U.S. Department of Justice
Federal Bureau of Prisons
Federal Transfer Center
Oklahoma City, Oklahoma 73169

INSTITUTION SUPPLEMENT

OPI: **Correctional Services**
NUMBER: **OKL 5267.09C**
DATE: **August 25, 2025**
SUBJECT: **Visiting Regulations**

1. **PURPOSE AND SCOPE:** To establish procedures for permitting inmate visiting at the Federal Transfer Center (FTC), Oklahoma City, Oklahoma.

2. **DIRECTIVES AFFECTED:**

   A. Directives Referenced:

PS 5267.09, CN-1	*Visiting Regulations* (08/01/23)
PS 5510.15	*Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities* (07/17/13)
PS 5522.02	*ION Spectrometry Device Program* (04/01/15)

   B. Directives Rescinded:
   I.S. OKL-5267.09B *Visiting Regulations* (03/28/22)

3. **STANDARDS REFERENCED:** American Correctional Association, 4th Edition Standards for Adult Local Detention Facilities: 4-ALDF-5B-01, 4-ALDF-2A-61, 4-ALDF-5B-02, 4-ALDF-5B-03, and 4-ALDF-5B-04, 4-ALDF-7E-05.

4. **PROCEDURES:**

   A. Visiting List: Visiting lists will be compiled in accordance with procedures established in Program Statement 5267.09, *Visiting Regulations*.

   To be added to a visiting list, the person must have known the inmate prior to incarceration. The Warden must approve an exception to this rule. Inmates in transfer, pre-sentence, or pre-trial status will not be allowed to add visitors to their visiting lists.

Upon an inmate's request, Unit Management staff will review and notify the inmate of the requested visitor's status, i.e., approved or disapproved. The holdover inmate review process will be the Pre-Sentence Report (PSR). If the PSR is not available, Unit Management staff will check the USMS Transfer Packet to see if the information is available there.

Ordinarily, once a properly completed Visitation Request Form is received, responses are provided within seven working days. A designated inmate's review process will not begin until after the inmate's initial request has been received and receipt of the Notification to Visitor Form has been returned by the visitor and the background check is completed.

Unit Management staff will review visiting lists with the inmate to ensure its accuracy. This review will also ensure that no previously approved visitors pose a threat to the security and good order of the institution. When an inmate requests a change to his visiting list, and the requested change conforms to Program Statement 5267.09, *Visiting Regulations*, Unit Management staff will make the change. However, only a maximum of 20 visitors are allowed on each inmate's visiting list. Cadre inmates transferring from another institution are required to fill out new visitor declarations when they arrive at the FTC. The Unit Team will forward or electronically transfer a copy of the visiting list to the Lobby Officer. A signed file copy will still be maintained in the inmate's central file.

Unit Management staff will notify the inmate of visitors who are disapproved. Ordinarily, the holdover inmate's initial request form for a visitor list will be returned to the inmate which notes the status of each visitor.

B. Visiting Hours:

Saturday and Sunday: 8:00 a.m. - 3:00 p.m.
Federal Holidays: 8:00 a.m. - 3:00 p.m.

Note: Visitors will not be allowed to enter the institution after 2:00 p.m.

In the event of a deviation from the normal institution visitation schedule, a message will be placed on the

institution's bop.gov website, informing inmate families and the public.

C. Visiting Regulations:

The following visitation limitations are necessary to maintain the balance between institution security and the purpose of visits.

1) Inmates designated to the FTC will be allowed to visit with approved visitors on Saturdays, Sundays, and all Federal Holidays.

   Inmates in holdover status will be limited to special visits and visits from immediate family members only.

2) In the event of overcrowding in the Visiting Room, initially, a request for volunteers will be solicited for the purpose of terminating visits. If an insufficient amount of volunteers is obtained, to alleviate the overcrowding condition, those inmates who have local area and then tristate area visits, will be terminated. If the overcrowding problem is not resolved at this point, those inmates who have been in the Visiting Room for the longest period of time will be next to have their visits terminated. Attorney Visiting Rooms will only be used for attorney and clergy visits with an inmate. Regular visitation will not occur in these rooms.

3) No more than five visitors, children included, will be permitted to visit one inmate in the Visiting Room at any given time. One extra visitor may be approved provided the Visiting Room's rated capacity has not been met. Children entering the institution with an inmate visitor must be those who are immediate family members of the inmate or the visitor(s). Inmates will be held accountable for the conduct of their visitors, to include children. Seating assignments in the Visiting Room will include chair(s) for children. A Lieutenant or Duty Officer can make exceptions, i.e., such as a child who can be held instead of using a chair.

   Proposed visitors who are 16 or 17 years of age, and not accompanied by a parent, legal guardian, or immediate family member at least 18 years of age, must have the written approval of a parent or legal guardian prior to

visitation. This type of visit will be reviewed and approved by the Unit Manager prior to visitation occurring.

4) A 10:00 a.m., stand-up count will be conducted on weekends and holidays. This is a mandatory count, and all inmates are to be standing. Visitors will not be allowed to enter the Visiting Room after 9:00 a.m.

