



**U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS**

**FEDERAL CORRECTIONAL COMPLEX
POLLOCK, LOUISIANA 71467**

**NUMBER: POX 5267.08B
DATE: March 16, 2012
SUBJECT: Inmate Visiting
OPI: Correctional Services**

COMPLEX SUPPLEMENT

1. **PURPOSE AND SCOPE:** The purpose of this Complex Supplement is to establish local procedures for inmate visiting procedures at the Federal Correctional Complex, Pollock, Louisiana.

2. **PROGRAM OBJECTIVES:**
 - A. To establish clear procedures for the establishment of inmate visiting lists, times, guidelines, and procedures.
 - B. Establish procedures for denial or termination of inmate visiting.
 - C. Ensure the safety of staff, visitors and inmates is maintained.

3. **DIRECTIVES AFFECTED:**
 - A. **Directives Referenced:**
 1. Program Statement 5267.08, Visiting Regulations dated May 11, 2006.
 2. Program Statement 5270.10, Special Housing Units, dated July 29, 2011.
 3. Program Statement 5500.11, Correctional Services Manual, dated October 10, 2003.

4. Program Statement 5510.12, Searching, Detaining, or Arresting Visitors to Bureau Grounds & Facilities, dated January 15, 2008.
5. Program Statement 5521.05, Searches of Housing Units, Inmates, and Inmate Work Areas, dated June 30, 1997.

B. Directives Rescinded: Institution Supplement 5267.08A, Inmate Visiting, dated October 24, 2008, is rescinded.

4. **STANDARDS REFERENCED:** ACA 4-4156, 4-4498, 4-4499-1, 4-4500, 4-4501, 4-4502, and 4-4504.

5. **VISITING TIMES, FREQUENCY OF VISITS AND NUMBER OF VISITORS:**
Social inmate visiting at the USP is Friday, Saturday, Sunday and Federal Holidays from 8:00 a.m. to 3:00 p.m. At the beginning of the month, each inmate will have eight points. Inmates will be assessed one point for weekday visits and two points for weekend and holiday visits. The visiting points will be tracked by the Visiting Computer Program. Once the visit has concluded, the inmate will be assessed the proper amount of points.

Social inmate visiting at the FCI is Friday, Saturday, Sunday and Federal Holidays from 8:00 a.m. to 3:00 p.m. At the beginning of the month, each inmate will have eight points. Inmates will be assessed one point for weekday visits and two points for weekend and holiday visits. The visiting points will be tracked by the Visiting Computer Program. Once the visit has concluded, the inmate will be assessed the proper amount of points.

Social inmate visiting at the FPC is Saturday, Sunday, and Federal Holidays from 8:00 a.m. to 3:00 p.m.

Inmates at all institutions may have a total of five visitors at one time not including children.

At all institutions, on Saturdays, Sundays, and Federal Holidays, visitor processing will be continuous until 2:00 p.m. In preparation for the 10:00 a.m. count, inmates will not be called to the visiting room after 9:30 a.m. until the conclusion of the count. Visitor processing will conclude at 2:00 p.m., in preparation for the conclusion of

visiting for the day. The inmates' Unit Team will be contacted if the computer visiting program should fail.

