

NUMBER: TRV-5267.08 (c)  
DATE: September 18, 2012  
SUBJECT: Visiting Regulations



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution  
Three Rivers, Texas 78071

# Institution Supplement

1. **PURPOSE AND SCOPE:** The purpose of this supplement is to establish procedures for inmate visiting at the FCI/SCP Three Rivers, Texas.

2. **PROGRAM OBJECTIVES:** To ensure wholesome and meaningful visits are provided to inmates and their relatives, friends or others in the community, yet maintain the security and orderly operation of the institution. Any visit, which in the opinion of the Warden or his designee, interferes with the security and orderly operation of the institution, may be denied.

3. **DIRECTIVES AFFECTED:**

a. **Directives Rescinded:**

TRV-5267.08 (b), dated October 13, 2011

b. **Directives Referenced:**

Program Statement 5267.08, "Visiting Regulations" dated May 11, 2006

Program Statement 5510.12, "Searching, Detaining, and Arresting Visitors to Bureau Grounds & Facilities", dated January 15, 2008.

Program Statement 5500.11, "Correctional Services Manual," dated October 10, 2003

Program Statement 5500.12, "Correctional Services Procedures Manual", dated October 10, 2003

4. **EFFECTIVE DATE:** Upon issuance.

5. **STANDARDS REFERENCED:** American Correctional Association, 4<sup>th</sup> Edition, Standards for Correctional Institutions: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503 and 4-4504

6. **PROCEDURES:**

A. **VISITING FACILITIES:**

There are no non-contact visiting areas at FCI/SCP Three Rivers. The Visiting Room will be arranged to provide an adequate amount of supervision, yet allow for a comfortable and pleasant environment. There are areas designated for use by children in the SCP, being equipped with educational games and activities. There are no designated child areas at the FCI. No games or toys are allowed in the FCI. It is each inmate's responsibility to monitor their children's use of the areas designated and continued misconduct may result in termination of visiting privileges. Visitors are precluded from bringing animals on institutional grounds, except for dogs that assist persons with disabilities. In such cases, the

NUMBER: TRV-5267.08 (c)  
DATE: September 18, 2012  
SUBJECT: Visiting Regulations

visitor must provide staff with certification that the dog is trained for that purpose.

Visitors are not permitted to wait in their vehicles or at the front entrance for more than 15 minutes. All vehicles must be locked and may not contain prohibited items such as firearms, ammunition, explosives, illegal narcotics or alcohol beverages. All visitors and vehicles are subject to search.

**B. VISITING HOURS:**

Visiting hours for the FCI and SCP are established as follows: Saturday, Sunday, and all Federal holidays from 8:15 A.M. until 3:00 P.M. The processing of potential visitors at the respective entrances will terminate at 2:00 P.M.

**C. FREQUENCY OF VISITS:**

Social and special visits (legal or religious) for each inmate will be unlimited in accordance with the institution visiting hours and days. Each inmate is authorized a minimum of four (4) hours of visiting time per month. Visitors are subject to early termination should the visiting areas become overcrowded. Early termination of visitors will be based on special circumstances, such as distance the visitor must travel, frequency of the visits or health problems of the inmate or visitor. The Institution Duty Officer or the Operations Lieutenant will determine the order in which visits will be terminated to ensure the maximum capacity of the visiting room is not exceeded. Arrangements for other suitable hours or days must have a written approval by the Warden, Captain, and the availability of staff to supervise the inmate.

**D. NUMBER OF VISITORS:**

The number of persons allowed, and seats used, while visiting one (1) inmate will be limited to six (6) visitors, including minor children. Visitors are prohibited to visit more than one inmate at any one time, regardless of relationship to the inmate without the written approval of the Captain or the AW(P). Children are not necessarily guaranteed seating depending on the overcrowding of the Visiting Room. The Visiting Room Officers will monitor the maximum amount of visitors (150 maximum capacity) allowed in the Visiting Room at all times to ensure consistent safety compliance.

**Split Visits:**

Should more than six (6) authorized visitors arrive at the same time, a split visit may be arranged. A split visit is defined as a visit where one or more of these visitors leave the Visiting Room to be replaced by other authorized visitors. Those visitors departing the Visiting Room must leave the institution. On split visits, only one (1) interchange of visitors will be permitted; i.e., individuals leaving the Visiting Room to permit other members of the party to visit may not subsequently return for further visiting the same day.

