



Institution Supplement

NUMBER: ENG 5267.08
DATE: June 24, 2011
SUBJECT: Visiting Regulations
(FCI/FPC/FDC)

1. PURPOSE AND SCOPE: To establish and implement visiting procedures for the FCI, FDC, and FPC.

2. DIRECTIVES AFFECTED:

Program Statement 5267.08, Visiting Regulations, dated May 11, 2006, is referenced.

Institution Supplement ENG 5267.06, Visiting Regulations (FCI/FDC/FPC), dated October 4, 2010, is superseded.

3. CORRECTIONAL STANDARDS REFERENCED: 4-4440, 4-4441, 4-4442, 4-4445, 4-4446

4. VISITING ROOM: All social and legal visits will take place in the visiting rooms of the FCI and the FDC. Visitors and inmates will be assigned seating upon entering the visiting room. All inmates housed in the Special Housing Unit will be seated separately from general population inmates. On weekends and holidays, visitors must be registered by 9:30 a.m. or will be asked to return at 11:00 a.m. for processing.

All social visits at the FPC will take place in the Food Service dining room. The Camp Unit Officer will assist the Visiting Room Officer when the outdoor areas are open, by making rounds through these areas to observe inmates and their visitors. Visitors and inmates will be assigned seating upon entering the visiting room. Legal visits will occur in the dining room during normal visiting hours. When an attorney must visit with an inmate during non-visiting hours the visit will occur in the assigned Camp day room upon approval of a unit team member.

All visitors must sign in at the front lobby. At which time they will be screened by the Lobby Officer. Visitors must produce valid picture identification for the Lobby Officer. All visitor age 18 and over will be required to provide picture identification before entering the visiting room. Approved identification includes a **valid** driver's license, State identification card, Military identification, passport or U.S Immigration card. Matricular identification cards issued by the Mexican Consulate are not considered as valid for entrance.

DISTRIBUTION:	Warden	Manager, PSC	Inmate Law Library
	AW (O)	Department Heads	Duty Officer File
	AW (P)	Lieutenants	Control Center
	A.F.G.E.	Executive Assistant	

5. VISITING TIMES: The visiting hours will be as follows for the FCI:

Monday & Friday	5:00 p.m. to 9:00 p.m.
Saturday, Sunday, and Holidays	8:30 a.m. to 3:30 p.m.

The visiting hours will be as follows for the FDC:

A Unit inmates will visit on odd days
B Unit inmates will visit on even days

Friday	5:00 p.m. to 9:00 p.m.
Saturday, Sunday, and Holidays	8:30 a.m. to 3:30 p.m.

Thanksgiving and Christmas will be split between both units. On the two indicated Holidays, A Unit will visit from 8:30 a.m. to 12:00 p.m. and B Unit will visit from 12:00 p.m. to 3:30 p.m. with a maximum visiting time limit of one hour.

The visiting hours will be as follows for the FPC:

Monday & Friday	5:30 p.m. to 9:30 p.m.
Saturday, Sunday, and Holidays	8:30 a.m. to 9:45 a.m. * 11:30 a.m. to 3:30 p.m.

*On Saturday, Sunday, and holidays, visiting will be closed from 9:45 a.m. to 11:30 a.m. for count and the brunch meal. Visitors are expected to leave the institution grounds and return after 11:30 a.m.

There will be no social visiting on Monday, Tuesday, Wednesday, or Thursday, for the FDC facility and no social visiting on Tuesday, Wednesday, or Thursday at the FCI and FPC facilities.

6. FREQUENCY OF VISITS AND NUMBER OF VISITORS:

A. FREQUENCY: FCI Inmates will be allowed a total of 40 points per month. 30 points are allowed per month at the FDC. One point will be charged for each hour on Monday & Fridays and two points will be charged for each hour on weekends and holiday visits. Any visit exceeding 15 minutes is considered a full hour. Legal visits will not be counted towards the point total. Additionally, all FPC inmates who participate in the Inmate Companion Program will be given an additional 10 points per month.

Legal visits for FDC inmates, who are housed at the FCI in the Special Housing Unit (SHU), will be coordinated by the FDC unit team and the inmate's attorney. An inmate should notify his attorney when he is placed in SHU to facilitate a smooth transition.

