



U.S. Department of Justice  
Federal Bureau of Prisons Federal  
Correctional Institution  
Herlong, California

# Institution Supplement

OPI: CORRECTIONAL SERVICES  
NUMBER: HER 5267.09E  
DATE: May 15, 2026  
SUBJECT: VISITING REGULATIONS

1. **PURPOSE AND SCOPE:** To establish guidelines and procedures for visiting at the Federal Correctional Institution (FCI) and the Federal Prison Camp (FPC), Herlong, California.
2. **DIRECTIVES AFFECTED:**
  - a. **Directives Rescinded:**  
HER 5267.09 D Visiting Regulations (March 31, 2025)
  - b. **Directives Referenced:**  
PS 1315.08 Inmate Legal Activities (05/07/26)  
PS 5267.09 CN-1 Visiting Regulations (08/1/23)  
PS 5270.09 CN-1 Inmate Discipline Program (11/18/20)  
PS 5270.12 CN-1 Special Housing Units (03/6/25)  
PS 5510.15 Searching, Detaining, or Arresting  
Visitors, to Bureau Grounds and  
Facilities (07/17/13)  
PS 5521.06 Searches of Housing Units, Inmates, and  
Inmate Work Details (03/06/25)  
PS 5524.01 Ion Spectrometry Device Program (05/07/26)  
IS 5360.09 H Religious Beliefs and Practices (09/28/24)
3. **CORRECTIONAL STANDARDS REFERENCED:** American Correctional Association 5th Edition Standards for Adult Correctional Institutions: 5-ACI-2C-11, 5-ACI-2E-03, 5-ACI-4A-21, 5-ACI-SA-01, 5-ACI-7D-14, 5-ACI 70-15, 5-ACI-7D-16, 5-ACI-7D-17, 5-ACI 7D-19, 5-ACI-70-21, and 5-ACI-7D-22.
4. **VISITING SCHEDULE:**  
**FCI & FPC:** Visiting will be offered on Sunday & Monday and all federal holidays. Visiting hours on these days will be 8:30 a.m. to 3:00 p.m. Social visits will not be processed before 8:30 a.m. or after 2:00 p.m.

**Special Housing Status Inmates:** Visits for inmates in special housing status are subject to the general visiting policy of the facility with a few exceptions. Visitors for inmates housed in Special Housing Units will not be processed after 2:00 p.m. Special Housing Unit (SHU) non-contact video visiting will be allowed for inmates in the SHU, with the exception of inmates on visiting restriction. Visiting will be allowed on Monday, only from 8:30 a.m. to 3:00 p.m. Visits will ordinarily be authorized for two-hour periods per inmate.

The public and inmate families are encouraged to call the institution prior to visiting to ensure there are no deviations from the regular visiting schedule. Any deviations to the visiting schedule will be posted on the Herlong website at: [www.bop.gov/locations/institutions/her/index.jsp](http://www.bop.gov/locations/institutions/her/index.jsp)

**5. INSTITUTION INFORMATION:**

**Physical Address:** Federal Correctional Institution,  
741-925 Herlong Access Road, A-25; Herlong, California 96113.

**Telephone:** (530) 827-8000

**Location:** Federal Correctional Institution, Herlong is located approximately 42 miles south of Susanville, California, on the north side of Highway 395. It is approximately 52 miles north of Reno, Nevada.

**Directions:** From Reno: Take Highway 395 north to County Road A-26. From Susanville: Take Highway 395 south to County Road A-25. FPC/FCI Herlong is approximately seven miles east of Highway 395. Continue approximately a quarter of a mile down the property road. At the end of the road the FCI is to the left the FPC is to the right. The parking lot is divided into two sections. The FCI visitor's parking area is in the south portion of the parking lot.

**6. TRANSPORTATION OPTIONS:** A pay phone with all information is posted in the Front Lobby Visitor's Waiting Room with all information available on a placard.

