



U. S. DEPARTMENT OF JUSTICE
Federal Bureau of Prisons
Federal Correctional Institution
Tallahassee, FL 32301

Number: TAL 5267.08
Date: September 24, 2008
Subject: Visiting Regulations

Institution Supplement

1. **PURPOSE:** To provide facilities and procedures that will encourage wholesome and meaningful visits with relatives, friends, community groups, etc., and at the same time, maintain the security and welfare of the institution. Any visit which interferes with the security and good order of the institution may be denied.

2. **DIRECTIVES AFFECTED:**
 - A. Institution Supplement TAL 5267.07B, Visiting Regulations, dated January 6, 2005, is hereby rescinded.
 - B. Program Statement 1315.07, Legal Activities, Inmate, dated November 5, 1999, is referenced.
 - C. Program Statement 7331.04, Pretrial Inmates, dated January 31, 2003, is referenced.
 - D. Program Statement 5267.08, Visiting Regulations, dated May 11, 2006, is referenced.
 - E. Program Statement 5360.09, Religious Beliefs and Practices, dated December 31, 2004, is referenced.
 - F. ACA Standards for Adult Correctional Institutions, 4th Edition: 4-4267, 4-4285, 4-4454, 4-4499-1, 4-4500, 4-4503, 4-4504, and 4-4156, are referenced.

3. **SUMMARY OF CHANGES:** The following changes have been made to this institution supplement:
 - **Established hours and days of visitation at the FCI and FDC.**
IS 5267.08
3.A
 - Set limitations on the number of inmate visitors allowed into the Visiting Room at the FCI.
IS 5267.08
3.D
 - Developed procedures regarding the total number of days that approved visitors will be allowed to visit.
IS 5267.08
3.E

- Established identification procedures for allowing approved visitors into the Visiting Room.
IS 5267.08
3.E
- Developed procedures to reduce overcrowding.
IS 5267.08
3.F
- Incorporated visiting procedures within the A&O handbook for the FDC.
IS 5267.08
3.G
- Developed visiting procedures for inmates that are housed in Administrative Detention, Disciplinary Segregation, and hospitalized in the community for the FCI and FDC.
IS 5267.08
3.L.1-2
- Identified Prisoner Visitation and Support (PVS) visiting procedures.
IS 5267.08
3.L.3
- Established criteria authorizing inmates to wear soft shoes in the Visiting Room.
IS 5267.08
3.M
- Included a section regarding the use of vending machines at the FCI and FDC.
IS 5267.08
3.O
- Dress code for prospective visitors have been established.
IS 5267.08
3.P.6. (a-k)
- Developed procedures for visitors to clear the walk-through metal detector and processing personal items through the x-ray machine.
IS 5267.08
3.P.7

- Identified personal property that will not be allowed into the Visiting Room.
IS 5267.08
3.P.8
- Established criteria for visitors vacating institution grounds upon the conclusion of a visit.
IS 5267.08
3.9.10
- Established FCI and FDC Tallahassee as tobacco free institution.
IS 5267.08
3.9.12
- Incorporated Visiting Room photo procedures to include the location where photo opportunities will be allowed.
IS 5267.08
3.P.17
- Developed procedures for attorney visits and the approval process for allowing recording devices into the Visiting Room.
IS 5267.08
3.Q. 4 (b & c), 3.Q.5., & 3.Q.9
- **Established procedures for backup system to the computer visiting program.**
IS 5267.08
4.3

4. PROCEDURES:

- Visiting Schedule: **FCI visiting hours will be from 8:30 a.m. until 3:00 p.m., Friday through Sunday.** FDC visiting hours will be from 8:30 a.m. until 3:00 p.m., Thursday through Monday. On Saturday and Sunday, an odd/even schedule will be used. The fifth digit of the inmate's register number will be used to determine which day inmates will visit. The odd/even procedure is necessary at the FDC due to space limitations. Visitors will not be allowed on institution property prior to 8:15 a.m. Processing of incoming visitors will be terminated at 2:30 p.m. Visitors in the Visiting Room will be required to depart at 3:00 p.m.
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- Facility Location/ Directions: FCI/ FDC Tallahassee is located at 501 Capital Circle, Northeast, Tallahassee, Florida, 32301. The entrance to the facility is located on Conner Boulevard. Once on institution grounds, visitors should make a left turn and proceed to the parking area which is 1/4 mile ahead on the right for the FCI and one-half mile straight ahead for the FDC. The City of Tallahassee operates a bus line which has stops within walking distance of the institution. The institution can be contacted by the following phone number: (850) 878-2173.
- Visitor Guidelines: Written guidelines for inmate visitors are available from the inmate, who receives the guidelines during Admission and Orientation, with additional copies available from their unit team. It is the inmate's responsibility to ensure their visitors are aware of the institution's visiting regulations. Additionally, all Front Lobby Officers and Visiting Room Officers have the written guidelines available for visitors. When the unit team approves or initiates an inmates visiting list, each visitor is mailed a copy of (Attachment E) with the Visitor Information and Authorization Form (BP-629) clearly outlining the rules and regulations. Attachment E also contains a copy of 18 U.S.C. 1791 and 3571. Additionally, all visitors approved to visit must complete a Notification To Visitor Form, BP-224 (Attachment F), prior to being process into the institution.
- Number of Visitors: Inmates at the FCI will be allowed four adults visitors at a time and a maximum of eight children. Inmates at the FDC will be allowed four visitors (adults & children combined) at a time. The FCI Visiting Room has space for a maximum occupancy of 150 persons and the FDC has space for a maximum occupancy 43 persons. The Operations Lieutenant or Duty Officer has the discretion to amend this provision based on Visiting Room seating capacity.
- Entrance Procedures/ Identification: There is no set limit on how many days approved visitors may visit inmates, except an inmate's approved visitor may only visit once each visiting day. If for any reason a visitor has to leave the visiting room, the visit will be terminated for the day. Any exceptions must be approved by the Operations Lieutenant or the Institution Duty Officer. Visitors will not be permitted entry without proper identification. Proper identification is defined as a valid state or government issued photo identification card such as state issued driver's license, passport, or other state or federal photo identification. A picture may be taken of any visitor whose official identification picture does not depict accurately an appropriate representation of him or her. This picture may not be used in place of the valid state or federal government issued identification card or passport.

