



# COMPLEX SUPPLEMENT

OPI: Correctional Services  
NUMBER: COC 5267.08.A  
DATE: January 22, 2010  
SUBJECT: Visiting Regulations

1. PURPOSE AND SCOPE. The Purpose of this Institution Supplement is to establish visiting regulations and procedures in accordance with the mission and goals of the Federal Correctional Complex at FCC Coleman, Florida, and in accordance with the Program Statement P5267.08, Visiting Regulations. These procedures govern inmates at the Federal Prison Camp (FPC), Federal Correctional Institution (FCI), United States Penitentiary (USP), as well as holdovers confined within the complex.
2. DIRECTIVES AFFECTED.
  - a. Directives Rescinded

CLP 5267.07A	Visiting Regulations (1/30/06)
COP 5267.07B	Visiting Regulations (1/28/05)
COM 5267.07F	Visiting Regulations (1/12/06)
COL 5267.07B	Visiting Regulations (3/27/05)
  - b. Directives Referenced

PS 5267.08	Visiting Regulations (5/11/06)
PS 5500.12	Correctional Services Manual, (10/10/03)
PS 5510.12	Searching, Detaining, or Arresting Persons Other Than Inmates (1/15/08)
COC 5500.12.2A	Entrance Procedures (12/05/05)
3. STANDARDS REFERENCED. American Correctional Association 4<sup>th</sup> Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499, 4-4500, 4-4501, 4-4503, 4-4504.
4. VISITING FACILITIES. All regular visits not requiring special security measures will be conducted in the institution's visiting room. Separate rooms within the visiting area are provided for legal visits. Non-contact visiting rooms will be used when special security measures are needed. The maximum number of persons allowed in the visiting room is CAMP-200, COL-275, COM-275, COP-192, CLP-178.

5. VISITING TIMES

LOW

Thursday	12:30 p.m. - 3:00 p.m.
Thursday USP Holdover SHU Inmates	8:00 a.m. - 12:00 p.m.
Friday	8:00 a.m. - 3:00 p.m.
Saturday	8:00 a.m. - 3:00 p.m.
Sunday	8:00 a.m. - 3:00 p.m.
Monday	8:00 a.m. - 3:00 p.m.
Federal Holidays	8:00 a.m. - 3:00 p.m.
*Tuesday & Wednesday	*No Visiting - Special Visits will be conducted through approved appointments through the Captain's Office.

MEDIUM

Thursday (SHU)	8:00 a.m. - 12:00 p.m.
Thursday (GP)	8:00 a.m. - 3:00 p.m.
Friday	8:00 a.m. - 3:00 p.m.
Saturday	8:00 a.m. - 3:00 p.m.
Sunday	8:00 a.m. - 3:00 p.m.
Monday	8:00 a.m. - 3:00 p.m.
Federal Holidays	8:00 a.m. - 3:00 p.m.
*Tuesday & Wednesday	*No Visiting - Special Visits will be conducted through approved appointments through the Captain's Office.

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USP-1/ USP2

Friday, Saturday, Sunday	8:00 a.m.-12:00 p.m.
Friday	8:00 a.m. - 3:00 p.m.
Saturday	8:00 a.m. - 3:00 p.m.
Sunday	8:00 a.m. - 3:00 p.m.
Federal Holidays	8:00 a.m. - 3:00 p.m.
Monday, Tuesday, Wednesday, Thursday	No Visiting - Special Visits will be conducted through approved appointments through the Captain's Office.

Camp

Saturday	8:00 a.m. - 3:00 p.m.
Sunday	8:00 a.m. - 3:00 p.m.
Federal Holidays	8:00 a.m. - 3:00 p.m.

Federal or nationally recognized holidays include New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.

Visitors will not be allowed inside the front lobby of the institution more than 15 minutes prior to visiting hours. **Visitors are to park their cars at the institution being visited. Visitors parking at any other complex buildings will be directed to depart that building.**

Visitors will not be processed into the visiting room after 2:00 p.m. on visiting days. On weekends and federal holidays, visitors will not be processed between 9:30 a.m. and 10:20 a.m during the institution official count.

Due to the time and administrative costs involved, most visits must be scheduled during regular visiting hours. When a visit cannot be scheduled during regular visiting hours it is the responsibility of the respective Unit Team to provide supervision.

Other institution activities must be maintained without unnecessary or extended interference. To reduce interference

with other institution activities, the secure corridors will be used when necessary.

6. VISITING RESTRICTIONS AND OVERCROWDING. Visiting may be curtailed or terminated because of an emergency, improper conduct on the part of the inmate or his visitor(s), or when the visiting room becomes overcrowded. Should the Visiting Room Officer determine it is necessary to curtail or terminate visiting because of overcrowding, he will notify the Operations Lieutenant and Institution Duty Officer (IDO). The IDO will consult with the Operations Lieutenant, make the necessary determination, and notify the affected parties. During times of overcrowding, the Visiting Room Officer will first ask for volunteers to offer to leave. If there are no volunteers, visitors who have traveled less than 100 miles are considered local visitors and will be terminated in the order in which they arrived. Once the local visitors list has been exhausted, visitors will be terminated in the order in which they arrived. This process will continue until the overcrowding is managed.

