



**U. S. Department of Justice
Federal Bureau of Prisons**

INSTITUTION SUPPLEMENT

OPI: Correctional Services
NUMBER: RCH5267.09
DATE: April 19, 2019

Visiting Regulations

Approved: /s/
S. Kallis, Warden
FMC Rochester

I. **PURPOSE AND SCOPE.** To establish local visiting requirements and procedures at the Federal Medical Center (FMC), Rochester, Minnesota, and to develop activities from which close family ties and good community contacts can be fostered and maintained. Visits will be conducted and supervised to maintain good public relations in a relaxed atmosphere while maintaining the security of the institution.

II. **DIRECTIVES AFFECTED.**

A. **Directives Rescinded.**

RCH5267.08g Visiting Regulations (04/30/18)

B. **Directives Referenced.**

PS 5267.09 Visiting Regulations (12/10/15)
PS 1315.07 Legal Activities, Inmate (11/05/99)
PS 5180.05 Central Inmate Monitoring System (12/31/07)
PS 5522.02 Ion Spectrometry Device Program (04/01/15)
PS 5521.06 Searches of Housing Units, Inmates, and Inmate Work Areas (06/04/15)
PS 7331.04 Pretrial Inmates (01/31/03)
PS 1280.11 JUST, NCIC, AND NLETS, Telecommunication Systems (Management and Use)
(01/07/00)

C. **Standards Referenced.**

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

III. **DESCRIPTION OF RULES AND PROCEDURES.**

A. **RESPONSIBILITY.**

1. **Initial Visiting List.** This list will be prepared by unit staff (Correctional Counselor) after discussing the proposed list with the inmate and receiving necessary documents for verification.

a. Immediate family members will ordinarily be approved immediately if there is adequate supporting documentation in the inmate's Pre-sentence Investigation.

b. Inmates will send a Visitor Information Form (BPS629) to their family, friends, and associates the inmate desires to have added to his visiting list. The Visiting Information Form must be returned

from the visitor directly to the unit staff. Unit staff will review the returned Visiting Information Form and verify the inmate must have known the proposed visitor(s) prior to incarceration. The visiting privilege ordinarily will be extended to other relatives, friends, and associates having an established relationship with the inmate prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. The inmate will be responsible for having the proposed visitor mail proof of a prior relationship to the unit team, which may include co-signed leases, utility bills, dated and signed letters, etc. 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 Manager will review such documentation and will approve or deny the visitor. The Warden must approve any exception to this requirement.

Potential visitors who are not members of the inmate's immediate family will be subject to an NCIC check. This check will be completed prior to any visiting. The Warden's approval must be obtained for exception to this rule. This rule applies to all inmates regardless of the institution's security level. Once the inmate visitor is approved for visits, the unit team will give the inmate the following attachments to mail to his requested visitors:

- Attachment A: Transportation Assistance
- Attachment B: Visiting Rules and Regulations
- Attachment C: Health Letter to Visitors
- Attachment D: Visiting Room Procedures

c. Procedures for Disapproving Proposed Visitors. If the front lobby officer feels there is any type of discrepancy or any questionable issue with a proposed visitor, he/she will contact one or more of the following staff members; Operations Lieutenant, Institution Duty Officer (IDO), and unit team members, as applicable, to make the determination if the visitor will be allowed entrance into the institution. These staff members will assess the situation, review any applicable documentation and/or identification, make the final determination, and inform the visitor of the final decision.

d. Inmates in admission, pretrial, and holdover status will be afforded the same visiting privileges as designated inmates.

e. The Joint Commission requires that measures be taken to control and prevent the spread of disease among patients, staff, and visitors. In the event of a disease outbreak, visiting restrictions may be imposed to protect staff, inmates, and visitors. A letter (Attachment C) has also been created to warn visitors of the potential negative impact they could have while visiting inmates. Receipt of this information will confirm approval of visiting privileges.

f. Ordinarily, approved visitors and visiting lists of inmates who transfer to Rochester from other BOP facilities will be approved. It will be the responsibility of the unit team to review the visiting lists with each inmate at each team meeting.

2. Additions to and Deletions from the Visiting List. When an addition or deletion is made to a visiting list, the correctional counselor will ensure these changes are entered in the central file and visiting program. Visiting lists will be limited to a maximum of 20 people and changes may be made through their respective unit team upon request. Inmates will be allowed to change their approved visiting list on a case-by-case basis, with approval from unit staff. Should the number of requested changes become excessive, unit staff may limit the number of changes to three changes in a six-month period.

3. Visiting Facilities. This is an administrative institution and thus visiting for inmates is always inside the secure perimeter, primarily in the visiting room; however, unique situations allow visiting to occur in areas other than the visiting room.

4. Visiting Times. Social visits are scheduled Saturday through Monday from 8:15 a.m. to 2:30 p.m. and on federal holidays. Inmates not in regular population status will be scheduled for visits on Mondays only. Visitors will normally not be permitted entrance after 2:00 p.m.