When an FDC and FPC inmate has reached his point total for the month and wants additional time, he may submit an "Inmate Request to Staff" form to the Unit Manager.

When an FCI inmate has reached his 40 point total for the month and he wants additional points, he must submit an "Inmate Request to Staff" form to the Unit Manager, stating the visitor's name and the reason for the visit.

Inmates arriving at the FCI/FPC/FDC will be afforded the opportunity to submit an initial request for visitors at any time. There after inmates will be permitted to change their visiting list once each quarter; January, April, July, and October.

B. NUMBER OF VISITORS: Due to limited visiting space, inmates will be allowed only three adult visitors per visit. Small children will not be counted toward the total. Requests to have more than three persons for a visit should be submitted on an "Inmate Request to Staff" form, through the Unit Manager then through the Captain for final approval.

FPC inmates will be allowed to have three visitors (excluding small children) during a visit. If overcrowding becomes an issue, the Operations Lieutenant will be contacted to approve early termination of visiting, giving consideration to those visitors who are not considered from the commuting area. The Operations Lieutenant will complete the "Visiting Denial" form (Attachment D) when a visit is terminated.

7. REGULAR VISITORS: In addition to immediate family members and relatives, an inmate may request up to 10 friends be added to his visiting list. Non-immediate family members shall be subject to a background investigation prior to visitation. Ordinarily, FDC inmates will only be authorized to place immediate family members on their visiting list. Due to space limitations, any exceptions must be approved by the Executive Assistant.

Inmates will submit names of prospective visitors to their correctional counselor. The correctional counselor is responsible for preparation and approval of all visiting lists. The lists will include addresses as well as phone numbers if known. Social Security numbers and birth dates should also be added for further identification. The counselor may require complete information before accepting the visiting request form. It is the inmate's responsibility to inform visitors when they have been added on their approved visiting list.

Once approved by staff, the approved record of visitor's form will be produced in triplicate. One copy will be maintained in Section 3 of the inmate's Central File, a copy given to the inmate, and a copy forwarded to the front lobby. The lobby's approved record of visitors will serve as a back-up record for the visiting computer program.

Once visitors are approved, the correctional counselor will be responsible for initiating and updating visiting records and notifying inmates if the visitors are approved or disapproved. Ordinarily, no one will be permitted to visit an inmate if they are not on the inmate's approved visiting list prior to arrival, including immediate family members. A member of the unit team should be contacted if a visitor is not on an inmate visiting list. The unit team member will evaluate the situation to determine if there are any unusual circumstances, such as visitors PENDING approval who are not yet keyed into the Visiting Program. It should be an extremely rare occasion when an inmate is allowed a visitor who is not on the visiting list.

Visitors shall not be on more than one inmate's visiting list. All exceptions must be approved by the Associate Warden, Programs (AW (P)). Only requests for immediate family members will be considered (i.e., mother who has two inmate sons).

Inmates may have the mother of their children added to their visiting list in addition to other immediate family members. However, due to space limitations and security concerns, such visitors must bring the inmate's child with them before being allowed to visit. Children under the age of 16 may not visit unless accompanied by a responsible adult. They may be placed on the visiting list, but this is not required if an adult is responsible for them. Ordinarily, it is expected that children entering the facility will be related to the inmate, but a visitor may be responsible for other children who are not related to the inmate.

Inmates may submit names of persons for his visiting list who are members of the immediate family (mother, father, step-parents, foster parents, siblings, spouse, and children). Common-law relationships are recognized as a spouse; however, they must have proof of common-law status. A "Declaration of Common-Law Marriage" is acceptable when both parties have notarized signatures and the document is filed with the Department of Motor Vehicle (DMV). Other acceptable documentation of common-law status includes joint rental contracts, telephone bills, automobile titles, etc.; with both names on them. Any inmate who creates the common-law marriage simply for visitation privileges may be subject to disciplinary action and/or restriction of visiting privileges.

An inmate who does not have a legal spouse, but there is an individual with whom the inmate has been co-habiting, and there is documented evidence the relationship was similar to that of a spouse, that individual may be approved for visiting. The pre-existing relationship must be documented, which may include names on a lease, birth certificates of children, common address on a driver's license, etc.; and be subject to the normal screening procedures prior to approval.

