



U.S. Department of Justice
Federal Bureau of Prisons
FCI Sheridan, Oregon

INSTITUTION SUPPLEMENT

OPI: Correctional Services

Number: SHE 5267.08g

Date: December 9, 2014

Subject: Visiting Regulations

1. **PURPOSE AND SCOPE:** It is the policy of FCI/SCP/FDC Sheridan to establish visiting procedures for all inmates incarcerated at Sheridan.

2. **DIRECTIVES AFFECTED:**

A. Directive Rescinded:

SHE 5267.08c Visiting Regulations (08-10-10)

B. Directives Referenced:

P.S. 5267.08 Visiting Regulations (05-11-06)

This supplement correlates to the authorizing Bureau of Prisons (BOP) Program Statement in specifically outlining requirements in effect at FCI/SCP/FDC Sheridan. The Institution Supplement and the BOP Program Statement should be read in conjunction for thorough translation and implementation.

3. **PROCEDURES:** The following procedures are in effect at FCI/SCP/FDC Sheridan, Oregon, regulating inmate visiting:

Visiting Facilities: All regular visits will be held in the Visiting Room. Processing of visitors will stop one hour prior to the closing of the Visiting Room. Visitors are not authorized on the institution grounds prior to 8:00 a.m. for visiting. Processing of visitors will normally begin no later than 8:30 a.m. on visiting days. On weekends and holidays, processing of visitors will temporarily stop at 9:15 a.m., and will resume after the institution count has cleared. Visitors will only park in the approved designated parking areas.

Attorney Visits: Attorneys are encouraged to visit between

8:00 a.m. and 3:00 p.m. Monday through Friday. Attorneys must show a valid bar card or other suitable professional identification and pass through the metal detector before entry will be allowed into the institution. Attorney briefcases and papers being introduced into the institution will be screened for contraband by use of the X-ray machines located in the Front Lobby of the FCI and FDC. A visual inspection of the contents of briefcases will be made to check for obvious contraband. There will be no attempt to read any of the materials or documents in the briefcase.

Visits between an attorney and an inmate are not subject to auditory supervision.

All attorney visits for the FCI are arranged and monitored by the appropriate Unit Staff. The attorney and their client will be afforded privacy in one of the attorney rooms located inside the Visiting Room.

All attorney visits for inmates housed in the FDC are scheduled by the FDC Administrator's Secretary. The attorney and their client will be afforded privacy in one of the attorney rooms located inside the Visiting Room.

All attorney visits at the SCP are scheduled by the Counselor and will be monitored by the Counselor. The attorney and their client will be afforded privacy in the attorney room located in the Administration Building.

If the attorney rooms are in use, the attorney may elect to reschedule the visit when a more private area is available. Inmates may not bring in or take out legal material from the Visiting Room without prior approval from Unit Staff.

Authorized Visitors: FCI/SCP: Each inmate will mail a visiting form to prospective visitors. Ordinarily, an inmate's visiting list should not list more than ten (10) friends and associates. Immediate family members will not be counted toward the limit. The visitor should mail the visiting form directly to the Counselor. A background investigation will be conducted upon receipt of the form. If approved, the visitor's information will be entered into BOPWARE by the appropriate Unit Staff. A finalized list will be prepared and forwarded to the Visiting Room. Unit Staff will maintain a hard copy in the inmate's central file. 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.

- A. Specific local visiting guidelines have been established for FCI/SCP and FDC Sheridan, and are contained in Attachments A and B, Visiting Regulations. Unit Staff will provide the attachment to the inmates, who will then be responsible for forwarding it to their visitors. Attachment C, Transportation and Lodging, will also be provided to the inmates who may forward it to their visitors. These attachments are also available through the inmate Law Library where a copy of this supplement is maintained. Additional copies will be maintained in the FCI/SCP/FDC Front Lobby for the visitors as they arrive.
- B. **FDC:** HOLDOVER/PRETRIAL inmates will submit a list of immediate family members only, to the unit team. The visitor must demonstrate they are an immediate family member. A finalized list will be prepared and forwarded to the Visiting Room. Unit Staff will maintain a hard copy in the inmate's central file. Ordinarily, an initial visiting list will be prepared and distributed within seven days of receiving the required information to process the visiting list.