The Operations Lieutenant must be notified and will document the circumstances of the visiting terminations in the Lieutenant's Log.

7. GENERAL VISITING PROCEDURES.

- a. FCC Coleman: Visiting at the USP will be Friday through Sunday and on federal holidays from 8:00 a.m. to 3:00 p.m. No one will be admitted into the institutions for visits after 2:00 p.m. On weekends and holidays, inmates will not be allowed to enter or exit the Visiting Room from 9:30 a.m. until the 10:00 a.m. count has cleared. Special Housing Unit visitation concludes at 2:00 p.m.
- b. FPC Coleman: Visiting at the FPC will be Friday through Monday and on federal holidays from 8:00 a.m. to 3:00 p.m.
- c. Visitors will not be admitted to a visiting room after 2:00 p.m. without the approval of the Operation's Lieutenant or Duty Officer.
- d. Visitor Parking is prohibited along Bureau Road. Inmate Visitors are not permitted to enter the Federal Correctional Complex grounds prior to 7:50 A.M. on visiting days, at which time they may be proceed to the authorized parking lot.
- e. Inmates at FCC Coleman will be allowed seven visits during a calendar month. Any portion of a visit will be charged as one visit. The visits are not accumulative from one month to another. A completed visit is defined as the visitor(s) departing the institution property and the inmate departing

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the visiting area, returning to his assigned quarters or work assignment. A yearly visiting schedule will be available to visitors and will also be posted on the housing unit bulletin board. Ordinarily an inmate's visiting list should not exceed more than 20 people, including immediate family members, other relatives, friends, and associates. There should be no more than 10 friends and associates on an inmate's approved visiting list. Friends and associates must have had an established relationship prior to confinement. The Warden may authorize an exception to the prior relationship rule, particularly for inmates without other visitors. Additionally, the Warden may authorize an exception to the maximum limit provision when warranted. Ordinarily, inmates will be allowed up to five (5) total visitors, excluding children under 2 years of age, who may visit at one time. Children 2 years of age and under may sit on the visitors lap should a seat not be available. Children are not permitted to sit on an inmate's lap at any time.

- f. When an approved visitor arrives in an FCC Visiting Room, the Visiting Room Officer will contact the inmate's housing unit officer. The unit officer will locate the inmate. If the inmate is on a job detail, the detail officer will return the inmate to the housing unit if necessary to change clothes or directly to the visiting room. The unit officer will release the inmate to the Visiting Room. If an inmate has not arrived at the Visiting Room within 45 minutes of his unit officer being notified the Operation's Lieutenant will be contacted and requested to expedite the inmate's arrival.
- g. In the event of overcrowding, generally those inmates who have used the most visits will have their visits terminated first. However, the Visiting Room officer shall also give consideration to the distance the visitor has traveled, the visitor's relationship to the inmate and frequency of previous visits. If it should become necessary to terminate visits, the Operation's Lieutenant and Duty Officer will be notified and will authorize the termination of specific visits.
- h. The Associate Warden of Programs will authorize and approve extra visiting.

Such approvals will be obtained well in advance of a scheduled visit and must be in writing, initiated by the Unit Team. Ordinarily, extra visiting authorization may be granted to accommodate those visitors traveling long distances and those unable to visit regularly. All regular visiting times must be used before approval of extra time.

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The Captain or Deputy Captain will approve additional visitors above those ordinarily permitted. Approval for additional visitors must be obtained in advance of the visit and in writing. The documentation will be initiated by the Unit Team after review of requests by inmates. Ordinarily, additional visitors are granted to accommodate visitors traveling long distances or unable to visit regularly.

- i. Any inmate who requires special precautions may have his visiting restricted when necessary to ensure the security and good order of the institution. These cases will normally consist of protection cases and inmates who cannot be allowed in the Visiting Room with other inmates from the general population. The Captain will make the final decision regarding the restrictions of the visiting time. During weekends and holidays, the Institution Duty Officer or Operations Lieutenant may make the decision regarding visiting restrictions of the inmates who fall into this category. Special visits will require prior written approval by the Captain and Unit Manager in advance of the visit.
- j. Special Housing Unit visiting procedures - USP: The following procedures will be utilized regarding non-contact visiting for inmates housed in the Special Housing Unit (SHU) at USP 1 and USP 2. The visits must be approved in advance by the Unit Team and Captain. Visits may take place on weekends or holidays only. SHU visitors will not be processed after 11:00 a.m. SHU visits will be limited to a duration of two (2) hours. No more than two (2) visitors will be allowed to visit each inmate. Inmates will be secured in the non-contact room throughout the visit. Inmates will be escorted from SHU to the visiting room in handcuffs, leg irons and martin chain. Prisoners Visitation and Support (PVS) visits for SHU inmates will take place inside the visiting room under direct supervision by Visiting Room Officers. Legal visits may take place in the Visiting Room after review and approval by the Captain. The main corridor will be secured during the move of an inmate from the Special Housing Unit to the visiting room and during his return to the Special Housing Unit.
- k. Special Housing Unit visiting procedures - FCI: The following procedures will be utilized regarding social visiting for inmates housed in the Special Housing Unit (SHU) at the FCI. Inmates may be permitted social visiting in the institution visiting room. A list of inmates with special security concerns will be generated by the SIS Office with review by the Captains' Office to document those inmates who will be precluded from contact social visiting and permitted non-contact visiting only.