**E. IDENTIFICATION OF VISITORS:**

Visitors over the age of sixteen (16) must have valid proof of their identity. The acceptable forms of identification which may be presented by an inmate's visitor to gain admittance into the institution is a current state or federal approved photo identification. This need not be the only means of identification (staff shall verify the identity of each visitor through driver's

NUMBER: TRV-5267.08 (c)  
DATE: September 18, 2012  
SUBJECT: Visiting Regulations

license, photo identification, etc., prior to admission of the visitor to the institution). If a visitor does not present appropriate documentation, they will not be authorized to visit. Children under the age of 16, may not visit unless accompanied by a responsible adult. Exceptions in unusual circumstances may be made by special approval by the Warden. The signature of a parent or guardian on the (BP-A0629) Visitor Information form is necessary to process a request for an applicant under 18 years of age. Ordinarily completing the questionnaire portion of this form (items 1 through 14) is not required if such an applicant is a verified immediate family member of the requesting inmate.

F. **PREPARATION OF THE LIST OF VISITORS:**

Each new inmate will be provided information concerning the local visiting guidelines during their Unit Orientation Program. The Unit Team, ordinarily the Counselor, will be responsible for the timely completion of each inmate's visiting list. All pertinent visiting data and information will be entered into the computerized visiting program (BOPWARE) in order to ensure each approved visitor can be positively identified. A hard copy of the Visiting List will be placed on top of Section 3 in each inmate's Central File.

Amendments to the visiting list will ordinarily be processed by the inmate's Counselor. An inmate desiring a change of visitors to his official list will submit a request to his Counselor with the appropriate information. When no visits are requested, that information will be recorded in the visiting program and maintained in the Central File.

The Counselor will request information from potential visitors who are not members of the inmate's immediate family, prior to placing the potential visitors on the inmate's approved visiting list. The requested information will include a (BP-A0629) "Visitor Information" form. The form must be completed in its entirety, signed, and returned to the Counselor by the proposed visitor prior to any further action concerning their approval to visit.

The Warden may approve exceptions to the prior relationship rule for inmates without immediate family or relatives. The proposed visitor must be identified as not posing a threat to institution security and the visitor must have an established relationship prior to incarceration.

**PROCEDURES FOR DISAPPROVAL OF PROPOSED VISITORS:**

NCIC checks are required for all visitor applications. If background information reveals that visitation privileges for the individual would present security concerns or disrupt the orderly running of the institution, the Warden may deny visiting privileges.

The Counselor will notify the inmate in writing of any changes or adjustments to the visiting list. This is accomplished by providing the inmate a copy of the revised list. The frequency of changes to an inmate's visiting list is unlimited, and an inmate's visiting list may be amended at any time. The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of (Attachment 2) "Visiting Regulations".

**PROCEDURES FOR PROCESSING INMATES IN THE EVENT OF COMPUTERIZED (BOPWARE) VISITING PROGRAM FAILURE:**

NUMBER: TRV-5267.08 (c)  
DATE: September 18, 2012  
SUBJECT: Visiting Regulations

Records (inmate visiting lists) are maintained in the Front Entrance which can be utilized in the event of a program failure. The records are maintained and updated by Unit Team staff.

G. **VISITOR ATTIRE:**

Visitors will dress appropriately and avoid clothing styles that are sexually suggestive or could easily be confused with inmate clothing (i.e.: khaki, orange and camouflage). A visit may be terminated in order to maintain good taste and consideration for others. Questionable attire will be referred to the Operations Lieutenant and/or Institution Duty Officer prior to denial of the visit.

H. **SEARCHING OF VISITORS:**

A visitor who exercises his or her option of refusal by objecting to any search, tests or entrance procedures must leave the institution grounds. Staff will deny admission to any visitor who refuses to be screened by a metal detector, x-ray machine or ION Spectrometry device or who refuses to undergo a search of personal items; i.e.: purse, coats, bags, briefcases, etc. Visitors, who refuse any such search or procedure and elect to leave the institution, will not be permitted to return for a visit without prior approval of the Associate Warden of Programs.

**Electronic Searches:** Visitors will be required to submit to a search before entering the institution by electronic means, i.e.: walk-through and/or handheld metal detectors. Their personal effects will also be searched with an x-ray machine and what is determined unauthorized items must be returned to the visitor's vehicle. It is not the institution's responsibility to store personal effects or be responsible for any missing items.

