



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Safford, Arizona 85548

Number: SAF5267.08
Date: 10-25-2012
Subject: Visiting
Regulations

INSTITUTION SUPPLEMENT

1. **PURPOSE AND SCOPE:** To implement local procedures regarding visiting regulations at FCI Safford. This institution supplement must be read in conjunction with the national program statement.
2. **DIRECTIVES AFFECTED:**
 - A. Directives Referenced:

P. S. 5267.08, Visiting Regulations. (5/11/06)
 - B. Directives Rescinded:

SAF 5267.06J, Visiting Regulations. (06/16/11)
3. **CORRECTIONAL STANDARDS REFERENCED:**

American Correctional Association 4th Edition standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4502, 4-4503, 4-4504,
4. **VISITING FACILITIES:** An indoor visiting room is provided. Except for the use of restroom facilities, inmates and visitors will remain within the designated area for the visit. Inmates will be called to greet their visitors after each visitor has registered and entered the area. Upon conclusion of the visit (visitors have departed), inmates will remain in the visiting room until they are identified by picture cards and have had a visual body search.
5. **ACCEPTABLE IDENTIFICATION:** All visitors, with the exception of children under sixteen years, must present a US Government photo identification prior to being admitted for a visit. Acceptable forms of identification are a valid driver's license, a passport or other government issued photo identification.
6. **PRECAUTIONARY PROCEDURES:** As precautionary procedures to prevent potential escapes by inmates during visiting, FCI

Safford will utilize five (5) procedures to assist with identification of visitors or inmates.

- A. Sign In/Out Log: One log will be maintained. The log will be located in the front entrance. All visitors, 16 years of age or older, must sign the log prior to admittance and departure. The log must include the visitor's printed name and signature, time of arrival and departure, and the name and register number of the inmate being visited.
 - B. Hand Stamps/Black Light procedures: A hand stamp will be selected and rotated on a daily basis. Additionally, the hand that is stamped will be periodically changed. All visitors will be required to show the proper hand stamp on the proper hand prior to departure.
 - C. Identification for all visitors will be maintained by the Visiting Room Officer. Identification will be returned to the visitors after the visit has been completed and the visitor has signed out in the log book in the lobby.
 - D. All inmates will be accounted for and identified via commissary card or picture card prior to any visitor departing.
 - E. The staff member identifying the visitor into the institution should be the same staff member identifying the visitor out of the institution.
7. **VISITING HOURS:** Regular visiting will be between the hours of 8:00 a.m. and 3:00 p.m., Saturday, Sunday, and all designated FEDERAL holidays.

To ensure a prospective visitor the opportunity to visit, they must arrive in the lobby no earlier than 8:00 a.m. and no later than 2:00 p.m. Visitors will not be processed between 9:30 a.m. and until the control center officer has received a good verbal count for the 10:00 a.m. count. Inmates will not be called to the visiting room until the count has cleared.

8. **AUTHORIZED VISITORS:** All prospective visitors, including confirmed inmate immediate family members, are subject to a background check and approval. All visits must have prior approval for immediate family, relatives, and friends.

Immediate family is defined as a mother, father, step-parents, foster parents, brothers, sisters, wife, common law wife, and children. All visitors must be on the inmate's approved visiting list. Children under the age of sixteen (16) must be accompanied by their parent or legal guardian who must be on the approved visiting list. Children ages sixteen (16) and seventeen (17) must be on the approved visiting list and also accompanied by their parent or legal guardian who must be on the approved visiting list.

In the event of the failure of the visiting computer system, a backup system will be utilized. This requires the front entrance officer to notify a member of the unit team when a visitor arrives for a specific inmate. The unit team member will then review Section 3 of the inmate's Central File for approved visitors and notify the front entrance officer whether or not the visitor is authorized.

The following procedures shall be in effect regarding visiting lists: Inmates are encouraged not to schedule social visits within the first four days of incarceration at Safford. This procedure will allow time for staff to review and to complete all visiting lists. During initial orientation, each inmate will complete a visiting list which will be forwarded to the appropriate Correctional Counselor for verification and NCIC check. The Warden may limit visits to the immediate family during the Admission and Orientation period where there is neither a visiting list from a transferring institution, nor other verification of visitors.