**Reno/Sparks Area** Reno/Sparks Cab Company - (775) 333-3333  
and Whittlesea Checker Taxi - (775) 322-2222

**Susanville Area** Lassen Rural Bus - (530) 252-7433  
Susanville Taxi - (530) 249-8800

7. **PROCEDURES FOR SPECIAL VISITORS:** Inmates requesting special visits must complete a BP-A0148, Inmate Request to Staff form, to be submitted to the Unit Manager. The Unit Manager will complete a Special Visit Authorization form (Attachment B) and distribute it prior to any special visit taking place.
- a. Attorney Visits:** When the attorney is not on the inmate's approved visiting list these visits will be arranged by the Unit Team prior to the visit. Unit Team will be responsible for visually monitoring the visit. With prior Unit Team approval, inmates may be allowed to bring legal material into the visiting room for a legal visit only. This material will be inspected for contraband. Legal material given to the inmate during the attorney visit will be inspected by the Unit Team member for contraband and allowed to be retained by the inmate. Inmates will be afforded access to legal counsel as soon as it is safely possible after Institutional issues and/or Disruptive events.
- (1) **FPC** - Attorney visits will be scheduled during non-visiting days and will take place in the Camp Visiting Room. If an attorney visit is not feasible during non-visiting days, attorney visits will be pre-approved so that prior arrangements will be made for use of the Camp Conference Room.
- (2) **FCI** - Attorney visits will be conducted in the attorney/client room in the FCI Visiting Room and will be supervised by the inmate's Unit Team. These will be scheduled during the week and will take place in the Visiting Room. If an attorney visit is not feasible during the week, weekend attorney visits will be pre-approved.
- (3) **Special Equipment** - When the Attorney requests permission to bring in special equipment (such as tape recorders, video equipment or other electronic devices) the corresponding Unit Team will submit a memorandum through the Associate Warden of Programs for FCI inmates or Camp Administrator for FPC inmates, for approval by the Warden. These circumstances require the visit to be on days when computer services staff are available. Only equipment authorized in advance will be allowed and will be screened by computer services.
- b. Law Enforcement Interviews:** The Special Investigative Supervisor (SIS) will approve and coordinate all interviews between law enforcement agencies and inmates. The Warden and Captain will be notified of the visit.

**c. Religious Visits:** The Chaplain is responsible for coordinating religious visits and must be approved by the Warden. These may include;

- (1) **Minister of Record:** Inmates may submit an Inmate Request to a Staff Member form (BP-A0148) to the **Chaplain** to identify a minister of record.

The Clergy the inmate identifies will also submit a request for consideration as the minister of record to the Chaplain. Upon approval (NCIC clearance), the Chaplain will request that unit staff place the identified clergy person on the inmate's visiting list as the minister of record. An inmate may have only one minister of record at a time. The minister of record will not count against the total number of authorized social visitors an inmate is allowed to have on his visiting list. The minister of record will also not incur any visiting points. The visit will take place in the Visiting Room during regularly scheduled visiting hours and is supervised by the Visiting Room Officers.

- (2) **Clergy:** Clergy, other than the minister of record, will be in accordance with procedures established in national policy and may be counted against the total number of visits allowed and points. The visit will take place in the Visiting Room during regularly scheduled visiting days and hours and supervised by Visiting Room officers. No volunteers will be permitted on an inmate's approved visiting list.

**d. Volunteers:** Persons approved as institution volunteers who have a volunteer identification (ID) badge may not be approved as regular visitors unless authorized by the **Regional Director** in writing. The only exception to this is the Prisoner Visitation and Support (PVS) visitors. Approved PVS visitors do not have to be on the inmate's approved visiting list.

**e. Representatives of Community Groups:** The Warden may approve visits on a recurring basis to representatives from community groups (for example, civic, volunteer, or religious organizations) who are acting in their official capacity. These visitors may be for the purpose of meeting with an individual inmate or with a group of inmates. The requirement for the existence of an established relationship prior to confinement for visitors does not apply to representatives of community groups.

**f. Identical Twins Visiting Procedures:** The following procedures apply to identical twin visits:

- (1) The inmate and visitor will be directed to sit in front of the Officer's podium under direct supervision of staff.

- (2) The visitor will be required to wear a specific-colored wristband. The wristband will be applied and removed by the Front Lobby Officer. The wrist band has assigned serial numbers. The Front Lobby Officer will annotate the serial numbers assigned to the wristband in the wristband logbook and on the notification of visitor form prior to entering the Sallyport. The Control Center will verify the serial number prior to allowing the visitor to exit the Control Sallyport. All visitors are still required to be stamped.
- g. **HOLDOVER VISITING PROCEDURES:** When a visiting list is not available, visits for inmates in holdover status may be authorized by Unit Team and must be approved by the Associate Warden of Programs. These visits will be limited to members of the immediate family and can be retrieved from the inmate's Pre-Sentence Investigation (PSI). Immediate family includes father, mother, step-parents, foster parents, brother and sister, spouse, and children. Inmates housed at FCI Herlong designated as holdover inmates will be allowed to visit upon receipt and verification from the inmate's PSI. A Special Visit Authorization Form must be completed and distributed prior to any holdover visit occurring. (Attachment B).
- (1) **Approval:** Inmates with separation issues will be reviewed on a case-by-case basis. Final approval for the visit will be determined by the Captain.
- (2) **Permitted Visitors:** Only visitors on an approved visiting list will be permitted. All visits will take place in the Visiting Room under direct supervision.
- (3) **Time Limits:** Visits for Holdover inmates, will be 8:30 a.m. to 2:00 p.m. on the first and third Friday of each month. Holdover inmates in the Visiting Room will be permitted up to a four-hour visit unless prior approval is received by the Captain.
- h. **VIDEO VISITING PROCEDURES FOR INMATES IN THE SPECIAL HOUSING UNIT:** Video Visiting for inmates housed in the Special Housing Unit (SHU), will be conducted on a first come first serve basis on Mondays between the hours of 8:30 a.m. and 3:00 p.m. Individual visits will not exceed (2) two hours unless previously approved by the Captain or designee. Video Visiting is limited to 2 inmates at a time. Inmates with separation issues will be addressed on a case-by-case basis, final approval for separation issues will be determined by the Institution Duty Officer (IDO) and Operations Lieutenant. Only visitors on an approved visiting list will be permitted. All visits will take place in the Video Visiting designated area under direct supervision.