5. Searching of Visitors. Staff members may require a visitor to submit to a personal search, including any items of personal property, as a condition of allowing or continuing a visit. All visitors entering the institution must pass through the electronic metal detector without setting off the alarm. Visitors with medical conditions must provide official documentation (i.e.: metal pins, heart pacemakers, partial limbs, etc.). In the event the metal detector becomes inoperable, a hand-held metal detector is available for use.

Under no circumstances will a visitor be allowed admittance into the institution until he/she has successfully passed the metal detector(s). Only the Warden can authorize the visual search of a visitor.

Visitors 18 and older are subject to pat searches. Pat searches will be conducted based on a random predetermined selection process. The staff member who conducts the pat search will be of the same sex as the random selected visitor, unless an emergency situation occurs. Visitors will be given the option of either consenting to random searches as a condition of entry or refusing such searches and leaving Bureau grounds. However, if a non-inmate refuses to submit to a random search and expresses an intent to leave Bureau grounds, he or she may still be required to be searched if "reasonable suspicion" exists. If a visitor has metal implants through surgical procedures, he or she may present a Medical Implant Alert ID Card from a certified physician indicating the location and type of implant. Visitors without a Medical Implant Alert ID Card that regularly alarm the metal detector will be screened using a thorough pat search.

An ION Spectrometry Device will be used for drug detection. Tests will be conducted at random on all inmate visitors as a condition of entry to this facility. The purpose of this machine is to detect contact with a quantity of illegal substances prior to entering the institution and to prevent the introduction of illegal drugs through the visiting room.

6. Frequency of Visit. To help reduce overcrowding in the visiting room, each inmate is allotted 16 visiting points per month. During weekday visits, excluding holidays, one point per visit will be assessed. On weekends and holidays, two points per visit will be assessed.

7. Persons with Prior Criminal Convictions. The existence of a prior criminal record does not preclude visiting privileges; however, staff will carefully review such a request, keeping in mind the nature, extent, and date of the conviction(s). Approval of the Unit Manager is required in such cases.

Prior to placing an individual who is on probation, parole, or supervised release status on an inmate's visiting list, staff shall ordinarily obtain written authorization approving the person for such visitation from the appropriate probation/parole officials.

8. Special Visits. Unit managers are granted authority to recommend special visits with final approval granted by the Captain. An inmate desiring a special visit shall submit to the unit team an Inmate Request to a Staff Member form at least one week prior to the anticipated visit. Ordinarily, supervision of special visits will be conducted by the inmate's respective unit team if after normal visiting hours or visiting days.

9. Attorney Visits. Attorney visits will be conducted in accordance with the Program Statement regarding Inmate Legal Activities. The attorney must display positive identification that he/she is a licensed attorney, i.e., both a current bar membership and a valid driver's license. Attorneys will be required to sign the Attorney's Visitor Log in the front entrance. Attorneys not able to visit during regular established hours are required to make an appointment for the visit with the unit team to ensure staff coverage is available. Ordinarily, supervision will be provided by the appropriate unit team.

There is no restriction on the number of attorney visits since this is dependent upon the nature and urgency of the legal situation. Attorney visits are not included in the point system for visiting. Attorneys will be required to clear the metal detector prior to admission into the visiting room. Attorney visits will be conducted in the visiting room and/or the private conference room located in the visiting room. If there is a question as to the identity of any attorney or his representative; i.e., paralegal, law clerk, etc., the institution attorney/advisor should be consulted.

10. Business Visitors. Except for pretrial inmates, no inmate is permitted to engage actively in a business or profession. An inmate who was engaged in a business or profession prior to commitment is expected to assign authority for the operation of such business or profession to a person in the community. Even though the inmate has turned over the operation of a business or profession to another person, there may be an occasion where a decision must be made which will substantially affect the assets or prospects of the business. In such cases, the Warden may permit a special visit.

11. Consular Visits. When it has been determined an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of legitimate business.

12. Pastoral Visits. The chaplains are authorized to approve clergy members' visits to inmates. These pastoral visits will be held in the visiting room. If approved, the Chaplain will be responsible for preparing a memorandum detailing the visitor's name, date, and any special conditions, if applicable. An inmate may only have one minister of record on his visiting list at a time. There is no restriction on the number of pastoral visits. Pastoral visits are not included in the point system.

13. Prisoner Visitation and Support (PVS). Prisoner Visitation and Support is an interfaith coalition of 35 national religious bodies and allied groups which provide a visitation service to persons confined in U.S. Federal Prisons. PVS visitors are approved by the Warden and the Regional Director.

A network of trained, local volunteers provides visits and positive social interaction with more than 3,000 prisoners throughout the BOP. The visitor-volunteers are screened by PVS staff before seeking approval from assigned institutions. The volunteers are supported by eight National Visitors, seven National Trainers, the PVS National Office, and the resources of supporting groups. A board of directors sets policy and oversees the program. PVS intends to engender trusting and helping relationships among visitors, inmates and staff. The primary, though not exclusive, focus of PVS is on inmates with acute needs for community contact, including inmates with long sentences, those in special housing units, and those without visits or who are transferred frequently.

