



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution  
Danbury, Connecticut

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# Institution Supplement

Number: **DAN 5267.08I**  
Date: **August 10, 2015**  
Subject: **FCI/FPC Visiting  
Regulations**

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1. **PURPOSE AND SCOPE:** This institution supports and encourages inmates at the FCI and FPC to receive meaningful visits from relatives, friends and members of community groups in order to maintain morale and to develop closer relationships, while at the same time maintaining the security and welfare of the institution. Any visit which interferes with the security and good order of the institution may be terminated.

2. **DIRECTIVES AFFECTED**

a. **Directives Rescinded**

DAN 5267.08H                      FCI/FPC Visiting Regulations (03/5/10)

b. **Directives Referenced**

P.S. 1315.07	Legal Activities, Inmate (11/5/99)
P.S. 1490.06	Victim and Witness Notification Program (5/23/02)
P.S. 4500.08	Trust Fund/Deposit Fund Manual (5/4/12)
P.S. 5100.08	Security Designation and Custody Classification Manual (9/12/06)
P.S. 5180.05	Central Inmate Monitoring System Manual (12/31/07)
P.S. 5267.08	Visiting Regulations (05/11/2006)
P.S. 5270.09	Inmate Discipline and Special Housing Units (7/8/11)
P.S. 5280.09	Furloughs (1/20/11)
P.S. 5360.09	Religious Beliefs and Practices (12/31/04)
P.S. 5500.11	Correctional Services Manual (10/10/2003)

P.S. 5500.14 Correctional Services Procedures Manual  
(10/19/2012)  
P.S. 5510.12 Searching, Detaining, or Arresting  
Visitors To Bureau Grounds and  
Facilities (1/15/2008)  
P.S. 5522.01 Ion Spectrometry Device Program  
(02/24/2005)  
P.S. 5521.05 Searches of Housing Units, Inmates and  
Inmate Work Areas (6/30/97)  
P.S. 7331.04 Pretrial Inmates (1/31/03)

### 3. STANDARDS REFERENCED

a. American Correctional Association 4<sup>th</sup> Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, 4-4504, 4-ALDF-2A-61, 4-ALDF-5B-01, 4-ALDF-5B-02, 4-ALDF-5B-03, 4-ALDF-5B-04, and 4-ALDF-7E-05.

### 4. VISITING HOURS

#### FCI

MONDAY 8:30 a.m.-3:00 p.m.  
TUESDAY No Visiting  
WEDNESDAY No Visiting  
THURSDAY No Visiting  
FRIDAY 8:30 a.m.-3:00 p.m.  
SATURDAY 8:30 a.m.-3:00 p.m.  
SUNDAY 8:30 a.m.-3:00 p.m.  
**HOLIDAYS** 8:30 a.m.-3:00 p.m.  
**NON-VISIT HOLIDAYS** 8:30 a.m.-3:00 p.m.

#### FPC

No Visiting  
No Visiting  
No Visiting  
No Visiting  
No Visiting  
8:30 a.m.-3:00 p.m.  
8:30 a.m.-3:00 p.m.  
8:30 a.m.-3:00 p.m.

Non-Visiting Holidays are categorized as Holidays that fall outside of normal visiting days. i.e.: Tuesday, Wednesday, Thursday and to include Monday and Friday at the FPC.

Visitors are not allowed inside the Front Lobby of the institution or the Camp Visiting room prior to the start of listed visiting time. i.e.: 8:30 a.m.

**FCI/FPC:** Inmates and visitors will be processed into the Visiting Room until 2:15 p.m. on all visiting days. Inmate visitors arriving after 2:15 p.m., will be informed that the inmate will not be available for a visit on these days. On Saturday, Sundays and holidays, visiting processing for visitors and inmates will

cease at 9:30 a.m. in preparation of the 10:00 a.m. count and will resume once the count has cleared. Inmate visitors requesting to leave the Visiting Room may only do so prior to, or after the official count has cleared. Once the Visiting Room out count has been prepared, no other inmates or visitors will be processed until the count has been cleared.

5. **Frequency of Visits**

- FCI and FPC Danbury will utilize the computerized visiting program's point system to control visiting frequency.
- FCI: Each inmate will receive 9 visiting points each month.
- FPC: Each inmate will receive 12 visiting points each month.
- Each weekday visit will deduct 1 point.
- Each weekend/holiday visit will deduct 2 points.
- All points will return to (9 at FCI) and (12 FPC) at the beginning of each month.
- If an inmate visits part of the day and departs the visiting room prior to the arrival of a second visit, points will be deducted for the second visit occurring on the same day.
- Any deviation from these guidelines will constitute a "special visit" and require prior approval by the Unit Manager.
- Attorney, legal aid, law enforcement, and minister of record visits will not result in any point deduction.