If an inmate is designated to the FDC he can request up to three non-family members be added to the visiting list. Specific local visiting guidelines have been established for FDC Sheridan and are contained in Attachment B, Visiting Regulations. Staff will provide the attachment to the inmates who will then be responsible for forwarding it to their visitors. These attachments are also available through the inmate Law Library where a copy of this supplement is maintained. Additional copies will be maintained in the FCI/SCP/FDC Front Lobby for the visitors as they arrive. Attachment C, Transportation and Lodging, will also be provided to the inmates and may be forwarded to their visitors.

- C. Under certain circumstances the Satellite Operations Administrator may authorize visiting privileges (i.e., significant other) to be extended to friends and associates having an established relationship with the inmate prior to confinement. 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.

- D. Visitors with prior criminal convictions must be approved by the Warden prior to being allowed to visit.
- E. The Unit Counselor will obtain background information on all prospective visitors at the FCI, SCP and FDC. If the background information reveals that visitation privileges for the individual would present security concerns or disrupt the orderly running of the institution, the Unit Counselor will prepare the Inmate Visiting Request Form for signature by the Unit Manager and forward through the Associate Warden of Programs or Satellite Operations Administrator for the Warden's denial or approval of visiting privileges. The Visiting Request Form will be maintained in section 2 of the Privacy Folder in the Inmate Central File.

Metal Detector/Drug Detector/X-ray Machines: All visitors entering the institution are required to pass through and clear the walk thru metal detector located in the Front Lobby. All visitors are subject to a random pat search conducted in a designated private area in the Front Lobby. The random pat search will be conducted by a same gender staff member. Visitors will be randomly tested utilizing the ION Scanner. All visitors' jackets and shoes will be scanned through the x-ray machine located in the Front Lobby at the FCI and FDC. Undergarments may not be removed or placed in the x-ray machine in effort to clear the metal detector. If clothing is preventing a visitor from clearing the metal detector they may return to their vehicle for a change of clothing. Any visitor refusing to submit to this procedure or who fails the drug detection system or the metal detector will be denied access into the institution.

All visitors who have surgical implants, such as artificial knees, hips, etc., which would not allow them to successfully clear the metal detector screening, must have their physician send in by fax or mail a report of their condition to the institution prior to the proposed visit. This documentation will be sent to the inmate's unit team for retention in the inmate central file. A copy of this report will be maintained in the inmate's visiting files for future reference when the specific visitor comes to visit. The visitor will then be screened with a hand held detector to

determine the specific area of the implant is the only area setting off the metal detector. Provided the visitor successfully clears this screening process, the visit will be authorized and progress normally. Visitors arriving in and requiring the use of a wheelchair will be provided a wheelchair from the institution hospital. The visitor's personal wheelchair normally will be returned to the visitor's vehicle until the completion of the visit.

Visiting Schedule for the FCI and the SCP:

On Saturdays, Sundays and Federal Holidays, at both the FCI and the Camp, visits are regularly scheduled from 8:30 a.m. to 3:00 p.m. On Fridays visiting is scheduled from 8:30 a.m. to 3:00 p.m. at the FCI and from 5:00 p.m. to 8:30 p.m. at the Camp.

Each inmate at the FCI and at the SCP will receive twelve (12) visiting points per month.

Visiting points will be charged as follows:

Two (2) points per day on Saturday and Sunday.
One (1) point per day on Friday.

There will be no points charged on **NEW YEARS DAY, 4th of JULY, THANKSGIVING, CHRISTMAS, minister of record visits,** and/or at the discretion of the Warden. All other holidays will be charged two (2) points per day.

The maximum number of visitors an inmate may visit with at one time is six, including children. A maximum of four adult visitors will be allowed in at any one time. Children over the age of 16 will be counted as one adult visitor. Should more than four authorized adult visitors arrive at one time, a split visit may be arranged at the discretion of the Visiting Room Officer. A split visit is defined as a visit where four adult persons are present in the Visiting Room, and one or more of these persons leave the Visiting Room to be replaced by another authorized visitor(s). Only one interchange of visitors will normally be permitted; therefore, individuals leaving the Visiting Room to permit other members of the party to visit will not subsequently return for visiting the same day. Visitors who are participating in split visits will not be allowed to remain on institutional grounds while waiting to visit, or at the conclusion of their visit.

Legal Visits at the FDC:

Legal visits for pre-trial inmates will occur 7 days per week at the FDC. Legal visits will normally be scheduled through the Secretary at the Detention Center; however, attorneys may visit without being scheduled.

Legal visitors will be processed expeditiously and normally take priority to other functions.

Attorneys and inmates are authorized to exchange legal paper work during visits but documentation is subject to screening for contraband. Staff will review documents for security and legal content during processing.

