



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Complex
Victorville, California

COMPLEX SUPPLEMENT

OPI: Correctional Services
NUMBER: VIX 5267.09
DATE: March 1, 2022

Visiting Regulations

Approved By: T. Jusino, FCI I Warden
H. Barron, Acting FCI II Warden
M. Gutierrez, Acting Complex Warden

1. PURPOSE AND SCOPE: To implement P.S. 5267.09, Visiting Regulations (12/10/2015), at the Federal Correctional Complex, Victorville, CA. This supplement must be read in conjunction with that Program Statement. This supplement establishes local procedures that allow inmates to receive supervised visits in an effort to maintain family ties, provide access to counsel and foster good public relations.

2. PROCEDURES:

A. Visiting Schedule:

FCI I, FCI II, and USP: Visiting will be offered on Saturday, Sunday, Monday and all federal holidays. Visiting hours on these days will be 8:30 a.m. to 3:00 p.m. Social visits will not be processed before 8:30 a.m. or after 2:00 p.m.

FCI II Legal Visiting: Presently, and at such times as this facility is housing inmates for the United States Marshals Service, Legal Visiting will be available at the times specified above as well as from 8:30 a.m. to 3:00 p.m. Tuesday through Friday. Scheduling of legal visits at this facility may be coordinated by e-mailing VIX-LegalCallVisitUSMS-S@bop.gov.

Satellite Prison Camp (SCP): Visiting hours for the SCP are Saturdays, Sundays and all federal holidays from 8:30 a.m. to 3:00 p.m. Outside visiting is authorized at the SCP.

FCC Physical Address: 13777 Air Expressway Blvd., Victorville, California.

Directions: From Interstate 15 North, take the “D” street exit TURN LEFT on Hwy 18 and from Interstate 15 South, take the “D” street exit TURN RIGHT on Hwy 18 then follow Rt 66/Hwy 18 to Air Expressway Blvd TURN LEFT, Take Air Expressway Blvd to George Blvd TURN LEFT onto FCC property. From Hwy 395, TURN LEFT on Air Expressway Blvd to George Blvd TURN RIGHT onto FCC property.

USP Phone: (760) 530-5000

FCI I Phone: (760) 246-2400

FCI II Phone: (760) 530-5700

SCP Phone: (760) 530-5700

Local Transportation: Airport, Amtrak, Taxi Service

Persons who are under the influence or in possession of drugs and/or alcohol or in possession of any weapon(s) will not be permitted into the institution.

These written guidelines are available on the internet at www.bop.gov. A summary is also available to visitors and legal visitors as attachments here and at the Front Lobby of each institution (Attachment A & Attachment B).

B. Frequency of Visits and Number of Visitors:

A “visitor” for purposes of the number of visitors allowed in the visiting room at one time is defined as an adult or child who occupies a seat during the visit.

(1) Number of Visitors: Inmates will be limited to four (4) approved visitors. The total number of visitors may be exceeded by three children when those children are under the age of ten and will not occupy a seat during the visit. If a child occupies a seat, that child will be considered an adult visitor. Children may be in the play area or sitting in the lap of a visitor. Children will not be allowed to sit on the floor of the visiting room. Children under the age of 16 may not visit unless accompanied by a responsible adult. Inmates are only authorized to be in the children play area if their children are visiting and they may only interact with their own children. Inmates with Walsh Act convictions involving a minor are not authorized in the children play area at any time.

(2) Visiting List: A maximum of 20 visitors will be authorized on an inmate's approved visiting list. An inmate may submit an Inmate Request to a Staff Member during Unit Team Open House hours whenever a change is desired no matter the frequency of changes.

(3) The number of visitors/inmates/staff in any visiting area will not exceed the posted rated capacity of that visiting area. The Operations Lieutenant and/or Institution Duty Officer are authorized to deny a visit or terminate visits in the event of overcrowding or if conduct interferes with normal institution operations.

(4) Should a proposed visitor's visiting application be questionable, e.g., discrepancy in application, NCIC hit, etc., the Unit Manager has the authority to disapprove a proposed visitor. Visiting is ordinarily for persons having an established relationship with the inmate prior to incarceration. However, exceptions to the prior relationship rule can be made when it can be demonstrated the visit would not pose a threat to the orderly running of the institution. Approval for proposed visitors will be consistent with court-imposed sentences, which carry stipulations that inmates not associate or communicate with specified persons. Exceptions require the Warden's approval.

(5) The Unit Manager is responsible for approving or denying proposed visitors. If a proposed visitor is denied, the Unit Manager notifies the inmate. The inmate is responsible for notifying the proposed visitor of the denial. Applications requiring further review are forwarded to the Warden

for approval or denial.

(6) The Unit Manager will ensure any inmate having been convicted of a sex crime involving a minor (WALSH ACT) will have the following information annotated in the visiting program, “This inmate was convicted of a sex offense involving a minor, and their visits will be closely monitored.”