6. **REGULAR VISITORS:** During an inmate's Admission and Orientation period, he will submit a list of persons with whom he wishes to visit to his Unit Team. If at any time an inmate wants to amend his visiting list, he must first submit an Inmate Request to Staff Member (Cop-Out) Form to his Unit Team requesting the change. The Unit Team will compile the inmate's visiting list after an appropriate investigation on potential visitors has been completed.
 - A. **Members of the Immediate Family:** This category includes mother, father, step-parents, foster parents, brothers, sisters, spouse, and children. These individuals are to be placed on the Visiting List if identified in the inmate's Pre-sentence Investigation and upon completion of an NCIC Check. However, the inmate will initiate the Visitor Information Form, and the form must be returned to the Unit Counselor before the NCIC Check is initiated.
 - B. **Other Relatives:** These persons include grandparents, uncles, aunts, in-laws, and cousins. They may be placed on the approved visiting list if an inmate wants to have regular visits from these people and after the completion of a National Crime Information Center (NCIC) check and there exists no reason to exclude them.
 - C. **Friends and Associates:** The visiting privilege will ordinarily be extended to friends and associates having an established relationship prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. Exception to the prior relationship rule may be made, particularly for inmates without other visitors, unless such visits could reasonably create a threat to the security and good order of the institution. The Warden must approve all exceptions to the prior relationship rule. Approval for proposed visitors will be consistent with court imposed sentences which carry stipulations an inmate(s) may not communicate with specific persons. No more than ten friends and associates will be placed on an

inmate's visiting list and after the completion of a NCIC check.

- D. **Persons with Prior Criminal Convictions:** The existence of a criminal conviction does not automatically preclude a visitor from being placed on an inmate's visiting list. Staff will give consideration to the nature, extent, and recentness of the conviction(s), as weighed against the security considerations of the institution. However, specific approval from the Warden must be obtained before the person is placed on the inmate's visiting list. Prior to placing an individual who is on probation, parole, or supervised release status on an inmate's visiting list, staff shall obtain written approval from the appropriate Federal or State Probation/Parole Officials. A copy of this approval will be maintained in section 2 of the FOI-Exempt portion of the Inmate's Central File.
- E. **Children under Sixteen 16):** Children under the age of sixteen may not visit unless accompanied by a responsible adult. Children will be kept under supervision of a responsible adult. All children under the age of eighteen (18) will have written consent of a parent or guardian to visit, when not accompanied by a parent or guardian. It will be documented on the Visitor Information Form.
7. **BUSINESS VISITORS:** Inmates are not allowed to actively engage in a business or profession. An inmate who has engaged in a business or profession prior to commitment is expected to assign authority for the operation to a person in the community. On the rare occasion when decisions must be made which will substantially affect the assets or prospects of the business, the Warden may permit a special visit. A member of the inmate's Unit Team will supervise the visit.
8. **CONSULAR VISITORS:** When it has been determined an inmate is a citizen of a foreign country, the Consular Representative of that country will be allowed to visit on matters of legitimate business. This visit may not be withheld even if the inmate is in disciplinary status. A member of the inmate's Unit Team will supervise the visit.

9. **VISITS FROM REPRESENTATIVES OF COMMUNITY GROUPS:** The Warden may approve as regular visitors, for one (1) or more inmates, representatives from community groups (i.e., civic or religious organizations) or persons whose interest and qualifications for this service are confirmed. The Warden may waive the requirement for pre-confinement established relationships for visitors approved under this category. This does not apply to past or present participants in volunteer and citizen involvement programs, who are typically not added to an inmate's visiting list. A member of the organizing department will supervise the visit. Visits of this nature should not interfere with normal visiting.
10. **SPECIAL VISITS:** During normal visiting hours the Visiting Room Officer will monitor the visit and during non-visiting hours these visits will be monitored by a member of the organizing department. Special visits are arranged by an inmate's Unit Team.
- A. **Minister of Record:** An inmate may only have one minister of record on his visiting list. Inmates wanting to receive visits from their minister of record must submit a cop-out to the Chaplain. After the Chaplain's approval, the request will be forwarded to the inmate's Unit Team for normal processing. Inmates may only receive one visit from their minister of record a month; however, during times of personal or family emergencies, an inmate will be authorized a visit from his minister of record. A visit from a minister of record will not count against an inmate's regular social visits for the month. Unlike other Special Visits, minister of record visits will only be conducted during normal visiting hours and in an area which provides a degree of separation from other visitors. If a private area is not available, the visit may be rescheduled.
- B. **Counseling:** Clergy, former or prospective employers, sponsors, and parole advisors who are visiting in this category will require approval by the Warden.
- C. **Law Enforcement:** Law Enforcement agents, military personnel conducting investigations, U.S. Court Officials, and U.S. Probation Officers are permitted to visit provided they possess appropriate

identification. Officials are required to sign in the appropriate log book. Questions regarding officials will be referred to the appropriate staff during regular duty hours and the Institution Duty Officer (IDO) or Operations Lieutenant during non-duty hours.

