



U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS
FEDERAL CORRECTIONAL INSTITUTION
TALLAHASSEE, FLORIDA 32301
NUMBER: TAL 5267.08D
DATE: April 17, 2014
SUBJECT: Visiting Regulations

INSTITUTION SUPPLEMENT

1. **PURPOSE AND SCOPE** This institution supports and encourages inmates at the FCI and FDC to receive meaningful visits from relatives, friends and members of community groups in order to maintain morale and to develop closer relationships, while at the same time maintaining the security and welfare of the institution. Any visit which interferes with the security and good order of the institution may be terminated.
2. **SUMMARY OF CHANGES.**
 - A. Change in visiting days at the FDC
 - B. Removed attachment F (Notification to Visitor Form)
 - C. Removed comb or hairbrush from items allowed in by visitors
 - D. Removed requirement for information to be placed on inmate visiting
 - E. Added attachment 5, Inmate Visitor Denial Form
 - F. Change in the total amount of currency allowed in visiting room from \$20.00 to \$30.00 dollars
3. **DIRECTIVES AFFECTED**
 - A. **Directive Rescinded**

TAL 5267.08A FCI/FDC Visiting Regulations (9/24/08)
 - B. **Directives Referenced**

P1280.11 JUST, NCIC and NLETS Telecommunication Systems (Management and Use) (1/7/00)
P1315.07 Legal Activities, Inmate (11/5/99)
P1490.06 Victim and Witness Notification Program (5/23/02)
P4500.04 Trust Fund/Warehouse/Laundry Manual (12/15/95)
P5100.07 Security Designation and Custody Classification Manual (9/3/99)
P5180.04 Central Inmate Monitoring System Manual (8/16/96) (12/29/87)
P5280.08 Furloughs (2/4/98)
P5360.09 Religious Services and Practices (12/31/04)
P5500.11 Correctional Services Manual (10/10/03)

P5500.12 Correctional Services Procedures Manual (10/10/03)
P5520.01 Ion Spectrometry Device Program (2/24/05)
P5521.05 Searches of Housing Units, Inmates and Inmate
Work Areas (6/30/97)
P7331.04 Pretrial Inmates (1/31/03)
P5267.08 Visiting Regulations (5/11/06)

4. STANDARDS REFERENCED

- A. American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, and 4-4504
- B. American Correctional Association 4th Edition Performance- Based Standards for Adult Local Detention Facilities: 4-ALDF-2A-61, 4-ALDF-5B-01, 4-ALDF-5B-02, 4-ALDF-5B-03, 4-ALDF-5B-04 and 4-ALDF-7E-05

5. Procedures

Visiting Schedule: FCI visiting hours will be from 08:30 A.M. until 3:00 P.M., Friday through Sunday. FDC visiting hours will be from 08:30 A.M. until 3:00 P.M., Friday through Sunday. The schedule is based upon unit assignments at the FDC. This schedule rotates each week and is posted on the housing unit bulletin board and located in the A&O handbook. Additionally, due to space limitations, inmates are permitted to visit for two hours. All inmates are permitted to visit on federal holidays on a first come basis. Any exceptions to these requirements are to be submitted by the inmate to the jail Unit Manager justifying the reason for an exception. Visitors will not be allowed on institution property prior to 08:15 A.M. Processing of incoming visitors will be terminated at 2:30 P.M. Visitors in the visiting room will be required to depart at 3:00 P.M. No visitors will be processed into the visiting room during the 10:00 a.m. count on Saturday, Sunday and federal holidays. Visitor traffic will be stopped at the Front Entrance at 9:30 a.m. No visitors will be allowed to access the facility until the 10:00 a.m. count has cleared. There will be no inmate movement during the count.

Approved visitors: Visits are permitted for those on the inmate's approved visiting list as authorized by the unit team. Visitors are placed on the approved visiting list after suitable investigation from the usual sources, i.e., Pre-sentence investigation Report, U.S. Probation Officer, and Local law enforcement agencies.