All persons entering the institution, to include Department of Justice, State and local law enforcement personnel, members of Congress and members of the Judicial Branch, will be required to pass through the metal detector before entering the institution. If an individual fails to clear a walkthrough metal detector, they will be screened using a hand-held metal detector.

Screening Staff must be reasonably assured that the visitor is clear of contraband. If staff cannot be reasonably assured, the FDC Operations Lieutenant will be contacted for further direction.

Visiting Schedule for the FDC:

The visiting days for Unit J-1 inmates are Fridays and Saturdays and the visiting days for Unit J-2 inmates are Sundays and Mondays. Visits are regularly scheduled from 8:30 a.m. to 3:00 p.m.

If a Federal Holiday falls on a non-visiting day (e.g. Thanksgiving), J-1 inmates will visit from 8:30 a.m. to 11:30 a.m. and J-2 inmates from 12:00 p.m. to 3:00 p.m.

Each inmate will have twelve (12) visiting points per month. One (1) point will be charged on Friday and Monday, and two (2) points per day on Saturday and Sunday. No points will be charged on **New Year's Day, 4th of July, Thanksgiving, Christmas, minister of record visits**, or at the discretion of the Warden.

At the FDC, the number of visitors is limited to two adults and up to four children. Split visits may be arranged when necessary. A split visit occurs when more than two authorized adult visitors request to visit an inmate at one time. Two authorized visitors can be allowed to visit the inmate, and after their visit has terminated, two more visitors will be allowed to visit. Visitors who are participating in split visits will not be allowed to remain on institutional grounds while waiting to visit or at the conclusion of their visit.

Visiting Files: At the end of visiting day, the inmate visiting files will be secured in the locked file cabinet in the Visiting Room. At no time will staff allow inmates or visitors to view any visiting file.

Back-up Files: The Front Lobby will maintain a record of visitors/visiting lists, utilizing BOPWARE under the visiting program. Unit Team will update the visiting list and maintain a hard copy in the inmate central file.

Searches: All inmates entering the Visiting Room will be pat searched and screened with a hand held metal detector before entering the Visiting Room. All inmates at the FCI and FDC will be visually searched prior to departing the Visiting Room. Random visual searches will be conducted at the SCP prior to inmates departing the Visiting Room.

Food: No food items are authorized to be brought in by visitors. There are vending machines in the Visiting Rooms for use by the visitors. It is not permissible for inmates to accompany their visitors to the vending machine area of the Visiting Room. Inmates and visitors are not permitted to remove any vending items from the Visiting Room. Inmates are not authorized to share food or drinks with visitors.

Medications: Medication is not authorized unless it is life supportive to the visitor. Only the amount required during the time the visit takes place will be permitted. If the medication must be retained by the visitor, the Front Lobby Officer will advise the Visiting Room Officer the visitor has medication. The medications will be maintained by the Visiting Room Officer until the medications are used.

Restrooms: Men's and Women's restrooms are provided for visitors. Inmates will utilize the facilities located in the visual search rooms. Inmates will remain in constant visual supervision of escorting staff. The inmate's restroom in the

visiting area will remain locked at all times. Inmates will not utilize visitors' restrooms.

Inmate Identification: Staff will make positive identification of inmates arriving at the Visiting Room for visits utilizing the inmate's commissary card or a picture card. Staff will keep the inmate's commissary card until the visit is complete to positively identify the inmate prior to the inmate returning to the compound.

Special Housing Unit (SHU) Inmates: The visiting hours for inmates assigned to the Special Housing Unit are Friday through Sunday 8:00 a.m. to 3:00 p.m. Each inmate is authorized 1 hour visit utilizing the video conference system. Special Housing Unit inmates will be restrained, pat searched, metal detected and escorted to the 100 or 200 range multi-purpose rooms for the video visit. Inmates are not required to be restrained during the video visit. The inmate will be instructed to pick the receiver up and face the camera. At this time the 1 hour visit will commence. Inmates will be required to have their SHU issued jumper (buttoned), t-shirt, boxers, socks, and shoes on at all times. Incident reports will be written for any inappropriate actions by the inmate or visitor. The Front Lobby Officer will notify SHU staff of the pending video visit. If an inmate refuses to participate in the visit, SHU staff will contact the Lobby Officer who will advise visitors of the inmate's refusal to participate. Visitors will be required to leave the Front Lobby. The visiting room and SHU have two video visiting terminals. After the first visitor group is processed, other visitors will be advised that they will not be allowed to enter the Visiting Room until the preceding visit is completed and the visitors have departed the Visiting Room. Visitors will be subject to the same security screening as visitors participating in contact visits. Visitors will be limited to five per group. When the non-contact visiting room is available, visitors will be processed by the Front Lobby. Visitors will be allowed to proceed to the Visiting Room where they will be seated in the front of the Visiting Room until staff is advised the SHU inmate has been placed into the SHU non-contact visiting area. The Front Lobby Officer will advise visitors the approximate time their visit will take place. This will allow the visitors to depart the lobby area and return at a time approximate to the visit. If visitors for more than one inmate housed in SHU arrive at the same time, they will be processed on a first come first served basis.

