



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Prison Camp  
Duluth, Minnesota 55814

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# Institution Supplement

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**DEPARTMENT:** Correctional Services  
**NUMBER:** 5267.09  
**DATE:** October 16, 2015  
**SUBJECT:** Visiting Regulations

1. **POLICY:** It is the policy of the Bureau of Prisons and the Federal Prison Camp, Duluth, Minnesota, to encourage inmate visiting in order to develop and maintain healthy family and community relationships. Visits are an important factor in maintaining the morale of the individual offender and motivating them toward positive goals. The Visiting Room procedures will not interfere with the need for maintaining other institutional activities without unnecessary or extended interference. The administrative expense incidental to arranging and supervising visits, will not exceed that provided for FPC Duluth's normal Visiting Room procedures.
  
2. **PURPOSE:** This Institution Supplement is prepared to outline those procedures at the Federal Prison Camp, Duluth, Minnesota, for implementation of the Federal Prison System Program Statement 5267.08, entitled "Visiting Regulations," dated May 11, 2006. This Institution Supplement must be read in conjunction with the Program Statement for a clear understanding of the policy.
  
3. **DIRECTIVES REFERENCED:**
  - P.S. 5267.08 Visiting Regulations (May 11, 2006)
  - P.S. 5500.14 Correctional Services Procedural Manual—  
(October 19, 2012)
  - P.S. 5510.15 Searching, Detaining, or Arresting Visitors  
to Bureau Grounds and Facilities. (July 17,  
2013)
  - I.S. 5502.10C Duty Officers (August 27, 2014)

4. **STANDARDS REFERENCED:** 4-4156, 4-4267, 4-4498, 4-4499-1, 4-4499, 4-4500, 4-4501, 4-4503, and 4-4504
5. **CANCELLATION:** Institution Supplement 5267.8 entitled "Visiting Regulations," dated February 15, 2013 is canceled.
6. **EFFECTIVE DATE:** Upon issuance.
7. **PROCEDURES:**
  - a. **Visiting Times:** Authorized visiting days are: Saturday, Sunday, Monday, and Federal legal holidays. Visits will be conducted between the hours of 8:15 a.m. and 3:15 p.m. Special visits may be granted at times other than the above with the approval of the Associate Warden. The outside entrance gate to the Visiting Room will be opened at 8:10 a.m. on Saturdays, Sundays, Mondays, and holidays. The inside entrance gate will be opened at 8:15 a.m. respectively. Under normal circumstances, visitors will not be allowed to enter the Visiting Room after 2:30 p.m. on weekends and holidays. When a visitor arrives after these times, the IDO and Operations Lieutenant will be consulted to make the determination on whether the visit will be allowed. Visitors will utilize the parking lot located south and adjacent to the Visiting Center. All Visiting Center procedures are posted in the entrance of the Visiting Center and made available for all visitors to view. Inmates will mail the approved visiting list and written Visiting Room guidelines to their respected visitor with the guidance of their unit team.
8. **REGULAR VISITS:** New arrivals (including inmates transferred from other institutions) may add non-family members to their visiting lists; however, non-family members WILL NOT be permitted to visit until the proper forms, including a NCIC being reviewed/printed, have been completed and the visitor is placed on the approved list. Family members (documented in the PSI or previous institution's visiting list) may be added at any time to the official visiting list at FPC Duluth. Inmates must request, in writing, to a member of their Unit Team, which immediate family member they would like added to their approved visiting list. The inmate must provide the proper information on immediate family they would like added; this includes: name, relationship, birth

date, address, phone, and social security number. This can be done via Inmate Request to Staff or utilizing the authorized visitation request form. Transferring inmates from another Federal institution must submit, in writing to the Unit Team, the names of all previously approved visitors they would like included on their approved visiting list at FPC Duluth. Failure to comply with this requirement may cause a delay or a denial of visitation privileges for those individuals who may have appeared on a visiting list at another BOP institution, but have not been specifically approved for visiting at FPC Duluth.