The inmate must have known the proposed visitor(s) prior to incarceration. This requirement includes the Federal Correctional Institution, Federal Detention Center and the Camp. The Warden's approval must be obtained for any exception. The Unit Team must submit a request to the Warden requesting any exception. This applies to all inmates regardless of the institution's security level.

Procedures for Disapproving Proposed Visitors. Staff shall give consideration to the Nature, extent, and recentness of proposed visitor's criminal conviction in determining visiting privileges. If the Unit Team determines there are security and/or management concerns, a justification memorandum must be submitted to the Warden for approval or disapproval.

Inmate's Appeal Right: The inmate has the right to appeal through the Administrative Remedy Process.

Each inmate will have an approved visiting list in the computer file at the Front lobby. Unit Staff are responsible for maintaining up-to-date information the visiting file. Additionally, following sanctions by the DHO which include Loss of Visiting; the Unit Team Counselor will enter the imposed sanction into the BOPWARE visiting program. Visiting Room officers will maintain each inmate's points on the computer at the OIC's desk when an inmate receives visits. The Visiting Room officers will maintain a Inmate Property Log which will be filled out when an inmate enters the visiting room. At the end of the visit the property will be accounted for.

Non-Contact Visiting: Under special circumstances the Warden may determine an inmate may receive a "Non-Contact" visit. The purpose of this visit is to limit the physical contact an inmate has with his visitor. These visits will be directly supervised by the inmate's unit team.

8. BUSINESS VISITORS: When a decision must be made affecting an inmate's assets or aspects of his business, he may request a business visitor by submitting an "Inmate Request to Staff" form to his Correctional Counselor. The Correctional Counselor will research the legitimacy of the request and submit his/her findings to the Warden for approval or disapproval of the visit.

9. CONSULAR VISITORS: The Executive Assistant is responsible for coordinating the visits of consul from foreign countries.

10. SPECIAL VISITS: The Captain will be the final approving official for all special visits. Inmates will submit an "Inmate Request to Staff" form to their Correctional Counselor when they want a visit from a person not on their visiting list or who is not a member of the immediate family (i.e. media visits). The potential visitor will be subject to a NCIC check. The waiting period for a special visit request is approximately 90 days. The Correctional Counselor will research the legitimacy of the request and recommend it to the Unit Manager and Captain, with either approval or disapproval. Family members requesting to visit a hospitalized inmate shall be approved in advance by the Warden. Family members will be required to complete a title 18 at the hospital before visiting. Local hospital visiting regulations will be followed. The staff member arranging the Special Visit will be responsible for supervising the visit.

A. GUIDELINES FOR CLERGY AND MINISTER OF RECORD: Guidelines for processing visitation requests for special visitors classified as clergy and minister of record are established:

Minister of Record: An inmate requesting to receive visits from his minister of record must submit a written request to the Chaplain. Upon approval, unit staff will 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 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 visiting list and **will not count against the total number of social visits allowed.**

Clergy: Visits from clergy (other than the minister of record) will be in accordance with the general visiting procedures and will count against the total number of regular visits allowed. Ordinarily, clergy visits will be accommodated, unless requested by the inmate. However, the Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy. The Warden may establish a limit to the number of minister of record and clergy visits an inmate receives each month.

11. HOLDOVER: Visits for holdover inmates will be limited to immediate family. Inmates will submit a request to staff form to their Correctional Counselor fourteen days prior.

12. LEGAL VISITS: Upon request, legal visits may be accommodated during social visiting at the FCI, FDC, or the FPC. Within the FCI and FPC, an Attorney or other legal representative, shall be informed that a private room cannot be arranged for them during the social visiting hours and they may schedule a private visit through the unit team staff. At the FDC, legal visits are conducted during social visitation. All persons seeking a legal visit with any inmate shall be held to the same dress code and other rules governing the operations of any of the visiting rooms. Legal visits during social visiting must correspond with the inmate's respective unit.