Inmate Property allowed in the Visiting Room: Inmates will not take any property to a visit except one handkerchief, one plain wedding band, and one plain neck chain with a religious medallion, prescription glasses, commissary card, authorized headwear, and photo tickets. Watches are not allowed. Pre-trial inmates at the FCI and FDC are authorized to bring legal documents with them to their visit with prior approval of Unit Team staff. The legal documents are to be checked for contraband and the pages counted. At the completion of the visit, only the legal documents the inmate brought with him may be taken out of the Visiting Room by the inmate unless approved by Unit Team staff. The legal document rule applies ONLY to pre-trial inmates. If an inmate has property in his possession which is not authorized to be taken into the Visiting Room, the inmate will be instructed to return to his Unit and secure the property before he is authorized to enter the Visiting Room. Items not authorized upon the inmate's departure will be considered contraband and confiscated. No item other than coats will be stored in the search area.

Proper Dress and Grooming for Inmates in the Visiting Room:

Inmates are required to wear institution-issued clothing (Khaki pants and shirts at the FCI and green pants and shirts at the SCP, or assigned jump suits for inmates housed in the FDC and FCI SHU) during visitations. Institutional clothing (shirt and pants) must be neat and clean in appearance and labeled (inmate name and number). Shirts will be tucked into the trouser waistband at all times. Inmates are not permitted to wear hats in the Visiting Room. Approved religious headwear (such as a Yarmulke) may be worn in the Visiting Room. All religious headwear will be inspected prior to and at the completion of the visit. Polished black institutional shoes will be allowed in the Visiting Room only if they are neat and clean in appearance. Visits will not be permitted for those who are not properly groomed. Proper grooming requires that hair is neat and clean.

Proper Dress for Visitors in the Visiting Room: Inmates are responsible for informing prospective visitors that their clothing should be within the bounds of good taste and should not possibly offend others who may be present in the Visiting Room. Visitors wearing transparent clothing will not be admitted into the institution. Halter tops, shorts, miniskirt, culottes and spandex will not be allowed. Blouses or other apparel of a suggestive nature (i.e., revealing V-

Neck, or any garment that reveals the mid-section) will not be allowed. Sweat shirts/pants, jogging outfits (pants or jackets) are not allowed to be worn as this resembles allowable inmate clothing. Any other clothing that, at the direction of the Lieutenant or Institutional Duty Officer (IDO), excessively resembles the style or color of inmate clothing (i.e., khaki, green outfits (top and bottom), will not be allowed to be worn into the institution. At the discretion of the Lieutenant or Institutional Duty Officer, children under the age of twelve (12) will be allowed to wear shorts. Short pants will be no higher than 6 inches above the knee. No bare feet will be permitted (excluding babies).

Institutional Activities: Visiting is a positive activity for inmates and visiting will normally take precedence over other institutional activities. In the event of an institution emergency, inmate visits may be terminated or limited at the discretion of the Warden.

Prisoner Visitation and Support: The Prisoner Visitation and Support Program (PVS) is a valuable volunteer program. **PVS Volunteers at FCI Sheridan are allowed to carry paper and writing implements into the Visiting Room and may sit across from each other.** PVS Volunteers are authorized in advance by memorandum. **THEIR VISITS ARE NOT TO BE CHARGED AGAINST SOCIAL VISITS, BUT WILL BE CONDUCTED DURING NORMAL VISITING HOURS.** They are expected to adhere to the institution dress code and visiting policy.

Miscellaneous Visiting Room Regulations:

No electronic devices will be allowed into the Visiting Room. Electronic devices include, but are not limited to the following: beepers, pagers, and cellular phones.

*****Note:** A limited number of lockers are available in the front lobby for those visitors who have no means to secure these items.

Any unauthorized items will be returned to the prospective visitor's vehicle. When the visitor does not have a vehicle on the premises, he or she will be responsible for removing the unapproved item from the premises, prior to visiting.