A request will be sent to all law enforcement agencies identified by the NCIC check or by the visitor's own admission. (Regardless of the institution's security level, the inmate must have known the proposed visitor(s) prior to incarceration. The Warden must approve any exception to this requirement. FDC inmates receive A&O handbooks during intake screening which provides instructions for visiting procedures. FDC inmates can request a Visiting Form from the FDC unit team. The inmate will mail the blank form to the person(s) whom they request to be approved to visit. The inmate visitors will mail the completed form back to the institution, addressed to the FDC unit team. Once the form is received, a member of the FDC unit team will conduct background checks on the requested inmate visitors. Only the immediate family members such as parents, sister, brother, step-brother or step-sister, spouses, etc. will be approved for visiting. Inmates requesting approval for any exception to the prior relationship requirement must submit an Inmate Request to Staff (BPA 148), to the Warden through their unit team and include the justification for the exception on the request.

Holdovers and Pre-trial: All holdovers should make requests for visitors to their assigned Counselors and will normally be limited to immediate family and a Temporary Visiting List (Attachment 1), normally containing only immediate family members, will be provided to the visiting room officer. The official visiting list is established by the inmate's assigned counselor. If an inmate does not request any visitors to be placed on their list, a list will be sent to the visiting room which will indicate no visitors requested.

Special Visits: Unit Managers or Counselors will provide the visiting room officer with a typed, signed copy of the Special Visit memorandum approved by the Captain (Attachment 2), prior to the visit. Inmates must submit a special visit request (inmate request to staff member) at least one day in advance of the visiting date. Visits from persons not on the approved list must be approved by the Unit Manager. Upon approval, the Unit Manager will notify, in writing, the Operations Lieutenant, Front Lobby Officer, and the Visiting Room Officer of the special visit.

Non-Visiting days and after hours: Visits on non-visiting days or after regular hours must be approved by the Warden and supervised by unit team.

Business visitors: Except for pre-trial inmates, an inmate is not 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. Pretrial inmates may be on occasion where a decision must be made which will substantially affect the assets or prospects of the business. Accordingly, the Warden may waive the requirement for the existence of an established relationship prior to confinement for visitors approved under this paragraph.

Consulate visitors: Whenever it has been determined an inmate is a citizen of a foreign country, the consular representative of that country shall be permitted to visit on matters of legitimate business. This privilege shall not be withheld even though the inmate may be undergoing disciplinary status or confined in the Special Housing Unit. Staff shall notify the case Management Coordinator when a consular visit request has been received.

Attorney visits: Visits by retained and appointed attorneys and by attorneys requested by an inmate family in contemplation of prospective legal representation shall be permitted. Attorney visits will ordinarily take place during regular visiting hours. Attorney visits are permitted seven days a week. However, depending upon the nature and urgency of the legal problems involved, attorneys may be allowed to visit after duty hours when deemed appropriate by the Unit Manager/Designee. The unit team will be responsible for scheduling all attorney visits to include those on non-visiting days. Attorneys will request their visits in advance in writing; however a phone call, e-mail message or fax message may be accepted. If a phone call is utilized, a unit team member will prepare a memorandum stating the time, date, inmate's register number, attorney's name, law firm, and any other pertinent information for the Unit Manager's review and approval.

Visits can be approved and scheduled during non-visiting days according to the availability of unit team. If a visit is approved on a no-visiting day, the Unit Manager will distribute the Special Visit form (Attachment 2). The attorney shall routinely make an advance appointment for the visit with the unit team. Every effort should be made to accommodate an attorney's visits where prior notification was not practical. Upon arrival, the attorney will sign in and show proper identification. An attorney's bar association

card is required. The Front lobby Officer/staff escort will search any articles (i.e. briefcase paper, etc.) for contraband only. All materials, briefcases, bags etc. must be x-rayed prior to entrance into the visiting room. Following completion of the visit the inmate will be visually searched and returned back to his/her housing unit/work area. The attorney will be processed out by the Front Lobby Officer/escorting unit team member. Attorneys should not be placed on an inmate's visiting list unless they are approved as a regular visitor and do not wish to visit as an attorney.