   An out-count of all inmates in the Visiting Room will be prepared by the Visiting Room #1 Officer and submitted to Control Center by 9:30 a.m. Upon completion of a clear count, normal visiting will resume.

D. Security and Admission Procedures: Visitors will park in the designated parking area. Visitors will walk to the Front Entrance where they will be processed for visiting. Visitors who refuse to park in the designated parking area will not be authorized to visit. People not authorized to visit will not be authorized to sit in their car or lobby area. Unauthorized visitors will be asked to immediately leave the institution grounds.

   After a visitor's identity has been determined using a valid form of picture identification, they will be directed to prepare the Notification to Visitor Form (located in the Lobby and available in the Program Statement on Visiting Regulations). Once the form has been prepared, the visitor will be instructed to walk through and pass the Walk-Through Metal Detector. The visitor must successfully pass the metal detector. Any visitor, who fails to pass inspection through the Walk-Through Metal Detector and subsequently fails an inspection with a hand held transfrisker, may qualify as reasonable suspicion to perform a further pat/visual search. Any refusal by the visitor, to submit to the additional inspections or who fails to pass the inspections, will be grounds for that visitor not to be allowed into the institution on that day.

   That visitor may not leave and attempt to re-enter later on that same day. Visitors will be subject to the following type of searches: Electronic, pat or visual search, and search of belongings or vehicle.

   Once a visitor departs the Visiting Room, for any reason, they will not be allowed entry back inside the institution

on that day. Visitors will randomly be tested for the presence of illegal narcotics with an ION Detector (see Program Statement on Ion Spectrometry Device Program for additional procedures). The Front Lobby Officer will then ensure the visitor(s) sign the Inmate Visitors Log. Once this has been accomplished, the Visiting Room Officer will be contacted and advised of the visitor. Visitors are not authorized to give anything to inmates. Visitors will only be permitted to carry a small clear 6" x 10" plastic coin purse and the following baby items into the Visiting Room:

1 small non-quilted blanket (under 2' x 2') (infant)
3 disposable diapers (per child)
3 pre-mixed clear plastic baby bottles
1 small packet of baby wipes (no more than 20)
1 small tube of diaper rash ointment (if necessary)
1 small baby's bib
1 empty child spill-proof cup

The items noted above will be the only items taken into the Visiting Room. A visitor may not take in baby toys, baby foods (glass or plastic containers), spoons, teething cookies, powder milk mixes, extra clothing, or diaper bags of any kind. All authorized baby items can be carried in a clear plastic bag that cannot have any metal framework and cannot exceed 12" by 12" in size.

All visitors' purses and other items not authorized will be secured in their vehicles or in the lockers provided at the Front Entrance. The Lobby Officer will ensure all carry items are thoroughly searched/x-rayed before they are permitted inside the secure perimeter, or placed in a Front Entrance locker.

Visitor lockers will be made available to visitors who are dropped off at the institution and do not have a vehicle in which to leave personal items. Visitor locker keys will be issued by the ID/Key exchange system. Visitors will surrender their ID card in exchange for a locker key. The Lobby Officer will retain the ID card, noting on a Visitors Locker Key Check Out Form, Attachment C, the chit number which is assigned to the visitor. The officer will hang a chit in the key box until the visitor(s) returns the assigned key, at which time, the ID card will be returned to the visitor(s). The Front Lobby Officer will note the issue of all locker keys on a Visitors Locker Key Check Out

Form, Attachment C, noting which locker/key number and chit number they have been assigned.

Visiting will be terminated once the inmate's visitor(s) departs the Visiting Room. The inmate's visitors will not be permitted to return to the Visiting Room once a visit has been terminated for that day.

E. Number of Visitors to Enter with Each Group: The Lobby Officer will coordinate with the Visiting Room Officer regarding the amount of seating space available in the Visiting Room. When seating is less than the group coming to visit, the visitors will be so advised.

The visitors may wait in the Front Entrance until seating permits the visit, or leave the institution and return later. Visitors will not be allowed to wait in their vehicles. The Visiting Room Officers will track the number of visitors utilizing the Inmate Visitors Log (Attachment B) for groups too large to enter the Visiting Room in one group.

F. Contraband Denial Form: All visitors will be required to prepare and sign, Form BP-224(52), Notification to Visitor Form prior to passing through the walk-through metal detector. The Lobby Officer will ensure these forms are properly prepared, including the date and time of the visit, and the Lobby Officer's signature. At the conclusion of the day's visiting, the forms will be forwarded to the SIS Office for review and filing.

G. Metal Detector and Searches: Visitors will be searched in accordance with the National Program Statement 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities.

H. Black Light Procedures: After each visitor has been properly identified and processing has been completed, a fluorescent stamp will be affixed to a predetermined location on one of the visitor's hands. This will provide an additional means of identification prior to departing the Visiting Room and Front Entrance. Visiting Bureau of Prisons personnel and law enforcement officers will not be stamped, if proper identification has been presented. After hand stamping a visitor, the stamp will be checked

to ensure it is visible. If not, the visitor will be re-stamped and checked again for legibility.