Papers, packages, money orders, and/or gifts are not allowed into or exchanged in the Visiting Room.

All visiting areas are Non-Smoking Areas. No tobacco products of any type are allowed in the visiting areas.

Visitors are responsible for their children while in the Visiting Room. At the FCI and SPC there is a designated play area for children to play. The inmate will be warned if their children become disruptive and the visit may be terminated. The Visiting staff will confer with the Lieutenant or Duty Officer prior to terminating any visit.

Inmates are only permitted in the designated play area with their own children.

The Education Department will be responsible for the acquisition or replacement of all equipment, toys, books, playing cards, etc. for the children's play area.

Visitors are precluded from bringing animals onto the 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. Animals will not be left unattended in the visitor's vehicle.

Photographs with adults kissing are not permitted in the photo and each face in the photo will be recognizable. Adult visitors are not permitted to sit on the lap of any inmate during the photo or on the floor.

Inmates may not pose in a lewd, sexually explicit, or obscene manner. There will not be a display of gang signs in any picture taken.

An inmate will be allowed to hold his visitor's hand or have his arm around his visitor (within good taste) during the photo. Hands must be visible at all times while the photograph is being taken. No hand gestures of any type will be allowed.

During all social visits inmates and visitors will remain seated unless tending to children, going to restrooms, photo and vending areas. No sitting on laps.

Although discouraged due to the correctional setting, a female visitor may breastfeed her child in the Visiting Room during the social visit but must use discretion. The female visitor must cover herself while feeding the child.

Only clear plastic coin purses or bags are authorized. No paper currency (**coin only**) is permitted in the institution.

Visitors are allowed to bring (one) 1 car key inside the institution, with the exception of rental car keys which cannot be separated.

- F. **Limited Visit Space:** In the event the Visiting Room becomes overcrowded, it may be necessary to limit the length of visits or the number of visitors. The decision to limit the duration of a visit will be made by the Operations Lieutenant or Institution Duty Officer (IDO). Determination for termination of visitors will be based on time of arrival and distance of travel.
- G. **Terminating Visitors:** The Lieutenant or IDO also has the prerogative of terminating visits for reasons of improper conduct on the part of the inmate or his visitor(s). The right to have future visits may be denied as part of an administrative action for any visitor who attempts to violate, circumvent or evade institutional regulations.
- H. **Special Visits:** The Unit Manager, or designee, will be responsible for arranging and supervising special visits. Special visits may (but are not limited to); Business/court-appointed investigations, interpreters and Consulate Representatives
- I. **Minister of Record/Clergy**
- a. **Minister of Record:** An inmate wanting to receive visits from his minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the name and title (minister of record) to the inmate's visitor list.

An inmate may only have one minister of record on his visiting list at a time. The addition of the minister of record will **not** count against the total number of visitors an inmate is authorized.

- b. **Clergy:** Visits from clergy (other than the minister of record) will be conducted in accordance with the general visiting procedures, and **will** count against the total number of visiting points an inmate is charged.

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 to visit with the clergy.

Clergy/minister of record visits will be accommodated in the visiting room during regularly scheduled visiting hours. The Warden may establish a limit to the number of minister of record and clergy visits an inmate receives each month, consistent with available resources. However, during times of personal or family emergencies, an inmate may be authorized a visit from his minister of record.

- J. **Exit Procedures:** Upon the completion of visiting inmates and visitors will be separated. Visitors will move to the West wall of the Visiting Room and inmates will proceed to the East wall of the Visiting Room. Staff will then conduct a count of inmates using the inmate commissary picture cards. Once all inmates are photo identified and accounted for, staff will start releasing visitors. Visitors will be properly identified by using their identification card which is attached to their BP-224.02, Notification to Visitor, form and by checking the hand stamp under the ultra violet light. Visitors will be escorted to the Front Entrance sallyport. Visitors will be released in groups of no more than ten (10) at a time. Once inside the sallyport, visitor identification cards and the hand stamps are again verified by the Front Lobby Officer before the visitors are allowed to exit through the Front Lobby sallyport. Once all visitors have been cleared from the Visiting Room, the inmates will line up at the visual search room door for processing out of visiting.

These basic procedures will be followed at the FDC with variances allowed for which wall the visitors and inmates go to as well as the location of the ultra violet light.

The same procedures will be followed at the Camp with variances allowed for which wall the visitors and inmates go to. Visitors at the Camp are not required to be escorted out.

