



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Complex  
Tucson, Arizona

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# Complex Supplement

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**OPI:** CSB  
**NUMBER:** TCX 5267.09I  
**DATE:** July 25, 2016  
**SUBJECT:** Visiting  
Regulations

1. PURPOSE AND SCOPE. It is the intent of this Complex Supplement to establish visiting hours and procedures at the Federal Correctional Complex in Tucson, Arizona.

2. DIRECTIVES AFFECTED

a. Directives Referenced

PS 5267.09	Visiting Regulations (12/10/2015)
PS 7331.04	Pre-Trial Inmates (01/31/2003)
PS 5270.09	Inmate Discipline Program (07/08/2011)
PS 1315.07	Legal Activities, Inmate (11/05/1999)
PS 5100.08	Inmate Security Designation and Custody Classification (09/12/2006)
PS 2000.02	Accounting Management Manual (10/15/1986)
PS 5510.15	Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities (07/17/2013)

b. Directives Rescinded

CS 5267.08H Inmate Visiting Regulations (05/11/2016)

3. STANDARDS REFERENCED

a. American Correctional Association 4th Edition, 4-4156, 4-4267, 4-4285, 4-4498, 4-4499-1, 4-4500, 4-4501, 4-4502, 4-4503, 4-4504.

4. PREPARATION OF THE VISITING LIST.

a. Upon admission to the United States Penitentiary (USP), Federal Correctional Institution (FCI), or Satellite Prison Camp (SPC) in Tucson, Arizona, each inmate will be provided a Visitor Information Questionnaire (BPS-629.052) and Visitor Information Handout (attachment A), to be completed and returned to the Unit Counselor for final approval. The inmate will be required to mail the same to the proposed visitors, unless otherwise indigent. The Unit Counselor will forward the Visitor Information Sheet with a signed release authorization form at government expense for any inmate found to be indigent, according to Program Statement 2000.02, Accounting Management Manual. The Visitor Information Sheet, a signed release authorization form and a valid photo I.D. must be returned to the Unit Counselor by the proposed visitor prior to any further action concerning the visit. Upon receipt of the completed authorization form, the Unit Counselor will initiate a National Crime Information Center (NCIC) inquiry. If the NCIC reveals a questionable conviction by a proposed visitor, Attachment B should be utilized for administrative review. The appropriate Unit Manager will be the normal review authority; however, the Warden will be the review authority for former federal inmates. NCIC inquiries which result in denial of visitation will be retained in the Freedom of Information (FOI) section of the inmate's Central File with the Visitor's Information Sheet. It is the inmate's responsibility to notify the visitors of their approval/disapproval, and to advise the visitors of visiting guidelines.

**[Suspension of visitors or visitation privileges may be authorized by the Warden or Designee. Under the Inmate Discipline process, the Disciplinary Hearing Officer is authorized to suspend and limit visitation privileges.]**

b. The Unit Team members will be responsible for placing a visitor on an inmate's approved visiting list, and a hard copy of the visiting list will be placed in the inmate's Central File. The Unit Counselor will notify the inmate of those visitors who have been approved.

Staff may request background information from potential visitors who are not members of the inmate's immediate family, before placing them on the inmate's approved visiting list. When little or no information is available on the inmate's potential visitor, visiting may be denied, pending receipt and review of necessary information, including information which is available about the inmate and/or the inmate's offense, including alleged offenses. Each proposed visitor with a prior criminal conviction will be reviewed by the Unit Manager, who will forward a recommendation to the Warden for final decision in granting visiting privileges. The Captain will be notified by the Unit Manager in writing, of all such cases which are proposed. The proposed visitor will be denied should it be determined the inmate did not know the proposed visitor prior to incarceration. The Unit Manager will review all such cases. Exceptions to this rule may be considered by the Unit Manager and forwarded to the Warden for approval.

Program Statement 5267.08, permits a maximum total of thirty (30) visitors authorized on the inmate's visiting list. No more than ten (10) of the maximum total will consist of friends and associates.

Visiting Regulations have been incorporated into the Admission and Orientation Handbook. The handbook is provided to all inmates during intake screening.

c. The Unit Counselor will periodically review the visiting list to ensure it is accurate. The list may be amended by the inmate's submission of an Inmate Request to Staff Member form or during his unit Team Review, indicating the desired change.

d. Inmates may only request changes to their Visiting List once per a three-month period. Only the Unit Manager has the authority to authorize additional changes on a case by case basis.