(7) The existence of a prior criminal conviction does not automatically prohibit proposed visitors from visiting. Staff shall consider the relationship of the visitor to the inmate (i.e. immediate family requires “strong circumstances that preclude visiting”), nature, extent, and recentness of convictions weighed against security considerations.

C. Visitor Identification: All visitors requesting entry into any of the institutions within the complex must have photo identification (photo ID). Photo Identification must be a valid state or government photo ID. Any visitor who has been denied entrance for any reason must depart the grounds of the institution within a reasonable time period.

(1) Entry into the Institution: Staff will verify the identity of each visitor by examining a valid driver’s license or official government issued photo ID, (i.e., Military or State Identification, passport). Non-governmental issued identification and foreign country identification other than a passport, like Consulate issued Identification Cards, will not be accepted. Once a visitor has signed in the visitor log book, and has been verified as being on the inmates’ visiting list, the visitor will be processed for visiting. Visitors shall park only in designated parking areas.

(2) All visitors will read and sign form BP-A0224, Notification to Visitor. It is the inmate’s responsibility to ensure potential visitors receive a copy of the instructions, guidelines, and policies for visiting. All visitors will be required to sign into the visitor log book.

(3) Exiting the Institution: Upon conclusion of a visit, all visitors will be identified at the front desk of the visiting room using photo ID and hand stamp. The escorting officer will also verify the visitor’s identification at the door of the visiting room prior to the visitor leaving the visiting room. The Control Center Officer will again identify all visitors by photo ID and hand stamp prior to the visitor leaving the secure side of the facility.

D. Inmate Identification:

(1) In-processing: The Visiting Room Officer will positively identify the inmate by photo ID (commissary card). In addition, the Web-based Visiting program may be used. Inmates will not be allowed to enter the visiting room without the appropriate identification. Each inmate will have a Visiting Room Property Form completed prior to admission into the visiting area. A pat search will be conducted on all inmates entering the visiting room. Ordinarily, a hand-held metal detector will be used during the pat search.

(2) Out-processing: Inmates will be positively identified by photo ID. All FCI and USP inmates will be visually searched and scanned by metal detector prior to leaving the visiting area. FCI I/II inmates’ personal belongings (i.e. clothing, shoes) will be scanned in the Scanmax 15 (or with similar equipment or by alternative means as may be appropriate) prior to their departing the visiting room. A minimum of 10% of SCP inmates will be visually searched. Out-processing of

inmates from the visiting room will cease 30 minutes prior to the end of visiting hours, and will not resume until all visitors have been escorted from the Visiting Room. All inmates will be positively identified and accounted for by their commissary card (photo and register number) or the Visiting Program prior to visitors departing the visiting room.

E. Authorized Inmate Personal Property:

Inmates are only authorized to bring the following items into the Visiting Room:

- Wedding Band
- White Handkerchief
- Religious Medal or headgear
- Prescription Eyeglasses (no case)
- Essential Medication (Asthma Inhaler, Nitroglycerine limited to the amount needed during the visit) and is to be maintained by the Visiting Room Officer.

For Legal Visits – inmates may also bring legal materials to the visiting room

The Visiting Room Inmate Property form initiated during in-processing will be referred to during an inmate's out-processing from the visiting room. The Visiting Room Officer will compare the list with all items in the inmate's possession to ensure the inmate leaves with the same property with which they entered. Any property found on the inmate that was not inventoried prior to the inmate entering the visiting room will be confiscated. A confiscation form (along with the property) will be turned over to the Operations Lieutenant and an incident report will be written. It is the inmate's responsibility to declare all personal property prior to entering the visiting room.

The Visiting Room Officer will not dispense medication. Inmates requiring essential medications will be allowed to store their medication at the Officers Station. No other medication will be allowed in the Visiting Room.

F. Authorized Visitor Personal Property:

Only the following items will be authorized for entry into the Visiting Room:

- Small clear plastic container/bag no larger than 8"x12"
- Up to \$20 in coins for the vending machines
- Photo Identification
- Essential Medication (Asthma Inhaler, Nitroglycerine limited to the amount needed during the visit) to be maintained by the Visiting Room Officer

The Visiting Room Officer will not dispense medication. Visitors requiring essential medications will be allowed to store their medication at the Officers Station. No other medication will be allowed in the Visiting Room.

The following items will be permitted, per child, for infant visitors:

- Two (2) diapers
- One (1) package baby wipes (unopened)
- One (1) change of infant clothing

Two (2) clear baby bottles with contents
Two (2) small jars of baby food. (unopened)
One (1) receiving blanket
One (1) clear drinking cup
Medium clear plastic container/bag no larger than 12"x16"

Breastfeeding: Mothers who are breastfeeding may do so in an Attorney Client Room in the Visiting area. A chair will be placed in a discreet area of the room, out of view of inmates and visitors. Inmates will not be allowed to accompany the visitor. Breastfeeding should be conducted in a manner that is not disruptive in a prison environment. If found to be performed in such a way as to be disruptive, the Operation Lieutenant has the discretion to allow the visitor to leave the facility to breastfeed the infant and then return to complete the visit or terminate the visit.