An inmate must have known a proposed visitor(s) prior to incarceration. The Warden's approval must be obtained for exception to this rule. This rule applies to **all** inmates regardless of the institution's security level. Visiting lists established prior to April 15, 2003, do not require modification because of this change.

9. **MINISTER OF RECORD/CLERGY VISITS:** The following processing procedures apply to ministers of record and clergy:

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

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

- b. Clergy: Visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures, and **will** count against the total number of regular visits allowed.

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.

Minister of record/Clergy visits will require visual staff supervision by the Visiting Room staff unless the visit is scheduled during other than normal visiting hours in which case the Chaplain will provide supervision for the visit.

10. **DISAPPROVAL OF PROPOSED VISITORS:** When an inmate requests a visitor to be placed on his visiting list, he will do so in writing to his Unit Team. If the visitor is not deemed appropriate and disapproved, the inmate will be notified by a member of his Unit Team. The inmate may challenge the Unit Team's decision by appealing to the Warden in writing.
11. **DELETION OF VISITORS:** Once a visitor is removed at the inmate's request, the visitor may not be placed back on the visiting list for a period of six months from the deletion. Exceptions will be reviewed by the Unit Manager on a case-by-case basis.
12. **NUMBER OF VISITORS ALLOWED ON VISITING LIST:** A maximum of 24 visitors will be authorized on an inmate's approved visiting list. A married couple will count as two on this list. This is due to each member of the married couple requiring a separate computer entry with specific information pertaining only to that individual. Children under 16(if they are entered onto the list) will not be included as part of the 24. A visitor may only be on the approved visiting list of one inmate currently at FPC Duluth. Family members incarcerated at FPC Duluth may have the same family members on their approved list. Requests of visitors to be on the approved visiting list of more than one inmate will require the approval of the Warden.
13. **MAXIMUM NUMBER OF VISITORS ALLOWED:** Inmates are limited to eight visits a month. An inmate will be charged for a visit when he is called to the Visiting Room. No matter how many visitors he has, it will count as one visit. If his visit terminates, and he leaves the Visiting Room and is called

back, the inmate will be charged for a second visit. A maximum of six visitors will be authorized on any one visit at a time. When more than six visitors arrive for one inmate, the IDO will be consulted to make the determination on whether the visit will be allowed. When conditions exist such as overcrowding, the number of visitors may be limited to allow each visitor an adequate amount of time to conduct their visit. Visiting on Federal holidays will not count toward monthly visiting totals.

14. **TERMINATION OF VISITS DUE TO OVERCROWDING:** When overcrowding occurs in the Visiting Room, the Visiting Room Officer, Operation Lieutenant, and the Institution Duty Officer will determine which visitors will be asked to leave in order to relieve overcrowding and to accommodate additional visitors. The visits will be terminated first by those who have visited for the longest period of time. Consideration will be given to out of town/state visitors. Ordinarily, no approved visitor shall be asked to leave who has not visited for at least two hours.
  
15. **VISITS BY ATTORNEYS:**
  - a. Attorney visits, under this section, are defined as follows: Attorneys of record, retained, appointed a prospective attorney, or an attorney who wishes to interview an inmate as a witness.
  
  - b. Attorneys are encouraged to visit with an inmate during normal visiting hours; however, in unusual situations such as parole hearings and pending court actions, visits may be established during normal working hours (7:30 a.m. to 4:00 p.m.). **Scheduled** attorney visits will be conducted in the attorney visiting area of the Visiting Room and will require visual staff supervision by the Visiting Room staff. In the event, the visit is scheduled during other-than-normal visiting hours, in which case the Unit Team will provide supervision for the visit.
  
  - c. Attorneys will make an advance appointment for visits, utilizing the attorney/clients Visiting Room, through the Warden prior to each visit.

