



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

Complex Supplement

Number: **FCC 5267.07**
Date: **December 7, 2004**
Subject: **Visiting Regulations**

1. **PURPOSE AND SCOPE:** To implement P.S. 5267.07, Visiting Regulations (4/14/03), at the Federal Correctional Complex, Victorville, CA. This institution supplement must be read in conjunction with that Program Statement.
2. **OBJECTIVES:** To establish local procedures that allow inmates to receive supervised visits in an effort to maintain family ties and foster good public relations.
3. **DIRECTIVES AFFECTED:**
 - a. Directives Rescinded:

I.S. VIM 5267.07b Visiting Regulations (9/13/04)
I.S. VIP 5267.07 Inmate Visiting Regulations (6/1/04)
 - b. Directives Referenced:

P.S. 5267.07 Visiting Regulations (4/14/03)
4. **PROCEDURES:**
 - a. **Visiting Schedules:**
 - (1) **Visiting Schedule USP:** Social visits will not be processed before 8:00 a.m. or after 2:00 p.m., on Saturday, Sunday, Monday and holidays. Visiting hours on these days will be 8:00 a.m. to 3:00 p.m.
 - (2) **Visiting Schedule FCI I:** Visitors will not be processed into the institution prior to 8:00 a.m., or after 2:30 p.m. Visitors for inmates housed in Special Housing Units will not be processed after 1:45 p.m. Visiting will be offered on Mondays from 1:00 p.m. to 7:15 p.m. and on Friday evenings following a clear institution count from approximately 4:30 p.m. until 8:30 p.m. Visiting hours on Saturday, Sunday, and all federal holidays are 8:30 a.m. to 3:00 p.m.

- (3) **Visiting Schedule FCI II:** Visiting will be offered on Fridays, Saturdays, Sundays, and all federal holidays from 8:30 a.m. to 3:00 p.m. Visitors will not be processed into the institution prior to 8:00 a.m., or after 2:30 p.m. Visitors for inmates housed in Special Housing Units will not be processed after 1:45 p.m.
- (4) **Visiting Schedule Camp (FPC):** Visiting hours for the FPC are Saturdays, Sundays and all federal holidays from 8:30 a.m. to 3:00 p.m. Outside visiting is authorized at the FPC.

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

b. **Frequency of Visits and Number of Visitors:**

- (1) **USP:** Inmates will be allotted 32 visiting points on the first day of each month. One hour of visiting equals one point on weekdays, weekends and holidays. Points will not carry over from one month to another. For point computation, after 15 minutes, any portion of an hour will count as a full hour. Inmates will be limited to three (3) approved adult visitors. Children under the age of 16 may not visit unless accompanied by a responsible adult.
- (2) **FCI I and FCI II:** Each inmate will be provided seating for not more than four visitors. A "visitor" is defined as an adult or child who occupies a seat during the visit. 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. Inmates will be limited to 40 visiting points per month. Two points per hour, or any fraction of an hour, will be calculated on weekends and holidays. One point per hour will be calculated on weekdays or evening visits. Unused points will not carry over to the following month. A maximum of 30 visitors will be authorized on an inmate's approved visiting list.
- (3) **Camp:** Inmates housed at the FPC will have unlimited visiting privileges.

The number of visitors/inmates/staff will not exceed the posted rated capacity of each 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.

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. The Warden has the authority to make an exception to the prior relationship requirement.