## 5. REGULAR VISITORS

a. Members of the Immediate Family. This category includes mother, father, step-parents, foster parents, brothers, sisters, spouse, and children. These individuals are to be placed on the visiting list if identified in the inmate's Pre-Sentence Investigation (PSI) and upon completion of an NCIC check. However, the inmate will initiate the Visitor Information Form and the form must be returned to the Unit Counselor before the NCIC check is initiated.

b. Children Under Sixteen. Children under the age of 16 may not visit unless accompanied by a responsible adult. Children shall be kept under supervision of a responsible adult or a children's program. Exceptions may be made by approval of the Warden.

c. Other Relatives. This includes grandparents, uncles, aunts, in-laws, and cousins. They can be placed on the approved visitation list if the inmate requests to have visits from them regularly and if there is no reason to exclude them. They are required to complete a Visitor Information Form and receive a completed NCIC check.

d. Friends and Associates. Visiting privileges shall ordinarily be extended to friends and associates having an established relationship prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. These individuals may be placed on the visiting list upon completion of an NCIC check. The Warden must approve any exception to this requirement.

6. SPECIAL VISITS REQUIREMENTS. Unit Team staff are responsible for arranging and supervising special visits. Inmates must submit a special visit request to their Unit Team at least two weeks in advance of the visiting date. Visits from persons not on the approved list must be approved by the Warden. Upon approval, the Unit Manager will notify, in writing, the Captain, Operations Lieutenant, Control Center, Front Entrance Staff, and Visiting Room Staff of the special visit.

7. MINISTER OF RECORD VISITATION. Each inmate will have the opportunity to designate a Minister of Record by submitting a written request to a Chaplain with the name, address and

telephone number of this spiritual leader, clergy person or official representative of the inmate's religion of record. The requested Minister of Record must submit to the Chaplain a letter outlining his or her history with the inmate and stating his or her willingness to serve as the inmate's Minister of Record. A Minister of Record's credentials will be verified and a security check will be processed by the Religious Services department. The Chaplain will then request that the inmate's unit staff place the identified clergy person on the inmate's visiting list as the Minister of Record. An inmate may only have one Minister of Record at a time. The Minister of Record will not count against the total number of authorized social visitors an inmate is allowed to have on his visiting list. A visit by the Minister of Record will not be counted as a social visit.

8. CLERGY VISITS REQUIREMENTS. Visits from clergy (other than the Minister of Record) will be in accordance with the general visitor procedures. Ordinarily, clergy visits will not be accommodated unless requested by the inmate through the Chaplain. However, the Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy.

After a review of the minister's credentials and appropriate security checks, the visit will be scheduled in the visiting room during regular visiting hours and follow all procedures outlined in the visiting policies. A reasonable amount of time will be required to process the request before a decision is made to allow the visit to take place. Normally, no more than one clergy visit will be allowed each month. Additional clergy visits may be authorized if determined necessary by the Chaplain.

9. PROFESSIONAL VISITS (LAW ENFORCEMENT) REQUIREMENTS.

Requested visitation from a law enforcement agency, will be approved and arranged by the Special Investigative Supervisor/Special Investigative Agent (SIS/SIA) or Captain. United States Probation Officers (USPO) and mental health professionals performing court-ordered examinations will receive priority when processing. This visitation will be approved and arranged through the inmate's Unit Team.

All visits will be arranged during normal business hours. If approved, a memorandum authorizing the visit will be distributed to the Lieutenants' Office, Control Center, Lobby Officer, and Visiting Room.

10. ATTORNEY VISITATION REQUIREMENTS. Attorney, paralegal, or private investigator visits, representing a designated (A-DES) inmate client, will be arranged and approved through Unit Team. Requests should be called or mailed, at least twenty-four (24) hours prior to the proposed visit. Unit Team will be responsible for visually monitoring the visit. With prior Unit Team approval, inmates may be allowed to bring legal material into the Visiting Room for a legal visit only. This material will be inspected by the Visiting Room Officer for contraband. Attorney visits, for both pretrial and sentenced inmates, are to take place in the designated attorney visiting rooms. If a room is not available, the attorney visit may occur in the regular visiting room, provided the inmate and the inmate's attorney have separation from other visitors. In the event the attorney rooms are not available, and the attorney does not wish to meet in the regular visiting room, the attorney may reschedule the visit. Under no circumstances will the Visiting Room staff accept articles or gifts of any kind for an inmate, except packages which have prior approval by the Warden.

Pre-Trial Attorney Visiting Hours:

Monday thru Friday 8:00 a.m. to 3:30 p.m., no visitors will be processed between 11:00 a.m. and 12:00 p.m.

Monday and Tuesday evening 5:00 p.m. to 8:00 p.m.

Saturday and Sunday 8:00 a.m. to 3:00 p.m.

11. CONSULAR VISITS. All non-United States citizens are encouraged to maintain contact with their foreign consulate. Consulate visits will be arranged and approved by the Case Management Coordinator.