- Visiting Restrictions: Visiting may be curtailed or terminated because of an emergency, inappropriate conduct by an inmate or his/her visitor(s) or when the visiting areas become overcrowded. Should it become necessary to curtail or terminate visiting because of overcrowding, a Lieutenant and Duty Officer will be notified. During such conditions, a two hour maximum visiting time limit will go into effect. The officers will apply time limit first to those who reside within 200-mile radius of FCI/FDC Tallahassee. If overcrowding conditions continue, those who have had more frequent visits will be terminated first and then those who have been visiting for the longest period of time for that day will be terminated or curtailed next.
- Approved Visitors: Visits are permitted for those on the inmate's approved visiting list as authorized by the unit team. Visitors are placed on the approved visiting list after suitable investigation from the usual sources, i.e., Pre-sentence Investigation Report, U.S. Probation Officer and local law enforcement agencies. A request will be sent to all law enforcement agencies identified by the NCIC check or by the visitor's own admission. Regardless of the institution's security level, the inmate must have known the proposed visitor(s) prior to incarceration. The Warden must approve any exception to this requirement. FDC inmates receive A&O handbooks during intake screening which provides instructions for visiting procedures. FDC inmates can request a Visiting Form from the FDC unit team or any staff member. The inmate will mail the blank form to the person(s) whom they request to be approved to visit. The inmate visitors will mail the completed form back to the institution, addressed to the FDC unit team. Once the form is received, a member of the FDC unit team will conduct background checks on the requested inmate visitors. Only immediate family members such as parents, grandparents, sister, brother, step-brother or step-sister, spouses, etc., will be approved for visiting.
- Disapproving Proposed Visitors: Inmates request visitors, whether for a special visit or to be added to their permanent visiting list, by submitting an Inmate Request To Staff (BP-A148) to their Counselor. The unit team will notify the inmate by return of this form, whether or not their visitor(s) has been approved to visit. If the background information reveals that visitation privileges for the individual would present security concerns or disrupt the orderly running of the institution, the Warden may deny visiting privileges. Documentation reflecting this decision will be maintained in section 2 of the Privacy Folder in the Inmate Central File.

- Prior Relationship: Inmates requesting approval for any exception to the prior relationship requirement must submit an Inmate Request To Staff (BP-A148), to the Warden through their unit team and include the justification for the exception on the request.

- Preparation of Visiting List: A temporary visiting list (Attachment A), normally containing only immediate family members, will be provided to the Visiting Room officer by the A&O Counselor, normally within three days of commitment.
 - 1.) This list will remain in effect until the official visiting list has been established by the inmate's assigned Counselor. The Counselor will submit the official visiting list with a current photo of the inmate attached to the Visiting Room within five working days of the inmate's assignment to the unit.
 - 2.) If an inmate does not request any visitors be placed on his list, a list will be sent to the Visiting Room which will indicate no visitors requested (Attachment B). An inmate will submit an Approved Visiting List Form to his/her Counselor when requesting a person be added to or deleted from his/her visiting list.
 - 3.) The unit team is responsible for adding, editing and deleting visitors on the Visiting Room computer data system. The unit team will also provide the Visiting Room Officers any type of written documentation related to the entry. Inmates are responsible for mailing the Visitor Information and Authorization form (BP-629) to their prospective visitor. **If staff are not able to access the BOPWARE Visiting Program, all inmate visitor lists may be accessed locally. As a backup system, inmate visitor lists are printed to a .pdf file and that file is saved on the LAN in a shared location (I:\GROUPS\SHARED\Inmate Visitors\Inmate Visitors.pdf). This back-up .pdf visitors lists is updated at least on a monthly basis. To facilitate access by staff, an icon labeled Visitor List Backup is placed on the desktop of the FCI and FDC Front Lobby computers and the FCI and FDC Lieutenant's Office computers.**
 - 4.) The Visiting Room Officer should contact the unit team staff for further instructions regarding visitors not on the approved list.

- Violations of Regulations and/or Introduction of Contraband:

- 1.) The privilege of future visits may be denied to anyone who attempts to circumvent regulations. The introduction of contraband into a federal penal institution is a Violation of Section 1791 and 3571, Title 18, U.S. Code, Attorney General's Regulations dated October 24, 1984.
 - 2.) When a visit is to be terminated because of a violation of regulations, the Operations Lieutenant and Duty Officer will make the final decision. The officer witnessing the violation shall prepare an incident report.
 - 3.) Documentation of all warnings for visitor/inmate misconduct will be documented in the Visiting Room Warning Logbook
 - 4.) All items attempted to be introduced into the Visiting Room will be treated as contraband. Violation of the visiting rules and regulations can result in the temporary suspension of visiting privileges. Suspension will be recommended in writing by the inmate's unit team and the final approval will be determined by the Warden.
- Visits For Inmates Not In General Population:
 - 1.) Hospital Patients: Visits to inmates hospitalized in the community will be restricted to members of the immediate family with prior written approval of the Warden. All approved community hospital visits will be subject to the visiting policy of that particular hospital. Under no circumstances will a family member of the inmate be allowed to stay an extended period of time beyond the normal visiting hours without the Warden's approval. At no time will the visitor be approved to use the phone in the inmate's room.
 - 2.) Special Housing Status (SHU): Inmates in Administrative Detention and Disciplinary Segregation will be allowed visiting privileges unless restricted by the Warden or Disciplinary Hearing Officer. SHU inmates will be allowed to visit for TWO hours, unless other SHU inmates are waiting to visit. In this instance, visiting will be limited to one-hour when other SHU inmate visitors are waiting. **FCI SHU inmate visiting day is on FRIDAY, all other visits for inmates in SHU must be approved by the Captain.** Additional visiting hours for SHU inmates must have PRIOR approval from the Captain. Visiting for SHU inmates will end promptly at 2:00 p.m., unless special