**8. PROCEDURES FOR PROCESSING VISITOR APPLICATIONS:**

- a. **Visitor Information** - Inmates are responsible for mailing a Visitor Information form (BP-329) to the individuals they would like to place on their visiting list. Inmates are also responsible for notifying their visitors of the visiting guidelines in place in FCI Herlong. Visitor Information forms and the policies governing inmate visiting are also available to the general public on [www.bop.gov](http://www.bop.gov).
- b. **Visitor Limit** - Only 20 visitors, inclusive of immediate family, friends, or associates, will be permitted on each inmate's visiting list.
- c. **Investigation** - Unit Team will conduct a background investigation of each proposed visitor upon receipt of the Visitor Information form. Utilizing the background information obtained from the National Crime Information Center (NCIC), Unit Team will determine whether the individual should be placed on the inmate's authorized visitor list.
- d. **Denials** - If the background information reveals that visitation privileges for the individual would present security concerns or disrupt the orderly running of the institution, Unit Team will prepare a memorandum to the Warden recommending denial. The Unit Team recommendation will require review by the Associate Warden of Programs and must receive final disapproval or approval by the Warden. Denials will be maintained in the FOI Exempt section of the inmate's Central File.
- e. **Approval** - If approved, the visitor's information will be entered into BOPWare Visiting Program by Unit Team. The inmate's current authorized visitor list will be maintained in the inmate's Central File. Unit Team will update the hard copies of the authorized visiting lists in the front lobby at least quarterly.
- f. **Visitor List Changes** - Inmates will be allowed to change their approved visiting list on a case-by-case basis with approval from unit staff.
- g. **Prior Relationship Requirement** - Individuals placed on the approved visiting list of an inmate must have established a relationship with the inmate prior to the inmate's incarceration. Exception 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.
  - (1) Any exceptions to this must have prior approval by the Associate Warden of Programs for FCI inmates, Camp Unit Manager for FPC inmates.

h. **Notification** - The Counselor will notify the inmate of any approval, denial, or change to an inmate's visitation list. The inmate is responsible for notifying the individual of the approval or disapproval to visit. **At no time will staff disclose inmate visitor information over the telephone.**

9. **VISITING GUIDELINES:** Upon arrival in FCI Herlong, each inmate is given a copy of the visiting regulations. It is the inmates' responsibility to ensure their visitors understand the visiting guidelines and abide by them throughout the duration of their visit. Visitors can obtain, upon request, a copy of the FCI/FPC Visiting Regulations (Attachment A) from the Front Lobby Officer. Visiting Regulations for FCI/FPC Herlong are also posted on the Herlong website at: [www.bop.gov/locations/institutions/her/index.jsp](http://www.bop.gov/locations/institutions/her/index.jsp)

10. **LIMITATIONS SPECIFIC TO THE INSTITUTION:**

a. **Age:** Children under the age of 18 must be accompanied by an adult.

b. **Overcrowding:** The visiting room has a maximum capacity of 255. Should the Visiting Room reach full capacity, the Visiting Room Officer will advise the Operations Lieutenant of the situation. The Operations Lieutenant and the IDO will have the authority to curtail or terminate visits.

Should it become necessary to curtail visits due to overcrowding, a maximum two-hour visit will be implemented.

When instructed by the Operations Lieutenant, the Visiting Officers will begin curtailing visits by;

- (1) Asking for Volunteers.
- (2) Visitors who live in close proximity to the institution.
- (3) Those who visit most frequently.

c. **Number of Visitors:** The maximum number of persons allowed while visiting one inmate is limited to five (5) adults. Children under the age of 16 are limited to immediate family only. Any exceptions must have prior approval by the AW (P) for the FCI or Camp Unit Manager for the FPC, and the Captain.

Should more than five visitors arrive at the same time, a split visit may be arranged at the discretion of the IDO after consultation with the Operations Lieutenant. A split visit is defined as a visit where one or more visitors leave the Visiting Room to be replaced by other authorized visitor(s). Those visitors leaving may not return to the Visiting Room and must depart institution property.