12. MEDIA VISITS. Media visits will be coordinated by the Executive Assistant/Public Information Officer.

13. VISITS TO OFFENDERS NOT IN THE GENERAL POPULATION

a. Admission Status. All social visits will be limited to approved visitors only.

b. Hospital Patients. Visits for inmates hospitalized in the community will be approved by the Warden or his/her designee. This will normally be limited to immediate family members. All visits will be subject to the general visiting policy of the hospital. An approved visiting list will be forwarded by the inmate's Unit Team, through the Captain, and will be maintained by the hospital officer(s).

c. Special Housing Unit (SHU). The Operations Lieutenant and Special Housing Unit Lieutenant at the USP will be notified when an inmate in the Special Housing Unit has a visit. Each case will be handled on an individual basis. Special Housing inmates at the USP will be limited to one day a week for two hours. Visiting for SHU inmates at the USP are the same days as general population inmates in a secured non-contact visiting room. FCI SHU inmates will have the same visiting schedule as USP SHU inmates and abide by the same rules as USP SHU inmates.

**[Special Housing Unit inmates will be escorted to the USP non-contact visiting room. Once an inmate is placed in the USP non-contact visiting room, the restraints will be removed. At the completion of the visit, the restraints will be re-applied prior to the opening of the cell door.]**

d. Admission and Holdover Status. The Warden may limit visitation to the immediate family of the inmate during the admission/orientation period or for holdovers where the holdover status is significantly longer than expected. A visiting list from a former institution will be referenced prior to visitation approval. Time frame for approval for visiting list for holdover inmates is fifteen working days.

14. LIMITATIONS SPECIFIC TO THE COMPLEX - NUMBER OF VISITORS

a. USP - Inmates will be limited to three total approved adult visitors (age sixteen and over) and three children

(excluding infants) at any one time, not to exceed six total visitors.

b. FCI/SPC - Inmates will be limited to three total approved visitors not to include infants. Special authorization must be obtained from Unit Management prior to allowing extra visitors.

15. DAYS AND HOURS OF VISITATION - SOCIAL VISITING HOURS. For security purposes, social visitors will not be processed before 8:15 a.m. or after 2:00 p.m. on weekends and holidays. The following schedules will be utilized at FCC Tucson:

a. Designated Inmates

(1) USP

Friday	5:00 p.m. to 8:00 p.m.
Saturday	8:15 a.m. to 3:00 p.m.
Sunday	8:15 a.m. to 3:00 p.m.
Holidays	8:15 a.m. to 3:00 p.m.

(2) FCI

Saturday	8:15 a.m. to 3:00 p.m.
Sunday	8:15 a.m. to 3:00 p.m.
Holidays	8:15 a.m. to 3:00 p.m.

(3) SPC

Saturday	8:15 a.m. to 3:00 p.m.
Sunday	8:15 a.m. to 3:00 p.m.
Holidays	8:15 a.m. to 3:00 p.m.

b. Holdover and Pre-Trial (inmates housed in Yucca and Cholla Units)

- Each inmate will be allowed one visit per day.
- On Federal Holidays that fall on Monday, Pre-Trial inmates will only visit on Tuesdays for that week.
- Yucca and Cholla inmates will not have a time limit during their visit.

Monday	5:00 p.m. to 8:30 p.m., Cholla/Yucca
Tuesday	5:00 p.m. to 8:30 p.m., Cholla/Yucca

c. Special Housing Unit



USP and FCI SHU inmates will visit the same as general population, limited to two hours one day a week.

16. VISITING SCHEDULE. Visitation will occur on a first-come, first-served basis. Once the visiting room capacity of USP: 196, FCI: 125, and SPC: 100, has been reached, termination of visits will begin. The visits will be terminated based on the distance a visitor has driven and the length of time the visitor has been in the visiting room.

The Institution Duty Officer (IDO) or in their absence, the Operations Lieutenant, will make the determination as to which visits will be terminated. This will be documented in the Lieutenants' Log and will be supported by a memorandum to the Captain.

17. VISITORS ENTERING THE INSTITUTION

a. All visitors 16 years and older, with the exception of federal, state and local law enforcement officials, members of Congress, and the Judiciary, will be required to complete a Notification of Visitor Form. All areas of the form will be completed. All visitors entering the institution will pass through the metal detection device.

b. Visitors will also sign in on the Visitor's Log Book and sign out when they conclude the visit. If a visitor has to leave the approved visiting area for any reason, the visit will be terminated.

c. Staff must be able to verify the identity of visitors (over the age of 15) prior to admission into the institution. A birth certificate is an acceptable form of identification for young adults from the ages of 16-18. Each visitor, aged 18 and above, including legal visitors, must present a valid government issued photo identification (e.g., driver's license, military ID, passport, state or local identification card). Matricular identification cards issued by the Mexican Consulate are not considered valid for entrance.

Any identification that is altered, forged, expired, is not a valid form of identification and will not be accepted. Check

cashing cards and other easily produced forms of identification are not appropriate.

d. Approved Dress Code - Visiting Attire. All visitors will be dressed in an appropriate manner and in good taste. Any visitor who arrives provocatively or inappropriately dressed will be denied the privilege of visiting. Inmates will inform visitors, prior to visiting, that clothing MUST be appropriate for a correctional setting and should not demonstrate disrespect to others who may be present in the visiting room. Visitors are to refrain from wearing apparel which is revealing, sexually suggestive, contains offensive writing, or writing/logos that reference gangs. Visitors are not permitted to wear gray colored sweat wear, or any clothing khaki, orange, or green. Plain T-shirts in the following colors; gray, khaki, green, orange, white, red or yellow are not permitted. No medical scrubs or clothing resembling staff uniforms.

