

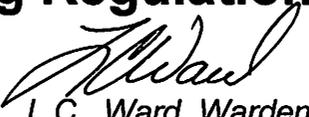


U. S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Oxford, Wisconsin 53952

INSTITUTION SUPPLEMENT

OPI: Correctional Services
NUMBER: 5267.08
DATE: August 3, 2015

Visiting Regulations

Approved: 
L.C. Ward, Warden

- I. **PURPOSE AND SCOPE.** To provide local procedures for implementation of applicable Bureau of Prisons policy governing inmate visitation. It is the policy of this institution to encourage inmate visiting to develop and maintain healthy community relationships. Visits are an important factor in maintaining morale of the individual inmate and in motivating him to pursue positive goals. The following supplement details policies and procedures regarding visitation at FCI Oxford, Wisconsin and its Satellite Camp.

- II. **SUMMARY OF CHANGES.**
 - Addition of updated visiting regulations for visitors (Attachment 2)
 - Change procedures for special visits
 - Changes procedures for denied inmate visits.
 - Changes visitor dress code for shorts, allow infant blanket.
 - Advises times for the photo program.

- III. **DIRECTIVES AFFECTED.**
 - A. **Directives Rescinded.**

IS 5267.08D Visiting Regulations (07-15-09)

 - B. **Directives Referenced.**

PS 5267.08 Visiting Regulations (05-11-06)
PS 5510.15 Searching/Detaining or Arresting Persons Other Than Inmates
(07-17-13)
IS 5510.16O Entrance Procedures (03-25-13)

C. **Standards Referenced.**

American Correctional Association 4th Edition Standards for Adult Correctional Institution: 4-4498, 4-4499, 4-4500, 4-4503 and 4-4504.

IV. **GENERAL.**

- A. **Visiting Schedule:** FCI - Social visits are regularly scheduled from 8:15 a.m. to 3:00 p.m., on Saturday, Sunday and all Federal Holidays. Visitors will not be processed to visit after 2:00 p.m. Visitors will not be processed between 9:15 a.m. and the conclusion of the 10:00 a.m. count on Saturdays, Sundays or Federal holidays. Any deviations will be authorized by the Operations Lieutenant or Institution Duty Officer (IDO).

FPC – Fridays, from 4:30 p.m. until 8:30 p.m. and Saturdays, Sundays and Federal Holidays, from 8:00 a.m. until 3:00 p.m. Visitors will not be processed between 9:45 a.m. and the conclusion of the 10:00 a.m. count on Saturdays, Sundays and Federal Holidays; processing of visitors will cease at 2:00 p.m. Due to space limitations at the FPC, a visiting schedule is posted for inmates whose last name begins with "A through J" and "L through Z."

Federal Holidays are New Year's Day, Martin Luther King's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and Christmas Day.

- B. **Number of Visitors:** FCI: Normally the number of visitors an FCI inmate may visit with at any given time is limited to six, which includes any combination of adults and children. Individuals leaving the visiting room to permit other members of the party to visit or for any other reason will not subsequently return for visiting the same day. Allowance for more than six visitors must have prior approval by the Unit Manager.

FPC: No more than four visitors including adults and children will be allowed to visit an FPC inmate at any given time. Allowance of more than four visitors must have prior approval from the Camp Administrator.

NOTE: Children less than 16 years of age must be accompanied by an adult.

- C. **Visiting Restrictions:** Visiting privileges are normally curtailed or terminated only because of an emergency, improper conduct on the part of the inmate or visitor(s), or when the Visiting Room becomes overcrowded.

In the event of overcrowding, the Visiting Room Officer will contact the IDO or Operations Lieutenant to determine which inmates' visits are to be terminated. The following factors should be considered when making this determination. Initially, visits will normally be terminated on a voluntary basis. Should this not alleviate the overcrowded conditions, the following measures may be taken in sequential order: 1) request for special visits with approved visitors on visiting list; 2) visits will be

terminated based on the frequency of visitors received by the inmate; 3) visitors from the local area, within a 100-mile radius, will be asked to terminate their visits; and 4) as a last resort, visits will be terminated on a first-in, first-out basis.

Note: Visits will not be terminated before they have visited for at least two hours.

If it becomes necessary to terminate a visit due to improper conduct on the part of an inmate and/or visitor(s), the Visiting Room Officer will consult the Operations Lieutenant and/or IDO prior to taking any action. The Operations Lieutenant will make the decision and if any action needs to be taken, the Operations Lieutenant will inform the parties involved. The Visiting Room Officer will document all warning/counseling sessions in the Visiting Room log book.

Children in the Visiting Room will be expected to maintain appropriate behavior which does not disrupt the visits of others. In no case will spanking, striking or other forms of corporal punishment be allowed during a visit. Inmates and their visitor(s) are responsible for their children. FCI Oxford does not have a designated area for children in the Visiting Room.

- D. **REGULAR VISITS.** An inmate's unit team will compile a visiting list for each inmate. Visitors will be required to complete and return a "Request for Visitation" form (see Attachment 1). The only exception to this requirement is while the inmate is in Admission and Orientation, when he is allowed to complete a "Temporary A&O Visiting Request Form" (see Attachment 5). Inmates who request to have a visitor added to their approved visiting list may do so provided the requested visitor is not already on another FCI/FPC Oxford inmate's approved list, unless they are immediate family. Any exception must be approved by the Warden. A visitor is not approved until he/she is placed on the inmate's visiting list.
- E. **Admission & Orientation:** Counselors will assist new inmates with the process of establishing a visiting list. Inmates who desire to receive visits from immediate family members within the inmate's first three weeks of arrival must complete a "Temporary A&O Visiting Request Form" (see attachment 5). Immediate family is limited to mother, father, step-parents, foster parents, brothers and sisters, spouse, and children who are listed as such in the Pre-Sentence Investigation report. The counselor will place the approved visitors on the institutions visiting program as approved special visits for the dates approved. This approval will expire exactly three weeks from the inmate's date of arrival to the FCI or FPC. In order for a visitor to be placed on the inmate's permanent visiting list, each visitor must complete and return a "Request for Visitation" form (see Attachment 1) and have it processed by the Unit Team staff.
- F. **Other Relatives:** Other relatives include grandparents, uncles, aunts, in-laws, and cousins. Before other relatives are added to an inmate's visiting list and allowed to visit, they must complete and return to the Counselor a "Request for Visitation" form. After the form has been processed, the respective inmate will verify with his Counselor that the potential visitor has been approved for visitation and entered on the computer as clear for visitation; only then will the visitor be allowed to visit.

