



U.S. Department of Justice
Federal Bureau of Prisons

INSTITUTION SUPPLEMENT

OPI: CORRECTIONAL SERVICES
NUMBER: BRY 5267.08B
DATE: 02/15/2011

Visiting Regulations

Approved: Steve Mora
Warden

1. **PURPOSE:** The purpose of this Institution Supplement is to establish visiting regulations and procedures for this institution.
2. **DIRECTIVES AFFECTED:**
 - A. Directives Rescinded:
I.S. 5267.08A, Visiting Regulations, 10/26/2007
 - B. Directives Referenced:
P.S. 5267.08, Visiting Regulations, 05/11/06
P.S. 1315.07, Legal Activities, Inmate, 11/05/99
P.S. 5510.12, Searching, Detaining, or Arresting Persons
Other than Inmates, 01/15/08
P.S. 5521.05, Searching of Housing Units, Inmates,
and Inmate Work Areas, 06/30/97
P.S. 5270.08, Discipline and Special Housing
Units, 12/04/09
3. **STANDARDS REFERENCED:** American Correctional Association Standards for Adult Correctional Institutions, Fourth Edition: 4-4504, 4-4267, 4-4498, 4-4499-1, 4-4500, 4-4503, 4-4156, 4-4499, 4-4501.
4. **VISITING HOURS:**
 - A. Visiting hours at FPC Bryan are as follows:
Sunday - 8:00 a.m. to 5:00 p.m.
Monday through Friday - no visiting
Saturday - 8:00 a.m. to 5:00 p.m.
Federal Holidays - 8:00 a.m. - 3:00 p.m.

- B. In order to ensure sufficient time is available for in-processing of visitors and inmates, visitors must arrive at the institution no later than the times listed below:

<u>Visiting Day</u>	<u>Arrival Deadline</u>
Saturday and Sunday	3:00 p.m.
Federal Holidays	1:00 p.m.

- C. Inmates housed in Temporary Holding or as a holdover may receive visits and be afforded the same visiting hours as the general population. Visitation may be denied if it is determined by the Warden that to permit visitation might threaten the security of the institution. Visits for these inmates will be held at a table near the officer's station and will be closely monitored by the Visiting Room officers. No outside visiting shall be permitted.
- D. Maximum rated capacity in the Visiting Room is not to exceed 570 persons, including children.
- E. There are no non-contact visiting areas.
- F. The institution phone number is (979) 823-1879. If transportation is required a local Taxi Service will be utilized.
- G. FPC Bryan does not have pretrial holdover or detainee inmates; therefore, visiting for that category inmate does not occur at this institution.

5. **ACTION:**

A. Approved Visitors:

1. During the institution/unit orientation process, each inmate will complete a list of proposed visitors by submitting the Visiting List Information Form (Attachment 2) and Supplemental Visiting List Information Form (Attachment 3) to her unit counselor. Members of the inmate's immediate family will normally be placed on the inmate's approved visiting list upon arrival at Bryan, subsequent to relationship verification via the PreSentence Investigation report. Immediate family members include: spouse, father, mother, stepfather, stepmother, brother(s), sister(s), children, stepchildren, or anyone having served as a parent such as a legal guardian, foster parent, grandparents (established by name in the PreSentence Investigation report). Common-law spouses shall be referred to the Unit Manager for review of relevant state law prior to being added to the visiting list. In

regards to non-family visitors, the inmate must have known the proposed visitor(s) prior to incarceration. The Warden must approve any exception to this requirement.

2. The inmate is responsible for sending the Visitor Information Form (BP-S629.052) and the Visiting Regulations Sheet (Attachment 4) to each prospective visitor. The Visitor Information Form is to be returned by the visitor directly to the inmate's unit team. The Unit Team will conduct a background check and either place the visitor on the visiting list or refer the matter to the Associate Warden for further consideration. If a visitor is disapproved the inmate will be notified by a member of the Unit Team. The inmate may challenge the Unit Team's decision by appealing to the Warden in writing.

The parent or legal guardian (not the inmate) must sign the Visitor Information Form (BP-S629.052) indicating their consent for a person under the age of 18 to visit.