- d. Attorneys will be required to provide proper identification prior to the visit. Proper identification includes, but is not limited to, a driver's license and attorney's bar card. Attorneys will be required to demonstrate they are licensed attorneys. Normally, a State Bar Association card will be sufficient. Attachment 2 will be completed prior to visiting the inmate.
- e. A member of the Unit Team will ensure that Attachment 2 is completed prior to the visit. Additionally, the Unit Team will provide a memo to the Captain, Control Center, Visiting Room Officer, and the inmate's Central File, containing the following information: name of inmate, name of attorney, date, and time of the visit.
- f. Attorneys are subject to have their briefcase searched prior to entering the Visiting Room. No recording devices are authorized, unless "prior" authorization is received from the Warden.
- g. The Warden may limit or deny an attorney visit or correspondence when the attorney has violated Bureau of Prisons or institution regulations; for example, a false statement concerning identity or qualifications has been provided by the attorney, or when the attorney threatens the security, good order, or discipline of the institution.

16. **VISITS TO OFFENDERS NOT IN REGULAR POPULATION STATUS:**

- a. Inmates Housed in Special Housing Unit (SHU): Inmates in SHU will be escorted to the Lieutenants' Office and the restraints will be removed. The inmate will then be escorted to the visiting room by one staff members. The inmate search area will be cleared of general population inmates prior to the SHU inmate's entry. Ordinarily, SHU inmates will not wear restraints during their visit. Inmates will wear the required SHU clothing when visiting and be seated directly in front of the Officer's station. The maximum number of visitors allowed for one visit will be in accordance with this Institution Supplement.

- b. Pretrial or Holdover inmates will submit a request to the Warden requesting a visit. This request will contain the name of the person who will be visiting and the relationship of person. Verification must be available by PSI or visiting list. The Warden or designee will approve or deny each request in writing.
- c. Based on the security level of FPC Duluth inmates that are "IN" Custody will not be authorized visits.

17. **DENIAL OF VISITORS:**

- a. When the Institution Duty Officer and or the Operations Lieutenant are contacted for authorization of an unannounced visit, they will notify the unit staff member on duty. The unit staff member will determine the relationship of the party requesting to visit, and by examining the Pre-Sentence Investigation material or any other information in the Central File, determine if the party requesting the visit would offer any threat to the inmate or the institution, or otherwise be a problem to the orderly running or security of the institution. The unit staff member will notify the Institution Duty Officer of the findings. The Institution Duty Officer will advise the Lieutenant and Visiting Room Officer-In-Charge of their decision on the visit.
- b. When visiting is restricted, limited, or suspended due to an investigation, UDC, or DHO action, notification via memorandum will be forwarded to Correctional Services. Correctional Services will notify the inmate and the Visiting Center Officers. Upon notification, an inmate may be afforded an opportunity for a telephone call to ensure a visitor planning to travel to the Camp at the next visiting opportunity is forewarned that the inmate's visiting privileges have been restricted, limited, or suspended.

18. **SEARCHING AND PROCESSING VISITORS:** During processing, staff shall instruct all visitors to empty their pockets prior to entering the Visiting Room. The Visiting Room Officer shall inspect all items including jackets/coats for possible contraband.

a. Allowable Items in the Visiting Center:

One small, clear coin purses  
Attorneys carrying briefcases (in attorney/client  
Visiting Room)  
Eight to 10 baby diapers  
Four bottles of formula or liquid for infants  
Baby rattle or teething ring  
Up to two approximately 16" X 16" clear plastic bag  
(for baby article storage)  
Small, hand-carried infant seat  
Emergency medication (i.e., heart medication)

b. Non-Allowable Items in the Visiting Center:

Playing cards	Chewing gum
Toys	Diaper bags
Newspapers	Strollers
Magazines	Baby carriages
Food items	Lighters
Cigarettes	Matches

Electronic equipment of any type to include electronic  
cigarettes

These lists are not all inclusive of allowable and non-  
allowable items in the Visiting Center. These are  
general lists. Determination will be made by the  
Visiting Room Officer-In-Charge.

