



Number : WAS-5267.09a
Date : June 14, 2017
Subject : VISITING REGULATIONS

Institution Supplement

1. **PURPOSE AND SCOPE:** To establish specific local guidelines at the Federal Correctional Institution (FCI), Waseca, Minnesota.
2. **DIRECTIVES AFFECTED:**
 - a) **Referenced:**
PS 5267.09, Visiting Regulations (12/10/2015)
PS 5500.11, CN-3 Correctional Services Manual (06/02/2016)
PS 5500.14, CN-2 Correctional Services Procedures Manual (08/01/2016)
PS 5510.15, Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities (07/17/2013)
IS WAS-5510.11-4.5, Entrance Procedures (10/04/2016)
IS WAS-4500.11-14a Trust Fund Limited Inmate Computer System (TRULINCS) (03/24/17)
 - b) **Rescinded:** IS WAS-5267.09, Visiting Regulations (04/12/16)
3. **CORRECTIONAL STANDARDS REFERENCED:** American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4267, 4-4285, 4-4498, 4-4499-1, 4-4500, 4-4503, 4-4504.
4. **DESCRIPTION OF RULES AND PROCEDURES:**
 - a) **Visiting Facilities:** Visiting will be permitted only within the secure perimeter, primarily within the Visiting Room; however unique situation allow visiting to occur in areas other than the Visiting Room.
 - b) **Visiting Schedule:** On Friday, visiting will begin at approximately 4:30 p.m., and conclude at 8:30 p.m. On Saturday, Sunday, and Federal Holidays, visiting will be open from 8:30 a.m. to 3:00 p.m. No visitors will be processed after 7:30 p.m. on Fridays or after 2:00 p.m. on Saturday, Sunday, and Federal Holidays. Visitors will be prohibited from entering on institution grounds prior to 8:15 a.m. and between the hours of 9:15 a.m. - 10:30 a.m., on weekends and holidays. On Fridays visitors may not enter the institution grounds prior to 4:15 p.m. FCI Waseca's visiting information will be updated on the official Bureau of Prisons website at www.bop.gov when the visiting room is closed during regular visiting hours.
 - c) **Visiting Room Limitations and Capacity:** The Visiting Room capacity has been set at 176 occupants by the Safety Manager. When the capacity is achieved, no further visitors will be processed until the number of visitors reduces. The Institution Duty Officer (IDO) will ordinarily be responsible for the process by asking for volunteers to complete their visits, with inmates who have visitors in the local commuting area (a 100-mile radius of Waseca), then

by requesting those that have already visited for a reasonable length of time. Ordinarily, a limit of five (5) adult visitors and (5) children are permitted to visit an inmate at one time. Consistent with Program Statement 5267.09, restrictions on the visiting period may be imposed to prevent overcrowding by the Warden.

Children: Visitors and inmates are responsible for the actions of their children while visiting. Visits may be terminated and/or sanctions taken if children are not supervised or children's behavior adversely affect the orderly running of the Visiting Room. When terminating a visit, Visiting Room Officers ordinarily consult with the Lieutenant or Institution Duty Officer. The Visiting Room does have a children's area. This room allows children to play games and watch movies under the direct supervision of the adult visitor. It is monitored by Visiting Room Officers. Inmates are not allowed in the children's room at any time.

The Visiting Room offers a Parenting Room. This room allows for inmates to interact with their children. Inmates assigned to the restricted list will not be allowed into the Parenting Room. This room is for inmates and their child(ren) only.

