



U.S. Department of Justice
Federal Prison System

NUMBER: TRM 5267.09C
DATE: September 14, 2020

Federal Correctional Institution
Terminal Island, CA 90731

SUBJECT: VISITING REGULATIONS

INSTITUTION SUPPLEMENT

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1. **PURPOSE:** To define and establish local procedures for inmate visiting at the Federal Correctional Institution (FCI), Terminal Island, California.

 2. **DIRECTIVES AFFECTED:**
 - A. Directives Rescinded:
I.S. 5267.09B, Visiting Regulations (05/15/2020)

 - B. Directives Referenced:
P.S. 5267.09 Visiting Regulations (12/10/2015)
P.S. 5510.15 Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities (07/17/13)
P.S. 1315.07 Inmate Legal Activities (11/05/99)

 3. **STANDARDS REFERENCED:** American Correctional Association 4th Edition Standards for Adult Correctional Institution: 4-4156, 4-4267, 4-4285, 4-4498, 4-4491-1, 4-4499-1, 4-4500, 4-4503, 4-4504.

 4. **VISITING HOURS:** Visiting is permitted as follows:
Friday, Saturday, Sunday, Monday

Units A/B - Friday	(11:00 a.m. - 7:30 p.m.)
Units C/D - Saturday	(7:00 a.m. - 3:30 p.m.)
Units K/J - Sunday	(7:00 a.m. - 3:30 p.m.)
Units F/G - Monday	(11:00 a.m. - 7:30 p.m.)
Special Housing Unit Sunday	(7:00 a.m. - 3:30 p.m.)

Each inmate will receive two visiting days per month not to exceed one hour per visit with a maximum of four (4) visitors to include children.

Inmate visiting days will be scheduled based on the first letter of their last name. Letters A-L will visit on first and third week of each month and letters M-Z will visit second and fourth week of each month for all housing units.

DISTRIBUTION: Warden, Associate Wardens, Department Heads, IDO, AFGE Inmate Law Library, and Master File.

No visiting:

Tuesday, Wednesday, Thursday

Should there be a 5th week within the month, there will be no visitation to keep visitation consistent with the two visit per month modification for all inmates. However should a major holiday fall within the 5th week, then visiting will be considered as an Open visitation for the holiday weekend.

5. Visiting Procedures:

Each inmate will sign up for a one-hour time slot posted on the unit bulletin board no later than Wednesday of each week. The inmate will be responsible for notifying his visitor of the prearranged time slot to arrive at the institution.

The processing of visitors will begin 15 minutes prior to visiting. Visitors arriving at the institution earlier than the scheduled time slot will be asked to leave and return at an appropriate time.

Visitors shall park only in designated parking areas. Visitors will park in the back row adjacent to the fire station. Visitors found to be in violation of this parking policy, will have their visit terminated immediately. In addition, future visits may be suspended.

Visitors will be given a numbered "Notification to Visitors" Form and a Screening Form then directed to complete both forms in the designated visitor's area outside the main lobby of the institution. A staff member will collect the forms from each visitor. Once a visitor has been verified and is on the inmate's visiting list, no more than 10 visitors will be escorted into the main lobby for processing at one time. Visitors will be required to wear a face covering, behind the ear mask, with no political or gang associations, ventilators, bandanas and neck gators/sleeves. Visitors will be notified of masks requirements prior to any future visiting. However, if a visitor does not have a mask, one will be provided if the visitor is approved. All visitor will have their temperature checked prior to entering the main lobby. Visitors who are sick or have Covid-19 related symptoms will not be allowed to visit.

All visitors will be allowed to use the restroom in the front lobby prior to being escorted into the Visiting Room. If a visitor must use the restroom in the Visiting Room their visit will be terminated after usage. There will be no food or beverages consumed inside the Visiting Room, with the exception of (1) bottle of baby formula/food.

All visitors will be required to perform hand hygiene before entering the Visiting Room and exiting the Visiting Room.

Visitors will be escorted into the Visiting Room in small groups of 10 to allow for social distancing between groups. There will be no physical contact of any kind to include an embrace at the beginning and end of the visit. Additionally, inmates and their visitors will not be authorized to take photographs based on the inability to socially distance themselves.