I. Inmate Identification: Each inmate being processed into the Visiting Room will be positively identified by means of their quarter's card, which will be obtained by the escorting officer, or the inmate's commissary card. The quarter's card or commissary card will be retained by the Visiting Room Officer. During times when a mass exodus of visitors is necessary, such as termination of visiting hours, the visitors will remain seated until all inmates have been identified by photo, complete separation has been accomplished, and the count verified. The visitors will then be permitted to leave in an orderly fashion under the supervision of the Visiting Room Officer(s). The Visiting Room Officer is responsible for the accountability and identification of all inmates and visitors entering and exiting the Visiting Room.

J. Visitor Identification: All inmate visitors must display photo identification (i.e., a valid state driver's license or government-issued photo ID card) before being permitted into the institution. Visitors under the age of 16 who are accompanied by a parent or legal guardian, are exempt from this provision. If the visitor does not have the required photo identification, the Lobby Officer will confer with the Duty Officer and the Operations Lieutenant.

In cases where identification cannot be established, the Duty Officer will be the authorized staff member to deny the visit. The denying official will advise the prospective visitor(s) of the reason for the denial.

Cadre inmate visitors, on their first visit to the institution, will be photographed for placement in the Visiting Room Program. Holdover inmate visitors will be identified by their issued identification submitted to the Lobby Officer. The Visiting Room Officer will provide positive identification of all visitors prior to their departure through the Visiting Room Sallyport. Visitors entering the FTC will have these photographs forwarded to the Control Center for positive identification by the Control Center Officer if they will be entering the institution through the Control Center Sallyport. Inmate's

visitor's photographs will be maintained in the Visiting Room Program for future use.

For non-inmate visitors, more than one person may be photographed (group photo) as long as all persons being photographed are facing the camera and all facial features are clear. These photos will be forwarded to the Control Center to assist for positive identification by the Control Center Officers.

K. Visits for Inmates Who Are Not Designated to the Federal Transfer Center:

1. Admission & Orientation (Holdover) Status: Visits will be limited to immediate family (mother, father, spouse, children, brother, sister).

2. Hospital Patients (Institution): The Clinical Director, Health Services Administrator, Psychology, and Unit Management staff, in consultation with the Captain, will determine if the visit may occur, and where the visit will take place. Only adults (immediate family members) will be allowed to visit inmates housed in the institution hospital.

   The Health Services Administrator may deny the visit when the inmate is suffering from an infectious disease, is in a mental or emotional state which makes a visit inadvisable, or is otherwise not in a condition to see visitors. This situation will be explained to the visitor by a member of the medical staff.

3. Hospital Patients (Local Hospital): Normally, visiting will not be allowed when an inmate is an inpatient at a local medical facility. In instances where visiting is allowed, a memorandum will be prepared by the Unit Team, listing each visitor (the visitor must be immediate family and on the approved visiting list), the date of the visit, and the hours of the visit. The memorandum will be forwarded through the Captain and Health Services Administrator to the Warden for approval. Correctional Services will forward the approved memorandum to the escorting officers at the medical facility prior to the actual visit taking place. If

visiting is approved for an inmate in the local hospital, the Operations Lieutenant will send a hand held metal detector, visiting forms, and a digital camera to the Escort Officers.

4. Special Housing Unit: Inmates in Disciplinary Segregation and Administrative Detention status will be permitted visiting privileges, unless their conduct dictates otherwise. If the latter is the case, documentation for denying the visit will be placed in the inmate's Central File, and a notation made in the inmate's visiting file in the Visiting Room Program. The Captain or the Operations Lieutenant will make this determination. In cases of particular interest or notoriety, the Warden, Associate Warden (P), and the Captain will be contacted for approval.

   Inmates housed in the Special Housing Unit will conduct visits through the visiting teleconference system located in Special Housing. Inmates housed in Special Housing will not be allowed in the Visitation Room unless prior authorization is received from the Captain or above. All Special Housing Unit visits will be limited to two (2) adults only, with a one-hour limit, under direct supervision of Correctional Services staff.

5. Holdovers/Pre-Trial Status: Visits will be limited to immediate family (father, mother, spouse, children, brother, sister). Holdover inmates immediate family verification is done utilizing a Pre-Sentence Investigation Report or information contained in the inmate’s USMS Transfer Packet. The Holdover Unit Team will approve/disapprove visits for all holdovers. Holdover inmate visiting forms which are approved for a visit, will be given an expiration date of no more than 60 days from the date of issuance. This approval (to and from dates), will be clearly noted on the visiting form so the Lobby Officer knows when to purge the files. These visits will occur in the inmate Visiting Room unless otherwise directed.

6. Attorney Visits: Retained, appointed, and/or those attorneys requested by the inmate will ordinarily be

allowed to visit. Prior arrangements with the inmate's Unit Team should be made to prevent delay. Each attorney will present a valid state bar card, in addition to other required forms of identification. Ordinarily, attorney/client visits will be conducted in the inmate Visiting Room, utilizing the Attorney Visiting Rooms. Those inmates assigned to Special Housing will be afforded the opportunity of attorney visits once approved by unit team. Attorney visits for those inmates assigned to Special Housing will take place either by video teleconferencing or through the Attorney Visiting Room in Special Housing. Normally, attorney visits will be scheduled during regular visiting hours. Special attorney visits may be considered for scheduling during regular work hours, Monday through Friday, when an imminent court deadline is verified and takes place prior to the next regularly scheduled institution visiting hours. All special attorney visits will be supervised by the Unit Team.