All SHU inmates will be seated in close proximity to the Visiting Room Officers' desk and will remain under constant supervision. SHU inmates will be escorted to the visiting

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room and back to SHU at the conclusion of visiting in restraints. SHU inmates will remain dressed in the orange jumpsuit while in the visiting room. Visiting for SHU inmates will conclude at 12:00 p.m. SHU inmates will be processed out of the visiting room first, ahead of other general population inmates. After regular work hours, additional security may be implemented as needed by the Operations Lieutenant in consultation with the Duty Officer as concerns arise.

1. USP inmates temporary housed in the FCI SHU visiting procedures- FCI: The following procedures will be utilized regarding inmates in Trans Seg status housed in the Special Housing Unit. The visits must be approved in advance by the Unit Team and Deputy Captain. SHU visitation will occur on Thursdays from 8:00 a.m., to 12:00 p.m. The Deputy Captain can authorize pre-approved exceptions for week day visits. SHU visitors will not be processed after 11:00 a.m. SHU visits will be limited to a duration of two (2) hours. No more than two (2) visitors will be allowed to visit each inmate. Inmates will be limited to four (4) hours of visiting a month. Due to the limited space available for non-contact visiting, consideration must be made to afford other inmates the privileges of visitation. Therefore, visiting privileges could be restricted to one visit a month. A written copy of the approved visit will normally be proved to the Lieutenants Office, Control Center, Front Entrance, FCI Tower #1 and SHU staff.

Visits for SHU inmates will take place inside the visiting room under direct supervision by Visiting Room Officers. Legal visits may take place in the Visiting Room after review and approval by the Deputy Captain.

Video visiting procedures: The following procedures will be placed into effect regarding Video visiting for inmates housed in the Special Housing Unit (SHU). There is one system in place for video visiting between inmates and their visitors.

Video visiting is a closed circuit video system designed to permit visiting without contact and without removing inmates from the Special Housing Unit. Specifically, visitors view a video monitor in the visiting room and talk to the inmate on a closed telephone system. The inmate at the same time views the visitors and talks from a secure area within the Special Housing Unit.

Visits must be approved in advance by the Unit Team and Captain. Visits may take place on weekends or holidays only. SHU visitors will not be processed after 1:00 p.m. SHU visits will be limited to a duration of two (2) hours.

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No more than two visitors will be allowed to visit each inmate. Visitors must be on the inmates approved visiting list. Visitors will be processed into the institution following routine entrance procedures to include ION drug screening. Upon completion of entrance screening, visitors will be escorted into the visiting room and secured in the identified video visiting room for visitors. Inmates will remain secured in the inmate video visiting room in the SHU throughout the visit. Inmates will be escorted from their cell to the video visiting room in the SHU in handcuffs from behind at a minimum. Additional restraints may be used if deemed appropriate and necessary by the Captain/Deputy Captain and SHU Lieutenant. Where deemed appropriate and necessary, the inmates will remain in handcuffs and leg irons only during the visit. Martin chains will be removed prior to the inmate being secured in the video visiting room.

8. APPROVED VISITORS. Visits are limited to those on the inmate's approved visiting list as authorized by the Unit Team. It is the responsibility of the inmate to advise his visitors they have been approved and placed on his authorized visiting list. An individual may be placed on the approved list after completing and submitting a Visitor Information form received from the inmate, investigation from official sources, i.e., Presentence Report, U.S. Probation Office, NCIC checks, local law enforcement agencies, etc. No visitor will be added to an inmate's permanent visiting list prior to NCIC clearance. The signature of a parent or legal guardian on the Visitor Information form is necessary to process a request for an applicant under 18 years of age.
  - a. If a visitor is on the approved visiting list of more than one inmate, except for immediate family, they will normally only be allowed to visit one inmate at a time.
  - b. When an inmate transfers to this institution, his visiting list will only be recognized if the file reflects proper documentation to include NCIC checks. New NCIC checks will be completed at the Unit Manager's discretion as necessary to update information on inmates' visiting lists.
  - c. If an immediate family member, who is not on an inmate's approved visiting list, arrives at the institution, the inmate's Unit Team will be notified. If the inmate has been at the institution for less than four weeks, a member of the Unit Team will review the Central File to determine if the visitor is a member of the immediate family. If unit staff are not available, and the visitor's relationship to the inmate cannot be confirmed, the visit will be denied. If



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the inmate has been at the institution for more than four weeks and no visitation form exists, the visitor(s) will be denied. If the visit is denied, the Operations Lieutenant will be notified and will document the denial of the visit in the Lieutenant's Log.