3. The Visiting List Information Form will be completed by unit staff. The original list will be maintained in the inmate's Central File. Inmates may submit any changes on an as needed basis. All changes will be made by unit staff. Each inmate is limited to thirty (30) visitors on the approved visiting list. Unit staff will ordinarily have a copy of the approved visiting list to the Visiting Room Officer within five (5) days of receipt. At this time the Unit Team will input this visiting list into the Visiting Room Computer Housing Program. A "hard" copy of each inmate's visiting list will be maintained by the unit team in the inmate's central file. A "hard" copy will also be forwarded to Visiting Room staff for placement in the inmate's visiting file to be used as a back-up system to the computer visiting program.
4. At the time each individual is placed on an inmate's approved visiting list, the unit staff will complete the Visiting Regulations to Visitor Form (Attachment 4). The completed form will be mailed to the approved visitor to inform him/her of the institution visiting rules and regulations.
5. Each inmate may receive five (5) adult visitors at a time. There is no limit on children visitors. Visitors may visit each time Visitation is offered. Visitors who have not reached their 16th birthday must be escorted by a responsible adult visitor (a person

who has reached their 18th birthday). Each member of this party (children and adult visitors) must be on the approved visiting list of the inmate to be visited.

6. Each inmate will submit a Supplemental Visiting List Information (attachment 3) when additional names of immediate family or other individuals are requested for placement on their visiting list.

B. Termination of Visits:

1. Visitors may visit the full period of posted visiting hours on any scheduled visiting day, provided the Visiting Room does not become overcrowded. In the event of overcrowding, it may be necessary to terminate visits. A decision to terminate visits will be made by the Institution Duty Officer and the Operations Lieutenant. In making the decision, he/she will consider the distance traveled and the frequency of visits.
2. Visits may be terminated when visiting becomes indecent, loud, profane, or affects the general order of the visiting area. At such time, the Visiting Room Officer may issue a verbal warning or notify the Institution Duty Officer of the situation. The Institution Duty Officer may terminate the visit.
3. If a visit is terminated, the Institution Duty Officer shall notify the Administrative Duty Officer on the next regular business day and shall note the event in the Duty Officer Report.

C. Record of Visitors: The Visiting Room Officer will ensure each adult visitor signs the Visiting Log and completes the Title 18. The log books will be maintained in accordance with policy.

6. **PERSONS WITH CRIMINAL RECORDS:** The existence of a criminal record does not, in and of itself, constitute a barrier to prospective visits. Consideration will be given to the nature and extent of the criminal record and a history of recent criminal activities, as weighed against the value of the relationship. Each case involving a criminal record must have the specific approval of the Associate Warden.
7. **IDENTIFICATION OF VISITORS:** All visitors will report directly to the Visiting Reception Desk and process through the identification procedure. The officer will ensure the potential visitor is on the approved visiting list. Each visitor who has reached their 16th birthday will complete the Visitor Declaration Form and the Notification to Visitor Form. The completed forms

will be retained in the Captain's Office. Staff shall verify the identity of each visitor through driver's license, photo identification prior to admission of the visitor to the institution. Photo identification must be a valid state or government issued photo identification. A passport or government issued photo identification from a country other than the United States is permissible. All visitors, except those who have not reached their 16th birthday must present photo identification before being permitted into the Visiting Room. All photo ID's will be retained by Visiting Room staff until completion of the visit. Persons without proper photo identification and whose identity cannot otherwise be verified will not be permitted to visit. The Institution Duty Officer shall be contacted when a visitor arrives at the Visiting Room without proper photo identification.

8. **CONDUCT IN THE VISITING ROOM/AREA:**

- A. Inmates will not enter the visiting area until appropriately notified of the visit. Inmates will not meet the visitor outside the visiting area or accompany the visitor outside the designated visiting area during or at the conclusion of the visit. Visitors must leave the institution perimeter at the conclusion of the visit.
- B. The outside visiting area will ordinarily open by 10:30 a.m., based upon staffing and weather permitting. The outside visiting area will close at approximately 3:00 p.m. on Saturday and Sunday.
- C. Visits will be conducted as informally and pleasantly as the physical conditions will permit. A handshake, embrace, and kiss within the bounds of good taste are permitted at the beginning and end of the visit. Holding hands during the visit is permitted. Other physical contact is prohibited and may be deemed sufficient to justify termination of the visit and issuance of an incident report. It is the responsibility of the inmate to control the actions of her visitor(s) and children. Children are to remain under the direct supervision and control of their parents. Failure to maintain proper control may result in the termination of the visit.
- D. A section of the Visiting Room is designated for the children of inmates and their visitors. Inmates are allowed inside the Children's Center with only their approved children.