All visitors are required to leave their identification with the Visiting Room staff until the end of the social visit. Identification will be return to the visitor before exiting the institution.

6. FREQUENCY OF VISITS AND NUMBER OF VISITORS:

Each inmate has the opportunity to receive 40 points of visiting each month. One hour of visiting is equal to one point per person. Due to space limitations, only four (4) visitors may visit an inmate at one time. This limitation includes infants and children.

7. VISITOR APPROVAL PROCEDURES:

- a. During the admission and orientation period, each inmate will submit a proposed list of visitors to his Unit Team. Inmates will receive Attachments 1 and 2 from their Unit Team to mail to all prospective visitors. Visitors age 16 and above must complete the Visitors Information Form (BP-629). Prospective visitors who are not recognized as immediate family will also be forwarded the Visitor Information Form. Additionally, Unit Team staff may require a completed Visitor Information Form for immediate family members with serious criminal histories. Required Visitors Information Forms must be completed and returned to the Unit Team staff prior to the individual being approved to visit. Inmates may request to modify their visiting list by adding or deleting visitors at any time through their Unit Team.
- b. The Unit Manager will review all prospective visiting applications after the investigation process is completed. A prospective visitor with any drug-related conviction, or any other serious convictions in his/her background, requires the approval of the Warden before being approved for placement on the inmate's visiting list.
- c. Immediate family members will ordinarily be approved to visit. Other relatives, friends, and associates will require background reviews and the approval of the Unit Team. Up to 20 visitors may be placed on an inmate's visiting list.
- d. For inmates transferring in with completed visiting lists, Unit Team staff will review and approve/disapprove existing

visitors as appropriate within one week of receiving the inmate's Central File.

- e. Visitors with special needs for medications or medical devices are required to notify the inmate's Unit Manager in advance of visiting to obtain approval to retain the medication or medical device, the only exception is nitroglycerin. Once approval is granted by the Unit Manager it is the responsibility of the inmate to inform their visitors of visiting approval.

8. VISITOR DISAPPROVING PROCEDURE:

- a. Visitors with any criminal convictions may require approval from the Warden prior to the prospective visitor being added to the inmate's visiting list.
- b. Visitors having NCIC background information deemed inappropriate for approval will not be permitted to visit.

9. VISITORS FOR OTHER THAN GENERAL POPULATION INMATES:

- a. Visiting for inmates presenting special security or separation needs such as inmates housed in the Short-Stay Unit and the Community Hospital will be referred to the Captain. Inmates admitted to the local hospital may request visiting through their Unit Team. The Unit Team will seek the approval of the Captain and Warden. If visiting is approved, visiting will be restricted to immediate family only and a total of three visitors may visit at one time. Visiting will be conducted during regular institution visiting times and days. Visits will be approved for two hours in duration, and minor children will not be allowed to visit except in extenuating circumstances (inmate not expected to live). However, minor children will be subjected to the age requirement of the local hospital.
- b. Visiting for the Special Housing Unit and Holdover inmates will be conducted on Sunday, 8:00 a.m. until 3:00 p.m. Inmate visiting days will be scheduled based on the first letter of their last name. Letters A-L will visit on the first and third Sunday of each month and letters M-Z will visit on the second and fourth Sunday of each month. Each inmate will receive two visiting days per month not to exceed one hour per visit with a maximum of two (2) visitors per social visit. No children will be allowed in the Special Housing Unit visiting area. Each inmate will sign up for a one-hour

time slot provided to them by their Unit Team, no later than Wednesday of each week. The inmate will be responsible for notifying his visitor of the prearranged time slot to arrive at the institution. All visitors must be on the inmate's visiting list.

- c. Careful review of hospitalized inmates is necessary prior to authorizing visits. When an inmate is in the Short Stay Unit, the respective Unit Manager will consult with the Health Services Administrator and the Captain to determine if the inmate will be allowed to visit.
- d. All inmates housed in the Special Housing Unit and Holdover inmates housed in the Short Stay Unit, who have been approved for visits. Visiting will take place in the Special Housing Unit via the non-contact visiting. When non-contact visits are allowed, each visit will last one-hour and no person under the age of 18 years of age may visit.
- e. At no time will split visits be allowed during the one (1) hour inmate visit.