- D. **Attorneys:** The Unit Team will approve inmate legal visits, utilizing BP-5241, Visiting Attorney Statement. All legal visits will be conducted in an attorney/client room. During normal visiting hours the Visiting Room Officer will monitor the visit and during non-visiting hours these visits will be monitored by the inmate's Unit Team. Visits between inmates and attorneys are not subject to auditory supervision. The exchange of legal documents is prohibited. All legal materials will be searched by the Unit Team before being allowed into the institution. If an attorney/client room is not available, the attorney will be afforded the opportunity to reschedule the appointment. At no time will a tape recorder, camera, or other type of electronic equipment be allowed into the Visiting Room without prior written approval by the Warden.
- E. **Media Visits:** Media visits will be coordinated by the Executive Assistant.

11. **TRANSPORTATION ASSISTANCE/VISITOR INSTRUCTIONS:** Directions to and from the institution and visitor instructions will be provided to a proposed visitor with the visitor application. It is each inmate's responsibility to provide their visitor this information before the visit. Directions for locating the institution (Attachment A), Visitor Information and Instructions (Attachment D), pay phone service, and posted commercial transportation phone numbers will be made available to assist visitors in the front lobby or the visiting room.

12. **VISITS TO INMATES NOT IN REGULAR POPULATION STATUS:**

- A. **Admission and Holdover Status:**
Inmates in this category will be limited to immediate family only. These inmates may not have an active visiting list; therefore, their respective Unit Team should be contacted for visitor verification and approval.

B. Hospital Patients:

1. When visitors request to see an inmate who is quartered in the institution Health Services Observation Area, the Chief Medical Officer (or in his/her absence, the Health Services Administrator), in consultation with the Captain, shall determine whether a visit may occur and the location of the visit. When the Chief Medical Officer decides against the visit (i.e., because the inmate has an infectious disease, inmate's mental status makes the visit contraindicated, or because his condition precludes visiting), the situation will be sensitively communicated to the proposed visitor.
2. Visits to inmates hospitalized in the community are restricted to immediate family members only and are subject to the general visiting policy of the hospital. The Warden must approve all hospital visits. The security and safety of the public and staff shall be a primary concern.

C. Detention or Segregation Status:

1. Generally, an inmate retains visiting privileges while in detention or segregation. However, the Warden may restrict or disallow visiting when an inmate (while in detention or segregation) is charged with or was found guilty of a prohibited act related to visiting guidelines or has acted in a way which would reasonably indicate a threat to the security or good order in the Visiting Room. Loss of visitation may not otherwise occur unless it has been sanctioned by the Discipline Hearing Officer (DHO).
2. Special Housing Unit inmate visiting procedures are as follows: Inmate visitors will be processed into the institution in accordance with established guidelines.

Inmate visitors will be escorted by Visiting Room Officers to the designated video visiting booths located in the General Population Visiting Room

at each facility. Prior to placing the inmate visitors in their assigned visiting area, escorting staff will perform a visual inspection of the video visitation booths noting the condition of the area. Any damages to monitoring equipment or the visiting room will be documented via a written memorandum and the appropriate action will be taken.

SHU staff will escort the requested inmate to the assigned video visiting area within the Special Housing Unit in hand and leg restraints, including a belly chain, and secured in the video visitation cell. Prior to placing the inmate in his assigned visiting area, escorting staff will perform a visual inspection of the visiting area noting the condition of the area. Any damages to monitoring equipment or visiting room will be documented via a written memorandum and incident report.

