U.S. Department of Justice
Federal Bureau Of Prisons

NUMBER: ALI 5267.09C

DATE: April 18, 2017

Federal Correctional Institution
Aliceville, AL 35442

SUBJECT: Visiting Regulations

INSTITUTION SUPPLEMENT

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1. **PURPOSE**: The purpose of this Institution Supplement is to afford offenders housed at the Federal Correctional Institution (FCI), and Satellite Prison Camp (SPC) Aliceville the privilege of having visitors of their choice within specific guidelines. Inmate visiting is to enhance inmate morale and to maintain relationships with their family or others in the community. This institution supplement must be read in conjunction with the directives affected.

2. **POLICY**: It is the policy of the Bureau of Prisons and FCI Aliceville that visiting privileges are an integral part of an inmate's institutional program. However, the number of visitors must be kept within reasonable limits due to space limitations.

   A. Provide guidelines for keeping a record of visitors for all inmates.

   B. Ensure all visiting areas are monitored to prevent the passage of contraband.

   C. Provide for training to staff and volunteers.

3. **DIRECTIVES AFFECTED**:
   A. Program Statement 5267.09, Visiting Regulations dated December 10, 2015, is referenced, Program Statement 5360.09, Religious Beliefs and Practices of Committed Offenders, is referenced, ALI IS 5580.08, "Inmate Personal Property", is referenced, Program Statement 5510.15, July 17, 2013, Searching, Detaining, or Arresting Visitors To Bureau Grounds and Facilities, is referenced.

4. **STANDARDS REFERENCED**:
   ACA Standards for Adult Correctional Institutions, 4th Edition 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4500, 4-4501 4-4503, and 4-4504 are referenced.

DISTRIBUTION: Warden, Associate Wardens, Department Heads, AFGE, Inmate Law Library, SERO and Master File

5. **VICTIM/WITNESS CASES**: Refer to Program Statement 1490.06, Victim and Witness Notification Program, for procedures when a Victim/Witness Program (VWP) inmate requests to place a victim or witness on her visiting list.

6. **VISITING FACILITIES**:
   A. The maximum capacity rating assigned to the visiting room is 200 people. When this number has been reached, the termination of some visits may occur. Every consideration will be given as to the frequency of visits and the distance traveled.

   B. The Visiting Room will be arranged so as to provide adequate supervision in all of the visiting areas. The chairs and tables will be arranged to provide a comfortable environment.

   C. A section of the visiting building will be equipped and set up to provide facilities for the children of visitors. Inmates are allowed inside the Children's Center with their approved children.

   D. Reasonable accommodations have been made to ensure that all parts of the visiting area accessible to the public are also accessible to visitors and inmates with disabilities.

   E. Non-Contact visiting areas are available at this facility and will be utilized when deemed necessary by the Warden or their designee.

7. **VISITING TIMES**:
   A. Visiting hours for the FCI and SPC are from 8:00 a.m. to 3:00 p.m. Saturday, Sunday, and Federal Holidays. Inmates housed in the Special Housing Unit (SHU), will visit in the non-contact visiting room located in the FCI Visiting Room. The times are the same as general population.

   B. Inmate visitors will not be allowed on institution property prior to 8:00 a.m. processing of incoming visitors will be terminated at 2:00 p.m. Visitors in the visiting room will be required to depart at 3:00 p.m. No visitors will be processed into the visiting room 30 minutes prior to the 10:00 a.m. count on Saturday, Sunday and Federal Holidays. Front Entrance will continue processing after there is a clear and documented institutional count. There will be no inmate movement during count.

8. **FREQUENCY OF VISITS AND NUMBER OF VISITORS**:
   A. Individuals Approved to Visit:
      1) During initial orientation, each inmate will receive a copy of this supplement including Attachment (1) "Immediate Family Visiting List." Each inmate must complete the form and give it to the Admission and Orientation Counselor within forty-eight (48) hours of issuance whether or not she anticipates visits.