PVS visitors do not impose any particular philosophy or religion on those they visit. They simply make informal, one-on-one visits to offer friendship, help and moral support. When appropriate, and within policy parameters, PVS volunteers provide supportive services to inmates.

To facilitate and ensure an effective visitation program, the following guidelines apply in all institutions unless security concerns warrant alternative procedures:

- a. PVS National Visitors may visit any BOP institution, with the Warden's approval.
- b. The Warden may authorize PVS National Visitors to use cameras and film equipment during training events. Inmates being photographed will sign the appropriate release forms.
- c. PVS Local Visitors are authorized to visit only in specific institutions. Inmates who request a PVS visit should be ordinarily accommodated.
- d. Requests for visitor approval, including pertinent biological data, are sent to the Warden by PVS staff. Prior to approval, PVS visitors have appropriate visitor screening, local law enforcement checks and NCIC clearance.
- e. Ordinarily, PVS visits are held in the visiting room during visiting hours. When this is the case, the Warden may waive the requirement for volunteer training. If circumstances create the necessity, the Warden may approve visits in other areas of the institution. In these instances, the PVS visitor must have attended the institution's volunteer training. When visits are scheduled inside the institution instead of the visiting room, the requirement for constant staff supervision applies. Scheduling multiple visits on one day may be impacted by this regulation.
- f. Renewal of PVS visitor status will be conducted every five years and will include an updated Letter of Endorsement from PVS, an updated NCIC check, and a review of file material to ensure all information is current and accurate.
- g. PVS visitors notify inmates of scheduled visits by postcard and may also send appropriate postcard greetings for holidays and birthdays to inmates they are visiting. When necessary, further coordination will be provided by a designee of the Warden.
- h. PVS visitors may be badged in order to simplify entrance procedures and eliminate the need for authorization memoranda, if they have completed the required volunteer training. While not a requirement, PVS volunteers may be placed on the inmate's visiting list. Their visits are not charged against allowable prisoner visits.
- i. The Visiting Regulations Program Statement, 5267.09, and each accompanying Institution Supplement, establish the admissible level of interaction between inmates and visitors.
- j. PVS visitors are generally permitted to carry a pen or pencil and paper into the visiting room for the purpose of taking notes unless the Warden has established local procedures prohibiting this practice. If this procedure cannot be accommodated at particular institutions, PVS volunteers should be notified in advance.

The PVS visitor will make arrangements through the Religious Services Department for visits to be scheduled with each PVS related prisoner. PVS visitors are not on prisoner visiting lists, nor are their visits charged against allowable prisoner visits. Paper and writing instruments for the purpose of the PVS visitor taking notes is allowed. PVS visitors are allowed to correspond with inmates regarding visiting schedules.

14. Identification of Visitors/Allowable Items. Staff must be able to verify the identity of visitors prior to allowing the visit. All visitors, with the exception of children under sixteen years, must display photo identification before being permitted into the institution. Acceptable means of identification include a valid driver's license, a passport, or other form of government issued identification bearing a photograph, such as a state identification card. Consular identification cards are no longer considered a valid form of identification. In questionable cases, a comparison of information, including review of the central file by the unit staff, may assist in identifying the visitor. The front lobby officer will contact unit staff, the Operations Lieutenant, and the Institution Duty Officer (IDO) to make the final determination as to whether the visit will be allowed. If the visiting room program is inoperable, these same procedures will be followed in an attempt to process visitors into the facility. When count time is near (within 20 minutes), the inmate will not be sent to the visiting room until the count clears, unless the inmate is already on the official out-count.

15. Visitor Items. The use of cameras or recording equipment without written consent of the Warden is prohibited. Documents or papers will not be brought into the visiting room without the approval of the unit team. Visitors may not bring toys, cards, billfolds, wallets, purses, paperwork, keys (except visitor locker key), food items, gum, mints, candy, beverages, baby carriers, car seats, cradles, lipstick, chapstick, hair brushes, combs, lotion, newspapers, magazines, writing instruments, tobacco products, matches, lighters, cellular phones, pagers, or other items identified by the lobby officer, into the institution. Visitors are prohibited from bringing watches into the institution. No items are authorized to be brought in and given to any inmate. A list of items that may be brought into the institution are listed in Attachment D.

a. Visitors with small infants will be allowed to retain a small diaper bag with one small receiving blanket, two jars of unopened baby food, two bottles of infant milk or formula, one small plastic container of baby wipes, and three diapers to be used during the visit.

b. A clear plastic 5" x 7" coin purse is allowable. Funds totaling \$20.00 (\$1.00, \$5.00, and coin denominations) per adult visitor are also allowed. Items brought in will be inspected by the visiting room officer. Diaper bags, coats, or questionable items should be checked through the x-ray machine.