provisions have been arranged and prior approval by unit team and the Captain.

FDC SHU inmates will visit in the same manner as FCI SHU inmates unless special arrangements have been approved by the FDC Unit Manager and the Captain.

- 3.) Prisoner Visitation and Support (PVS): Inmates on visiting restrictions will be allowed to visit with PVS visitors.
 - 4.) Holdovers and Pre-Trial: All holdovers should make requests for visitors to their assigned Counselors and will normally be limited to immediate family. A temporary visiting list (Attachment A), normally containing only immediate family members, will be provided to the Visiting Room Officer. The official visiting list is established by the inmate's assigned Counselor. If an inmate does not request any visitors to be placed on their list, a list will be sent to the Visiting Room which will indicate no visitors requested (Attachment B).
- Inmate Dress: All inmates must wear the official uniform (khaki top and bottom) in a clean and neat condition and be properly groomed. Inmates at the FDC will wear a clean orange jumpsuit. Institution-issued shoes or boots are the only shoes permitted in the Visiting Room. Inmates with medical permits are authorized to wear soft shoes, but must present the medical permit to the Visiting Room staff prior to being processed into the Visiting Room.
 - Visiting List: Except for immediate family, visitors will not be placed on more than one inmate's approved visiting list.
 - 1.) Persons Under 16 Years of Age: Persons under 16 years of age must have an approved adult visitor with them before they will be allowed into the Visiting Room. Inmates and the approved adult visitor are responsible for keeping these children under control while in the Visiting Room.
 - 2.) Persons 16 and 17 Years of Age: Persons 16 and 17 years of age and not immediate family members will have to provide written permission from a parent or legal guardian prior to being approved for visiting. The written approval will need to be submitted prior to the visit and will require verification by unit team staff.

- **Vending Machine Use:** Vending machines are located in the outside visiting area for use by visitors only. It is permissible for the visitor to give the inmate an item from the vending machine. Inmates may proceed to the vending machines with visitors but must stop at the painted red lines which indicate "Out of Bounds." Inmates will not handle money while in the Visiting Room. Food items can only be heated by the visitor. Neither staff, visitors, nor inmates are permitted to shake or tip vending machines. Inmate visitors must clearly understand that use of the vending machines will be at the inmate visitor's own risk. The machines are NOT the property of the Federal Bureau of Prisons; therefore, the institution WILL NOT be responsible for any type of monetary reimbursement. Inmates will not be allowed to remove food items, coins or currency from the visiting room.

- **Items Authorized/Unauthorized to Enter the Visiting Room:** The inmate will not take anything to the Visiting Room except necessary items identifiable as follows: wedding band, religious medal with chain, eyeglasses and inmate account card. All items will be documented on the Visiting Room Inmate Property Log prior to the inmate entering the Visiting Room. Only items listed on the property log will be allowed out of the Visiting Room. Medication, such as nitroglycerin tablets, may be permitted when authorized by the Health Services Administrator and the Captain. When authorized, a notation to this effect should be made on the inmate's visiting card. Authorized medication will be placed in a container at the officer's station in the Visiting Room.
 - 1.) The medication will be given out as prescribed or as needed. Any medication carried into the Visiting Room will be logged in the Visiting Room Inmate Property Log.
 - 2.) Papers and gifts are not to be exchanged. Inmates desiring to take legal documents into the Visiting Room for an attorney-inmate visit must obtain pre-approval from their unit team. Unit team will conduct a cursory review to ensure the documents are legal in nature and will provide the Visiting Room Officer with a memorandum verifying the documents as legal. Inmates will be permitted to leave these documents with their attorneys at the conclusion of the visit. Legal papers should be mailed to the institution in every other case.
 - 3.) Money will not be accepted for deposit to the inmate's account through the Visiting Room.

- 4.) Packages are not permitted. Penalties for introduction of contraband are explained on the Notification to Visitors Form.
- 5.) Handshaking, embracing and kissing by immediate family members may be permitted within the bounds of good taste at the beginning and end of the visits.
- 6.) Visitor Dress Code: Inmate visitors must dress appropriately and avoid clothing styles which are suggestive and excessively provocative. Inmate visitors who wear this type of attire will be denied the privilege to visit. The following types of clothing are also inappropriate for the correctional environment and are not permitted in the Visiting Room:
 - a. Garments which reveal portions of the upper torso, to include low-cut shirts/blouses exposing cleavage, back or stomach area (i.e. halter, midriffs, deep v-neck, backless, and sleeveless shirts/blouses/dresses).
 - b. Spandex, form-fitting clothing or low-cut/hip hugger pants. Any pants, which go above the middle of the calf.
 - c. Miniskirts. Visitors will not be allowed into the institution in skirts or dresses higher than three inches above the knee in length.
 - d. Khaki-colored clothing or variations of khaki which resemble inmate clothing. No orange colored, clothing with same tone or shade as inmates who are quartered in the Special Housing Unit.
 - e. Fatigues or camouflaged-patterned garments.
 - f. See-through garments, to include pants and plain white t-shirts (able to see skin tones or undergarments.)
 - g. Hats (i.e. cowboy, ballcaps, (of any kind), ear-muffs, doo-rags and scarfs. Religious headgear will be allowed once staff are reasonably sure no contraband exists. If in doubt, contact Religious Services or the Operations Lieutenant.
 - h. Non-prescription sun glasses/shades.