- d) Special Visits: On occasion, inmates may receive special visits. Special visits ordinarily are for a specific purpose and ordinarily not of a recurring nature. Examples of special visitors include, but not necessarily limited to attorneys, clergy, members of the media, and consular representatives. Perspective special visitors will be required to contact the facility and complete all required procedures prior to the requested visit. The Unit Team or Chapel staff will be responsible for arranging and supervising special visits.
- 1) Attorney, Business, Media and Consular visits will be arranged through the inmates respective Unit Manager. The Unit Manager will complete all appropriate paperwork, determine supervision requirements to include assigning appropriate staff and establish the location of the visit. In most cases the visit will occur in the Visiting Room.
 - 2) Clergy, Minister of Record, and Pastoral visits must be approved by the Chaplain. These visits will occur in the Visiting Room during regular visiting hours. Request for Pastoral visits must be made at least seven working days in advance of the visit. Visitor Applications for individuals involved in Religious Services based programs, i.e.; Threshold Program, Prisoner Visitation Service (PVS), etc., will be submitted to the Chaplain for processing and, if appropriate, entry into the visitation program.
 - 3) Admission and Orientation Holdover: In the absence of an approved visiting list, only immediate family members whose relationship is verified in the presentence report will be permitted to visit during the admission and orientation holdover status. The approved visiting list form the parent institution will be considered after careful review by the respective Unit Team. In certain circumstances, an updated visiting list may be required and will be established by the respective Unit Team. This request will be initiated in writing to the respective Unit Manager and forwarded to the Warden for final approval.
 - 4) Walsh Act: The Unit Team will evaluate all inmates on their caseload and all incoming inmates to determine if they have an inmate who has been convicted of a sex offense involving a minor. Any inmate identified as have a Walsh Act

assignment involving a minor will have her visits closely monitored. Inmate under this category will be seated in direct view of the Visiting Room Officer. In the event this is not possible, a camera will be placed in such a position to monitor the visit.

e) Visits to Special Housing Unit or Hospitalization Inmates:

- 1) Administrative Detention or Disciplinary Segregation Status - Inmates housed in this status will only be authorized visits through Video Sessions; in-person visits ordinarily will not be authorized.

Non-Contact Visits: Under extraordinary circumstances, an in-person visit may be approved in the Non-Contact Visiting Room located within the Special Housing Unit Sallyport.

- 2) Hospitalization: Inmates will ordinarily not be allowed visitors while hospitalized in the community. Inmates who are gravely ill and/or inmates who are hospitalized for the birth of a child may be considered to receive visitors at the hospital if approved in advance. If approved, the number of visitors will be limited, as appropriate for the situation and in accordance with the visitation policies of the hospital. Additionally, visitors must be on the inmate's Approved Visiting List and prior arrangements will be made as to the time and duration of the visit. Visitors will be properly identified. At least one staff member will be present at all times during the visit.

- f) Maintenance of Visiting Lists, Backup Program, Prior Relationship, and Disapproving Visitors: Ordinarily, friends and associates must have known the inmate prior to her incarceration in order to be considered for placement on the approved visiting list. The Warden may permit visiting privilege to a person without a prior relationship with the inmate when the inmate is without other visitors and the proposed visitor poses no threat to the good order of the institution. This requires the Warden's approval (see Attachment D). The following procedural method pertaining to the visiting program is maintained for each inmate: Each inmate shall submit a list of proposed visitors to her Unit Team. Ordinarily, immediate family members will be approved to visit. Identical and fraternal twins will be scrutinized and may be considered under Special Visit caveat. Inmates may submit visitor requests at any time, and incoming visitor applications are accepted for processing in accordance with Program Statement 5267.09. Once an investigation has been completed, the unit staff, will load all approved visitors on the visiting program, and will distribute an approved list to the inmate concerned. If unit staff question whether a proposed visitor should be approved, a memorandum will be submitted to the Associate Warden for final decision. The inmate is notified of the decision by a member of the unit team. In the event a request is denied, the inmate will be notified. The inmate will be responsible for notifying the visitors of their status. Each time a unit staff member updates a visiting list, a copy shall be forwarded to the Central File and to the inmate. The computer visiting program will be utilized to maintain visiting files and a record of visitors for each inmate. Additionally, prior to scheduled visiting hours, Visiting

Room Staff will download all approved visitors from the Visiting Program to the Front Lobby computer terminal's desktop. Should the Visiting Program become inoperable during visiting hours, Visiting Room Staff will access approved visitors from this downloaded file. If Visiting Staff are unable to locate the visitor, he/she will contact Unit Team to verify approval of the perspective visitor. In the event unit staff are not available, the IDO or Operations Lieutenant shall access the inmate's Central File to verify prior approval of a perspective visitor. Changes to the inmates Visiting List may occur at any time.