Law Enforcement visits will be screened and approved by the Special Investigative Supervisor/Agent. Law Enforcement visits will be escorted by Correctional Services.

Inmates will not be allowed to bring legal documents to the Visiting Room unless prior approval has been obtained from the inmate's Unit Team. The Visiting Room Officer, in the presence of the inmate, will search any legal document approved for admission to the Visiting Room. Attorneys who need legal documents signed by the inmate must inform the Visiting Room staff of their intentions, prior to the beginning of their visit. Unscheduled visits, or visits after normal visiting hours, will be cleared with the inmate's Unit Team or the Institution Duty Officer.

Unit Staff will ensure attorney visits are scheduled as soon as safely possible after an institution facility issue or other disruptive event.

Unit Staff will supervise all attorney visits not occurring during regular visiting hours. The

Associate Warden (P) will approve all visiting, in writing, after normal visiting hours.

7. Special Visits: Special visits will only be authorized by the designated Associate Warden, and must be arranged prior to the visit with a memorandum of approval forwarded to the Lobby Officer, Front Gate, Control Center, and Operations Lieutenant. Special visits will occur on regularly scheduled visiting days. The department initiating the request will supervise visits scheduled on days other than regularly scheduled visiting days.

8. Religious Visits: The Chaplain is the delegated authority for arranging Religious Visits. The Associate Warden (P) will approve all special visits of ordained ministers and spiritual guides. The Associate Warden (P) will approve all visiting, in writing, after normal visiting hours. If a minister visits an inmate as a friend rather than in an official capacity, they must be on the inmate's approved visiting list. Ministers appearing on an inmate's regular visiting list will not be permitted to attend volunteer religious programs. No religious volunteers will be permitted on an inmate's approved visiting list.

   If a clergyman or religious representative on an inmate's visiting list requests to serve communion or observe a religious rite of the inmate's faith while in the Visiting Room, the Captain will be contacted. Visiting clergymen will arrange for his or her visit prior to arrival, in order for necessary notification to be completed.

9. Outdoor Visiting: There is no outdoor visiting at this institution.

10. Visits from Federal and State Investigative Officials: Under normal circumstances, investigators from Federal and State investigative agencies will coordinate inmate visits, with the Special Investigative Supervisor (SIS) or Special Investigative Agent (SIA). If the visiting official is an FBI agent who routinely visits the institution, no subsequent notifications are

required. If the visit has not been prearranged, the Lobby Officer will contact the SIS/SIA. The Operations Lieutenant will be advised of all investigative officials' visits for informational purposes. The Unit Team will refer all investigative officials to the SIS/SIA.

Law Enforcement visits pertaining to criminal activity will be coordinated and escorted by the SIS/SIA.

Law Enforcement visits pertaining to inmate litigation or release (i.e., Immigration and Naturalization Service, court recorders, etc.) will be coordinated and escorted by Unit Management staff.

11. Representative Visits: Representatives (attorneys, family members, friends, etc.) of inmates will be allowed to testify on the day of the inmate's scheduled hearing before the U.S. Parole Commission and/or the Immigration Review Panel. The Lobby Officer will notify the inmate's Unit Team of any individual claiming to be a representative for an inmate. A staff member from the Unit Team will escort the representative to and from the parole/review hearings, providing constant supervision.

L. Inmate Visiting List: Unit Staff will prepare the Visiting List after the inmate submits a Request to Visit form (Attachment A). The information will be entered into the Visiting Room Program. One (1) copy will be placed in Section Three of the inmate's Central File, and one (1) copy will be maintained in the Front Lobby. In the event the computer Visiting Room Program is not operating, hard copies of inmate visiting lists maintained at the Front Lobby will be utilized as a back-up.

Inmates may request changes to their respective visiting lists at any time. As additions or deletions occur, Unit Staff will update the inmate Approved Visiting List in the visiting program. A new hard copy will be placed in the inmate's Central File and one to the Front Lobby Officer who will file it so it will be available to the Visiting Room Officers.

The Visiting Procedures/Regulations (Attachment A), will be reviewed by all approved visitors prior to the visitor's initial visit. It is the inmate's responsibility to mail the form to their visitors. A copy is available for review on the FTC Oklahoma City link at http://www.bop.gov.

Visitors will complete and sign the Notification to Visitor Form (located in the Lobby and available in the Program Statement on Visiting Regulations) acknowledging receipt of the written guidelines and procedures.

The Visiting Room Officer will maintain, through the Visiting Room Program, a chronological record of visits, including the inmate's name and register number, number of persons visiting, and the date and time visits began and ended. The Visiting Room Program will track all visiting points. Any other pertinent information is recorded on a Notification to Visitor form, which will be maintained in the SIS Office (this form will be retained for one (1) year).