The ION Spectrometry device (Smith IONSCAN 500dt) will be utilized to screen visitors in accordance with national policy and the respective institutional supplement.

Visitors who do not clear the metal detector screening will not be allowed entrance into the institution. Occasionally, a visitor will be equipped with a prosthesis containing metal or surgically implanted pins and plates that will not clear the metal detector. The hand-held metal detector must be used in these cases, in addition to a visual examination of the body area. The Operations Lieutenant and IDO will be contacted prior to any visual examination being conducted on a visitor.

Random pat searches of inmate visitors will be conducted. The random order will be determined each day by the Operations Lieutenant and noted in the Inmate Visitor Search log. The random number applies to visitors, 18 years of age and older. The pat searches will be conducted behind the sectioned off area located by the metal detector in the Front Lobby near the display case. Male staff members will pat search male visitors and female staff will search female visitors. Pat searches may be conducted by staff members of the opposite sex only in emergency situations with the Warden's authorization. Inmate visitors may be searched out of the random order if reasonable suspicion exists. The Operations Lieutenant has the authority to approve a reasonable suspicion pat search.

Visitors requiring wheelchairs will keep their personal wheelchair.

A thorough search of the wheelchair must be conducted prior to

NUMBER: TRV-5267.08 (c)  
DATE: September 18, 2012  
SUBJECT: Visiting Regulations

entering the Visiting Room.

**Visual Search:** A visual search (visual inspection of all body surfaces and cavities) may be authorized as a prerequisite to a visit when there is reasonable suspicion that the visitor possesses contraband or is introducing or attempting to introduce contraband in the institution. A visual examination requires the visitor's written consent prior to examining the body area. Approval from the Warden, Acting Warden, or Administrative Duty Officer must be obtained prior to conducting a visual search of an inmate's visitor.

Visitors will be screened with a metal detector prior to entrance. Further, visitors will be processed in accordance with the procedures in the Institution Supplements on Entrance Procedures, and ION Spectrometry Device.

I. **APPROVED VISITORS:**

Visits are permitted to those individuals on the inmate's approved visiting list as authorized by the inmate's Unit Team. It is the responsibility of the inmate to advise his friends and family not to visit prior to the inmate receiving notification from the Unit Team that they have been authorized as visitors. Each inmate will be authorized no more than 20 visitors on their visiting list. This includes children. Except for immediate family, visitors will not ordinarily be placed on more than one inmate's approved visiting list. Inmates requesting to have visitors placed on their visiting lists need to submit a (BP-A0629) "Visitor Information" form to their Unit Team. All new inmates should complete (Attachment 1) "Initial Visiting Authorization" form, and be given a copy of (Attachment 2) "Visiting Regulations" to provide to their visitors prior to visitation.

**Holdovers and New Commitments (A&O):** When an approved visiting list is not available, visits for new commitments (A&O) and inmates in holdover status may be authorized by the Institution Duty Officer (IDO), after confirming with Unit Team. Inmates in holdover/A&O status may receive temporary approval for authorization of visitors for a period of sixty (60) days from the time of arrival pending receipt and approval of the Visitor Information form. These visits will be limited to members of the immediate family and can be extracted from the inmate's Pre-Sentence Report. These persons include father, mother, stepparents, foster parents, brother and sister, spouse, and children. Such visitors as grandparents, uncles, aunts, nephews, nieces, in-laws and cousins are not considered as immediate family and will be denied a visit if they are not on the inmate's approved visiting list. The only exception is a written approval from the Warden or designee.

J. **VISITS TO INMATES NOT IN GENERAL POPULATION:**

**Hospital Patients:** If a determination is made that a visit is to be held in the Institution Hospital, such visits will be subject to availability of staff to supervise the visit. The visit will be limited to one (1) hour. The Health Services Administrator (HSA) is authorized to restrict visits because the inmate is suffering from an infectious disease, is in a psychotic or emotional episode which makes a visit inadvisable or is otherwise not in a condition to see visitors. When the HSA recommends against a visit for medical or psychiatric reasons, the situation will be carefully and sensitively interpreted to the proposed visitor by the HSA.

The HSA will prepare a memorandum for the inmate's Central File

NUMBER: TRV-5267.08 (c)  
DATE: September 18, 2012  
SUBJECT: Visiting Regulations

through the Unit Manager, outlining the circumstances under which the visit was denied.

