



Federal Correctional Institution  
Dublin, California

Number: DUB 5267.08(B)  
Date: 12/04/09  
Subject: Visiting Regulations

## INSTITUTION SUPPLEMENT

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1. **PURPOSE:** To establish and implement visiting regulations at the Federal Correctional Institution (FCI) Dublin, California.
2. **DIRECTIVES AFFECTED:**
  - a. **Directive Rescinded:**  
  
DUB 5267.08(A) Visiting Regulations (08/08/08)
  - b. **Directive Referenced:**  
  
P.S. 5267.08 Visiting Regulations (05/11/06)  
P.S. 5510.12 Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities (1/15/08)
3. **CORRECTIONAL STANDARDS REFERENCED:**
  - a. ACA 4th 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, and 4-4504.
4. **RESPONSIBILITY:** The Captain is delegated as having responsibility and oversight of the inmate visiting regulations.
5. **PROCEDURES:**
  - a. **Visitor Approval:**
    - (1) All inmates desiring to receive regular visits must submit a list of proposed visitors to the designated staff. Staff will compile an approved visiting list following a background check of the proposed visitors.
      - (a) Ordinarily, an initial visiting list will be prepared and distributed within seven days of receiving the required information to process the visiting list.
    - (2) The inmate must have known the proposed visitor prior to incarceration. The Warden must approve visiting privileges for proposed visitors who did not have an existing relationship with the inmate prior to incarceration.

- (3) When the Warden disapproves the request of a proposed visitor, (e.g., security concerns, extensive criminal history, no relationship prior to incarceration), a letter will be prepared by the Unit Counselor for the Warden's signature, and sent to the applicant documenting the reason for denial.
- (4) Ordinarily, visiting lists are limited to 25 approved visitors.
- (5) A media representative who wishes to visit outside their official duties must qualify as a regular visitor, or if applicable, a special visitor.
- (6) Visitors for Federal Detention Center (FDC) inmates are limited to immediate family members only.
- (7) Inmates can make a request to change their visiting list at any time.
- (8) All visitors, including contractors and volunteers, are subject to testing through the ion spectrometry device. Testing procedures will be followed in accordance with Program Statement 5520.01, *Ion Spectrometry Device Program*.

b. Location:

- (1) All visits will be conducted in the visiting room and established patio areas of the FCI and Satellite Camp Prison (SCP). Visiting at the FDC will only be conducted inside the visiting room.
- (2) Legal visits will be conducted in the visiting rooms at the FCI and SCP. Attorney/Client rooms will be used to facilitate legal visits at the FDC.
- (3) Children are permitted in the Parenting Center and outside playground adjacent to the visiting room at the FCI and SCP. There is not a designated children's area at the FDC.
  - (a) Only children under the age of 15 are permitted in the Parenting Center and must be accompanied by the inmate parent.
- (4) Visitors are required to park in the designated visitor parking lot and may not arrive earlier than one half-hour prior to the visiting schedule.

- c. Visiting Hours: Below lists the visiting schedule for all three facilities.

|                  | FCI                   | SCP                   | FDC                   |
|------------------|-----------------------|-----------------------|-----------------------|
| Saturday         | 8:00 a.m. - 2:00 p.m. | 8:00 a.m. - 2:00 p.m. | 8:00 a.m. - 2:00 p.m. |
| Sunday           | 8:00 a.m. - 2:00 p.m. | 8:00 a.m. - 2:00 p.m. | 8:00 a.m. - 2:00 p.m. |
| Federal Holidays | 8:00 a.m. - 2:00 p.m. | 8:00 a.m. - 2:00 p.m. | 8:00 a.m. - 2:00 p.m. |

- (1) Processing of visitors will begin at 7:45 a.m. and conclude at 1:00 p.m. Visitors arriving after 9:15 a.m. will not be allowed into the visiting room until completion of the 10:00 a.m. count.
  - (2) A visitor who departs the institution following a visit will not be allowed reentry on the same date.
- d. Frequency of and Number of Visits: Inmates are allowed visits during designated visiting periods.
- (1) Visiting at the FCI and SCP is limited to five visitors at one time, excluding lap children. Additional visitors will be required to alternate during the visit.
  - (2) Inmates housed at the FDC (A-DESG; A-HOLD; A-PRE) will be allowed to visit with no more than three visitors at a time, excluding lap children. Visits are restricted to immediate family members and limited to a one-hour visit per visiting day.
- e. Over-Crowding Procedures: If at anytime the visiting room becomes over crowded, the following procedures will be followed:
- (1) The Operations Lieutenant and the Institution Duty Officer (IDO) will be notified to evaluate the situation and determine which visits will be terminated.
  - (2) Ordinarily, the visit will be terminated for visitors determined to have traveled the shortest distance.
  - (3) The time the visit began and the frequency of the visits will also be taken into consideration.
- f. Identification/Records of Visitors: All inmates will be provided visitor request forms upon arrival to establish an approved visiting list. Immediate family

members, verified in the inmate's Pre-Sentence Investigation report, will ordinarily be approved.