The Correctional Counselor is responsible for preparing the official visiting list. An approved list of visitors will be placed in the Central File (Section 3), and maintained on the computer program.

In order for an inmate to receive a visit or to have a name added to the visiting list, the inmate must send a visiting form letter to his prospective visitor for response. This request will provide pertinent information for the Correctional Counselor in regards to legal name, address, occupation, relationship to individual, etc.

After the prospective visitor returns the information forms, the Correctional Counselor will investigate and verify the name or names submitted by the inmates for their approved visiting list. All questions on the Visitor Notification form will be completely filled out by the visitor.

If the Unit Manager believes a proposed visitor is a security risk based upon their criminal history, a memo recommending disapproval will be routed to the Warden. If disapproved by the Warden, the inmate will be notified that the visitor was disapproved for security reasons. Due to Privacy Act guidelines, the inmate will not be provided any additional information. A copy of the disapproval memo will be attached to the visitor's background check and filed in the FOI exempt section of the inmate's central file.

Inmates may modify their visiting list every thirty days by submitting an Inmate Request to his Correctional Counselor. A written response from the Unit Team on the Inmate Request Form will be provided on all cases. Inmates will receive an answer within four (4) working days.

9. **PRIOR RELATIONSHIP HISTORY:** Ordinarily, a prior relationship is required in order to be an approved visitor. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution. Upon receiving the Visitor information form (BP-629) from the visitor, the Correctional Counselor will review the form. Candidates for exception may be forwarded to the Warden for approval.
10. **NUMBER OF VISITORS FOR EACH VISIT:** Each inmate will be ordinarily limited to four (4) visitors who occupy a seat in the visiting area at any one time. This includes children. Infants who do not occupy a seat and are held by an adult do not count toward the four visitor limitation. An inmate request to staff (cop out) to the Captain, is to be submitted for approval of additional visitors.
11. **SPECIAL VISITS:** Except in cases of emergency or demonstrated need, visits will be restricted to visiting hours. Other special visits may be approved by the Associate Warden where it is evident the visit cannot occur during visiting hours. Special visits must be approved at least 24 hours in advance. These visits will ordinarily be supervised by Unit staff.
12. **ATTORNEY VISITS:** Inmates desiring visits with their attorneys will make prior arrangements with the Unit Team. Attorney visits will be encouraged to take place during normal inmate visiting hours. However, every effort will be made to accommodate attorney visits. Attorneys will be

screened upon arrival at the institution and will be required to submit proper identification along with a current State Bar Card. Attorney visits on non-visiting days, will be supervised by Unit staff.

13. **RELIGIOUS VISITS:** Although the Minister of Record is added to the inmate's visiting list, each visit by the Minister of Record must be approved in advance. An inmate may only have one Minister of Record on his visiting list at a time. Minister of Record visits are not social visits and **should not** be counted against the total number of regular visits allowed. Religious visits from faith representatives other than the Minister of Record may be approved by the Chaplain, with the concurrence of the Associate Warden. An "Authorization to Enter Institution" will be generated by the Chaplain, through the Captain and the Associate Warden to the Lobby Officer and Control. This memorandum will specify the date, time, and place of the pastoral visit as well as the name of the clergy person(s) and the inmate(s) to be visited. These visits will take place during normal visiting hours in accordance with the general visitor procedures, and will take place in the main visiting room and not in the unmonitored side rooms. These visits **will** count against the total number of regular visits allowed. Pastoral visitors may bring in two sacred texts which will be taken out of the institution upon their leaving. The inmate is not permitted to receive nor take into the institution any materials from a pastoral visit.
14. **SUPERVISION OF VISITORS:** The Visiting Room Officer will supervise all regular visits.
 - A. It is the responsibility of the Visiting Room Officer to monitor behavior, maintain order, and supervise visits. Inappropriate behavior, misconduct, or failure to comply with regulations will be brought to the attention of the inmate and their visitor(s), and warnings will be documented in the warning log book.
 - B. The Institution Duty Officer (IDO) or Operations Lieutenant will have the authority to terminate visits due to inappropriate conduct. Misconduct may result in disqualification of the visitor and/or disciplinary action against the inmate.
 - C. The introduction or attempted introduction of contraband will be subject to Federal Law and Federal Prison System guidelines. To ensure that contraband

