution grounds unless the animal is a dog that assists disabled persons.

LSCI: Inmates will be allotted 12 visiting points per calendar month. The points used shall be dependent upon which day the visit occurs.

Two points will be deducted for visits on weekends (Saturday and Sunday), one point will be deducted for normal weekday visits (Monday, Thursday, and Friday), and no points on Federal Holidays.

Inmates assigned to Vance and Durham housing units will visit the first and third weekend each month. For inmates assigned to Wake and Granville housing units, visiting shall be permitted the second and fourth weekend each month. The above schedule is for weekends only. During the normal weekday (Monday, Thursday and Friday) inmates in all housing units may receive visits. Fifth weekends will rotate between the two pairs of housing units. Visiting will be open to all inmates on days recognized as federal holidays.

Normally, only a total of five visitors (does not include children) will be allowed to visit an inmate at any given time. Allowance of more than five visitors must have prior approval from their respective Unit Manager.

FPC: No limitations are placed on the frequency of visits. However, the Warden may choose to limit the frequency and lengths of visits to avoid chronic overcrowding.

Three adult visitors (16 years of age or older) will be allowed to visit an inmate at one time. Exceptions to this limit may be requested through the Unit Team for the Warden's approval. There is no limit placed on the number of children visitors under the age of 16

Number of Visitors: Three adult visitors (16 years of age or older) will be allowed to visit an inmate at one time. There is no limit placed on the number of children visitors under the age of 16.

Visiting Restrictions: Visiting privileges are normally curtailed or terminated because of an emergency, improper conduct on the part of the inmate or visitor(s), or when the visiting room becomes overly congested.

When the visiting room is overcrowded and has exceeded the occupancy level, the Visiting Room Officer, in conjunction with the Operations Lieutenant and/or Institution Duty Officer (IDO), will refer to the visiting records of the inmates present in the visiting room and begin to terminate the visits.

Consideration will also be given to factors such as whether the visitor lives in the local area, frequency of visits, and the distance traveled by the visitor, all visitors who reside within a 50 mile radius will be the first to have visits terminated.

Preparation of the List of Visitors: The approved visiting list for each inmate is limited to immediate family and 10 additional visitors. Unit Team staff will solicit a list of proposed visitors from each inmate during the admission-orientation process. Unit Team staff will request background information from potential visitors who are not members of the inmate's immediate family utilizing the Visitor Information form (BP-629). Each inmate is responsible for mailing the Visitor Information form to proposed visitors. Upon approval of each visitor, Unit Team staff shall provide the inmate with a copy of the visiting guidelines and directions for transportation to and from the institution. **The inmate is responsible for notifying the visitor of the approval or disapproval of the visit and is expected to provide the visitor with a copy of the visiting guidelines and directions for transportation to and from the institution.**

Disapproving Visitors: If information reveals that visitation privileges for a visitor would present security concerns or disrupt the orderly running of the institution, the Warden may deny visiting privileges. Unit Staff will provide documentation to the Unit Manager showing reasoning for the denial of the visitor. The Unit Manager will provide the Warden with the documentation for his/her approval. Once the Warden approves the denial, Unit Staff will provide the inmate a Denial Notice including the reason for the denial.

I Identification of Visitors: Staff shall verify the identity of each visitor prior to admission into the institution. All visitors, with the exception of children under 16 years old, must present valid photo identification before being admitted into the institution (Photo identification must be a valid state or government issued photo id).

Notification to Visitors: Staff shall make available to all visitors written guidelines for visiting the institution. Staff will ensure that visitors sign a Notification to Visitor form (BP-224) acknowledging the guidelines were provided and declaring that the visitor does not have any article in his/her possession with the visitor knows to be a threat to the security of the institution. Visiting privileges will be denied for any visitor who refuses to make such a declaration.

Searching Visitors: Staff may require a visitor to submit to a personal search, including a search of any

items of personal property, as a condition of allowing or continuing a visit. Visitors will be required to

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sign the Notification to Visitor form-title 18 (BP-224) in the presence of a staff member. Anyone refusing to sign the Notification to Visitor form will not be permitted to enter the institution. A visual search will be conducted on all items belonging to the visitor, intended to be carried into the visiting room. The visitor will be present at the time that the items are searched. It may be necessary to search certain items of property (where contraband can be concealed) through the X-ray machine.

Metal Detection Device: All visitors will be required to walk through the walk-through metal detection device or will not be permitted to enter the institution. Anyone that does not clear the walk-through metal detection device will be screened with the handheld metal detection device (or transfrisker).

Record of Visitors: The Notification to Visitor form (BP-224) will serve as a record of visitors for each inmate. Additionally, all visitors will be required to log their entrance and departure from the institution on the Inmate Visitors Log.

Supervision of Visits: Visiting Room Officers shall supervise each inmate visit to prevent the passage of contraband and to ensure the security and good order of the institution. The Visiting Room is equipped with video surveillance equipment.

1. Visits shall be conducted in a quiet, orderly and dignified manner. The Visiting Room Officer may terminate visits not conducted in the appropriate manner after consultation with the Operations Lieutenant or IDO.
2. Handshaking, embracing and kissing are ordinarily permitted within the bounds of good taste and only at the beginning and at the end of the visit.
3. The Visiting Room Officer may not accept articles or gifts of any kind for an inmate. An inmates visitor may not leave money with any staff member for deposit in the inmates commissary account.
4. 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.