- G. **Friends and Associates:** Before friends and associates having an established relationship prior to confinement are added to an inmate's visiting list and allowed to visit, they must complete and return to the Counselor a "Request for Visitation" form. After the form has been processed, the respective inmate will verify with his Counselor that the potential visitor has been approved for visitation and entered on the computer as clear for visitation; only then will the visitor be allowed to visit. **Friends and associates not having an established relationship prior to confinement will not be considered for visitation privileges.** The Warden must approve any exception to this requirement.

Individuals who have served as volunteers, contract employees or regular staff members will not ordinarily be permitted to visit inmates for a period of two years after cessation of their official duties at the institution. Exceptions to this policy will be solely at the discretion of the Warden.

- H. **Ex-Inmates of this Institution, Relatives of Ex-Inmates, or Other Inmates:** Rarely will individuals in this category be permitted to visit. Unit Managers will review each request on a case-by-case basis in order to determine if a threat to institution security exists. Their visiting application will require review by the Associate Warden Programs and approval by the Warden. Ordinarily, requests will be limited to immediate family members only.
- I. **Number of Visitors on Visiting List:** A maximum of 15 immediate family members and other relatives will be allowed on an inmate's approved visiting list. A maximum of 10 friends and associates will be allowed on an inmate's approved visiting list.

- V. **BUSINESS VISITORS, CONSULAR VISITORS, VISITS FROM REPRESENTATIVES OF COMMUNITY GROUPS, SPECIAL VISITS, ATTORNEY VISITS and CLERGY:** Persons in these categories, not on the approved visiting list, will be permitted to visit if they have the prior approval of the Associate Warden Programs. Individuals requesting visits in the above listed categories must make a written request to the Warden to visit the inmate. The request must specify the name and number of the inmate, name(s) and relationship of proposed visitor(s), and the purpose, duration and specific date(s) of the proposed visit. Unit Team will be responsible for final arrangements and supervision of special visits, unless otherwise noted in the institution supplement.

Special visits will be initiated by the Unit Counselor through the Captain and the Unit Manager with final approval by the Associate Warden Programs. These requests must include name of visitors and all pertinent information.

Clergy/Minister of Record: These visits will be accommodated in the visiting room during regularly scheduled visiting hours and, to the extent practicable, in an area of the visiting room which provides a degree of separation from other visitors. An inmate wanting to receive visits from his minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the name and title (minister of record) to the inmate's visitor list and the visiting program.

NOTE: Denial of any of the above-listed visitors will be made by the Warden.

VI. **INTERVIEW OF INMATES BY FEDERAL AND STATE LAW ENFORCEMENT**

AGENCIES. Request for interviews with inmates by recognized law enforcement agencies must be approved by the Associate Warden Programs. Unit staff will provide escort and supervision of the interview in an area other than the visiting room if regular visiting is in progress for reasons of security.

If there is any indication that the interview could result in criminal prosecution, the Unit Manager will immediately confer with the Captain and Associate Warden Programs before the inmate is allowed to leave the interview.

VII. **VISITS TO INMATES NOT IN REGULAR POPULATION STATUS.**

A. **Holdover and Hospitalized Status:** Visits for holdovers are limited to the immediate family verifiable in the Pre-Sentence Investigation (PSI). Immediate family is limited to mother, father, step-parents, foster parents, brothers and sisters, spouse, and children. Approval for visits for holdover inmates will follow the established procedures as outlined in the Admission and Orientation section of this supplement.

When visitors arrive to visit an inmate who is under observation in Health Services, the Health Services Administrator, in consultation with the Captain, will determine whether a visit may take place. If so, it will be determined if the visit should be held in the Health Services Unit. When the Health Services Administrator recommends against the visit because the inmate is suffering from an infectious disease, is in a psychotic or emotional episode which makes visitation inadvisable, or is otherwise not in a condition to see visitors, the proposed visitor will be carefully and sensitively advised. This will be documented in the inmate's central file.

Inmates hospitalized in the community to include inmates on medical furlough, will not receive visitors unless authorized by the Warden or designee. Visitors will be limited to immediate family from their approved visiting list. If approved, hospital visiting hours and policies must be followed. Unit staff will notify the hospital of approved visitors.

B. **Detention/Segregation Status:** To enhance security, visits for inmates housed in the Special Housing Unit will be conducted in the non-contact visiting area in the Visiting Room.

When an inmate housed in SHU receives a visit, the Lobby Officer will contact the Operations Lieutenant, Control Center staff, Visiting Room staff, and SHU staff.

SHU staff will notify inmates in the unit when they have a visit. Inmates will be advised that visits are non-contact and will be conducted via live video monitors. Inmates will be advised their visit will be one hour in duration. A timer has been installed to assist in monitoring the duration of the inmate's visit. An inmate may refuse to participate in the visit. If an inmate refuses to participate in the visit, SHU

staff will contact the Lobby Officer who will advise visitors of the inmate's refusal to participate. Visitors will then leave the Front Lobby. Inmates choosing to participate in visits will be fully dressed in a t-shirt, institutional jumpsuit, and shower shoes. They will be restrained with handcuffs behind the back and escorted to the SHU non-contact Visiting Room. Once secured in this area, the inmate's restraints will be removed. SHU staff will then contact the Visiting Room Officer who will advise waiting visitors to enter the non-contact visiting area. Visitors will be advised to wait until the phone rings and then to pick up to begin their visit. Once the inmate and visitors are in place in the non-contact visiting areas, SHU staff will turn the timer located outside the SHU non-contact visiting area to one hour and advise the inmate to pick up the receiver and begin the visit.