10. VISITING REGULATIONS:

NOTIFICATION TO VISITOR FORM:

Each visitor to the institution, via any entrance, with the exception of BOP or sister agency, will be required to read and sign a copy of "Notification to Visitor" form prior to entering. In addition, the officer in charge will ensure all appropriate information is included on this form. The Notification of Visitor will be submitted into the Captain's office for review and archive.

- a. All visitors with the exception of children under 16 years of age will be required to present photo identification issued by a recognized government agency. Visitors from outside the United States may present as identification the following: government issued Resident Alien card or B1/B2 Visa Card. Otherwise, identification includes a valid state issued driver's license, state or government issued identification card, or passport. The visitor's identification will be retained by Visiting Room staff. When the visitor is escorted from the Visiting Room, the escort officer will utilize the identification to process the visitor through the Control Room Sallyport and then return the identification to the visitor.

- b. Visitors under the age of 18 must have a parent and/or guardian sign the "Visitor Information Form".
- c. Children, age 16 and under, must be accompanied by an adult already approved to visit the inmate. Supervision of children will be the joint responsibility of the adult visitor and the inmate.
- d. Visitors are prohibited from bringing animals to the institution with the exception of dogs assisting persons with disabilities. In these circumstances, the visitor must provide staff with certification the dog is trained for that purpose.
- e. Under no circumstances shall the Visiting Room Officer accept articles, gifts of any kind, or money for an inmate or an inmate's family members.
- f. All inmates will be pat-searched upon entering, and visually searched upon exiting the Visiting Room.
- g. All inmates must wear institution issued clothing in the Visiting Room, khaki shirts buttoned up to the second from the top button and tucked in, pants with an institution belt, T-shirt, socks, underwear, **mask** and institution issued shoes. Tennis shoes are **not** permitted. No jewelry may be worn in the visiting room, with the exception of a wedding band and authorized religious medal/chain. Prescription glasses and religious headgear are permitted. No personal items will be kept in the shakedown room.

Unauthorized items must be returned to the unit by the inmate. Medication, such as nitroglycerin tablets, may be permitted when authorized by Health Services staff and will be maintained by the Visiting Room Officer.

- h. Money will not be accepted for deposit to inmate accounts through the Visiting Room. Inmates are not allowed to handle or retain money in the Visiting Room.
- i. Currency is not permitted inside the Visiting Room.
- j. The Visiting Room Officer will assign seating to an inmate and his visitors. The visitor will sit across from the inmate. Inmates and visitors will remain seated throughout the visit unless given permission by the Visiting Room Officer to move.

- k. Each inmate having a visit must assume responsibility for proper conduct during the visit. Failure to supervise children will result in one warning and upon a second incident, the visit will be terminated. Any attempt to make physical contact will result in termination of visit immediately; no warning will be issued. A log entry will be maintained on all incidents. Incident reports will be written for misconduct.
- l. No loud, boisterous talk, or profane language, will be allowed in the visiting area.
- m. Inmates requiring the use of a wheelchair will be transferred into a wheelchair provided by the Health Services Department during their visit. As previously indicated, visitors with special needs for medical devices are required to notify the inmate's Unit Manager in advance of visiting to obtain approval to retain the medical device.
- n. Inmates may take legal or other documents into the Visiting Room only with the pre-approval of the Unit Team and the Captain. This approval must be documented via memorandum and provided to the Visiting Room Officers. All legal visits will take place in Special Housing Unit in conjunction with previously stated visiting procedure for Special Housing Unit inmates.

11. AUTHORIZED VISITORS:

Inmates may have an approved visiting list of twenty (20) visitors. The Warden may make an exception to this provision when warranted. All prospective visitors, other than confirmed immediate family members, may be subject to a background check and approval by institution staff. The inmate must have known the proposed visitors prior to incarceration. The Warden must approve any exception to this requirement. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution.

