



U.S. Department of Justice
Federal Bureau of Prisons
Federal Prison Camp
Pensacola, Florida 32509

**INSTITUTION
SUPPLEMENT**

OPI: Correctional Services

NUMBER: PEN 5267.08A

DATE: July 23, 2011

SUBJECT: Visiting Regulations

PURPOSE. To establish procedures for inmate visiting at the Federal Prison Camp, Pensacola, Florida.

1. DIRECTIVES AFFECTED. Institution Supplement PEN 5267.07, Visiting Regulations, dated July 23, 2007, is canceled.
2. STANDARDS REFERENCED. American Correctional Association Standards for Adult Institutions 4-4267, 4-4498, 4-4503, 4-4499, 4-4500, 4-4504, and 4-4285.
 - A. P.S. 5267.08, Visiting Regulations, dated May 11, 2006
 - B. P.S. 1315.07, Legal Activities, Inmate, dated November 5, 1999
 - C. P.S. 5521.05, Searches of Housing Units, Inmates and Work Areas, dated June 30, 1997
 - D. I.S. PEN 5500.09C Ch.6, Entrance Procedures, dated August 2, 2004
3. LOCAL PROCEDURES FOR APPROVING AND DISAPPROVING PROPOSED VISITORS:
 - A. Each inmate desiring visitors must request a visiting list, which may include immediate family members and other visitors. The list is limited to (10) friends and associates, and is submitted to the inmate's assigned Correctional Counselor. Inmates in Admission and Orientation status, who do not have an approved visiting list, an initial visiting list will be limited to immediate family members [Attachment A] and completed during Admission and Orientation, until the required forms are received and processed. Ordinarily, when an inmate transfers from one institution to another, staff need not re-approve the visitors already contained on the inmate's visiting list. However, the inmate has the responsibility to ensure his visiting list has been transferred.

- B. The inmate's Correctional Counselor will provide inmates, upon request, a Visitor Information (BP-S629) form and Visiting Regulations (Attachment C). It is the inmate's responsibility to ensure each visitor is issued a copy of these forms. A completed Visitor Information (BP-S629), will be mailed directly to the inmate's assigned Correctional Counselor. Completed Visitor Information Forms will not be accepted from inmates. Upon receipt of the returned questionnaire, the inmate's assigned Correctional Counselor will provide written notification to the inmate of the visitor's approval or denial. Due to the Freedom of Information Act, information contained in, or a part of, the Visitor Information Form (BP-S629) cannot be disclosed to the inmate. Visitor applicants with felony convictions can only be approved or disapproved by the Warden or Acting Warden. The inmate is responsible for notifying the visitor of approval or disapproval and is expected to provide the approved visitor with a copy of the visiting guidelines.
- C. Changes to the inmate's visiting list may be amended at any time. **[Requirement]**
- D. FPC Pensacola involves sending inmates into military base communities, which encompasses five separate bases. No inmate may have a visitor who has any working association with the military bases on his approved visiting list. **[Requirement]**
4. FPC PENSACOLA SCHEDULE, DAYS and HOURS of OPERATIONS:
[Requirement]
- Friday: 5:00 p.m. to 8:30 p.m.
Saturday, Sunday, and federal holidays: 8:00 a.m. to 3:00 p.m.
- A. The outside visiting area will close at 8:00 p.m. on Friday and no further visitors will be processed. On Saturday, Sunday, and federal holiday's no further visitors will be processed after 2:30 p.m. Visitor processing, inmate, and visitor traffic to and from the Visiting Room will be suspended at 9:30 a.m. on Saturday, Sunday, and federal holidays, in preparation for the 10:00 a.m. official count. Visitor processing and inmate traffic may resume when the count has cleared. Visitors will not be permitted onto the base more than thirty minutes before visitation begins.