11. **PROCEDURES TO MAINTAIN A RECORD OF VISITORS**

The Front Lobby Officer shall require each visitor to complete the Notification to Visitor Form (BP-224) of Visiting Program Statement in the lobby area, these will not be prefilled prior to arrival. The Front Lobby officer will ensure the form is properly completed and

signed. The Visiting #1 Officer for the FCI and FPC will forward these forms to the SIS Office for filing at the end of each visiting day.

- a. Unit Team will ensure the following forms are maintained in the inmate's Central File:
  - (1) An official inmate visiting list.
  - (2) Notice of visiting violation.

## 12. BACKUP SYSTEM TO THE COMPUTER VISITING PROGRAM

As a back-up to the computerized system, official inmate visiting folders shall be maintained in the front lobby file cabinet. The records shall be in alphabetical order by the inmate's last name. The unit team shall update these records at least quarterly. When an inmate receives a visit, the Front Lobby Officer will identify the visitor and enter the date, time the visitor arrives, and sign the appropriate block on the visitor notification form.

## 13. INMATE ENTRY AND DEPARTURE PROCEDURES

- a. The appearance of any inmate entering the Visiting Room will be neat and clean at all times. Authorized clothing for the FCI Visiting Room will be institution issued outer shirt and pants (with no holes in pockets or modification.), belt, socks, underwear, white t-shirt and institution issued boots.
- b. The Visiting Room Officer will positively identify the inmate by photo ID (commissary card). In addition, the Web-based Visiting program may be used. Inmates will not be allowed to enter the visiting room without the appropriate identification. All items taken into the Visiting Room will be inventoried by staff utilizing the Visiting Room Inmate Property Log (Attachment C). The same items must leave the Visiting Room with the inmate.
- c. Inmates will enter the Visiting Room through the compound entrance.
- d. FCI inmates will be visually searched and metal-detected upon entry and prior to departure from the visiting room. **ALL FCI inmates will be scanned using the Body Scanner device.** When visiting is complete, inmates will be escorted by the Visiting Officer to R&D where they will be scanned prior to release back to the compound.

FPC inmates, upon entry and prior to departure, will be pat searched, and may be visually searched randomly, or if it is suspected the inmate may be in possession of contraband.

**14. INMATE PROPERTY PERMITTED IN THE VISITING ROOM**

Only authorized personal property, listed below, will be allowed into the Visiting Room. All property will be properly inventoried and recorded on the Visiting Room Inmate Property Log (Attachment C).

- (1) Wedding Band
- (2) Religious Medallion (One)
- (3) Religious Head Wear (The only authorized headwear must have been purchased through the Commissary Department to be considered authentic. The only exception is Head Wear purchased through a Special Purchase Order (SPO) for inmates of the Jewish faith.)
- (4) Prescription Glasses (One Pair) cases will remain in the search area and not enter the visiting room.
- (5) Life Maintenance Medications Only (At the FCI, the medications will be maintained by the Visiting Room Officer.)
- (6) Five Photo Tickets (maximum allowed)

Inmate personal property will be re-inventoried prior to releasing the inmate to the Compound.

- 15. APPROVED DRESS CODE FOR VISITORS** Visiting is an extremely important family function, and dress code requirements are necessary to maintain the dignity of those involved. All visitors will be properly dressed while at the institution. No insignias or writing that is likely to create a security risk will be permitted on any clothing. No gang-related attire or fashions will be allowed. Provocative attire is reason to deny and/or preclude visiting.

**PANTS** - No sweat suits (pants, shirts/hoodies), pajamas, spandex pants, body suits, skinny jeans; leggings, **or any other type of form fitting pants or skirts that could be considered suggestive or revealing in nature** (e.g., tight clothing, ripped or designed tears/holes, etc.).

**SHORTS** - Visitors are prohibited from wearing shorts (except children under 8).

**SKIRTS/DRESSES** - If a visitor chooses to wear a skirt or dress, the length **MUST BE LONGER** than the natural break of the leg at the back of the knee. This requirement includes any type of slit, cut, rip or tear.

**SHIRTS** - All visitors must wear a shirt. Shirts will have a sleeve that reaches the mid-bicep area, no low cut or see-through clothing (if skin or under garments can be seen through the garment, it is defined as "see-through"), no tube or tank tops, no sleeveless shirts or spaghetti straps, no backless clothing, no bare midriffs, no swimsuits.

**SHOES** - Open-toed shoes, flip flops, sandals, slippers or footwear with a heel higher than 1" will not be allowed. Thigh-high and knee-high boots will not be permitted unless worn under the pant leg and will not be authorized with skirts/dresses.