Unit team staff, but primarily the inmate's Counselor, shall ensure that legal visits are coordinated and conducted in a timely and orderly fashion. Attorneys will be processed as legal visitors upon showing proof of good standing with any bar in the United States. Persons claiming the status of an attorney which cannot be confirmed, or whose status originates from a foreign sovereign state, shall be referred to the Paralegal Specialist for confirmation of their status. Attorneys will be required to complete the **Visiting Attorney Statement**, in accordance with Program Statement 1315.06, Inmate Legal Activities, and Attachment D. This form will be completed once for each inmate visited. The **Application to Enter Institution as Representative**, PS 1315.06, Attachment F, will be completed by any non-attorney person who is employed by, or is acting on behalf of the Attorney, e.g. paralegal, legal secretary, etc. This form will be completed by the person(s) seeking entry on behalf of the Attorney, shall be signed by the

Attorney, and finally reviewed by a member of the inmate's unit team before the non-attorney is permitted legal visitation privileges. Upon the approval of legal visitation privileges for a non-attorney, the unit team shall notify Visiting Room personnel of the approval. Visiting Room personnel shall develop and maintain a logbook, listing the non-attorneys who have been granted legal visitation status. This log shall list the person(s) granted this status, the date upon which it was granted, and the name of the approving staff member.

Legal documents may be exchanged between the Attorney and the inmate they are visiting during the legal visit. The attorney may not, however, be permitted to give any materials to inmates who they do not represent and are not visiting. The documents brought into the visiting room by the inmate, and those given to the inmate by the Attorney or other legal representative, shall be searched for contraband, but shall not be read by staff.

Unless immediately necessitated by concerns for the safe and continued orderly running of the institution, the above noted legal visitation privileges shall not be denied or suspended before notifying the Operations Lieutenant. Using the chain of command, and as soon as possible, the Operations Lieutenant shall notify the IDO, AW(P) and/or the Warden, if he believes any of these privileges should be denied or suspended.

13. VISITING ROOM PROCEDURES AND REGULATIONS: Attachment B describes procedures for admitting visitors, regulations, and conduct of inmates and visitors in the visiting room. It is the inmate's responsibility to inform his visitors of this information. The inmate will receive a copy of this attachment at unit classification or by seeing his Correctional Counselor. In addition, copies of Attachment B will be made available in the screening location for visitors upon request.

- A. CHILDREN: It is the responsibility of the inmate and his visitor to control their children during the visit. Children will not be allowed to wander through the visiting room. A children's play area is provided at the FCI, which consists of a small area with a television. Inmates are not allowed in the children's play area. There is not a children's play area at the FDC.

14. VISITING ATTIRE FOR INMATES AND VISITORS: Only institution issued clothing (shirts, pants, shoes) are allowed in the visiting room. Shirts must be buttoned and tucked into the pants. Only a handkerchief, plastic comb, wedding band, approved religious medal/chain and headgear, and prescription eyeglasses are allowed to be brought into the visiting room by inmates. A permit stating the inmate requires soft shoes must be validated by Health Services before entering the visiting room. Refer to attachment B for FCI/FDC inmates and attachment C for FPC inmates.

15. TERMINATION OF VISITS: When the visiting room reaches seating capacity, the #1 visiting room officer will consult with the Operations Lieutenant prior to terminating any visits. The Operations Lieutenant will be responsible for terminating visits at the FCI. A Lieutenant will be responsible for terminating visits at the FDC and FPC.

Visiting privileges of inmates with local visitors will be terminated first. Distance to the institution will determine other terminations. If additional space is needed, visits of those individuals who have been visiting the longest will be terminated. Staff should try to avoid terminating visits of those individuals who traveled from out of state.

16. MONITORING: The IDO will tour the visiting room at least twice during their tour of duty. In addition, the IDO is to ensure other institutional activities are maintained without unnecessary or extended interference from the inmate visitors.

17. PRISONER VISITATION PROGRAM: If an inmate is unable to receive social visits, he may contact the Chaplain who will arrange visits with a volunteer for him. Inmates will not be charged points for these visits, or for clergy visits.

18. DIRECTIONS AND PHYSICAL ADDRESS: Refer to attachment A for FCI, FDC AND FPC inmates.

19. VISITING PROGRAM INOPERABLE: See attachment B regarding procedures of power loss to the visiting program at the FCI/FDC. Attachment C will list procedures for power loss at the FPC.