Unauthorized items will be stored in the visitor's  
locked vehicle. No items will be stored behind the  
counter at the Officer's Station. Lockers are  
available for storage of items not allowed into the  
Visiting Center for those visitors without vehicles.  
At no time will visitors be allowed to return to their  
lockers for any items without staff escort.

Inmates' visitors are not allowed to bring pets onto  
the institution grounds. The only exception is a  
trained and certified canine, such as a Seeing Eye dog.  
Prior authorization from the Warden is required. The  
visitor must show proof of the need for assistance of a  
canine and the certification of successful training for

the canine and the handler. In emergency situations, the IDO has the authority to allow the visit.

Visitors who are not allowed to enter the Visiting Center must leave the institution property. No person will be allowed to stay inside their vehicle in the parking lot.

When visitors first arrive to the Visiting Room, and they are properly processed, the Officer will call the inmate(s) through the paging system. After 15 minutes, if the inmate(s) called does not show, the Operations Lieutenant will be notified.

19. **IDENTIFYING INMATES**: Inmates will be positively identified prior to their entrance to or exit from the Visiting Room. This will be done by using the inmate's commissary card to visually identify the inmate and the inmate will recite his register number for the staff to verify it against the number on his card. All inmates will be required to follow this procedure during visiting hours.

Inmates who do not have their commissary card will return to their Unit and retrieve their commissary card prior to being allowed to visit.

Inmates who have lost their commissary card will report to the Lieutenants' to be identified by the lieutenant. The lieutenant will notify the visiting room Staff the inmate has been identified. A copy of the inmate's picture card will then be taken by a staff member to the visiting room staff for identification purposes.

20. **INMATE ENTRANCE TO VISITING ROOM**: Inmates are required to show identification entering and departing the Visiting Center. Inmates will enter from the rear entrance of the Visiting Room. Inmates will receive a pat search prior to entering the Visiting Center. Once their visit has been completed, they will return to the rear entrance where inmates will be visually searched periodically and the rest will be pat searched prior to departing the Visiting Room.
21. Inmates receiving visits are required to wear institution issued clothing, green shirt, green pants, and black boots only and are required to wear underwear. Institutional

shoes are the only footwear authorized in the Visiting Room. No thongs, tennis shoes, shower shoes, or slippers may be worn without authorization of Health Services.

22. **RECORD OF VISITORS**: All visitors entering the Visiting Center are required to sign in a bound ledger with the following information: name, signature, date, inmate, reg. no., time in, and time out. Additionally, the Visiting staff record all visitors in the visiting computer program, which provides a complete record of all visits at the end of each day. If the visiting computer program is not available, the backup program is as follows. Authorized staff will go into the G:drive/everyone/most recent visiting file/file search/type in name. If the computer is not operational, refer to available Unit Team to verify visitor approval.
23. **SUPERVISION OF VISITS**: It is the responsibility of the inmate to ensure all visits are conducted in a quiet, orderly, and dignified manner. Visits, not conducted in the appropriate manner, will be terminated.

The Visiting Room Officer shall be aware of any articles passed between the inmate and visitor. If there is any reason to believe that materials are being passed, which constitute contraband or are otherwise in violation of the law or regulations, the Visiting Room Officer will examine the item. The Operation's Lieutenant or Institution Duty Officer will be consulted in questionable cases. Conduct in the Visiting Room will be maintained at a respectable level.

An embrace and a brief kiss of greeting upon arrival and departure from the Visiting Room is permissible; however, physical contact, other than what is socially acceptable for a public place and a family visiting environment, is prohibited and will be deemed just cause for termination of the visit and an incident report will be issued. Examples of inappropriate behavior are: crossing legs with each other, kissing, fondling, and lying on the furniture. It is the responsibility of the inmate to control the actions of his visitor(s) and children. Parents of visiting children are expected to monitor their children's behavior to ensure a pleasant visiting environment for all inmates and visitors.