- g) Visiting Restrictions and Denied Visitors: For disciplinary reasons, the Unit Discipline Committee (UDC) or Discipline Hearing Officer (DHO) may sanction an inmate to loss of visiting privileges for a specified period of time. Likewise, visits may be restricted in part or whole during an investigation phase which may result in further disciplinary proceedings. When this occurs, the inmate is promptly notified, and it is the inmate's responsibility to notify her perspective visitors of the restriction. Occasionally, it may be necessary to deny a perspective visitor entrance into the institution (i.e., no valid identification, not on the visiting list, under the age without a parent/guardian, inappropriate attire, etc.) When this occurs, the Visiting Room Officer in the Front Lobby will contact the Institution Duty Officer and/or Operations Lieutenant. The Front Lobby Officer will submit a memorandum (Attachment C) to the Captain with courtesy copies to the Warden, Associate Warden, IDO, and respective Unit Manager.
- h) Notification of Guidelines for Visitors: The inmate is responsible for providing her visitors with the visiting guidelines and directions (Attachment A).
- i) Prohibited Items, Dress Code, and Supervision of the Visiting Room:
- 1) The following items are not permitted in the Visiting Room:
- | | | |
|-------------------|---|---------------------|
| Handbags (Purses) | Lotion | Paperwork |
| Wallets | Lipstick/Chapstick | Packages |
| Toys | Newspapers/Magazines | Greeting Cards |
| Food/Candy/Gum | Wrist Watches | Photographs |
| Umbrellas | Baby Strollers | Pagers |
| Infant Carriers | Cellular Phones | Tobacco Products |
| Diaper Bags | Scarves | Gloves |
| Cameras | Tape Recorders | Fitness Wrist Bands |
| Batteries | Electronic Cigarettes or Vaping Systems | |

Visitors will be instructed to leave items of this type in their automobiles. Visitors using public transportation (i.e., bus, taxi, etc.) may use the lockers in the Front Entrance Building. When a visitor is assigned a locker, he/she will be issued a corresponding chit which the visitor will retain during the visit. The key will be kept with the Front Lobby Officer in the lockbox. At the time the visitor returns to the Front Lobby they will return the chit to receive the key to the locker. Once the property has been removed and the locker is secure the visitor will give the key back to the Front Lobby Officer to receive their Identification Card.

- 2) Authorized Items: Staff will use sound correctional judgment when allowing visitors to bring in medication. Ordinarily, only medicine which is necessary to sustain life, such as heart medication and asthma inhalers, will be allowed into the Visiting Room. No prescribed narcotic substances is allowed. During visiting, medication will be maintained by the Visiting Room #1 Officer. One visitor per group will be allowed to bring in one automobile key or remote into the Visiting Room.

Items for infant needs (i.e., small receiving blanket, diapers, baby food, baby bottles, baby wipes, sippy cups) are permitted but must be inspected for contraband prior to permitting them into the Visiting Room. Visitors refusing to have these items inspected must return them to their automobiles. Visitors failing to comply with either of these options will be denied entrance into the institution. Any infant food product that has been opened, will not be allowed to enter the institution. Pre-mixed bottles of infant formula will be allowed in the Visiting Room.

Visitors will be allowed \$20.00 per adult spending money, not to exceed \$60.00 per group. Clear plastic coin purses no larger than 8 inches by 8 inches may be used to store money.