Special Housing Unit, non-contact video visiting will be allowed for all inmates in the unit, with the exception of inmates on visiting restriction. Visits will ordinarily be authorized for one hour period per inmate.

Attorney visits for SHU inmates will be conducted in the visiting room in one of the Attorney/client rooms.

It is the responsibility of the Visiting Room Officer to ensure that the visiting area regulations are followed as outlined by Bureau of Prisons policy and that visits are conducted in a quiet, orderly, and a dignified manner. Direct observation of the video visits is not required at all times, but the officer will move about and constantly observe the general visiting areas.

Inmate Dress: All inmates must wear Special Housing Unit institution issued clothing in the visiting cell consisting of an orange jumpsuit, t-shirt, socks, underwear and institutional approved shoes.

At the conclusion of the visit, inmates will be escorted back to their assigned Special Housing Unit cell, and the inmate visitors will be escorted to the lobby area.

13. PROCEDURES:

A. Regulations:

1. If a visitor has to leave the Visiting Room for any reason, the visitor terminates his/her visiting for the day.
2. The Operations Lieutenant, or the IDO, has the authority to prohibit or terminate any visit for reasons of improper conduct or failure to comply with visiting regulations on the part of the visitor or inmate. The Lieutenant or IDO terminating the visit is to prepare written documentation describing the basis for this action. The required documentation on the basis for terminating a visit is to include: the date, the time the visit began, the time efforts to terminate began, the time of termination, persons involved, and reasons for the termination.
3. If the number of visitors and inmates exceeds the Visiting Room's occupancy level, the Operations Lieutenant or the IDO may begin limiting visit times based on when the visit began and the distance the visitor traveled.
4. Non-contact visits are conducted in isolation rooms at the USP and FCI which are designated for this purpose. The Warden or the Acting Warden shall authorize non-contact visiting.
5. Visitor bathrooms will remain locked at all times. Visitors will advise visiting room staff when they require use of the restroom. Staff will unlock the door and promptly secure the visitor bathrooms during periods when not in use.

- B. Inmate/Visitor Interaction:** Inmates may only visit with persons who are on their approved visiting list.

Inmates will not be allowed to visit with visitors who are visiting other inmates. Pre-assigned seating may be designated by the Officer in Charge (OIC) of the Visiting Room, when he/she perceives a threat to the security or orderly running of the institution or to prevent mixed visits. Within the USP and FCI, with the exception of the inmate photo project, inmates will remain seated for the duration of all visits. Inmate Visitors may utilize the microwave area and carry items back for inmate consumption. Inmates are allowed to consume the food and drink items purchased from the vending machines; however, they are not permitted to share the items with their visitor(s) or other inmates in the visiting room. Inmate are prohibited from entering the vending/microwave area.

- C. Personal Dress for Visitors:** Inmates are responsible for informing prospective visitors that dress should be within the bounds of good taste and should not possibly offend others who may be present in the Visiting Room. The following items WILL NOT be allowed: Hats, open toed sandals or shoes, transparent or sheer clothing, bib overalls, halter tops, sleeveless tops or dresses, shorts, miniskirts, culottes, capri pants, or spandex. Dresses will not be shorter than the top of the knee. Blouses or other apparel of a suggestive nature i.e., low-cut, v-neck, tank tops, any garment which reveals the mid-section, or skirts with slits above the knee will not be allowed. No clothing with derogatory, sexually suggestive, or gang-related logos are allowed. Because inmates wear similar clothing in the institution, jogging and/or sweat suits will not be permitted to be worn into the institution. Sweatshirts/sweat pants and jogging outfits pants or jackets are not allowed to be worn in conjunction with regular civilian style clothing if similar to inmate clothing. All visitors will wear underclothing garments. All female visitors are required to wear a bra. Any other clothing that, at the discretion of the Operations Lieutenant or Institution Duty Officer, resembles the style or color of inmate clothing i.e., khaki-colored clothing will

not be allowed to be worn into the institution. At the discretion of the Operations Lieutenant or Institution Duty Officer, children under the age of twelve 12 will be allowed to wear shorts. No bare feet will be permitted excluding babies.