- (1) All adult visitors (16 years and older) are required to present acceptable means of photo identification (ID) prior to being admitted into the institution. Acceptable forms of ID include, but are not limited to, a valid driver's license, valid state ID card, passport, or other official government-issued photo ID. Visitors without proper ID (photo identification) will not be permitted to visit. Front Entrance staff having any question or concern regarding acceptable identification will refer the matter to the Operations Lieutenant and/or the IDO.
- (2) All visitors less than 16 years of age must be accompanied by a parent, legal guardian, or responsible adult over the age of 18.
- (3) Visitors will complete the *Notification to Visitor Form* (BP-224). The Visiting Room Officer will retain this form in the visiting file.
- (4) All visitors must pass through and clear the metal detector before entering the FCI and FDC. In the event a visitor is unable to clear the metal detector, the hand-held metal detector will be used. The visitor may be asked to submit to a pat search for the detection of contraband, but has the option to refuse. However, refusal will prevent the visitor from visiting on that date. Additionally, the Operations Lieutenant and IDO will be notified.
- (5) Ordinarily, inmate visitors will be randomly screened using the Itemiser® Contraband Detection and Identification System at the Front Entrance prior to entering the institution.
  - (a) When the first test of a visitor is positive, the Operations Lieutenant will be notified.
  - (b) A second test will be administered in the same manner as the first test, in the presence of the Operations Lieutenant or IDO. If the visitor tests negative on the second test, they will be permitted to enter the institution. A second positive result for the same substance will deny the visitor entrance into the institution for a period of 48 hours to 180 days, according to the *Notice of Denied Visitation* (BP-S732), provided to the visitor.
  - (c) If the second test is positive for a different substance, a subsequent test will be administered, until a positive/positive or positive/negative test result is obtained for the same substance.

- (6) All visitors at the FCI and FDC will receive a hand stamp before entering the institution, which will be verified with the black light before exiting the institution.
  - (7) A record of all visits and special visits will be maintained by the Front Entrance Officer. The visiting program will be used to verify authorized visitors. In the event the visiting program is not accessible, the printed copy of the approved visiting list will be used.
  - (8) It is the responsibility of the inmate to ensure visitors receive the Visiting Regulations (Attachment A), prior to visiting. These rules are provided to the inmate by the Unit Counselor upon placement of visitors on the approved visiting list.
- g. Special Visits: The Unit Manager is responsible for arranging special visits. Ordinarily, special visits will take place in the visiting room during regular visiting hours, and supervised by the Visiting Room Officer.
- (1) Types of visitors: clergy, former or prospective employers, sponsors and parole advisors, representatives of the Consulate. Visits in this category serve such purposes as assistance in release planning, counseling, and discussion of family problems.
  - (2) A special visit can also be arranged for an authorized visitor other than at regularly established visiting times, or in excess of regularly permitted visits.
- h. Attorney Visits (Legal):
- (1) Attorney visits will be coordinated and supervised by Unit Staff.
    - (a) Attorneys may not directly provide legal documents to inmates. Legal documents may be left for the inmate via the “Special Mail Depository.”
    - (b) The use of audio and video equipment provided by the institution is permitted during attorney visits. The use of personal audio or video equipment during attorney visits is strictly prohibited and will not be admitted into the institution without the authorization by the Warden or their designee.
    - (c) Audio and video recordings provided by an attorney for an inmate’s review, which constitute potential evidence in the

inmate's ongoing litigation, must be mailed to the inmate as legal mail. Recordings may not be left in the "Special Mail Depository." Once opened in the presence of the inmate, the Unit Counselor will take physical possession of the tapes and check them out to the inmate until the review is complete. It is the inmate's responsibility to mail the tapes back to their attorney.