A brief embrace and kiss is permissible at the beginning and end of the visit. It may be appropriate for the inmate to hold small children. Visiting privileges can be terminated for any improper conduct.

- 3) Due to the diverse types of visitors and the fact that the Visiting Room is not a public facility, certain restrictions must be placed on visitors' clothing.

The following attire will not be allowed:

- * Tight clothing
- * Spandex clothing
- * Halter tops/sleeveless shirts
- * Wrap-around skirts
- * Camouflage clothing
- * Green, Khaki, and Orange colored pants, shirts or skirts
- * Plunging necklines that expose back, cleavage or chest (i.e. V-necks, Scoop necks
- * Opened toed, or open heeled shoes, (i.e., sandals or slip-ons for both male & female).
- * **It is necessary for all visitors to wear shoes.**
- * Shorts and skirts that are higher than the top of the knee when standing.
- * No attire with questionable wording, i.e., gang affiliation, profanity, etc.
- * No shirts that hang less than 3 inches below the belt line.
- * Jackets, coats, or sweaters will only be allowed during the months of October through May. **Scarves and Gloves are not allowed in the Visiting Room.** Scarves and/or scarves with wigs utilized for chemotherapy patients or hair-loss diseases must include documentation from a certified physician and the item(s) will require an x-ray examination and be subject to physical search procedures. Younger children will be allowed appropriate outer wear year round. Upon arrival in the Visiting Room outer wear will be stored in a designated area.
- * Any questionable clothing will be cleared through the Institution Duty Officer or the
- * Transparent clothing
- * Tank tops
- * Holes in clothing
- * Hats or caps
- * Grey sweatpants, sweatshirts, thermals

Operations Lieutenant before being allowed into the Visiting Room.

- 4) Inmates are only authorized to wear green shirts (with brown T-shirts), undergarments, trousers and/or jumper, and institution shoes, to include brown boots sold in Commissary, during visiting. Pregnant inmates are authorized to wear khaki shirts (with brown T-shirts), khaki pants, and medical bracelet. Inmates will be allowed to have the following items in their possession upon entry into the Visiting Room: comb, eyeglasses, handkerchief, wedding band (no other jewelry), religious medallion, one hair clip or hair tie, and approved religious head gear. Only visitors may make purchases from the vending machines. Inmates are not permitted to possess money or walk to the vending machines. Attachment B is to be completed daily by the visiting room shakedown officer. This form is used to record those items brought into the Visiting Room by each inmate, and again to record those items in the inmate's possession upon completion of the visit.
 - 5) Restroom Facilities: Inmates will not use the same restroom facilities as the visitors. All inmates will be escorted to the restroom in the inmate search room provided and will be supervised while in the restroom.
 - j) TRULINCS Video Service: Video visiting is available to the general inmate population. Reference Trust Fund Limited Inmate Computer System (TRULINCS) Institution Supplement, for procedures governing this activity.
5. **OFFICE OF PRIMARY RESPONSIBILITY**: Correctional Services/Unit Management.

/s/

David Paul
Warden

**FEDERAL CORRECTIONAL INSTITUTION
P. O. BOX 1731
WASECA, MN 56093
(507) 835-8972**

VISITING INSTRUCTIONS

We would like to take this opportunity to welcome you to the Federal Correctional Institution, Waseca, Minnesota. We are located just off of U.S. Highway 14 between Owatonna and Mankato.

Inmate visitors are no longer allowed to wait in the Front Lobby or the institution parking lot for the Inmate Visiting Room to open. Visitors will be prohibited from entering on institution grounds prior to 8:15 A.M. and between the hours of 9:15 A.M. - 10:30 A.M., on weekends and holidays. On Fridays visitors may not enter the institution grounds prior to 4:15 P.M. Visitors failing to adhere to these procedures will be asked to leave until the appropriate designated time.