6. **VISITING RESTRICTIONS AND OVERCROWDING:** Visiting may be curtailed or terminated because of an emergency, improper conduct on the part of the inmate or their visitor(s), or when the Visiting Room becomes crowded. Should it become necessary for the Visiting Room Officers to curtail or terminate visiting because of overcrowding, the Lieutenant and Duty Officer will be notified. At this time, a two-hour maximum visiting time limit will go into effect. The Officers will apply this initially to those who reside within a 200-mile radius of Danbury. If the condition still exists, visits will be terminated on a first-in, first-out basis.

7. **NUMBER OF VISITORS:** The number of people allowed to visit one inmate at one time is limited to three adults and five children.

8. **IDENTIFICATION OF VISITORS:** Visitors will not be permitted entry without proper identification. Each visitor, age 16 and above is required to present a valid form of governmental identification. Each visitor's identity will be checked through

reliable means, (i.e., driver's license, passport, video imagery, or other state or federal photo identification). A picture may be taken of any visitor whose official identification picture does not depict accurately an appropriate representation of them. This picture may not be used in place of the official identification required above. Visitors under the age of 16 who are accompanied by a parent or legal guardian are exempt from this provision.

9. **APPROVED VISITORS**

Visits are permitted for those on the inmate's approved visiting list as authorized by the Unit Team. It is the responsibility of the inmate to advise their visitors that they have been approved to visit. An individual should be placed on the approved list after investigation from the usual sources, i.e., Presentence Investigation Report, U.S. Probation Officer, Local Law Enforcement Agencies and individuals concerned, etc. Except for immediate family, visitors will not ordinarily be placed on more than one inmate's approved visiting list.

a. **Members of Immediate Family:** These persons 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. The word "spouse" includes a common-law relationship which has been previously established in a state that recognizes such a status. In states that do not, a common-law relationship is not considered "immediate family." For determination of applicable state laws, the Regional Counsel should be consulted. Failure to obtain acknowledgment of parent or legal guardian may preclude the addition of children to the visiting list. When deemed appropriate, background checks may also be completed on immediate family members.

b. **Other Relatives:** These persons include grandparents, uncles, aunts, in-laws, and cousins. They may be placed on the approved list if the inmate wishes to have visits from them regularly and if there exists, no reason to exclude them.

c. **Friends and Associates:** The visiting privilege 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. The Warden must approve any exception to this requirement. Ordinarily, an inmate's visiting list should not list more than 10 friends and associates. The Warden may make an exception to this provision when warranted. Consultation with the Regional Counsel may be necessary to determine this provision's applicability to a specific case(s).

**d. Persons with Criminal Records:** While the history of an arrest or criminal record does not necessarily preclude visiting privileges, careful evaluation and consideration will be given to the nature and extent of the criminal record. History of recent criminal activity is weighed against the value of the relationship and the security of the institution. The Warden is responsible for approving potential visitors with a history of convictions. The Warden may delegate this approving authority to the Associate Warden.

**e. Former Inmates of the Institution and Relatives of Other Inmates:** Rarely will individuals in these categories be permitted to visit. In those instances necessitating such visits, the Warden must give prior approval.

**f. Holdovers and New Commitments:** When an approved visiting list is not available, visits for new commitments and inmates in holdover status are limited to members of the immediate family. A birth certificate or some form of valid identification that would indicate they are members of the same family is required, including a check of the inmate's Presentence Investigation Report. An approved visiting list will be created within five (5) working days for those immediate family members absent strong circumstances which would preclude their placement.

**g. Pretrial Inmates:** Pretrial inmates shall be allowed to receive visits in accordance with Bureau of Prisons and local institutional guidelines on visiting. Pretrial inmates shall be permitted visits to protect business interests or to help prepare for trial. At a minimum, pretrial inmates will receive approval for visits from immediate family members. These family members include mother, father, step-parents, foster parents, brothers, sisters, spouse and children. When there is no evidence to support a legal spousal relationship, but there is evidence indicating a relationship similar to that of a spousal relationship, that individual will be approved for visiting. This pre-existing relationship must be proven by way of names on a lease, birth certificates of children, same address on a

driver's license, etc. These visitors will then be screened in accordance with established procedures before final approval for visiting is granted.

10. **INMATE VISITOR AUTHORIZED ITEMS**

Visitors will be allowed to bring one small clear plastic bag containing authorized items i.e. money (no more than \$30 per visitor), locker key or chit, medication needed for the visit. All medication, except that which is life supporting, is prohibited from the visiting area. (Prescribed medications that are **life supporting** must be declared at the front entrance and will be kept at the officers' station in the Visiting Room) Visitors having small children; whom require additional items for child care throughout the visit, may bring in only the following: 3 diapers, 2 clear bottles with formula or milk inside, 1 small baby blanket, 1 pacifier and a small amount of baby wipes. Female Visitors may bring in two (2) feminine pads or tampons.