Authorized visits to inmates hospitalized in the community will be restricted to members of the immediate family and are subject to the visiting policy of the community hospital and those procedures as outlined in the "Hospital Escort" Post Orders. Prior to any outside hospital visits, authorization will be made from the inmates Unit Team through the Captain, to the Warden for approval.

**Special Housing Units:** Visiting privileges ordinarily will not be denied because of violation of institution regulations, unless restricted visiting is a formal sanction imposed through formal discipline proceedings. However, inmates in the Special Housing Unit may have their visits denied or restricted if in the opinion of the Warden, or his designee, the visit interferes with the security and orderly operation of the institution, is a threat to other inmates, visitors or staff, or causes disruption inside the Visiting Room. SHU inmates will visit on Wednesday with hours set and pre-arranged by the SHU Lieutenant. Inmates are to prepare a request to staff and request a visit to be approved by the SHU Lieutenant. Once approved, the inmate will be notified and make arrangements with his visitor for the approved day. The SHU Lieutenant will make arrangements for staff coverage and provide oversight for the visit.

K. **SPECIAL VISITS:**

**Prisoner Visitation and Support (PVS):** The Prisoner Visitation and Support program will be coordinated through the Re-Entry Coordinator. When necessary, further coordination will be provided by the Chaplain. Visits will be ordinarily arranged 15 days prior to the visit and will be conducted in the visiting room during regular visiting hours. PVS visitors are also required to read and sign a (BP-A0224) "Notification to Visitor" form concerning the introduction of contraband. PVS visitors may generally carry paper and writing implements into the visiting room.

**Non-Visiting Days:** Limited visiting (non-legal visit) may be authorized at other than normal visiting times in unusual circumstances upon recommendation of the Unit Manager and approval of the Captain or Camp Administrator. When this occurs, the Unit Manager will be responsible for providing the staff to process and supervise the visit.

**Consulate Visits:** Whenever it has been determined that an inmate is a citizen of a foreign country, the Consulate of that Country will be permitted to visit on matters of legitimate business. This privilege will not be withheld even though the inmate may have had visits suspended through the discipline process or be confined in the Special Housing Unit.

**Attorney Visits:** Visits by retained or appointed attorneys and by attorneys requested by an inmate or his family in contemplation of prospective legal representation will be permitted. Inmates will not participate in Legal or Attorney visits against their will.

An attorney will normally make an advance appointment for a visit through the Unit Manager prior to each visit. Every effort should be made to accommodate an attorney's visit where prior notification was not practical. Prior to approving each visit, Attorneys are required to identify themselves (an American Bar Association identification card considered a standard form of identification and also produce a state or federal id) and confirm that they wish

NUMBER: TRV-5267.08 (c)  
DATE: September 18, 2012  
SUBJECT: Visiting Regulations

to visit an inmate. This may be confirmed by proper identification, showing a letter from the inmate or his family requesting the visit, or other information that would identify them as an Attorney of Record for the inmate they have requested to see.

Visiting Attorney's will be subject to a search of their person and belongings for the purpose of ascertaining if contraband is present. They will also be required to read and sign a (BP-A0224) "Notification to Visitor" form concerning the introduction of contraband.

The institution reserves the right to refuse admission to those who fail to comply with regulations. If there is a question about the identity of the attorney or his/her qualifications as an Attorney, the matter should be referred to the Institution Duty Officer or Regional Counsel.

Attorneys will normally visit only one (1) inmate at a time unless prior written approval has been obtained from the Warden or designee. Attorney visits will ordinarily take place during regular visiting hours. However, dependent upon the nature and urgency of the legal issue (i.e.: court deadlines, etc.) such visits will not be limited by normal visiting procedures. Legal visits are subject to approval in advance by the Unit Team. The Unit Team will be responsible for providing adequate supervision for Attorney visits during non-visiting periods. Inmate/Attorney visits will take place in a private conference room located within the Visiting Room. If all the rooms are in use, the visit may take place within the regular Visiting Room. Visits between Attorneys and inmates will not be subject to auditory supervision. If the Attorney does not wish to meet in the Attorney room, he or she will be offered the opportunity to reschedule the visit when an Attorney room is available. The Warden must authorize the use of tape-video recording devices by Attorneys during the course of the visit. The Attorney must stipulate in writing in advance of the visit that the only purpose of the recording is to facilitate the Attorney/client relationship.