- i. No flip-flops, slippers, thongs or house shoes will be permitted. No bare feet will be permitted (excluding babies/toddlers).
 - j. Absolutely NO sagging of pants or any other type clothing by male or female inmate visitors.
 - k. At the discretion of the Front Lobby Officer, after consultation with of the Operations Lieutenant or Institution Duty Officer, children under the age of ten may wear shorts.
- 7.) All visitors must clear the walk-through metal detector. Visitors will not be allowed to go to the restroom and remove clothing with metal. Once the visitor clears the metal detector, he or she will be allowed to enter the Visiting Room. The hand-held metal detector can be used to search the area of the body where metal may be detected. Once the item has been detected, the visitor must remove or discard the item. The visitor must still clear the walk-through metal detector. All items in the visitor's possession must go through the x-ray machine. Additionally, inmate visitors with special needs (heart pace makers, metal pins, partial limbs, etc.) are required to bring official, medical documentation, signed by a board-certified physician, indicating patient's condition.
- 8.) Newspapers, magazines, games, toys, strollers, infant seats and food/drink items will not be brought into the Visiting Room by inmate's social visitors, nor will: radios; tape/CD players; MP3 players; iPods; tape recorders; video or digital recording cameras; cellular phones; any type of personal computer [i.e. personal organizers, palm pilots, Blackberry devices, personal digital assistants (PDA); or personal paging devices or storage devices be allowed.
- 9.) Visitors will not be permitted to wait in the parking lot and must leave the property once the visit has been completed.
- 10.) Visitors will not be allowed to communicate with inmates, i.e. shouting from the parking lot to inmates who are inside the facility, as they proceed to their vehicles.
- 11.) The Visiting Room will be arranged so as to provide adequate supervision and will be furnished so that it will be as comfortable and pleasant as possible. A portion of the visiting area will be equipped and set up to provide activities for children.

- 12.) FCI/FDC Tallahassee are tobacco-free institutions. Smoking and tobacco products are strictly prohibited entry into the institutions by inmate visitors.
 - 13.) Inmates are responsible for the conduct of their visitors. Inmates and visitors are expected to control their children and keep them from distracting or interfering with visits of others.
 - 14.) Multiple inmates/families will not be allowed at the same table.
 - 15.) Animals will not be allowed onto institution grounds by inmate visitors, except for dogs trained to assist persons with disabilities. In this circumstance, the visitor must provide staff with written certification the dog has been trained for that specific disability.
 - 16.) Inmates may allow children who are infants to 10 years of age to sit in their laps. Children over the age of 10 must sit beside the inmate.
 - 17.) Inmate photo taking will only be allowed on the inside of the Visiting Room in the designated photo taking area. Photos taken in the outside visiting area is strictly prohibited.
- Special Visits: Unit Managers or Counselors will provide the Visiting Room Officer with a typed, signed copy of the Special Visit Form (Attachment C), prior to the visit.
 - 1.) Non-Visiting Days and After Hours: Visits on non-visiting days or after regular hours must be approved by the Warden and supervised by unit team.
 - 2.) Business Visitors: Except for pretrial inmates, an inmate is not permitted to engage actively in a business or profession. An inmate who was engaged in a business or profession prior to commitment is expected to assign authority for the operation of such business or profession to a person in the community. Pretrial inmates may be permitted special visitors for the purpose of protecting the pretrial inmate's business interests. In those instances where an inmate has turned over the operation of a business or profession to another person, there still may be an occasion where a decision must be made which will substantially affect the assets or prospects of the

business. Accordingly, the Warden may permit a special business visit in these cases. The Warden may waive the requirement for the existence of an established relationship prior to confinement for visitors approved under this paragraph.

- 3.) Consular Visitors: Whenever it has been determined an inmate is a citizen of a foreign country, the consular representative of that country shall be permitted to visit on matters of legitimate business. This privilege shall not be withheld even though the inmate may be undergoing disciplinary status or confined in the Special Housing Unit. Staff shall notify the Case Management Coordinator when a consular visit request has been received.
- 4.) Attorney Visits: Visits by retained and appointed attorneys and by attorneys requested by an inmate family in contemplation of prospective legal representation shall be permitted.

- Attorney visits will ordinarily take place during regular visiting hours. However, depending upon the nature and urgency of the legal problems involved, attorneys may be allowed to visit after duty hours when deemed appropriate by the Unit Manager/Designee.
- The unit team will be responsible for scheduling all attorney visits to include those on non-visiting days. Attorneys will request their visits in advance in writing; however, a phone call, e-mail message or fax message can be accepted. If a phone call is utilized, a unit team member will prepare a memorandum stating the time, date, inmate's register number, attorney's name, law firm, and any other pertinent information for the Unit Manager's review and approval. Visits can be approved and scheduled during non-visiting days according to the availability of unit team. If a visit is approved on a non-visiting day, the Unit Manager will distribute the Special Visit Form (Attachment C). The attorney shall routinely make an advance appointment for the visit with the unit team. Every effort should be made to accommodate an attorney's visits where prior notification was not practical.
- Upon arrival, the attorney will sign in and show proper identification. An attorney's bar association card is required.