11. **VISITOR SEARCHES**

**In accordance with Program Statement: 5510.15 "At LOW security and higher facilities (including Administrative facilities), all visitors are required to clear a metal detector before entering." Random same gender pat searches will be conducted daily of adult inmate visitors. A visitor has the option to refuse any of the search or entrance procedures, with the result that the visitor will not be permitted entry to the institution.**

Inmate adult visitors may be pat searched either randomly or upon suspicion. A pat search of belongings involves a staff member pressing his/her hands on the visitor's outer clothing, or the outer surface of their belongings, to determine whether prohibited objects are present.

Some situations may not be remedied by a pat search, thus requiring a limited visual search. For example, a concealed medical device (e.g., knee brace under clothing, or insulin delivery system) may trigger the walk-through and hand-held metal detectors. In such cases, a limited visual search will ordinarily be required to confirm the device's presence and qualification as a permitted object. Similarly, some items of clothing (e.g., underwire bra) may trigger the metal detectors, thus requiring a limited visual search for the same reason. In both type cases, it is important that a limited visual search always be performed discreetly, in a private

area away from others, and by staff members of the same sex as the visitor being searched. Visual searches conducted by staff members of the opposite sex are only permitted in emergency situations with the Warden's authorization. The situations described above should not rise to the level of such an emergency, but rather simply may cause a processing delay until a same-sex staff member and Warden's authorization are available.

**a. 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, The Warden's 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, after considering the factors listed below. Searches of religious headwear should be conducted out of the view of other visitors and inmates.

Before approving a pat or visual search of religious headwear, the Warden must carefully consider whether it is necessary and appropriate. Specific factors to consider include:

- Reason for the visitor's presence in the facility (for example, inmate visitor or contract chaplain).
- Whether the visitor and headwear cleared a metal detector or other electronic searching device.
- The credentials of the visitor.
- The visitor's relationship to the inmate, where applicable.
- Any other relevant information.

Pat or visual searches of religious headwear must be documented as for reasonable suspicion searches.

Special care is used when inspecting religious items - medicine bags, bibles, religious headgear, etc. The Chaplain is consulted to determine if articles are of religious significance and require special handling (e.g., a Tefillin, which in some cases cannot be x-rayed).

Religious headwear that obscures a person's face must be removed sufficiently to reveal the face for identification upon entering and leaving facilities, and does not require the heightened conditions described above or documentation. In these cases, the

entire headwear need not be removed if partial removal reveals the face for identification.

Pat or visual searches of religious headwear must be documented.

12. **VISITS TO INMATES NOT IN GENERAL POPULATION**

a. **Hospital Patients:** If the Health Services Administrator and Captain approve a visit to be held in the institution health services area, they must ensure the availability of staff to supervise the visit. The visit will be limited to one (1) hour. The Health Services Administrator (HSA) will restrict visits if the inmate is suffering from an infectious disease, is in a psychotic or emotional state, or is otherwise not in a condition to see visitors. When the HSA and Captain recommend against a visit for medical or psychiatric reasons, the situation will be explained to the proposed visitor by an appropriate unit staff member. The HSA will prepare a memorandum for the inmate's Central File through the Captain and Unit Managers outlining the circumstances under which the visit was denied. Visits to inmates hospitalized in the community, when approved by the Warden or designee will be restricted to members of the immediate family and Clergy and are subject to the visiting policy of the community hospital and procedures outlined in the Hospital Officer's Post Orders.

b. **Special Housing Unit:** Inmates in the Special Housing Unit, regardless of status, will be allowed to continue their visiting privileges in the institution Visiting Room, unless restricted by the Warden or DHO. The inmate will be escorted to and from the Visiting Room by a staff member. The inmate and their visitor(s) will be required to remain in close proximity to the Visiting Room Officer's desk. Special Housing Unit inmates are required to remain seated throughout the visit unless requesting/using the restroom. Special Housing Unit inmates may not speak to any other inmates in the visiting room.

The Warden has the authority to deny visiting privileges in the Visiting Room to an inmate housed in the Special Housing Unit. This denial must be based upon security concerns and documented in the inmate's Special Housing Unit file. These inmates will be authorized to have a one-hour supervised visit. The visits will be conducted in a designated area, i.e.; Health Services/CSM Receiving and Discharge. A member of the inmate's unit staff will provide supervision of these visits. The inmate must be provided the opportunity to contact their approved visitors and



notify them of this restriction.

c. **Injuries to Visitors:** Any injuries occurring to a visitor will be assessed by an Institution medical staff member. An injury report will be completed and only necessary emergency treatment will be rendered. No medication will be prescribed and the injured visitor will be referred to the local hospital emergency room or their respective physician for follow-up treatment.