Attorney and non-attorney legal visitors are authorized to enter with the following additional items: pens / pencils; writing paper or writing tablet; papers, folders and other paper legal materials; electronic discovery material on DVDs, external hard-drives and /or portable USB thumb drives for use on the discovery computer.

G. Searches: All personal property entering the institution will be searched and screened prior to the visitor being admitted to the Visiting Room.

(1) Visitors are not authorized to bring anything into the institution for provision to an inmate.

(2) Visitors may be required to be screened by electronic drug detection devices prior to admission into the facility. Breathalyzer, urinalysis, and pat searches of visitors must be approved by the Warden or their designee.

(3) Inmates and their visitors will be closely supervised when there is a suspicion that the visitor is attempting to introduce contraband; when there has been a history of contraband introduction, or attempted contraband introduction; when an inmate has been convicted of a sex crime involving a minor (WALSH ACT); or when, based on sound correctional judgment, there is any concern about a visit. Visits may be temporarily suspended when there is reasonable suspicion that there would be a threat to the order or security of the institution.

H. Other/Special Visitors: Visits by representatives of community groups or other special visitors must be submitted for approval prior to visit. Except as specified, the conditions of visiting for special visitors are the same as for regular visitors.

(1) **Consular Visitors:** Visits by a consular representative will be arranged by Unit Team. The Unit Manager will submit an Entrance Memorandum to the Warden when such visits occur. A copy of the approved memorandum will be distributed as indicated on the Entrance Memorandum prior to the arrival of the consular. The unit team will supervise consular visits when the visits occur beyond regular visiting days and hours.

(2) **Minister of Record.** An inmate wanting to receive visits from his/her minister of record must submit a written request to the Chaplain. Upon approval, unit staff add the name and title (minister of record) to the inmate's visitor list. An inmate may only have one minister of record on his/her visiting list at a time. The addition of the minister of record will not count against the total

number of authorized regular visitors an inmate is allowed to have on his/her visiting list, and will not count against the total number of social visits allowed.

(3) Clergy Visits/Community Groups: An Entrance Memorandum requesting the visit and indicating staff responsible for supervision of the visit, typically Religious Services staff, must be approved by the Warden and distributed as indicated on the Entrance Memorandum.

(4) Attorney Visits: Attorney visits will ordinarily be conducted during normal visiting hours listed above. Attorney visits outside of normal visiting hours require an appointment. No material may be provided to the inmate in the visiting room.

(a) USP, FCI I, FCI II (When Not Housing USMS Inmates) and Camp: Prior to the visit, Attorneys shall provide confirmation they are an attorney in good standing of a Federal or State bar association by providing a print-out of their status from the bar web page or completing form BP-A0241, Visiting Attorney Statement, along with a written request to visit, and fax or mail them to the inmate's Unit Manager, for approval of the visit. The Unit Manager will communicate approval to the Attorney. The Attorney shall be prepared to show their government issued picture identification to staff upon entrance. Attorney/Client Rooms are available and can be scheduled in advance or are available to attorneys on a first come first serve basis.

In time-sensitive cases where the attorney arrives without prior approval or the attorney is not listed on the visiting list, the Operations Lieutenant or Duty Officer will verify the attorney is a member in good standing of a Bar Association by requesting the attorney produce a current Bar card, identifying the state in which they are licensed to practice law and presenting a government issued picture ID to try to verify the attorney is a member in good standing of that state's bar through on-line resources. Only bona fide attorneys with current pending litigation (within 10 days) will be approved in this manner.

Normal social visiting procedures will apply in cases where the attorney and inmate are involved in a personal as well as business relationship, unless prior approval for a legal visit has been granted by the Unit Manager. If privacy is required, or if the visit must occur during non-visiting hours, the visit must be coordinated by unit staff. Unit staff will supervise such visits.

(b) FCI II When Housing USMS Inmates: Provided FCI II is housing USMS inmates, Legal visiting will be available seven days a week, to the extent practicable. All requests for Legal visits and legal calls can be channeled through the VIX-LegalCallVisitUSMS-S@bop.gov email box. Staff are assigned to monitor this box Monday through Friday, except Federal holidays. These staff will coordinate with Unit Team and other departments as needed to try to address each request. Attorneys may visit multiple inmates during one visit. To do so, please complete Attachment D and present to the Front Lobby officer prior to your entering the facility.

(5) Non-Attorney Legal Visits:

(a) Under Attorney Supervision (Accompanying Attorney): When an Attorney's Paralegal, Investigator, Interpreter, or Legal Assistant requests to visit, they must

complete form BP_AO660 Criminal History Check and a copy of valid government issued picture identification card BP-A0243, Application to Enter Institution as Representative; Visiting Paralegal or Legal Assistant Data Request. The forms will be faxed to the Unit Manager or emailed to the VIX-LegalCallVisitUSMS-S@bop.gov email box as specified above.