- (d) Attorneys may use a non government-owned or government-owned computer during an attorney visit. There will be no audio or video recording of conversations, individuals, rooms or buildings. All Wi-Fi or remote devices will be disabled or turned off. Any unauthorized use of a non government-owned computer; unauthorized use, destruction or misuse of a government-owned computer or information resources; or disclosure of information to unauthorized individuals will be immediately reported to staff.
- i. Institutional Activities: Institutional activities must be maintained. Visits which unnecessarily interfere with institutional activities will not be allowed.
- j. Visits for Inmates not Housed in General Population:
  - (1) Admission and Holdover Status: The Warden may limit visitors to immediate family members of the inmate, during the admission-orientation period, or for holdovers, where there is neither a visiting list from a transferring institution nor other verification of proposed visitors.
    - (a) Ordinarily, an initial visiting list will be prepared and distributed within seven days of receiving the required information to process the visiting list.
  - (2) Special Housing Unit (SHU) / Special Supervision Unit (SSU): Visits for inmates assigned to the SHU are limited to three (3) hours and SSU are limited to one (1) hour. Visits will be conducted in the visiting room at the tables closest to the officer's station. The Operations Lieutenant will be consulted regarding method of restraint.
  - (3) Visits at Outside Hospital: All visits require prior approval by the Warden and are subject to the general visiting policy of the hospital.

k Restrictions/Conduct:

- (1) Visitors will not be permitted into the institution wearing clothing which resembles inmate issued uniforms (i.e., khaki colored clothing). In addition, visitors are not permitted into the institution wearing hats (other than religious headgear), sweat suits/jogging suits, sleeveless shirts, dresses (hemmed above the knee), shorts, see-through blouses, halter tops, spandex, midriff revealing, open-toe shoes, or any type of provocative clothing.
- (2) Handshaking, embracing, and kissing by visitors are only permitted at the beginning and end of the visit. Holding hands during the visit is permitted. Inmates will be allowed normal parental contact with their children while visiting.
- (3) Visitors may bring into the institution a maximum of \$35.00 per adult. Money can only be used for the vending machines in the visiting room, and may not be given to the inmate. Visitors may not leave money for deposit to an inmate account. Inmates are prohibited from possessing any form of currency.
- (4) Visitors may not visit with two inmates simultaneously except for inmates who are immediate family members when verified by the Unit Team and approved by the Warden.
- (5) Cigarettes and other tobacco products are not permitted.
- (6) One clear plastic hand bag measuring no more than 8" x 10" may be carried into the visiting room for use of holding authorized items. Visitors with babies may bring three empty, clear, baby bottles per child, a factory sealed container of baby formula in a self-open can, four unopened plastic jars of baby food, and ten diapers. No car seats or strollers are permitted in the visiting rooms.

l. Termination or Denial of Visits:

- (1) Visits may be terminated by the Operations Lieutenant and IDO for the following reasons: disruptive or improper conduct by the visitor or inmate, visitors under the influence of drugs or alcohol, continued failure to comply with visiting regulations, or presents a threat to the good order or security of the institution.
- (2) Visitors may be denied entrance into the institution if they are not on the inmate's approved visiting list; if it is suspected the visitor is under the

influence of drugs or alcohol; if the visitor does not possess proper identification, or if the visitor is wearing any of the restricted clothing.

- (3) Prior to the end of the shift, the Operations Lieutenant will prepare a memorandum to the Captain (with a copy for the IDO) detailing the reasons for the termination or denial of any visit.
- m. Identification/Records of Inmates: Inmates will be positively identified (by ID card or locator card from the inmate visiting file) upon entering the visiting room. The inmate will again be positively identified following the visit, prior to the visitors departing the visiting area.
- (1) Inmates processed for visiting will be pat searched before entering the visiting room. Inmates will visually searched and undergo metal detection upon completion of the visit.
- n. Supervision:
- (1) It is the responsibility of the visiting room officer to ensure the visiting area regulations are followed and that visits are conducted in a dignified, quiet and orderly manner. Ordinarily, direct observation of the visits is not required; however, visits will be monitored throughout the visiting period. Staff will supervise each inmate visit to detect the passage of contraband and to ensure the security and good order of the institution.
  - (2) Under no circumstances will the visiting room officer accept articles, gifts, or money from visitors for an inmate. Inmates are not permitted to give anything (i.e., hobby craft items) to visitors except through appropriate recreation procedures.
- o. Clothing and Accessories:
- (1) Inmates will visit wearing the institution uniform and institution footwear. Inmates will not be permitted to wear coats/jackets into the visiting room.
  - (2) Inmates at the FDC will visit wearing the issued jumpsuit and deck shoes.
  - (3) Jewelry is limited to a plain wedding band and a necklace with a religious medallion. All items will be identified and logged before the inmate enters the visiting room. Earrings, watches, bracelets, and necklaces are not permitted.
- p. Prisoner Visitation and Support: Any visitor identified as a representative from Prisoner Visitation and Support (PVS) will be permitted to visit any inmate

incarcerated at this institution during normal visiting hours.