- K. **Hospital Visits:** Due to security considerations, inmates from the FCI, SCP, and FDC will not ordinarily receive social visits while they are receiving medical care at local hospitals. Extenuating circumstances, such as terminal illness, will be reviewed on a case by case basis, with the Warden making the final decision on whether a visit will be allowed.
- L. **Identical Twins Visiting Procedure:** The following procedure applies to identical twin visits:
1. The inmate and visitor will sit in areas closest to the officer's station or the direct supervision of staff.
 2. The visitor will be required to wear a specific colored wrist band. The wrist band will be applied and removed by the Front Lobby Officer. The wrist band has assigned serial numbers. The Front Lobby Officer will verify the serial numbers assigned to the wrist band for further security identification.
 3. The visitor will not wear clothing resembling the color, brand or pattern of the authorized inmate attire.

Rated Visiting Room Capacity: FCI = 230
FPC = 158
FDC = 93

ATTACHMENTS:

- A. Visiting Regulations for FCI and SCP
- B. Visiting Regulations for FDC
- C. Transportation and Lodging Information for Visitors

 //s//
Marion Feather, Warden

FEDERAL CORRECTIONAL INSTITUTION AND SATELLITE PRISON CAMP
VISITING REGULATIONS

1. **IDENTIFICATION**: Positive picture identification will be required. A valid driver's license or Government issued photo identification cards are acceptable forms of identification.
2. **VISITING HOURS**: Regular visiting hours on Fridays are from 8:30 a.m. to 3:00 p.m. at the FCI and from 5:00 p.m. to 8:30 p.m. at the Camp. Regular visiting hours are from 8:30 a.m. to 3:00 p.m. Saturdays, Sundays and Federal Holidays, at both the FCI and the Camp. No visitors will be processed after 2 p.m., with the exception of Friday evening visiting at the Camp where no visitors will be processed after 7:30 p.m. Visitors will park in the approved designated parking areas. Visitors are not authorized to assemble on institutional grounds prior to 8:00 a.m. Friday, Saturday, and Sunday. There is absolutely no parking on Ballston Road at any time. Violators will be subjected to enforcement by local, county, and or state law enforcement agencies.
3. **WHO MAY VISIT**: Only those people on the approved visitor's list may come to visit. Children over the age of 16 must be on the inmate's approved visitor list. Children who are under 16 years of age that appear to be 16 years or older may be asked to present valid identification. Children under the age of 18 (0-18 years) will be accompanied by a responsible adult.
4. **NUMBER OF VISITORS**: The number of visitors an inmate may have at one time is six, including children. A maximum of four adult visitors will be allowed in at any one time. Children over the age of 16 will be counted as one adult visitor. Should more than four authorized adult visitors arrive at one time, a split visit may be arranged at the discretion of the Visiting Room Officer. A split visit is defined as a visit where four persons are present in the Visiting Room, and one or more of these persons leave the Visiting Room to be replaced by another authorized visitor(s). On split visits, only one interchange of visitors will normally be permitted; e.g., individuals leaving the Visiting Room to permit other members of the party to visit will not subsequently return for visiting the same day. Visitors who are partaking in split visits will not be allowed to remain on institutional grounds either waiting to visit or at the conclusion of their visit.
5. **PERSONAL CONTACT**: Personal contact within the limits of good taste such as shaking hands, a kiss, and embrace are permitted when the visitor and inmate meet and just prior to departing.
6. **PERSONAL DRESS FOR VISITORS**: Dress should be within the bounds of good taste and should not possibly offend others who may be present in the Visiting Room. Visitors wearing transparent clothing will not be admitted into the institution. Halter tops, shorts, (not to include capris or three quarter length pants), miniskirt, culottes and spandex

will not be allowed. Blouses or other apparel of a suggestive nature (i.e., low-cut or any garment that reveals the mid-section) will not be allowed. Any other clothing that, at the discretion of the shift Lieutenant or Institutional Duty Officer, resembles the style or color of inmate clothing (i.e., Khaki colored outfit top and bottom at the FCI, or a green outfit similar to that worn by Camp inmates), will not be allowed to be worn into the institution. At the discretion of the shift Lieutenant or Institutional Duty Officer, children under the age of twelve (12) will be allowed to wear shorts. No bare feet will be permitted (excluding babies).