- (b) **Non-Attorney Legal Visitor Without Attorney Present:** There are times when a non-attorney legal visitor will seek to visit an inmate as part of the inmate's legal team without the attorney being present. Any person seeking authorization to visit an inmate without the attorney being present, must receive approval in advance of the visit. The non-attorney legal visitor, must provide a completed BP-AO660 Criminal History Check, a completed BP-A0243, Application to Enter Institution as Representative form, and a valid government issued picture identification card in advance for approval. The forms will be faxed to the Unit Manager or emailed to the VIX-LegalCallVisitUSMS-S@bop.gov email box as specified above.
- (c) **Special Legal Visitors (Court Reporters / Expert Witnesses):** There may be a time when an attorney may request the presence of a court reporter or expert witness. These individuals must provide a completed BP_AO660 Criminal History Check, and a valid government issued picture identification card in advance for approval. These individuals may seek to bring items into the institution (like electronic equipment to take a deposition or conduct testing). If appropriate, a comprehensive list of all items which the requester seeks to bring into the facility must be provided. If the individual is seeking to bring in a computer, they should agree to comply with the requirements outlined in the Acknowledgment of Electronic Device / Data Privileges (Attachment E) by signing and returning that document with the Criminal History Check. The forms will be faxed to the Unit Manager or emailed to the VIX-LegalCallVisitUSMS-S@bop.gov email box as specified above.
- (d) **USMS VTC Visits:** While USMS inmates from the Southern District of California are housed at FCI II, the USMS has established and is coordinating video legal visits. Scheduling is coordinated by the USMS. They notify FCI II of the schedule the preceding day by emailing the VIX-LegalCallVisitUSMS-S@bop.gov email box. Inmates are placed on call-out to the visiting room to participate in these legal visits and will receive an incident report if they fail to appear.

(6) **Exchange of Legal Materials:** The exchange of legal documents in the visiting room is prohibited. The Attorney or other legal visitor should leave the visiting room with all of the items they brought with them. They may follow regular special mail procedures to provide inmates copies of legal materials.

***FCI-II Only Note:** A legal mail drop box is installed in the Front Lobby of the FCI-II and attorneys may drop envelopes which comply with legal mail processing requirements in the box as they exit the facility.

(7) **Law Enforcement/Investigative Visits:** Visits by law enforcement officials will be coordinated by the Special Investigations Supervisor (SIS) Lieutenant and approved by the Warden or Designee. Requests for law enforcement/investigative visits should be made at least twenty-four

(24) hours prior to the proposed visit. Every effort should be made to schedule the visit during normal business hours. The Operations Lieutenant will perform the SIS Lieutenant's responsibilities during non-duty hours or in emergency situations. The SIS Lieutenant will advise appropriate unit staff of the visit and will also supervise the visit. The visiting official will present identification and/or credentials to the Front Lobby Officer and the Control Center for verification. It is critical to determine whether the official law enforcement visit will result in the filing of a detainer or new charges, as this information could affect the inmate's safety or institution security. The Operations Lieutenant, Associate Warden (P), and CMC will be advised in the event this occurs.

(8) Visits to Inmates not in General Population Status:

(a) Inmates in Local Hospitals: Hospitalized FCC inmates will not normally be authorized visits. The Warden may grant an exception; however, the visit would be limited to immediate family members. The unit team will coordinate the visit with Correctional Services and Health Services to ensure the safety and security of all concerned. The unit team will submit the request to visit to the Warden, through the Captain and Associate Warden (P), for approval. Any authorized visit is subject to the general visiting policy of that hospital.

(b) Special Housing Status Inmates: Visits for inmates in special housing status are subject to the general visiting policy of the facility with a few exceptions. Visitors for inmates housed in Special Housing Units will not be processed after 1:00 p.m.

USP: The operations Lieutenant and Special Housing Unit (SHU) Lieutenant will be notified when an inmate in the SHU has a visit. Visits for SHU inmates will be limited to two (2) hours. SHU inmates will be secured in a non-contact visiting room.

FCI I & FCI II: Special Housing Unit (SHU) non-contact video visiting will be allowed for inmates in the SHU, with the exception of inmates on visiting restriction. Visiting will be allowed on Saturday, Sunday, Monday and Federal holidays from 8:00 a.m. to 3:00 p.m. Visits will ordinarily be authorized for two-hour periods per inmate. Contact legal visits may be scheduled in advance by following the directions addressed above.

Camp Inmates Confined to County Jail: When SCP inmates are confined in a County Jail; the Unit Team will fax a copy of the visiting list to the Jail. Only individuals on the inmate's approved visiting list will be authorized visitation. Inmates in County Jail will not visit longer than three hours without permission of the Associate Warden (P), or the Warden.

(9) Pretrial / Holdover inmates:

USMS Inmates at FCI II: Visiting for inmates on Pretrial or Holdover Status at FCI II will be limited to immediate family members verified through the inmate's Pre-Sentence Investigation Report or through certified records (birth certificates, marriage certificates, etc.).

USP Holdover Inmates: Since regular visiting lists are generally not available for those in

holdover status at the USP, inmates may request visiting privileges through the Unit Manager 30 days after their arrival to the institution. Inmates in holdover status will visit under the same guidelines as inmates housed in General Population. Visiting for holdover inmates will be conducted in the visiting room on Friday's during the hours of 8:30 a.m. to 3:00 p.m.