- d. Persons with Criminal Records (to include federal and state probation/parole or supervised release): While the history of an arrest record or criminal record does not necessarily preclude visiting privileges, careful evaluation and consideration should be given to the nature and extent of the criminal record. History of recent criminal activity is weighed against the value of the relationship and the security of the institution. The Warden will make the final determination as to the approval or disapproval of visiting requests in these types of cases.
- e. Former Inmates of the Institution and Relatives of Other Inmates: Rarely will individuals in this category be permitted to visit. In those instances necessitating such visits, the Warden must give prior approval.
- f. Holdovers and New Commitments: When an approved visiting list is not available, visits for new commitments and inmates in holdover status will be limited to confirmed members of the immediate family. A Birth Certificate or some form of identification that would indicate they are members of the same family will be required. In addition, a check of the inmate's Presentence Report (if one is available) shall be conducted. Holdovers may request family members to be placed on a visiting list by submitting a request for visitor approval to their assigned unit counselor. The time frame for approval will be the same as general population inmates.
- g. Protective Custody, Separation Cases: The Warden or designee (normally the Captain) will determine approval of the visit and schedule visiting for protective custody and separation cases. Visits of this nature will be reviewed on a case by case basis, taking into account the safety of the inmate and the security requirements of the institution. The non-contact visiting areas will be used in these cases.
- h. The Visiting Room Officer will take special precautions when a visitor closely resembles an inmate (as in the case of identical twins). The non-contact visiting area may be used in these cases.
9. INJURIES TO VISITORS. Any injuries occurring to visitors, while inside the institution will be assessed by the medical staff on duty. An injury report will be completed and only emergency treatment will be rendered. No medication will be prescribed. Injured visitors will be referred to the local

hospital emergency room or their respective physician for follow up treatment when appropriate.

10. IDENTIFICATION OF VISITORS. All visitors, with the exception of children under the age of 16 years, must display photo identification before entering the institution. All applicable procedures, as outlined in the Complex Supplement, Entrance Procedures, will be followed. The primary form of identification for visitors will be a photo identification. All visitors must present valid identification. Valid identification includes: a valid state driver's license, state issued identification, government identification or passport, issued by a local, state or federal agency, or foreign government. The Institution Duty Officer or Operations Lieutenant will be notified in questionable cases.  
  
The Front Lobby Officer will stamp each visitor's hand with a black light stamp prior to his/her entrance to the visiting room. The Visiting Room Officer will check each visitor's hand for the presence of the stamp prior to the visitor's entrance and exit from the visiting room.
11. SPECIAL VISITS. All special visits must be requested by the Unit Manager and approved by the Warden or designee. A memorandum authorizing the visit must be forwarded to the Front Lobby Officer, Visiting Room Officer, Captain, Duty Officer, Operations Lieutenant, and Central File ordinarily 24 hours prior to the visit. It is the responsibility of the respective Unit Team to provide supervision for special visits.
12. BUSINESS VISITORS. Only the Warden may authorize an exceptional visit of this kind in accordance with Program Statement 5267.06, Visiting Regulations.  
  
Infrequent visits by a prospective/former employer, clergy, sponsor or parole advisor may be permitted upon recommendation and approval of the Warden or his/her designee.
13. EMBASSY OR CONSULAR VISITORS. Arrangements for visits by Embassy or Consular staff will be made through the Executive Assistant and approved by the Warden in accordance with Program Statement 5267.08, Visiting Regulations.
14. PASTORAL VISITS. Pastoral visits must be recommended by the supervisory Chaplain and approved by the Warden. These visits will occur in the visiting room during regular visiting hours and will not be regarded as an inmate social visit.

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15. OFFICIAL VISITORS. Members of the FBI, U.S. Marshals Service, Congress, Federal Public Defenders, Department of Justice officials, and Federal Prisons system personnel will be permitted to visit upon presentation of appropriate identification. All Federal employees are required to pass through the metal detector.
16. ATTORNEY VISITS.
- a. Attorneys are encouraged to visit during regular visiting hours, Friday - Monday, 8:00 a.m. - 3:00 p.m. Attorney visits will normally take place in the private attorney visiting rooms. Under rare circumstances when an attorney visit may take place during non-visiting hours, the visit will be visually supervised by a member of the inmate's unit team. Staff may not subject visits between an attorney and an inmate to auditory supervision.
  - b. Attorneys should be on the inmate's visiting list. However, this does not preclude other attorneys from visiting at the inmate's request. Visits from attorneys not on the inmate's visiting list must ordinarily be requested in writing and approved by the Warden at least 24 hours in advance of the visit. In situations in which prior notification by an attorney has not been made due to unforeseen circumstances, staff will make reasonable efforts to accommodate the attorney visit.
  - c. All attorneys will present a valid bar identification card and complete a Notification to Visitor form. After completing the Notification to Visitor form, attorneys will be processed through the metal detector and will have their hand stamped before entering the institution. U.S. Attorneys and Federal Public Defenders may, in lieu of a bar card and picture ID, present an official picture identification. They will be required to sign the official log. They will be required to pass through the metal detector.
  - d. A copy of attorney visits will be kept in the inmate's central file. In order to be considered a legal visit, the attorney must present photo identification and confirmation of attorney status.
  - e. Normally, exchange or delivery of legal documents between an inmate and an attorney must occur through the U.S. Mail rather than through visitation. However, attorneys are permitted to bring reasonable amounts of legal documents into the institution for review with an inmate. Any legal documents brought in by an attorney are subject to visual inspection for contraband by the Front Lobby Officer.