VIII. PROCEDURES.

- A. The Captain is responsible for the appearance and operation of the visiting room; as well as the training of the Visiting Room staff. After cleaning the Visiting Room, the Activities Lieutenant or Compound Officer will inspect it prior to the gate pass inmates departing.
- B. **Preparation of the Visiting List:** When an inmate desires to have a visitor added to his list he will complete the top portion of a "Request for Visitation" form and submit it to his Counselor. The Counselor will review the form to insure the inmate has submitted one form per visitor (Mr. & Mrs. would require two forms); the inmate has placed his name and number at the top of the form; and the inmate has placed the name and complete address of the desired visitor on the top of the form. In the case of inmates who are deemed indigent, the Counselor will send the "Request for Visitation" form to the proposed visitor. **Procedures for inmates in Admission and Orientation are outlined.** Inmates requesting visitors not to be added to their visiting list will be required to sign a form received in A&O indicating they do not wish to receive visits; his form will be placed in their central file. This does not prevent the inmate from having approved visitors added to his visiting list at a later date. An inmate may update his visiting list at any time.

Immediate family members, (i.e., mother, father, step-parents, foster parents, brother, sister, spouse and children) will be added immediately to the visiting list unless good reasons is shown to deny the visitor.

Ordinarily, when an inmate transfers from one institution to another, staff need not reapprove the visitors already contained on the inmate's visiting list. However, staff should review the visiting list to ensure the approved visitors are still appropriate.

The proposed visitor must complete the "Request for Visitation" form and mail it directly to the unit staff member responsible for processing the inmate's visiting list. The name and address of the respective staff member will be listed on the form. The inmate must have known the proposed visitor(s) prior to incarceration. The Warden must approve any exception to this requirement.

- C. **Approval / Disapproval of Visitors.** When a "Request for Visitation" form is returned to the Counselor it will be reviewed to insure it is completely filled out and signed by the requesting visitor. After the potential visitor's form has been processed and cleared by checking NCIC and/or the PSI, the Counselor will add the

visitor to the inmate's computerized visiting list. If necessary, staff will send the Request for Conviction Information form (BP-311) to the appropriate law enforcement agency to gather additional background information pertaining to the proposed visitor. The Counselor will then notify the inmate of each approval or disapproval and give the inmate a printed copy of his visiting list and a copy will be placed in his central file. If the background information reveals that visitation privileges for the individual would present security concerns or disrupt the orderly running of the institution, the Warden may deny visiting privileges. Unit Managers will review each request on a case-by-case basis in order to determine if a threat to institution security exists. Their recommendation will require review by the Associate Warden Programs and approval by the Warden.

The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the visiting guidelines and directions for transportation to and from the institution (see Attachment 2). Visiting regulations are also available online by selecting FCI Oxford in the facility locator tool at www.bop.gov.

Any visitor not on an inmate's computerized visiting list will not be allowed to visit until the processes noted above have been completed.

The Computer Services Manager maintains a printed copy of all approved inmate visiting lists. These lists will be used to process visitors in the event the computerized visitation program is not functioning. Counselors are required to forward any changes to an inmate's visiting list to the computer services manager for inclusion into the visiting program backup file. The backup file is available in the L: Drive/General Folder.

- D. **Identification of Visitors:** When inmate visitors arrive at the Front Lobby, the Lobby Officer will have each adult visitor read and sign the "Notification to Visitor" form (BP-224). All visitors, with the exception of children under 16 years of age, must display a valid state or federal photo identification, e.g., driver's license, passport, etc., to the Lobby Officer before being permitted into the institution. The Lobby Officer will also ask each visitor if they have any firearms, ammunition, weapons of any kind, narcotics, cell phones or any other contraband item(s) on their person. If the visitor indicates that he or she is in possession of any contraband item(s), the Operations Lieutenant will be immediately notified. Other visitors will not be permitted to enter the institution until the situation is resolved by the Operations Lieutenant.

On occasion, individuals come to the institution to visit an inmate without prior approval or notification to staff. The requested visit will normally be denied. The Institution Duty Officer and/or Operations Lieutenant will be contacted to render a final decision and notify the inmate of the decision.

When a visit is denied due to unusual circumstances, the Institution Duty Officer will prepare a memorandum for the inmate's central file, through the appropriate Unit Manager, specifying the reason the visit was denied.

- E. **Searching Visitors.** All visitors and belongings will be required to clear a metal detection device prior to entry into the facility. All visitors are subject to random pat and vehicle searches, as well as screening utilizing the ION Spectrometry Device. Refer to the Program Statement regarding searching, detaining or arresting visitors to Bureau grounds and facilities, and applicable institutional supplements.
- F. Visitors must be able to successfully clear established search procedures before being authorized entry into the facility. Visitors must successfully clear a walk through metal detector. If the visitor fails to clear the walk through metal detector, they will be denied entry into the facility. In questionable case, or when assistance is needed, the Institution Duty Officer and/or Operations Lieutenant will make the final determination.
- G. Visitors wearing articles of religious clothing are subject to search. If a reasonable suspicion exists that contraband may be contained in the article of clothing, visitors will be given the opportunity of having garments such as: hajabs or turbans, searched in a private area. These searches will be conducted by a staff member of the same sex. A visitor may decline to have the garment searched with the understanding that if a search is declined, visitation will not be allowed, and the visitor will be instructed to depart the institution grounds.