- (1) Ordinarily, Religious Services' staff will provide a memorandum to the Front Entrance Officer to announce the intended visit. However, these special visitors will be permitted to visit, regardless of advanced notice.
- (2) If there are any concerns allowing a PVS visitor into the institution, the Administrative Duty Officer (ADO) will be contacted immediately. Denial of any PVS visitor must be with the approval of the ADO.
- (3) The Bureau of Prisons appreciates the service the PVS program provides to the inmate population. Therefore, it is imperative these individuals receive the highest level of professionalism and cooperation from the staff at FCI Dublin.

6. **ELECTRONIC SEARCHES OF VISITORS:** All visitors entering the institution will be subject to electronic searches (walk-through metal detectors and x-ray machines) for personal items prior to entering the secure perimeter. The following outlines procedures and guidance for implementing the electronic searches at the FCI and FDC:

- a. All visitors entering the FCI and FDC must clear a metal detection device prior to accessing the secure perimeter of either facility. All personal items will be searched with an x-ray device prior to that item being allowed inside the secure perimeter. Certain undergarments have been detected by the walk-through metal detector. It will be the visitor's responsibility to clear the metal detection device of their person and personal property.
- b. Random searches may occur at any time, and are not based on any particular suspicion that a visitor is attempting to bring a prohibited object into the institution or institution grounds. Random searches must be impartial and not discriminating on the basis of age, race, religion, national origin, or sex. Visitors will be given the option of either consenting to a random search as a condition of entry, or refusing such searches and leaving the institution grounds. However, if a visitor refuses to submit to a random search and expresses an intent to leave institution grounds, he or she may still be required to be searched if "reasonable suspicion" exists.
- c. 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.
- d. 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 bras) may trigger the metal detectors, thus requiring a limited visual search for the same reason. In both cases, it is important that a limited visual search always be done discreetly, in a private area away from other visitors, and by staff members of the same sex as the visitor being searched. Visual searches conducted by staff 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 may cause a processing delay until a same-sex staff member and Warden's authorization are available.

- e. Inmate visitors under 18 years of age should not be randomly pat searched as part of the daily random routine. Consequently, they should not be counted as part of the daily random selection method. Of course, inmate visitors under 18 years of age may be searched according to policy as necessary if reasonable suspicion shows they may be involved with prohibited activities.
- f. No inmates or inmate visitors will be allowed to view screening procedures when electronic searches of staff are being conducted.

7. **MANAGING DEPARTMENT:** Correctional Programs/Correctional Services

Approved by:

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Paul Copenhaver  
Warden

**VISITING REGULATIONS**  
**FCI Dublin, California**  
5701 8<sup>th</sup> Street  
Dublin, CA 94568  
(925) 833-7500

The following information is provided to describe our visiting schedule and program for the FCI, SCP and FDC. We want you to understand our program so that your visiting experience will be as pleasant as possible.

The institution is located on Camp Parks Reserve Forces Training Area in Dublin, California, approximately 20 miles east of Oakland on Interstate 580.

The following visiting schedule is for all three facilities.

| <b>VISITING SCHEDULE</b> | <b>FCI</b>            | <b>SCP</b>            | <b>FDC</b>            |
|--------------------------|-----------------------|-----------------------|-----------------------|
| Saturday                 | 8:00 a.m. - 2:00 p.m. | 8:00 a.m. - 2:00 p.m. | 8:00 a.m. - 2:00 p.m. |
| Sunday                   | 8:00 a.m. - 2:00 p.m. | 8:00 a.m. - 2:00 p.m. | 8:00 a.m. - 2:00 p.m. |
| Federal Holidays         | 8:00 a.m. - 2:00 p.m. | 8:00 a.m. - 2:00 p.m. | 8:00 a.m. - 2:00 p.m. |

NOTE: Processing of visitors will be delayed beginning at 9:15 a.m. for preparation of the official count, and will resume at 10:30 a.m. or upon completion of the count procedures. Visitor processing will conclude one hour prior the scheduled ending time.