M. Denial of Visitor: If the Front Lobby Officer recommends a visitor be denied entrance into the institution, he or she will contact the Operations Lieutenant and the Institution Duty Officer. The Institution Duty Officer, in consultation with the Operations Lieutenant, will make the final decision regarding denial of the requested visit. If the visit is denied, the reasons for the denial will be recorded in the Front Lobby Officer's log book.

No visitor will be denied admittance into the institution visitation room based solely on the use of sanitary products (i.e. feminine hygiene, etc.).

N. Administration: Visitors will be processed using the Visiting Room Program. The Lobby Officer will maintain current visiting files of approved visitors. Once a visitor has been approved to visit, and processed through the Front Entrance, the Visiting Room #1 Officer will retrieve the Notification to Visitors Form from the Lobby Officer, and escort the visitor(s) to the Visiting Room. The Visiting Room #1 Officer will record the visiting time in/out in the Visiting Room Program. The Lobby Officer is responsible for removing the visiting list of those

inmates who are released or transferred, and will forward them to the inmate's assigned unit for placement in the Central File. A bound ledger recording the date and time of arrival will be maintained at the Front Entrance for each visitor to sign.

O. Processing of Inmates: Once the inmate's visitor has been cleared for visiting, and the visitor has been seated in the Visiting Room, the Visiting Room Officer will contact the appropriate Unit Officer for the inmate.

The Visiting Room Officer will also telephone the inmate's work detail directing the inmate to be sent to his respective unit for escort (with bed book card), or commissary card to the Visiting Room.

The inmate and escorting officer will proceed to the Search (Shakedown) Room of the Visiting Room. The Visiting Room Officer will open the door, receive the inmate and Bed Book card or commissary card from the escorting officer, then direct him into the Shakedown Room. The inmate's Bed Book card will be retained during the visit.

The officer will conduct a pat search of the inmate, and record the description of items being worn into the Visiting Room. Once the inmate has been processed, he will be escorted from the Shakedown Room to the Visiting Room for his visit. All inmates will be visually searched when exiting the Visiting Room. Visitors are not authorized access to the Shakedown Room. If during a visit, an inmate requests to use the rest room, the inmate will be escorted to the Shakedown Room by a Visiting Room Officer. The officer will remain with the inmate until he is ready to return to the Visiting Room.

Upon completion of the inmate's visit, the Visiting Room Officer will identify the inmate with his picture card before allowing his visitor(s) to leave. All exiting visitors will be checked with the black light prior to exiting the Visiting Room. Once the visitor has been escorted to the Front Entrance by staff, the inmate will be visually searched. The inmate must pass the walk through metal detector on the second floor prior to being escorted back to his assigned unit. Once the visual search has been completed, the escorting officer will be contacted and the inmate, along with the bed book card, or commissary card,

will be escorted back to their unit. Inmates are not authorized to possess bed book cards at any time. In the event a large number of visitors and inmates remain in the Visiting Room at the conclusion of the visiting session, all inmates remaining will be separated and identified by photo before visitors are permitted to leave. Once the inmates have been properly identified, the group will be moved to the opposite corner of the Visiting Room, while the Visiting Room #1 Officer escorts the visitors to the Front Entrance. The Visiting Room #2 Officer will maintain supervision of the inmates during this time. If needed, the Operations Lieutenant will detail additional staff to assist in visually searching the inmates. One staff member will search no more than two inmates at one time. All searches will be conducted within the Shakedown Room.

P. Dress Code/Visiting Room Conduct: All inmates, with the exception of hospital patients, will wear a neat, issued set of institution clothing. Only institution work shoes (black boots) will be worn by Cadre inmates. Bus shoes may be permitted with a medical slip authorizing soft shoes. Inmates will not be permitted to wear personal shoes into the Visiting Room. Holdovers will be allowed to wear the issued bus shoes. House shoes or shower shoes will not be worn in the Visiting Room. Wedding rings (without stones) and religious medallions are the only jewelry authorized in the Visiting Room. The inmate may wear approved religious head wear during the visit, i.e., kufis, yarmulkes, headbands, etc.

The inmate requesting the visit will send FTC Oklahoma City Visiting Regulations, Attachment A, along with the Visitor Information Form (BP-A0629) will send FTC Oklahoma City Visiting Regulations, Attachment A, to the visitor. Copies of Attachment A, will also be available in the Front Lobby of the institution. The following is a list of prohibited dress in the Federal Transfer Center's Visiting Room:

- No khaki, hunter green, or orange colored clothing.
- No skinny jeans, shorts, mini shirts, skorts, leggings, jeggings or any other tight-fitting pants are allowed or permitted in the Visiting Room. (If the bottom of the pant leg is not as wide as or wider than the knee area, it is too tight and will not be permitted.)