Upon successful identification and screening of an inmate visitor in the Front Lobby per established procedures, the identification provided by the visitor will be retained by the Front Lobby Officer; The Front Lobby Officer will relinquish the approved inmate visitor identification to the staff escorting the visitor(s) from the Front Lobby to the Visiting Room. Upon arrival to the Visiting Room, in addition to already established security procedures, the Visiting Room #1 Officer will maintain control of the visitor's identification card for the duration of the visit. An alphabetically arranged box has been provided to assist with this accountability. Upon departure of the Visiting Room, in addition to the already established security procedures, the Visiting Room #1 Officer and/or Lieutenant will identify the visitor's with their identification prior to departing the Visiting Room.

- H. **Supervision of Visits.** It is the responsibility of the Visiting Room Officers to ensure visiting regulations are followed as outlined by Bureau of Prisons policy and are conducted in a quiet, orderly and dignified manner. Termination of any inmate visit must be authorized by the Institution Duty Officer and/or Operations Lieutenant.

The Visiting Room Officers will pay strict attention to ensure articles are not being passed between the inmate and visitor.

Under no circumstances will the Visiting Room Officers accept money, gifts, or articles of any kind for an inmate.

Visitors who exhibit signs of intoxication (i.e., odor, confusion, loss of balance) or otherwise display inappropriate behavior, will not be permitted to visit.

- I. **Searching Inmates.** A search of all inmates (FCI and FPC) is required at the beginning and the end of a visit. These practices are designed to reduce the possibility of the introduction of contraband into the institution through the Visiting Room.
1. **FCI Inmates:** All FCI inmates will be visually searched and searched with the metal detector at the beginning and at the end of each visit.
 2. **FPC Inmates:** All FPC inmates will be pat searched and searched with the metal detector at the beginning and end of each visit. Additionally, FPC inmates will be visually searched on a random basis at the end of each visit. Searches will be conducted out of visitors' view to ensure privacy.
- J. **Temporary Suspension of Visiting Privileges.** The following procedures will be followed to notify an inmate and his involved visitor(s) that visiting privileges have been suspended:
1. A member of the inmate's Unit Team will verbally notify the inmate that his visiting privileges with the involved visitor(s) have been temporarily suspended pending final disposition of disciplinary action taken against him.
 2. The Unit Team will prepare a letter for the Associate Warden Programs signature to the involved visitor(s) notifying him/her that the inmate's visiting privileges have been temporarily suspended. Attachment 6 is a sample of such a letter.
 3. The Unit Team will prepare a memorandum to the inmate for the Associate Warden Programs signature which notifies him that his visiting privileges with the involved visitor(s) have been temporarily suspended. Attachment 7 is an example of such a memorandum.
- K. **Reinstatement of Temporary Suspension of Visiting Privileges.** The Associate Warden Programs may reinstate an individual to an inmate's visiting list. The Unit Manager will prepare a memorandum to the Associate Warden (Programs) enumerating the specific reasons for reinstating the individual to the approved visiting list. Under no circumstances will special visits be permitted to individuals who have been removed from the approved visiting list without a thorough investigation, and approval by the Warden. The reinstatement of visiting privileges to inmates who lose visiting privileges through misconduct are at the discretion of the discipline committee who took those sanctions, i.e., UDC/DHO.
- L. **Dining.** There are vending machines in the Visiting Room for use by visitors. No food items may be brought into the institution by a visitor. Inmates are not allowed to go near the vending machines and are not allowed to eat or drink out of the same food and beverage item as the visitor.
- M. **Miscellaneous Visiting Room Regulations.**
1. Inmates are required to wear only institution wear clothing (FCI - khaki pants and khaki shirts) (FPC - spruce green) during visitation. No colored t-shirts or thermals will be allowed. No other clothing is permitted. All clothing must be

neat and clean in appearance, and be properly tagged with the inmate's name and register number. Religious headgear may be worn in the visiting room. All religious headgear will be inspected prior to and following a visit. Any questions regarding the propriety of religious headgear in the Visiting Room will be directed to the Chaplain and the Operations Lieutenant. Staff should direct any questions regarding nonreligious headgear only to the Operations Lieutenant.

2. FCI inmates may **not** accompany their visitors to the vending machine area of the Visiting Room. Inmates and visitors are not permitted to remove any vending items from the Visiting Room. "No food/drink items are allowed to accompany the inmate visitor into the restroom."
3. Inmates will not take anything to a visit except a handkerchief, wedding band, prescription glasses/sunglasses. Religious medallions of any type will not be worn into the Visiting Room. If an inmate has property in his possession, he will be instructed to return to his unit and secure the property in question. No items of personal property will be stored in the shakedown area. Medication may be permitted, but only when authorized by the Health Services Administrator and/or the Captain. The Officer conducting the visual-search prior to the inmate's entry into the visiting room should document any authorized medications. Authorized medications must be provided to the Visiting Room Officers for the duration of the visit. The Health Services Department should be contacted when there is a question as to whether the medication(s) is authorized.
4. If legal papers are to be reviewed, the matter must be cleared through the Associate Warden Programs. Signature of inmates, or receipts for legal papers are not permitted except by the approval of the Unit Manager. Legal material belonging to an inmate and needed for a visit with an attorney will be brought to the Visiting Room by the inmate's Case Manager or Correctional Counselor. The material will be subject to search for contraband prior to and after the visit. There will be no exchanging of legal papers during the visit. Legal papers should be mailed into the institution. For additional procedures regarding this section, refer to the Institution Supplement regarding access to legal reference materials and legal counsel.
5. **Children's Area:** A designated children's area is located in the rear of the west side Visiting Room. The children's area is accessible to the visitors assigned to the west side Visiting Room only. Inmates will not be permitted in the children's area. Visitors will provide supervision of the children they brought to the institution. If children are not supervised appropriately by the responsible visitor who brought them, the visit may be terminated.
6. Socially-acceptable gestures of communication and affection, such as shaking or holding hands, kissing, and embracing, are allowed within the limits of good taste and only at the beginning and at the end of a visit. Any embrace will take place within the designated area of the Visiting Room, immediately in front of the Officer's Station. At the beginning of a visit, inmates may enter the designated area at the direction of Visiting Room staff. At the conclusion of a visit, inmates will remain seated until staff direct

them and their visitors to the designated area. Inmates involved in acts outside of this area, which is outlined on the floor, will be subject to disciplinary action.