13. **PREPARATION OF THE OFFICIAL VISITING LIST**

a. Each newly-committed inmate will be provided with copies of the local Visiting Guidelines (in the Admission and Orientation Handbook) and a Visiting List Request Form during orientation by the Unit Counselor. The Unit Teams are responsible for preparing and placing the official inmate visiting list in the Visiting Room file located in the front lobby. A visiting list will be created within five (5) working days for those immediate family members identified in the Presentence Investigation Report absent strong circumstances which would preclude their placement.

b. Amendments to the visiting list will be prepared by the Correctional Counselor. Inmates desiring a change will submit an Inmate Request to a Staff Member Form with the appropriate information. Approved changes will be added to the visiting list by the Counselor as soon as possible after receipt of the BPA0629 and the BP-311, Request for Conviction Information. Inmates will be allowed to update their visiting list once every thirty (30) days through their assigned unit team.

c. Staff will request information from potential visitors who are not members of the inmate's immediate family. A background check must be conducted prior to placement on the approved visiting list.

d. If a background investigation is necessary before approving a visitor, the inmate is responsible for mailing the Release form to the proposed visitor. This form must be signed and returned to staff by the proposed visitor, prior to any further action concerning the visit.

e. Unit Teams will notify the inmate of each approval or disapproval of a requested person for the visiting list. Upon approval of each visitor, Unit Staff will provide the inmate with a copy of the "Visiting Guidelines" including directions for

transportation to and from the institution. The inmate is responsible for notifying the visitors of the approval or disapproval to visit and shall provide the approved visitors with a copy of the "Visiting Guidelines."  
(Attachment A)

f. On occasion, an inmate visitor's 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 Associate Warden for review and final decision. After the final decision is made, the packet will be placed into the inmate's Central File, and the inmate will be told that the visitors will not be placed on inmate's visiting list. No information from the application or subsequent checks can be revealed to the inmate.

g. Unit management staff are to ensure assigned inmates have a current hard copy of the approved visiting list maintained in the front lobby in the event the Computer Visiting Program is unavailable.

#### 14. SPECIAL VISITS

a. **Business Visitors:** No inmate will be permitted to actively engage in a business or profession. An inmate who has engaged in a business or profession prior to commitment is required to delegate or assign authority for the operation of such business or profession to a person in the community. There may be occasions where a decision has to be made which substantially affects the assets or prospects of the business. Also, infrequent visits by an inmate's prospective employer are consistent with proper pre-release planning. In such cases, a visit may be permitted upon the recommendation of the inmate's Unit Manager. Approval of the Associate Warden is also required for such visits at the FCI. Supervision for these visits will be provided by the inmate's Unit Team during non-visiting hours.

b. **Consulate Visitors:** Whenever it has been determined that an inmate is a citizen of a foreign country, the Consulate representative of that country will be permitted to visit. This privilege shall not be withheld, even though the inmate may be undergoing disciplinary status or confined in the Special Housing Unit. Arrangements for visits by the Consulate will be made through the Case Management Coordinator. Supervision for these

visits will be provided by the inmate's unit team.

**c. Attorney Visits:** The designated Attorney Rooms will only be utilized by licensed attorneys, paralegals representing attorneys and approved law students.

(1) Attorney visits will ordinarily take place during regular visiting hours. However, dependent upon the nature and urgency of the legal matter involved, the frequency of such visits will not be limited, if approved in advance by the Unit Manager. The Unit Team will be responsible for arranging supervision of the attorney visit, when it is held outside of normal visiting hours.

(2) Before an attorney will be placed on an inmate's approved visiting list, a written request from the inmate must be submitted to the Unit Manager for approval, a minimum of two working days prior to the first proposed visit. The attorney requesting visitation must mail, fax, or e-mail a copy of their driver's license and bar card along with a completed Visiting Attorney Statement (BP-241). The Unit Team will confirm the attorney is a member "in good standing" of the bar prior to placing the attorney on the inmate's visiting list. Paralegals, clerks, and legal assistants will be approved in accordance with PS 1315.07, Section 15, Other Paralegals, Clerks, and Legal Assistants.

(3) Law schools requesting to participate in the Legal Aid Program must submit a list of participating students along with a completed NCIC Check form (BP-660) for each enrolled student expected to visit inmates during the academic term. This request will include the dates of the current academic term and will be accompanied by a copy of the driver's license and bar card of the sponsoring attorney. The request will be processed by the Executive Assistant and NCIC checks will be conducted by the Warden's Secretary. The BP-660 will be kept on file in the Executive Assistant's office. A list of students approved to visit as a legal aid will be prepared and forwarded to the Unit Team, this list will expire at the conclusion of the academic term. Following a request from an individual inmate to be represented by the sponsoring attorney, the sponsoring attorney must request that a legal aid be allowed to correspond or visit an inmate. The Unit Team will forward the sponsoring attorney a Paralegal or Legal Assistant Confirmation (BP-242) along with an Application to Enter Institution as Representative (BP-243). Once the BP-243 is returned and reviewed, the legal aid will be placed on the inmate's visiting list and will be permitted to visit the

inmate. The Unit Team will be responsible for removing the legal aid from the visiting program at the end of the academic term identified by the supervising attorney. A notation will also be made in the visiting program regarding the expiration of this approval period.