The following procedures shall be in effect for authorized visiting lists. Since all new commitments are involved in the Admission and Orientation Program, inmates are encouraged not to schedule social visits within the first four days of incarceration at FCI Terminal Island. This procedure will allow time for staff to review and complete all visiting lists. During initial orientation, each inmate will complete a visiting list. At this time each inmate will be asked to

identify whether any visitor will require accommodations due to disability or physical handicap. The visiting list will be forwarded to the appropriate Unit Counselor for processing. A copy of the Visiting Instructions will be given to each inmate and should be sent by the inmate to his approved visitors. Visitors who will require reasonable accommodation will be asked to notify the institution of their needs prior to visiting. Inmates may modify their visiting list at any time by submitting a written request to their counselor.

Visiting will be limited to a maximum of **72** total persons in the Visiting Room. This total includes visitors and inmates.

12. RECORD OF VISITORS/BACKUP SYSTEM TO THE COMPUTER VISITING PROGRAM:

- a. Staff will maintain a bound ledger record of each inmate visitor. The log will include the visitor's signature, the name and register of the inmate visited, the arrival time and the departure time.
- b. The procedures used to maintain a record of visitors for each inmate is also utilized as a backup to the computer visiting program. The Unit Team will provide a hard copy of the official updated inmate visiting list that are printed by the first of the month and forwarded to the Lobby Visiting Officer and are maintained in the front Lobby. This list will be alphabetized by the inmate's last name. Documentation of suspended or terminated visits will also be maintained.

13. SPECIAL VISITS:

- a. Special Non-Social Visits: Individuals requiring a visit with inmates housed at FCI Terminal Island, must receive advanced written approval from the appropriate Department Head prior to entering the institution. These individuals include but are not limited to: court appointed psychologist, medical personnel, clergy, educational and religious volunteers, and representatives of the media. Special non-social visits must be supervised by the requesting department. In addition, all such visits must be reviewed by the Captain and approved by the Associate Warden of Programs. **These visits must be scheduled on the inmate's approved day of visitation and time slot.**

- b. Minister of Record and Clergy Visits: In accordance with procedures established in national policy, an inmate's minister of record is placed on the inmate's visiting list and therefore, does not need any further approval. The Captain and Associate Warden of Programs is delegated authority for approving special visits of ordained ministers and spiritual guides (other than the inmate's Minister of record).
- c. Special Social Visits: If a special social visit is requested by an inmate, it must be approved by the Captain. The inmate must make the request through their Unit Team. The Unit Team will review the request and verify the relationship and forward the approval request to the Captain via a BP-148 (Inmate Request to Staff). These visits will be held in the Visiting Room and will be supervised by Visiting Room staff during regularly scheduled visiting hours. Special visits will be limited to one special visit per a six (6) month period. The request for additional visiting time due to visitors traveling long distances will ordinarily be in excess of five hundred (500) miles. **However, due to space and time restrictions, extensions will not be granted under the current Covid-19 precautions.**

14. LEGAL VISITS:

All legal visit will take place in Special Housing Unit.

- a. Attorneys are encouraged to visit anytime during regular visiting hours. No special arrangements need to be made. However, if the Attorney needs to visit during non-visiting days (emergency), the request should be made through the Unit Team as soon as practicable. Unit Team will then route a memorandum to the Captain. Additionally, once the visit is approved, Unit Team staff will be responsible for providing oversight of the visit. All attorneys requesting to visit must be in possession of a valid state issued Attorney Bar Card and photo identification. Staff may call the California Bar (415-538-2000), to verify the status of a California licensed attorney or utilize the internet to verify other States Attorney credentials.
- b. Attorneys may be added to the inmate's visiting list. These requests will be referred to the inmate's Unit Team for processing. In order to be added to the visiting list, the Attorney must send in a copy of their bar card and photo identification. Ordinarily, Unit Teams do not need

to run a criminal background check on the attorney beyond verification with the state bar.