items are not brought into the institution, all inmates will be pat searched upon entry to the visiting room and a visual body search will be conducted on the inmate upon leaving the visiting room.

Inmates are not permitted to take any items into the visiting room except legal papers (approved in advance by the Unit Team) and items identified in paragraph 21B.

Contraband will be confiscated and the Operations Lieutenant will be notified immediately by the Visiting Room Officer who confiscates the contraband. Any visitor who introduces or attempts to introduce contraband will be subject to having their visiting privileges suspended/terminated as well as possible prosecution.

15. **VISITS FOR PERSONS NOT IN GENERAL POPULATION:**

A. Detention or Segregation Status:

1. Generally, an inmate retains visiting privileges while in detention or segregation. However, visiting may be restricted or disallowed when an inmate (while in detention or segregation) is charged with or was found guilty of a prohibited act related to visiting guidelines or has acted in a way which would reasonably indicate a threat to the security or good order in the visiting room. Loss of visitation may not otherwise occur unless it has been sanctioned by the Discipline Hearing Officer (DHO).
2. Inmates with separatees in Special Housing Unit or in general population will not be allowed visiting privileges.
3. No more than two inmates from the Special Housing Unit (SHU) will be allowed in the Visiting Room at one time. If more than two SHU inmates request visiting on the same day, time restrictions may be imposed.
4. SHU inmates will receive a visual search prior to leaving the SHU and once again at the conclusion of their visit. SHU inmates will wear the orange jumpsuit during their entire visit and will be

required to sit as near to the Visiting Room Officer as possible.

- B. Hospital Patients: There will be no visits unless recommended by the Unit Manager through the Health Services Administrator and Captain. The visit will be approved by the Associate Warden and restrictions will be determined when considering the request. The visiting guidelines of the local hospital must be followed. The same procedure will apply to inmates hospitalized. The Captain will notify the staff providing security for the inmate of the approval of any approved visit.
 - C. Holdover Inmates: Inmates on holdover status will not be allowed to visit at the same time as inmates in the general population. Visiting for inmates on holdover status will be conducted on Thursday evenings, between the hours of 5:00 p.m. and 8:30 p.m. Visits for holdover inmates must be arranged in advance and only two members of the inmate's immediate family will be allowed to visit at one time. The visits will be supervised by unit team members and all policies and regulations will be adhered to.
16. **TERMINATION OF VISITS:** Normally, there will be no restrictions on the length of visits during visiting hours. Terminations of visits may occur due to overcrowding. If termination of a visit occurs, the first visitors processed in for visiting will be the first terminated (after they have visited for three hours). Additional consideration will be given to visitors who rarely have the opportunity to visit or to those visitors who have traveled a significant distance for a visit. Should a visit be terminated, a written report will be submitted by the Institution Duty Officer to the Warden documenting the reason and describing the circumstances which led to the decision. Should a visit be terminated due to misconduct, an incident report will be written against the inmate(s) involved.
17. **PENALTY FOR VIOLATION OF VISITING REGULATIONS:** Any act or effort to violate the visiting guidelines of FCI Safford, will result in disciplinary action against the inmate.
- A. A listing containing rules and regulations as they pertain to visitation is posted in the Front Lobby area for review by inmate visitors. Upon request, staff will provide visitors with copies of the rules for

their retention and review.