The staff escort will search any articles (i.e., briefcase, paper, etc.) for contraband only. All materials, briefcases, bags, etc., must be x-rayed prior to entrance into Visiting Room. Unit team will escort the attorney to the Visiting Room and will provide constant visual supervision. Following completion of the visit, the inmate will be visually searched and returned back to his/her housing assigned unit/work area. The attorney will be processed out by the escorting unit team member. Attorneys should not be placed on an inmate's visiting list unless they are approved as regular visitors and do not wish to visit as attorneys.

- 5.) Unit team will provide the Lobby Officer, Control Center Officer, and Operations Lieutenant with a typed, signed copy of the Special Visit form (Attachment C), prior to the visit. Prior to each visit, the attorney is required to provide identification and confirm that he/she wishes to visit an inmate who has requested his/her visit or whom he/she represents or wishes to interview as a witness. This may be confirmed by proper identification, showing a letter from the inmate or his/her family requesting the visit or information which would identify him/her as an attorney of the inmate.
- 6.) The institution and the Bureau of Prisons reserve the right to refuse admission to those who fail to comply with regulations or who seek to exploit inmates. If there is any questions about the identity of the attorney or his qualifications as an attorney in good standing, the matter should be referred to the Regional Counsel through the institution Public Information Officer.
- 7.) The attorney shall be permitted to visit only those inmates with whom staff have previously arranged for him to see. Any exceptions must be approved by the Warden or Associate Warden.
- 8.) Attorneys visiting on visiting and non-visiting days will be subject to a search to determine if contraband is present. He/she will also be required to read and sign (Attachment D), of this supplement.
- 9.) Written approval must be granted by the Warden prior to use of tape recordings by attorneys during the course of his/her visit. (Attachment D) shall be filled out prior to the use of any recording equipment.

- 10.) Any immediate grievance or concerns an attorney may have concerning his/her client during the visit shall immediately be referred to the Captain, Operations Lieutenant or the Duty Officer.
- 11.) Unless litigation involves more than one inmate, attorneys shall normally visit only one inmate at a time.
- 12.) The use of assistants by attorneys (paralegal) is recognized, and they will have the same status as the attorney with respect to visiting and correspondence. An attorney who employs an assistant and who wishes the assistant to visit or correspond with an inmate shall meet the same requirements for visiting as the attorney.

X. Visits From Representatives of Community Groups:

The Warden may approve as regular visitors, for one or more inmates, representatives from community groups such as civic and religious organizations, volunteers or other persons whose interests and qualifications for this kind of service are confirmed by staff. The Warden may waive the requirement for the existence of an established relationship prior to confinement for visitors approved under this section.

Y. Clergy, Former or Prospective Employers, Sponsors and Parole Advisors:
Visitors in this category ordinarily provide assistance in release planning, counseling and discussion of family problems. The requirement for the existence of an established relationship prior to confinement, does not apply to visitors in this category. The following processing procedures apply to ministers of record and clergy:

- 1.) Minister of Record: An inmate wanting to receive visits from his/her minister of record must submit a written request to the Chaplain. Upon approval, unit team will add the name and title of the minister of record, to the inmate's visitor list. An inmate may only have one minister of record on his/her visiting list at a time. The addition of a minister will not count against the total number of authorized visitors an inmate is permitted to have on his/her visiting list and will not count towards the total number of social visits authorized.
- 2.) Clergy: Visits from clergy other than the minister of record will be in accordance with the general visiting procedures and will count toward the total number of social visits authorized.

Ordinarily, clergy visits will not be accommodated unless requested by the inmate. The Chaplain will forward a visiting request, initiated by a clergy member, to the Warden, if the inmate wishes to visit with them.

Clergy/Minister of Record visits will be accommodated in the Visiting Room during regular visiting hours and to the extent practicable in the visiting room which provides some degree of separation from other visitors. If a private area is not available, the visit may be rescheduled.

The Warden may establish a limit to the number of Minister of Record and Clergy visits an inmate receives each month, consistent with available resources. However, during times of personal or family emergencies, an inmate will be authorized to visit with his/her minister of record.

Z. Identification of Visitors:

- 1.) Visitors will be required to sign in at the Front Lobby and must show acceptable identification. A state or government-issued picture I.D. card will be required for identification. The visitor's picture identification will be surrendered to and maintained by the Control Room Officer prior to the visitor's admission to the Visiting Room for positive identification purposes upon the visitor's departure. Upon exit, the identification will be returned to the visitor. Inmate visitors will not be allowed to visit without picture identification.
- 2.) The visitor must complete the Notification to Visitor Form in its entirety prior to entering the Visiting Room. The Front Lobby Officer will verify the visitor is on the inmate's approved visiting list by accessing the visitor computer system. The unit team will be contacted concerning visitors who are not on the approved visiting list. The approved visitor will place their items through the x-ray machine and walk through the metal detector to prevent the introduction of contraband. When the approved visitor clears the x-ray machine and metal detector, the visitor will be stamped with ink on the designated hand. If a visitor does not clear the metal detector, the Operations Lieutenant will be notified and the visitor will not be admitted into the institution. A Denial to Visit Form will be completed on each visitor not permitted to enter.

3). The completed form will be placed in the inmate's visiting folder maintained in the Visiting Room with a copy forwarded to the appropriate unit team.

AA. Searching Visitors: Staff may require a visitor to submit to a pat-search, including any items of personal property, as a condition of allowing or continuing a visit. Only the Warden can authorize the visual search of a visitor.

AB. ITEMS PERMITTED INTO THE VISITING ROOM BY INMATE VISITORS:

The only authorized items allowed in the visiting room are listed below. These items may be carried in one clear plastic container/bag no larger than 12 x 24 inches.