An inmate may bring a limited amount of legal materials from his unit to the visiting room to review with his attorney.

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The amount of materials must be approved by the inmate's unit team. The Visiting Room Officer will visually inspect the documents to verify they are limited to legal materials and include no prohibited items upon entering and exiting the visiting room and will immediately notify the Operations Lieutenant if any discrepancies are noted.

Once the legal visit has concluded, the Visiting Room Officer will visually inspect the inmate's legal material to ensure that contraband is not present. If inspection reveals no concerns, the Visiting Room Officer will give the legal materials to the inmate to return to his unit. Items that cannot be thoroughly searched (e.g., padded envelopes or hard-cover books) will not be allowed to enter or leave the visiting room.

- f. Recording devices, video equipment, and cameras will not be allowed in the visiting room without advanced written approval from the Warden. If such permission is granted, the institution's Legal department will be notified and available for consultation. A member of the unit team will visually monitor the visit.
  - g. Non attorney legal representatives such as law clerks, paralegals, and interpreters must receive prior approval to participate in legal visits, regardless whether accompanied by an attorney. Attorneys desiring legal representative's participation in legal visits are responsible for submitting a completed Application to Enter Institution as Representative form to the inmate's unit team. These forms may be obtained from the inmate's unit team or by contacting the Legal department.
    - (1) Original signatures are required for processing and hand-delivered applications are not ordinarily accepted.
    - (2) Review of properly submitted applications will ordinarily be completed within one week from the day after the date of receipt. Unit team staff will notify the affected inmate when the request for a legal representative is approved.
17. LAW ENFORCEMENT INTERVIEWS. Ordinarily, the Special Investigative Agent (SIA) will coordinate all interviews between law enforcement agencies and inmates. In the absence of the SIA, the Special Investigative Supervisor (SIS) will assume this function. The purpose of this is to acquaint institution officials with any new developments in an inmate's situation that might jeopardize the safety and security of the institution. The completed form will be

sent to the Captain for review, who will forward it to the Warden for final approval. It will then be sent to the SIA for filing.

18. VISITS TO INMATES NOT IN REGULAR POPULATION STATUS.

- a. Inmates in Special Housing Unit Detention/Segregation Status: Inmates in Detention/Segregation status and their visitors will be required to be seated in the area adjacent to the officer's station in the visiting room. Inmates will be required to wear the Special Housing Unit clothing issued to them. Visiting times for these inmates will vary and terminate earlier than general population visiting to allow time to process the inmates back to the Special Housing Unit. (The non-contact areas of the visiting room will be used on a case-by-case basis.)

USP #1 USP #2 only: Special Housing Unit inmates with security concerns will receive non-contact visits only. The visits must be approved in advance by the Unit Team and Captain. Visits may take place on Friday, Saturday, Sunday and approved holidays only. SHU visitors will not be processed after 11:00 a.m. SHU visits will be limited to a duration of two (2) hours. No more than two (2) visitors will be allowed to visit each inmate.

- b. Outside Hospital Visits: Visiting privileges will not be authorized for the inmate patient unless approved in advance by the Warden. If visiting is approved, the following guidelines will be adhered to:

- (1) The Unit Team will prepare an approved list of visitors for each inmate patient.
- (2) Prior to the inmate receiving a visit, the visitor's name, address, date, and time each visit will take place will be provided to the staff supervising the inmate in the outside hospital.
- (3) The staff supervising the inmate in the outside hospital will verify the visitor's identity at the time of the visit. The inmate will only be allowed one visitor in the room during the visit.
- (4) When the visitor enters the inmate's room, the staff member will advise the visitor of proper visiting procedures. Visitors will be screened with a hand-held metal detector. The staff supervising the inmate will place all purses and handbags in the inmate's hospital room closet or locker. The inmate patient will never have access to the visitor's purse or bags. The visitor may retrieve his/her belongings just prior to departure from the hospital room.