I. Visiting Room Dress Code/Behavior:

(1) Inmate Dress Code:

(a) FCI I and FCI II: Inmates entering the visiting area at both the FCI's will wear standard institution issued forest green (dark green) uniforms and white or brown t-shirts. The shirt must be buttoned and tucked in. Rolling up the sleeves is not authorized. Trousers with torn or missing pockets, or otherwise altered, will not be allowed. Standard issue boots/shoes are allowed. Shower shoes/thongs or athletic (tennis, running) shoes are not permitted. Socks must be worn at all times. Jackets are not allowed inside the Visiting Room.

(b) USP: Inmates will enter the visiting area and change into jump suit and shower shoes provided by the visiting room Officer. The jump suit will be buttoned up. Rolling up the sleeves or pant legs is not authorized. Socks must be worn at all times.

(c) Camp: Female inmates entering the visiting area will wear standard issue institution clothing. Jackets are not allowed inside the Visiting Room.

(2) Dress Code for Visitors: The following restrictions on clothing will be strictly enforced:

(a) Excessively revealing clothing is not permitted. Tops will cover the upper body, including stomach, chest/breasts, and back. Tank tops are not permissible. Clothing made of see-through material will not be permitted. Tops that are worn in such a way as to reveal the rise of a breast(s) or cleavage (defined as the depression between a man or woman's breasts) is not appropriate to a correctional environment and is prohibited. It is irrelevant if the apparel is actually "low-cut" or simply worn with buttons not buttoned, if the rise of a breast(s) or cleavage is observable, the apparel will be considered "excessively revealing."

(b) Dresses, skirts, or tops that wrap around the body, and/or any dress or skirt with a slit above the top of the knee will not be permitted. Shorts, skirts or dresses must not be shorter than two inches above the mid-knee for persons over 10 years of age. Tight or form fitting dresses such as knit, Spandex, or any other material that is form fitting will not be permitted. Clothing with suggestive or offensive words or pictures will not be permitted.

(c) Any "pantyhose" type leggings, Jeggings, Spandex, leotards, etc. (any pants that are skin tight, regardless of the material), or pants with holes, will not be permitted unless the lower body is covered.

(d) Closed toe shoes are required. No open-toe footwear or house shoes, including beach style footwear (i.e., flip-flops, slippers) may not be worn. Footwear with rolling

wheels is not permitted.

(e) Any clothing accessible to the inmate population through the commissary such as sweat pants, sweat shorts, and plain white T-shirts are not permitted. Any forest green (dark green) colored pants, shirts, jackets or coats are not permitted.

(f) Head-wear, such as hats, visors, head wraps, or headbands (with the exception of religious head-wear) will not be permitted. Sun glasses, or any hooded clothing or shirts will not be permitted in the visiting room.

(g) Any clothing not noted above that is deemed inappropriate for wear in a correctional facility will not be authorized. Provocative and/or excessively revealing attire will not be permitted in the correctional facility.

(3) Inmate Behavior in the Visiting Room: Inmates are expected to follow the regulations and behavior standards at all times. Any failure to do so will result in disciplinary action against the inmate.

(a) Inmates will be permitted to embrace and kiss their visitors within good taste at the beginning and end of a visit.

(b) Inmates will not be permitted to hold the hand of a visitor, or be permitted to put their arms around their visitors and/or on the back of their visitor's chair. Inmates/visitors will sit across from each other.

(c) Inmates are not permitted to move around the visiting room, unless otherwise instructed by a staff member. They are not permitted movement into the vending machine area and are not permitted to go near the visitors' restrooms.

(d) An inmate or visitor must not move any chairs from their location. There will be no circling of chairs permitted.

(e) Inmates will not be permitted to handle visitor's change purses, or currency of any kind. Inmates will not be permitted to cover their hands or face with any covering such as an infant's receiving blanket or other authorized item.

(f) Inmates will be expected to sit with their front side facing the center of the visiting room.

(g) Inmates who have the following annotation in the visiting program "this inmate was convicted of a sex offense involving a minor" and/or a SENTRY assignment of (WA CONV) will have their visits closely monitored. Visiting room staff will ensure inmates are assigned to specific areas/seats in the visiting room in a location where they are under close visual supervision. These inmates are prohibited from entering the child pay area.

J. Administrative Responsibilities:

- (1) The Captain is responsible for training all staff assigned to Visiting Room posts, as well as the overall appearance and operation of the visiting area.
- (2) 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. In the event the visiting program is not in service, a Unit Team staff member within the complex will be contacted to confirm approved inmate visitors using central files.
- (3) The Operations Lieutenant will ensure visiting policy is adhered to, and all visiting room staff are enforcing institution rules and regulations.
- (4) The Visiting Room Officer(s) will ensure proper visiting procedures are followed and a high level of sanitation is maintained in the visiting room.
- (5) All staff assigned to the visiting room will ordinarily be dressed in a "Class A" uniform to include a tie.