Handkerchief (1)	Sippy-Cup (1/empty)
Feminine Hygiene Products (sealed)	Diapers (4)
Comb or Hairbrush (1)	Diaper Bag/clear (1)
Baby Lotion or Ointment (1)	Milk/Formula Bottles (2/plastic only)
Baby Food Jars (sealed)(3)	Baby Blanket (1)

Paper currency, in denominations of \$10.00 or less, and coins may be brought into the Visiting Room by visitors. The total amount brought into the Visiting Room will not exceed \$20.00.

No form of drinks or drink containers are allowed in the Visiting Rooms at the FCI or FDC. If the inmate visitor should bring items other than those authorized in the above list, they will be instructed to return all unauthorized items to their own vehicles. If the visitor should refuse to return unauthorized items to their vehicle the visit will not be permitted.

AC. Inmate Responsibility: Each inmate having a visit must assume reasonable responsibility for proper conduct and control of visitor(s).

1.) Special Rules For Children: Children should be controlled to the extent of consideration for other visiting groups and not be permitted to wander from the immediate area. Failure to control children may result in termination of the visit.

2.) Child Area: The FCI has a specific child area inside the visiting room which is available for the inmates and their children visitors.

AD. Records: All inmate visits will be recorded on the visiting program. This program is available to all staff in conjunction with the following functions:

- 1.) Unit Team Staff: Unit team staff will enter all approved visitors into the visiting program. Additionally, they will remove visitors and enter restrictions, such as those resulting from disciplinary action, into the program.
- 2.) Front Lobby Officer: The Front Lobby Officer will access the system to ensure an individual wishing to visit an inmate is on the inmate's approved visiting list.
- 3.) Visiting Room Staff: Once a visitor has cleared the lobby and entered the Visiting Room, Visiting Room staff will log the visitor into the program, which will maintain a permanent record of the visitor's name, the date and the duration of the visit.

The unit team will maintain a copy of the approved visiting list in the central file. A record of visits by date entered next to the visitor's name will be maintained on the official visiting list in the visiting folder. These folders will be maintained by the Visiting Room. Special visits shall be recorded and attached to the visiting folder utilizing the Special Visit Form. Special visits approved by the Duty Officer will also be documented in the visiting folder.

AE. Supervision:

- 1.) It is the responsibility of the Visiting Room Officer to ensure the Visiting Room regulations are followed as outlined by policy and that visits are conducted in a quiet, orderly and dignified manner. The officer should move about and constantly observe the general visiting areas. Inspections should determine that visits are being conducted in an acceptable manner.
- 2.) The Visiting Room Officer should be aware of any articles passed between the inmates and his/her visitor. If there is a substantial basis to conclude that materials are being passed which constitute contraband or otherwise are in violation of the law or regulations, the Visiting Room Officer may examine the materials. If appropriate, he/she may confiscate and immediately notify the Operations Lieutenant.
- 3.) All inmates will be identified with a photo when entering the Visiting Room. All inmates will be re-identified with a photo before the inmate's visitors are released. If there is any question as to the identity of an inmate, no one will be allowed in or out of the Visiting Room until the inmate is identified by the Operations Lieutenant.
- 4.) A pat search of all inmates is required at the beginning of a visit. All inmates will be visually searched and a hand-held metal detector utilized at

the conclusion of visiting. Searches and shakedown shall be conducted out of view of visitors and documented in a bound logbook or binder.

5.) In no instance shall Visiting Room Officers accept articles of gifts of any kind for an inmate. Hobbycraft and art items, etc., will not be given to visitors by inmates.

6.) Restroom facilities for visitors are located within the visiting room. Inmates, under direct supervision of the Visiting Room Officer, will utilize the restroom located in the visual search room.

7.) The officer pat-searching the inmate at the beginning of the visit will fill out the appropriate form listing all items in detail the inmate has in his/her possession. All gold-colored items will be documented as yellow in color, i.e. yellow colored chain with yellow-colored medallion (with religious medal only). Any item not previously documented on the appropriate form will not be allowed to return with the inmate at the conclusion of the visit. These items will be confiscated, an incident report prepared and a Confiscation Form will be completed prior to the conclusion of the visit.

8.) At the end of visiting hours, all forms will be forwarded to the Lieutenant's Office for filing.

9.) The Visiting Log Form will be filled out by the Visiting Room Officer, and at the end of visiting hours, forwarded to the Operations Lieutenant to review for completeness and filing.

AF. Non-Contact Visiting: Non-contact visiting is available at the FDC when authorized by the Warden or their designee.

AG. Visiting Room staff will conduct a thorough search of the Visiting Room and all trash will be removed daily and placed outside in the trash dumpster.

5. **OFFICE OF PRIMARY RESPONSIBILITY:** Correctional Services

//s//

P. Augustine, Warden

Date

ATTACHMENTS:

- A. Temporary Visiting List
- B. Approved Visiting List
- C. Special Visiting List
- D. Attorney Visiting Form
- E. Inmate Visitor's Guide and Directions
- F. Visitor Notification Form

TEMPORARY VISITING LIST

PRINT THE INFORMATION AS REQUESTED BELOW:

Name: _____ Reg. No.: _____ Unit: _____ Date: _____
Last, First

Name	Age	Married	Relationship	Address

THE INFORMATION ON THIS SHEET WAS OBTAINED DURING THE PERIOD OF TIME THE RESIDENT WAS IN THE ADMISSIONS UNIT. THIS INFORMATION IS UNVERIFIED AND INTENDED TO BE USED ON A TEMPORARY BASIS.