Shorts will not be permitted unless on a child under the age of twelve (12). Dresses or skirts must be no shorter than knee-length, and may not have a slit above the knee. Any clothing that reveals any part of the buttocks or crotch area, sheer clothing, tank tops, halter tops, midriff tops, strapless tops/dresses and spandex style clothing WILL NOT be permitted. Bib overalls and camouflage clothing WILL NOT be permitted. Clothing which interferes with the operation of the metal detector or other security devices which cannot be reasonably inspected will not be permitted unless medical reasons dictate that they are necessary.

These items include, garter belts, clothing with costume jewelry, large metal buttons, etc.

Undergarments containing metal (i.e. underwire bra) are not permitted. HOWEVER UNDERGARMENTS ARE REQUIRED FOR ADMISSION.

All visitors must be fully attired, including shoes. Shoes must have a heel or be able to strap to the foot. Slipper type shoes, shower shoes or flip-flops are not permitted.

Only religious head wear may be worn.

**[DENIAL OF VISITATION MAY ONLY BE AUTHORIZED BY THE WARDEN OR  
THE INSTITUTIONAL DUTY OFFICER.]**

e. Items Authorized in Visiting Room. Only the following articles are authorized to be carried into the institution by visitors:

(1) Small (no larger than six inches by six inches) clear plastic bag or change purse.

(2) Money to be used for refreshments, no more than \$25.00, increments of \$5.00 or less.

(3) Photo identification

(4) Essential Medication; limited to the amount needed during the visiting period, and will be controlled by the Visiting Room Officer.

The following items will be permitted, per child, when infants are visiting:

- Four (4) diapers
- One (1) clear package of baby wipes
- One (1) change of infant clothing
- Two (2) clear baby bottles (3/4 full) - liquids only
- Two (2) small plastic jars of baby food (unopened)
- One (1) receiving blanket
- One (1) clear drinking cup
- One (1) plastic serving spoon
- One (1) small clear plastic tote

Letters: The Visiting Room Officer will be aware of all articles passed between the inmate and attorney visitor. If there is any reasonable basis to suspect materials being passed may adversely affect the security of the institution, or constitute a violation of the law or regulations, the officer should examine the item. The Operations Lieutenant and/or SIS Office will be consulted in questionable cases.

All items will be subject to search at any time by the Visiting Room Staff.

f. Large vehicles (e.g. campers, mobile recreational vehicles, tractor trailers) are prohibited from being parked in the institution parking lot at any time. Violators may be subject to towing, at the owner's expense.

g. Staff may require a visitor to submit to a personal search. This includes any items of personal property as a condition of allowing or continuing a visit. Items of personal property may be required to be returned to the visitor's vehicle prior to entering the institution. All vehicle keys will be secured in a lock box located and operated by the Front Lobby Officer. A numbered chit will be issued to the visitor. The visitor will be responsible for maintaining constant possession of the numbered chit. If a visitor was dropped off and does not have a vehicle, items not permitted into the visiting room will be disposed of, or visitation will be denied. Refusal to allow staff to search the items will result in the visit being denied. Visitors will be allowed to wear religious headgear, only after it has been searched.

h. Lockers. Metal lockers are provided for visitor storage. All coats, hats, jackets, personal keys, and billfolds must be stored in the lockers. All materials stored in the lockers will be examined by the Front Lobby Officer. No unopened parcels will be permitted in the Visiting Room. Purses, packages and toys will not be permitted into the institution. Social visitors are not authorized to bring anything to give or show the inmate.

No cell phones/cameras or electronic devices of any kind will be permitted in the Administration Building or the institution at any time. The items will be returned to the visitor's secured vehicle.

Medication is not permitted into the Institution. The only exception to this would be if the medication is life supportive to the visitor. Only the exact dosage during the time that he/she will be visiting will be permitted. Prior to allowing the medication into the institution, the Front Lobby Officer will contact a member of the Health Services staff to determine if the medication is necessary. If the medication must be retained by the visitor, the Front Lobby Officer will advise the Visiting

Room Officer that the visitor has medication. The Visiting Room Officer will keep the medication until it is used.

i. Visitors with surgically implanted metal plates, pins, or pacemakers, etc., will need to supply medical documentation of these items prior to entry into the institution. If a visitor has appropriate documentation of a medical condition which would prevent him/her from clearing the walk-through metal detector, the Operations Lieutenant and the IDO will be notified.

j. A Smith ION Track Narcotics Detection System is being utilized at the USP and FCI front lobbies. The device will be utilized on randomly selected inmate visitors. Staff will only test items such as the tops of the pants pockets, waist area, pants cuffs (or shoe area), personal identification, etc. Visitor's hands will not be tested. An initial positive and second confirmation positive are not necessarily grounds for immediate denial of a visit, however, the Warden or designee will make the final decision concerning admittance. A confirmed positive test result for an illegal substance may satisfy the reasonable suspicion standard warranting further investigation, searches, controlled visitation, or denied visitation. Categorically deciding to deny visitation without considering the other options should not occur.