Inmates are prohibited from bringing papers or legal material into the Visiting Room unless prior permission from the Warden has been obtained. In these instances, a member of the inmate's Unit Team is responsible for searching papers/material for contraband prior to the inmate bringing them into the Visiting Room. An Attorney may be permitted to take from the institution or leave with the inmate legal documents with prior permission of the Warden. Ordinarily, this material is not to be read by a staff member except with the consent of the Attorney and/or the inmate.

Any immediate grievance or concerns an Attorney may have concerning his client which are deemed appropriate for response during the visit are to be referred to the Operations Lieutenant, appropriate Unit Manager, or Institution Duty Officer.

**Clergy Visits:** Special Clergy visits may occur if they are approved in advance by the Chaplain and Unit Manager and if they meet an inmate's specific religious needs that are unavailable at this institution. These visits will take place within the regular Visiting Room. If the need is such that a private area is recommended by the Chaplain for the visit, then the Chaplain will arrange for the area where the visit takes place. In conjunction with the Unit Manager, the Chaplain will arrange for staff supervision of the visit. Clergy will also be required to read and sign a (BP-A0224) "Notification of Visitor" form concerning the introduction of

NUMBER: TRV-5267.08 (c)  
DATE: September 18, 2012  
SUBJECT: Visiting Regulations

contraband.

Clergies are permitted to bring religious materials (Bible, pamphlets, paper, etc.) into the institution but are prohibited from leaving these materials with an inmate.

L. **CONTROLLED VISITING - DENYING VISITS:**

**Visiting Restrictions:** Visiting may be terminated early because of an institutional emergency, inappropriate behavior on the part of an inmate or his visitor(s), or when the visiting area becomes overcrowded. Visiting may be restricted to controlled situations or more closely supervised visits when there is suspicion that a visitor is introducing or attempting to introduce contraband or when there is concern based upon sound correctional judgment about the visitor presenting a risk to the orderly operation of the institution or visiting room.

Termination of visits as a result of inmate prohibited activity may result in disciplinary action against the concerned inmate. Such actions may be cause for removal of a particular visitor from the inmate's approved visiting list. The IDO and/or Operations Lieutenant will be notified before a visit is terminated or a visitor is denied entrance. In order to ensure that a visitor is aware of the above policy, each adult visitor, sixteen (16) years of age and older, will complete and sign a **(BP-A0224)** "Notification to Visitor" form acknowledging his or her awareness and understanding of the possible penalties for violation of the Visiting Room regulations and/or introduction of contraband into the institution. At the completion of each visiting day, these forms will be sent to the Special Investigative Supervisor's (SIS) Office, where they will remain on file for one (1) year.

**Visitor's Children:** Each inmate having a visit must assume reasonable responsibility for proper conduct during the visit, including the control of his visitor(s). Children should be controlled to the extent of consideration for other visiting groups and not be permitted to wander from the immediate area of the visit, run about the Visiting Room or create noise that disturbs other visits. Failure to control children will result in termination of the visit. Visitors should not lay down or sleep anywhere in the visiting areas.

M. **RECORDS:**

The Front Entrance Officer will identify all visitors, have the visitor sign the visiting log, and fill out a **(BP-A0224)** "Notification to Visitor" form. The officer will ensure that inmate social visitors are on the inmate's approved visiting list. The officer will ensure each visitor's personal effects are thoroughly searched and each visitor's hand is stamped appropriately. The visitor will be escorted by Visiting Room staff to the Visiting Room. The escorting staff will ensure each visitor is stamped prior to entering the secure perimeter of the institution.

N. **SUPERVISION:**

**Visual/Strip Search:** At the FCI, inmates will be pat searched at the beginning of a visit. A visual/strip search of each inmate is required at the end of a visit. Camp inmates will be pat searched, with visual/strip searches being conducted on a random basis. A handheld metal detector will be used during visual/strip searches. All searches will be conducted in private, out of the sight of



NUMBER: TRV-5267.08 (c)  
DATE: September 18, 2012  
SUBJECT: Visiting Regulations

visitors and other inmates.

**Restroom Use:** Restroom facilities for visitors are located inside the Visiting Room. Inmates, only under the direct visual supervision of Visiting Room staff, will be authorized to utilize the restroom located in the search/shakedown area. Inmates will randomly receive a visual search prior to being allowed to use this restroom.