- c. **Visitor Identification:** All visitors requesting entry into the institution will have their photo identification (photo ID) entered into the Web-based Visiting program. Any visitor refusing to have their picture input will be denied entry.
 - (1) **Entry into the Institution:** Staff will verify the identity of each visitor by comparing a valid driver's license or official photo ID, (i.e., Military or State Identification), to the photo in the Web-based Visiting program. Club membership cards or check cashing cards are not acceptable for official identification. Once a visitor has been verified and is on the inmates' visiting list, the visitor will be processed for visiting.
 - (2) All visitors will read and sign BP Form 224, Notification to Visitor. It is the inmate's responsibility to ensure his visitors receive a copy of the instructions, guidelines, and policies for visiting.
 - (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 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. In addition, the Web-based Visiting program may be used for identification prior to leaving the visiting room. All FCI and USP inmates will be visually searched and scanned by metal detector prior to leaving the visiting area. **FCI II** inmates' personal belongings (i.e. clothing, shoes) will be scanned in the Scanmax 15 prior to their departing the visiting room. A minimum of 10% of FPC 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) prior to visitors departing the visiting room.

- e. **Authorized Inmate Personal Property:** Only the following items will be authorized for entry 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) to be maintained by the Visiting Room Officer.

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 life-sustaining 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:

- Wallet or small clear plastic bag
- No more than \$20 (in change) for vending machines, no dollar bills
- Photo Identification
- Essential Medication (Asthma Inhaler, Nitroglycerine limited to the amount needed during the visit) to be maintained by the Visiting Room Officer

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

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

- 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 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.
- (2) The Warden or designee may subject inmates and their visitors to a closely supervised visit 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; or when, based on sound correctional judgement, there is any concern about a visit. The Warden or designee may deny visiting when a controlled or closely supervised visit is not possible.
- (3) **FCI II:** All visitors must pass the IONTRACK Itemiser before being allowed entry into the Institution.

If a visitor tests positive for an identifiable substances, the following consequences will take place:

- First occurrence - Visiting privileges for the inmate visitor will be suspended for 48 hours.
- Second occurrence - If within one month of the first occurrence, the visitor will be denied visiting for a period of 30 days.
- Third occurrence - If an inmate visitor tests positive at any time after a 30 day suspension, the visitor will be denied visiting for a period of 90 days.
- Fourth occurrence - If an inmate visitor tests positive at any time after a 90 day suspension, the visitor will be denied visiting for a period of 180 days.

h. **OTHER/SPECIAL VISITORS:** The Warden is the approving authority for visits by representatives of community groups or other special visitors. Except as specified, the conditions of visiting for special visitors are the same as for regular visitors. All special visitors will have a photo taken for entry into the Web-based Visiting program.

- (1) **Consular Visitors:** Visits by a consular representative will be arranged by unit staff. 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) **Clergy Visits/Community Groups:** An Entrance Memorandum requesting the visit and indicating staff responsible for supervision of the visit must be approved by the Warden and distributed as indicated on the Entrance Memorandum.
- (3) **Attorney Visits:** Attorney visits will ordinarily be conducted during normal visiting hours. Prior to the visit, Attorneys shall complete form BP-S241.013, Visiting Attorney Statement, along with a Visiting Attorney Data Request, and fax or mail them to the inmate's Unit Manager, for approval of the visit. The Unit Manager will communicate approval either by phone, fax, or letter. The Attorney shall be prepared to show their Bar Association Card to staff upon entrance. Attorney/Client Rooms are available to afford a degree of privacy when needed. Normal 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 also supervise the visit.

When an Attorney's Paralegal or Legal Assistant (to include investigators, etc.) requests to visit, they must complete forms BP-S242.013, Paralegal or Legal Assistant Agreement, BP-S243.013, Application to Enter Institution as Representative, Visiting Paralegal or Legal Assistant Data Request. The forms will be faxed to the Unit Manager as above.

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's Bar Association card. Only bona fide attorneys with current pending litigation (within 10 days) will be approved in this manner. All Paralegal visits must be approved by the Unit Manager in advance of the visit, and the paralegal must be on the inmate's approved visiting list.