**[DENIAL OF VISITATION MUST BE AUTHORIZED BY THE WARDEN]**

SIS Department is responsible for generating a tracking report of all positive tests and the visitor's entry status.

k. Processing of visitors will proceed by stamping the visitors and verification to ensure it is visible in black light.

l. Once the visitor has been processed, the visitor will proceed to the Visiting Room, escorted by a staff member. The visitor's photographic identification along with the visitor's Notification to Visitor Form will be hand-carried by the Visiting Escort Officer to the Visiting Room and relinquished to the Visiting Room Officer-in-charge upon entry. The Control Room Officer will verify the visitor's stamp via black light before permitting entrance into the secured perimeter of the

institution. Upon entry into the Visiting Room, the officer-in-charge will do the same.

Upon completion of the visit, the inmate and visitor will report to the Visiting Room Officer. The inmate must be positively identified. The Visiting Room Officer will then instruct the inmate to wait by the inmate search room. The Visiting Room Officer will then verify visitor's hand stamp via the black light, identify each visitor via the photo identification and relinquish both the identification and Notification Forms to the escorting staff member. The visitor will then be escorted to the Administration Building. The Control Room Officer will again verify visitor's hand stamp via black light, and reference the photo identification prior to releasing the visitor from the secure SallyPort.

The Front Lobby Officer will ensure all personal items, i.e. vehicle keys are returned.

Visits will be denied or terminated only through the Operations Lieutenant in consultation with the IDO. If for any reason a visitor is denied entrance to the facility, attachment C will be completed and forwarded per distribution noted on form.

18. INMATE VISITING ATTIRE. All inmates will remain properly dressed while in the visiting room, to include having their shirts tucked in.

a. USP. Inmates will be visually searched upon entering and exiting the visiting room. All general population inmates entering are required to change into a jumpsuit and footwear issued by Visiting Room staff. The jumpsuit and footwear will be returned to the Visiting Room staff at the completion of the visit.

b. FCI. Inmates will only wear institutional issued clothing items issued from the laundry. Inmates will be pat searched when entering visiting room. Upon completion of visit, inmate will submit to a visual search. Inmates will not be permitted to return with any items other than those documented as being brought into the Visiting Room. FCI SHU inmates will follow the same guidelines as USP SHU inmates.

c. SPC. Inmates will only wear institutional issued clothing items issued from the laundry. Inmates will be pat searched. A minimum of 10% will be searched for the day following visitation at the SPC.

Inmates may carry the following items into the Visiting Room area:

- Identification card
- One wedding band (no stone)
- One approved religious medal (with chain)
- Prescription eyeglasses (no case)
- Life sustaining medication (officer will maintain during the visit)
- Religious headgear
- Photo ticket
- Approved shoes (must have medical documentation)

All items taken into the Visiting Room will be inventoried by staff utilizing attachment D. The same items must leave the Visiting Room with the inmate.

19. INMATE AND VISITOR CONDUCT WITHIN VISITING ROOM.

**[Inappropriate conduct during a visit may result in termination of the visit.]**

All inmate visitors arriving in the Visiting Room will report to the Visiting Room Officer for processing and seating assignment. It is the responsibility of the inmate to ensure all visits are conducted in a quiet, orderly, and dignified manner.

Inmates entering the Visiting Room will report to the Visiting Room Officer and check in. All inmates are required to review and sign the Visiting Regulations (attachment F) prior to entering the Visiting Room.

Inmates and visitors are not allowed to move freely inside the visiting area. The vending machines and surrounding area are off limits to inmates at all times. Only visitors may utilize the vending area and then return to their seat.

All food items purchased from the vending machines must be consumed prior to visitors departing the visiting room. Inmates

are not allowed to take any food items back to their housing unit. At no time will visitors share food or drinks with an inmate.

Physical contact between the inmate and his visitor(s) will be limited to an embrace and kiss upon the initial arrival and again at the completion of the visit. There will be no open mouth kissing. Any unauthorized embracing or contact may result in termination of the visit.

Visitors and inmates will not be allowed to sit on each other's laps or straddle chairs, benches, etc. Inmates may be permitted to hold their own children, age two (2) and under, during visits. No other exceptions to this provision shall be made. Children under the age of 12 are allowed to sit next to the inmate.

Any violation of the institution's visiting procedures may result in termination of the visit and/or disciplinary action. The IDO or Operations Lieutenant has the authority to terminate a visit or deny entry of unauthorized and pre-approved visitor based on violations of the Institutional Visiting Rules and Regulations.