20. STORAGE OF PERSONAL PROPERTY: See attachment B regarding the storage of personal items at the FCI/FDC. Attachment C displays information regarding storage of personal items at the FPC.

21. EFFECTIVE DATE: This supplement is effective upon issuance.

22. OFFICE OF PRIMARY INTEREST: Correctional Services

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Rene G. Garcia, Warden

DIRECTIONS AND PHYSICAL ADDRESS TO FCI/FDC/FPC ENGLEWOOD

The Federal Correctional Institution is located southwest of Denver, in Littleton, Colorado. The exact address of the institution is 9595 West Quincy Avenue, Littleton, Colorado, 80123 (303-985-1566 main switchboard). The institution is located south of Hampden Avenue (also known as route #285) approximately 1 mile. Exit south off Hampden onto Wadsworth Avenue or Kipling Avenue to get to the institution. At the intersection of Wadsworth Avenue and Quincy Avenue turn west (towards the mountains) and drive approximately 1 ½ miles. The institution will be on the north side of Quincy. At the Kipling and Quincy Avenue intersection, the institution can be seen just to the east (away from the mountains).

Denver International Airport is located on the northeast side of Denver and FCI Englewood is approximately 50 miles from the airport. Directions from the airport: Take Pena (airport) Boulevard south, to I-70 west, to Wadsworth south, to Quincy west or Kipling south, to Quincy east. An alternate route from the airport: Take Pena Boulevard south, to I-70 west, to C-470 south, to Quincy east.

LODGING AND TRANSPORTATION:

FCI Englewood is located in the metropolitan area of Denver, Colorado, and many lodging accommodations exist. Refer to the yellow pages for lodging and transportation information.

VISITING ROOM PROCEDURES/REGULATIONS - FCI/FDC

1. All visitors must be approved by the inmate's unit staff before being allowed to visit. The only exception would be inmates who have been recently committed to FCI Englewood within the last week, then immediate family members (mother, father, step-parents, foster parents, brothers and sisters, spouse, and children) may be allowed. Common-law relationships are recognized with proof of status. Due to limited visiting space, inmates will be allowed only three persons per visit. Small children not yet walking will not be counted toward the total.

2. Any inmate or visitor that violates the rules and regulations of the visiting room may be denied future visits. In addition, legal action may be initiated for specific rule and regulation violations taken against inmates and/or visitors. Inmates are **not permitted** to receive anything from a visitor or give anything to a visitor during a visit. Visiting Room staff will not accept any articles or monies for inmates.

3. When visitors come to the institution, they will have to complete the following procedures before being admitted:

A. Sign the Visitor's Log Book (visitor's name, date, time of arrival, name of inmate visiting). **Note:** Visitors are required to sign this log book upon departure.

B. Read and sign the Notification to Visitor Form. This form informs visitors of Title 18 U.S.C. 1791 and 3571, which is the penalty for bringing upon institution grounds any firearms, destructive devices, ammunition, other objects designed to be used as a weapon, narcotic drugs, controlled substances, alcoholic beverages, currency, or any other objects without the knowledge and consent of the Warden.

C. Pass through the walk-through metal detector successfully.

D. Any items (e.g. purses, coats) staff cannot search thoroughly will not be allowed. Visitors can return and lock them in their vehicles. Small lockers are provided for visitors in the front lobby to store items during visiting. **WARNING:** The institution is not responsible for any items missing or stolen from lockers. All bags entering the facility must be clear.

E. Only baby food purchased from a store and with the factory seal unbroken will be allowed in the visiting room and the supply is regulated to the amount that could be consumed during the visit. Diapers are limited to quantities that will accommodate the length of stay. Baby formula must be in a sealed container with the empty bottle. Once in the visiting room, the formula may be opened and placed in the bottle. No glass bottles or containers will be allowed into the visiting room. In addition, visitors should bring in baby food or formula due to the fact breast feeding will not be allowed in the visiting room. One change of clothing and a blanket will be permitted for new born babies.

F. Identification: All visitors will be required to present one valid photo identification (driver's license - passport) with signatures. Note: Children under the age of 16 will not be required to present identification; however, they must be accompanied by a parent, legal guardian. Proposed visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian, or immediate family member at least 18 years of age, must have the written approval of a parent, legal guardian, or immediate family member at least 18 years of age prior to visitation.