Unit team will provide the lobby Officer, control center Officer, and Operations Lieutenant with a typed, signed copy of the special visit form (attachment 2) prior to the visit. Prior to each visit, the attorney is required to provide identification and confirm that he/she wishes to visit an inmate who has requested his/her visit or whom he/she represents or wishes to interview as a witness. This may be confirmed by proper identification, showing a letter from the inmate or his/her family requesting the visit, or information which would identify him/her as an attorney of the inmate.

The institution and the Bureau of Prisons reserve the right to refuse admission to those who fail to comply with regulations or who seek to exploit inmates. If there is any question about the identity of the attorney or his qualifications as an attorney in good standing, the matter should be referred to the Regional Counsel through the institution Public Information Officer.

- 1) The attorney shall be permitted to visit only those inmates with whom staff has previously arranged for him/her to see. Any exceptions must be approved by the Warden or Associate Warden.
- 2) Attorneys visiting on visiting and non-visiting days will be subject to a search to determine if contraband is present. She/he will also be required to read and sign (Attachment 3) of this supplement.
- 3) Written approval must be granted by the Warden prior to use of tape recordings by attorneys during the course of his/her visit.
- 4) Any immediate grievance or concerns an attorney may have concerning his/her client during the visit shall immediately be referred to the Captain, Operations Lieutenant, or the Duty officer.

- 5) Unless litigation involves more than one inmate attorneys shall normally visit only one inmate at a time.
- 6) Legal assistants desiring to accompany an attorney such as law clerks, investigators, interpreters, paralegals, notaries, and mental health professionals must receive prior approval to participate in legal visitation, regardless of whether the legal assistant is accompanied by an attorney. Attorneys desiring a legal assistant's participation in legal visitation are responsible for submitting an NCIC application for clearance to the FDC Unit Manager. Once Cleared and approved this file will stay in the Unit Managers Office for one year until clearance is needed again.

Visits from Representatives of Community Groups: The Warden may approve as regular visitors, for one or more inmates, representatives from community groups such as civic and religious organizations, volunteers or other persons whose interests and qualifications for this kind of service are confirmed by staff. The Warden may waive the requirement for the existence of an established relationship prior to confinement for visitors approved under this section.

Clergy, Former or Prospective Employers, Sponsors and Parole

Advisors: Visitors in this category ordinarily provide assistance in release planning, counseling and discussion of family problems. The requirement for the existence of an established relationship prior to confinement, does not apply to visitors in this category.

The following processing procedures apply to ministers of record and clergy:

- 1) **Minister of Record:** An inmate wanting to receive visits from his/her minister of record must submit a written request to the Chaplain. Upon approval, unit team will add the name and title of the minister of record, to the inmate's visitor list. An inmate may only have one minister of record on his/her visiting list at a time. The addition of a minister will not count against the total number of authorized visitors an inmate is permitted to have on his/her visiting list and will not count towards the total number of social visits authorized.
- 2) **Clergy:** Visits from clergy other than the minister of record will be in accordance with the general visiting procedures and will count toward the total number of social visits authorized.

Ordinarily, clergy visits will not be accommodated unless requested by the inmate. The Chaplain will forward a visiting request, initiated by a clergy member, to the Warden, if the inmate wishes to visit with them. Clergy/Minister of Record visits will be accommodated in the Visiting Room during regular visiting hours and to the extent practicable in the visiting room which provides some degree of separation from other visitors. If a private area is not available, the visit may be rescheduled. 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 will be authorized to visit with his/her minister of record.

Disapproving proposed visitors: Inmates request visitors for a special visit or to be added to their permanent visiting list, by submitting an Inmate Request to Staff (BP-A148) to their counselor. The unit team will notify the inmate by the returning this form, whether or not the visitor(s) has been approved to visit. If the background information reveals that visitation privileges for the individual would present security concerns or disrupt the orderly running of the institution, the counselor may deny visiting privileges. Documentation reflecting this decision will be maintained in section 2 of the privacy folder in the inmate central file.