c. Inmate visitors who have medication in their possession and require use of medication while visiting will be allowed to place sufficient medication in an envelope and seal the envelope. The remaining medication will be left at the front entrance. The envelope will be carried by escorting staff to the visiting room officer. The visiting room officer will supervise the use of any medication needed from the envelope. Any medication left after the visit will be carried by escorting staff to the front entrance for return to the visitor.

d. VISITING REGULATIONS REGARDING PETS. Visitors are precluded from bringing animals onto institutional grounds, except for animals that assist persons with disabilities. The visitor must provide staff with certification that the animal is trained for that purpose.

e. Visitors may not give any items to inmates without being coordinated through the unit team and final approval through the Captain.

f. Property that is left in the front lobby or the visiting room will be considered unclaimed property. The unclaimed property will be stored at FMC Rochester and will be the responsibility of the confiscated property Lieutenant to maintain. The property will be stored in a secure area. The visiting room or front lobby officer will document in memorandum form as to the date the property was left and where the property was discovered. A copy of the memorandum will be forwarded to the SIA Office. The property will be held for 60 days. During this time, the SIA office will attempt to contact the person(s) regarding the property.

If, at the end of the 60-day storage period, the property remains unclaimed, it will be considered "abandoned" and will be processed for disposal. A memorandum will be initiated documenting the property to be destroyed by the confiscated property Lieutenant and a staff witness, to include the date and time the property was destroyed.

16. Visitor Dress Code. Visitors who are not in proper attire will be denied a visit. Visitors are not allowed to wear:

- * Tight clothing
- * Transparent clothing
- * Spandex clothing
- * Tank tops
- * Halter tops/sleeveless shirts
- * Holes in clothing

- * Wrap-around skirts
- * Hats or caps
- * Camouflage clothing
- * Grey sweatpants, sweatshirts, thermals
- * Green, khaki, or orange colored pants, shirts, or skirts
- * Plunging necklines that expose back, cleavage or chest (i.e. v-necks, scoop necks)
- * Opened toed or open heeled shoes, (i.e., sandals or slip-ons for both male & female). It is necessary for all visitors to wear shoes.
- * Shorts and skirts which are higher than the top of the knee when standing
- * No attire with questionable wording, (i.e., gang affiliation, profanity, etc.)
- * No shirts that hang less than 3 inches below the belt line.
- * No hooded sweat shirts/coats, clothing with hoods.
- * Jackets, coats, or sweaters will only be allowed during the months of October 1 through June 1. Scarves and gloves are not allowed in the visiting room. Hats and/or scarves with wigs utilized for chemotherapy patients or hair-loss diseases must include documentation from a certified physician and the item(s) will require an x-ray examination and be subject to physical search procedures. Younger children will be allowed appropriate outer wear year round. Upon arrival in the visiting room, outerwear will be stored in a designated area and will not be worn during the visit.
- * Any questionable clothing will be cleared through the Institution Duty Officer or the Operations Lieutenant before being allowed into the visiting room.
- * No hooded sweatshirts or clothing which could conceal one's head/facial area.

17. Inmate Entrance/Exit Procedures. Inmates being processed into the visiting room will be positively identified by photo before the visit begins and again when the visit is terminated. Inmates will be seated directly across from their adult visitors. In situations where there a multiple visitors (more than 2) per inmate, visiting room staff will designate who will sit next to the inmate. Separate chairs will be provided for inmates to sit in when visiting on the outside patio. When many visitors leave at the same time, e.g., termination of the visiting hours, the visiting room officer will separate all inmates from visitors, identify all inmates and the visitors will then be permitted to leave the visiting room. Inmates will be pat searched upon entering the visiting room and will be given a visual search when leaving the visiting area. The handheld metal detector will be used in conjunction with the pat and visual searches.

18. Number of Visitors and Length of Visits. Due to the size of the visiting room, capacity being 125 total inside/outside visitors will be limited as follows:

a. Immediate family (mother, father, spouse, children, stepparents, foster parents, and siblings) will not be limited in number except when overcrowding becomes a problem. In those cases, no more than five (5) immediate family members will be allowed to visit.

b. Visitors under the age of sixteen (16) must be accompanied by a responsible adult. Children must at all times be under the direct supervision of an adult during the visit. The southeast corner of the visiting room has been designated as the child's play area. There are toys and games available. There will be no running or horseplay allowed.

Parents are to supervise their children at all times. It is the responsibility of the adult visitor who accompanied the child to provide supervision for the child in the visiting room. If at any time the adult visitor leaves the child unattended, staff will advise the inmate and his visitor that the child must be removed and not allowed back in for the rest of the visit. At no time will any inmate be allowed to supervise children.