**HEADGEAR** - Except for religious headgear, hats may not be worn into visits.

**CLOTHING COLOR** - Wearing clothing, which is similar in color or style to the inmate issued or staff uniforms is prohibited. Inmates are responsible for advising their visitors of the dress requirements in the Visiting Room. Visits may be denied by the IDO and/or Operations Lieutenant for non-compliance after review of the issue in question.

16. **INMATE BEHAVIOR IN THE VISITING ROOM:** Inmates are expected to follow the regulations and behavior standards at all times. Any failure to do so will result in disciplinary action against the inmate.

- a. Inmates will be permitted to embrace and kiss their visitors with good taste at the beginning and end of a visit.
- b. Inmates will not be permitted to hold the hand of a visitor or be permitted to put their arms around their visitors and/or on the back of their visitor's chair. Inmates/visitors will sit across from each other.
- c. Inmates are not permitted to move around the visiting room, unless otherwise instructed by a staff member. They are not permitted movement into the vending machine area and are not permitted to go near the visitors' restrooms.
- d. An inmate or visitor must not move any chairs from their location. There will be no circling of chairs permitted.
- e. Inmates will not be permitted to handle visitor's change purses, or currency of any kind. Inmates will not be permitted to cover their hands or face with any covering such as an infant's receiving blanket or other authorized item.
- f. Inmates who have the following annotation in the visiting program "this inmate was convicted of a sex offense involving a minor" and/or a SENTRY assignment of (WA CONV) will have their visits closely monitored. Visiting room staff will ensure inmates are assigned to specific areas/seats in the visiting room in a location where they are under close visual supervision. These inmates are prohibited from entering the child pay area.

17. **IDENTIFICATION REQUIRMENTS FOR VISITORS** Visitors over the age of 16 years of age must have a valid proof of their identity such as a valid driver's license, state issued identification card, military identification, or passport. Foreign Government Issued Photo ID's

are considered to be a valid form of identification. Any form of unofficial photo identification (credit cards, bank cards, store cards, school identification, birth certificates, social security card, etc.) is invalid. Any visitor who does not present the proper non-expired identification with a photograph will not be authorized to visit.

18. **VISITOR ITEMS AUTHORIZED IN VISITING ROOM** Authorized visitors will only be allowed to bring in the Visiting Room one small clear plastic container or clear sandwich bag. No more than eight inches or less in height and width, containing authorized items. Coins or bills not to exceed \$25 per inmate visit (only \$5 and \$1 bills are allowed), new (unopened) female hygiene items, and life maintenance medications (such as those needed for heart disease, respiratory malfunctions, etc). **Emergency medication and hygiene items will be held at the Officer's Station** (See Attachment A).

No visitor is prohibited from visiting an incarcerated individual due to such visitors' use of sanitary (i.e. feminine hygiene) products.

During the cold weather season, winter coats and headgear may be worn to and from the visiting room but must be hung on the coat racks provided immediately upon entering the visiting room.

Infant care items must be limited for security reasons. Only pre-mixed formula, other liquids, or baby foods, in sealed manufacture original containers, are permitted. Other infant care items will be limited to nursing bottles (3/4 Full Liquids only) (total of 2), six (6) diapers, wet wipes (in sealed, clear factory container or clear plastic bag), one change of clothing, and two (2) baby blankets (no larger than 2' x 3'). Not permitted items are powders, creams, ointments, bowls, cups, etc. Additionally, no baby carriers or strollers will be permitted. No other items are allowed in the Visiting Room unless authorized by the IDO or the Operations Lieutenant.

FCI breast feeding area will be in the legal visit cubicle area. Camp visiting will provide barriers for breast feeding visitors. Mothers who breast feed must use a small blanket or other type of covering to ensure the breast is not exposed during nursing of infants.

**At no time are visitors permitted to bring in anything to give to an inmate unless authorized by the Warden.**

19. **PROCEDURES FOR STORING ITEMS NOT AUTHORIZED IN THE VISITING ROOM**  
At the FCI visitors should store all unauthorized items in their vehicle (i.e. visitor purses, cell phones, or other electronic devices, headgear, etc.) vehicle keys must be secured in the lockers provided.

Camp visitors will leave unauthorized items in their vehicles with car keys and identification kept with the Camp Visiting Officer.

20. **PROCEDURES FOR CHILD AREAS** At the FCI, no inmates are allowed in the children's area. The door to the children's area will be open at all times.

At the FPC, inmates will be allowed in the designated children's section with their visitors.

21. **PROCEDURES FOR OUTSIDE AREAS** At the FCI outside areas will only be authorized for use by the Operations Lieutenant when sufficient additional staff are available to maintain constant visual supervision of the area.

At the FPC the outside area will only be opened at the discretion of the FPC visiting officer who will consider the number of visitors and inmates and their ability to monitor visiting effectively.