The Visiting Room will be open Fridays at approximately 4:30 P.M., and will end at 8:30 P.M., and Saturday, Sunday and all federal holidays from 8:30 A.M. to 3:00 P.M. each week. Visitors will not be processed in after 7:30 p.m. on Fridays, and after 2:00 p.m. on Saturdays, Sundays or federal holidays.

All persons must obtain permission to visit in advance of a planned visit. Once a person's name is placed on the approved list, the requesting party will be notified by the inmate.

Visiting limitations may be imposed due to overcrowding or inclement weather. Usually only five adult persons and five children are permitted to visit an inmate at any one time. Exceptions must be approved in advance by the inmate's Unit Team.

Consistent with Program Statement 5267.09, restrictions on the visiting period may be imposed to prevent overcrowding. All children under the age of 16 must be accompanied by a responsible adult who is on the inmate's visiting list.

Children: Visitors and inmates are responsible for the actions of their children while visiting. Visits may be terminated and/or sanctions taken if children are not supervised or affect the orderly running of the Visiting Room.

Dress Code: To maintain the morale of inmates and to develop closer relationships between inmates and family members or others in the community, all visitors are expected to display good judgment concerning clothing worn during visits. To implement this, specific consideration and limitations will be recognized and adhered to by all visitors of the inmate population.

Specifically, all visitors will wear shoes in the Visiting Room to ensure their safety. Open toed, or open heeled shoes, i.e., sandals, slip-ons etc. for both male and female will not be allowed in the Visiting Room. All visitors will be expected to wear appropriate clothing for a correctional environment.

The following attire will not be allowed:

- * Tight clothing
 - * Spandex clothing
 - * Halter tops/sleeveless shirts
 - * Wrap-around skirts
 - * Camouflage clothing
 - * Green, Khaki, and Orange colored pants, shirts or skirts
 - * Plunging necklines that expose back, cleavage or chest (i.e. V-necks, Scoop necks
 - * Opened toed, or open heeled shoes, (i.e., sandals or slip-ons for both male & female). **It is necessary for all visitors to wear shoes.**
 - * Shorts and skirts that are higher than the top of the knee when standing.
 - * No attire with questionable wording, i.e., gang affiliation, profanity, etc.
 - * No shirts that hang less than 3 inches below the belt line.
 - * Jackets, coats, or sweaters will only be allowed during the months of October through May. **Scarves and Gloves are not allowed in the Visiting Room.**
- Scars and/or scarves with wigs utilized for chemotherapy patients or hair-loss diseases must include documentation from a certified physician and the item(s) will require an x-ray examination and be subject to physical search procedures. Younger children will be allowed appropriate outer wear year round. Upon arrival in the Visiting Room outer wear will be stored in a designated area.

Prohibited Items:

The following items are not permitted in the Visiting Room:

Handbags (Purses)	Lotion	Paperwork
Wallets	Lipstick/Chapstick	Packages
Toys	Newspapers/Magazines	Greeting Cards
Food/Candy/Gum	Wrist Watches	Photographs
Umbrellas	Baby Strollers	Pagers
Infant Carriers	Cellular Phones	Tobacco Products
Diaper Bags	Scarves	Gloves
Cameras	Tape Recorders	Fitness Wrist Bands
Batteries	Electronic Cigarettes or Vaping Systems	

Inmate visitors will leave items of this type in their automobiles. Lockers are available for visitors using public transportation, i.e. bus, taxi, etc.

A brief embrace and kiss is permissible at the beginning and end of the visit. It may be appropriate for the inmate to hold small children. Visiting privileges can be terminated for any improper conduct.

Introduction of contraband of any kind into this institution or on its property is a violation of Federal Law (Title 18, U.S.C., Section 1791) requiring "a penalty of not more than ten years for any person who introduces or attempts to introduce into or upon the grounds of any Federal Correctional Institution or takes or attempts to take or send therefrom anything whatsoever without knowledge and consent of the Chief Executive Officer of the institution." Inmates are furnished all necessities, and visitors should refrain from bringing articles or gifts of any kind. Inmates will not be permitted to sign or exchange any papers during the visit without prior authorization of the inmate's Unit Manager. Visitors will not be allowed to bring food or beverages into the visiting area.