2) Inmates will have up to 16 points per month. The Warden may limit the length or frequency of visits to avoid chronic overcrowding.

3) The Warden may also authorize special visits to accommodate unique circumstances (e.g., a person traveling a long distance to visit, a person visiting a hospitalized inmate).

4) All proposed visitors, including immediate family members documented in the inmate's Pre-Sentence Investigation Report (PSI), must complete a Visitor Information form(BP-A0629) the form must be completed to its entirety, signed, and returned to institution staff by the proposed visitor prior to any further action concerning their approval to visit. Upon receipt and review of the authorized forms, the unit team will determine if the visitor is approved or disapproved. Staff may request background information from potential visitors who are not immediate family, before placing them on the inmate's visiting list. 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 or designee may deny visiting privileges. The inmates assigned Correctional Counselor will then give written notification to the inmate of the visitor approval or denial. Due to the Freedom of Information Act, information contained in, or a part of the Visitor Information Form (BP-629) cannot be disclosed to the inmate.

B. **Number of Regular Visitors**:

1) Inmates will be allowed a maximum of five adult visitors at one time and a maximum of five children. Exceptions will be requested through the Unit Manager/Camp Administrator for regular visiting days and from the Associate Warden for holidays. Inmates are not limited in the number of times that they may receive visits.

2) Inmates may make changes to their visiting lists by completing a "Requested Change in Visiting List" form (Attachment #2). Inmates can obtain this form from their Counselor. Once completed, inmates will return the form to their Counselor for processing. The form will be filed in the inmate's visiting file following approval or disapproval of the visitor.

C. **Immediate Family Members**:

1) Members of the immediate family will ordinarily be placed on the approved list of visitors upon the inmate's admission to the institution. Immediate family includes father, mother, foster parents, sisters, brothers, husband, children or step-children, and common-law husband if verified. The word spouse includes a common law relationship which has been previously established in a state that recognizes such a status. In states that do not, a common law relationship is not considered immediate family. If

they are not mentioned, or if the PSI indicates they have a criminal record, the Visitor Information form (BP-A0629) must be completed in its entirety. The inmate's Unit Team will review the material and place the common-law relation on the visiting list once the relationship is verified. 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. Regardless of the institution's security level, the inmate must have known the proposed visitor prior to incarceration. The Warden or designee must approve any exception to this.

2) Visitors may visit only one inmate at a time, except for those inmates who are members of the same family. Inmates within the institution who are related as an immediate family member will be allowed to conduct their visits together with any of their immediate family members who are on the inmates' approved visiting list.

D. **Other Relatives**:

1) These persons include grandparents, uncles, aunts, in laws, and cousins. Placed on the approved list after completion of a Visitor Information form (BP-A0629), and clearing a background check.

E. **Friends and Associates**:

1) The visiting list may include up to 20 (twenty) friends or associates. Unit Managers may make exceptions to this provision by issuing a memorandum to the Visiting Room Officers for specific dates and events. The inmate must have known the proposed visitor(s) prior to incarceration. Approval of visitors with no prior relationship to the inmate must be reviewed by the Warden. Approval of visiting for friends and associates will be made in accordance with this supplement and PS 5267.09.

2) Ordinarily, an inmate's visiting list should not list more than 20 friends and associates. The Warden may make an exception to this provision when warranted.

F. **Persons with Prior Criminal Convictions**:

1) Persons with prior criminal convictions may return to visit an inmate provided the inmate is an immediate family member. In such cases, the inmate must have approval in writing from the Warden at least two weeks in advance of the planned visit. The Correctional Counselor of the incarcerated inmate must prepare the letter for the Warden's signature and provide the Visiting Room with a copy of the approval, including the inmate's committed name if a name change has been made. If the inmate's visitors is in the community, and is still under supervision,

she must obtain written approval of her U.S. Probation/Parole Officer.