D. Inmate Clothing: Inmates will wear a green jumpsuit at the USP and khaki jumpsuit at the FCI. All clothing articles will be in good condition. At the USP Visiting Room, shoes will be issued by Visiting Room staff and returned at the completion of the visit. At the FCI Visiting Room, inmates will wear institution issued boots.

E. Visitor Authorized Items: ONLY THE FOLLOWING ITEMS LISTED BELOW ARE AUTHORIZED TO BE TAKEN INTO THE VISITING ROOM BY VISITORS:

- a. One 1 wallet or transparent change purse no larger than 5"x8"x4"
- b. Four 4 diapers
- c. Two 2 jars of Baby Food, unopened
- d. Three full clear 3 baby bottles
- e. One 1 baby blanket
- f. Female sanitary napkins or tampons
- g. Emergency medication only (to be maintained by the Visiting Room Officer)
- h. A maximum of twenty dollars
- i. Worn jewelry
- j. Two quart size transparent bags may be used to carry authorized items into the visiting room

The above will be the only items allowed into the Visiting Room. No other items will be allowed. No car seats or strollers are allowed. No written material may be exchanged during a visit.

All unauthorized items will be stored in the visitor`s vehicles or the visitors' lockers located in the front lobby. Outer clothing such as coats and jackets will not be worn or carried into the visiting room.

F. Inmate Authorized Items: Inmates may bring into the Visiting Room prescription eye glasses, wedding band,

religious medal, comb, handkerchief, and religious head gear. All items will be entered on the Inmate Inventory Sheet (Attachment B). All unauthorized items will be confiscated from the inmate.

G. Preparation of Visiting Lists:

1. During the Admission and Orientation program, the Unit Counselor will provide inmates with an Inmate Visiting List Request Sheet (Attachment C) to request additional visitors to their Visiting Lists. Documentation provided by an inmate to establish relationships or associations is subject to approval by the Unit Team. The Visitor Information Form BP-629 (available to staff on BOPDOCS) must be given to an inmate by the Unit Counselor to accompany the documentation. The top section of the BP-629 must be completed and signed by the inmate who is making the request. It is the inmate's responsibility to send the potential visitor the Visitor Information Form. This form must be completed by the visitor and mailed directly back to the Unit Staff responsible for the inmate's case. Unit Staff will complete a background check using the National Crime Information Center (NCIC). A complete copy of the Release Authorization Form and NCIC check for each visitor or proposed visitor requiring a background investigation will be maintained in the FOI-Exempt portion of the central file. After appropriate investigation, the Unit Team will prepare, in duplicate, a list of all visitors approved for regular visiting. The list will be distributed to the inmate. Maintenance of the visiting files is the responsibility of the Unit Team.

2. The signature of a parent or guardian on the BP-629 Visitor Information Form is necessary to process a request for an applicant under 18 years of age. Further completion of the questionnaire portion of this form by the applicant is not required if the applicant is an immediate family member of the requesting inmate.

3. Once proposed visitors have completed BP-629 forms, Unit Counselors shall review the completed form. If the Unit Manager ascertains the visitor could be a threat to the security of the institution, the inmate's Unit Manger, after consultation with the Captain, may disapprove the inmate's proposed visitor.
4. When a person is deleted from or added to an inmate's visiting list, staff shall update the list. Staff shall place a copy of the revised visiting list in section three of the inmate's central file.
5. Unit Counselor will load the inmate visiting information into the computer visiting program. If the computer visiting program should fail, appropriate unit team members will be contacted to confirm inmate visitors, using inmates' central files.
6. Unit staff shall notify the inmate of each approval or disapproval of a proposed visitor. The inmate is responsible for notifying the visitor of approval or disapproval.
7. An inmate's visiting list may be changed in accordance with these procedures.
8. Ordinarily, an inmate's visiting list should contain no more than ten friends/associates. The Warden may make an exception to this provision when warranted.