K. Prohibited Items: Recording equipment or cameras of any kind are not allowed on the premises without the Warden's written permission. Food and beverages may not be brought into the institution. Visitor purses, coats and jackets not worn, cell phones, pagers, or other electronic devices must be secured in their vehicles. All visitors' keys and vehicle remotes must be stored with the Lobby Officer in the key retention box or visitor locker if provided.

L. Penalties for Violation(s) of Visiting Regulations: Any act or effort to violate the visiting regulations of the institution may result in disciplinary action against the inmate. These actions may include, but are not limited to, extended visiting restrictions. Prosecution may be initiated against visitors and inmates when criminal violations occur.

M. Denial of Visit(s): Inmate visitors who do not meet visiting requirements will be denied entry into the institution. The Operations Lieutenant will be notified that a proposed visitor does not appear to meet visiting requirements by either the Front Lobby Officer or the Visiting Room Officer. Inmate visitors who do not adhere to the visitor dress code will be given the opportunity to change into appropriate attire prior to being denied a visit. The Operations Lieutenant will be advised of any visitor who does not appear to meet the dress code requirements. Under no circumstances will the visit be denied by staff unless the visitor decided voluntarily to decline the visit. Only the Operations Lieutenant or the IDO will notify a visitor of the denial of their request to visit. Staff will turn in the Visitor Denial Form (Attachment B or BP-A0728, and BP-A0729) prior to the end of their shift.

N. Termination of Visitation: Any act or effort to violate the visiting regulations of the institution may result in the immediate termination of the visit. The Operations Lieutenant and IDO have the authority to terminate or prohibit any visit for reasons of improper conduct or failure to comply with visiting regulations on the part of the inmate or visitor. The Operations Lieutenant or the IDO will be the only staff members authorized to terminate any visitation. Under no circumstances will Visiting Room Officers terminate visits though immediate action may be taken to prevent criminal or disruptive activity.

O. Nursing Mothers (FCI II Victorville – SCP): In the event that an inmate requires to nurse an

infant, they are able to do so in the Camp Visiting Room in the area labeled “Lactation Room.” The room provided is a private space to allow an infant to be breast fed. There is a sign provided to notify other inmates and inmate visitors that nursing is in progress, and to not enter the area. When utilization of this area is required, the Camp Visiting Officer must be notified to unsecure and check the area to allow this process to begin.

3. DIRECTIVES AFFECTED:

A. Directives Referenced: P.S. 5267.09 Visiting Regulations (12/10/2015)

B. Institution Supplement Rescinded: VIX 5267.08h, Visiting Regulations (10/21/2015)

4. ACA STANDARDS REFERENCED:

American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, and 4-4504.

American Correctional Association 4th Edition Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-2A-61, 4-ALDF-SB-01, 4-ALDF-SB-02, 4-ALDF-SB-03, 4-ALDF-SB-04, and 4-ALDF-7E-05.

FCC VICTORVILLE SOCIAL VISITING GUIDELINES Attachment A

The following is an outline of the guidelines governing visiting at FCC Victorville. Copies are provided to visitors at the Front Lobby and the Bureau of Prisons website (www.bop.gov). Inmates are limited to four adult and three children visitors at one time.

FCC Physical Address: 13777 Air Expressway Blvd., Victorville, California.

Directions: From Interstate 15, take the "D" street exit. From I-15 N TURN LEFT and from I-15 S TURN RIGHT on Hwy 18, Take Rt 66/Hwy 18 to Air Expressway Blvd TURN LEFT, Take Air Expressway Blvd to George Blvd TURN LEFT onto FCC property. From Hwy 395, TURN LEFT on Air Expressway Blvd to George Blvd TURN RIGHT onto FCC property.

USP Phone: (760) 530-5000

FCI I Phone: (760) 246-2400

FCI II Phone: (760) 530-5700

SCP Phone: (760) 530-5700

Local Transportation: Airport, Amtrak, Taxi Service, Bus service from Greyhound Lines: (800)231-2222. Train service AMTRAK: (800)872-7245

DAYS AND HOURS OF VISITATION:

FCI-I, FCI II, and USP: Saturday, Sunday, Monday and all federal holidays. Visiting hours are 8:30 a.m. to 3:00 p.m. Social visits will not be processed before 8:30 a.m. or after 2:00 p.m.

SCP Visiting Schedule: Saturdays, Sundays and all federal holidays from 8:30 a.m. to 3:00 p.m. Outside visiting is authorized at the SCP.

SHU Inmates: Visits will not be commenced after 1:00 p.m.

Dress Code: Visitors will be expected to wear clothing which is not excessively revealing. Visitors will not be allowed to wear low-cut or see-through clothing, tube tops, tank tops, shorts, backless clothing, sweat pants, plain white or brown t-shirts, or forest green clothing. Dresses with slits above the bend of the knee are not authorized. Dresses, shorts, and skirts will not be allowed if the hemline is above the bend of the knee. Clothing deemed excessively revealing in nature (i.e., skin tight clothing, mini-skirts, wrap-around or sleeveless clothing, etc.) is not authorized. Non-religious headwear or hooded clothing is not authorized to be worn. All appropriate undergarments are required.