(4) The institution and the Bureau of Prisons reserve the right to refuse admission to attorneys who fail to comply with regulations or who seek to exploit inmates. If there is any question about the identity or his/her qualification as an attorney in good standing, the matter should be referred to the Regional Counsel.

(5) Attorneys will be subject to a search of their person and belongings to determine if contraband is present. They will also be required to read and sign a "Notification to Visitor" Form and a "Visiting Attorney Form."

(6) Attorney visits at the FCI will take place in the Visiting Room in the Attorney/Client Room. At the FPC, the chapel has been designated as the Attorney/Client Room. If these areas are occupied, the visit will take place in the normal visiting area, provided the Attorney and inmate have a degree of separation from other visitors.

(7) Tape recordings may be used by the attorney during the course of the visit. Tape recorders will be provided by the Education Department through the Unit Manager.

(8) Visits by attorneys from countries outside of the United States require approval from the Department of Justice prior to the visit taking place.

(9) Any immediate grievances or concerns an attorney may have concerning his/her client which are deemed appropriate to respond to during the visit should be referred to the Camp Administrator, Unit Manager or Duty Officer.

(10) Attorneys will visit only one inmate at a time, unless prior approval has been obtained from the Captain, or the Duty Officer after normal duty hours. The only exception to this would be if litigation involves more than one (1) inmate. Supervision for these visits will be provided by the inmate's Unit Team during non-visiting hours.

**d. Law Enforcement Interviews:** Ordinarily, the SIS will approve and coordinate all interviews between law enforcement

agencies and inmates. In the absence of the SIS, the Camp Administrator or Unit Manager will assume this function. In all cases, a Law Enforcement Interview form will be completed. The purpose of this form is to acquaint institutional officials with any new developments in an inmate's situation that might jeopardize the safety and security of this facility. The completed form will be sent to the Captain for review, who will forward it to the Associate Warden for final review. It will then be sent to the SIS for filing.

**e. Clergy, Former or Prospective Employers, Sponsors, and Parole Advisors:** Visitors in this category ordinarily provide assistance in release planning, counseling, and discussion of family problems. The requirement for the existence of an established relationship prior to confinement for visitors does not apply to visitors in this category. The following processing procedures apply to ministers of record and clergy:

(1) **Minister of Record:** An inmate wanting to receive visits from his or her minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the name and title (minister of record) to the inmate's visitor list.

An inmate may only have one minister of record on his/her visiting list at a time. The addition of the minister of record will **not** count against the total number of authorized regular visitors an inmate is allowed to have on his or her visiting list.

(2) Visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures.

Ordinarily, clergy visits will not be accommodated unless requested by the inmate. However, the Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy.

Clergy/minister of record visits will be accommodated in the visiting room during regularly scheduled visiting hours and, to the extent practicable, in an area of the visiting room which provides a degree of separation from other visitors. If a private area is not available, the visit may be rescheduled.

The Warden may establish a limit to the number of minister

of record and clergy visits an inmate receives each month, consistent with available resources. However, during times of personal or family emergencies, an inmate will be authorized a visit from his or her minister of record. Refer to the Program Statement on Religious Beliefs and Practices for additional information regarding minister of record and clergy.

15. **VIOLATION OF REGULATIONS AND/OR INTRODUCTION OF CONTRABAND**

a. The right to have future visits may be denied to anyone who tries to circumvent or evade regulations. Violation of Visiting Regulations requires additional action, including possible prosecution. Introduction of contraband to a Federal Penal Institution is a violation of 18 U.S.C. 1791. In order to ensure that a visitor is aware of the policy, the Front Lobby Officer or Camp Visiting Room Officer will have each adult sign a "Notification to Visitor" form, acknowledging penalties for violation of the Visiting Room regulations and/or introduction of contraband into the institution.

b. If a visit is terminated because of a violation of regulations, the Officer identifying the violation of regulations will prepare and submit an incident report on the inmate involved. The Lieutenant on duty at the time of the violation will interview the outside visitor(s) involved and attempt to obtain a written, signed statement to be included in the investigative information of the incident report. Refusal by the visitor to cooperate in the interview and to provide the written statement will be documented and submitted to the Captain.

16. **TERMINATION OF A VISIT**

The Duty Officer, in conjunction with the Shift Lieutenant, will terminate a visit upon notification by the Visiting Room Officer of the following situations: excessively provocative attire not previously detected by the Lobby or Escorting Officer, a visitor is in possession of, or is attempting to pass, contraband, a visitor or inmate is engaging in any conduct or behavior which poses a threat to the orderly or secure running of the institution, or a visitor or inmate is compromising the safety of any person in the institution, or any breach of rules will be sufficient grounds for the immediate termination of the visit. The staff member terminating the visit will prepare

written documentation, describing the basis for this action. The required documentation will include the date, the time the visit began, the time of termination, persons involved and the reasons for the termination. The original of this report will go to the Warden.