FCI and FPC outside areas may be closed at any time without notice or reason.

22. **SPECIAL RULES FOR CHILDREN** Only children between the ages of 5 to 12 will be allowed in the children's area. All younger children may enter, however they must be accompanied by their guardian (not the inmate). The inmate is responsible for the behavior of their children. The children must always remain within the supervision of the adult visitor. All children will be supervised to and from the children's room and will not be allowed to run around the visiting room disturbing other visits.

23. **HOSPITAL VISITS** Unit team will coordinate local hospital visits. Ordinarily, visiting is not allowed to inmates admitted to a local hospital. However, when visiting is allowed, visits to hospitalized inmates must be approved by the Warden. Visiting will be restricted to immediate family members who must adhere to all policies of the local hospital. The duration of the approved visit will be listed on the approval memorandum from the Warden. The memorandum will list each family member and the date and time of the visit so that additional staff may be assigned. No visit will exceed 4 hours. All family members listed must be on the inmate's approved visiting list. Telephone call requests will be approved through the appropriate unit team with final approval through the Captain, to the AW(P) with overall approval from the Warden.

24. **VISITOR PROCESSING**

- a. **Consent to Search** A visitor who objects to any search, test, or entrance procedures has the option of refusing and leaving the institution grounds, unless there is reason to detain or arrest the visitor. The Operations Lieutenant or IDO shall deny admission to the institution to a visitor who refuses to undergo a search of person, vehicle, and/or effects as dictated by Bureau of Prisons policy. The Captain & IDO will be notified. Staff may require a visitor to submit to a search. This

includes any items of personal property including vehicles, as a condition of allowing or continuing a visit. Items of personal property may be required to be returned to the visitor's vehicle prior to entering the institution or stored in a visitor's locker. The visitor will be responsible for maintaining constant possession of the locker key. If a visitor was dropped off and does not have a vehicle, items not permitted into the visiting room will be disposed of, or visitation will be denied. Refusal to allow staff to search the items will result in the visit being denied. Visitors will be allowed to wear religious headwear only after it has been searched. All visitors, including contractors and volunteers, are subject to testing through the ION Spectrometry Device Program.

If denied entry into the visiting room due to a positive test using the ION Spectrometer, or an attempt to introduce unauthorized items, the visitor(s) will not be granted entry into the institution for a minimum of 48 hours.

- b. **Inmate Visitor's Sign-in Logs** Visitors will be required to sign in at the time of their arrival and write the name the inmate to be visited in an official sign-in log. The Front Lobby Officer (FPC visiting Officer at the camp) will maintain the visitor log, ensuring it is filled out properly.
- c. **Notification to Visitor Form** Each visitor, age 16 and older, will fill out the Notification to Visitor Form. The Visiting Room Officer will collect the completed forms at the end of each shift and forward them to the SIS department and the Lieutenant's Office at the end of each visiting day. The completed forms will be kept on file for one year.
- d. **Visitor and Inmate Restrooms** FCI Visitor's restrooms will be opened and closed by request and will be searched after each time they are used.

FCI inmates will be escorted to the restroom. The inmate will be visually searched and constant visual supervision will be maintained.

FPC bathrooms will be opened after being searched by staff.

## **25. ADMINISTRATIVE RESPONSIBILITIES:**

- (1) The Captain is responsible for training all staff assigned to Visiting Room posts, as well as the overall appearance and operation of the visiting area.
- (2) Unit Staff will update the Web-based Visiting program and maintain a copy of the current approved visiting list in each inmate's central file for backup purposes. In the event the visiting program is not in service, a Unit Team staff member within the complex will be contacted to confirm approved

inmate visitors using central files.

- (3) The Operations Lieutenant will ensure visiting policy is adhered to, and all visiting room staff are enforcing institution rules and regulations.
- (4) The Visiting Room Officer(s) will ensure proper visiting procedures are followed and a high level of sanitation is maintained in the visiting room.
- (5) All staff assigned to the visiting room will ordinarily be dressed in a "Class A" uniform to include a tie.