18. **CONDUCT IN THE VISITING ROOM:**

- A. Kissing and embracing are permitted upon arrival and departure. Other than hand holding, no other contact is permitted during the visit.
- B. Visitor Dress: Visiting dress rules apply equally to male and female visitors.
 - 1. Anyone wearing clothing considered to be too revealing will not be allowed to visit. This may include sun dresses, leotards, miniskirts, backless tops, any sleeveless garment, crop tops, low cut necklines, sheer fabric, see through lace, and clothing of spandex material. No open-toed shoes or sandals of any kind are allowed.
 - 2. Any clothing more than three (3) inches above the knee will be considered too short and will not be permitted to enter the institution. This includes shorts, dresses, sun dresses, miniskirts, culottes, and any dress or skirt with a high cut split, in back, front of side, etc. This applies to all visitors regardless of age.
 - 3. Any type of gang insignia, i.e., gang art work of any type on a visitor's clothing, design in their hair, displaying affiliation with gangs, will be brought to the attention of the Operation's Lieutenant. Any type of military style clothing including camouflage clothing will not be allowed.
 - 4. Any clothing similar to inmate clothing such as khaki type will not be permitted. Hats or caps will not be permitted inside the visiting room.
 - 5. Visitors wearing religious headwear may be asked to provide the headwear for a search if first authorized by the Warden or his/her designee and if staff have reasonable suspicion that the religious headwear contains contraband. The IDO and Operations Lieutenant will be notified prior to any search of religious headwear. Once approval for the search of the headwear is approved by the Warden or his/her designee, a staff member of the same sex as the visitor

wearing the religious headwear should ask the visitor if they would consent to a visual inspection of their headwear. If the visitor refuses, the visitor will not be allowed to enter the institution. If the visitor consents to the search, the staff member should escort the visitor to a private place. The visitor then should be instructed to remove the religious headwear to allow the staff member to conduct a search of the headwear.

6. If it is determined that the visitor is dressed inappropriately, the visitor will not be allowed entrance: First time visitors will be given the option to visit the inmate only after appropriate dress has been obtained, those visitors who visit on a regular basis will not be allowed to visit until the following regular visiting day.
 7. Clothing that is questionable for a correctional setting will be referred to the Institutional Duty Officer who will make the final decision to approve or deny the visit.
- C. Meals: Vending machines and microwave ovens are available for visitors use in the visiting room. Inmates are not allowed access to these machines. Visitors may not bring food items into the institution with the exception of sealed, baby food and individual baby formulas for infants.
- D. Beverages: Visitors may not bring beverage items into the institution. No alcoholic beverages are permitted within the institution or on institution grounds, i.e., parking lot.
- E. Visitors may not bring photos or any written materials (newspapers, books, magazines, newspaper clippings, or other periodicals) into the institution. This restriction also applies to games, playing cards, etc.
- F. Cameras, radios, DVD's, I-Pads or cassette players/recorders are not authorized within the institution. Recording equipment for legal visits must be authorized by the Warden. The use of photographic equipment of any kind by visitors is not allowed on a Federal Reservation. No pictures or videos will be taken of the institution or grounds.

- G. Personal toys and games for children's amusement are not permitted. The only toys permitted are those provided by the institution.
- H. Children must be supervised by the visitor/inmate at all times. If the child is unruly you will be given one warning by the visiting room staff. After that the visit may be terminated.
- I. Large purses, wallets, flight or travel bags, briefcases, parcels, etc., will not be allowed. Small, see-through coin purses (8" x 8" x 2") may be taken into the visiting area, however, they will be inspected by the Front Entrance Officer prior to admittance. Any items which cannot be completely searched will be processed via the E-Scan Machine located in the Front Lobby. Any questionable items for the visiting area will be referred to the Operations Lieutenant.

Diaper bags are not permitted into the institution. Individual diapers, enough to last the length of the visit, will be allowed after they have been searched.

- J. All visitors must successfully pass the metal detector. Visitor who fails to pass inspection thorough the walk through metal detector and subsequently fails inspection with a hand held metal detector, will be denied entrance into the institution on that day. Visitors who failed to clear the metal detector may not leave and attempt to re-enter later on that same day. This includes the visitor leaving the staff member's visual supervision to enter the rest room to change clothes, in order to pass the metal detector.