H. Identification of Visitors: Staff shall verify the identity of each visitor utilizing a government issued ID (i.e., driver's license, valid passport, etc.) prior to admission of the visitor into the institution. Visitors under the age of 16 and accompanied by a parent or guardian will be exempt from this provision.

I. Notification of Visitors: The Front Lobby Officer will provide to each visitor the Notification to

Visitor Form BP-224(Available on BOPDOCS). The visitor will completely fill out the form, sign it, and return it to the Front Lobby Officer. By signing the form the visitor is declaring they do not have any articles in his or her possession which present a threat to the security of the institution. Staff will contact the Operations Lieutenant before denying the visiting privilege to a visitor who refuses to sign the form.

- J. Searching Visitors:** Visitors are required to submit to a personal search, including a search of any items of personal property, as a condition of allowing or continuing a visit. Visitors are required to pass the walk-through metal detector for admission into the visiting room. Visitors are subject to random pat searches as a condition of entry. All pat searches will be conducted in a private area by a staff member of the same gender.

Visitors may also be required to submit to screening with an Ion Spectrometry Drug Detection Device. Use of this device will be in accordance with the Complex Supplement on Ion Spectrometry Device Program. A positive reading with the device does not automatically mean the visitor will be denied the visit. The Institutional Duty Officer with direction from the Administrative Duty Officer will review each case individually.

- K. Record of Visitors:** The Front Lobby Officer shall maintain a bound ledger record of visitors for each inmate. The log will include the visitor's printed name, visitor's signature, the name and register number of the inmate visited, and arrival and departure times.
- L. Supervision of Visits:** Staff will supervise each inmate visit to prevent contraband introduction, and ensure security and good order. Visitor restrooms may be monitored only with the Warden's or designee's approval, and only when there is a reasonable suspicion that the visitor and/or inmate are engaged, attempting or about to engage in criminal activity or other prohibited behavior. Monitoring should be

conducted by a person of the same sex as the visitor. The inmate restroom will always be monitored by a staff member.

1. The Visiting Room Officer shall ensure visits are conducted in a quiet, orderly, and appropriate manner. Visits may be terminated if not conducted in an appropriate manner. The Visiting Room Officer should contact the Operations Lieutenant and the IDO if the situation warrants termination.
 2. During contact visits, handshaking, embracing, and one (1) kiss is permitted within the bounds of good taste, and only at the beginning and end of the visit. Staff will limit physical contact to minimize the opportunity for introduction of contraband, and to maintain the orderly operation of the visiting area. Limited physical contact shall be permitted unless there is clear and convincing evidence that such contact would jeopardize the safety or security of the institution.
 3. Children may play in the designated children's play area only. Games and approved video(s) are provided. Only pre-authorized inmates are allowed in the children's play area. If children disrupt other visitor(s), it may be grounds for visit termination. Disruptive behavior may include running, yelling, or talking to other visitors.
14. **PENALTY FOR VIOLATION OF VISITING REGULATIONS:** Any act or effort to violate visiting regulations may result in disciplinary action against the inmate, with sanctions possibly including denial of future visits. In addition, criminal prosecution may be initiated against the visitor, the inmate, or both.
15. **VISITING REGULATION REGARDING PETS:** Visitors cannot bring animals onto institution grounds, except for dogs which assist persons with disabilities. In this case, the visitor must provide certification of the dog's training.