5. INMATE PROCESSING PROCEDURES.

- A. Staff will ensure each inmate attempting to enter the Visiting Room has a visitor, prior to the inmate being admitted. Staff will identify the inmate by his commissary photo identification card upon entering the visiting room and re-identify the inmate by the same commissary photo identification card before the inmate's visitor exits the visiting room.
- B. All inmates will enter and exit the visiting room through the visiting room shakedown entrance door. Inmates will not be permitted in the visiting room prior to being notified. Before entering and leaving the Visiting Room, all inmates will be pat-searched and will clear the metal detector. Randomly selected inmates will be visually searched upon completion of their visit. Inmates are permitted the following items in the Visiting Room: handkerchief, comb/brush, wedding band, religious medallion and metal chain, prescription glasses, jacket, and life maintenance medication. No other items (including watches, non-prescription sunglasses, etc.) will be allowed into or out of the visiting area. Legal documents are permitted ONLY when approved through the Unit Team. **[Requirement]**
- C. Inmates must be properly dressed for their visits. Proper dress is defined as camp issued full dress uniform (green shirt, white t-shirt, green pants, and belt) with issued work shoes or tennis shoes. No sports clothes, (i.e., sweat pants, etc., are not permitted). All shirts will be tucked into the pants and a belt will be worn. If the inmate is improperly dressed, he will be refused the visit until he has corrected his attire. **[Requirement]**
- D. Inmates are permitted in all indoor and outdoor visiting areas identified as children areas. Visitors are responsible for the actions of their children while on government property. **[Requirement]**
- E. An inmate may terminate his visit to eat in the dining hall; however, this will terminate his visit for the day.
- F. Upon authentication and in-processing, the Visiting Room Officer will notify the Dorm Officer when an inmate receives an approved visitor and the Visiting Room Officer will use the public address system to notify the inmate of an approved visit. All attempts will be made to notify the inmate of a visit within thirty (30) minutes.

If the inmate cannot be located within thirty (30) minutes, Visiting Room Officers must notify the Operations Lieutenant and all efforts will be made to locate the inmate.

- G. Vending machines are available in the visiting area for visitor use. Inmates are not permitted to handle currency at any time; therefore, the inmate's visitor must purchase items from the vending machine for the inmate's consumption. Inmates are not permitted to accompany their visitor to the vending machines. Visiting Room staff are not responsible for currency and will not accept reimbursement currency from vendors for inmates or their visitors. Once a visitor has in-processed and exits the visiting room, he or she will not be permitted to return that same day. No items are allowed to be given to the inmate through the visiting room. At no time are inmates authorized to receive any visitor's property or possessions. **[Requirement]**

6. Visitor Processing Procedures:

- A. When a visitor arrives at the institution, he/she will complete the BP-S224, Notification To Visitor form and present it, along with a valid form of government issue identification, (driver's license, passport, or federal or state identification) to the Visiting Room Officer. All forms must be completed in their entirety. The Notification to Visitor form will be retained by Correctional Services for a period of one year. The visitor must sign this form in the presence of a staff member. The officer will check the inmate's approved visiting list using the web-based visiting program (the web-based visiting program records all visitors) **[Requirement]** to verify the visitor is approved to enter the institution. If the visitor's information is not found within the web-based program, the Officer will attempt to contact a member of Unit Management. If a member of Unit Management is not available, the Officer will contact the Operations Lieutenant and/or the Institutional Duty Officer for approval. If the visitor is not on the inmate's approved visiting list, an Inmate Visitor Denial (Attachment D) form will be completed and the Operations Lieutenant will be contacted. **[Requirement]**
- B. Procedures to process visitors if the network or the visiting program is down. The Operations Lieutenant will electronically create a backup of the visiting

lists on Thursday each week. If the network is down the user will need to login to workstation only. The use of this file is ONLY for when the network is down or the visiting program is down. **[Requirement]**

C. Once the visitor has been verified in the web-based visiting program and verified with a valid government or state photo identification, the log book will be signed by the visitor.

D. All children under the age of 16 years may not visit unless accompanied by an adult on the visiting list. Exceptions in unusual circumstances may be made by special approval of the Warden.