Visitors may be subject to the following type of searches: Electronic, pat search (when they can't clear the metal detector due to implanted medical devices) or visual search and searches of belongings and vehicles. The type or extent of searches is determined by staff on a case by case basis.

Once a visitor departs the visiting room, for any reason, they will not be allowed entry back inside the institution on that day.

Visitors will randomly be tested for the presence of illegal substances. (See Institution Supplement

5522.01B, Ion Spectrometry Device Program.)

- K. The following are the only items authorized in the visiting room.
1. One (1) wallet or One (1) transparent change purse no larger than 8" x 8" x 2"
 2. Four (4) diapers
 3. Two (2) plastic jars of baby food, unopened
 4. One (1) clear and empty baby bottle or sippy cup
 5. Three (3) individual packaged baby formulas
 6. One (1) baby blanket (winter months only)
 7. Two (2) sanitary napkins or tampons
 8. Medication: Only nitroglycerin pills, insulin and prescribed inhalers will be allowed and must be left at the visiting room officer's desk until conclusion of the visit.
 9. No more than \$20 in change, quarters, dimes and nickels will be allowed for use in the vending machines. Paper currency is not authorized to be brought into the institution.
- L. Children's television viewing area is off limits to all inmates. Adult visitors should only enter the area when supervision of their children is needed.
- M. Absolutely no tobacco products will be allowed in the visiting room.
- N. No currency, checks, or money orders, will be accepted from a visitor for deposit to an inmate's account.
- O. Out of bounds areas for inmates has been marked in the visiting room area. There is a sign posted near the visitor restrooms and there is a yellow line near the vending machines.
- P. Any items not allowed in the institution must be taken back to visitor's vehicle. No items will be left with the front lobby officer.
19. **INMATE DRESS REGULATIONS:** All inmates will be required to wear a clean and neat pair of khaki pants and a khaki shirt tucked in while in the visiting room or during any special visits. Inmates must wear institution issued shoes only. Inmates will not be allowed to wear "hush puppy" type shoes into the visiting room unless the inmate has been issued such, due to soft shoe requirements.

During winter months, jackets worn by inmates from the compound to the visiting room will be secured by staff prior to entering the visiting room area and will be returned to the inmate upon completion of his visit. Only inmates with a diagnosed eye problem will be allowed to have prescription sunglasses in the visiting room.

20. **CONTROLLED VISITING - DENYING VISITS:**

- A. Visiting Restrictions: Visiting may be restricted to control situations or to more closely supervise visits when there is any suspicion that the visitor is introducing or attempting to introduce contraband, or when there has been a prior incident of such introduction, or attempted introduction or when there is any concern based upon sound correctional judgment, about the inmate or visitors presenting a risk to the orderly running of the visiting room. These restrictions must be approved by the Captain or the Institution Duty Officer after consultation with the Operations Lieutenant.
- B. Visiting privileges may be denied when controlled or closely supervised visiting is not possible. This denial must be approved by the Warden.
- C. Staff shall deny admission to a visitor who refuses to be screened by a metal detector or refuses to undergo a search of person and/or effects.

21. **REPORTING FOR VISITS:** Inmates will report to the visiting room officer after they have been called to report to the visiting area. They may greet visitors in the visiting room after identification, check-in, and clearance from the visiting room officer.

- A. Every inmate reporting to the visiting room for a visit will present their commissary ID card. This identification card will be used by the visiting room officer as one method for proper identification of the inmate for the visit.

The commissary ID will be maintained throughout the visit by the visiting room officer for accountability purposes, and will be returned to the respective inmate when the visit has been completed. If an inmate

reports for a visit and is unable to produce his commissary ID card as the result of loss or other explainable reasons, the quarter cards will be used for positive identification.