Visitor Guidelines: Written guidelines for inmate's visitors are available from the inmate, who receives the guidelines during Admission and Orientation (See attachment 4), or they are available at www.bop.gov.

It is the inmate's responsibility to ensure their visitors are aware of the institution's visiting regulations. Additionally, all Front Lobby Officers and Visiting Room Officers have written guidelines available for visitors. Additionally, all visitors approved to visit must complete a Notification to Visitor form, BP-A0224, prior to being processed into the institution.

Number of Visitors: Inmates at the FCI will be allowed four adult visitors at a time and a maximum of eight children. Inmates at the FDC will be allowed three visitors at a time (adults and children combined) at a time. The FCI visiting room has space for a maximum

occupancy of 150 persons and the FDC has space for a maximum occupancy of 43 persons. The Operations Lieutenant or Duty Officer has the discretion to amend this provision based on visiting room seating capacity.

Records: All inmate visits will be recorded on the visiting program. This program is available to all staff in conjunction with the following functions:

- 1) **Unit Team Staff:** Unit team staff will enter all approved visitors into the visiting program. Additionally, they will remove visitors and enter restrictions, such as those resulting from disciplinary action, into the program.
- 2) **Front Lobby Officer:** The Front Lobby Officer will access the system to ensure an individual wishing to visit an inmate is on the inmate's approved visiting list.
- 3) **Visiting Room Staff:** Once a visitor has cleared the lobby and entered the Visiting Room, Visiting Room staff will log the visitor into the program, which will maintain a permanent record of the visitor's name, the date and the duration of the visit. The unit team will maintain a copy of the approved visiting list in the central file. A record of visits by date entered next to the visitor's name will be maintained on the official visiting list in the visiting folder. These folders will be maintained by the Visiting Room. Special visits shall be recorded and attached to the visiting folder utilizing the Special Visit Form. Special visits approved by the Duty Officer will also be documented in the visiting folder.

Preparation of visiting list: A temporary visiting list, Attachment 1, normally containing only immediate family members, will be loaded by the counselor at the inmate's request.

- 1) This list will remain in effect until the official visiting list has been established by the inmate's assigned counselor. The counselor will submit the official visiting list of the inmate to the visiting room within five working days of the inmate's assignment to the unit.
- 2) If an inmate does not request any visitors to be placed on his list, a list will be sent to the visiting room which will indicate no visitors requested signed by the inmate. An inmate will submit an

approved visiting list form to his/her counselor when requesting a person to be added or deleted from his/her visiting list.

3) The unit team is responsible for adding, editing, and deleting visitors on the visiting room computer data system. There will be no limit with the frequency of changes to the inmates visiting list. The unit team will also provide the visiting room officers any type of written documentation related to entry. Inmates are responsible for mailing the visitor information and authorization form (BP-629) to their prospective visitor. If staff, are not able to access the visiting program, all inmate visitor lists may be accessed locally. As a backup system, inmate visitor list can be accessed by staff, an icon labeled visitor list backup is placed on the desk top of the FCI/FDC front lobby computers and the FCI/FDC Lieutenants office computers. The visiting room officer should contact the unit team staff for further instructions regarding visitors not on the approved list.

Entrance Procedures/ Identification/ Frequency of Visits: An inmate's approved visitor may only visit once each day. If for any reason a visitor has to leave the visiting room, the visit will be terminated for the day. Any exceptions must be approved by the Operations Lieutenant or the Institution Duty Officer. Visitors will not be permitted entry without proper identification. Proper identification is defined as a valid state or government issued photo identification card such as a state driver's license, passport, or other state or federal photo identification. A picture may be taken of any visitor whose official identification picture does not depict accurately an appropriate representation of him or her. This picture may not be used in place of the valid state or federal government issued identification card or passport.

