



U.S. Department of Justice

Federal Bureau of Prisons

Federal Correctional Complex

Office of the Warden

Victorville, California

May 12, 2022

**MEMORANDUM FOR INMATE POPULATION FCI I**

**FROM:**

  
N. T. McKinney, Warden

**SUBJECT:** COVID-19 Virus - **UPDATED:** Social Visiting Guidance  
for Inmates and Visitors

This memorandum is an update on changes for scheduling visits and to provide you the schedule for the month of June. As a reminder, with these procedures, there will be no contact between the visitors and inmates. The Visiting Room has been set up to ensure proper social distancing between visitors and inmates. This will only allow the institution to have visiting by units per day. All visits are for 90 minutes per inmate for each assigned visiting day with the exception of visits scheduled on Saturdays. Visits scheduled on Saturdays will be allotted 180 minutes per inmate for each assigned visiting session, a.m. or p.m., based on availability. Attached is a copy of the visitation rotation which reflects the available times.

As we continue to navigate through the COVID-19 pandemic, we understand the importance of social visiting. In order for this program to succeed and prevent the spread of COVID-19, it will require cooperation between the inmate and their visitor(s).

The following procedures must be strictly followed by both the inmate and their visitor(s):

- There will be no physical contact of any kind, to include an embrace at the beginning and end of the visit. This also includes physical contact with their children.
- Inmates and their visitors will not be authorized to take photographs based on the inability to socially distance themselves.
- All seating will be assigned by the Visiting Room Officers, no exceptions.

- All visiting must be scheduled through the institution's visiting email box. Visiting appointments must be scheduled the Sunday prior to the unit's approved visiting day. When the visitor emails the box, they should include the inmate's name and register number in the subject box. The body of the email should include the list of visitor(s) attending and the time desired for the visit. Emails should be addressed to [VIM-VIMVisitation-S@bop.gov](mailto:VIM-VIMVisitation-S@bop.gov). Be advised, there may be a delay in the communication process via email, but all emails will be addressed and answered. This is the only method to schedule a visit.
- Visiting will not be scheduled in person and will only be scheduled by email. Visitors are not allowed to show up without an approved day and time period to visit, no exceptions.
- Each designated inmate in general population will be allowed up to four (4) visitors per visit, this includes children. Each visitor must sit in a seat. Small children may sit in the lap of the responsible adult visitor; however, they will be counted toward the four visitors during this time.
- All visitors must be on the inmate's approved visiting list and will go through a symptom screen and temperature check upon entry to the Complex.
- If any visitor(s) are sick or symptomatic, they will not be allowed to visit. If a visitor shows up or is traveling with other visitors and any of that party are sick or symptomatic, all visitors will be turned away and not allowed to visit for that weekend.
- If an inmate is in quarantine or isolation, there will be no visiting for the inmate during the time they are quartered in that status.
- Food and beverages are not permitted. Special provisions will be made to permit one clear baby bottle and one jar of unopened baby food.
- All vending machines will be closed and not available during visitation. All interior rooms are off limits to visitors and inmates during social visiting hours.
- Restrooms in the Visiting Room will need to be authorized by the Operations Lieutenant for use. After each use the restrooms will need to be cleaned and disinfected prior to the next use. Again, this is for everyone's safety and to prevent the spread of the virus.

- Both inmates and visitors must wear face coverings at all times and perform hand hygiene just before and after the visit. Visitors are expected to wear and will be screened for appropriate face coverings (improper coverings such as bandanas, will be denied entry).
- If at any time the visitor or inmate removes their face covering or attempts to make physical contact, the visit will be terminated and the inmate may face disciplinary action, including the cancellation of future visits.
- The Children's area will be closed and not used during this time.
- All visitor(s) that need to be processed in for visits will be completed during the 30 minutes prior to their assigned visiting time. Early arrival is recommended on anticipated heavy visitation days (i.e., holidays, Father's Day, etc.)
- All dress codes and other regulations in the Complex Visiting Supplement VIX 5267.09, still apply and are subject to be modified due to the COVID-19 virus.
- The institution visiting schedules/procedures will be maintained in the visiting database on the BOP's public website.

With these procedures, this will help to combat the spread of the COVID-19 virus. We appreciate your patience in getting through these unprecedented times.

The upcoming schedule is listed below.