E. Inmates and/or visitors will be responsible for supervision of their children so as not to disturb others in the visiting room. Any visitor not keeping their children's behavior under control may have their visit terminated. A designated children's area is provided for visitor's children. Persons not permitted to visit may not remain in the visiting room, institution, on base, or in the parking lot.

[Required]

7. Approved dress code:

A. All visitors will be dressed appropriately for a correctional setting. The Visiting Room Officers will ensure all visitors are dressed appropriately for entrance into the Visiting Room. Excessively provocative, immodest or revealing attire is reason to deny visiting. For example, halter tops, tube tops, sleeveless shirts, tank tops, clothing revealing the midriff area of the anatomy, radically low-cut shirts/blouses, revealing (front), backless clothing, see-through, low-cut blouses, miniskirts, tank tops, military fatigues, muscle shirts, short shorts, hot pants, spandex, revealing dresses/skirts, hats, caps and form fitting clothes are not considered appropriate apparel. All clothing must be free from obscene, inappropriate, or offensive messages. Shorts and dresses must be knee length or longer. Visitors wearing clothing considered to be too revealing, provocative, indiscreet or closely resembling an inmate's uniform will not be allowed into the Visiting Room until a change to appropriate clothing is made. Visitors over the age of 12 years old will not be allowed into the

institution in skirts, shorts, or dresses exceeding above the top of the kneecap in length. All visitors are required to wear closed-toe footwear and undergarments, to include bras for female visitors.

[Requirement]

- B. **Only the following items are allowed into the visiting room:** one [1] clear plastic make-up type bag not to exceed 5 inches by 8 inches for carrying personal items; valid form of state or government photo identification, vehicle keys, feminine hygiene items, money [no denomination larger than \$10.00], and life maintenance medication which will remain with the visiting room officer. In addition to those items listed on the Notification to Visitor form, visitors may not bring such items as: pictures, documents, personal papers, toys, infant carriers, car seats, suitcases, attache cases, large oversized handbags, packages, newspapers, coolers, or any electronic device (i.e., cellular phone, tape recorder, cameras, radio, MP3, IPOD, television, or other such electronic device). **Only the following infant care items are permitted in the visiting room:** clear baby bottles, baby food [factory sealed; enough for visit], one small spoon, child hygiene care, one set of baby clothes, one baby blanket, one small collapsible stroller, and a clear bag no larger than sixteen inches by sixteen inches to carry infant care items. **[Requirement]** All other items not authorized will be locked in the visitor's vehicle. **[Requirement]**
- C. Visitors are not permitted to bring any type of food item into the visiting room, except for infant care. The inmate will be permitted to eat items from the vending machines with his visitor, but may not retain any leftover items.
- D. Inmates are responsible for advising their visitors of the dress requirements for visitation. Visits may be denied for noncompliance or inappropriate dress by the Visiting Room Officer, following his/her consultation with the Operations Lieutenant and/or Institution Duty Officer.
- E. Prescribed medication (life threatening) heart medication, inhalers will be secured with the Visiting Room Officer in the event needed by the visitor.

8. Procedures for Approving any Exception to a Non-Prior Relationship:

A. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown the proposed visitor is reliable and poses no threat to the security or good order of the institution. The Unit Team or Chaplain's recommendation will be made to the Warden or their designee for approval/disapproval. **[Requirement]**

B. Special Visits: The inmate or the special visitor will submit a request at least five business days prior to the requested date to the inmate's Correctional Counselor. The nature of the visit, will be forwarded to the staff member responsible for verifying and supervising the visit. The staff member responsible, will depend upon on the nature of the visit [i.e., an attorney request will be submitted to the Correctional Counselor; outside law enforcement will be submitted to SIS; a minister's request will be submitted to the Chaplain]. This request will state the specifics of the visit to include purpose, duration, and visitor's identity. The staff member will verify the information supplied and forward their recommendation to the Warden for approval. Special visitors ordinarily are for a specific purpose and ordinarily are not of a recurring nature. Except as specified, the procedures of visiting for special visitors are the same as for regular visitors. Persons in the specific categories listed in the program statement may qualify as special visitors rather than as regular visitors:
[Requirement]

9. Clergy, former or prospective employers, sponsors, and parole advisors:

A. Visits by Minister of record: Minister of record or clergy visits will be coordinated by the Religious Services Department. The Chaplain will verify theological credentials and forward a letter to the Correctional Counselor, who will add the name and title to the inmate's visiting list.