O. **OTHER APPLICABLE REGULATIONS:**

**Inmate Dress Code:** All inmates must wear issued khaki clothing that is clean and in neat condition. Shirts must be worn and must be tucked in. Socks must also be worn. Inmates must be properly groomed and no inmate will be allowed admittance to the visiting areas if his neglect of the ordinary requirements of personal hygiene would offend others.

**Inmate Property Authorized:** The inmate will not take anything to the visit except necessary items identifiable as: one pair of prescription glasses, one comb, one plain wedding band, and photo tickets. Inmates are not authorized to remove vending machine items from the visiting room. Medication, such as nitroglycerine tablets, may be permitted when authorized by the Health Services Administrator. Other types of medications, such as inhalers for asthma patients or required drugs needed on a daily basis may be brought into the Visiting Room and will remain at the officer's desk. Oxygen tanks will be permitted once they have been checked by the Front Entrance Officer and the #1 Visiting Room Officer prior to being brought into the Visiting Room.

**Visitor's Prohibited Items:** Visitors are not allowed to take any unapproved items into the Visiting Room. All non-permissible items must remain in the visitor's vehicle in the parking lot. No food items, chewing gum, or medication are permitted in the Visiting Room, with the exception of nitroglycerine tablets and inhalers. Prohibited items are listed in (**Attachment 3**) "Un-authorized Clothing/Items in FCI/SCP Visiting Room".

P. **ITEMS AUTHORIZED IN THE VISITING ROOM:**

Baby bottles (3) filled with formula or milk, can be brought into the visiting area after having passed a security check with the metal detector, x-ray machine and a visual inspection of the contents. Diaper bags will be permitted only for visitors with small infants and it must be clear plastic. Mothers who breast feed must have a small blanket or other type of covering to ensure the breast is not exposed during nursing.

Items that are brought into the institution may be placed in one clear plastic bag, not to exceed one gallon in size.

7. **MANAGING DEPARTMENT:** Correctional Services

Approved By:

  
\_\_\_\_\_  
Keith Roy Warden

DISTRIBUTION: Warden, Associate Wardens, Unit Managers, Captain, Law Library, AFGE, SCRO



NUMBER: TRV-5267.08 (c)  
DATE: September 18, 2012  
SUBJECT: Visiting Regulations

~ Attachment 2 ~

Visiting Hours

Weekends and Holidays:  
8:15 a.m. to 3:00p.m.

Welcome

To ensure wholesome and meaningful visits are provided to inmates and their relatives, friends, and others in the community. We have outlined the following guidelines in effort to maintain the security and orderly operation of this institution. Any visit which in the opinion of the warden or his designee, interferes with the security and orderly operation of the institution, may be denied or terminated at any time. Visitation is a privilege not a right.

We welcome you to FCI Three Rivers and hope your visit is pleasant. The families and friends of the men at FCI Three Rivers are their primary contact with the community. Therefore, visiting becomes much more important during the time a man is confined. Because of the special nature of an institution and our concern for the security and well-being of the men here, we have developed the following instructions and regulations which we ask you to follow.

Visiting hours for the FCI and SCP are established as follows: Saturday, Sunday, and all Federal holidays from 8:15 A.M. until 3:00 P.M. The processing of potential visitors at the respective entrances will terminate at 2:00 P.M.

All visitors must be verified and/or approved in advance by the inmate's Unit Team prior to visiting. Normally, no more than six (6) visitors, including minor children will be permitted to visit at any one time.

Should more than six (6) authorized visitors arrive at the same time, a split visit may be arranged. A split visit is defined as a visit where one or more of these visitors leave the Visiting Room to be replaced by other authorized visitors. Those visitors departing the Visiting Room must leave the institution grounds. Individuals leaving the visiting room to permit other members of the party to visit may not subsequently return for further visiting the same day.

Visitors under sixteen (16) years of age must be accompanied by a responsible and approved adult visitor. Visitors will be responsible for keeping children under their direct control and supervision at all times. Failure to do so may result in termination of the visit. All visits must be conducted in a quiet, orderly, and dignified manner. The

visiting room officer may terminate visits that are not conducted in the appropriate manner.

Parking

A separate parking area for visitors has been established to the right of the institution's front entrance building. Visitors are precluded from bringing animals on institutional grounds, except for dogs that assist persons with disabilities. In such cases, the visitor must provide staff with certification that the dog is trained for that purpose. Pets are not to be left in parked vehicles. Visitors and/or unapproved visitors are not permitted to wait in their vehicles on institution grounds. All vehicles must be locked and may not contain prohibited items such as firearms, ammunition, explosives, illegal drugs or narcotics, or alcohol beverages. All visitors and vehicles are subject to search.