B. Authorized Items Allowed into the Visiting Room: The only authorized items that inmates reporting to the visiting room are allowed to bring with them are as follows:

- 1 - Religious Medal or Pendant (no rosaries or prayer beads)
- 1 - Eyeglasses
- 1 - Religious head wear (authorized)
- 1 - Plain wedding band
- 1 - Inmate identification card

These items will be checked into and out of the visiting room with strict accountability being maintained. No other items will be allowed for entry into the visiting room. For those items not authorized in the visiting room, the visitor will be directed to place the items in their vehicle. If the visitor does not have a vehicle a locker will be provided.

22. **VEHICLES AND PETS:** All visitors' vehicles will be parked in the institution parking lot in the designated areas. Vehicles will be locked and windows closed. All visitors will register their vehicles, including make, model, and license plate number, with the front entrance officer. This will be indicated on the front of the visiting form. No pets will be permitted in the parking lot, visiting area, or in the vehicles.
23. **PETS:** Inmate visitors are not allowed to bring pets onto the institution grounds. The only exception is a trained and certified service animal, such as a Seeing Eye dog. The visitor must show proof of the need for the assistance of a service animal and the certification of successful training for the animal and the handler. Prior authorization from the Warden is required. In emergency situations, the IDO as the authority to allow the visit after the review of certification documents.
24. **TRANSPORTATION:** Due to the remote location of the Federal Correctional Institution, Safford, there is no public or commercial transportation available from the city of Safford to the institution. Transportation instructions and

directions will be made available to inmates during the admission and orientation process, so they may relay that information to their prospective visitors.

25. **DIRECTIONS:** From Tucson go east on Interstate 10 to North US Hwy 191, travel north to Hwy 366 turn left go one mile to institution.

From Phoenix go east on Hwy 60 to Globe, take Hwy 70 East to Safford, take South Hwy 191 to Hwy 366 turn right go one mile to institution.

Physical address and phone number of the institution:
1529 W. Highway 366
Safford, AZ 85546
(928) 428-6600

26. **EFFECTIVE DATE:** This supplement is effective upon issuance.

26. **OPI:** Correctional Services



Susan G. McClintock
Warden

Attachment A

FEDERAL CORRECTIONAL INSTITUTION
Safford, Arizona
INMATE VISITING LIST

NAME: _____ NUMBER: _____
DATE: _____

1. Name : _____ Relationship: _____
Address: _____
2. Name : _____ Relationship: _____
Address: _____
3. Name : _____ Relationship: _____
Address: _____
4. Name : _____ Relationship: _____
Address: _____
5. Name : _____ Relationship: _____
Address: _____
6. Name : _____ Relationship: _____
Address: _____
7. Name : _____ Relationship: _____
Address: _____
8. Name : _____ Relationship: _____
Address: _____
9. Name : _____ Relationship: _____
Address: _____
10. Name : _____ Relationship: _____
Address: _____
11. Name : _____ Relationship: _____
Address: _____
12. Name : _____ Relationship: _____
Address: _____

PLEASE FILL OUT ALL NAMES AND ADDRESSES COMPLETELY. ALL NAMES
WILL BE PUT ON YOUR VISITING LIST ONCE A WEEK. ALL "SPECIAL
VISITS" MUST BE APPROVED BY THE CAPTAIN.

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VISITING ROOM REGULATIONS

Penalty for Violation of Visiting Regulations: Any act or effort to violate the visiting guidelines of FCI Safford, will result in disciplinary action against the inmate.

CONDUCT IN THE VISITING ROOM:

1. Kissing and embracing are permitted upon arrival and departure. Other than hand holding, no other contact is permitted during the visit.
2. Visitor Dress: Visiting dress rules apply equally to male and female visitors.
 - A. Anyone wearing clothing considered to be too revealing will not be allowed to visit. This may include loose or oversized sleeveless tops, low necklines, sheer fabric, see through lace, clothing of spandex material. Open-toed shoes/sandals are not permitted.
 - B. Any clothing more than three (3) inches above the knee will be considered too short and will not be permitted to enter the institution. This includes shorts, dresses, skirts, culottes, etc. This applies to all visitors regardless of age.
 - C. Any type of gang insignia, i.e., gang art work of any type on a visitor's clothing, design in their hair, displaying affiliation with gangs, will be brought to the attention of the Operation's Lieutenant. Any type of military style clothing including camouflage will not be allowed.
 - D. Dress shirts or blouses which are sleeveless, pantsuits with sleeveless jackets or tops are permissible.
 - E. If it is determined that the visitor is dressed inappropriately, the visitor will not be allowed entrance: First time visitors will be given the option

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to visit the inmate only after appropriate dress has been obtained, those visitors who visit on a regular basis will not be allowed to visit until the following regular visiting day.