B. Clergy: Visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures. Ordinarily, clergy visits will not be accommodated unless requested by the inmate. However, the

Chaplain may approve a visitation request initiated by the clergy, if the inmate wishes for the visit to occur.

- C. Consular, Prospective Employers, Sponsors and Parole Advisors: This request will state the specifics of the visit to include purpose, duration and visitor's identity.

The Unit Team will verify the information supplied by the inmate and forward their recommendation to the Warden for approval. Ordinarily, special visits are for a specific purpose and not of a recurring nature. Except as specified, the conditions of visiting for special visitors are the same as for regular visitors.

Consular, prospective employers, sponsors, and parole advisors visits authorized during non-duty hours will be supervised by a member of the Unit Team. The Unit Team will arrange, monitor and supervise the visit during non-visiting hours. During normal visiting hours, special visits will be monitored and supervised by Correctional Service staff.

10. Attorney, Paralegal, Clerk and Legal Assistant: Acceptable identification for attorneys would be a valid driver's license or a valid State Bar Card. All Attorney, Paralegal, Clerk, and Legal Assistant visits will be arranged and coordinated by Unit Team, and may be scheduled during the normal business day or visiting hours. Attorney visits authorized during non-duty hours will be supervised by Unit Team. The Unit Team will arrange, monitor, and supervise the visit during non-visiting hours. During normal visiting hours, special visits will be monitored and supervised by Correctional Services staff. Any documents needed for the visit will require prior approval by Unit Staff. **[Requirement]** Paralegal, Clerk, and Legal Assistant: Acceptable identification for Paralegal, Clerk, and Legal Assistant is a valid state or government photo identification and credentials reflecting they represent an Attorney of record for the inmate. If the visit is to occur during non-visiting hours, the inmate's assigned Correctional Counselor must submit a written request, in advance, through the Unit Manager to the Warden for approval.

"Only a licensed Attorney, Paralegal, Clerk, or Legal Assistant representing a licensed Attorney will be permitted to conduct legal visits with inmates. The Attorney will certify the Paralegal, Clerk or Legal Assistant is representing the licensed Attorney, and have an on-going

supervisory relationship with the licensed Attorney. The individual must provide a completed application to enter the institution as a representative (Attachment F in Program Statement 1315.07, Inmate Legal Activities). The Warden must approve, in advance, special visiting for the requested individual. This approval must be in writing. Attorneys shall be permitted to visit only those inmates with whom they have previously arranged to see.”

11. Notification to Visitors: The inmate is responsible for providing the visitor a copy of the Visitor Regulations concerning visiting. However, the Visiting Room Officer will have copies available of the Visiting Regulations. A current copy of the Visiting Regulations will be posted in the display case located in the Visiting Room for the visitor’s review.
[Requirement]
12. Reasons for Denial or Termination: Some reasons for denial or termination may include but are not limited to an institution emergency, improper conduct, overcrowding. The Operations Lieutenant and Institution Duty Officer will be notified of any visit to be denied or terminated. (See Attachment D, Inmate Visitor Denial Form). The order of termination during overcrowding: Volunteers; Persons who visit two (2) or more times per week and live within a 50-mile radius; Persons who live outside of the 50-mile radius. **[Requirement]**
13. FPC Pensacola does not house inmates in Hold over Status.
[Requirement]
14. Limitations specific to the institution: Each inmate is afforded visiting time, during regular visiting hours, with those persons on his approved visiting list, unless prevailing circumstances warrant otherwise. An inmate may have no more than five visitors, including children, at any one time. Visiting room capacity will not exceed the limit posted. Weather permitting; the patio area and outside visiting area will be used to increase the maximum safe capacity of the visiting room. The Operations Lieutenant, after consulting with the Institution Duty Officer, has the authority to terminate visits. **[Requirement]**
15. VISITS TO INMATES NOT IN POPULATION STATUS
 - A. Detention or Segregation Status. Inmates who have been transported to the contracted county jail may receive visitors under the regulations of that facility. The

Jackson County Correctional Facility in Marianna, Florida, is the current contract facility used for detention or segregation. All visitation is non-contact and only allowed for 2 hours once per week.