24. **MISCELLANEOUS VISITING ROOM REGULATIONS:**

- a. Visitors must provide valid photo ID (i.e. state or federal issued) to staff to ensure positive identity as the approved visitor. All visitors, with the exception of children under 16 years, must display photo identification before being permitted into the institution.
- b. All visitors will be required to complete BP-224(52) Form, Notification to Visitor, in its entirety prior to each authorized visit, which will be provided to each visitor upon their entrance to the Visiting Room.
- c. Conduct by visitors and inmates, which are offensive and not in good taste, will be cause for termination of the visit and possible grounds for removal of the visitor from the inmate's visiting list, as well as disciplinary action for the inmate involved.
- d. Any visitor who departs the Visiting Room will not be authorized re-entry. ONCE A VISITOR LEAVES, THE VISIT IS TERMINATED FOR THAT PARTICULAR DAY.
- e. No radios, cameras, tape recorders, cellular phones, newspapers, magazines, television, chewing gum, photos, letters, cigarettes, matches, lighters, or food items will be brought into the Visiting Room. (No Exceptions)
- f. Inmates are not authorized to receive or give any items to their visitors. Exceptions are food items the visitors purchase from the Visiting Center vending machines.
- g. There are no provisions established for visitors to deposit money in an inmate's account during a visit. Money will not be accepted by staff for inmates during visiting hours.
- h. A television room is provided for use by children and at no time will inmates be allowed in the television room. The visiting parent is expected to monitor and supervise their children in the television room.

- i. Rearrangement of furniture (tables, chairs, etc.) is not authorized except with the concurrence of the Visiting Room Officer because of fire and safety codes.
- j. Visitors will be dressed in an appropriate manner. Capri pants for inmate visitors are authorized from May 15 through September 15, but must be in good taste. Spandex, tight fitting, or extremely loose fitting capris will not be allowed. All capris must be knee length when standing and worn in a normal fashion. Sleeveless attire is not allowed. Examples of inappropriate dress might include: revealing attire, see through blouses, bathing suits, miniskirts, tube or strapless tops, slacks or jeans slit or cut to reveal buttocks, and a lack of proper under garments. No open toe shoes, thongs or sandals will be worn. A determination of inappropriate attire will be made by the Visiting Center Officer, in conjunction with the Duty Officer and Operations Lieutenant.
- k. The Visiting Center area is designated as a tobacco free, non-smoking area for all visitors and inmates.
- l. The inmate shall not take anything to the visit except his Commissary card, comb, wedding band, prescription glasses, and religious medal. No food items or other unauthorized items will be taken back into the institution by the inmate. Medication may be permitted when authorized by the PA and the Operations Lieutenant. When authorized, a notation to this affect will be made on the inmate's Visiting Room file. Any medication that is necessary to be immediately available to the inmate, (i.e., nitro pills), will be turned over to the Visiting Room Officer when the inmate enters the Visiting Room.
- m. The outdoor visiting area of the Visiting Room will close during the hours of darkness. The outdoor visiting area may be closed due to weather, emergencies, or other reasons deemed necessary by the Operations Lieutenant or Duty Officer.

- n. Termination of visits because of conduct or rule violations will be approved by the Institution Duty Officer or Operations Lieutenant. The IDO or Operations Lieutenant will notify the visitor personally to leave institution grounds.
25. **PENALTY FOR VIOLATIONS:** The right to have future visits may be denied to anyone who tries to circumvent visiting regulations. Unlawful action will be referred to the appropriate Federal agency for prosecution. The introduction of, or attempt to introduce contraband into a Federal Correctional Institution, is a violation of Title 18, U.S. Code, Section 1791, which is defined as "the introduction, or attempt to introduce contraband into or upon the grounds of any Federal, penal, or correctional institution." Contraband items include, but are not limited to: guns, knives, tools, ammunition, explosives, hazardous chemicals, gas, narcotics, drugs, or intoxicants. Section 1001 of Title 18, U.S. Code provides for a fine not exceeding \$250,000 or a sentence of twenty years, or both, for making false statements to the Bureau of Prisons or its officers.
26. **PUBLIC RELATIONS:** While assigned to the Visiting Room, officers will remember they are representatives of the Bureau of Prisons and should conduct themselves in a professional manner at all times. Staff will be required to have a blazer available and tie while assigned to the Visiting Room.
27. **FORMS:** Notification to Visitor, BP-224(52).
28. **ATTACHMENTS:**
- a. Attachment 1, Visiting Room Rules and Regulations.
  - b. Attachment 2, Attorney Visiting Form.
  - c. Attachment 3, Procedures for Contract Guard Service Who Provide Coverage on Inmates Temporarily Housed in Local Hospitals.