9. **PROPER DRESS IN THE VISITING ROOM/AREA:**

- A. Inmates will wear institution-issued khaki pants, green coats, buttoned shirts and boots or shoes during visitation.

T-shirts shall not be worn except underneath the buttoned shirt. Sweatshirts and boots purchased in the Commissary may be worn during visitation. Sweatshirts worn over institution-issued clothing must have a label applied. The institution will apply the same label to sweatshirts that is applied to inmate issued clothing. Picture ID cards will be given to visiting room staff upon arrival to the visiting room. ID's will be returned upon completion of the visit.

- B. Visitors will dress in good taste. See-through blouses, halter tops, mini-skirts, and generally revealing attire is considered improper dress for the Visiting Room. All visitors will be required to wear shoes designated for street wear. Shower shoes and house shoes are not permissible. Visitors are permitted to wear shorts.
- C. Inmates will be allowed to enter the Visiting Room with one comb, one handkerchief, one plain neck chain with a religious medallion, one pair prescription eyeglasses, one pair of prescription sunglasses, one pair of earrings, one green coat, one grey sweat shirt, an inmate identification (commissary) card, one plain wedding band. Authorized religious headgear, such as Kafi, Yarmulke, or headband, may be worn in the Visiting Room.

Medication may be permitted if deemed necessary by Health Services staff. When medication is authorized, a notation of such authorization shall be made in the inmate's visiting file by Health Services staff. Any authorized medication necessary to be immediately available to the inmate (i.e., nitroglycerin pills, an inhaler, etc.) will be kept in the inmate's possession after inspection by the Visiting Room Officer. No other items will be allowed in the Visiting Room. Items not authorized upon the inmate's departure will be considered contraband and confiscated.

- D. Inmate visitors will be permitted to enter the Visiting Room with only one small, clear change purse or billfold not to exceed 4x4x12, and a hair brush or comb. Visitors will not be permitted to take purses, briefcases, or any type of carrying case into the Visiting Room. No playing cards, toys, newspapers, magazines, chewing gum, food items, cigarettes or other such items will be permitted into the Visiting Room. Unauthorized items will be secured in the visitor's locked vehicle. For visitors without a vehicle, there are lockers provided in the entrance of the Visiting Room. Visitors with infants may enter with a car seat/infant carrier, and will also be permitted to enter with a reasonable supply of diapers, baby food and bottles. Diaper bags, strollers, and baby carriages will **not** be

allowed into the institution. Female visitors will be allowed to carry a reasonable supply of sanitary napkins/tampons; however, the sanitary napkins/tampons must be in the original factory sealed wrapper. All visitors will be required to submit the article(s) for inspection. Visitors shall surrender any jackets and items in their pockets for inspection prior to entry. No medication will be permitted inside the institution unless authorized by the Lieutenant or Institution Duty Officer. Any medication which is authorized by the Lieutenant or Institution Duty Officer, necessary to be immediately available to the visitor (i.e., nitroglycerin pills, an inhaler), will be kept by the visitor after inspection by the Visiting Room Officer.

The Visiting Room Officer shall be aware of any articles passed between the inmate and visitor. If there is any reason to believe that materials are being passed, the Visiting Room Officer will examine and may confiscate the item. The Lieutenant or Institution Duty Officer may be consulted in questionable cases.

10. **SPECIAL VISITS:** Special visits may be permitted under the following circumstances:
- A. Pre-release planning with former or prospective employers, sponsors, parole advisors and Halfway House staff. These visits will be supervised by Unit Team.
 - B. Family emergencies (verified by staff and supervised by Unit Team or the Chaplain).
 - C. Attorney/court-appointed investigation/interpreters.
 - 1. Attorney visits are defined as attorneys of record, retained, appointed, a prospective attorney, or an attorney who wishes to interview an inmate as a witness.
 - 2. Attorney visits shall ordinarily take place during normal visiting hours. Attorneys will make an advance appointment for visits. The attorney visit will be scheduled through the respective unit staff sufficiently in advance of the requested appointment to allow the approval process to be completed (48 hours).