Location and Directions: The FCI and FDC are located three (3) miles east of downtown Tallahassee, Florida on Highway 319 and Conner Boulevard. The address is 501 Capital Circle N.E., Tallahassee, FL. 33201. The phone number is 850-878-2173. The Tallahassee Municipal Airport, located on Highway 319 approximately twelve (12) miles from the institution, serves several major and regional airlines. Standard taxi fare from the airport is about \$15.00. Tal-tran city bus service provides transportation to various parts of the city from 7:00 a.m. to 10:00 p.m. for a \$0.75 fare. Florida state law requires the front seat passengers in all vehicles to wear seat belts.

Inmate Dress: All inmates must wear the official uniform (Khaki top and bottom) in a clean and neat condition and be properly groomed. Inmates at the FDC will wear a clean orange jumpsuit. Institution-issued shoes or boots are the only authorized shoes permitted in the visiting room. Inmates with medical permits are authorized to wear soft shoes, but must present the medical permit to the visiting room staff prior to being processed into the visiting room.

Visitor dress code: Inmate visitors must dress appropriately and avoid clothing styles which are suggestive and excessively provocative. Inmate visitors who wear this type of clothing are also inappropriate for the correctional environment and are not permitted in the visiting room:

- a) Garments which reveal portions of the upper torso, to include low cut shirts/blouses exposing cleavage, back or stomach area (i.e. halter, midriffs, deep V-neck, backless, and sleeveless shirts/blouses/dresses).
- b) Spandex, form-fitting clothing or low cut/hip hugger pants. Any pants which go above the middle of the calf.
- c) Miniskirts: visitors will not be allowed into the institution in skirts or dresses higher than three inches above the knee in length.
- d) Khaki-colored clothing or variations of khaki which resemble inmate clothing. No orange colored, clothing with the same tone or shade as inmates who are quartered in the Special Housing Unit.
- e) Fatigues or camouflaged-patterned garments.
- f) See-through garments, to include pants and plain white t-shirts (able to see skin tones or undergarments).
- g) Hats (i.e. cowboy, baseball caps of any kind), ear muffs, doo rags, and scarves.
- h) Non-prescription sun glasses/shades.
- i) No flip flops, slippers, thongs, or house shoes will be permitted. No bare feet will be permitted (excluding babies/toddlers).
- j) Absolutely NO sagging of pants or any other type of clothing by male or female inmate visitors.

- k) At the discretion of the front lobby officer, after consultation with the Operations Lieutenant or institution Duty Officer, children under the age of ten may wear shorts.
- l) No gang related color combinations, insignias, or representations on any clothing worn into the visiting room.

Identification of Visitors: Visitors will be required to sign in at the front lobby and must show acceptable identification. A state or government-issued picture I.D. card will be required for identification. The visitor's picture identification will be surrendered to and maintained by the control room Officer, prior to the visitor's admission to the visiting room for positive identification purposes upon the visitor's departure. Upon exit, the identification will be returned to the visitor. Inmate visitors will not be allowed to visit without picture identification. The visitor must complete the Notification to Visitor Form in its entirety prior to entering the visiting room. The front lobby Officer will verify the visitor is on the inmate's approved visiting list by accessing the visitor computer system. The unit team will be contacted concerning visitors who are not on the approved visiting list.

The approved visitor will place their items through the x-ray machine and walk through the metal detector to prevent the introduction of contraband. When the approved visitor clears the x-ray machine and metal detector, the visitor will be stamped with ink on the designated hand. If a visitor does not clear the metal detector, the Operations Lieutenant will be notified and the visitor will not be admitted into the institution. A Denial to Visit Form will be completed on each visitor not permitted to enter. The completed form will be forwarded to the appropriate unit team.

Items authorized/unauthorized to enter the visiting room by the inmate: The inmate will not take anything to the visiting room except necessary items identifiable as follows: wedding band, religious medal with chain, eyeglasses, and inmate ID card. All items will be documented on the visiting room inmate property log prior to the inmate entering the visiting room. Medication such as nitroglycerin tablets may be permitted when authorized by the Health Services Administrator and the Captain.