Identification: All visitors over the age of 16 must have a government issued ID (excluding foreign government): current driver's license, current state identification, or current military ID. Under no circumstances will any other forms of ID be allowed. All non bureau visitors to the institution must have a valid identification to gain entry. The ID scanner, maintained in the Front Lobby, will be utilized to verify the validity of the submitted identification.

Items for infant needs (i.e., small receiving blanket, diapers, baby food, baby bottles, baby wipes and sippy cups) are permitted, but must be inspected for contraband prior to permitting them into the Visiting Room. Any infant food product that has been opened, will not be allowed to enter the institution. Pre-mixed bottles of infant formula will be allowed in the Visiting Room.

Ordinarily, only medicine which is necessary to sustain life, such as heart medication and asthma inhalers, will be allowed into the Visiting Room. If a visitor has metal implants through surgical procedures, he or she may present a Medical Implant Alert ID Card from a Certified physician indicating the location and type of implant. Visitors without a Medical Implant Alert ID Card that regularly alarm the metal detector will be screened using a thorough pat search.

Visitors will be allowed \$20.00 per adult spending money, not to exceed \$60.00 per group. Clear plastic coin purses, no larger than 8 inches by 8 inches, may be used to store money.

If a visitor incurs a name change different than what our visiting list indicates, the visitor will be required to submit a copy of their current government issued ID to the facility to update our records/visiting program.

FCI Waseca's visiting information will be updated on the official Bureau of Prisons website at www.bop.gov when the Visiting Room is closed during regular visiting hours.

DIRECTIONS TO THE FEDERAL CORRECTIONAL INSTITUTION, WASECA, MINNESOTA
FROM MINNEAPOLIS: I-35 South to Highway 14 West, turn right on Highway 13 North, follow signs to the Federal Correctional Institution, Waseca, Minnesota.

FROM IOWA: I-35 North to Highway 14 West, turn right on Highway 13 North, follow signs to the Federal Correctional Institution, Waseca, Minnesota.

FROM CHICAGO: 94W to 90W to I-35 North to Highway 14 West, turn right on Highway 13 North and follow signs to the Federal Correctional Institution, Waseca, Minnesota.

LOCAL TRANSPORTATION

Flying Time Taxi
Waseca , Minnesota
(507) 521-6000

Tonna Taxi Service
Owatonna, Minnesota
(507) 451-4215



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution

Waseca, Minnesota 56093-0741

Current Date

MEMORANDUM FOR _____, CAPTAIN

FROM:

SUBJECT: **Visitor Denied Entrance Into the Institution**

On this date, _____, at _____ (AM)(PM), the following visitor (Mr.) (Mrs.) (Ms.)
_____ was denied entrance into the institution.

Inmate's Name: _____ **Register Number:** _____

Reason for Denial:

(Please Circle one or more of the following)

- 1. No Identification
- 2. Not on Visiting List
- 3. Under the Age Without Parent/Guardian
- 4. Other Circumstances

cc: Warden
AW
Unit Manager
IDO Briefcase



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution

Waseca, Minnesota 56093-0741

Current Date

MEMORANDUM FOR _____, WARDEN
FROM: _____, Unit Manager
SUBJECT: **Visiting Approval for Inmate With No Prior Relationship**

I am requesting _____ be permitted to visit inmate
(Proposed Visitor)

_____, Reg. No.: _____. This inmate has no other visitors, and although the proposed visitor has no prior relationship with the inmate, a visiting form and background check indicate the proposed visitor is reliable and poses no threat to the good order of the institution.

_____ Approved

_____ Denied

Warden's Signature

Date

cc: Central File