Attorneys must show a valid State Bar Association card or other suitable professional identification along with a driver's license or other form of photo ID before entry is granted into the institution. Additionally, briefcases and papers being introduced into the institution are subject to inspection for contraband.

The Unit Team will supervise Attorney visits during unscheduled visiting hours.

3. Investigators, with the exception of Bureau of Prisons' personnel, will schedule appointments in advance with unit staff in close coordination with the SIS Lieutenant and must be approved by the Warden. If circumstances prohibit advance scheduling, the SIS Lieutenant will endeavor to accommodate the investigator after he/she has been properly identified, and necessary approvals obtained.
 4. All special purpose visits must be recommended by the Unit Manager, reviewed by the Associate Warden and approved by the Warden prior to the visitor's arrival at the institution. All special visits will be expected to comply with the requirements of proper identification previously outlined in this Supplement. The unit staff will complete the Attorney/Special Visit Authorization Form (Attachment 1) and forward a copy to the Visiting Room, a copy to the Institution Duty Officer, and a copy to the Central File subsequent to the approval of the Warden.
11. **SPECIAL RELIGIOUS VISITS:** The Chaplain may request a special religious visit for an inmate from an area clergyman or religious leader. Visits of this nature will be approved by the Associate Warden and supervised by the Chaplain. All such visitors are expected to comply with the requirements of proper identification previously outlined in this Supplement.
 12. **UNUSUAL CIRCUMSTANCES:** There are times when an inmate's visitor(s) may arrive at the institution under unusual circumstances (i.e., having driven long distances, not aware of the visiting hours, consular visits, etc.). The Institution Duty Officer and Lieutenant will consider the matter and approve or disapprove the visit. In the event the visitor is approved to visit, available Unit staff will supervise the visit. Staff should make every effort to accommodate these individuals and be responsive to the visitor(s) within the constraints of staff coverage and institutional functioning.
 13. **UNIT STAFF VISIBILITY IN THE VISITING ROOM:** Unit staff members shall make regular visits to the Visiting Room for the purpose of communicating with inmates and their families.
 14. **MISCELLANEOUS VISITING ROOM REGULATIONS:**
 - A. Visitors will not be permitted to bring gifts or packages of any type into the institution for inmates. It is not permissible for the inmate to give any items to their visitors.

- B. It is not permissible for papers of any kind to be examined or signed during social visits. Such transactions must be handled through correspondence addressed to the inmate or through the unit team.
- C. Visitors are prohibited from providing money to an inmate. The Visiting Room Officer may not accept funds for deposit to an inmate's commissary account.
- D. Smoking is not permitted in the visiting areas. This is a smoke-free institution.
- E. All inmates will be pat searched prior to entering the Visiting Room. Ten percent (10%) of inmates visiting will be visually searched and screened with a hand-held metal detector prior to departing the Visiting Room.
- F. Visitors may not depart the institution and return to visit again the same visiting day. Visitors and inmates are limited to one visit per day.
- G. An inmate may receive food and drink items which are purchased by the visitor from the vending machines located in the Visiting Room. These items must be consumed or discarded by the inmate in the Visiting Room prior to the termination of the visit. Any item that has not been opened or unused may be removed from the Visiting Room by the visitor.
- H. Bringing any unauthorized items, such as medications, weapons, food, cigarettes, drugs, into the institution is a violation of both Federal Law and Bureau of Prisons regulations which may result in the visitor being permanently removed from the visiting list and/or referral to the proper law enforcement agencies for prosecution. It is against the law to introduce or attempt to introduce into the institution or its grounds, or to take or attempt to take or send or attempt to send from the institution **any** article without the knowledge and consent of the Warden or his/her duly appointed representative.
- I. The introduction or use of cameras or recording equipment without the consent of the Warden is strictly prohibited. Visitors are subject to criminal prosecution and prison sentences up to twenty (20) years (Title 18 U.S.C., Section 1791) for introduction of contraband into the institution.
- J. Visitors are prohibited from bringing animals on institutional grounds, except for a dog assisting a person

with disabilities. In this circumstance, the visitor must provide staff with certification that the dog is trained for that purpose.