17. **CONTROLLED VISITING - DENYING VISITS**

- a. **Visiting Restrictions:** Visiting privileges may be restricted to controlled situations or to more closely supervised visits when there is any suspicion that the visitor is introducing or attempting to introduce contraband. At no time is a visitor permitted to give anything to an inmate, excluding vending machine items.
- b. Individual secured lockers are available to visitors to store unauthorized items. Staff will not hold any items for visitors.
- c. Visiting privileges may be denied when a controlled or closely supervised visit is not possible. This denial must be approved by the Warden. Denied visits must be documented on the "Inmate Visitor Denial Form" (Attachment B):
- d. Handshaking, embracing and kissing will be permitted ONLY at the beginning and at the end of the visit. Physical contact, to include hand-holding, is not permitted during the visit. Inmates may hold, carry, and/or have seated on their laps; their children. Specifically; children of infant/toddler age. No food, beverage or any other items considered to be contraband may be brought into the Visiting Room from outside the institution. Any breach of rules will be sufficient grounds for the immediate termination of the visit. Repeated violations of the personal contact regulations may be cause for the removal of a particular visitor from the inmate's approved visiting list.
- e. **VISITORS/ATTORNEYS ATTIRE:** Visitors are expected to wear appropriate attire and comply with the adult and pre-teen (12 years and older) dress code. Visitors must dress appropriately and avoid clothing styles that are provocative or suggestive in nature. Visitors will not be permitted into the institution wearing clothing which resembles inmate issued clothing (i.e., orange, khaki, or (Khaki green FPC only) colored clothing). In addition, visitors are not permitted into the institution wearing hats (other than

religious headwear), any clothing with a hood, sweat suits/jogging suits, sleeveless shirts, dresses/skirts (hemmed above the knee), see-through, sheer clothing, halter, tube tops, spandex, yoga, leggings, form fitting pants, skin-tight, or midriff clothing, shoes without a backstrap, (open toe shoes with a permanently affixed heel strap are permitted), camouflage clothing of any kind, jackets (a light sweater may be worn in the visiting room, but must be kept on at all times.) Watches of any kind are not permitted. A visit may be terminated in order to maintain good taste and consideration for others in the visiting room.

- f. **INMATE ATTIRE:** Inmates at the FCI and FPC are required to wear their institution issued or commissary purchased boots and khaki clothing in the Visiting Room. Inmates having a soft shoe **pass**; may wear soft shoes issued from FCI Danbury or other Bureau of Prisons institutions. Inmates are permitted to wear a white t-shirt or long underwear under their khaki clothing. Long sleeved undershirts require a long sleeved khaki shirt. Inmates are required to have their khaki shirts tucked inside their pants. The only items permitted into the Visiting Room are one comb, one plain wedding band, one religious medallion, (FPC ONLY one hairclip), one pair prescription eyeglasses, photo tickets and legal papers. Watches are not permitted. Legal papers will only be permitted with the written approval of a Unit Team member. No makeup will be permitted into the Visiting Room.
- g. No loud, boisterous talk or profane language will be allowed inside the Visiting Room.
- h. Parents must discipline their children without hitting, yelling or other forms of physical or emotional abuse.
- i. Inmate and/or inmate visitor(s) may not "inter-mingle" or "inter-visit" with any other inmate(s), unless they are on that inmate approved visiting list.
- j. The Children(s) room is available for all inmates who have children with staff(s) approval. The Children(s) room will close 15 minutes prior to the end of the visiting day.

17. **DETAINING VISITORS**



Only the Warden can authorize detention of visitors when there is probable cause that they are involved in a serious violation of visiting regulations, constituting violation of the law. An individual is not ordinarily detained for conduct which poses little or no threat to the security or orderly running of the institution, (i.e., being under the influence of intoxicants, etc.). The Operations Lieutenant and the Duty Officer will be notified in all circumstances for direction.

18. **VISITORS' CONDUCT:** Each inmate having a visit must assume responsibility for proper conduct of their visitor during the visit, with as much control of visitor's conduct as may be expected.

19. **RECORDS**

a. The following Forms will be used and maintained in the inmate's visiting folder:

- (1) An Official Inmate Visiting List with the inmate's current photograph attached to the upper right-hand corner of the inmate's visiting folder.
- (2) Perpetual Visiting Record.
- (3) Inmate Visitor Denial Form.
- (4) Notice of Visiting Violation.

20. **SUPERVISION**

- a. It is the responsibility of the Visiting Room Officers to ensure that the Visiting Room Regulations are followed as outlined in this Supplement and that the visits are conducted in a quiet, orderly and dignified manner.
- b. Direct observation of the visits is not required at all times, but the Officers will move about the area and constantly observe activities in the main visiting room.
- c. Only inmates authorized by the Visiting Room Officers are allowed in the child visiting area. Constant observation is required of visits occurring in the child area. Inspections should determine that the visits are being conducted in an acceptable manner. Children should be controlled to the extent of consideration for other visiting groups and not permitted to wander from the immediate area, run about the Visiting Room, or create noise that disturbs other visits. Failure to control children or excessive use of disciplinary

measures will result in termination of the visit.