Authorized medication will be placed in a container at the officer's station in the visiting room.

The medication will be given out as prescribed or as needed. Any medication carried into the visiting room will be logged in the visiting room inmate property log. Papers and gifts are not to be exchanged. Inmates desiring to take legal documents into the visiting room for an attorney-inmate visit must obtain pre-approval from their unit team. Unit team will conduct a cursory review to ensure the documents are legal in nature and will provide the visiting room officer with a memorandum verifying the documents as legal.

Inmates will not be permitted to leave these documents with their attorneys at the conclusion of the visit. Legal papers should be mailed to the institution in every other case.

Items into the visiting room by inmate visitors: The only authorized items allowed in the visiting room are listed below.

These items may be carried in (1) clear plastic container/bag no larger than 12 x 24 inches.

- 1) Handkerchief (1)
- 2) Sippy-Cup (1/empty)
- 3) Feminine Hygiene Products (sealed)
- 4) Diapers (4)
- 5) Diaper Bag/clear (1)
- 6) Milk/Formula Bottles (2 plastic)
- 7) Baby Lotion or Ointment (1)
- 8) Baby wipes (clear plastic bag)
- 9) Baby Food Jars (sealed) (3)
- 10) Paper currency, in denominations of \$10.00 or less, and coins may be brought into the Visiting Room by visitors. The total amount brought into the Visiting Room will not exceed \$30.00.

Visitors will not be allowed to bring in or give anything to an inmate.

Inmates are not authorized to handle currency at any time.

Special Rules for Children: Children should be controlled to the extent of consideration for other visiting groups and not be

permitted to wander from the immediate area. Failure to control children may result in termination of the visit.

Storing items not authorized: A locker is available for storing items such as, car keys, hand bags, cell phones, etc.

Special Housing Status (SHU): Inmates in Administrative Detention and Disciplinary Segregation will be allowed visiting privileges unless restricted by the Warden or the Disciplinary Hearing Officer. SHU inmates will be allowed to visit for two hours, unless other SHU inmates are waiting to visit. In this instance, visiting will be limited to one hour when other SHU inmate visitors are waiting. FCI SHU inmate visiting day is on Friday; all other visits for inmates in SHU must be approved by the Captain. Additional visiting hours for SHU inmates must have prior approval from the Captain. FDC SHU inmates will visit in the same manner as FCI SHU inmates unless special arrangements have been approved by the FDC Unit Manager and the Captain.

Hospital patients: Visits to inmates hospitalized in the community will be restricted to members of the immediate family with prior written approval of the Warden. All approved community hospital visits will be subject to the visiting policy of that particular hospital. Under no circumstances will a family member of the inmate be allowed to stay an extended period of time beyond normal visiting hours without the Warden's approval. At no time will the visitor be approved to use the phone in the inmate's room.

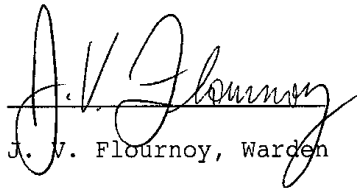
Visiting Restrictions: Visiting may be curtailed or terminated because of an emergency, inappropriate conduct by an inmate or his/her visitor(s) or when the visiting areas become overcrowded.

Overcrowding / Early Termination: Should it become necessary to curtail or terminate visiting because of overcrowding, a Lieutenant and Duty Officer will be notified. During such conditions, a two hour maximum visiting time limit will go into effect. The officers will apply time limit first to those who reside within 200-mile radius of FCI/FDC Tallahassee. If overcrowding conditions continue, those who have had more frequent visits will be terminated first and then those who have been visiting for the longest period of time for that day will be terminated or curtailed next.

Procedures for Child Areas: Children are permitted in the Parenting Center and outside playground adjacent to the visiting room at the FCI. There is not a designated children's area at the FDC or outside area.

Non-contact visiting: Non-contact visiting is available at the FDC when authorized by the Warden or their designee.