[Requirement]

- B. FPC Pensacola does not have non-contact visiting areas.
[Requirement]
- C. Hospitalized Inmates. Hospitalized inmate visits will be coordinated through the Unit Team. Visits to inmates hospitalized in the community are restricted to only the immediate family and must be approved by the Associate Warden. Visitors must abide by posted hospital visiting hours/regulations. **[Requirement]**
16. The Recreation Department's inmate photographer will be authorized to enter the visiting room between the following hours to take pictures: no photos will be taken on Friday visitation. Saturday, Sunday, and Holidays - 10:30 a.m. to 2:00 p.m. Any changes in the scheduled hours require approval from the Operations Lieutenant.
17. Notification to Visitors: Visitor Regulations concerning visiting is provided to the visitor by the inmate. Additionally, Visitor Regulations will be available from the Visiting Room Officer upon request, and a copy will be posted in the visiting room. Visiting regulations may be also accessed via the internet at;
[http://www.bop.gov/locations/institutions/pen/PEN visit hours.pdf](http://www.bop.gov/locations/institutions/pen/PEN_visit_hours.pdf) **[Requirement]**
18. This Institution Supplement will be translated into Spanish.

Scott A. Middlebrooks, Warden

UNITED STATES GOVERNMENT
memorandum
FEDERAL PRISON CAMP
PENSACOLA, FLORIDA



DATE: _____

TO: Operations Lieutenant

REPLY TO _____

ATTN OF: Counselor

SUBJECT: Special Visit Authorization for:

Inmate Name

Reg. No.

The above named inmate is authorized a special visit with _____ who
resides at the following address: _____.

The date(s) of the visit is: _____.

Approved: _____
Unit Manager

cc: Inmate Central File

VISITING REGULATIONS

Attachment C, Page 1

To: All Visitors
From: Warden, FPC Pensacola, FL

The Federal Prison Camp Pensacola is located on the Saufley Field Naval facility at 110 Raby Avenue, Pensacola, Florida 32509, phone: 850-457-1911. Saufley Field is located on the west side of Pensacola by taking exit #7 south from I-10 onto Pine Forest Road, right on Blue Angel Parkway, right on Saufley Field Road, into Saufley Field. Visiting Regulations may also be found at

http://www.bop.gov/locations/institutions/pen/PEN_visit_hours.pdf. The Pensacola area is serviced by the following transportation: Air; Rental Car; Tour & Bus Service; and Cab and Limo services. Pensacola also offers numerous hotels; vacation homes; Bed & Breakfasts; and RV Sites. Access to this information may be obtained at www.visitpensacola.com or www.pensacolachamber.org.

FPC Pensacola's Visiting Schedule: Visiting will be permitted on Fridays - 5:00 p.m. to 8:30 p.m., Saturdays, Sundays, and holidays from 8:00 a.m. until 3:00 p.m. Holidays are as follows: New Year's Day, Martin Luther King's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

FPC Pensacola's Visitor's Dress Code: All visitors will be dressed appropriately for a correctional setting. The Visiting Room Officers will ensure that all visitors are dressed appropriately. For example, halter tops, tube tops, sleeveless shirts, tank tops, clothing revealing the midriff area of the anatomy, radically low-cut shirts/blouses, revealing (front), backless clothing, see-through or low-cut blouses, miniskirts, tank tops, military fatigues, muscle shirts, short shorts, spandex, hats, caps and form fitting clothes are not considered appropriate apparel. Shorts and dresses must be knee length or longer. All clothing must be free of obscene, inappropriate or offensive messages. Visitors wearing clothing considered to be too revealing, provocative, indiscreet or closely resembling an inmate's uniform will not be allowed into the Visiting Room until a change to appropriate clothing is made. Visitors over the age of 12 years old will not be allowed into the institution in skirts, shorts, or dresses above the top of the kneecap in length. All visitors are required to wear closed toe shoes and undergarments, to include bras for female visitors.