R. Martinez, Complex Warden

K. Ask-Carlson, FCI Warden

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ATTACHMENT "A"

**FEDERAL CORRECTIONAL COMPLEX
POLLOCK LOUISIANA
VISITOR DIRECTIONS**

FCC Pollock's address is 1000 Airbase Road Pollock, LA 71467. To reach the USP by phone, call (318) 561-5300. To reach the FCI by phone, call (318) 765-4400. Have the inmate's name and number available.

FCC Pollock is located twelve (12) miles North of Alexandria, LA. off of Highway LA 165.

From the South go North on Highway 165. After passing the town of Ball watch for the FCC Pollock and Airport signs. Turn left on Airbase Road. Go approximately 2 miles to the entrance of FCC Pollock.

From the North go South on Highway 165. After passing the town of Pollock watch for the FCC Pollock and Airport signs. Turn right on Airbase Road. Go approximately 2 miles to the entrance of FCC Pollock.

Some of the local transportation services are listed below:

Broadway Cab	318-443-1278	24/7
Cenla Taxi	318-448-1417	24/7
Yellow Checker	318-487-2889	24/7
Magic City Taxi	318-640-2768	Mon-Sat 4:00a.m. - 12:00a.m.

ATTACHMENT "C"

**FEDERAL CORRECTIONAL COMPLEX
POLLOCK LOUISIANA
INMATE VISITING LIST REQUEST SHEET**

Instructions: Check the appropriate area below, giving full name, relationship of visitor, and complete mailing address. Submit this form to your appropriate Unit Team. After review, you will receive a copy of your official visiting list.

To: Unit Staff

From: Inmate's Name and Number

_____ I am requesting the following individual(s) be approved for visits with me.

_____ I am requesting the following individual(s) be removed from my approved visiting list.

Name	Relationship	Complete Address

*****Note*****

If the proposed visitor is not a family member, explain basis for visiting.
Comments:

ATTACHMENT "D"

**FEDERAL CORRECTIONAL COMPLEX
POLLOCK LOUISIANA
VISITOR INFORMATION AND INSTRUCTIONS**

It is the policy of this institution to provide, under controlled circumstances, the opportunity for inmates to maintain contact with family, legal representatives, and friends in a relaxed and comfortable environment through a visiting program.

1. **VISITING DAYS AND HOURS:** USP / FCI - Friday, Saturday, Sunday, and Federal Holidays the Visiting Room will open at 8:00 a.m. and close at 3:00 p.m.; however, processing of visitors will cease at 2:00 p.m. FPC - Saturday, Sunday, and Federal Holidays, the visiting room will open at 8:00 a.m. and close at 3:00 p.m. Processing of visitors will cease at 2:00 p.m.
2. **VISITING:** Social inmate visiting will be based on the point system for the USP / FCI. At the beginning of each month, every inmate will receive eight (8) points. Inmates will be assessed one (1) point for weekday visits and two (2) points for weekend and holiday visits. Points will be removed from the inmate's total at the conclusion of each visit. Inmates may only receive one visit per visiting day. Inmates at the FPC may visit on either visiting day but not both.
3. **AUTHORIZED VISITORS:** Inmates may visit only those persons on their approved visiting list. Inmates are not permitted to visit with any person approved on another inmate's visiting list except as noted below. Visitors will not be permitted to visit with other inmates or other inmates' visitors. Visitors may visit with more than one inmate only if the inmates are related to each other and prior written approval has been received from both inmates' Unit Managers. Title 18 U.S.C. 1791 and 3571 provides a penalty of imprisonment for not more than twenty 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.
4. **IDENTIFICATION:** Only official documents with the visitor's photograph and signature will be considered as authorized forms of identification. Visitors arriving at the institution without proper identification will not be

allowed access into the institution. Common forms of identification include:

- Law enforcement identification cards with current photo, signature, and agency.
- Valid state driver's license with photo and signature.
- Current passport and evidence of legal status in the United States.
- Form I-151 or I-551, Alien Registration Card.
- Recognized service organization card.
- Current state Bar Association card.