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- (5) All inmate visitors will adhere to hospital visiting regulations and hours.
  - (6) Visitors will not use the bathroom in the inmate patient's room.
  - (7) Visitors/walk-ins will not be authorized to visit the inmate patient unless prior approval has been given by the Warden. In the event an unauthorized visitor appears at the hospital demanding a visit, the individual will be referred to the institution. The Captain and hospital security will be notified.
19. PREPARATION OF VISITING LISTS. The correctional counselor will be responsible for approving the proposed visiting list the inmate submits and for preparing all documents required. The correctional counselor will complete and sign the inmate's visiting list. It will be copied and filed in the visitation computer in the front lobby, with a copy going to the inmate. This should be accomplished within the first five days after the inmate's arrival. The correctional counselor will also be responsible for additions to the visiting list, filing the updated list, and destroying the old list. All additions will be typed on the original form and initialed by the person making the correction. The counselor will provide the inmate a copy of the visiting regulations during the Admissions and Orientation period. Unless unusual circumstances exist, an inmate transferred from another Federal Bureau of Prisons institution will not need to have his visitors already on the visiting list approved a second time. The Unit Team shall notify the inmate of each approval or disapproval of a requested person. The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the visiting guidelines. (Attachment A & A2)
20. VISITOR DRESS. The Front Lobby Officer will ensure all visitors are appropriately dressed. Visitors will dress appropriately and avoid clothing styles that are suggestive. See through garments, sleeveless tops, overly tight fitting clothes, plunging necklines, or garments that expose private parts of the body will not be permitted to be worn in the visiting room. Skirts, shorts, culottes, and dresses will not be higher than two inches above the top of the knee. Halter tops, wrap-around skirts, spandex, caps, hats, and clothing with logos that may indicate gang affiliation or bathing-suit type attire will not be permitted. Provocative attire worn by men or women is reason to deny visiting. A visit may be terminated in order to maintain good taste and consideration for others. No khaki or green clothing similar to inmate attire or camouflage clothing is to be

worn by visitors inside the visiting room. Women should avoid wearing underwire bras since they may not clear the metal detector.

The Front Lobby Officer will notify the Operations Lieutenant of any potential visitor considered not to be appropriately dressed. The Lieutenant will proceed to the front lobby area and determine whether the visitor is dressed appropriately. When a visit is not allowed, the Operations Lieutenant will document the reason(s) in the Lieutenant's Log.

Inmate Attire. Inmates are responsible for being properly groomed and in the proper attire. The attire must be in accordance with existing policy. All inmates must wear a belt and issued khaki clothing which is clean and in good repair. Shirts will be tucked in and all buttons will be buttoned except for the top button of the shirt. Absolutely no altered clothing will be permitted in the Visiting Room. This includes beltless pants with pockets, pleats, zippers or belt loops which have been added. Headbands, Kufis or other religious head gear may be worn when approved by the Chaplain and Captains' Office. If inmates bring items not authorized to enter the Visiting Room they must be returned to the respective housing unit and will not be stored in the shakedown area.

Personal clothing to include tennis shoes are not authorized, unless medically prescribed. The clothing shall be in clean and neat condition. Inmates housed in units which issue jumpsuits must wear jumpsuits into the Visiting Room.

21. PERSONAL BELONGINGS. Cellular phones, pagers, or any other electronic devices will not be allowed into the visiting room at any time. Visitors' personal property which will be allowed into the visiting room is as follows:
- a. Change purse (clear)- not to exceed 6" long by 6"wide by 3" deep
  - b. Money (\$20.00 maximum, with no bill denomination over \$5.00)
  - c. Empty baby bottles (must be clear plastic)
  - d. Diapers (reasonable amount), baby powder, ointment, diaper wipes (in a clear container)
  - e. Commercially sealed, prepackaged baby food and or formula (not to exceed 2 sealed containers of each)
  - f. Baby clothes (one set) and one small blanket

- g. Life maintenance medications (i.e., heart, epileptic, etc.) Diabetic medication and syringes are not considered life maintenance medications.
- h. Jewelry worn in by the visitor (not excessive)
- i. Sweater/light jacket
- j. Reasonable amount of feminine hygiene items

All other items will be placed in lockers provided for visitors located in the visitor reception area or secured in the visitor's vehicle. (i.e., cell phones, car keys, handbags, etc.)

22. SEARCHING VISITORS. Visitors are subject to search and, under certain circumstances, to be detained and/or arrested. Reference is made to Program Statement, Searching and Detaining or Arresting Persons Other than Inmates. It is the responsibility of the Front Lobby Officer to search items of personal property prior to admittance to the visiting room and to ensure that all visitors pass through the metal detector just prior to admittance to the visiting room.

Visitors failing to clear a walk-through metal detector must be searched using a hand-held metal detector. Failure to clear the hand-held metal detector may qualify as reasonable suspicion to perform a further pat or visual search.

Random Electronic Searches. All visitors and their property/belongings will be randomly searched by electronic means (walk-through or hand-held metal detector, ion spectrometry devices, x-ray screening for personal containers and belongings, etc.).

Random Electronic Searches. All visitors and their property/belongings will be randomly searched by electronic means (walk-through or hand-held metal detector, ion spectrometry devices, x-ray screening for personal containers and belongings, etc.).

At LOW security and higher facilities (including Administrative facilities), all visitors are required to clear a metal detector before entering. Alternate random selection methods are not used for this search requirement.