In each visiting room, children of visitors are permitted to play in the designated area only under parental supervision. The children's play area is not for general adult visiting; only adults accompanying children can be in this area. Parents are responsible for children's behavior at all times; however, inmates are not permitted in play areas designated for children. At the discretion of the visiting room officer, parents (visitor) may be asked to move closer into the children's play area in order to better supervise their children. If the child continues to be disruptive in the play area, the visiting room officer will notify the parent and/or inmate to remove the child from the play area for the remainder of the visit. No food or beverages are allowed in the children's play area. Television viewing in this area is regulated by the visiting room officer and is specifically intended for youth videos. The visiting room play area for children is equipped with toys for use by visitor's children. Playroom toys/games may be used at the tables at the officer's discretion. Movement of visiting room furniture is unauthorized. The children's area will be sanitized after each visiting day.

c. In the event the visiting room becomes overcrowded, frequency of visits and distance traveled by the visitor will be considered first in determining who will be the first to have their visit terminated.

d. Communal visiting (visiting with a number of people who are not immediate family) will not be authorized unless prior written approval is given by the Warden.

19. Special Procedures for Hospital Patients. The following rules apply to those inmates housed in the institution hospital:

a. All ambulatory patients will proceed to the main institution visiting room for visits.

b. Those non-ambulatory patients who require staff assistance will be escorted to the Building 10 visiting room via wheelchairs.

c. Special visits in the institution hospital, Building Nine, will be arranged as necessary by the unit team. The primary physician, MDO, or nursing staff will be consulted prior to a bedside visit being approved. The family of the inmate must contact the unit team for scheduling of such visits.

d. In most cases, a two-hour time limit will be imposed for hospital visits, and on only two consecutive days. The length of visits are contingent on the inmate's medical status and what the inmate's physical condition can tolerate.

e. Children 16 years of age or older will be permitted into the hospital; only in terminal or special circumstances will younger children be allowed (upon the unit team's review and the Warden's approval).

f. All visiting in the hospital will be confined to single patient rooms.

g. Supervision of hospital visits will ordinarily be provided by the unit staff. Further supervision will be supplemented by other departments if needed.

20. Visits to Inmates not in Regular Populations Status. Inmates on administrative detention and disciplinary segregation status shall ordinarily be under the same guidelines as the general population inmates for visiting purposes (i.e., facilities and frequencies) with the exception of visitation only occurring on Mondays. Special seating may be assigned to provide adequate supervision as needed.

FMC Rochester is not able to provide a traditional area for non-contact visiting. In the event there is a need for non-contact visiting, the video conferencing equipment will be used. The visitor will be placed in the Associate Wardens' Conference Room and the inmate will remain in the Special Housing Unit. This can be coordinated through the Captain's Office.

21. Visiting Regulations in Community Hospitals. Normally, visits to inmates should take place at the institution. Inmates and their visitors are to be encouraged to arrange visitation prior to and after downtown hospitalization. Downtown hospital visits should generally be only for patients in serious or critical conditions. In these instances, the unit team shall route a request for visitation through the Captain and Associate Warden (Medical) for approval by the Warden. Authorization for visiting will normally be for two to five days for a two-hour time period each day during the hospital's designated visiting hours. Inmates in intensive care may be reviewed for longer visits. Authorized visitors will be limited to immediate family members only. The clinical director or designee will be consulted prior to granting visiting privileges for any inmate. The staff at community hospitals may also be consulted in regards to visiting, and may restrict all visiting for medical reasons. Neither institution nor contract guard service will permit visiting in community hospitals without prior written authorization from the Captain.

Visitors who will visit at community hospitals are required to report to the institution prior to visiting to ensure proper identification and screening is completed. The front lobby officer will contact the appropriate unit team upon arrival of the visitor and then inform the visitors of the location of the inmate (hospital and room number).

22. Personal Conduct. A brief embrace and kiss is permissible upon entering the visiting room at the beginning of the visit and when the visit is terminated. Limited physical contact is necessary to control the introduction of contraband and behavior which may be offensive to other visitors; therefore, no personal contact other than holding hands is permitted at any other time. When the conduct of an inmate or visitor becomes indecent, loud, profane, or affects the general good order of the visiting room, the visiting room officer may issue a warning. If the misconduct is of a serious nature, the visiting room officer may terminate the visit upon approval of the Operations Lieutenant. Misconduct may result in visiting privileges being restricted.

23. Food. No food items are allowed to be brought into the visiting room by inmates or their visitors

with the exception of baby food, milk, and formula for babies. Food items may be purchased from vending machines in the visiting room. At no time will inmates be allowed to go near the vending machines or microwave area. At no time will food or drinks be taken to the visitor's restroom.

24. Inmate Dress and Allowable Items for Visiting Room. Inmates must wear institution issued dress clothing (khakis) while visiting. Green fatigue clothing will not be authorized in the visiting room. A shirt must be worn over t-shirts or tank tops. Standard shoes must be worn. Sneakers are allowed with an idle slip. No house slippers or shower shoes will be allowed. Inmates and their clothing will be clean and neat. A plain wedding band may be worn and a religious medal with necklace. No other jewelry will be authorized, to include watches of any kind. Inmates may wear religious headwear as allowed per policy.