Identification Requirements: All visitors, with must display a valid photo ID (i.e., valid driver's license, valid state identification card, a valid/ current passport) before being permitted into the institution. Visitors under the age of 16 and accompanied by a parent or legal guardian are exempt from this requirement. Persons not permitted to visit, may not remain in the institution or the institution parking lot.

Authorized Items in Visiting: Visitors are not authorized to give anything to an inmate. Authorized items to be carried into the institution by visitors: Small clear plastic container/bag no larger than 8"x12"; Photo Identification; up to \$20 in coins, Essential Medication (Asthma Inhaler, Nitroglycerine limited to the amount needed during the visit) to be maintained by the Visiting Room Officer.

Special Rules for Children: Children under the age of 16 will not be allowed to visit unless accompanied by a responsible adult. Adult visitors will be responsible for the conduct of children under their supervision. This includes keeping them within the authorized visiting areas and keeping their children quiet so as not to disrupt others. The following items will be permitted, per child, when infants are visiting: Two Diapers; One package of baby wipes (Unopened); One change of infant clothing; Two clear baby bottles with contents; Two small jars of baby food (Unopened); One receiving blanket; One clear drinking cup; One clear plastic container/bag no larger than 12"x16".

Processing: Visitors and belongings entering the institution are subject to search. Anyone refusing a search will be refused entry. Visitors are required to pass through a walk-through metal Detector without activation. Please refrain from wearing clothing with metal content. Visiting areas are subject to video monitoring.

Vehicles/Parking: All vehicles entering FCC Victorville are subject to search. Visitor parking locations are noted. No occupants may remain in parked cars. Non visitors must leave institution grounds.

**FEDERAL CORRECTIONAL COMPLEX
VICTORVILLE, CA**

Visitor Denial Form

DATE: _____

TO: Correctional Services

REPLY TO

ATTN OF: _____, Visiting Room Officer

SUBJECT: Visitor Denied entrance to Visiting Room

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

Please circle the institution effected.

FCI I FCI II/SCP USP

Inmate Concerned: _____

NAME

NUMBER

- Reason for denial:
1. Improper or no identification
 2. Not on inmate's visiting list
 3. Underage or without parent / guardian
 4. Other (Be specific) _____

Comments: _____

Lieutenant / IDO Signature

Date

- CC:
- Warden
 - AW (Custody)
 - Captain
 - Unit Manager

FCC VICTORVILLE LEGAL VISITING GUIDELINES

Attachment C

The following is an outline of the guidelines governing **LEGAL** visiting at FCC Victorville. Copies are provided to legal visitors at the Front Lobby and the Bureau of Prisons website (www.bop.gov). Legal visiting is more expansive at the FCI-II when it is housing USMS inmates.

FCC Address: 13777 Air Expressway Blvd., Victorville, California.

Directions: From Interstate 15, take the "D" street exit TURN LEFT on Hwy 18, Take Route 66/Hwy 18 to Air Expressway Blvd TURN LEFT, Take Air Expressway Blvd to George Blvd TURN LEFT onto FCC property. From Hwy 395, TURN LEFT on Air Expressway Blvd to George Blvd TURN RIGHT onto FCC property.

USP Phone: (760) 530-5000

FCI I Phone: (760) 246-2400

FCI II Phone: (760) 530-5700

SCP Phone: (760) 530-5700

Local Transportation: Airport, Amtrak, Taxi Service, Bus service from Greyhound Lines: (800)231-2222. Train service AMTRAK: (800)872-7245.

Primary Contact for Legal Visits / Calls at FCI-II when USMS inmates are present is: VIX-LegalCallVisitUSMS-S@bop.gov.

DAYS AND HOURS OF VISITATION:

FCI-I, FCI II, and USP: Saturday, Sunday, Monday and all federal holidays. Visiting hours are 8:30 a.m. to 3:00 p.m. Social visits will not be processed before 8:00 a.m. or after 2:00 p.m. Legal visits will not be processed before 8:00 a.m. or after 2:00 p.m.

FCI II Only: As long as USMS inmates are housed at FCI II, legal visitation will be available 8:30 a.m. to 3:00 p.m. Legal visits will not be processed before 8:00 a.m. or after 2:00 p.m.

**** SHU Inmates All Facilities:** Visitors for inmates housed in Special Housing Units will not be processed after 1:00 p.m. and appointments T - F are preferred.**

SCP Visiting Schedule: Saturdays, Sundays and all federal holidays from 8:30 a.m. to 3:00 p.m. Outside visiting is authorized at the SCP. Legal visiting during the week should be scheduled in advance.

Dress Code: Professional dress is appropriate. Plain white t-shirts and olive-green pants are not authorized. Casual dress should comply with the same requirements as social visitors which includes no low-cut or see-through clothing, tube tops, tank tops, shorts, backless clothing, and sweat pants. The hemline for dresses or skirts should not fall above the bend of the knee when standing. Clothing deemed excessively revealing in nature is not authorized.