7. Inmates will sit against the walls of the Visiting Room. Adult visitors will not be allowed to sit against the walls, and will sit across from the inmate they are visiting. In situations where there are multiple visitors (more than 2) per inmate, staff will designate who will sit next to the inmate. Indecent, annoying, or excessive contact will not be tolerated. Inmates who violate Visiting Regulations may be required to terminate the visit or be placed under closer supervision at the discretion of the Operations Lieutenant. All areas of the Visiting Room may be monitored to prevent the passage of contraband and ensure the security and welfare of all concerned.
8. Inmates will inform prospective visitors that dress should be within the bounds of good taste and should not present disrespect to others who may be present in the Visiting Room. Any clothing which is suggestive, provocative or revealing is not suitable for the Visiting Room environment. All visitors, regardless of age, will have to abide by these rules. Visitors who prefer to wear dresses or skirts may do so provided the hem line is knee length when seated. Capris may be worn provided they are below the knee when seated. All garments will be worn with the manufacturer's intended hem visible (no "rolling" of cuffs/hems). All visitors must wear shoes. Visitors may be denied a visit at the Front Lobby if it is determined a visitor's clothing is inappropriate for the institution setting.
9. Ordinarily, the photo program in the visiting room will take place on Saturdays, Sundays, and Federal holidays from 11:15 a.m. to 1:00 p.m. Exceptions will be on a case by case basis which may be approved by the Operations Lieutenant in writing prior to the day of the visit. Inmates and visitors shall remain in the designated areas while the picture is being taken. Pictures of inmates not in compliance with this directive will be confiscated, and inmates may be subject to disciplinary action.

The following items ARE NOT permitted in the Visiting Room:

- Sleeveless shirts
- Halter, tank or tube tops
- Shirts/blouses with plunging necklines
- Transparent/see-through clothing
- Spandex/form fitting clothing
- Clothing with holes
- Hats, caps or shirts with hoods
- Khaki colored clothing
- Camouflage clothing
- Shorts of any kind
- Coats, jackets, gloves or scarves (any type of outdoor apparel)
- Flip flops or shower shoes
- Food of any kind
- No photos, papers, newspaper clippings, etc.
- No open-toed or open-heel shoes

These items ARE permitted in the Visiting Room:

Money (\$20 limit)

Jewelry normally worn

2 baby bottles (dry formula in clear container only, no liquids)

Baby food in sealed clear plastic containers

Diapers and baby wipes

Children's clothes/blanket (no larger than 40"x40")

Sweaters (must remain on for entire visit)

Heart medication/Inhalers

All items carried into the Visiting Room must be carried in a clear plastic container or bag. This bag will be no bigger than ten inches long and six inches wide. All items not authorized in the Visiting Room (cell phones, handbags, pagers) must be stored in the visitor's vehicle. There are no storage areas available for visitor's personal property. A coat rack is available in the Front Lobby for visitors to hang coats, sweaters, etc.

Visitors may be denied a visit by the Institution Duty Officer if it is determined a visitor's dress is inappropriate for the institution setting. Questionable situations may be referred to the Institution Duty Officer or the Operations Lieutenant if the Institution Duty Officer is not available for final denial of access to the institution.

10. Papers, packages and/or gifts are not to be exchanged in the FCI Visiting Room. At no time will inmate personal property be given to visitors.
11. The Visiting Room has been designated as a NO-SMOKING area. There will be no smoking at any time in the Visiting Room.
12. All visitors will be escorted to and from the Visiting Room. The visitors will be escorted to the Visiting Room on a first-come, first-served basis. Visitors and inmates will be assigned seating as designated by the Visiting Room Staff. Visitors are not allowed to sit against the wall. Visitors may only leave on the hour and half-hour time frames, e.g., 11:00 or 11:30 and so on. No visitor may enter or leave during the 10:00 a.m. count. No visitors will be allowed to enter the facility after 2:00 p.m.

- IX. **PENALTY FOR VIOLATIONS.** Future visiting privileges will be denied to any person who tries to circumvent or evade Visiting Regulations. It may also require other action and possible prosecution. The introduction of or attempt to introduce contraband into or upon the grounds of any Federal penal or Correctional Institution is a violation of Title 18, U.S. Code, Section 1791. The law provides that violators may receive 20 years, a fine, or both.

Contraband items include but are not limited to: guns, knives, tools, ammunition, explosives, hazardous chemicals, gas, narcotics, drugs, or intoxicants. Prior to admission into the institution, visitors must request and obtain permission by the warden or his designate to bring any item upon the institution grounds. Visitors are prohibited from bringing animals on institutional grounds unless the animal is a dog that assists disabled persons.

- X. **DESIGNATED VISITOR PARKING.** A designated parking area has been established on the East side of the institution's main parking lot for all visitors to the institution. This area is clearly marked. Visitors will be asked by the Lobby Officer if they parked in the visitor only parking. If they have not, the visitor will be directed to move their vehicle to the designated area. During high volume visiting days, management will designate additional parking space as deemed appropriate.

Name: _____
Address: _____
City/State: _____
Zip Code: _____

Re: _____
Inmate's Name and Reg. Number
Date: _____

for visitation privileges with him at this institution. Prior to making such
n concerning you. You are not required to supply the information requested.