20. SPECIAL RULES FOR CHILDREN. Inmates in the visiting room are responsible for the conduct of their child visitors. Inmates are expected to supervise the children visiting them; as so they do not disturb other inmates and/or visitors, or disrupt the safety and security of the institution. Inmates who fail to properly supervise their child visitors, may be subject to having their visit terminated.

The visiting rooms are equipped with games and other related children's activities. These items are to be stored in a designated room in each visiting room. Inmates are prohibited from entering these rooms. Only visitors may access these rooms. Inmates who enter these rooms may be subject to having their visit terminated.

21. NON-SMOKING AREA. The entire Visiting Room and the attorney visiting rooms are designated as non-smoking areas.



22. PROCEDURES FOR STORING ITEMS NOT AUTHORIZED IN THE VISITING ROOM. Lockers will be provided for the visitor needing to secure personal items and/or items they have brought to the institution that are prohibited in the Visiting Room. The lobby officer will have keys available to these lockers. The lobby officer will issue the key and print the visitor's name and sign their name in a log book, noting the locker key they have issued. The lobby officer will place a corresponding numeric chit on the hook of the key and note the chit number in the log book. The key will be retained by the visitor and returned to the lobby officer at the end of the visit.

23. METHOD BY WHICH VISITING GUIDELINES WILL BE AVAILABLE TO VISITORS. Visiting guidelines will be available to visitors in the lobby and/or the visitor intake processing area. Guidelines will also be available to the inmates in their respected housing units via their unit team. These guidelines will be allowed to be mailed out by the inmates to their visitors.

24. PROCEDURES FOR A BACK-UP SYSTEM TO THE COMPUTER VISITING PROGRAM. Hard copies of inmate visiting lists will be kept in each visiting room, in the event power is lost and/or the computer visiting program is not accessible. Furthermore, unit team will be available during visiting in order to review the inmate's central file to verify inmate visiting lists.

25. REINSTATEMENT OF VISITING PRIVILEGES. Only the Warden can reinstate a suspended individual to an inmate's visiting list. The Unit Manager will prepare a memorandum through the Deputy Captain, Complex Captain, Associate Warden, to the Warden, enumerating the specific reasons for reinstating the individual to the approved visiting list.

26. SPECIAL VISITS. Under no circumstances will special visits be permitted for individuals who have been removed from the approved visiting list without a thorough investigation and approval by the Warden or his/her designee.

27. FACILITY ADDRESS/PHONE NUMBER, LOCAL TRANSPORTATION AND DIRECTIONS. Facility addresses/phone numbers, local transportation information, and directions to the Complex will be available to the inmates and/or visitors. Inmates can obtain

this information from their unit team, and will be mailed to their visitors along with the visitor authorization form.

28. TRANSPORTATION ASSISTANCE. It is the inmate visitor's responsibility to acquire direction for transportation to and from the institution. A Qwest Communication telephone services with commercial transportation phone numbers and institutional directions will be posted and made available at the USP, FCI, and SPC to assist visitors.

29. WALSH ACT REQUIREMENTS. The Case Manager will coordinate with staff to approve or disapprove a visit for inmates who have been convicted of a sex offense involving a minor (WA W CONV). Any inmate identified as having a Walsh Act assignment involving a minor will have his/her visits closely monitored. These inmates will be placed close to the Officer's station for closer supervision and be seated away from children in the visiting room.

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J.T. Shartle  
Complex Warden

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Susan G. McClintock  
Warden

**Attachment A**  
**Federal Correctional Complex, Tucson, Arizona**  
**Visiting Regulations**

**VISITING DAYS:** USP – Friday (5:00 pm – 8:00 pm); Saturday, Sunday, & Federal Holidays (8:15 am – 3:00 pm)  
FCI – Saturday, Sunday & Federal Holidays (8:15 am – 3:00 pm) ; Pretrial - Monday and Tuesday (5:00 p.m.-8:30 p.m.)  
SPC – Saturday, Sunday, & Federal Holidays (8:15 a.m. – 3:00 p.m.)

**GENERAL DIRECTIONS TO FCC TUCSON-** Take I-10 exit #269 south, Wilmot Road. The FCI is located approximately 1-1/2 miles south of the intersection of I-10 and Wilmot Road on the east side of the road. The FCI's address is 8901 S. Wilmot Road, Tucson, Arizona, 85756 and phone number is (520) 574-7100. The USP and SPC are approximately one mile further south, on the west side of the road. The address of the USP and SPC is 9300 S. Wilmot Road, Tucson, Arizona, 85756 and phone number is (520) 663-5000.

**TRANSPORTATION ASSISTANCE-** Tucson International Airport (TIA) is located approximately seven miles west of FCC Tucson. Available air carriers include Alaska Airlines, American, Delta, Southwest, United and US Airways. For further information contact the carrier directly or TIA Information Services at (520) 573-8000. Rental car information may be obtained through TIA Information Services as well. There are numerous taxicabs which serve the community such as, Allstate Cab Company (520) 798-1111, Yellow Cab (520) 624-6611, and Airport Shuttle (520) 889-1000. A complete listing is available in the Yellow Pages for your reference upon request.