- d. A search of each inmate is required at the beginning and at the end of a visit. All inmates entering the Visiting Room will do so through the inmate search room. All inmates will be pat searched by a same gender staff member and screened with a hand held metal detector prior to entering the Visiting Room. At no time will an inmate be allowed to enter the Visiting Room through any other entrance nor will an inmate be allowed to gain entrance to the Visiting Room without being searched. All inmates entering or departing the Visiting Room will be identified by the use of the inmate identification card. A visual search will be performed on all inmates at the FCI prior to leaving the Visiting Room. FPC inmates will be randomly picked for visual searches prior to leaving the Visiting Room. Searches and shakedown will be conducted out of view of visitors and in privacy.
- e. In no instance will the Visiting Room Officer accept articles or gifts of any kind for an inmate. Hobby craft, art items, etc., will not be given to visitors by inmates.
- f. At the FCI, restroom facilities for visitors are located near the Visiting Room Officers station. The "right side" restroom has been designated for visitors only. Inmates will utilize the restroom located on the left side, under direct visual supervision of a male Visiting Room Officer. Inmates will receive a thorough pat search prior to being allowed to use this restroom. Visitors at the FPC will use the facilities located within the Visiting Room. Camp inmates will utilize the inmate restroom under the observation of a female staff member.

21. **MEALS:** No food or drink may be brought into the Visiting Room by a visitor. The only exception will be baby bottles filled with formula or milk, which have passed through a security check with the metal detector. The bottles may not be glass and must be clear plastic. There are vending machines located in the visiting area for use by visitors at the FCI and FPC. **If an inmate elects to terminate their visit so they may eat the regularly scheduled meal in the institution dining room, their visitors will be required to leave the institution property and not be allowed to return that same day.** Visitors will not be allowed to remove anything from the Visiting Room, including food items. Any food purchased in the Visiting Room, must be consumed there.

22. **ATTACHMENT LISTING**

Attachment A - Notification to Visitors  
Attachment B - Inmate Visitor Denial Form

23. **EFFECTIVE DATE** This supplement becomes effective upon issuance.

OPI: CAPTAIN

\_\_\_\_\_  
//S//  
H. Quay  
Warden

## **FCI/FPC DANBURY**

### WHO MAY VISIT

Normally, immediate family members who are verified in the Presentence Investigation Report (PSI) (parents, brothers, sisters, husband, and children) are approved. Other relatives and friends may also be approved to visit. The inmate must see their Counselor and fill out the required forms. It is the inmate's responsibility to notify their visitors once they have received the approved visiting list from their counselor.

Visitors must be appropriately dressed. Visitors will not be permitted entry without proper identification. Each visitor, age 16 and above is required to present a valid form of governmental identification. Each visitor's identity will be checked through reliable means, (i.e., driver's license, video imagery, or other state or federal photo identification).

Visitors under the age of 16 who are accompanied by a parent or legal guardian are exempt from this provision.

Children under 16 years of age may not visit unless accompanied by an approved responsible adult, 18 years and older. Children must be kept under supervision of the responsible adult. Exceptions in unusual circumstances may be made by special approval of the Warden.

### ANIMALS

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

### VISITING HOURS

#### **FCI**

MONDAY	8:30 a.m.-3:00 p.m.
TUESDAY	No Visiting
WEDNESDAY	No Visiting
THURSDAY	No Visiting
FRIDAY	8:30 a.m.-3:00 p.m.

#### **FPC**

No Visiting
No Visiting
No Visiting
No Visiting
No Visiting

SATURDAY	8:30 a.m.-3:00 p.m.	8:30 a.m.-3:00 p.m.
SUNDAY	8:30 a.m.-3:00 p.m.	8:30 a.m.-3:00 p.m.
<b>HOLIDAYS</b>	8:30 a.m.-3:00 p.m.	8:30 a.m.-3:00 p.m.
<b>NON-VISIT HOLIDAYS</b>	8:30 a.m.-3:00 p.m.	

**FCI:** Inmates and visitors will be processed into the Visiting Room until 2:15 p.m. on Monday, Saturday, and Sundays due to count times, the duration of count, and visiting hours; visiting processing will not normally resume. Inmate visitors arriving after 2:15 p.m., will be informed that the inmate will not be available for a visit on these days.

**FCI/FPC:** Saturdays, Sundays and federal holidays, visitors will not be processed into or out of the Visiting Room between 9:30 a.m. and until the 10:00 a.m. count clears.

**FPC:** Processing for all visitors and inmates will cease at 2:15 p.m. on all visiting days.

Inmate visitors requesting to leave the Visiting Room may only do so prior to, or after the official count has cleared. Once the Visiting Room out count has been prepared, no other inmates or visitors will be processed until the count has been cleared.