15. **PENALTY FOR VIOLATIONS:** 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 for an extended period of time. Additionally, criminal prosecution may be initiated against the visitor, the inmate, or both in the case of criminal violations.

Termination of visiting privileges will be by letter prepared by the unit staff for the signature of the Warden.

16. **VISITATION TO HOSPITALIZED INMATES:** Inmates admitted to a community hospital, whether via escorted trip or furlough, may receive no visitors without the prior approval of the Warden or his/her designee. Visitation will be limited to immediate family only, and will be conducted during the hospital's posted visiting hours. No items may be provided to the inmate by the visitor, and inmates who receive any item from a visitor may be subject to disciplinary action.

17. **ATTACHMENTS:**

- A. Attachment 1 - Attorney/Special Visit Authorization
- B. Attachment 2 - Visiting List Information
- C. Attachment 3 - Supplemental Visiting List Information
- D. Attachment 4 - Visiting Regulations to Visitors

18. **EFFECTIVE DATE:** This Institution Supplement is in effect upon issuance.

Date:

From:

Subj: **Attorney/Special Visit Authorization**

Inmate: _____ Reg No: _____

To:

_____ The below listed **attorney** is approved to visit the above
referenced inmate on _____
(date)

Please assure that he/she has proper identification.

_____ It is recommended that the above referenced inmate be
granted a **special visit during non-visiting hours** on
_____. This is recommended because she
(date)
receives visits from this visitor(s) on a very infrequent
basis. The visitors have traveled a long distance.

_____ A **one day visit** is requested for the below listed visitor
on _____. The reason
(date)

for this request is _____

Visitor(s)

NAME	ADDRESS	RELATIONSHIP
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Reviewed by: _____
Associate Warden

APPROVED or DISAPPROVED _____
Warden

VISITING LIST INFORMATION

NAME: _____ REGISTER NUMBER: _____

Only persons verified in your Pre-Sentence Investigation report or previously-approved visitor application forms contained within your central file will be placed on your approved visiting list. Other people may be added only after receipt and approval of visiting forms and police verification. The visiting forms may be obtained from unit staff.

Relationship	Sex	Date of Birth	Complete Name	Complete Address, including City, State and Zip Code
Spouse				
Father				
Mother				
Step/Foster Father				
Step/Foster Mother				
Child				
Child				
Child				
Child				
Brother or Sister				
Brother or Sister				
Brother or Sister				
Brother or Sister				

USE PAGE TWO FOR ANY OTHER IMMEDIATE FAMILY MEMBERS OR INDIVIDUALS WHO MAY BE VERIFIED AND YOU WOULD LIKE TO HAVE APPROVED

 Correctional Counselor

SUPPLEMENTAL VISITING LIST INFORMATION

Inmate Name: _____, Reg. No. _____

Use this form to submit additional names of immediate family or other individuals whom you would like to have considered for placement on your visiting list.

Relationship	Sex	Date of Birth	Complete Name	Complete Address, including City, State and Zip Code

 Correctional Counselor

FPC BRYAN TEXAS
VISITING REGULATIONS

1. You have been approved and placed on the visiting list of inmate _____, Reg. No. _____. It is the policy of this facility to provide visiting facilities and procedures which will encourage meaningful visits with relatives and friends. Visits by approved visitors are stressed as an important factor in maintaining the morale of each inmate and motivating her toward positive behavior. It is the responsibility of each visitor/inmate to adhere to the visiting regulations.

2. **Location of the Institution:** FPC Bryan is located at 1100 Ursuline, Bryan, Texas. Entering the Bryan area on Highway 6 (East Bypass), exit at Booneville Road (FM 158) to the west. Excluding the traffic lights at the overpass, turn right at the first traffic light, Villa Maria Road. This road will curve to the left and become Ursuline and the institution is located on the right. You may contact the institution by dialing (979)823-1879.

3. **Visiting hours for inmates at FPC Bryan, Texas:**

Monday - Friday	NO VISITING
Saturday -	8:00 a.m. to 5:00 p.m.
Sunday -	8:00 a.m. to 5:00 p.m.
Federal Holidays -	8:00 a.m. to 3:00 p.m.