## VISITING ROOM RULES AND REGULATIONS

### **Federal Prison Camp Duluth, Minnesota**

It is the policy of this institution to provide visiting facilities and procedures that will encourage meaningful visits with relatives and friends. Visits by approved visitors are stressed as an important factor in maintaining the morale of each inmate and motivating him towards positive behavior. It is the responsibility of each visitor/inmate to adhere to the visiting regulations as set forth in the following paragraphs:

1. Social visits are permitted from 8:15 a.m. to 3:15 p.m. Saturday, Sunday, Monday, and all Federal holidays. Under normal circumstances, visitors will not be allowed to enter the Visiting Room after 2:30 p.m. on weekends and holidays. When a visitor arrives after these times, the IDO and/or Operations Lieutenant will be consulted to make the determination on whether the visit will be allowed. An inmate's immediate family; mother, father, step parents, brothers, sisters, wife, and children, are routinely approved as visitors. Each inmate is responsible for obtaining Unit Team approval for prospective visitors. The number of visitors on an inmate's approved list will be limited to 24.
2. The outside entrance gate to the Visiting Room will ordinarily be opened at 8:10 a.m. on Saturdays, Sundays, Mondays, and holidays. The inside entrance gate will be opened at 8:15 a.m. respectively. Visitors will follow the Visiting Center access road to the parking lot located south and adjacent to the Visiting Center.
3. The maximum number of persons who may visit an inmate at one time is six. When more than six visitors arrive for one inmate, the IDO will be consulted to make the determination on whether the visit will be allowed.
4. The Visiting Room Officers will not call an inmate for a visit after 9:30 a.m. on Saturdays, Sundays, and Federal holidays. Inmates will be called for their visit once the institution count has cleared.

5. Our visiting facilities are limited. Therefore, it may become necessary to limit visits due to overcrowding. When overcrowding conditions exist, visits will be terminated first by those who have visited for the longest period of time. Consideration will be given to out of town/state visitors. Visiting may also be terminated because of institutional emergencies and improper conduct by the inmate or his visitor. Limitations on the length of frequency of an inmate's visit may be imposed when these visits interrupt the continuity of an inmate's program.
6. Upon visitor arrival and departure, a brief embrace and/or kiss, as a greeting or farewell, is permitted within the limits of acceptable conduct for a public place. When in the view of the Visiting Room Officer, conduct exceeds the limits acceptable for a public place and family visiting environment, the visit may be terminated. When the visit is terminated due to unacceptable conduct, the concerned inmate may receive disciplinary action.
7. All monies, packages, gifts, and pictures must be received by the inmate through the institution mail service. Inmates will not be allowed to handle money or receive items outside the institutional mail service.
8. Prospective visitors under the age of 16 must be accompanied by a responsible adult unless prior approval has been obtained. Each adult visitor will be required to provide proof of their identity to the Visiting Room Officer, (i.e., current driver's license). Each adult visitor will be required to sign an information form indicating their name, relationship to the inmate, complete address, the name of the inmate being visited, and an acknowledgment of their awareness and understanding of possible penalties for violation of visiting regulations and/or introduction of contraband. Any attempt to bring unauthorized items into the institution is a serious violation of federal law (U.S. Code, Title 18, Section 7291) and is punishable by imprisonment and/or a fine.
9. The Visiting Room Officers are responsible for supervising the visits. Visitors should use good taste when choosing their apparel. Examples of inappropriate dress might include: revealing attire, see through blouses, bathing suits, miniskirts, tube or strapless tops, slacks or jeans slit or cut to reveal buttocks, and a lack of proper under garments. No open toe shoes, thongs or sandals will be worn. Any apparel that does not adequately cover or which exposes the primary areas of the body from shoulder height to the upper knee area will result in that visitor being refused entrance into the Visiting Room.