### **FOOD**

Vending machines are available in the Visiting Room and their products may be consumed by both visitors and inmates. Visitors are authorized to bring in \$30.00 (per visitor) to purchase items from the vending machines. No other food is permitted.

### **VISITOR'S RESPONSIBILITIES**

**DRESS CODE:** The adult dress and pre-teen (12 years and older) code is outlined below: Visitors must dress appropriately and avoid clothing styles that are provocative or suggestive in nature. Visitors will not be permitted into the institution wearing clothing which resembles inmate issued clothing (i.e., orange, khaki, or Khaki green colored clothing. In addition, visitors are not permitted into the institution wearing hats (other than religious headwear), any clothing with a hood, sweat suits/jogging suits, sleeveless shirts, dresses/skirts (hemmed above the knee), see-through, sheer clothing, halter, tube tops,

spandex, yoga, leggings, form fitting pants, skin-tight, or midriff clothing, shoes without a backstrap, (open toe shoes with a permanently affixed heel strap are permitted), camouflage clothing of any kind, jackets (a light sweater may be worn in the visiting room, but must be kept on at all times.) Watches of any kind are not permitted. A visit may be terminated in order to maintain good taste and consideration for others in the visiting room.

Visitors will be allowed to bring one small clear plastic bag containing authorized items i.e. money (no more than \$30 per visitor), locker key, medication needed for the visit. All medication, except that which is life supporting, is prohibited from the visiting area. (Prescribed medications that are **life supporting** must be declared at the front entrance and will be kept at the officers' station in the Visiting Room) Visitors having small children whom require additional items for child care throughout the visit, may bring in only the following: 3 diapers, 2 clear bottles with formula or milk inside, 1 small baby blanket, 1 pacifier and a small amount of baby wipes. Female Visitors may bring in two(2) feminine pads or tampons.

All items brought in the Visiting Room are subject to search.

In accordance with Program Statement: 5510.12 "At LOW security and higher facilities (including Administrative facilities), all visitors are required to clear a metal detector before entering."

Random same gender pat searches will be conducted daily of adult inmate visitors. Visitors failing to clear a walk-through metal detector must be searched using a hand-held metal detector. Failure to clear the hand-held metal detector may qualify as reasonable suspicion to perform a further pat or visual search. A visitor has the option to refuse any of the search or entrance procedures, with the result that the visitor will not be permitted entry to the institution.

**Religious Headwear:** Bureau policy does not require the higher degree of "reasonable suspicion" before searching religious headwear. Searches of religious headwear should be conducted out of the view of other persons and inmates.

Religious headwear that obscures a person's face must be removed

sufficiently to reveal the face for identification upon entering and leaving facilities, and does not require the heightened

conditions described above or documentation. In these cases, the entire headwear need not be removed if partial removal reveals the face for identification.

### **REGULATIONS**

Handshaking, embracing and kissing will be permitted **ONLY** at the beginning and at the end of the visit. Physical contact, to include hand-holding, is not permitted during the visit. No food, beverage or any other items considered to be contraband may be brought into the Visiting Room from outside the institution. Parents or guardians must discipline their children without hitting, yelling, or other forms of physical or emotional abuse. Each inmate having a visit must assume responsibility for proper conduct of their visitor during the visit, with as much control of visitor's conduct as may be expected.

**Any breach of rules will be sufficient grounds for the immediate termination of the visit. Repeated violations of the personal contact regulations may be cause for the removal of a particular visitor from the inmate's approved visiting list.**

## **LOCATION OF FCI/FPC DANBURY**

FCI and FPC are located in Southwestern Connecticut, on Route 37, approximately three miles north of the center of Danbury. Traveling east from New York, on I-84, take Exit 5. Traveling west from Hartford on I-84, take Exit 4. A bus depot is located in downtown Danbury and taxi service available for transportation to the institution. The address for the FCI and FPC is 33 ½ E. Pembroke Rd., Danbury Ct., 06811. Phone number is (203) 743-6471.

## **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 a Lieutenant or Duty Officer.



**FCI/FPC DANBURY, CONNECTICUT  
INMATE VISITOR DENIAL FORM**

On this date, \_\_\_\_\_, at: \_\_\_\_\_ (am) (pm), the following visitor,  
(Mr.) (Mrs.) (Ms.) \_\_\_\_\_.

was denied entrance into the institution. The visitor arrived at  
the institution to visit \_\_\_\_\_,  
(Inmate Name) (Reg. No.)

The visit was denied for the following reason(s):

1. No identification
2. Not on Visiting List
3. Under age without parent/guardian
4. Other: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prior to Denial:

Unit Team or Duty Officer notified and approval given

\_\_\_\_\_  
(Signature)

Operation Supervisor notified: \_\_\_\_\_ Front Lobby Officer

**TO BE RETAINED IN VISITING FOLDER FOR 90 DAYS**