Inmates will be allowed to take a comb, a handkerchief, and photo tickets into the visiting room. No documents, legal papers, etc., may be taken into the visiting room by inmates unless approved by unit staff prior to legal visits. If such a need arises, inmates will contact their unit team and any such documents, if approved, will be taken into the visiting room by a member of the inmate's unit team.

25. Transportation Assistance. To assist visitors in locating the institution and public transportation numbers for transit, information will be posted in the visiting area and will be published in the visiting regulations, which will be sent to prospective visitors by the inmate.

FMC Rochester is located at 2110 East Center Street, Rochester, Minnesota 55904. Our telephone number is (507) 287-0674. Our inmate mailing address is P.O. Box 4000, Rochester, Minnesota 55903. All correspondence sent to inmates must include the inmate's committed name and register number.

The following information is provided to assist visitors of inmates at FMC Rochester. Rochester, Minnesota, is located approximately 85 miles south of the Twin Cities (Minneapolis/St. Paul) on Minnesota Highway 52. Directions to the Federal Medical Center, Rochester, Minnesota are as follows: The Federal Medical Center is located approximately two miles east of downtown Rochester. Taking 4th Street SE, you will pass Olmsted Community Hospital. The Federal Medical Center is located slightly to your left. Turn left on Center Street and right into the parking lot. You may park in the lot identified as "Visitor Parking." Handicap parking is available in the lot nearest the institution's front entrance. Persons waiting for visitors will not be allowed to remain in the parking lot while visiting is in progress.

The Rochester area is serviced by the following commercial transportation services:

Airlines:	Delta Airlines	800/221-1212
	United Airlines	800/864-8331
	American Airlines	800/433-7300
Taxi:	Airport Express/Yellow Cab	507/282-2222
Bus:	Jefferson Bus Lines	507/289-4037
	Greyhound Bus Lines	507/289-4037
	Rochester Direct	507/280-9270
	RTS Limousine Service Inc.	507/529-4222 (Provides Bus Service to/from the Minneapolis/St. Paul Airport)
	Rochester City Lines	507/288-4353

26. Penalty for Circumventing Regulations. Any effort to circumvent or evade the visiting regulations established by this facility may result in suspension or forfeiture of visiting privileges. It is a federal crime to bring upon these premises any weapon, ammunition, intoxicants, drugs or other contraband. All persons and packages are subject to search (Title 18, U.S.C., Section 1791). Visitors that are age 16 and over will be required to complete a Notification to Visitors form, which outlines specifically what is prohibited. This form must be completed with signature before the visit can begin.

27. Recording Visiting Days. All inmate visits will be recorded on the visiting program. All authorized visitors (with the exception of children under 16) will be listed on the visiting program. The front lobby officer will enter the visitor information into the computer for authorization and the computer program will record the number of visits.

28. Use of Lockers. Items which cannot be searched or present a threat to the security of the institution will not be permitted to enter the institution. Storage lockers are available for visitors' use in the entrance building for those items which are not permitted. However, the visitor may elect to return those items to

their vehicles. The lockers are designed to operate with a key. Keys will be issued to visitors by giving the front lobby officer the visitor's driver's license.

29. Procedures for a Backup System to the Computer Visiting Program. In case of a ACES System failure, the Computer Services Department will copy the individual visiting lists into a PDF file located on the front lobby and visiting room work stations once a week. This will serve as a backup system until the ACES program comes back online.

30. Procedures for Children Area. FMC Rochester inmates are not permitted in play areas designated for children.

TRANSPORTATION ASSISTANCE

To assist visitors in locating the institution and public transportation numbers for transit, information will be posted in the visiting area and will be published in the visiting regulations, which will be sent to prospective visitors by the inmate.

FMC Rochester is located at 2110 East Center Street, Rochester, Minnesota 55904. Our telephone number is (507) 287-0674. Our inmate mailing address is PMB 4000, Rochester, Minnesota 55903. All correspondence and money orders sent to inmates must include the inmates committed name and register number. All funds being sent to inmates must be sent to the National LockBox location at: Federal Bureau of Prisons, (Insert Inmate Name and Register Number) Post Office Box 474701, Des Moines, IA 50947-0001. Only postal money orders, U.S. Treasury checks, state, and local government checks; business checks; any foreign negotiable instruments payable in U/S currency will be accepted. All non-postal money orders and non-government checks will be held for a 15-day hold. No cash will be accepted. The person sending the funds must have the inmate's committed name (no nicknames) and register number printed on all checks. Also, the senders name and return address must appear in the upper left hand corner of the envelope. Items personal in nature must be mailed directly to the institution.