- (4) **Law Enforcement/Investigative Visits:** Visits by law enforcement officials will be coordinated by the Special Investigations Supervisor (SIS) Lieutenant. 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. 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.
- (5) **Visits to Inmates not in General Population Status:**
 - (a) **Inmates in Local Hospitals:** Hospitalized FCI inmates will not normally be authorized visits. The Warden may grant an exception for gravely ill

inmates; however, the visit would be limited to immediate family members. The unit team will coordinate the visit with Correctional Services to ensure the safety and security of all concerned. Visits for hospitalized FPC inmates are limited to immediate family members only and subject to the general visiting procedures of the hospital. The unit team will submit the request to visit to the Warden, through the Captain and Associate Warden (P), for approval.

- (b) **Special Housing Status Inmates:** Visits for inmates in special housing status are subject to the general visiting policy of the facility with exceptions.
 - (i) **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 2 hours. SHU inmates will be secured in a non-contact visiting room.
 - (ii) **FCI I:** SHU inmates who are on separatee status will ordinarily be placed in an attorney/client room for visits and will be closely supervised by visiting room staff. SHU inmates with non-separatee status will be seated against the east wall of the visiting room adjacent to the officer's station, segregated from the general population. SHU inmates will have no contact with other inmates or other inmates' families. SHU inmates will sit across from their visitor. The visiting room will permit a maximum of three SHU inmates at a time. If other SHU visiting families are waiting to visit, SHU visits can be limited to allow for the waiting visiting public. SHU inmate visiting hours will end one hour prior to the end of the visiting day. SHU inmate visitors will not be admitted into the visiting room less than 2 hours before the end of the visiting day.
 - (iii) **FCI II:** Visits for inmates on SHU status are subject to the general visiting policy of the facility with exceptions. SHU inmates will be seated by the OIC desk. They will have no contact with other inmates or other inmates' families. SHU inmates will sit across from

their visitor. The visiting room will permit a maximum of three SHU inmates at a time. If other SHU visiting families are waiting to visit, SHU visits can be limited to allow for the waiting visiting public. SHU inmate visiting hours will end one hour prior to the end of the visiting day. SHU inmate visitors will not be admitted into the visiting room less than 2 hours before the end of the visiting day. Separation Visiting: Occasionally, inmates who are identified as sepratees will have a simultaneous visit. In that case, the Operations Lieutenant or Institution Duty Officer will inform the inmates' visitors of the situation, and allow each inmate a 2-hour visit to accommodate all parties involved.

(iv) **Camp Inmates Confined to County Jail:** When FPC inmates are confined in the San Bernardino 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.

(c) **Pretrial / Holdover inmates:** Visiting for inmates on Pretrial or Holdover Status will be limited to immediate family members verified through the inmates central file. Inmates in holdover status will visit under the same guidelines as inmates housed in the Special Housing Unit.

i. **VISITING ROOM DRESS CODE/BEHAVIOR:**

(1) **Inmate Dress Code:**

(a) **USP, FCI I and FCI II:** Inmates entering the visiting area will wear standard institution issued khaki uniforms. 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. A standard issue institution belt and boots/shoes are allowed. Shower shoes/thongs or athletic (tennis, running) shoes are not permitted. Socks must be worn at all times.

(c) **Camp:** Female inmates entering the visiting area will wear standard issue institution clothing.

FPC inmates may wear shoes without socks.

- (2) **Dress Code for Visitors:** The following restrictions on clothing will be strictly enforced:
- (a) 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. 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.
 - (b) Skirts, shorts 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, Spandex, leotards, etc., or pants with holes, will not be permitted unless the lower body is covered by an appropriate length dress/skirt.
 - (d) Beach style footwear (i.e., flipflops, shoes without a back strap, etc.) may not be worn. Footwear with rolling wheels are 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 khaki or tan colored pants, shirts, jackets or coats are not permitted.
 - (f) No head-wear such as hats, visors, head wraps or headbands (with exception to religious head-wear) will not be permitted. Sun glasses, or any hooded jackets 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 be permitted to hold the hand of a visitor, but will not 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 circle 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.

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.
- (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 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.

Warden, USP

Warden, FCI I

Warden, FCI II