Warning

It is a federal crime to bring upon institution grounds any weapons, intoxicants, drugs, or other contraband. Title 18, U.S. Code, Section 1791 provides a penalty of imprisonment for not more than twenty (20) years, a fine, or both, to a person who provides or attempts to provide to an inmate anything whatsoever without the knowledge and consent of the Warden. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages. The Warden upon a reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order, may request the person, as a required prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyzer test, or other comparable test. A visitor has the option to refuse any of the searches or test on entrance procedures, with the result that the visitor will not be permitted entry to the institution.

Visitors Attire

Visitors are expected to use good judgment and taste in their dress, persons who come dressed immodestly and/or provocatively dressed may be denied the privilege of visiting. Dresses, skirts, or Bermuda type shorts may not be worn more than two (2) inches above the knees at any time. No portion of the breast may be exposed. The wearing of t-shirts or other form fitting clothes by females visitors are prohibited.

Prohibited clothing items include, but are not limited to: see-through;

fish net; form-fitting (Lycra or Spandex); low-cut backless; sleeveless; and strapless blouses or dresses; athletic shorts; sweat pants; halter tops; swim wear; clothing which exposes the midriff portion of the body, and other revealing clothing items. The wearing of any type of club, gang, or other organization symbols is strictly prohibited. Tight, provocative dress is not acceptable at any time in the Visiting Room. The wearing of prohibited clothing items under coats or jackets is also prohibited. Open-toe shoes are not permitted.

Prohibited clothing colors include camouflage, orange, or Khaki.

During inclement weather, a light jacket or coat may be worn.

Visitor Registration

Upon arrival at the institution, processing time can exceed 30 minutes when there is a large group of visitors waiting to be processed. Departing the Visiting Room may require several minutes due to the procedures required for processing visitors out. The Warden shall maintain a record of visitors for each inmate. The visitor's signature may be required on that record and shall be required on at least one visiting log or record maintained by the institution.

**CAUTION: Infants and Small Children Are Not to Be Placed on the Counter Top During Processing or at Any Other Time in the Visiting Room for Safety Reasons.**

Visitors must have valid proof of their identity with them such as a driver's license, state identification card, or passport. If a visitor does not present identification with a photograph, the visitor will not be allowed to visit.

All visitors are subject to electronic screening and must clear a metal detector prior to entrance. It is recommended that the wearing of jewelry be limited as all metallic items will need to be removed to pass through the x-ray machine. Any person who fails to pass metal detector screening will be denied entrance.

Each adult visitor will be required to complete a form BP-S224.022 "Notification to Visitor", regarding the possession of contraband, and sign a Declaration contained on the reverse side of the form. The inmate must have known the visitor prior to incarceration.

Visitors who arrange for transportation to the institution should ensure that they can clear all screening procedures prior to

NUMBER: TRV-5267.08 (c)  
DATE: September 18, 2012  
SUBJECT: Visiting Regulations

allowing their transportation to depart institution grounds.

Any visitor that is denied access to visitation must leave the Institution immediately.

#### Prohibited items

Inmates are furnished all necessities. Visitors will not bring articles or gifts of any kind into the Visiting Room. Prohibited items include but are not limited to the following items: large hand bags, cosmetics, umbrellas, instant type photos, blankets, television sets, pocket knives, electric games, toys, magazines, books, chewing gum, food items, baby carriers or strollers, coffee cups, picnic supplies, table cloths, eating utensils, thermos/sports bottles, athletic/sports equipment, sunglasses, pens, pencils, etc.

#### Authorized Items

A visitor may take one clear plastic type bag, not to exceed one gallon. A visitor is not bring any items into the Visiting Room to give to inmates.

Infant care items for visitors with infant children must be limited for security reasons. Pre-mixed formula and other liquids or foods in sealed original containers only will be permitted. Other infant care items will be limited to three (3) clear nursing bottles, three (3) DIAPERS, WET WIPES, and ONE SMALL BLANKET

Mothers who breast feed must have a small blanket or other type of covering to ensure the Breast is not exposed during nursing.