**RULES OF VISIT-** All persons authorized to visit at this facility must abide by all institution rules. NO PERSON MAY VISIT UNLESS HE/SHE HAS BEEN APPROVED IN ADVANCE AND DOCUMENTED AS VISITORS ON THE INMATE'S VISITING LIST. AN INMATE'S VISITING LIST IS NOT PUBLIC INFORMATION, THEREFORE ANY CALLS PERTAINING TO A VISITING LIST CANNOT BE ANSWERED. All visitors must carry picture identification (such as a valid Driver's License), current passport with photo, alien identification card with photo, etc.) in order to be admitted to the Visiting Room. An authorized form of identification is a document with the visitor's photograph and signature.

1. Children under sixteen (16) years of age must be accompanied by an adult parent or guardian. Children (16) years of age and over MUST fill out a visitors form and have it sent to the respective Counselor. Inmates are limited to three approved adult visitors, not to exceed six total visitors at the USP and three at the FCI and SPC. Infants who are two years of age and under *will not* be encompassed in the total of visitors. Each child over the age of two will be considered as one of authorized visitors. Allowance of more than the allowed number of visitors requires prior approval from their respective Unit Manager. Adults will maintain control of their children at all times.
2. No Food, Drinks or Gum will be allowed inside the institution. Sandwiches, soft drinks, and candy are available from vending machines in the Visiting Room. Visitors are allowed to bring a maximum of \$25.00, in denomination of \$5.00 or less, for food and drinks. Visitors may purchase food for the inmate, but may NEVER give the inmate money. Visitors are NOT permitted to share food/drink with the inmate.
3. Visitors will NOT be permitted to bring ANY electronic devices into the institution. This includes, but is not limited to, cell phones, pagers, vehicle keyless entry/locking devices, remote starters, cameras, or any recording equipment.
4. Purses, wallets, watches, or tote bags are not permitted inside the institution. Only a small (no larger than 6 inches by 6 inches) clear change purse is authorized.
5. Allowable baby items: 4 diapers, 2 plastic baby bottles containing mixed formula 3/4 full, 2 sealed plastic jar of baby food, 1 plastic serving spoon, 1 small clear plastic tote bag for contents, 1 plastic Ziploc bag containing baby wipes. Baby carriers and strollers are not permitted.
6. NO games, toys or balloons. Video cassettes will be available at the institution for children's viewing. NO books, legal papers, newspapers, magazines, clippings, pens, pencils, or photos. NO cosmetics, tobacco products, matches, or lighters will be allowed.
7. ALL visitors will be dressed in an appropriate manner and in good taste. You are entering a CORRECTIONAL SETTING and this is a requirement. Any visitor who arrives provocatively or inappropriately dressed will be denied the privilege of visiting. Inmates will inform visitors, prior to visiting, that clothing MUST be appropriate for a correctional setting and should not demonstrate disrespect to others who may be present in the visiting room. Visitors are to refrain from wearing apparel which is revealing, sexually suggestive, contains offensive writing, or writing/logos that reference gangs. Visitors are not permitted to wear gray colored sweat wear, or any clothing khaki, orange, or green. Plain T-shirts in the following colors; gray, khaki, green, orange, white, red or yellow are not permitted. No medical scrubs or clothing resembling staff uniforms. Shorts will not be permitted unless on a child under the age of 12. Dresses or skirts must be no shorter than knee-length, and may not have a slit above the knee. Any clothing that reveals any part of the buttocks or crotch area, sheer clothing, tank tops, halter tops, midriff tops, strapless tops/dresses and spandex style clothing WILL NOT be permitted. Bib overalls and camouflage clothing WILL NOT be permitted. Undergarments containing metal (i.e. underwire bra) are not permitted. HOWEVER UNDERGARMENTS ARE REQUIRED FOR ADMISSION. All visitors must be fully attired, including shoes. Shoes must have a heel or be able to strap to the foot. Slipper type shoes, shower shoes or flip-flops are not permitted. Only religious head wear may be worn.
8. Visitor's belongings are subject to search by staff. Visitors are subject to random pat search by staff.
9. Persons having metal plates or prosthetic devices that will sound the metal detector must have written documentation from a doctor. Failure to provide this documentation will result in a denial of visitation privilege.
10. Prospective inmate visitors will be randomly testing using the Drug Detection Device, located in the Front Lobby. Any positive test results may result in denial of visitation.
11. Once a visitor has been checked into the institution, they will not be permitted to return to their automobile or leave the visiting area. If this occurs, the visit will be terminated.
12. Large vehicles (e.g. campers, mobile recreational vehicles, tractor trailers) are prohibited from being parked in the institutional parking lot at any time. Violators may be subject to towing, at the owner's expense. ALL vehicles are subject to random search by staff. Any refusal will result in denial of all visitors in the vehicle.