At MIN security facilities, random electronic searches may be conducted as deemed necessary and appropriate by the warden or camp administrator.

Random Pat Searches. All visitors are randomly pat-searched according to a daily random method determined by following procedures in Section 8.a.



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Random Visual Searches of Belongings. At LOW security and higher facilities (including Administrative facilities), all visitors' belongings must be visually searched. These searches may be done by an x-ray screening device. Alternative random selection methods are not used for this search requirement.

Visitors who arrive in a wheelchair will be expected to submit to a thorough search. Every reasonable effort will be made to search the visitor in a sensitive and professional manner. If there are any concerns or questions regarding this procedure, the Institution Duty Officer will be contacted immediately to assist in processing visitors with disabilities.

23. RECORD OF VISITORS. The Front Lobby Officer will ensure all visitors read and sign the Notification to Visitor form (BP-224(52)) and sign the Inmate Visitor's Log Book. This will ensure all visiting is recorded and a file is maintained on all visitors. The visitor will complete the Notification to Visitor form in the lobby and the escorting officer will carry it to the visiting room. The Visiting Room Officer will forward the completed BP-224's to the Captain's Office. The Visiting Room Officer will maintain a daily log of all visits.
24. INMATE NOTIFICATION AND IDENTIFICATION. Once the visitor has entered the visiting room, the Visiting Room #1 Officer will contact the inmate's work detail supervisor or housing unit officer and inform them of the visit. Upon arrival, he must present his inmate identification card to the officer.
25. INMATE VISITING ATTIRE. Inmates must wear institution clothing when participating in the visiting program. Inmates will dress in clean clothing that is in good repair and in good taste. Inmates will wear institution issued footwear in the visiting room. Hats and sunglasses are not approved for wear with the exception of religious headgear and prescription sunglasses. The only jewelry inmates are permitted to wear into the visiting room are wedding bands and religious medallions. Any other jewelry, including watches, will be secured in the inmate's unit before leaving for the visiting room.
26. DETAINING VISITORS. You may be arrested and detained by Bureau staff anytime there is probable cause indicating that you have violated or attempted to violate applicable criminal laws while at a Bureau facility, as authorized by 18 U.S.C. § 3050.

27. SUPERVISION OF THE VISITING ROOM.

a. It is the Visiting Room Officer's responsibility to ensure the visiting room regulations are followed as outlined in this supplement and the visits are conducted in a quiet, orderly, and dignified manner. Direct observation of the visits is not required at all times, but the officers will move about the area and constantly observe the general visiting area to prevent the passage of contraband. Inspections should determine that the visits are being conducted in an acceptable manner to ensure the security and orderly running of the institution. Inmates are not allowed to visit with other inmates and/or other inmates' visitors.

Inmates entering the Visiting Room, will report to the Visiting Officer for processing prior to being seated. The vending machine areas are off limits to all inmates at all times. Additionally, inmates are not permitted in the areas designated for children.

b. A search of each inmate is required at the beginning and at the end of a visit. Pat searches will be performed on all inmates prior to entrance into the visiting room. A visual search shall be performed on all inmates prior to leaving the visiting room. Searches shall be conducted out of view of visitors and in privacy. All searches shall be recorded in a visual search log book located in the inmate processing area.

c. In no instance shall the Visiting Room Officer accept articles or gifts of any kind for an inmate. Inmates shall not give visitors hobby craft, art items, etc.

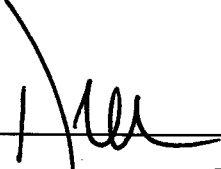
d. Rest room facilities for visitors are located inside the visiting room. Inmates, under direct visual supervision of the Visiting Room Officer, will use the rest room located in the Shakedown Room. Inmates will receive a thorough pat search prior to being allowed to use this rest room.

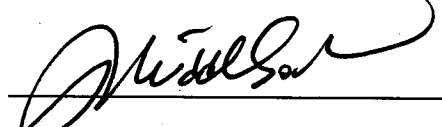
e. Visitors are not permitted to take anything from, or give anything to an inmate in the visiting area.

28. PENALTY FOR VISITING ROOM VIOLATIONS. All inmates are to be aware of the rules and regulations and the consequences for violating those regulations. Inmates are responsible for providing each of their visitors a copy of the visiting rules and regulations brochure. Any act or effort to violate the visiting guidelines of the institution may result in disciplinary action against the inmate, which may include the denial of future visits. In the case of criminal violations, prosecution may be initiated against the visitor and the inmate. The conduct of children will be the responsibility of the inmate and the visit can be terminated upon the inappropriate behavior of the child. All children must be properly supervised so as not to be

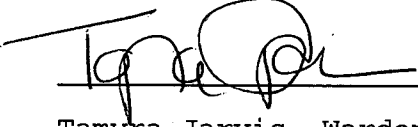
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disruptive to the orderly running of the visiting room. The television room will be the exclusive use of the children who visit and inmates are prohibited from being in this area.