If you do not furnish the information requested, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request will be attempted; however, it may be delayed. If the information withheld is found to be essential to processing your request properly, you will be so informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized if you do not supply the information requested, failure to supply such information could result in your not being considered for admittance as a visitor. It may be necessary for the institution to send an inquiry to an appropriate law enforcement or crime information agency. The information obtained will only be used to determine your acceptability as a visitor and for no other purpose. *** (Your signature gives permission for Law Enforcement inquiry.) ***

You are reminded the criminal penalty for making false statements is a fine of not more than \$10,000 or imprisonment for not more than five years or both (See 62 Stat. 749; USC 101).

Important: This form must be mailed back to the
Attention of the Counselor indicated in order to
Process this request for visitation

Mail to: Correctional Counselor
Federal Correctional Institution
P.O. Box 500
Oxford, WI 53952

Fill Out Completely

Last Name:		First Name:		MI
Sex: Male/Female	Race:	Date of Birth:	Social Security Number: No SSN, AR#/Passport#	
Driver's License Number:		State:		
Street Address:				
Phone:	City:	State:	Zip:	
Aliases/Maiden/Nicknames:			Citizenship Country:	
Height:	Weight:	Color of Eyes:	Color of Hair:	
Place of Birth: (City, State, Country)				
Your Relationship to Inmate:				

How long have you known this individual? _____

Do you desire to visit him? _____

Did you know this individual prior to his confinement? _____

Where did this relationship develop: _____

Have you ever been convicted of a crime? _____

If so, state the number, date, place and nature:

Are you presently on probation, parole or supervised release? _____

How long? _____

Do you correspond with other inmates? _____

If so, indicate their name(s) and location(s):

Do you visit other inmates? _____

If so, indicate their name(s) and location(s)

Signature of Parent or Guardian if under 18 years of age

Signature

Sensitive But Unclassified

FEDERAL CORRECTIONAL INSTITUTION, OXFORD, WISCONSIN 53952
VISITING REGULATIONS: FOR VISITORS

_____ (Visitor's Name), has been approved to visit you at Oxford. In addition to you assuming reasonable responsibility for the proper conduct of a visit, you are also responsible for forwarding this form to the above visitor so that she/he will be aware of our visiting regulations.

IDENTIFICATION. The Lobby Officer will require proper identification of all visitors, both inmate and Official. Acceptable identification are government issued photo identification cards, e.g., state-issued driver's license, state-issued ID card, military ID credentials.

VISITING HOURS. Regular visiting hours are from 8:15 AM to 3:00 PM, Saturday, Sunday and Federal Holidays. Visitors will not be processed in after 2:00 PM. Please refrain from arriving on the institution grounds before 8:15 AM. When a visit is over, all visitors must leave the institution grounds immediately. Each inmate is allotted 35 points per calendar month. The visiting room officer may terminate a visit due to overcrowded conditions or improper conduct of the visitor and/or the inmate.

WHO MAY VISIT. We will notify persons authorized to visit, as we are doing in your case. Children under the age of 16 may not visit unless accompanied by a responsible adult. Children will be kept under supervision of a responsible adult or a children's program. Exceptions in unusual circumstances may be made by special approval of the Warden.

Normally the number of visitors an FCI inmate may visit with at any given time is limited to six, which includes any combination of adults and children. Split visits will be arranged when necessary. Individuals leaving the Visiting Room to permit other members of the party to visit or for any other reason will not subsequently return for visiting the same day. Visitors not admitted to the Visiting Room may not wait in the lobby area. They must return to their vehicle and leave the institution grounds.

The signature of a parent or guardian on the Visitor Information Form (BP-629) is necessary to process a request for an applicant under 18 years of age. Further completion of the questionnaire portion of this form by an applicant under 18 years of age ordinarily is not required if the applicant is an immediate family member of the requesting inmate. The Warden, after consultation with Regional Counsel, may make exceptions to the requirement for acknowledgment by parent or guardian.

Other persons not approved who wish to visit an inmate for either personal or business reasons must write the institution at least two weeks in advance of the visit and explain the circumstances. If a visit is approved, an authorization will be sent for presentation on arrival. Personal contact within the limits of good taste such as shaking or holding hands, kissing, and embracing is permitted when the visitor and inmate meet and just prior to departing.

REGULATIONS. The right to make future visits will be denied to anyone who tries to circumvent or evade regulations. The introduction of or attempt to introduce contraband into a federal penal institution is in violation of Title 18, U.S. Code, Section 1791.

Contraband is defined as the introduction or attempt to introduce into or upon the grounds of any federal penal or correctional institution, or the taking or attempt to take or send therefrom, anything whatsoever without the knowledge and consent of the Warden or Superintendent of such Federal Penal or Correctional Institution.

Contraband items include, but are not limited to guns, knives, tools, ammunition, explosives, hazardous chemicals, gas, narcotics, drugs or intoxicants. Prior to admission, visitors must request and obtain permission of the Warden or his staff representative to bring any item or thing upon the institution grounds. Visitors are prohibited from bringing animals on institutional grounds unless the animal is a dog that assists disabled persons. If this is the case, documentation is required.

It is illegal for any person to introduce or attempt to introduce into or upon the grounds of any federal penal institution, to take, or attempt to take or send there from anything whatsoever without the knowledge or consent of the Warden. The law provides that violators may receive 20 years, a fine or both. All persons and packages are subject to search (Title 18, U.S. Code, Sections 1791/1792).

THE USE OF A CAMERA OR RECORDING EQUIPMENT WITHOUT WRITTEN CONSENT OF THE WARDEN IS STRICTLY PROHIBITED.