- No clothing, accessories, symbols, jewelry, or other paraphernalia that may be considered obscene, offensive, or depicts, suggests association with a gang, secret society, or fraternity, will be permitted.
- No tank tops/muscle shirts, spaghetti strap/halter/mesh tops, see-through blouses or shirts, tube tops/crop tops, any straps less than 2 inches, any top that is skintight or allows the midriff or cleavage to be exposed.
- Undergarments are not permitted to be exposed.
- No low cut blouses, tops, sweaters, etc., with plunging necklines are allowed. Tops may not be "low cut" or exposing cleavage. Bare shoulders, midriffs, and backless tops are not permitted Tops should not be more than four fingers width below the collarbone. Shirts/tops must touch the waist of pants/skirts at all times (i.e., when in movement, when arms are extended or raised, and when in seated positions, etc.)
- Transparent and/or see through clothing is prohibited.
- No torn, cut/slashed, or frayed pants will be permitted. Torn or ripped clothing of any type is not permitted.
- Pajamas and flannel pants are not permitted.
- Clothing, patches, buttons, pins, jewelry, are not permitted if they have sexually suggestive writing/pictures, advocate violence, advertise or promote the use of tobacco, alcohol or drugs, have double meaning wording or obscene language, or are disrespectful.
- Clothing that poses a safety hazard is not permitted.
- No hoodies of any type.
- No sportswear or logo type gear.
- No hats, bandanas, scarves, caps, du-rags, athletic headbands, or hairnets are permitted unless authorized for religious wear.
- Only one vehicle key will be allowed.

Children under 10 years old may wear shorts. Coats will be authorized if they are in season, or the weather dictates their use (During the summer months, coats will

not be permitted). No open toe shoes will be allowed, i.e., sandals, flips flops. All coats will be passed through the x-ray machine and physically searched by the Lobby Officer prior to them being authorized in the Visiting Room. However, coats or jackets will not be worn to cover up inappropriate attire and coats with hoods will not be permitted due to security reasons.

Inmates may have limited physical contact such as an embrace or kiss with their visitors at the beginning and completion of their visit. Inmates and their visitors may not hold hands during their visit, and inmates may not have any physical contact during the visit.

Visiting children are permitted to play in the children's area. Parents or guardians are responsible for the supervision and behavior of their children. Toys will be provided, but may not be removed from the playroom. Inmates are not allowed to enter the playroom.

Breastfeeding will be permitted in the visiting rooms by female visitors. It is expected that female visitors will use appropriate discretion in opting to breastfeed their infants. Room V-204 is the designated room for breastfeeding. At a minimum, the female visitor will drape her infant and chest with clothing so there will be a minimal chance of an exposed breast. If, however, in a particular instance, the breastfeeding is conducted in a manner that is disruptive to other inmates or visitors, or is facilitating conduct prohibited under the BOP's disciplinary code, the visit will be terminated and further actions may be considered pursuant to discussions with legal staff.

Q. Termination of Visiting: Visits may be terminated when there are more visitors than space allows, and when visiting conduct becomes indecent, loud, profane, or affects the general order of the Visiting Room. This includes children who are unruly and/or disruptive.

The Visiting Room Officer may issue a verbal warning for conduct in violation of this Institution Supplement. Violations will result in the case being referred to the Institution Duty Officer and/or the Operations Lieutenant, for review and/or termination of the visit.

If deemed necessary, the Institution Duty Officer, or in his/her absence, the Operations Lieutenant, will advise the inmate and his respective visitor(s) that the visit has been terminated. Whenever a visit is terminated for the above reasons, an incident report will be prepared. Visiting termination cannot be delegated.

R. Pets: No animals will be brought onto institution grounds, except for dogs that assist persons with disabilities. This must be approved by the Warden, which may be delegated to the Institution Duty Officer on visiting days. Documentation of certification must be provided by the visitor in these cases.

S. Food: All food items will be purchased from vending machines only. No type of food will be brought into the Visiting Room by inmate visitors, except for baby items as noted in Section 4, D of this Institution Supplement.

T. Medication: Medication will be controlled by staff only. Medication which is not needed to possibly sustain life, will be left in the visitor's locker or vehicle. Approved medication will be logged and passed from the Lobby Officer to the Visiting Room Officer. Medication will be issued and/or taken in front of the Visiting Room Officers. Only medication needed will be authorized in the Visiting Room. No hypodermic needles will be allowed in the Visiting Room.

U. Special Medical Needs: Visitors with special medical needs, i.e., electric or manual wheelchairs, crutches, walking canes, oxygen, etc., will be allowed, permitting they can be searched and do not threaten the secure, orderly running of the institution. However, no motorized scooters will be permitted. All oxygen cylinders need to be secured either to a wheelchair or an oxygen caddy. Each special needs incident needs to be addressed on a case by case basis. Visitors needing or requesting the use of one of the institution wheelchairs or an oxygen caddy, will be granted.

At no time should FTC staff physically lift a visitor out of their own wheelchair and place them into one of the FTC’s wheelchairs. No handicap visitor will be denied entrance regardless of special equipment unless they present a security threat.

V. Walsh Act Requirements: The Unit Team will evaluate all inmates on their caseload and all incoming inmates to determine if they have an inmate who has been convicted of a sex offense involving a minor (WA W 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 have his/her visits closely monitored. These inmates will be instructed to be seated within the first two rows and clearly visible not only by the visiting room officers but also by closed circuit television.