5. **SECURITY:** All visitors will be required to pass through the metal detector. Any visitor registering a positive reading will be screened using a portable trans-frisker. If this scan proves positive, the visitor will be given the opportunity to produce the metal object. Refusal to produce the object creating the positive reading will be just cause for denial of the visit.

Visitors may also be required to undergo ION detection for illegal substances/explosives. Positive results will be cause for denial of visiting privileges.

All items a visitor brings into the institution shall be subject to search by x-ray equipment. All items not approved to enter the institution (i.e., hats, coat, etc.) will be left in the visitor's vehicle or assigned locker. Authorized items for visitors are change purse (clear), maximum twenty(20) dollars, comb, jewelry(must be worn).

6. **MEDICATIONS:** Only medication which will be needed for the visitors' stay in the institution will be authorized to be taken into the Visiting Room. Any medication entering the institution will be left with the Visiting Room Officer.
7. **INFANT NEEDS:** Only those items needed for an infant's stay will be authorized in the Visiting Room. Authorized infant items for visitors are four(4) diapers, one(1) baby blanket, two (2) unopened baby foods, and two(2) clear full baby bottles.
8. **VISITORS' ATTIRE:** Visitors' dress should be within the Bounds of good taste and should not possibly offend others who may be present in the Visiting Room. The following items WILL NOT be allowed: Hats, open toed sandals or

shoes, transparent or sheer clothing, bib overalls, halter tops, sleeveless tops or dresses, shorts, miniskirts, culottes, capri pants, or spandex.

Dresses will not be shorter than the top of the knee. Blouses or other apparel of a suggestive nature i.e., low-cut, v-neck, tank tops, any garment which reveals the mid-section, or skirts with slits above the knee will not be allowed. No clothing with derogatory, sexually suggestive, or gang-related logos are allowed. Because inmates wear similar clothing in the institution, jogging and/or sweat suits will not be permitted to be worn into the institution. Sweatshirts/sweat pants and jogging outfits pants or jackets are not allowed to be worn in conjunction with regular civilian style clothing if similar to inmate clothing. All visitors will wear underclothing garments. All female visitors are required to wear a bra. Any other clothing that, at the discretion of the Operations Lieutenant or Institution Duty Officer, resembles the style or color of inmate clothing i.e., khaki-colored clothing will not be allowed to be worn into the institution. At the discretion of the Operations Lieutenant or Institution Duty Officer, children under the age of twelve 12 will be allowed to wear shorts. No bare feet will be permitted excluding babies.

9. **VISITOR AND INMATE CONDUCT:** All visitors and inmates are expected to conduct themselves in a responsible manner. Conduct which disrupts the orderly atmosphere of visiting or offends other adults or children may be grounds to terminate the visit. Loud conversations, vulgarity, boisterous or disruptive behavior will not be permitted. Handshaking, embracing, and kissing by visitors will be permitted within the bounds of good taste at the beginning and end of the visit **only**. Excessive physical contact, i.e. massages, excessive touching, rubbing, etc., will not be permitted.

10. **VENDING MACHINES:** Visitors are allowed to bring sufficient change for use in the vending machines. Inmates are not authorized to receive any funds while visiting. No funds may be left for any inmate at the institution. The Officer in the Visiting Room will not make change. Inmates are not permitted to receive or handle money or currency in any form. Inmates are not permitted in the food vending area.

Inmates are allowed to consume the food and drink items purchased from the vending machines during the visit; however, they are not permitted to share the items with their visitor(s) or other inmates in the visiting room.

11. **VISITING ROOM OVERCROWDING:** In the event of overcrowding, visits will be terminated based on arrival time and travel distance for visitors.

12. **VIOLATION OF VISITING REGULATIONS:** Any violation of the visiting regulations may result in termination of the visit and the denial of future visits, and may require disciplinary action or criminal prosecution be initiated against the visitor, inmate, or both.