### Jun. 3-6

D-E-F	A-B-C
Session (Friday)	Session (Saturday)
D-E-F	A-B-C
Session (Sunday)	Session (Monday)

### Jun. 10-13

A-B-C	D-E-F
Session (Friday)	Session (Saturday)
A-B-C	D-E-F
Session (Sunday)	Session (Monday)

### Jun. 17-20

D-E-F	A-B-C
Session (Friday)	Session (Saturday)
A-B-C	D-E-F
Session (Sunday)	Session (Monday)

### Jun. 24-27

A-B-C	D-E-F
Session (Friday)	Session (Saturday)
A-B-C	D-E-F
Session (Sunday)	Session (Monday)



# Jul. 1- 4

A-B-C	D-E-F
	Session (Saturday)
A-B-C	D-E-F
Session (Sunday)	Session (Monday)

## 1<sup>st</sup> Session

Sanitize 7:00-7:25 am

TABLE #	UNIT	DATE	TIME AM/PM	INMATE	REG #	CELL
1			7:30 - 9:00 AM			
2			7:30 - 9:00 AM			
3			7:30 - 9:00 AM			
4			7:30 - 9:00 AM			
5			7:30 - 9:00 AM			
6			7:30 - 9:00 AM			
7			7:30 - 9:00 AM			
8			7:30 - 9:00 AM			
9			7:30 - 9:00 AM			
10			7:30 - 9:00 AM			
11			7:30 - 9:00 AM			
12			7:30 - 9:00 AM			
13	SHU		7:30 - 9:00 AM			
14	SHU		7:30 - 9:00 AM			

## 3<sup>rd</sup> Session

Sanitize 11:00-11:25 am

TABLE #	UNIT	DATE	TIME AM/PM	INMATE	REG #	CELL
1			11:30 - 1:00 PM			
2			11:30 - 1:00 PM			
3			11:30 - 1:00 PM			
4			11:30 - 1:00 PM			
5			11:30 - 1:00 PM			
6			11:30 - 1:00 PM			
7			11:30 - 1:00 PM			
8			11:30 - 1:00 PM			
9			11:30 - 1:00 PM			
10			11:30 - 1:00 PM			
11			11:30 - 1:00 PM			
12			11:30 - 1:00 PM			
13	SHU		11:30 - 1:00 PM			
14	SHU		11:30 - 1:00 PM			

## 2<sup>nd</sup> Session

Sanitize 9:00-9:25 am

TABLE #	UNIT	DATE	TIME AM/PM	INMATE	REG #	CELL
1			9:30 - 11:00 AM			
2			9:30 - 11:00 AM			
3			9:30 - 11:00 AM			
4			9:30 - 11:00 AM			
5			9:30 - 11:00 AM			
6			9:30 - 11:00 AM			
7			9:30 - 11:00 AM			
8			9:30 - 11:00 AM			
9			9:30 - 11:00 AM			
10			9:30 - 11:00 AM			
11			9:30 - 11:00 AM			
12			9:30 - 11:00 AM			
13	SHU		9:30 - 11:00 AM			
14	SHU		9:30 - 11:00 AM			

## 4<sup>th</sup> Session

Sanitize 1:00-1:25 pm

TABLE #	UNIT	DATE	TIME AM/PM	INMATE	REG #	CELL
1			1:30 - 3:00 PM			
2			1:30 - 3:00 PM			
3			1:30 - 3:00 PM			
4			1:30 - 3:00 PM			
5			1:30 - 3:00 PM			
6			1:30 - 3:00 PM			
7			1:30 - 3:00 PM			
8			1:30 - 3:00 PM			
9			1:30 - 3:00 PM			
10			1:30 - 3:00 PM			
11			1:30 - 3:00 PM			
12			1:30 - 3:00 PM			
13	SHU		1:30 - 3:00 PM			
14	SHU		1:30 - 3:00 PM			

## Special Visiting Schedule and Procedures

Visiting schedule and procedures have been modified in response to the COVID-19 pandemic. Please review and familiarize yourself with the revised schedule and procedures for the visiting institution prior to your arrival to expedite the screening process in the Front Lobby and/or screening site.

1. All visitors are required to wear a mask or face covering prior to entering the Front Lobby or screening site and at all times while on institution property. The mask or face covering must cover the nose and mouth.
2. The mask or face covering should be plain and cannot be bandana material or style.
3. All visitors are required to clear a temperature check and complete a symptom screening form prior to visitation.
4. Visitation is no-contact. Physical contact is strictly prohibited at all times.
5. Any violation of the no-contact protocols may result in the visit being terminated.
6. The children's play area will be closed.
7. Vending machines will be closed.
8. Social distancing may cause the number of visitors per inmate to be limited.
9. Review the attached schedule for revised days of the week, hours, and length of visitation.

Your adherence to these rules is appreciated for the safety of the inmate population and the public.