LOCATION. The institution is located approximately 8 miles west of Westfield; 13 miles east of Adams at 350 Elk Avenue, near the junction County Roads E & G. The telephone number is 608-584-5511. There is no commercial transportation available from either Westfield or Adams-Friendship. Please refer to pages 4 and 5 of this attachment for transportation and local accommodations.

VISITING DAYS. Visiting days are Saturday, Sunday and Federal Holidays.

DO NOT BRING FOOD OF ANY KIND into the institution. Sandwiches, snacks and beverages, etc., are available from vending machines. No lunch, packages nor thermo bottles will be allowed. Microwaves are for staff use only unless needed to heat up a baby bottle.

When a conference with an institutional staff member is desired, the visit should be made on Monday or Friday, as many of the staff are not at the institution on weekends or holidays. All visitors must be fully attired including shoes. Adult visitors are to refrain from wearing apparel that is over-revealing or suggestive (i.e., tight-fitting slacks, micro-mini skirts, shorts, halter tops, strapless dresses/tops, etc.,) Persons not conforming to the dress code standards defined in Institution Supplement 5267.08D will be denied admittance.

Socially acceptable gestures of communication and affection such as shaking or holding hands, kissing, and embracing are allowed within the limits of good taste at the beginning and at the end of a visit only. Any embrace will take place within the designated area of the Visiting Room, immediately in front of the Officer's Station. At the beginning of a visit, inmates may enter the designated area at the direction of Visiting Room staff. At the conclusion of a visit, inmates will remain seated until staff direct them and their visitors to the designated area. Inmates involved in acts outside of this area, which is outlined on the floor, will be subject to disciplinary action. Indecent, annoying or excessive contact will not be tolerated. Inmates or visitors who violate visiting regulations may be required to terminate the visit or be placed under closer supervision at the discretion of the Visiting Room Officer. All areas of the Visiting Room, including restrooms, may be monitored to prevent the passage of contraband and ensure the security and welfare of all concerned. Children are expected to remain near to and be controlled by the adults bringing them.

IT IS NOT PERMISSIBLE TO BRING PACKAGES, GIFTS, or CLOTHING OF ANY KIND FOR AN INMATE. No written messages or photos may be exchanged. Documents or papers may not be examined or signed in the Visiting Room. The latter should be handled by correspondence (as a matter of record). **MONEY CANNOT BE ACCEPTED FOR DEPOSIT TO THE INMATE'S TRUST FUND ACCOUNT.**

Below are general instructions for governing visits at this institution:

ONLY THOSE ITEMS LISTED BELOW ARE AUTHORIZED TO BE TAKEN INTO THE VISITING ROOM

- Money (\$20 Limit)
- Jewelry normally worn
- 2 baby bottles (dry formula in clear container only; no liquids)
- Baby food in sealed clear plastic containers
- Diapers and baby wipes
- Children's clothes/blanket (40"x40")
- Sweaters (must remain on for entire visit)
- Heart medication/Inhalers

All items carried into the Visiting Room must be carried in a clear plastic container or bag.

OTHER

All books, magazines and newspapers must be mailed into the institution from the publishing company. Send to:

Inmate's Name and Register Number
Federal Correctional Institution
P.O. Box 1000
Oxford, Wisconsin 53752-1000

All medication must be approved by the Operations Lieutenant on duty and the Lobby Officer.

All cell phones, radios, tape players and tape recorders must be left in visitor vehicles.

FEDERAL PRISON CAMP

FOR VISITORS: VISITING ROOM RULES AND REGULATIONS

It is the intent of this institution to provide visiting facilities and procedures which will encourage meaningful visits with relatives and friends. Visits by approved visitors are stressed as an important factor in maintaining the morale of each inmate, motivating him toward positive behavior. It is the responsibility of the Visiting Room Officer to supervise the visits. It is incumbent that the inmate and his approved visitors coordinate with one another regarding visitation.

Each inmate is authorized 35 points of visiting time per month. Staff will maintain a record of visiting by attributing one point for every hour of visiting. Any partial hour more than 15 minutes will be assessed one point as well. The days and times individual visits are allowed is determined by the group in which an inmate is placed, based upon the first letter of his last name. See Attachment for Group I and II schedule.

It is the responsibility of each visitor/inmate to adhere to the visiting regulations as set forth in the following paragraphs:

1. Visits are permitted from 4:30 P.M. to 8:30 P.M., on Fridays, and from 8:00 A.M. to 3:00 P.M. on Saturdays, Sundays and Federal Holidays. Visitors will not be allowed in the institution after 7:30 p.m. on Fridays, and 2:00 p.m. on Saturdays and Sundays for visitation.
2. Visitors will be permitted to park their cars in the parking lot. Visitors are not allowed to park in the UNICOR parking lot.
3. An inmate's immediate family, mother, father, step parents, brothers, sisters, wife and children are routinely approved as visitors. Each inmate is responsible for obtaining Unit Team approval for their visitors. The number of visitors on an inmate's approved list will be limited to 25. The maximum number of persons who may visit an inmate at one time is four. Visitors under the age of 16 must be accompanied by a responsible adult. Each adult visitor will be required to sign an information form indicating his or her name, relationship to the inmate, complete address, the name of the inmate being visited, and an acknowledgment of his or her awareness and understanding of possible penalties for violation of visiting regulations and/or introduction of contraband. Any attempt to bring unauthorized items into the institution is a violation of federal law (U.S. Code, Title 18, Section 1791) and is punishable by imprisonment and/or fine.
4. Smoking is not permitted anywhere at the camp.
5. On Saturday, Sunday, and legal holidays, there will be an 10:00 A.M. count. Visitors will be allowed to enter Visiting Room until 9:45 A.M. Visitors arriving after 9:45 A.M. will not be allowed to visit until the 10:00 A.M. count clears. Visitors will not be processed into the Camp after 2:00 p.m. on Saturdays and Sundays, and not after 7:30 p.m. on Friday nights.