OFFICE OF PRIMARY RESPONSIBILITY: Correctional Services


J. V. Flournoy, Warden

FEDERAL CORRECTIONAL INSTITUTION
FEDERAL DETENTION CENTER
TALLAHASSEE, FLORIDA

Temporary Visiting List

PRINT THE INFORMATION AS REQUESTED BELOW:

Name: _____ Reg. No.: _____ Unit: _____ Date: _____
Last, First

Name	Age	Married	Relationship	Address
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THE INFORMATION ON THIS SHEET WAS OBTAINED DURING THE PERIOD OF TIME THE RESIDENT WAS IN THE ADMISSIONS UNIT. THIS INFORMATION IS UNVERIFIED AND INTENDED TO BE USED ON A TEMPORARY BASIS.

ORIGINAL: Visiting Room

COPY: Case Manager

FEDERAL CORRECTIONAL INSTITUTION
FEDERAL DETENTION CENTER
TALLAHASSEE, FLORIDA

DATE:

REPLY TO

ATTN OF: Unit Manager

SUBJECT: Special Visit for _____
Name & Reg. No. Unit

TO: Visiting Room Officer

The above named inmate is hereby granted permission to visit with person(s) on:

1. _____
2. _____
3. _____

The length of the special visit is subject to Visiting Room conditions and is at the discretion of the Visiting Room Officer.

cc: Front Lobby
Inmate
Central File

FEDERAL CORRECTIONAL INSTITUTION
FEDERAL DETENTION CENTER
TALLAHASSEE, FLORIDA

I, _____, a licensed attorney in the State of, _____
(Printed Name)

with offices at _____, visiting _____

on, _____, 20____, agree that my visit with this inmate is for the purpose of facilitating the attorney-client relationship and for no other purpose. I agree that any tape-recording or other recording made by me will be used only to facilitate this relationship.

Attorney Signature

FEDERAL CORRECTIONAL INSTITUTION
FEDERAL DETENTION CENTER
TALLAHASSEE, FLORIDA

INMATE VISITOR'S GUIDELINES AND DIRECTIONS

Location and Directions:

The FCI and FDC are located three (3) miles east of downtown Tallahassee, Florida on Highway 319 and Conner Boulevard. The address is 501 Capital Circle N.E., Tallahassee, FL. 33201. The phone number is 850-878-2173. The Tallahassee Municipal Airport, located on Highway 319 approximately twelve (12) miles from the institution, serves several major and regional airlines. Standard taxi fare from the airport is about \$15.00. Tal-tran city bus service provides transportation to various parts of the city from 7:00 a.m. to 10:00 p.m. for a \$0.75 fare. Florida state law requires the front seat passengers in all vehicles to wear seat belts.

Visitor Hours:

FCI visiting hours will be from 08:30 A.M. until 3:00 P.M., Friday through Sunday. FDC visiting hours will be from 08:30 A.M. until 3:00 P.M., Friday through Sunday. The schedule is based upon unit assignments at the FDC. This schedule rotates each week and is posted on the housing unit bulletin board and located in the A&O handbook. Additionally, due to space limitations, inmates are permitted to visit for two hours. All inmates are permitted to visit on federal holidays on a first come basis.

Identification:

Visitors will be required to sign in at the Front Lobby and must show acceptable identification. Identification will be through driver's license, photo identification, etc. prior to admission to the institution. Photo Identification must be a valid state or government issued photo identification. Visitors under the age of 16 who are accompanied by a parent or legal guardian are exempt from this provision. Any exceptions to these requirements are to be submitted by the inmate to the jail Unit Manager justifying the reason for an exception. Visitors will not be allowed on institution property prior to 08:15 A.M. Processing of incoming visitors will be terminated at 2:30 P.M. Visitors in the visiting room will be required to depart at 3:00 P.M. No visitors will be processed into the visiting room during the 10:00 a.m. count on Saturday, Sunday and federal holidays. Visitor traffic will be stopped at the Front Entrance at 9:30 a.m. No visitors will be allowed to access the facility until the 10:00 a.m. count has cleared. There will be no inmate movement during the count.