- c. Attorney's assistants, law clerks, investigators, paralegals, or interpreters will be permitted to visit if they are listed on the inmate's visiting list and the proper visiting approval paperwork is completed by the Attorney. The attorney must submit a signed statement to the Warden pursuant to 28 C.F.R. 543.16. Individuals acting as an attorney's representative, who have had a previous social relationship with an inmate, may visit the inmate only in the presence of the attorney and only during the inmate's regular social visit (i.e., legal or social) at the time.
- d. Legal visits will take priority over social visits if crowding occurs. However, if an attorney or other legal visitor is visiting socially, there will be no priority for that visit.
- e. Attorney visits will take place in one of three legal visiting rooms. If all rooms are in use, the attorney will be offered the opportunity to meet with his or her client in an area within the Visiting Room that would allow a degree of privacy.
- f. Tape recorders or other electronic devices are not permitted in the institution without the written approval from the Warden.
- g. Legal documents, pens, paper, note pads, court documents may be brought into the Visiting Room. However, items brought in by an Attorney or other legal counsel may **not** be given to the inmate to keep. Any legal documents that an attorney or legal counsel would like the inmate to have will be mailed into the institution, in accordance with legal on special mail requirements.
- h. Inmates will not be allowed to bring any materials into the Visiting Room without prior written approval from their Unit Team. All materials or documents approved will be searched prior to the visit and again once the visit is complete.

15. PRISONER VISITATION AND SUPPORT:

Prison Visitation and Support (PVS) will continue however, visits will be limited to the same one (1) hour cohorting as normal inmate visitors.

Aleph Visitation Circle (AVC) will continue however, visits will be limited to the same one (1) hour cohorting as normal inmate visitors.

The Prisoner Visitation and Support Program (PVS), is a Valuable Volunteer Program. The focus of PVS has always been to visit and provide moral support to inmates who do not ordinarily receive visits from family and friends. Through this program, inmates who are otherwise alienated from the community have the opportunity to develop healthy relationships and benefit from interaction with PVS volunteers.

PVS Volunteers at Terminal Island, are allowed to carry paper and writing instruments into the Visiting Room. They are to be processed at the Front Lobby as volunteers. Their visits are not to be charged against their social visits, but will be conducted during normal visiting hours. They are expected to adhere to the institution dress code and visiting policy.

16. HOLDOVER PROCEDURES:

Holdover inmates will be subject to the provisions of this Institution Supplement, if approved for visiting privileges. Visiting hours will be the same as visiting for general population inmates.

When a visiting list from a transferring institution is unavailable for an inmate on holdover status, the Warden may limit the visits to the inmate's immediate family. Unit Management staff will confirm the relationship of requested visitors within two weeks after the arrival of the inmate.

Inmates on holdover status are either housed in the Short Stay Unit or the Special Housing Unit, either way, approved visits will take place in the non-contact visiting area in the Special Housing Unit.

17. MONITORING PROCEDURES:

Visitors and inmates in the Visiting Room are subject to video monitoring and staff surveillance. Visitors entering the institution are subject to electronic screening, random pat searches, random vehicle searches and random ION Spectrometry testing for the presence of contraband, cell phones, weapons, metal objects and drugs.

18. TERMINATION OF VISITS:

The Operations Lieutenant and Institution Duty Officer (IDO), may immediately terminate any visit for failure on the part of either the inmate or visitor to comply with visiting regulations. In all such cases, the Operations Lieutenant

involved will submit a written report to the Captain, with a copy to the appropriate Unit Manager, for further evaluation of the situation. Termination of visiting privileges may result. The Visiting Room Officer will initiate an incident report if termination was due to improper conduct or violation of established rules and regulations. Termination of inmate visits due to overcrowding will be based on distance traveled by the visitor and frequency of visits. Those visitors who live close to the institution and visit frequently will be the first to be terminated.

19. VISITOR ISSUES:

Any questions by visitors regarding visitation which cannot be immediately resolved by Visiting Room Officers or Front Lobby staff will be referred to the Operations Lieutenant **or Institution Duty Officer.**

20. UNAUTHORIZED ITEMS IN VISITING ROOM:

All visitors who wish to enter the institution must dress appropriately: Attire considered **unacceptable** is listed below. However, this list is not all inclusive.

- a. Garments which reveal portions of the upper torso, cleavage and undergarments (i.e., halter top, midriffs, etc.).
- b. Sleeveless garments (i.e., tank tops, spaghetti strap dresses), which do not completely cover the top of the shoulder.
- c. Athletic garments (i.e., tights, sweatpants, jogging suits, sports jersey, etc.).
- d. Spandex or form fitting (i.e., jegging, yoga pants, tights) garments.
- e. Shorts.
- f. Skirts/dresses above the knee.
- g. Khaki, tan, or light brown, colored shirts or pants or other garments that resemble inmate attire.
- h. Fatigues, camouflaged and or military designed garments.
- i. See-through garments (able to see skin tones or the outline of undergarments).
- j. Hats, scarves and heavy outer coats.
- k. Non-prescription sunglasses.
- l. Hospital Scrubs.
- m. Any jeans with holes or rips.
- n. Plain white T-Shirts, no team logo (colleges included) or inappropriate design.
- o. Flip flops, sandals, house slippers and all open toe shoes.
- p. Watches of any kind.
- q. Underwire bras or bras with metal clasp.