ORIGINAL: Visiting Room
COPY: Case Manager

APPROVED VISITING LIST

Name ***Age*** ***Relationship*** ***Address***

REMOVALS

(FROM LIST OF APPROVED VISITORS)

Name ***Age*** ***Relationship*** ***Address***

ADDITIONS

(TO LIST OF APPROVED VISITORS)

Name ***Age*** ***Relationship*** ***Address***

INMATE'S NAME: _____ REG. NO. _____

TEAM MEMBER APPROVAL: _____ DATE: _____

DATE:

REPLY TO

ATTN OF: Unit Manager

SUBJECT: Special Visit for _____
Name & Reg. No. Unit

TO: Visiting Room Officer

The above named inmate is hereby granted permission to visit with
person(s) on: _____

1. _____

2. _____

3. _____

The length of the special visit is subject to Visiting Room conditions and is at the
discretion of the Visiting Room Officer.

cc: Front Lobby
Inmate
Central File

FEDERAL CORRECTIONAL INSTITUTION
FEDERAL DETENTION CENTER
TALLAHASSEE, FLORIDA

I, _____, a licensed attorney in the State
(Printed Name)

of _____, with offices at _____

_____, visiting _____

_____, on _____, 20____,

agree that my visit with this inmate is for the purpose of facilitating the attorney-client relationship and for no other purpose. I agree that any tape-recording or other recording made by me will be used only to facilitate this relationship.

Attorney Signature

FEDERAL CORRECTIONAL INSTITUTION
FEDERAL DETENTION CENTER
TALLAHASSEE, FLORIDA

INMATE VISITOR'S GUIDELINES AND DIRECTIONS

Location and Directions:

The FCI and FDC are located three (3) miles east of downtown Tallahassee, Florida on Highway 319 and Conner Boulevard. The Tallahassee Municipal Airport, located on Highway 319 approximately twelve (12) miles from the institution, serves several major and regional airlines. Standard taxi fare from the airport is about \$15.00. Taltran city bus service provides transportation to various parts of the city from 7:00 a.m. to 10:00 p.m. for a \$0.75 fare. Florida state law requires the front seat passengers in all vehicles to wear seat belts.

Visitor Guidelines:

1. **FCI visitation is on Friday, Saturday, and Sunday, from 8:30 a.m. to 3:00 p.m.** FDC visitation is Thursday through Monday, 8:30 a.m. to 3:00 p.m. Legal visits are permitted seven days a week, from 8:30 a. m. to 3:00 p.m. Processing of inmate visitors will end at 2:30 p.m. During weekly visiting days the odd/even number system will not be implemented at the FDC. The odd/even number system will only be implemented on weekends, when overcrowding may present a problem. At both the FCI and FDC, weekday visiting is for the entire population, as is visiting on Federal holidays.
2. Visitors will be required to sign in at the Front Lobby and must show acceptable identification. A sealed picture I.D. card is required. The identification card will be surrendered to the lobby officer prior to admission. The identification card will be returned to the visitor after positive identification upon departure.
3. The visitor must complete the Notification to Visitor form in its entirety prior to entering the Visiting Room.
4. The visitor must clear the walk-through metal detector. If a visitor cannot clear the metal detector, the Operations Lieutenant will be contacted and advised, and the visitor will not be allowed to enter the institution. The hand-held metal detector can be used to find that part of the anatomy where metal is located. The visitor must still clear the walk-through metal detector. All items in the visitor's possession must go through the x-ray machine. Visitors will not be allowed to go to the restroom and remove clothing with metal. Once the visitor clears the metal detector, they will be allowed to enter the Visiting Room.

5. Items permitted into the Visiting Room by inmate visitors:

The only authorized items allowed in the Visiting Room are listed below. These items may be carried in one clear plastic container/bag no larger than 12 inches by 24 inches.

Handkerchief (1)	Sippy-Cup (1/empty)
Feminine Hygiene Products (sealed)	Diapers (4)
Comb or Hairbrush (1)	Car/House Keys (no electrical devices)
Baby Lotion or Ointment (1)	Milk/Formula Bottles (2/plastic only)
Baby Food Jars (sealed)(3)	Baby Blanket (1)
Diaper Bag/Clear (1)	No more than \$20.00, increments of \$1, \$5, \$10 bills, coins such as \$1, quarters, dimes and nickels

Any form of drinks or drink containers are not allowed in the Visiting Rooms at the FCI or FDC. If the inmates visitor should bring items other than those authorized in the above list they will return all unauthorized items to their own vehicles. If they should refuse to return authorized items to their vehicle the visit will not be permitted.

6. There are vending machines available in the Visiting Room for use by visitors. The inmate will not be allowed to remove any commissary items, or currency, from the Visiting Room.
7. Papers or gifts are not to be exchanged. Signatures or receipts of legal papers are not permitted except with prior approval of the Unit Manager, Case Manager, Case Management Coordinator, or Duty Officer. Legal papers should be mailed to the institution in every other case.
8. Packages are not permitted. FCI/FDC Tallahassee are tobacco-free institutions. Smoking and tobacco products are prohibited entry into the institutions. Smoking is allowed 25 feet from the entrance doors into the institutions.
9. Handshaking, embracing, and kissing by immediate members of the family may be permitted within reason at the beginning and end of the visit. Inappropriate displays of affection are not permitted and will cause a visit to be terminated.
10. Provocative attire will not be allowed into the institution by visitors. Dresses may not be more than three inches above the knee. See-through clothing,

halter tops, tube tops, tanks tops, clothing which is low-cut and revealing in

the front or back, clothes which expose the midriff area of the anatomy, shintight clothing, khaki colored shirts or pants, are all prohibited. Visits will be denied if the visitor arrives at the institution in this attire.