10. Visitors will maintain complete supervision of their children while in the Visiting Room or on institutional property. For the convenience of visitors, a children's room has been established. This room has a television, VCR, and various toys. The operation of the television and VCR will be controlled by the Visiting Room Officer. If a problem arises with either, the Visiting Room Officer should be notified immediately. Any misuse of the television, VCR, or materials in the children's room could result in the termination of the visit.
11. An outdoor playground area has been provided for your convenience and your children's enjoyment. Children will be directly supervised by an adult while on the playground or surrounding area. This area will be closed after it gets dark outside and during inclement weather. This will be at the discretion of staff.
12. It is permissible for the visitor to give an inmate any item from the vending machines to be consumed while on a visit. Each inmate will assume responsibility for proper conduct during the visits. NO INMATE WILL BE ALLOWED TO HANDLE ANY MONEY, FOR ANY REASON.
13. The use of cameras or recording equipment without written consent of the Warden is strictly prohibited. Documents or papers will not be examined or signed in the Visiting Room without the prior approval of a member of the inmate's Unit Team. Visitors are encouraged to store all of their parcels, handbags, etc., in their vehicles or in their motel room prior to coming to the institution. These items will not be allowed into the Visiting Room. Any effort to evade the visiting regulations may result in disciplinary action for the inmate and possible legal proceedings against the visitor.
14. In a situation where visitors are suspected of attempting to introduce contraband on to institution property or into the institution, that visitor is subject to a detailed search of their person and/or property.
15. Any visitor who departs the Visiting Room, will not be authorized re-entry. ONCE A VISITOR LEAVES, THE VISIT IS TERMINATED FOR THAT PARTICULAR DAY.
16. All visitors are required to lock their cars and ensure that personal property is secured within the vehicle. Additionally, no one is permitted to wait in the parking lot or remain on institution grounds for persons visiting an inmate. Visitors are responsible for any items left in their vehicles.

17. You are not allowed to converse with the inmates prior to entering or after leaving the Visiting Room. Failure to follow this requirement may lead to cancellation of your visit and possible removal from the inmate's visiting list.

18. Allowable Items in the Visiting Center:

Attorneys carrying briefcases (in attorney/client visiting room)

One small, clear coin purses

Eight to 10 baby diapers

Baby rattle or teething ring

Small, hand-carried infant seat

Four bottles of formula or liquid for infants

Up to two approximately 16" X 16" clear plastic bag (for baby article storage)

Emergency medication (i.e., heart medication)

Non-Allowable Items in the Visiting Center:

Playing cards

Chewing gum

Toys

Diaper bags

Newspapers

Strollers

Magazines

Baby carriages

Food items

Lighters

Cigarettes

Matches

Electronic equipment of any type to include electronic cigarettes

Inmates' visitors are not allowed to bring pets onto the institution grounds. The only exception is a trained and certified canine, such as a Seeing Eye dog. Prior authorization from the Warden is required. The visitor must show proof of the need for assistance of a canine and the certification of successful training for the canine and the handler. In emergency situations, the IDO has the authority to allow the visit.

19. The Federal Prison Camp is located at 4464 Ralston Drive, Duluth, Minnesota 55811. The contact number for the institution is (218) 722-8634.

There are several access routes to FPC, Duluth. The Federal Prison Camp is located north of Duluth next to the airport.