- r. Heeled footwear and platform type soles (stiletto heels, pumps, wedges, etc.).
- s. Masks with political or gang associations, ventilators, bandanas and neck gators/sleeves.

Other attire deemed questionable may prevent visitors from entering the institution. Questions regarding visitors dress will be referred to the Operations Lieutenant for final resolution. The above does not apply to children **six years or younger.**

Limited locker storage will be made available for those visitors who are dropped off for visiting and do not have a vehicle to secure the unauthorized items in. The lockers are located in the visiting waiting area for small items, i.e., cellphones, keys, handbags, etc. Larger items such as strollers, medical devices (wheelchairs), may not be left in the visiting waiting area or Front Lobby.

21. VERIFYING VISITORS FOR EXIT:

At the conclusion of visiting, inmates will say their good-byes at their assigned booth. Visitors will remain seated while the inmates are accounted for and moved to the rear of the visiting area. Once this process is completed, visitors will be processed out from the front to the back of the Visiting Room. Under no circumstances will visitors be processed if the visitors have walked to the front visiting door without staff authorization. Verification of a visitor will be accomplished by examining the fluorescent stamp on the visitor's left or right hand (hands will be alternated throughout the visiting week) with an approved ultraviolet light prior to leaving the Visiting Room. If the fluorescent stamp is not visible, the visitor will not be permitted to exit. The Operations Lieutenant will be notified immediately.

22. ADVERSE WEATHER CONDITIONS (FOG WATCH):

When Fog Watch is deemed necessary by the Captain or the Operations Lieutenant and visiting is in session, the Front Lobby Officer will continue to process inmate visitors as normal. The Visiting Room Officer will be responsible for notifying the North/South Yard Officer via radio, providing the officers with the following information: Inmate's name, register number and Housing Unit. Once the inmate is ready, the North/South Yard Officer or available staff will escort the inmate to the Visiting Room. Inmates will be escorted in groups of 5 inmates per 1 staff member. Inmates from F and G Units will be escorted thru the UNICOR area rather than thru the seawall area. The Captain and Duty Officer will be notified immediately regarding any conditions which may warrant consideration to cancel visiting. These questionable

conditions will be assessed by the Captain and the Operation Lieutenant prior to the Captain approving the cancellation of visiting. Once Fog Watch is cleared by the Captain or Operations Lieutenant, the institution will run its normal operations, to include visiting.

23. ADMINISTRATIVE RESPONSIBILITIES:

The Captain is responsible for training all staff assigned to Visiting Room posts, as well as the overall appearance and operation of the Visiting Room.

Unit Staff will update the Web-based Visiting Program and maintain a copy of the current approved visiting list in each inmate's central file for backup purposes. Unit Team staff will evaluate all inmates on their caseload and all incoming inmates to determine if they have an inmate who has been convicted of a sex offense involving a minor under the Walsh Act. Any inmate fitting the criterion will have the following annotation placed in the visiting program under the comments section: "This inmate was convicted of a sex offense involving a minor."

The Operations Lieutenant will ensure visiting policy is adhered to, and all Visiting Room staff are enforcing institution rules and regulations.

The Visiting Room Officers will ensure proper visiting procedures are followed and high level of sanitation is maintained in the Visiting Room.

All staff assigned to the Visiting Room will be dressed in a "Class A" uniform to include a tie.

Additional visiting information can be obtained on the World Wide Web at WWW.BOP.GOV.