5. **ATTACHMENTS:**

Attachment A - Visiting Regulations
Attachment B - Visitor's Log
Attachment C - Visitor's Locker Check-out Key From

Approved:

K. Zook
Warden, Federal Transfer Center Oklahoma City, Oklahoma

DISTRIBUTION: *Warden, AW (O), AW (P), Executive Assistant, All Department Heads, AFGE Local, Master File/Documents Control, Historical File, SallyPort*

FEDERAL TRANSFER CENTER OKLAHOMA CITY, OKLAHOMA

VISITING REGULATIONS

LOCATION OF THE INSTITUTION: Federal Transfer Center
Phone: 405/682-4075
7410 S. MacArthur Boulevard
Oklahoma City, Oklahoma 73169

FROM I-40: Exit I-40 at MacArthur Blvd., and proceed South approximately 7 miles. At the MacArthur Blvd./Regina Ave split, continue South on Regina Ave to SW 74th Street. Turn left (East) on SW 74th to stop sign at SW 74th/MacArthur Blvd., the institution will be straight ahead.

From I-44: Exit I-44 on SW 104th Street and travel West to MacArthur Blvd. Turn right (North) on MacArthur Blvd. Institution will be approximately 2 miles down the road. Follow signs to properly park your vehicle. Please ensure that your vehicle is locked at all times.

COMMERCIAL TRANSPORTATION:
Yellow Cab (405) 232-6161,
Greyhound Bus Line (405) 235-6425,
Will Rogers World Airport (405) 681-3000.

WHO MAY VISIT: Normally, all immediate relatives (spouses, children, parents, brothers, and sisters) are approved. Non-relatives may be approved to visit. A relative or friend who has a prior criminal history will not ordinarily be approved, but exceptions may be approved. Persons not on the approved visiting list must write the Counselor at least three weeks prior to the proposed visit explaining the circumstances. If approved, an authorization will be sent for presentation on arrival. Children under the age of 16 must be accompanied by a responsible adult who is an authorized visitor. Visitors must be appropriately dressed. All inmate visitors, with the exception of children less than 16, must display photo identification (i.e., valid state driver's license or government issued I.D. card) before being permitted into the institution. If the visitor does not have the required photo identification, the visit will not be approved.

VISITING HOURS:
Saturday, Sunday, and all Federal Holidays – 8:00 a.m. to 3:00 p.m.
Visitors will not be allowed to enter the institution from 8:50 a.m., until the 10:00 a.m., count is completed.
No visitors will be allowed to enter the institution after 2:00 p.m., for processing into the Visiting Room.
SPECIAL VISITS: Arrangements may be made through the unit staff, ordinarily the Case Manager, in advance, for visits if there are special reasons.

REGULATIONS: Vending machines are available in the Visiting Room for food

and drinks. It is our policy to conduct visits as informally and pleasantly as circumstances permit. Inmates may embrace and kiss their visitors only at the beginning and completion of the visit, inmates may not place their arms over a visitor's shoulders.

All visitors will dress appropriately, and refrain from any action that may affect the sensibilities of others. At the end of this attachment, please review the prohibited clothing list for visitor's; violations may result in cancellation of visits.

Coats will be authorized if they are in season, or the weather dictates their use, however, coats with a hood will not be permitted due to security reasons. All coats will be passed through the x-ray machine and physically searched by the Lobby Officer prior to them being authorized in the Visiting Room.

The following items are permitted in the Visiting Room: small clear plastic coin purses (6" x 10"); 1 small non-quilted blanket (under 2' x 2'); 3 disposable diapers (per child); 3 pre-mixed clear plastic baby bottles; 1 child spill-proof cup; 1 small packet of baby wipes (no more than 20); 1 small tube of diaper rash ointment (if necessary); and 1 small baby's bib. All authorized baby items must be carried in a clear plastic bag that cannot have any metal framework and cannot exceed 12" by 12" in size. At the end of this attachment, please review the listing of items not allowed.

All items are searched/x-rayed by the Lobby Officer. Purses, food, games, etc., will be secured in your vehicle. Those arriving by public transportation will be allowed to bring personal items into the Front Entrance; however, all items will be inspected, locked in a locker located in the Front Entrance, with the key retained by the visitor. Unauthorized items will not be permitted within the institution or stored on its grounds. Papers may not be examined or signed during visits without prior written approval. Such transactions should be handled as a matter of record through correspondence. Visitors will not be allowed to remain in their vehicles. If someone comes to the institution who is not on the approved visiting list, they will have to leave the institution grounds until the visit is completed.
All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages.

The Warden, upon reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order, may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyzer test, or other comparable test. A visitor has the option to refuse any of the searches, tests, or entrance procedures, with the result that the visitor will not be permitted entry to the institution. Your refusal of these procedures means that you will not be permitted entry to the institution, and you will be allowed to

leave the institution property, unless there is a reason to detain and/or arrest you.