**RULES AND GUIDELINES**

1. All adult visitors (16 years and older) are required to present acceptable means of picture identification, with signature, before being permitted into the institution for a visit. Acceptable forms of identification include, but are not limited to, a valid driver's license, state identification card, passport, a passport with a non-immigrant visa, a laser visa border crossing card, or other official government-issued picture identification. Visitors without proper identification (photo identification) will not be permitted to visit.
2. All visitors less than 16 years of age must be accompanied by a parent, legal guardian, or responsible adult over the age of 18.
3. Visitors will not be permitted into the institution wearing any clothing that resembles inmate issued uniforms (i.e., khaki colored clothing). In addition, visitors are not permitted into the institution wearing, hats (other than religious headgear), sweat suits/jogging suits, sleeveless shirts, dresses (hemmed above the knee), shorts, see-through blouses, halter tops, spandex, midriff revealing, open-toe shoes, or any type of provocative clothing.
4. Visitors may bring a maximum of \$35.00 per adult. Money can only be used for the vending machines in the Visiting Room, and may not be given to the inmate. Visitors may not leave money with the Visiting Room Officer for deposit to an inmate account. Inmates are prohibited from possessing any form of currency.
5. Tobacco products are not permitted.
6. Visitors with babies may bring three empty, clear, baby bottles per child, a factory sealed container of baby formula in a self-open can, four unopened plastic jars of baby food, and ten diapers. No car seats or strollers are permitted in the visiting rooms.

7. Visitors are encouraged to leave personal belongings in their vehicles (to include pocket books and wallets). Lockers are available at the FCI and FDC to store limited items for visitors without vehicles. Visitors at the SCP will be required to secure articles in their vehicles before being processed for visiting. All items are subject to search before entering the visiting room.
8. All authorized items entering the Visiting Room must be carried in a clear plastic container/bag.
9. Visitors are not allowed to bring in any type of weapon, ammunition, drugs, or narcotic. Cameras, tape recorders, cellular telephones, and any other personal electronic device, are prohibited.
10. Medication of an emergency nature, such as asthma inhalants or nitroglycerine, are allowed; however, all medications must be declared to the Front Entrance Officer.
11. Any individual believed to smell of alcohol, or who appears to be under the influence of alcohol or drugs, will be denied entry.
12. Inmates at the FCI and SCP will be allowed five (5) visitors at a time. Inmates at the FDC are allowed three (3) visitors for a one hour visit.
13. Handshaking, embracing, and kissing by visitors are only permitted at the beginning and end of the visit. Holding hands during the visit is permitted. Inappropriate behavior or contact may result in termination of the visit. Inmates will be allowed normal parental contact with their children while visiting.
14. Visitors may not visit with two inmates simultaneously, except inmates who are immediate family members, and when verified and approved by the Unit Team.
15. Visitors have the responsibility of providing proper supervision and control of children. Inappropriate behavior of your child may result in termination of the visit.
16. Visitors must ensure they are on the approved visiting list. Individuals who arrive for visits that are not on the visiting list will be denied entry.
17. Visitors are required to park in the designated visitor parking lot and may not arrive earlier the one half-hour prior to the visiting schedule.
18. FCI Dublin reserves the right to refuse admittance to anyone who fails to comply with institution policies. Violations of these guidelines can result in a suspension of the inmate's visiting privileges.
19. 18 U.S.C. §§ 1791 and 3571 provide a penalty of imprisonment for not more than twenty years, a fine of not more than \$250,000 or both, for a person who provides, or attempts to provide to an inmate, any prohibited object.

#### **DIRECTIONS TO THE FEDERAL CORRECTIONAL INSTITUTION, DUBLIN, CALIFORNIA**

From Oakland, travel east on Highway 580 and exit at Hacienda. Turn north and continue approximately a 1/4 mile; turn left on Dublin Boulevard. Continue approximately 1/4 mile and turn right on Arnold. Continue approximately 1/4 mile and turn left on 8<sup>th</sup> Street. Parking for all visitors will be the first entrance to the right. The entrance to FCI Dublin is next to the flag pole.

Transportation to the institution is available via local taxi service. Additional public transportation is available via BART and bus services originating from the San Francisco Bay Area and surrounding East Bay cities.