- 26. **PENALTIES FOR VIOLATION(S) OF VISITING REGULATIONS:** Any act or effort to violate the visiting regulations of the institution may result in disciplinary action against the inmate. These actions may include, but are not limited to, extended visiting restrictions. Prosecution may be initiated against visitors and inmates when criminal violations occur.
- 27. **DENIAL OF VISIT(S):** Inmate visitors who do not meet visiting requirements will be denied entry into the institution. The Operations Lieutenant will be notified that a proposed visitor does not appear to meet visiting requirements by either the Front Lobby Officer or the Visiting Room Officer. Inmate visitors who do not adhere to the visitor dress code will be given the opportunity to change into appropriate attire prior to being denied a visit. The Operations Lieutenant will be advised of any visitor who does not appear to meet the dress code requirements. Under no circumstances will the visit be denied by staff unless the visitor decides voluntarily to decline the visit. Only the Operations Lieutenant or the IDO will notify a visitor of the denial of their request to visit. Staff will turn in the Visitor Denial Form (Attachment D or BP-A0731, and BP-A0732) prior to the end of their shift.
- 28. **TERMINATION OF VISITATION:** Any act or effort to violate the visiting regulations of the institution may result in the immediate termination of the visit. The Operations Lieutenant and IDO have the authority to terminate or prohibit any visit for reasons of improper conduct or failure to comply with visiting regulations on the part of the inmate or visitor. The Operations Lieutenant or the IDO will be the only staff members authorized to terminate any visitation. Under no circumstances will Visiting Room Officers terminate visits though immediate action may be taken to prevent criminal or disruptive activity.
- 29. **WALSH ACT REQUIREMENTS** The Unit Team will evaluate all inmates on their case load and all incoming inmates to determine if they have an inmate who has been convicted of a sex offense involving a minor (WA CONV). Any inmate fitting this criterion will have the following annotation placed in the visiting program under the comments section: "This inmate was convicted of a sex offense involving a minor." Any inmate identified as having a Walsh Act assignment involving a minor will be seated in a row of seats nearest the Officer's Station. The

visit will be closely monitored to ensure compliance with visiting regulations.

30. OFFICE OF PRIMARY INTEREST: CORRECTIONAL SERVICES



T. Brown, Acting Warden



Date

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Distribution:

Warden  
Department Heads  
Sally Port  
Post Orders  
Front Lobby Officer

Executive Staff  
IDO Briefcase  
FCI/FPC Visiting Room

WXRO  
Control Center  
Historical File

**FEDERAL CORRECTIONAL INSTITUTION / FEDERAL PRISON CAMP**

**HERLONG, CALIFORNIA**

**VISITOR VISITING REGULATIONS**

1. Inmate Visitors will not be permitted on institutional grounds prior to 8:00 a.m.. During Sundays and Holidays, for the 10:00 a.m. Official Count, visitors will not be processed after the hours of 9:15 a.m. until the clearing of the Official Count. Visitors are not permitted to remain in the parking lot or inside the Visitor's Waiting Room Area. No visitors will be processed after 2:00 p.m. Visitors will not be permitted to remain in the parking lot after their visit has concluded. No visitors will be allowed into the Administration Building prior to 8:00 am unless authorized by the Operations Lieutenant.
2. A current valid photo ID is required for visitors 16 years and older before receiving a visit. Examples of a valid photo ID are a current driver's license, passport, or state identification card. An expired photo ID is not considered valid.
3. The Operations Lieutenant and/or IDO may terminate visits that are not conducted in the appropriate manner.
4. All visitors will be dressed in an appropriate manner. You are entering a CORRECTIONAL SETTING, and this is a requirement. Any visitor, who arrives inappropriately dressed, will be denied the privilege of visiting.
5. Visitors' belongings are subject to search by staff. Visitors are subject to random pat search by staff.
6. Prospective inmate visitors will be randomly tested using the Drug Detection Device, located in the Front Lobby. Any positive test results may result in denial of visitation.
7. Any visitor who departs the visiting area prior to the conclusion of the day will not be authorized re-entry and cannot remain on the institutional grounds. Once a visitor leaves, the visit is terminated for that day unless prior approval is obtained from the Operations Lieutenant and/or the Institution Duty Officer (IDO).
8. Inmates are not authorized to receive any item from their visitor or give any item to their visitor, nor are exchange of items amongst other visitors permitted. **"18 U.S.C. Section 1791 provides a penalty of imprisonment for not more than twenty years, a fine, or both for providing or attempting to provide to**

**an inmate anything whatsoever without the knowledge and consent of the Warden."**

9. Restrooms are available and designated separately for visitors and inmates, use of restrooms will be in accordance with local policy.
10. Pets are not allowed unless the animal is a dog to assist a disabled person. The visitor must provide documentation that the animal is a certified service animal. Documentation reflecting the animal is a therapy animal, is not a certified service animal, is therefore not allowed.
11. At the completion of the visit, all visitors will be required to depart institution property. If commercial transportation is required, prior arrangements should be made to ensure the carrier arrives prior to the completion of the visit.
12. Individuals not on the visiting list may not remain on the institution's property. Should more than five visitors arrive at the same time, a split visit may be arranged at the discretion of the IDO.
13. A greeting/farewell kiss and embrace of visitors is permissible. All contact must be consistent with proper order and good taste. **OPEN MOUTH KISSING WILL NOT BE TOLERATED** and is grounds for termination of the visit. No physical contact beyond initial and departing embrace will be tolerated and will result in the immediate termination of the visit and disciplinary action for the inmate.
14. Use of abusive or derogatory language during visiting will not be tolerated and will result in the immediate termination of the visit.
15. It is not permissible to bring gifts or packages of any type. Money will not be accepted for credit to an inmate's account. No written messages will be exchanged or signed during the visit without permission from the Warden. Infractions will result in the immediate termination of the visit.
16. Food and beverages may not be brought into either visiting room.
17. Recording devices/cameras, meta/smart glasses, integrated cameras and microphones are not permitted on institution grounds. All smart watches are strictly prohibited upon entry of the institutional front lobby. **No photographs of any kind may be brought in.**