  
\_\_\_\_\_  
D. B. Drew, Complex Warden

  
\_\_\_\_\_  
Scott A. Middlebrooks, Warden

  
\_\_\_\_\_  
Jorge L. Bastrana, Warden

  
\_\_\_\_\_  
Tamyra Jarvis, Warden

VISITOR GUIDELINES FOR FCC COLEMAN

VISITING DAYS: Low and Medium: Thur, Fri, Sat, Sun and Mon  
USP #1 and USP #2: Fri, Sat, and Sun - All institutions may have  
visiting on approved federal holidays.

INSTITUTION TELEPHONE NUMBERS:

LOW- (352) 689-4000

MEDIUM- (352) 689-5000

USP 1- (352) 689-6000

USP 2- (352) 689-7000

HOURS OF VISITATION: 8:00 a.m. to 3:00 p.m. Visitors will not be  
processed into the Visiting Room after 2:00 p.m. On weekends and  
federal holidays processing will cease at 9:30 a.m. in order to  
conduct an official count. Processing will begin at the  
conclusion of the official count.

IDENTIFICATION OF VISITORS: Approved photo identification is  
required for visitors 16 years of age and older. A current state  
driver's license, state or government issued I.D. card, or  
government issued passport with photo are acceptable forms of  
identification. Birth certificates are not acceptable forms of  
identification. Persons without proper identification will not  
be permitted to visit.

PERMITTED ITEMS IN THE VISITING ROOM:

- a. Change purse (clear)- not to exceed 6" long by 6" wide by 3" deep
- b. Money (\$20.00 maximum, with no bill denomination over \$5.00)
- c. Empty baby bottles (must be clear plastic)  
Diapers (reasonable amount), baby powder, ointment, diaper  
wipes (in a clear container)
- f. Commercially sealed, prepackaged baby food and or formula  
(not to exceed 2 sealed containers of each)
- g. Baby clothes (one set) and one small blanket
- h. Life maintenance medications (i.e., heart, epileptic,  
etc.) Diabetic medication and syringes are not  
considered life maintenance medications.
- i. Jewelry worn in by the visitor (not excessive)
- j. Sweater/light jacket
- k. Reasonable amount of feminine hygiene items

ITEMS NOT PERMITTED:

1. Sunglasses, over the counter medications, cards, children's toys.
2. Chewing gum, candy, open containers of baby food, any form of makeup.
3. Photos, letters, pens, pencils, etc.

CLOTHING ATTIRE: Visitors will dress appropriately and avoid clothing styles that are suggestive. See-through garments, sleeveless tops, shorts, overly tight fitting clothes, plunging neck lines, or garments that expose private parts of the body will not be permitted to be worn in the visiting room. Skirts, culottes, and dresses will not be higher than two inches above the top of the knee. Halter tops, wrap-around skirts, spandex, caps, hats, and clothing with logos that may indicate gang affiliation or bathing-suit type attire will not be permitted. Provocative attire worn by men or women is reason to deny visiting. A visit may be terminated in order to maintain good taste and consideration for others. No khaki or green clothing similar to inmate attire or camouflage clothing is to be worn by visitors inside the visiting room. Women should avoid wearing underwire bras since they may not clear the metal detector.

ENTRANCE PROCEDURES: All personal items will be secured in the visitor's vehicle, or in the event the visitor is dropped off, their belongings will be secured in the lockers in the visitor reception area. All visitors must successfully pass through the walk-through metal detector and/or hand held metal detector. All visitors will be subjected to random pat searches. Failure to clear the walk-through metal detector, or refuse to submit to a pat search they will be denied entry into the institution. An electronic drug detection system is in use, anyone testing positive for illegal substances will be denied entry into the facility.

The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the visiting guidelines.

DIRECTIONS TO INSTITUTION:

Take I-75 NORTH to EXIT 321. After exiting I-75, turn RIGHT onto HWY 470 EAST. Follow HWY 470 EAST to HWY 301 (intersection--a Cumberland Farms convenience store will be facing you). Turn LEFT, going NORTH on HWY 301. Stay on HWY 301 NORTH. At the stoplight, turn RIGHT onto HWY 470 EAST (yes, this is a continuation of HWY 470 EAST) and go approximately 3 miles.

Take I-75 SOUTH to EXIT 321. After exiting I-75, turn LEFT onto HWY 470 EAST. Follow HWY 470 EAST to HWY 301 (intersection--a Cumberland Farms convenience store will be facing you). Turn LEFT, going NORTH on HWY 301. Stay on HWY 301 NORTH. At the second caution light, turn RIGHT onto HWY 470 EAST and go approximately 3 miles.

Start out South on Airport Blvd to SR-528 Exit 1B toward I-Drive/I-4/Florida's Turnpike. Take the Florida Turnpike, Exit 259 towards Ocala, northbound. Go North on the Turnpike to Exit 296 (Hwy 470). Take a left at the end of the exit ramp onto Hwy. 470. Continue on Hwy. 470 for approximately 3-4 miles. The Complex entrance will be on the right-hand side.

Local Transportation:

Midstate Taxi - (352) 748-2222