13. **THE VISITING ROOM IS A PUBLIC PLACE AND CHILDREN ARE NORMALLY PRESENT. YOU ARE EXPECTED TO CONDUCT YOURSELF ACCORDINGLY. HANDSHAKING, EMBRACING AND KISSING ARE ORDINARILY PERMITTED WITHIN THE BOUNDS OF GOOD TASTE AND ONLY AT THE BEGINNING AND END OF THE VISIT. BEHAVIOR DEEMED INAPPROPRIATE WILL RESULT IN IMMEDIATE TERMINATION OF THE VISIT AND POSSIBLE LOSS OF FUTURE VISITS. NO EXCEPTIONS!**

Attachment B



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

*Tucson, Arizona 85756*

Insert Date Here

**MEMORANDUM FOR ASSOCIATE WARDEN**

**FROM:** Unit Manager

**SUBJECT:** Visitor Request with Criminal Record for Inmate (Name and Number)

The above referenced inmate has requested \_\_\_\_\_ be added to his visiting list.

NCIC check was run by: \_\_\_\_\_ on \_\_\_\_\_

NCIC Hit: \_\_\_\_\_

\_\_\_\_ The above referenced visitor is an ex-Federal inmate. (Requires Warden' Approval)

The Unit Team has reviewed the attached NCIC and recommends \_\_\_\_ Approval \_\_\_\_ Denial

Associate Warden:

\_\_\_\_ I agree with the recommendation for approval.

\_\_\_\_ I agree with the recommendation for denial.

Associate Warden Signature: \_\_\_\_\_

Warden: (required only for ex-federal inmates)

\_\_\_\_ I agree with the recommendation for approval.

\_\_\_\_ I agree with the recommendation for denial

Warden's Signature: \_\_\_\_\_

Attachment: NCIC printout

**FOI EXEMPT**



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

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*Tucson, Arizona 85756*

Insert Date Here

**MEMORANDUM FOR D. MCWHORTER, COMPLEX CAPTAIN**

**THRU:** Operations Lieutenant

**FROM:**

**SUBJECT:** Visitor Denied Entrance to Visiting Room

On the above date, at (insert time), the following visitor (insert visitor name) was denied entrance into the Visiting Room.

The visitor in question was attempting to visit inmate (insert inmate name and number).

The reason for denial was:

\_\_\_\_\_ Improper or no identification.

\_\_\_\_\_ Not on inmate's approved visiting list.

\_\_\_\_\_ Under age or without parent/guardian.

\_\_\_\_\_ Other: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cc: Institution Duty Officer

**INMATE PERSONAL PROPERTY VISITING ROOM CHECK-OFF SHEET**

**DATE:** \_\_\_\_\_

Name	Register Number	ID Card		Medication		Wedding Band		Glasses		Religious Headwear		Necklace color/style		Photo Tickets	
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT

NO JEWELRY OTHER THAN RELIGIOUS MEDALS OR PAPERS OF ANY KIND PERMITTED WITHOUT EXPRESSED WRITTEN APPROVAL. ANYTHING OTHER THAN THE ABOVE APPROVED ITEMS WILL BE RETURNED TO THE HOUSING UNIT BEFORE ENTERING THE VISITING ROOM. ALL UNAUTHORIZED ITEMS LEAVING THE VISITING ROOM WILL BE CONFISCATED. NECKLACES AND RELIGIOUS MEDALS WILL BE ITEMIZED (i.e. 1 YELLOW CHAIN, 1 WHITE MEDALLION, ETC)





**VISITATION RULES**

1. Inmates may kiss (no open mouth kissing) and/or embrace visitors only at the beginning and end of the visit.
2. There will be no touching during the visit including hand holding, feet touching, etc.
3. No loud or vulgar language.
4. Inmates will not share food/drinks with visitors.
5. Inmates will remain seated at all times; if you need to speak to an officer, you must raise your hand.
6. During count, all inmates will line up along wall as directed by staff.
7. Inmates may hug or hold hands with visitors when taking a photo, there will be NO inappropriate touching. Kissing is not allowed.
8. Inmates are responsible for controlling your children. Children are not allowed to run around, climb on furniture or play roughly. If your children continue to disrupt others, your visit could be terminated.
9. No food or drinks are allowed in the play room. Toys must stay in the playroom. Visitors are responsible for picking up after their children.
10. Visitors are responsible for disposing of trash. Inmates are not allowed to throw anything in the trash containers.
11. When visitation ends, inmates and visitors are to stand-up and kiss/embrace. Inmates must immediately stand in line near the strip out room. Inmates will not continue sitting down, kissing/embracing visitors or walk with visitors near the Visiting Room exit door.

I understand the rules of the visitation room in conjunction with the rules in the A&O handbook. I understand how I am expected to conduct myself while in the Visiting Room. Failure to do so may result in my visitation being terminated and/or may be subject to disciplinary action.

\_\_\_\_\_  
Inmate Print/Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date