18. Visiting Room Officers at the FCI will seat visitors and inmates as deemed appropriate for proper supervision. For security reasons, the officer may also have the inmate and visitors moved to another seating area during the visit. Once seated inmates will remain seated unless using the restroom. Assigned seating for FPC visiting is not required but may be utilized at the discretion of the visiting officer.
19. Rearrangement of furniture will not be allowed. Saving or reserving chairs and tables for other inmates and/or visitors will not be allowed.
20. Vending machines will be used by the visitor only. Inmates are not allowed to handle currency, operate the vending machines, or be in the vending area. Visitors will purchase items from the machine and bring them back to the designated seating area unopened. No exchanging of items beyond the initial distributing of vending items will be tolerated. (i.e. no sharing chips/soda. Once an item is opened it cannot be passed between inmate and visitor.)
21. It is expected that female visitors will use appropriate discretion in opting to breast feed their infants in the Visiting Room. If breast feeding is conducted in a manner that is disruptive to other inmates or visitors or is facilitating conduct prohibited under the Bureau of Prisons disciplinary code, the visit will be terminated.
22. At the FCI, children utilizing the Play Room will be under supervision of an adult visitor(s) at all times. At no time will the inmate be allowed to enter the Play Area. The television will only show child appropriate programming as determined by Visiting Room staff.  
  
At the FPC, inmates are allowed in the play area.
23. Inmates may purchase photo tickets for photos in the visiting room with their visitors. All photo poses will be in good taste and no grabbing, lifting, kissing, or fondling will be tolerated and will result in termination of the visit. These photos will not be provided to the inmate and will be confiscated or deleted in accordance with BOP policy.
24. The FCI outside patio area(s) are generally not opened. Exceptions will only be made in accordance with established local and Bureau of Prisons policy.
25. Approved emergency medication will be held at the Officer's Station.



**U.S. Department of Justice Federal  
Bureau of Prisons**  
*Federal Correctional Institution Herlong  
Herlong, California 96113*

Date:

**MEMORANDUM FOR ASSOCIATE WARDEN OF PROGRAMS OR CAMP UNIT MANAGER**

**FROM:**

**SUBJECT:** Special Visit  
Inmate Name:  
Register Number:

The above-named inmate has been approved for a Special Visit for the month of \_\_\_\_\_ on the \_\_\_\_\_ day, 20\_\_\_\_, with \_\_\_\_\_

\_\_\_\_\_ for the following reasons:

- \_\_\_\_\_ Attorney Visit
- \_\_\_\_\_ Inmate has family emergencies (Death in family, etc.)
- \_\_\_\_\_ Pre-Release Planning Interview
- \_\_\_\_\_ Holdover/Pre-Trial Inmate
- \_\_\_\_\_ Other: \_\_\_\_\_

(Explanation if applicable): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REVIEWED AND APPROVED BY: \_\_\_\_\_

- cc: Central File  
Control Center  
Secretary  
Lieutenant's Office  
Visiting Room Folder



**FEDERAL CORRECTIONAL INSTITUTION  
HERLONG, CA**

**Visitor Denial Form**

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DATE: \_\_\_\_\_

TO: Correctional Services

REPLY TO

ATTN OF: \_\_\_\_\_, Visiting Room Officer

SUBJECT: Visitor Denied entrance to visiting Room

On the above date, at \_\_\_\_\_ (a.m. / p.m.), the following visitor  
(Mr. / Mrs. / Miss) \_\_\_\_\_ was denied entrance into the  
Visiting Room at the following institution.

Please circle the institution effected.

**FCI / FPC**

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Inmate Concerned: \_\_\_\_\_  
NAME REG. NO.

Reason for denial: 1. Improper or no identification  
2. Not on inmate's visiting list  
3. Positive ION (Attach BP-A0731, and BP-A0732)  
4. Other (Be specific) \_\_\_\_\_

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

\_\_\_\_\_  
Lieutenant / IDO Signature

\_\_\_\_\_  
Date

CC:  
Warden  
AW (Custody)  
Captain  
Unit Manager