- F. Questions pertaining to a visitor's attire are to be referred to the institution duty officer who will make the decision to deny the visit.
- G. Meals: Vending machines are in the visiting room. Visitors may not bring food items into the institution with the exception of sealed, unopened juices and/or milk for infants.
- H. Beverages: Visitors may not bring beverage items into the institution. No alcoholic beverages are permitted within the institution or on institution grounds, i.e., parking lot.
- I. Visitors may not bring photographs or any written materials (newspapers, books, magazines, newspaper clippings, or other periodicals) into the institution. This restriction also applies to games, playing cards, etc.
- J. Cameras, radios, DVD's, I-Pads or cassette players/recorders are not authorized within the institution nor visiting area. Recording equipment for legal visits must be authorized by the Unit Manager. Picture taking by visitors, videos, etc. are not allowed on a Federal Reservation. No pictures, etc., will be taken of the institution or grounds.
- K. Personal toys and games for children's amusement are not permitted. The only toys permitted are those provided by the institution.
- L. Large purses, wallets, flight or travel bags, briefcases, parcels, etc., will not be allowed. Small, see-through purses (8" x 8" x 2") may be taken into the visiting area; however, they will be inspected by the

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Front Entrance Officer prior to admittance. Any items which cannot be completely searched should be processed via the E-Scan Machine located in the Front Lobby. Any questionable items for the visiting area will be referred to the Operations Lieutenant. Diaper bags are not permitted into the institution. Individual diapers, enough to last the length of the visit, will be allowed after they have been searched.

- M. All visitors must successfully pass the metal detector. Visitor who fails to pass inspection thorough the walk through metal detector and subsequently fails inspection with a hand held metal detector, will be denied entrance into the institution on that day. Visitors who failed to clear the metal detector may not leave and attempt to re-enter later on that same day. This includes the visitor leaving the staff member's visual supervision to enter the rest room to change clothes, in order to pass the metal detector.

Visitors may be subject to the following type of searches: Electronic, pat search (when they can't clear the metal detector due to implanted medical devices) or visual search and searches of belongings and vehicles. The type or extent of searches is determined by staff on a case by case basis.

Once a visitor departs the visiting room, for any reason, they will not be allowed entry back inside the institution on that day.

3. The following items are only authorized in the visiting room:
1. One (1) wallet or One (1) transparent change purse no larger than 8" x 8" x 2"
 2. Four (4) diapers
 3. Two (2) plastic jars of baby food, unopened
 4. One (1) clear and empty baby bottle or sippy cup
 5. Three (3) individual packaged baby formulas
 6. One (1) baby blanket (winter months only)

7. Two (2) sanitary napkins or tampons
8. Medication: Only nitroglycerin pills, insulin and
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prescribed inhalers will be allowed and must be left at the visiting room officer's desk until conclusion of the visit.

9. No more than \$20 in change, quarters, dimes and nickels will be allowed for use in the vending machines. Paper currency is not authorized to be brought into the institution.
 - A. Children's Television viewing area is off limits to all adult visitors and inmates, except to supervise their child.
 - B. Children must be supervised by the visitor/inmate at times. If the child is unruly you will be given one warning by the visiting room staff. After that the visit may be terminated.
 - C. Absolutely no tobacco products will be allowed in the visiting room.
 - D. No currency, checks, or money orders, will be accepted from a visitor for deposit to an inmate's account.
 - E. Any Items not allowed in the institution must be taken back to visitor's vehicle. No items will be left with the front lobby officer.