Penalty for Violation of Visiting Regulations: Any act or effort to violate the visiting guidelines may result in disciplinary action against the inmate, which may include the denial of future visits, possibly over an extended period of time. Moreover, criminal prosecution may be initiated against the visitor, the inmate or both, in the case of criminal violations.

Specifically, 18 U.S.C 1791, provides a penalty of imprisonment for not more than twenty years, a fine or both for providing or attempting to provide to an inmate anything whatsoever within the knowledge and consent of the Warden.

Visiting Regulations Regarding Pets: Visitors are precluded from bringing animals on institutional grounds, except for dogs assisting persons with disabilities. In such cases, the visitor must provide staff with certification that the dog is trained for that purpose.

Dress Code: Visitors are expected to use good taste in their dress. Prohibited clothing includes khaki clothing resembling inmate uniforms, scrubs, mini-skirts, spandex, tank tops, muscle shirts, see-through or low-cut blouses or any form fitting clothing. Shorts and dresses must be knee length at a minimum. Knee length is considered a length where the garment will touch the knee of the wearer while standing.

No item of clothing displaying offensive language or logos may be worn into the institution. Visits will be denied for visitors failing to comply with the dress code. The Front Entrance Officer will notify the Operations Lieutenant or IDO of inappropriately dressed visitors. The Operations Lieutenant or IDO will make the final decision. If the visit is denied, the Front Entrance Officer will complete a Visitor Denial Form (Attachment B). The form will be reviewed by the Operations Lieutenant and routed to the Captain. A copy of the form will be forwarded to the inmate's Unit Team.

Authorized Items: Visitors may bring \$20 in coins into the visiting room to purchase items from the vending machines. No paper currency is allowed. A coin dispensing machine is located in the Front Entrance. However, visitors are encouraged to bring coins with them. Visitors may bring small coin or clutch type (preferably clear plastic) purses into the visiting room. Large purses, wallets, cases and bags are not permitted. Other items not allowed includes: pocket knives, pepper spray, cameras, tape recorders, radios, umbrellas, pens, pencils, paper documents, newspapers, magazines, credit cards, photographs, cosmetics, gum, candy, cigarette lighters, matches, toys, games, playing cards or any communication device (pagers, phones, etc.). **No tobacco products are allowed in the institution.**

The following items are allowed for children 3 years of age or younger: (3) clear bottles (may contain formula in powder form, no liquids), unopened formula, (3) jars of unopened baby food, (1) baby spoon, (2) small receiving type blankets, (5) diapers, (1) small sealed package of baby wipes, (1) change of clothing, (1) pacifier and (1) teething toy. No strollers or baby carriers will be admitted.

Any non-hazardous unauthorized items in the visitor's possession may be secured in their vehicle or placed in lockers provided for their use. Items identified on the Notification to Visitor form may not be brought onto institution grounds.

Directions:

From Raleigh to FCC Butner: U.S. 70 West to I-85 North on ramp. Take I-85 North 9 miles to exit 189. Turn left on Central Avenue. Proceed straight on Central Avenue to Veazy Street. Turn right onto Veazy Street. Proceed to stop sign. Turn left onto Old Highway 75. Proceed approximately 1 mile. LSCI and FCI Butner is located on the first right. FPC Butner will be located on the second right and FMC Butner will be located at the third right.

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From Durham to FCC Butner: Take I-85 North 9 miles to exit 189. Turn left on Central Avenue. Proceed straight on Central Avenue to Veazy Street. Turn right onto Veazy Street. Proceed to stop sign. Turn left onto Old Highway 75. Proceed approximately 1 mile. LSCI and FCI Butner is located on the first right.

FPC Butner will be located on the second right and FMC Butner will be located at the third right.

Commercial transportation:	Hamilton Limousine & Shuttle	596-1193
	ABC Cab Company	682-0437
	Broadway-Yellow Cab Company	682-6111
	Durham & Raleigh Taxi Cab Company	688-6121

FEDERAL CORRECTIONAL COMPLEX
BUTNER, NORTH CAROLINA

VISITOR DENIAL FORM

Date: _____ Time: _____

Visitor's Name: _____

Inmate Name/Reg #: _____

Reason for denial:
(check all that apply)

_____ Not on visiting list.

_____ No valid photo identification.

_____ Inappropriately dressed. Explain: _____

_____ Other: Explain: _____

Front Entrance Officer

Operations Lieutenant and/or Institution Duty Officer

cc: Unit Team

FEDERAL CORRECTIONAL COMPLEX
 BUTNER, NORTH CAROLINA

VISITING ROOM INMATE PROPERTY FORM

Date: _____

Page ____ of ____

Inmate Name	Reg #	Time In	Time Out	Authorized Items (description)

- Authorized Items:
- 1. Comb
 - 5. Medical bracelet
 - 2. Handkerchief (white)
 - 6. Religious medallion w/chain
 - 3. Wedding band
 - 7. Religious headgear
 - 4. Prescription eyeglasses