Inmates are responsible for advising their visitors of the dress requirements for visitation. Visits may be denied for noncompliance or inappropriate dress by the Visiting Room Officer, following his/her consultation with the Operations Lieutenant and/or Institution Duty Officer.

Visitor Processing: All visitors must sign the "Notification to Visitor" form (in English or Spanish) which acknowledges the visitor's understanding of the visiting regulations and notification they may be subject to be

searched. Anyone refusing this search or refusing to sign the aforementioned statement will not be permitted entry into the camp. A search may also be made of all hand-carried items in the possession of a visitor. The visitor will be present during the time all items are being searched. The Visiting Room Officer will not store any items for a visitor or inmate and will not be responsible for items lost or left in the Visiting Room.

Section 1001, Title 18, U. S. Criminal Code states, "the penalty for making a false statement is a fine of no more than \$250,000.00 or imprisonment of not more than five years, or both." Furthermore, Section 1791, Title 18, U. S. Criminal Code, provides a penalty of up to twenty years in prison for any person who introduces, or attempts to introduce, into or upon the grounds of any penal or correctional institution, or takes or attempts to take, or send therefore, anything whatsoever, without the knowledge and consent of the Warden.

Five adults, not including children, are allowed to visit at one time. The Lieutenant and/or the Duty Officer have the authority to terminate/deny any visit due to improper conduct, or for overcrowded conditions (See Attachment D, Inmate Visitor Denial). Reasons for denial or termination may include but are not limited to: An institution emergency; Improper conduct, Overcrowding. The visiting room can accommodate a maximum of 105 visitors. Visiting room capacity, frequency of visits, once the visitor has exited the visiting room, he/she will not be allowed back into the visiting room, and distance traveled will be determining factors when a decision to terminate a visit is made. The order of termination during overcrowding: Volunteers; Persons who visit two (2) or more times per week and live within a 50-mile radius; Persons who live outside of the 50-mile radius.

Visitors will enter the visiting room at the front entrance located on the south side of building 844. All visitors must provide a valid governmental photo ID (i.e., driver's license, passport, etc.) before being allowed to visit. Persons not permitted to visit may not remain in the visiting room, institution, Saufley Field, or in the parking lot. All vehicles will be locked.

All children under the age of 16 must be accompanied by an adult on the visiting list. Inmates and their visitors will be responsible for keeping their children respectful of others within the bounds of the visiting area.

Only the following items are allowed into the visiting room: [1] clear plastic make-up type bag not to exceed 5 inches by 8 inches for carrying personal items, valid photo ID, vehicle keys, feminine hygiene items, money [no denomination larger than \$10.00], and life-sustaining medication which will remain with the visiting room officer. In addition to those items listed on the Notification to Visitor form, visitors may not bring such items as: pictures, documents, personal papers, toys, infant carriers,

carseats, suitcases, attache cases, large oversized handbags, packages, newspapers, coolers, or any electronic device (i.e., cellular phone, tape recorder, cameras, radio, MP3, television, or other such electronic device). **Only the following infant care items are permitted in the visiting room:** clear baby bottles, baby food [factory sealed - enough for visit], one small spoon, child hygiene care, one set of baby clothes, one baby blanket, one small collapsible stroller, and a clear bag no larger than sixteen inches by sixteen inches to carry infant care items.

[Requirement]

The use of tobacco products is prohibited throughout Bureau of Prisons facilities. No cigarettes, cigars, smokeless tobacco, lighters, matches, or other related items will be allowed into the visiting room.