Travelers coming from the northeast will travel south down U.S. 61 to I-35 south. From I-35 south, they will turn north on U.S. 53. Follow U.S. 53 past Miller Hill Mall to Stebner Road. Go right on Stebner Road, which will bring you to the Visiting Center entrance road. Once you get to

the entrance road, go left and follow the road to the Visiting Center.

Travelers coming from Superior, Wisconsin, will follow U.S. 53 across the Blatnik Bridge and remain on Highway 53 past Miller Hill Mall to Stebner Road. Go right on Stebner Road, which will bring you to the Visiting Center entrance road.

Travelers coming from the north will follow U.S. 53 south to Stebner Road and go left, which will bring you to the Visiting Center entrance road.

Travelers coming from the south will follow I-35 north to U.S. 53 north. Follow U.S. 53 past the Miller Hill Mall to Stebner Road. Go right on Stebner Road, which will bring you to the Visiting Center entrance road.

Local transportation can be arranged through any of the local taxi companies.

Please contact the Visiting Room Officer if you have any questions about visiting regulations.

/S/

\_\_\_\_\_  
C. Nickrenz, Warden

\_\_\_\_\_  
Date

**Attorney Visiting Form**

**Federal Prison Camp  
Duluth, Minnesota**

I, \_\_\_\_\_, a licensed attorney in the state of \_\_\_\_\_, with offices at \_\_\_\_\_, \_\_\_\_\_, visiting (Name/Register Number) \_\_\_\_\_, on \_\_\_\_\_, 20\_\_\_\_, agree that my visit with this inmate is for the purpose of facilitating the attorney-client or attorney-witness relationship and for no other purpose. I agree that any tape recording or other recording made by me will be used only to facilitate this relationship and that prior to this visit, I requested that recording equipment would be used during this visit.

\_\_\_\_\_  
Signature

**PROCEDURES FOR CONTRACT GUARD SERVICE  
WHO PROVIDE COVERAGE ON INMATES TEMPORARILY  
HOUSED IN LOCAL HOSPITALS**

1. **SERIOUS ILLNESS/DEATH** - Once the hospital determines that an inmate is seriously ill, the contract guard service will call the institution and ask for the Health Services Administrator. In the case of a death, the contract guard service will call the institution and relay the information to the Health Services Administrator. During non-duty hours, the contract guard service will call the institution and relay the information to the Operation's Lieutenant on duty.
2. **PHONE CALLS** - Should an inmate request a phone call, the contract guard service will call the institution and ask for that inmate's Counselor, Unit Manager, or Case Manager. Only the Warden may approve the phone call. During non-duty hours, the contract guard service will call the institution and relay the information to the Operation's Lieutenant on duty.
3. **MAIL** - All mail wishing to be sent out by inmates will be forwarded to the contract guard service. This mail will remain unsealed. The contract guard service will call the institution and ask for the inmate's Counselor, Unit Manager, or Case Manager. The contract guard service will deliver the mail to Unit staff or the Duty Officer when making rounds. Inmate's letters **WILL NOT** be mailed from the hospital.
4. **VISITING** - When an inmate requests a visit, the contract guard service will call the institution and ask for that inmate's Counselor, Unit Manager, or Case Manager. The Warden will approve or deny the visit based on the status of the inmate, whether it be a life threatening situation or an extended stay in the hospital. Approval may be granted telephonically but will be followed up with written permission. Approved visitors will only be allowed to visit for three hours per day. At any time the contract guard service observes improper conduct; they may terminate the visit and inform the institution. If termination occurs, the contract guard service will call the institution and notify the Duty Officer or the Operation's Lieutenant on duty.

If inmate visitors show up unannounced, the contract guard service will not allow them to visit. The contract guard service will refer them to the institution for proper approval. The contract guard service will call the institution and notify the Duty Officer or the Operation's Lieutenant of the circumstances.

5. **INMATES LEAVING THE ROOM** - Inmates will not be allowed to leave their assigned hospital room unless it is prescribed therapy or the inmate is undergoing tests. If the inmate is out of the room, the contract guard service will remain with the inmate at all times.