#### Food Items and Money

Food items are not permitted to be brought into the institution, except as outlined above in authorized items. Visitors may purchase food, snacks, candy, etc., from vending machines located inside the Visiting Room. These items must be consumed during the visit by inmates and visitors in order to maintain security. Visitors are limited to twenty (\$20) dollars per adult person, and are requested to have the necessary change for the vending machines.

Money cannot be left to be placed in an inmate's account.

#### Seating Assignments

Seating may be assigned at the discretion of the Visiting Room Officers. Failure to comply with this procedure may result in the termination of your visit.

#### Location

Hwy 72 West, Three Rivers, TX 78071  
(361) 786-3576

The city of Three Rivers is located between the cities of San Antonio and Corpus Christi off Interstate Highway 37.

To reach the institution from the north, take Interstate 37 south to the Three Rivers exit. Drive

approximately six (6) miles to the third Stop light. Turn right and follow state highway 72 approximately eight (8) miles west to the main entrance.

To reach the institution from the south, take Interstate 37 north to the Three Rivers exit and turn left. Drive to the first stop light and turn left, and follow state highway 72 approximately eight (8) miles west to the main entrance.

Speed limit signs and directions for visitors parking are posted for both the main institution and the camp. There is no public transportation company in Three Rivers. However, transportation may be arranged by contacting City Cab/Yellow Cab at 361-358-4809 or Greyhound Bus Lines at 361-449-1031.

#### General Information

Appropriate embracing and kissing at the beginning and ending of a visit is acceptable, but any excessive display of affection during the visit which may lead to offending other visitors will not be permitted.

Sitting in laps by adults, and laying on the floor is prohibited. Any violation of excessive contact may result in termination of your visit.

While in the Visiting Room, children and adults are prohibited from sitting and laying on tables. Chairs are not to be moved at any time.

Normally, you will be permitted to visit as long as possible during normal visiting hours. It may be necessary, on occasions, to limit the amount of visiting time in order to relieve overcrowding. In this instance, visitors who reside in the local area and visit frequently will be the first to have their visit terminated. Visitors are allowed one visit per day. Visitors may not leave the institution and return later to resume their visit on the same day.

During an institution emergency the Warden may terminate and/or suspend all visiting operations for the duration of the emergency.

Failure to comply with those instructions may result in the termination of the visit and suspension or cancellation of visiting privileges.

NUMBER: TRV-5267.08 (c)  
DATE: September 18, 2012  
SUBJECT: Visiting Regulations

~ Attachment 3 ~

## UNAUTHORIZED CLOTHING/ITEMS IN THE FCI/SCP VISITING ROOM

### Clothing Not Authorized (to include children ages 4 and over)

- Dresses, shirts or mini-skirts with long slits in the middle or side;
- Mini-skirts or wrap around skirts;
- Sleeveless, strapless or bareback blouses or dresses
- Tight, form fitting or see through clothing. This includes see through shirts with a shirt underneath;
- Deep v-neck blouses, shirts or dresses;
- Shorts or skirts more than two (2) inches above the knee;
- Caps, hats and scarves of any kind;
- Long coats, sweaters and jackets that have hoods attached or extended below the knee;
- Clothing of any type which would symbolize gang activity or gang affiliation;
- Halter tops or midriff shirts. Shirts will be tucked in or belted for all visitors ages 4 and over;
- Fish net shirts, pants or any other like clothing items;
- Lycra or spandex clothing;
- Athletic shorts/sweatpants (cloth material)/wind suits;
- Swimwear;
- Slippers;
- Show shoes or "flip flop" type shoes.

### Items Not Authorized

- Weapons, ammunition, pocket knives, handcuffs, handcuff keys of any type;
- Cosmetics of any kind
- Electronic devices, games and toys of any kind;
- NO cigarettes, cigarette lighters, pipes or chewing tobacco;
- Photos, albums and photographic material;
- Radios, cassettes, walkmans and any recording devices;
- No more than three (3) baby bottles with milk or formula;
- No more than three (3) baby diapers;
- No more than one receiving blanket per child ages 0-12 months;
- Glass containers and cans;
- Baby powder, ointments and cans;
- Purses, change bags, baby wipe containers and diaper bags that are not see through;
- Pens, pencils, stationary and papers of any type;
- Magazines, books and the Bible;
- Sunglasses;
- Umbrellas'
- Candy, gum or food items of any type;
- Eating and drinking utensils;
- Baby carriers and strollers;
- Khaki, orange or camouflage colors.