4. **Arrival Procedures:**

Upon arrival at the institution, visitors will wait in their vehicles in the institution parking lot until official visiting is to begin. Visitors must arrive to the institution no later than 3:00 p.m. on Saturday and Sunday and no later than 1:00 p.m. on Federal holidays.

Visitors who have not reached their 16th birthday must be escorted by a responsible adult visitor (a person who has reached their 18th birthday). Each member of this party (children and adult visitors) must be on the approved visiting list of the inmate to be visited.

The parent or legal guardian (not the inmate) must sign the Visitor Information form (form BP-S629.052) indicating their consent for a person under the age of 18 to visit.

5. **Visitor Identification:** All visitors, except children under 16 years of age, must present photo identification before being permitted into the Visiting Room. All photo ID's will be retained by Visiting Room staff until completion of the visit. Persons without proper photo identification and whose identity cannot be otherwise verified will not be permitted to visit.

6. **Proper Dress for Visitors:** It is necessary to uphold certain standards of dress in the Visiting Room. Women wearing see-through or translucent dresses or blouses will not be allowed to visit. Halter tops, miniskirts and generally revealing attire is considered improper dress. Male visitors will be required to wear a shirt and shorts/pants. All visitors will be required to wear shoes designed for street wear.

7. **General Visiting Room Rules and Regulations:**
 - A. No more than five (5) adult visitors will be permitted to visit one inmate at any given time.

 - B. A handshake, embrace, or kiss, as a greeting or farewell, is permitted within the limits of acceptable conduct upon arrival and departure of visitors. Other physical contact is prohibited and will be deemed just cause for termination of the visit. When the visit is terminated due to unacceptable conduct, the concerned inmate may receive disciplinary action.

 - C. The visiting facilities are limited. Therefore, it may become necessary to limit visits due to overcrowding. When overcrowding conditions exist, the visits will be terminated considering distance traveled by the visitors for the visit and the frequency of their visits. Visiting may also be terminated due to institution emergencies or improper conduct by the inmate or her visitor.

 - D. Visitors will be permitted to enter the Visiting Room with only one small, clear change purse or billfold not to exceed 4x4x12, and a hair brush or comb. Unauthorized items will be secured in the visitor's vehicle. Visitors with infants may enter with a car seat/infant carrier, and will also be permitted to enter with a reasonable supply of diapers, baby food and bottles. Diaper bags, strollers, and baby carriages will **not** be allowed into the institution. Visitors shall surrender any jackets and items in their pockets for inspection prior to entry. No medication is permitted unless authorized by the Lieutenant or Staff Duty Officer.

 - E. All money, packages, papers, gifts and pictures must be received by the inmate through the institution mail services.

 - F. An inmate may receive food and drink items which are purchased by the visitor from the vending machines located in the Visiting Room. These items must be consumed or discarded in the Visiting Room prior to the termination

of the visit. These items will not be removed from the Visiting Room by the inmate.

- G. All visitors will report directly to the Visiting Reception Desk and process through the identification procedures.
- H. Smoking is not permitted in the visiting area. This is a smoke-free institution.
- I. Bringing any unauthorized items, such as medications, weapons, food and drugs into the institution is a violation of Title 18, U.S. Code, Section 1791, which may result in the visitor being promptly removed from the visiting list and may result in a referral to the proper law enforcement agencies for prosecution. Conviction for violating 18 U.S.C. §1791 could result in imprisonment for up to 20 years and a fine of up to \$250,000.
- J. The use of cameras or recording equipment without the consent of the Warden is strictly prohibited. It is not permissible for papers of any kind to be presented or signed during social visits. Such transactions must be handled through correspondence addressed to the inmate. Any effort to evade the visiting regulations may result in disciplinary action toward the inmate and possible legal proceedings against the visitor.
- K. Visitors and inmates are responsible for the supervision and behavior of minor children. Children in the parenting area of the visiting room must be supervised by the inmate or an adult family member at all times.
- L. Visitors may not depart the institution and return on the same visiting day. Visitors and inmates are limited to one visit per day.

Steve Mora, Warden