24. OFFICE OF PRIMARY RESPONSIBILITY: Correctional Services.

Felicia Ponce
Warden

Attachment 1

VISITING INSTRUCTIONS

1. All prospective visitors must be approved by Unit Team staff before their names are added to the visiting list. It will be the responsibility of the inmate to notify his visitors when they have been approved for visiting. You may wish to verify your approval with the inmate prior to your visit to avoid an unnecessary trip.
2. Ordinarily, all immediate family members will be approved to visit. Immediate family includes mother, father, stepparents, foster parents, brothers and sisters, spouse, and children. The visiting privilege will ordinarily be extended to those who have an established relationship with the inmate prior to confinement. The total number of approved visitors will not exceed 20.
3. All visitors who are not immediate family must complete and mail the Visitor Information form (BP-629) to the assigned Unit Team. Visitors under the age of 18 must have a parent and/or guardian sign the Visitor Information form (BP-629).
4. Children age 16 and under must be accompanied by an adult already approved to visit the inmate. Supervision of children will be the joint responsibility of the adult visitor and the inmate.
5. All visitors, with the exception of children under 16 years of age, will be required to present photo identification issued by a recognized government agency. Visitors from outside the United States may present as identification the following: Resident Alien card, Employment Authorization Card, or a B1/B2 Visa Card. Otherwise, identification includes a valid state issued driver license, state or government issued identification card, or passport. In addition, the visitor's identification will be retained by Visiting Room staff. When the visitor is escorted from the Visiting Room, the Escort Officer will utilize the identification to process the visitor through the Control Room Sallyport and then return the ID to the visitor. Attorneys will provide a current bar card for identification purposes. Failure to produce proper identification will be cause for denial of visiting as an Attorney. However, if the Attorney who is approved on an inmate's visiting list can be treated as a regular visitor as long as they can provide proper state or government issued identification.

6. Visitors arriving at Terminal Island by vehicle will be required to write the license plate number and corresponding State on the Notification to Visitor form.
7. Only **four** visitors, including children, are authorized to visit an inmate at any one time.
8. Visitors under the influence of alcohol or drugs will not be authorized entrance into the institution.
9. Food, to include candy, gum or beverages, will not be brought into the institution, with the exception of infant food as noted below.
10. It is not permissible to bring gifts or packages of any type to an inmate. Money will not be accepted for an inmate's account. All money for an inmate must be mailed to the National Lock Box. No written messages will be exchanged or signed during visiting without authorization. Such transactions should be handled through correspondence.
11. Any physical contact will not be tolerated and will result in the immediate termination of visits.
12. Visitors are not permitted to bring phones, cameras or tape recorders or any other electronic or recording devices inside the Visiting Room without the prior written approval of the Warden. (Phones are never allowed in the Visiting Room). Visitors who are caught bringing a phone into the Visiting Room maybe prosecuted.
13. Visitors are authorized to carry the following items into the Visiting Room:
 - a. Change purse (clear plastic only, no longer than 8 inches).
 - b. Heart Medication and diabetic medication (Diabetic medications i.e. insulin, will be left at the Visiting Room Officer's desk).
 - c. Minimal jewelry worn (engagement/wedding ring), no watches.
 - d. Sealed infant formula, plastic baby bottle, (8 oz. bottle) and baby diaper (**one of each**). Baby wipes

are not authorized in the Visiting Room. No stroller or diaper bags are allowed in the Visiting Room, only clear plastic bags.

- e. A lite jacket or sweater, no heavy outer coat or scarf.
14. Visiting Room Officers have the authority to seat visitors and inmates in designated areas deemed appropriate for proper supervision.
 15. FCI Terminal Island, is a tobacco free facility. Therefore, no tobacco is authorized in the Visiting Room.
 16. Attorneys are subject to the same regulations as social visitors. Attorney client rooms are subject to availability and staff observation.
 17. Currently, Terminal Island has a limited number of lockers available for inmate visitors to store personal items not allowed in the institution and/or Visiting Room. Local inmate visitors are asked to leave personal items at home or secure them in their vehicles.
 18. **All visitors who wish to enter the institution must dress appropriately:** Attire considered **unacceptable** is listed below. However, this list is not all inclusive.
 - a. Garments which reveal portions of the upper torso, cleavage and undergarments (i.e., halter top, midriffs, etc.).
 - b. Sleeveless garments (i.e., tank tops, spaghetti strap dresses), which do not completely cover the top of the shoulder.
 - c. Athletic garments (i.e., tights, sweatpants, jogging suits, sports jersey, etc.).
 - d. Spandex or form fitting (i.e., jegging, yoga pants, tights) garments.
 - e. Shorts.
 - f. Skirts/dresses above the knee.
 - g. Khaki, tan, or light brown, colored shirts or pants or other garments that resemble inmate attire.
 - h. Fatigues, camouflaged and or military designed garments.
 - i. See-through garments (able to see skin tones or the outline of undergarments).
 - j. Hats, scarves and heavy outer coats.
 - k. Non-prescription sunglasses.