6. When overcrowding occurs in the Visiting Room, the Visiting Room Officer, after notifying the Operations Lieutenant, will determine which visitors will be asked to leave in order to relieve overcrowding and to accommodate additional visitors. The determination will be based on the visitors who have been at the institution for the longest period of time on that particular date in conjunction with the distance traveled and number of visits during the past months. No approved visitor will be asked to leave who has not visited for at least two hours.

Note: The officer will first ask if there are any individuals who are willing to voluntarily terminate their visit. If they volunteer to do so, these people will be terminated first, and if they have visited less than two hours, their visit will not be counted against them.

7. Embracing and kissing, as a greeting or farewell, is permitted within the limits of acceptable conduct only upon arrival and departure. When a visit is terminated due to unacceptable conduct, the inmate may receive a disciplinary report.
8. Visitors may not bring in anything for the inmate. It is permissible for the visitor to give an inmate any item from the vending machines to be consumed while on a visit.
9. Inmates will inform prospective visitors that dress should be within the bounds of good taste, and should not present disrespect to others who may be present in the Visiting Room. Any clothing which is suggestive, provocative or revealing is not suitable for the Visiting Room environment. All visitors, regardless of age, will have to abide by these rules. Visitors who prefer to wear dresses or skirts may do so provided the hem line is knee length when seated. Capris must reach below the knee when seated. All visitors must wear shoes. Visitors may be denied a visit at the Front Lobby if it is determined a visitor's clothing is inappropriate for the institution setting.

The following items ARE NOT permitted in the Visiting Room:

- Sleeveless shirts
- Halter, tank or tube tops
- Shirts/blouses with plunging necklines
- Transparent clothing
- Spandex/form fitting clothing
- Clothing with holes
- Hats, caps or shirts with hoods
- Khaki colored clothing
- Camouflage clothing
- Shorts of any kind
- Coats, jackets, gloves or scarves (any type of outdoor apparel)
- Flip flops or shower shoes
- No open-toed or open heel shoes
- Food
- No photos, papers, newspaper clippings, etc.

These items ARE permitted in the Visiting Room:

Money (\$20 limit)
Jewelry normally worn
2 baby bottles (dry formula in clear container only, no liquids)
Baby food in sealed clear plastic containers
Diapers and baby wipes
Children's clothes
Sweaters (must remain on for entire visit)
Heart medication/Inhalers

All items carried into the Visiting Room must be carried in a clear plastic container or bag.

Visitors may be denied a visit at the Front Lobby if it is determined a visitor's dress is inappropriate for the institution setting. Questionable situations will be referred to the Institution Duty Officer or the Lieutenant if the Duty Officer is not available.

10. Cameras or recording equipment are not permitted, nor are documents or papers to be examined or signed by inmates in the Visiting Room.

Other: No lunch packages or thermos bottles will be allowed. Vending machines have been provided. No written messages or photos may be exchanged during the visit.

11. A visitor suspected of attempting to introduce contraband can be subject to a detailed search of his/her person and/or property.
12. The Officer will assign seating. The Visiting Room is the primary visiting area, and weather permitting, the patio will be used.

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

PUBLIC TRANSPORTATION TO THE OXFORD AREA

1. Greyhound Bus stops in Portage and Wisconsin Dells, Wisconsin. Central Information Number: 1-800-231-2222 or your local area terminal.
2. Dane County Regional Airport (Madison) services the following airlines: Northwest, Mid-West Express, United, United Express, American Eagle, Skyway, Delta, ComAir, Transworld Express, and ATA-Chicago Express. Flight information can be received by calling your travel agent or local airport.
3. Amtrak trains arrive and depart from Portage and Wisconsin Dells, Wisconsin. The toll free information number is: (800)872-7245.
4. Cab and limousine service is available from the Madison airport. For information call (608)242-2000 Union Cab, (608)256-5566 Badger Cab, and (608)258-7458 Madison Taxi.
5. Oxford area cab service: Cab service is also available from Dells Cab, Wisconsin Dells, Wisconsin; telephone number 608/253-7722 or City Cab, Portage, Wisconsin (608)742-6609 or 742-6669.
6. Accommodations Westfield/Oxford:

Pioneer Motel
Highway 51
Westfield, WI
(608)296-2135

Sandman Motel
Highway 51
Westfield, WI
(608)296-2565

Crossroads Motel
Hwys 51 and 82
Oxford, WI
(608)589-5151

Wisconsin Dells, Wisconsin: Arrangements can be made by calling the Chamber of Commerce (608)254-4636.

There are over 70 motels in the Portage and Wisconsin Dells areas. The summer season is the peak season for tourists so it is best to call in advance for reservations.



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution

P.O. Box 0500
Oxford, Wisconsin 53952

Date

Attachment 6

Jane Doe
110 Main Street
Washington, D.C. 10002

RE: Visiting Privileges with John Doe, Reg. No. 00000-000

Dear Ms. Doe:

This is to serve as notice that you are hereby temporarily suspended from visiting John Doe pending final disposition of administrative action stemming from your May 19 visit with him.

This action will remain in effect until further notice. Mr. Doe has been verbally notified of this decision. It will be his responsibility to inform you of the final disposition taken in this matter.

Sincerely,

Associate Warden (Programs)

cc: Central File



UNITED STATES GOVERNMENT

Memorandum

Federal Correctional Institution, Oxford, Wisconsin

Attachment 7

Date:

From: Associate Warden (Programs)

Subject: Visiting Privileges

To: John Doe, Register Number 00000-000
Portage Unit

This is to serve as written notice that your visiting privileges with Jane Doe have been temporarily suspended pending final disposition of administrative action stemming from your May 19 visit with Ms. doe. You have already been verbally notified of this action which will remain in effect until further notice.

cc:

Central File

Unit Manager, _____ Unit

Visiting Room Officer

Lobby Officer