7. ALL AUTHORIZED ITEMS ENTERING THE VISITING ROOM MUST BE CARRIED IN A CLEAR PLASTIC CONTAINER/BAG. ONLY THE FOLLOWING ITEMS LISTED BELOW ARE AUTHORIZED TO BE TAKEN INTO THE VISITING ROOM BY VISITORS:

1. One (1) transparent change purse no larger than 5"x8"x4"
2. Four (4) diapers
3. Two (2) jars (plastic) of Baby Food, unopened
4. Three (3) baby bottles (plastic) clear
5. One (1) baby blanket 30" x 30"
6. Female hygiene products
7. Heart and epilepsy medication only
8. Sufficient amount of dry or liquid single serve baby formula (factory sealed)
9. Sufficient amount of baby wipes
10. One (1) car key (excluding rental car keys that cannot be separated)
11. No more than \$30.00 in coin per visitor

The above will be the only items allowed into the Visiting Room, and any other item(s) will not be allowed. No car seats/strollers or watches/bracelets are allowed. No written messages may be exchanged during a visit.

ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO ENTERING AND UPON DEPARTING THE INSTITUTION. THE USE OF CAMERAS OR RECORDING EQUIPMENT WITHOUT WRITTEN CONSENT OF THE WARDEN IS STRICTLY PROHIBITED.

8. **PACKAGES:** It is not permissible for visitors to bring packages, photos, or gifts of any kind into the institution.

9. **MONEY:** Money cannot be accepted for deposit into the inmate's trust fund account through the Visiting Room or Front Lobby. This should be done through the mail. **Visitors are allowed to bring coin change (ONLY) to purchase food items from vending machines located in the Visiting Room.**

10. **SMOKING:** No tobacco of any kind is allowed into the institution.

11. **LOCATION:** The institution is located approximately 1 mile East of Sheridan, Oregon, on Ballston Road. Sheridan is located approximately 50

FEDERAL DETENTION CENTER
VISITING REGULATIONS

1. **IDENTIFICATION**: Positive picture identification will be required. A valid driver's license or Government issued photo identification cards are acceptable forms of identification.
2. **VISITING HOURS**: Visits are regularly scheduled from 8:30 a.m. to 3:00 p.m. The Visiting days for J-1 inmates are Fridays and Saturdays, and Sunday and Monday for inmates in Unit J-2.
3. **WHO MAY VISIT**: Inmates in the FDC may receive visits from immediate family members only. Visitors must be able to demonstrate that they are an immediate member of the family.
4. **NUMBER OF VISITORS**: The maximum number of visitors an inmate may have at one time is six, including children. A maximum of two adult visitors will be allowed in at any one time. Children over the age of 16 will be counted as one adult visitor. Should more than two authorized adult visitors arrive at one time, a split visit may be arranged at the discretion of the Visiting Room Officer. A split visit is defined as a visit where two persons are present in the Visiting Room, and one or more of these persons leave the Visiting Room to be replaced by another authorized visitor(s). On split visits, only one interchange of visitors will normally be permitted; e.g., individuals leaving the Visiting Room to permit other members of the party to visit will not subsequently return for visiting the same day. Visitors who are partaking in split visits will not be allowed to remain on institutional grounds either waiting to visit or at the conclusion of their visit.
5. **PERSONAL CONTACT**: Personnel contact within the limits of good taste such as shaking hands, a kiss, and embrace are permitted when the visitor and inmate meet and just prior to departing.
6. **PERSONAL DRESS FOR VISITORS**: Dress should be within the bounds of good taste and should not possibly offend others who may be present in the Visiting Room. Visitors wearing transparent clothing will not be admitted into the institution. Halter tops, shorts, (not to include capri or three quarter length pants), miniskirt, culottes and spandex will not be allowed. Blouses or other apparel of a suggestive nature (i.e., low-cut or any garment that reveals the mid-section) will not be allowed. Any other clothing that, at the discretion of the shift Lieutenant or Institutional Duty Officer, resembles the style or color of inmate clothing (i.e., Khaki colored outfit top and bottom at the FCI, or a green outfit similar to that worn by Camp inmates), will not be allowed to be worn into the institution. At the discretion of the shift Lieutenant or Institutional Duty Officer, children under the age of twelve (12) will be allowed to wear shorts. No bare feet will be permitted (excluding babies).
7. **ALL AUTHORIZED ITEMS ENTERING THE VISITING ROOM MUST BE CARRIED IN**

A CLEAR PLASTIC CONTAINER/BAG. ONLY THE FOLLOWING ITEMS LISTED BELOW ARE AUTHORIZED TO BE TAKEN INTO THE VISITING ROOM BY VISITORS:

1. One (1) transparent change purse no larger than 5"x8"x4"
2. Four (4) diapers
3. Two (2) jars (plastic) of Baby Food, unopened
4. Three (3) baby bottles (plastic) clear
5. One (1) baby blanket 30" x 30"
6. Female hygiene products
7. Heart and epilepsy medication only
8. Sufficient amount of dry or liquid single serve baby formula (factory sealed)
9. Sufficient amount of baby wipes
10. One (1) car key (excluding rental car keys that cannot be separated)
11. No more than \$30.00 in coin per visitor

The above will be the only items allowed into the Visiting Room, and any other item(s) will not be allowed. No car seats/strollers or watches/bracelets are allowed. No written messages may be exchanged during a visit.

ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO ENTERING AND UPON DEPARTING THE INSTITUTION. THE USE OF CAMERAS OR RECORDING EQUIPMENT WITHOUT WRITTEN CONSENT OF THE WARDEN IS STRICTLY PROHIBITED.

8. **PACKAGES**: It is not permissible for visitors to bring packages, photos, or gifts of any kind into the institution.

9. **MONEY**: Money cannot be accepted for deposit into the inmate's trust fund account through the Visiting Room or Front Lobby. This should be done through the mail. Visitors are allowed to bring coin change (ONLY) to purchase food items from vending machines located in the Visiting Room.

10. **SMOKING**: No tobacco of any kind is allowed into the institution.

11. **Title 18 U.S.C. of Sections 1791 and 3571**: Provides a penalty of imprisonment of not more than twenty years, a fine of not more than \$250,000 or both, to a person who, in violation of a statute, rule, or order issued pursuant to that statute, provides, or attempts to provide, to an inmate anything whatsoever without the Warden's knowledge and consent. This includes, but is not limited to, such objects as firearms, weapons, narcotics, drugs and currency.

12. All visitors entering the institution are required to pass through and clear the walk thru metal detector located in the Front Lobby. All visitors are subject to a random pat search conducted in a designated private area in the front lobby. The random pat search will be conducted by a same gender staff member. Visitors will be randomly tested utilizing the Smiths Detection 400B. All visitors' jackets and shoes

TRANSPORTATION AND LODGING

The Federal Correctional Institution, Sheridan, Oregon, is located off State Highway 18, on the outskirts of the town of Sheridan. The institution is situated approximately 50 miles southwest of Portland and 25 miles northwest of Salem.

FROM PORTLAND: Interstate Highway 5 south to Highway 99W. Proceed west on Highway 99W toward McMinnville. Take the Highway 18 bypass (Ocean Beaches) around the town of McMinnville. Continue on State Highway 18 toward the beach. Approximately 13 miles west on State Highway 18, take the second Sheridan exit, and turn right off of the ramp. The institution is located on the south side of the highway and is noticeable from the exit.

FROM SALEM: State Highway 22 west toward Dallas/Beach Cities. Continue on State Highway 22 to the Valley Junction turn-off to Highway 18 East. Continue on Highway 18 East to Sheridan off ramp. Turn left, and the institution is approximately 1/4 of a mile on Ballston Road.

LODGING: FCI Sheridan is located in a rural area, and lodging is limited. However, listed below are the facilities nearest the institution:

SHERIDAN COUNTRY INN

1330 W. Main Street
Sheridan, Oregon
503-843-3151 OR 503-843-3226

AMERICA'S BEST VALUE & SUITES

345 N. Highway 99W
McMinnville, Oregon
503-472-5187

MOTEL 6

2056 S. Highway 99W
McMinnville, Oregon
503-472-9493 OR 800-525-5469

BEST WESTERN VINEYARD INN

2035 S. Highway 99W
McMinnville, Oregon
503-472-4900 or 800-285-6242

COMFORT INN & SUITES

2520 SE Stratus Avenue
McMinnville, Oregon
503-472-1700 or 877-424-6423

RED LION INN & SUITES

2535 NE Cumulus Avenue
McMinnville, Oregon
503-472-1500 or 800-733-5466

TRANSPORTATION: This area has no public transportation (city bus service) between the institution and the surrounding areas. There are private transportation services that are available. However, privately owned vehicles or rentals would be optimum.

Prestige Limo	(503) 472-7980	(McMinnville)
Shamrock Taxi	(503) 472-5333	(McMinnville)
Greyhound Bus Lines	(503) 362-2428	(Salem)

Mailing Address:

FCI Sheridan
P.O. Box 5000
Sheridan, Oregon 97378
Phone: 503-843-4442

FDC/SCP Sheridan
P.O. Box 6000
Sheridan, Oregon 97378
Phone: 503-843-7663