No money will be collected by the visiting room officer for deposit into the inmate's account. Inmates receive their money through postal money orders sent in the mail, with their correct name and register number indicated. Food and beverages may not be brought into the institution; various vending machines are provided for use by visitors. A change machine is available in the visiting room. Inmates are not allowed to handle currency and will not be allowed to leave the visiting room with money.

All unauthorized visitor items must be locked in their vehicle. Inmates are not allowed to receive food from outside sources. No items are allowed to be exchanged between the inmate and a visitor. Rearrangement of visiting room furniture is not authorized due to fire and safety regulations. **[Requirement]**

All visits will begin and end in the visiting room. A short embrace and kiss at the beginning/conclusion of the visit and holding hands during the visits are the only physical contact allowed. Any other displays of affection between the inmate and visitor will not be permitted and could result in termination of the visit. Once a visit begins, the inmate and his visitor(s) may not leave the designated visiting area.

The following is a synopsis of important rules for visitors to remember:

1. Park only in the designated parking area and do not interact with any inmate prior to entering the visiting room. Contact with any inmate is not permitted when leaving after a visit.
2. Lock/secure your vehicle prior to entering the visiting room.
3. Have valid photo identification.
4. Be on inmate's approved visiting list or on authorized special visit form.
5. Complete Title 18 (Notification to Visitor) in the officer's presence.
6. Sign in and out in a log book at the officer's desk.
7. All unauthorized items must be secured in a vehicle.

Navy Requirements for Federal Prison Camp, Pensacola, Florida, Inmate**Visitors:**

The following information is provided to assist when visiting FPC Pensacola at Saufley Field. Please read this form along with the Visitor Information Form.

The following documents must be made available for examination upon the request of Base Security Guards.

1. Valid Driver's License
2. Proof of Valid Insurance
3. Valid Vehicle Registration
4. Valid License Plate

The following requirements must be adhered to while on Saufley Field.

1. Compliance with posted speed limits.
2. Seat belts will be worn by all occupants of the vehicle. All children under the age of four, weighing less than 40 pounds, will use an approved infant or child car seat.
3. Anyone suspected of driving while under the influence of alcohol will not be allowed to enter the base.
4. Parking will be authorized in designated areas only.
5. Motorcycle operators will ensure headlights are on at all times while the motorcycle is being operated. Persons riding the motorcycle will wear/use the following protective equipment.
 - a. A properly fastened (under the chin) protective helmet that meets Department of Transportation (DOT) standards.
 - b. Impact resistant eye protection devices, which include goggles or a face shield attached to the helmet. A windshield or faring alone is not considered to be proper eye protection.
 - c. Hard sole shoes with heels, long sleeved shirt or jacket and full finger gloves. Passengers are encouraged to wear a retro-reflective vest.

Visitors are authorized to enter the base only for the purpose of visitation. Visitors are authorized in the designated parking lot only. Visitors are not authorized to drive around the base. Upon entering FPC Pensacola visitors are consenting to having their vehicles subject to inspection/search by members of the Saufley Field security force. Persons found with illegal contraband (such as firearms, drugs, explosive devices, etc.) will be apprehended and turned over to the Escambia County Sheriff's Department.

Sample

Attachment D



UNITED STATES GOVERNMENT
Memorandum
FEDERAL PRISON CAMP
PENSACOLA, FLORIDA

DATE: _____
TO: Unit Manager
REPLY TO
ATTN OF: Lieutenant/Institution Duty Officer
SUBJECT: Visitor Denied/Visitation Terminated

On the above date, at _____ (AM) (PM), the following visitor

(Mr.) (Mrs.) (Miss)

- _____
 Was denied entrance to the Visiting Room
 Visitation was terminated

Inmate _____
Name _____ Register Number _____

Reason for denial/termination:

1. Improper or no identification 4. Improperly Dressed
 2. Not on inmate visiting list 5. Overcrowded
 3. Under age without parent/guardian 6. Incident
(See Comments)

Comments: _____

Completed by: _____ (Visiting Room Officer)

cc: Captain
Visiting Room File