G. Visitors who appear to be, or are intoxicated or under the influence of narcotics will be denied admittance and will be asked to leave institutional property.

H. Visiting Room Attire: Shorts and skirts must be knee length and there will be no exceptions to this rule. Khaki or camouflage colored skirts or trousers, miniskirts, see-through clothing, form fittings skirts, dresses, pants or tops, halter tops, tank or sleeveless tops, or tube tops are not allowed. Children under the age of 13 years old will be allowed to wear shorts. Undergarments must be worn. Any areas in question will be referred to the Operations Lieutenant for clarification.

Footwear: In the event the screening officers find a visitor's footwear to be questionable, the Lieutenant will be contacted to provide clarification on the footwear being allowed into the visiting room.

4. VISITING CONTACT: Handshaking, an embrace, and a kiss within the bounds of good taste, are permitted at the beginning and at the end of the visit. The only physical contact allowed during visiting is the holding of hands. Inmates with small children are afforded more contact by the holding of infants and having their children sit on their laps.

Non-Contact Visiting: Under special circumstances the Warden may determine an inmate may receive a "Non-Contact" visit. The purpose of this visit is to limit the physical contact an inmate has with his visitor. These visits will be directly supervised by the inmate's unit team.

Once a visitor enters for a visit, and then departs the institution, he or she will not be allowed to enter the facility again (i.e. depart for lunch and then wish to return).

5. VENDING MACHINES: Inmates are not allowed in the vending machine area. Visitors may purchase items from the vending machines and bring them back to area of visit. The use of machines is at the users own risk. There is no procedure to make any refunds. No more than \$25.00 will be permitted to enter the institution. Visitors are allowed to carry one small (8 inch), clear change purse. Inmates are not allowed to share food or drinks with other inmates or family members.

6. SMOKING: Smoking is not permitted on federal property.

7. CHILDREN: It is the responsibility of the inmate and his visitor to control their children during the visit. Children will not be allowed to wander through the visiting room. A children's play area is provided at the FCI, which consists of a small area with a television. There is not a children's play area at the FDC.

8. ANIMALS: Visitors are prohibited from bringing animals on institution grounds unless the animal is a dog that assists disabled persons. This must have prior approval from the Associate Warden of Programs, Captain, and respective Unit Manager.

9. INMATE PHOTOGRAPHER: There will be an inmate photographer in the FCI visiting room who will be available for pictures on Monday & Friday from 6:00 - 8:00 p.m., and on Saturday, Sunday, and holidays from 11:00 a.m. - 3:30 p.m. No inmate group photos are allowed and all photos must be appropriate in nature.

The inmate paying for the photo will be the only inmate allowed in the photo.

10. VISITING PROGRAM INOPERABLE: In the event of a power outage to the visiting program, hard copies will be utilized to in process visitors.

This attachment is to be posted in the Lobbies and Visiting Rooms.

VISITING ROOM PROCEDURES/REGULATIONS - FPC

1. All visitors must be approved by the inmate's unit staff before being allowed to visit. Federal Prison Camp inmates are allowed five visitors (excluding children not yet walking) during a visit. If overcrowding becomes an issue, the Operations Lieutenant will be contacted to approve early termination of visiting, giving consideration to those visitors who are not considered from the commuting area.

2. Any inmate or visitor that violates the rules and regulations of the visiting room may be denied future visits. In addition, legal action may be initiated for specific rule and regulation violations taken against inmates and/or visitors. Inmates are **not permitted** to receive anything from a visitor or give anything to a visitor during a visit. Visiting Room staff will not accept any articles or monies for inmates.

3. When visitors come to the institution they must complete the following procedures before being admitted:

A. Sign the Visitor's Log Book (visitor's name, date, time of arrival, name of inmate visiting).

Note: Visitors are required to sign this log book upon departure.

B. Read and sign the Notification to Visitor form. This form informs visitors of Title 18 U.S.C, 1791 and 3571, which is the penalty for bringing upon institution grounds any firearms, destructive devices, ammunition, other objects designed to be used as a weapon, narcotic drugs, controlled substances, alcoholic beverages, currency, or any other objects without the knowledge and consent of the Warden.