The following information is provided to assist visitors of inmates at FMC Rochester. Rochester, Minnesota, is located approximately 85 miles south of the Twin Cities (Minneapolis/St. Paul) on Minnesota Highway 52. Directions to the Federal Medical Center, Rochester, Minnesota are as follows: The Federal Medical Center is located approximately two miles east of downtown Rochester. Taking 4th Street SE, you will pass Olmsted Community Hospital. The Federal Medical Center is located slightly to your left. Turn left on Center Street and right into the parking lot. You may park in the lot identified as "Visitor Parking." Handicap parking is available in the lot nearest the institution's front entrance. Persons waiting for visitors will not be allowed to remain in the parking lot while visiting is in progress.

The Rochester area is serviced by the following commercial transportation services:

Airlines:	Delta Airlines	800/221-1212
	United Airlines	800/864-8331
	American Airlines	800/433-7300
Taxi:	Airport Express/Yellow Cab	507/282-2222
Bus:	Jefferson Bus Lines	507/289-4037
	Greyhound Bus Lines	507/289-4037
	Rochester Direct	507/280-9270
	RTS Limousine Service Inc.	507/529-4222 (Provides Bus Service to/from the Minneapolis/St. Paul Airport)
	Rochester City Lines	507/288-4353

VISITING RULES AND REGULATIONS

It is the policy of this institution to provide visiting facilities and procedures that encourage meaningful visits with relatives, friends, groups, etc. It is the responsibility of each visitor/inmate to adhere to the visiting regulations as set forth in the following paragraphs.

1. Social visits are permitted from 8:15 a.m. to 2:30 p.m. Saturday, Sunday, Monday, and federal holidays. Visits will not start after 2:00 p.m. unless the inmate is already present in the visiting room. Visitors will normally not be permitted entrance between 9:30 a.m. - 10:30 a.m. on weekends and holidays until after the official institution count has cleared. Each inmate will be allowed 16 visiting points per month. Visiting during the week (i.e. Monday), will count as one visiting point. Visiting on the weekend days and all federal holidays will count as two visiting points. Each inmate is responsible for obtaining unit team approval for prospective visitors.
2. At times, it may become necessary to limit visits due to overcrowding. When overcrowding conditions exist, visits will be terminated starting with the distance traveled and frequency of visits being considered first. Visiting may also be terminated because of institutional emergencies and improper conduct by inmates or visitors.
3. Embracing and kissing as a greeting or farewell is permitted within the limits of acceptable conduct upon arrival and departure of visitors. Other than holding hands, no other personal contact is permitted. When continued intimacy occurs throughout the visit, the visit may be terminated. It should be noted when a visit is terminated due to unacceptable conduct, inmates may receive disciplinary action.
4. Number of Visitors and Length of Visits. Due to the size of the visiting room, capacity being 125 total inside/outside, visitors will be limited as follows:
 - a. Immediate family (mother, father, spouse, children, stepparents, foster parents, and siblings) will not be limited in number except when overcrowding becomes a problem. In those cases, no more than five (5) immediate family members will be allowed to visit.
 - b. Visitors under the age of sixteen (16) must be accompanied by a responsible adult. Children must at all times be under the direct supervision of an adult during the visit.
 - c. Communal visiting (visiting with a number of people who are not immediate family) will not be authorized unless prior written approval is given by the Warden.
5. Identification of Visitors/Allowable Items. Staff must be able to verify the identity of visitors prior to allowing the visit. All visitors, with the exception of children under sixteen years, must display photo identification before being permitted into the institution. Acceptable means of identification include a valid driver's license, a passport, or other form of government issued identification bearing a photograph, such as a state identification card. Consular identification cards are no longer considered a valid form of identification. Any attempt to bring an item into the institution without the knowledge and consent of the Warden is a violation of Federal Law (Title 18, U.S.C., Section 1791) and is punishable by imprisonment for not more than ten (10) years and/or a fine of not more than \$25,000.00.
6. The visiting room officer is responsible for supervising visits. Visitors whose apparel does not adequately cover the areas of their body from shoulder height to upper knee will not be allowed to visit. Appropriate and customary undergarments will be worn at all times in the visiting room. Clothing not appropriate for a correctional setting (i.e., mini-skirts and spandex pants) will not be allowed in the visiting room. Halter-tops will not be worn as an outer garment. Only short pants that come to the upper knee area are permitted.
7. Visitors are to have and maintain complete control of their children while in the visiting room or on institutional property.
8. Inmates and their visitors are expected to maintain a safe and sanitary visiting area. The use of cameras or recording equipment without written consent of the Warden is strictly prohibited. Documents or papers will not be examined or signed in the visiting room without the presence of a member of the

inmate's unit team. Visitors are encouraged to store all of their parcels, packages, etc., in their vehicles or motel rooms prior to coming to the institution. A clear plastic 5" x 7" coin purse will be permitted to accompany a visitor into the visiting room and the amount of coins and currency is limited to \$20.00 (in denominations of \$5.00 or less) per adult visitor. Items which are not permitted may be secured in the storage lockers located in the entrance building or returned to the visitor's vehicle.