Identification Requirements: Attorneys must display a valid photo ID (i.e., valid driver's license, valid state identification card, a

valid/ current passport) before being permitted into the institution. Attorneys will show their bar card or otherwise be able to demonstrate they are a licensed attorney in good standing of a state or Federal bar.

Authorized Items in Visiting: Authorized items to be carried into the institution by approved legal visitors includes: Pens / Pencils; writing paper / tablets; Legal materials; Photo ID; and Essential Medication to be maintained by the Visiting Room Officer. At FCI-II only, electronic discovery material on DVDs, external hard-drives and portable USB thumb drives for use on the discovery computers is authorized. **Advance approval of electronic discovery is required at all other facilities.**

FCI-II Discovery Computers: Two discovery computers are available in the visiting room at FCI-II while USMS inmates are housed at that facility. Access is on a first-come, first-serve basis. Reservations can be made by emailing VIX-LegalCallVisitUSMS-S@bop.gov.

Non-attorney Legal Visits: Non-attorney visitors (including interpreters, paralegals, etc.) must be approved to enter the facility in advance. Those seeking to accompany an attorney must complete a Criminal History Check [BP_A0660] in advance for approval. Non-attorney members of the attorney's trial team who need to visit without the attorney present must submit the Criminal History Check [BP_A0660] and a completed Application to Enter Institution as Representative [BP-AO243] in advance for approval. Once initial approval is granted, these individuals will be able to visit the specified inmate(s) for up to six months from the date of the completed criminal history check.

Multiple Inmates: Attorneys may request to visit with more than one inmate during the visit. Only one inmate will be in the attorney-client room with the attorney at a time. No more than two (2) inmates will be waiting outside the room to see the attorney.

Problem Resolution: If issues arise while visiting during business hours, please ask to speak with the institution attorney or Executive Assistant. After regular business hours, please ask to speak with the Institution Duty Officer or if not available, the Operations Lieutenant.

Legal Mail Only: Legal material may be reviewed and signed by inmate but may NOT be provided to the inmate in the visiting room. At FCI-II, you may place any authorized materials in a self-addressed envelope addressed to your client and marked "Special Mail" in the Legal Mail box on your way out at FCI-II. Special mail procedures should be followed at all facilities.

**FCC Victorville – FCI-II Only
ATTORNEY MULTIPLE INMATE REQUEST FORM**

This form is only applicable while USMS inmates are housed at FCI II. This form can be re-produced as the back of an attachment to the BP-AO224 form and is to be used by Attorneys visiting inmates at FCI II who are requesting to meet more than one inmate for legal visits. This information is SBU - LAW ENFORCEMENT SENSITIVE and should be protected from disclosure. VISITING ROOM staff will ensure inmates are physically separated as appropriate.

There may be up to two (2) inmates sitting in the common area of the visiting room waiting to see the same attorney at any one time.

Inmate Name	Number	Unit	On Call-Out (Circle One) Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No

Date: _____

Officer: _____

**FCC Victorville
Acknowledgment of Electronic Device / Data Privileges**

As the undersigned authorized legal visitor (including court reporters), contract medical provider, or _____ [identify nature of visit requiring personal / professional electronic devices to be brought into the facility] I understand and agree to the following conditions for use of electronic devices, equipment, and data stored electronically in the performance of my professional duties within the confines of the Federal Correctional Complex in Victorville, California (FCC):

- 1 . All electronic equipment, devices, and electronically stored data I bring into or send to FCC is subject to search for physical and data contraband.
- 2 . Data contraband is material in electronic form that meets the definition of contraband in 28 C.F.R §500.1(h) as it could cause physical injury or affect the security, safety, or good order of the FCC. It includes but is not limited to photos, plans or drawings of the FCC; text, audio or other personal messages for any inmate of the FCC; personal or sexually suggestive photographs intended for viewing by any FCC inmate; or information regarding any inmate of the Federal Bureau of Prisons that is not related to the provision of the professional or legal services which is the basis for my authorized visit.
- 3 . If my electronic equipment, devices, and electronically stored data includes information other than matter relevant to my professional work with the inmate I am authorized to visit, I will ensure that only data related to my representation or consultation with the inmate I am authorized to visit is accessed during my visit.
- 4 . I will make no audio or video recording of conversations, individuals, rooms or buildings at the FCC unless I have been given specific authorization in writing in advance from FCC Executive Staff.
- 5 . I will disable or turn off all Wi-Fi or remote access capabilities including cellular services for any authorized device (for example, the device could be in airplane mode from entry to exit). I will not remove or transmit any message in electronic or other form from any inmate of FCC to any person unless it is necessary to the fulfillment of the professional services I am providing. At no time while inside the FCC will I engage in any real time transmission of information, data, or any other electronic communication.
- 6 . I understand that my authorization to enter the FCC, and if applicable, that of any attorney or professional who sponsored my visit, may be terminated or restricted for engaging in unauthorized activity under the authority reserved in 28 C.F.R §543.14.

Printed Name

Signature

Date