Notification:

The visitor must complete the Notification to Visitor form in its entirety prior to entering the Visiting Room. The visitor must clear the walk-through metal detector. If a visitor cannot clear the metal detector, the Operations Lieutenant will be contacted and advised, and the visitor will not be allowed to enter the institution. The handheld metal detector can be used to find that part of the anatomy where metal is located. The visitor must still clear the walk-through metal detector. All Items in the visitor's possession must go through the x-ray machine. Visitors will not be allowed to go to the restroom and remove clothing with metal. Once the visitor clears the metal detector, they will be allowed to enter the Visiting Room.

Items permitted into the Visiting Room by inmate visitors: The only authorized items allowed in the Visiting Room are listed below. These items may be carried in one clear plastic container/bag no larger than 12 inches by 24 inches.

- a) Handkerchief (1)
- b) Sippy-Cup (1/empty)
- c) Feminine Hygiene Products (sealed)
- d) Diapers (4)
- e) Baby Lotion or Ointment (1)
- f) Milk/Formula Bottles (2/plastic only)
- g) Baby Food Jars (sealed) (3)
- h) Baby Blanket (1)
- i) Diaper Bag/Clear (1)
- j) Baby wipes in a clear plastic bag
- k) No more than \$20.00, increments of \$1, \$5, \$10 bills, coins such as \$1, quarters, dimes and nickels. Inmates are not authorized to handle currency at any time.

No drinks or drink containers are allowed in the Visiting Rooms at the FCI or FDC. If the inmates' visitor should bring items other than those authorized in the above list they will return all unauthorized items to their own vehicles. If they should refuse to return authorized items to their vehicle the visit will not be permitted. There are vending machines available in the Visiting Room for use by visitors. The inmate will not be allowed to remove any commissary items, or currency, from the Visiting Room.

Papers or gifts are not to be exchanged. Signatures or receipts of legal papers are not permitted except with prior approval of the Unit Manager, Case Manager, Case Management Coordinator, or Duty Officer. Legal papers should be mailed to the institution in every other case.

Packages are not permitted. FCI/FDC Tallahassee are tobacco-free institutions.

Smoking and tobacco products are prohibited entry into the institutions. Smoking is allowed 25 feet from the entrance doors into the institutions.

Handshaking, embracing, and kissing by immediate members of the family may be permitted within reason at the beginning and end of the visit. Inappropriate displays of affection are not permitted and will cause a visit to be terminated.

Provocative attire will not be allowed into the institution by visitors. Dresses may not be more than three inches above the knee. See-through clothing, halter tops, tube tops, tanks tops, clothing which is low-cut and revealing in the front or back, clothes which expose the midriff area of the anatomy, skintight clothing, khaki colored shirts or pants, are all prohibited. Visits will be denied if the visitor arrives at the institution in this attire.

Newspapers, magazines, games, toys, strollers, infant seats and food/drink items will not be brought into the Visiting Room by inmate visitors. Radios, tape players, tape recorders, cameras, cell phones and/or personal paging devices are also prohibited entry by inmate visitors.

Visitors are not permitted to loiter in the institution parking lot.

FEDERAL CORRECTIONAL INSTITUTION
FEDERAL DETENTION CENTER
TALLAHASSEE, FLORIDA

Visitor Denial Form

DATE:

REPLY TO

ATTEN OF: _____, Visiting Room Officer

SUBJECT: Visitor denied entrance to Visiting Room

TO: Correctional Services

On the above date, at _____ (a.m. / p.m.), the following visitor (Mr. / Mrs. / Miss)
_____ was denied entrance into the Visiting Room.

Inmate Concerned _____, _____

NAME

REGISTER NUMBER

Reason for denial:

- 1. Improper or no identification
- 2. Not on inmate's visiting list
- 3. Underage without parent / guardian
- 4. Other _____

Comments: _____