- l. Hospital Scrubs.
- m. Any jeans with holes or rips.
- n. Plain white T-Shirts, no team logo (colleges included) or inappropriate design.
- o. Flip flops, sandals, house slippers and all open toe shoes.
- p. Watches of any kind.
- q. Underwire bras or bras with metal clasp.
- r. Heeled footwear and platform type soles (Stiletto heels, Pumps, Wedges, etc.).
- s. **Masks with political or gang associations, ventilators, bandanas, and neck gators/sleeves.**

Other attire deemed questionable may prevent visitors from entering the institution. Questions regarding visitors dress will be referred to the Operations Lieutenant or the IDO for final resolution. The above does not apply to children **six years or younger.**

NOTE: **Title 18 U.S.C. of the sections 791 and 3571:** Provides a penalty of imprisonment of not more than twenty years, a fine of 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.

Visitors are encouraged not to wear clothing with high metal content, such as a western style shirt with metal buttons. Clothing with high metal content will activate the metal detectors, and may slow down your in processing for visiting.

ATTACHMENT 2

DIRECTIONS:

Federal Correctional Institution
1299 Seaside Avenue
Terminal Island, CA 90731
310-831-8961

From Long Beach, CA: Travel west on Ocean Boulevard or south on Interstate 710 over the Gerald Desmond Bridge. After you pass through three traffic lights, you will see an exit sign indicating Ferry Street. Take that exit, which exits to the right. This is Seaside Avenue. Continue to the traffic light and make a left. This is Ferry Street. Continue to the third traffic light, which will be the intersection of Terminal Way. Turn right on Terminal Way and continue. The road will curve to the left and the name changes once again to Seaside Avenue. Continue down Seaside and the road will lead you to the entrance to the institution. Enter the FCI Administration Building which is on the left just beyond the entrance to the federal reservation. Visitors are processed into the institution in the front lobby of the Administration Building. There is limited visitors parking available and it is likely you will need to park in the parking lot near the seawall outside the entrance to the federal reservation. **DO NOT DRIVE OR WALK PAST THE GUARD TOWER LOCATED JUST PAST THE ENTRANCE TO THE ADMINISTRATIVE BUILDING PARKING.**

From the Harbor Freeway: Travel south on Interstate 110 toward San Pedro. Just before the highway ends, take the exit for the Vincent Thomas Bridge to Terminal Island (Route 47). After you cross the bridge, take Ferry Street exit on the right. At the traffic light turn left. This is Ferry Street. At the second traffic light, turn right on Terminal Way. Continue until the road curves to the left and the name changes to Seaside Avenue. Continue down Seaside and the road will lead you to the entrance to the institution. Enter the FCI Administration Building which is on the left just beyond the entrance to the federal reservation. Visitors are processed into the institution in the front lobby of the Administration Building. There is limited visitors parking available and it is likely you will need to park in the parking lot near the seawall outside the entrance to the federal reservation. **DO NOT DRIVE OR WALK PAST THE GUARD TOWER LOCATED JUST PAST THE ENTRANCE TO THE ADMINISTRATIVE BUILDING PARKING.**

Local transportation information can be obtained by contacting the following resources: VISITLONGBEACH.COM, LONG BEACH.GOV

Long Beach Transit (562) 591-8753

Long Beach Yellow Cab (562) 435-6111

Cab Fare (Yellow Cab) Flat Fees from Long Beach Airport to:

\$19 Downtown/Hotels/Long Beach Convention Center

\$24 Long Beach Queen Mary Hotel

\$36 Disneyland or Anaheim Convention Center

\$36 San Pedro/Cruise Ships

\$49 LAX

\$49 Orange County/John Wayne Airport