11. Newspapers, magazines, games, toys, strollers, infant seats and food/drink items will not be brought into the Visiting Room by inmate visitors. Radios, tape players, tape recorders, cameras, cell phones and/or personal paging devices are also prohibited entry by inmate visitors.
12. Visitors are not permitted to loiter in the institution parking lot.
13. The below listed statement is posted at the institution entrance(s) and cites 18 U.S.C. 1791 and 3571:

IT IS A FEDERAL CRIME TO BRING UPON THE INSTITUTION GROUNDS ANY FIREARM, DESTRUCTIVE DEVICE, AMMUNITION, OTHER OBJECT DESIGNED TO BE USED AS A WEAPON, NARCOTIC DRUG, CONTROLLED SUBSTANCE, ALCOHOLIC BEVERAGE, CURRENCY, OR ANY OTHER OBJECT WITHOUT THE KNOWLEDGE AND CONSENT OF THE WARDEN. TITLE 18 U.S.C. 1791 AND 3571 PROVIDE A PENALTY OF IMPRISONMENT FRO NOT MORE THAN TWENTY YEARS, A FINE OF NOT MORE THAN \$250,000, OR BOTH, TO A PERSON WHO PROVIDES, OR ATTEMPTS TO PROVIDE, TO AN INMATE ANY PROHIBITED OBJECT. ALL PERSONS ENTERING UPON THESE PREMISES ARE SUBJECT TO ROUTINE SEARCHES OF THEIR PERSON, PROPERTY (INCLUDING VEHICLES), AND PACKAGES. THE WARDEN, UPON A REASONABLE SUSPICION THAT A PERSON MAY BE INTRODUCING CONTRABAND OR DEMONSTRATING ACTIONS THAT MIGHT OTHERWISE ENDANGER INSTITUTION SAFETY, SECURITY, OR GOOD ORDER, MAY REQUEST THE PERSON, AS A PREREQUISITE TO ENTRY, TO SUBMIT TO A VISUAL SEARCH, PAT SEARCH, URINE SURVEILLANCE TEST, BREATHALYSER TEST, OR OTHER COMPARABLE TEST. A VISITOR HAS THE OPTION TO REFUSE ANY OF THE SEARCH OR TEST OR ENTRANCE PROCEDURES, WITH THE RESULT THAT THE VISITOR WILL NOT BE PERMITTED ENTRY TO THE INSTITUTION.

NOTIFICATION TO VISITOR CDFRM

U.S. DEPARTMENT OF JUSTICE FEDERAL BUREAU OF PRISONS NOTIFICATION TO VISITOR

Date: _____ Time: _____ Officer's Name: _____

Institution: _____ Location: _____

Name of Inmate To Be Visited: _____ Register No. _____

It is a Federal crime to bring upon the institution grounds any firearm, destructive device, ammunition, other object designed to be used as a weapon, narcotic drug, controlled substance, alcoholic beverage, currency, or any other object that threatens the order, discipline, or security of a prison, or the life, health, or safety of an individual without the knowledge and consent of the Warden. 18 U.S.C. §§ 1791 and 3571 provides a penalty of imprisonment for not more than twenty years, a fine of not more than \$250,000 or both, to a person who provides, or attempts to provide, to an inmate any prohibited object. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages. The Warden, upon reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order, may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, Breathalyzer test, or other comparable test. A visitor has the option to refuse any of the search or test or entrance procedures, with the result that the visitor will not be permitted entry to the institution.

NOTE: Your refusal of these procedures means that you will not be permitted entry to the institution, and you will be allowed to leave the institution property, unless there is a reason to detain and/or arrest you. The use of cameras or recording equipment without permission of the Warden is strictly prohibited; violators are subject to criminal prosecution. Once a visit with an inmate begins, if a visitor leaves the visiting area, the visit will be terminated. Any exception must be approved by the visiting room officer.

PLEASE ANSWER THE FOLLOWING QUESTIONS: Are any of the following items in your possession, or in possession of children in your party under 16 years of age?

Firearms	Yes ___ No ___	Narcotics	Yes ___ No ___
Explosives	Yes ___ No ___	Marijuana	Yes ___ No ___
Weapons	Yes ___ No ___	Camera	Yes ___ No ___
Ammunition	Yes ___ No ___	Food Items	Yes ___ No ___
Metal Cutting tools	Yes ___ No ___	Alcoholic Beverages	Yes ___ No ___
Recording Equipment	Yes ___ No ___	Prescription Drugs	Yes ___ No ___
Cellular Phone	Yes ___ No ___		

*All types of medication carried must be listed in the following space, and must be left at the entry area:

I have read, I understand, and I agree to the above. If I am visiting with an inmate, I also understand and agree to abide by the visiting guidelines provided me by this institution. I declare that I do not have articles in my possession which I know to be a threat to institution safety, security, or good order. I am aware that if I have questions about what is authorized, I should consult with the officer. I am aware that the penalty for making a false statement is a fine of not more than \$250,000 or imprisonment of not more than five years or both (pursuant to 18 U.S.C. § 1001). I am aware that the visiting area, including restrooms in the visiting area, may be monitored to ensure institution security and good order.

Printed Name/Signature: _____

Street Address/City and State: _____

Vehicle License No.: _____ Year, Color, Make and Model of Vehicle: _____

If visiting with an inmate, please complete the following: Names of children under 16 years of age for whom I am responsible:

If not visiting with an inmate, please indicate:

Name of Organization: _____ Purpose of Visit: _____

Printed Name/Signature of Staff Witness: _____ / _____

(This form may be replicated via WP)

Replaces BP-224(52) of Jul 95