9. When a visitor is suspected of attempting to introduce contraband into the institution or onto institutional property, the visitor is subject to a detailed search of his/her person upon approval of the Warden.

Dear Visitor:

The mission of the Federal Medical Center at Rochester is to provide necessary medical, dental, and mental health services to inmates by professional staff, consistent with acceptable community standards. It is our goal to provide the safest environment for health care delivery.

This letter follows recommendations recognized in the civilian health care community. It is imperative these guidelines be followed at the Federal Medical Center for the protection and health care of the staff, inmates, and the surrounding community as it could have serious consequences on these populations.

When planning to attend the visiting room at FMC Rochester, please keep in mind if you or your children are experiencing any of the following signs or symptoms of an infectious illness, we ask that you consider postponing your visit.

- * Fever (greater than 100 degrees)
- * Infectious eye or skin disease
- * Colds or flu
- * Diarrhea
- * Vomiting
- * Strep infections such as strep throat
- * A recent known exposure to an infectious disease such as measles, mumps, or chicken pox

Thank you for your cooperation in helping us continue to provide the best medical care possible.

Sincerely,

Warden

VISITING ROOM PROCEDURES

IDENTIFICATION. A PICTURE I.D. IS REQUIRED FOR ENTRY INTO THE INSTITUTION.

All visitors, with the exception of children under 16 years of age, must display photo identification before being permitted into the institution. Acceptable means of identification include a valid driver's license, a passport, or other form of government issued identification bearing a photograph, such as a state identification card. Consular identification cards are no longer considered a valid form of identification.

The following list is to be utilized when processing visitors into the visiting room.

The Institution Duty Officer (IDO), Captain, or Operations Lieutenant will be responsible for denying visits based upon attire. Visits will be conducted and supervised to maintain good public relations and a relaxed atmosphere while maintaining the security of the institution.

Visitors who are not in proper attire will be denied a visit. Visitors are not allowed to wear:

- * Tight clothing
- * Transparent clothing
- * Spandex clothing
- * Tank tops
- * Halter tops/sleeveless shirts
- * Holes in clothing
- * Wrap-around skirts
- * Hats or caps
- * Camouflage clothing
- * Grey sweatpants, sweatshirts, thermals
- * Green, khaki, or orange colored pants, shirts, or skirts
- * Plunging necklines that expose back, cleavage or chest (i.e. v-necks, scoop necks)
- * Opened toed or open heeled shoes, (i.e., sandals or slip-ons for both male & female). It is necessary for all visitors to wear shoes.
- * Shorts and skirts which are higher than the top of the knee when standing
- * No attire with questionable wording, (i.e., gang affiliation, profanity, etc.)
- * No shirts that hang less than 3 inches below the belt line.
- * No hooded sweat shirts/coats, clothing with hoods.
- * Jackets, coats, or sweaters will only be allowed during the months of October 1 through June 1. Scarves and gloves are not allowed in the visiting room. Hats and/or scarves with wigs utilized for chemotherapy patients or hair-loss diseases must include documentation from a certified physician and the item(s) will require an x-ray examination and be subject to physical search procedures. Younger children will be allowed appropriate outerwear year round. Upon arrival in the visiting room, outerwear will be stored in a designated area.

It is necessary for all visitors to wear undergarments and shoes. Clothing items not appropriate for a correctional setting will not be allowed in the visiting room.

MONEY. \$20.00 (in \$5.00 or less denominations), 1 5" x 7" clear plastic coin purse

The following items are not allowed in the visiting room:

- Toys
- Baby carriers
- Car seats / carry cradles
- Cards
- Newspapers
- Magazines
- Paperwork
- Watches
- Food
- Titles, wills (attorneys may be allowed to retain and enter with legal documents with prior approval of the unit team)

Lipstick/chapstick
Comb
Hairbrush
Lotion
Billfolds
Tobacco products, lighters/matches

Exceptions:

Visitors with small infants will be allowed to retain a small diaper bag with the following items:

1. Small receiving blanket
2. Two jars of un-opened baby food and two bottles of infant milk/formula
3. Three (3) diapers

UNCLAIMED PROPERTY. Property that is left in the front lobby or the visiting room will be considered unclaimed property. The unclaimed property will be stored at FMC Rochester and will be the responsibility of the confiscated property Lieutenant to maintain. The property will be stored in a secure area. The visiting room or front lobby officer will document in memorandum form as to the date the property was left and where the property was discovered. A copy of the memorandum will be forwarded to the SIA Office. The property will be held for 60 days. During this time, the SIA office will attempt to contact the person(s) regarding the property.

If, at the end of the 60-day storage period, the property remains unclaimed, it will be considered "abandoned" and will be processed for disposal. A memorandum will be initiated documenting the property to be destroyed by the confiscated property Lieutenant and a staff witness, to include the date and time the property was destroyed.