The use of cameras or recording equipment without permission of the Warden is strictly prohibited; violators are subject to criminal prosecution. Once a visit with an inmate begins, if a visitor leaves the visiting area, the visit will be terminated. Any exception must be approved by the Visiting Room Officer. The Visiting Room is subject to video monitoring to ensure institution security and good order. Furthermore, all visitors are advised that they are not permitted to give/receive anything to/from an inmate.

RESPONSIBILITIES: Each visitor has the responsibility to conform to the regulations and requirements stated above. Disregard for these instructions can result in termination of visiting privileges. The Visiting Room Officer has the responsibility to see that these instructions are complied with. He or she has the authority to immediately terminate a visit for any breach of these regulations.

FEDERAL TRANSFER CENTER OKLAHOMA CITY, OKLAHOMA

VISITOR'S DRESS ATTIRE - PROHIBITED CLOTHING

- No khaki, hunter green, or orange colored clothing.
- No Skinny jeans, shorts, mini-skirts, skorts, leggings, jeggings, or any other tight-fitting pants are allowed or permitted in the Visiting Room. If the bottom of the pant leg is not as wide as or wider than the knee area, it is too tight and will not be permitted.
- No clothing, accessories, symbols, jewelry, or other paraphernalia that may be considered obscene, offensive, depicts or suggests association with a gang, secret society, or fraternity, will be permitted.
- No tank tops/muscle shirts, spaghetti strap/halter/mesh tops, see-through blouses or shirts, tube tops/crop tops, any straps less than two (2) inches, any top that is skin tight or allows the midriff, cleavage, or undergarments to be exposed will not be permitted.
- No low cut blouses, tops, sweaters, etc., with plunging necklines are allowed. Tops may not be "low cut" or exposing cleavage. Bare shoulders, midriffs, and backless tops are not permitted. Tops should not be more than four (4) finger's width below the collarbone.
- Transparent and/or see through clothing is prohibited. Shirts/tops must touch the waist of pants/shirts at all times (i.e., when in movement, when arms are extended or raised, and when in seated positions, etc.)
- No torn, cut/slashed, or frayed pants will be permitted. Torn or ripped clothing of any type is not permitted.
- Pajamas and flannel pants are not permitted.
- Clothing, patches, buttons, pins, jewelry, are not permitted if they have sexually suggestive writing/pictures, advocate violence, advertise or promote the use of tobacco, alcohol, or drugs, have double meaning wording or obscene language, or are disrespectful.
- Clothing that poses a safety hazard is not permitted.
- No hoodies of any type.
- No sportswear or logo type gear.
- No hats, bandanas, scarves, caps, du-rags, athletic headbands, or hairnets are permitted unless authorized for religious wear.
- Only one vehicle key will be allowed.

It is a federal crime to bring upon the institution grounds any object that threatens the order, discipline, or security of a prison, or the life, health, or safety of an individual. 18 U.S.C. Sections 1791 and 3571, provides a penalty of imprisonment for not more than five (5) years, a fine of not more than $250,000 or both, to a person who provides, or attempts to provide, to an inmate any prohibited object.

ITEMS NOT ALLOWED

- Cell phone, watches, fit bit, pager, pocket knives, handcuffs, or handcuff keys.
- Weapons, destructive devices, ammunition of any kind, or other object(s) designed to be used as a weapon.
- Electronic device, games, or toys of any kind.
- Glass containers or cans.
- Baby food, teething cookies, or powdered milk mix/formula.
- Extra clothing.
- Photos, albums, or photographic equipment.
- Eating or drinking utensils, to include baby eating utensils.
- Baby carrier, strollers, or umbrellas.
- Cosmetics of any kind.
- More than three (3) baby diapers.
- Pens, pencils, stationary, or paper of any kind.
- Purses, wallets, or diaper bags.
- Cigarettes, lighters, e-cigarette, and any/all tobacco products or chewing tobacco/snuff.
- More than three (3) baby bottles with milk or formula.
- Narcotic drugs, alcoholic beverages, or controlled substances.
- Non-Emergency medications (inhalers and nitroglycerin must be given to the Visiting Room Officer).
- Any other item or items deemed to be inappropriate.

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INMATE VISITORS LOG

(A) REG. NUMBER (B) INMATE NAME	UNIT	DETAIL Y N	TIME IN	TIME OUT	VISITORS NAME #ADULTS_____#CHILDREN_____ RELATIONSHIP		
(A)							
(B)					A=	C=	
(A)							
(B)					A=	C=	
(A)							
(B)					A=	C=	
(A)							
(B)					A=	C=	
(A)							
(B)					A=	C=	
(A)							
(B)					A=	C=	
(A)							
(B)					A=	C=	
(A)							
(B)					A=	C=	
(A)							
(B)					A=	C=	
(A)							
(B)					A=	C=	
(A)							
(B)					A=	C=	
(A)							
(B)					A=	C=	
INMATE TOTAL=			**ADULT AND CHILDREN TOTALS**				

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VISITORS LOCKER KEY CHECK OUT FORM

VISITOR NAME	DATE	TIME IN	TIME OUT	DRIVER'S LICENSE NUMBER (Note State)	LOCKER KEY NUMBER	ISSUING STAFF SIGNATURE