C. Any items staff cannot search thoroughly will not be allowed. Visitors will be permitted to return and lock the article in their vehicles. Coats can be worn into the visitation room. However, visitors will be asked to remove their coats and hang them on designated coat hooks prior to their visit with the inmate. If outside visiting is approved during times of inclement weather, coats may be worn outside after being searched. Upon returning from outside visiting, all coats will be searched by the officer and returned to the designated storage area. Visitors are allowed to carry one small (8 inch), clear change purse. **WARNING:** The institution is not responsible for any items missing or stolen. All bags entering the facility must be clear.

D. Only baby food purchased from a store and with the factory seal unbroken will be allowed in the visiting room and the supply is regulated to the amount that could be consumed during the visit. Diapers are limited to quantities that will accommodate the length of stay. Baby formula must be in a sealed container with the empty bottle. Once in the visiting room, the formula may be opened and placed in the bottle. No

glass bottles or containers will be allowed into the visiting room. In addition, visitors should bring in baby food or formula due to the fact breast feeding will not be allowed in the visiting room.

E. Identification: All visitors will be required to present one valid photo identification (driver's license - passport) with signatures. Note: Children under the age of 16 will not be required to present identification; however, they must be accompanied by a responsible adult to visit. Proposed visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian, or immediate family member at least 18 years of age, must have the written approval of a parent, legal guardian, or immediate family member at least 18 years of age prior to visitation.

F. Visitors who appear to be, or are intoxicated, or under the influence of narcotics will be denied admittance and will be asked to leave institutional property.

G. Visiting Room Attire: Shorts and skirts must be knee length and there will be no exceptions to this rule. Khaki or camouflage colored skirts or trousers, miniskirts, see-through clothing, form fittings skirts, dresses, pants or tops, halter tops, tank or sleeveless tops, or tube tops are not allowed. Children under the age of 13 years old will be allowed to wear shorts. Undergarments must be worn. Any areas in question will be referred to the Operations Lieutenant for clarification.

Footwear: In the event the screening officers find a visitor's footwear to be questionable, the Lieutenant will be contacted to provide clarification on the footwear being allowed into the visiting room.

4. VISITING CONTACT: Handshaking, an embrace, and a kiss within the bounds of good taste, are permitted at the beginning and at the end of the visit. The only physical contact allowed during visiting is the holding of hands. Inmates with small children are afforded more contact by holding the infants and having their children sit on their laps.

5. VENDING MACHINES: Inmates are not allowed in the vending machine area. Visitors may purchase items from the vending machines and bring them back to the area of visit. The use of machines is at the users own risk. There is no procedure to make any refunds. No more than \$25.00 will be permitted to enter the institution. Inmates are not allowed to share food or drinks with other inmates or family members.

6. SMOKING: Smoking is not permitted on federal property.

7. CHILDREN: It is the responsibility of the inmate and his visitor to control their children during the visit. Children will not be allowed to wander through the visiting room. There is a children's play area outside. Inmates and visitors are instructed to closely monitor their child's play in this area.

8. ANIMALS: Visitors are prohibited from bringing animals on institution grounds unless the animal is a dog that assists disabled persons. This requires prior approval from the Associate Warden of Programs, Captain, and Unit Manager.

9. INMATE PHOTOGRAPHER: There will be an inmate photographer in the FPC visiting room who will be available for pictures on Monday & Friday from 6:00 - 8:00 p.m., and on Saturday, Sunday, and holidays from 11:00 a.m. - 3:30 p.m. No inmate group photos are allowed and all photos must be appropriate in nature. The inmate paying for the photo will be the only inmate allowed in the photo

10. VISITING PROGRAM INOPERABLE: In the event of a power outage to the visiting program, hard copies will be utilized to in process visitors.

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

Visitation Denial

Date: _____

Time of Denial: _____

Name of Visitor: _____

Name of Inmate visited: _____ **Reg#** _____

Reason for Denial:

Steps if any, taken to research this incident prior to denial:

OFFICER: _____
Printed Name/Signature

OPS LT: _____
Printed Name/ Signature

CC: Captain
Institutional Duty Officer