2) Visitors who are on probation/parole or supervised release status must have approval from the Probation/Parole Officer prior to institutional approval being granted. A copy of this authorization must be maintained in Section Two of the FOI Exempt portion of the inmate's Central file. Each request must be reviewed by the appropriate Unit Manager, and the review must be documented.

3) The existence of a criminal conviction alone does not preclude visits. Staff shall give consideration to the nature, extent and the date of convictions, as weighed against the security considerations of the institution. Specific approval from the Warden will be required before such visits take place.

G. **WALSH ACT REQUIREMENTS**: The Case Manager will coordinate with staff to approve or disapprove a visit for inmates who have been convicted of a sex offense involving a minor (WA W CONV). Any inmate identified as having a Walsh Act assignment involving a minor will have his/her visits closely monitored. These inmates will be placed close to the Officer's station for closer supervision and be seated away from children in the visiting room.

H. **Children under sixteen**: An adult visitor is considered to be 18 years of age and older. Pursuant to Program Statement 5267.09, Visiting Regulations, a child under the age of 16 years may not visit unless accompanied by a responsible adult. The signature of a parent or guardian on the Visitor Information Form is necessary to process a request for an applicant under 16 years of age. For further definition, signature authority is solely assigned to a parent or guardian that is not incarcerated at the time of application. Policy invokes a procedural modification through age distinction as a person between age 16 years and less than 18 years is not an adult by lawful definition. Therefore, such individual is strictly precluded from accompanying or supervising a minor during visitation. Individuals age 16 and under are not required to have an ID.

9. **QUALIFICATION AS SPECIAL VISITOR**: All special visits must be requested by the Unit Manager routed through the Captain and approved by the AW(P), or designee. A memorandum authorizing the visit must be forwarded to the Front Lobby Officer, Visiting Room Officer, Captain, Duty Officer, Operations Lieutenant, and Central File ordinarily 24 hours prior to the visit. The Unit Team will also enter the information into the Visiting Program on the LAN System. This information must be entered prior to allowing the visitors entrance into the institution. If this information is not entered, then Unit Staff will be contacted concerning the visit and will take the appropriate action to either allow the visitor to enter or deny

the visit. Ordinarily, the Special Investigative Supervisor (SIS) and Captain will approve and coordinate all interviews between law enforcement agencies and inmates. In the absence of the SIS, the Special Investigative Supervisor Technician (SIS Tech) will assume this function along with the Captain. The purpose of this is to acquaint institution officials with any new developments in an inmate's situation that might jeopardize the safety and security of the institution. The completed form will be reviewed by the Captain, who will forward it to the Associate Warden (P), for final review. It will then be sent to the SIS for filing.

A. **Business Visitor**: 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. In those instances where an inmate has turned over the operation of a business or profession to another person, there still may be occasions where a decision must be made which will substantially affect the assets or prospects of the business. The Warden accordingly may permit a special business visit in such cases. The Warden may waive the requirement for the existence of an established relationship prior to confinement for visitors approved under this paragraph.

B. **Consular Visitors**: When it has been determined that an inmate is a citizen of a foreign country, the consular representative of that country will be permitted to visit on matters of legitimate business. Inmates who have had their visiting privileges suspended will be allowed a consular visit.

C. **Representatives of Community Groups**: The Warden may approve visits on a recurring basis to representatives from community groups (for example, civic, volunteer, or religious organizations) who are acting in their official capacity. These visits may be for the purpose of meeting with an individual inmate or with a group of inmates. The requirement for the existence of an established relationship prior to confinement for visitors does not apply to representatives of community groups. Prisoner Visitation and Support Group(PVS) visits will normally take place at the Visiting Room during regular visiting hours. Upon arrival the PVS volunteer will present the Visiting Room Officer with proper identification and names of the inmates she/he wishes to visit. PVS volunteers are not required to be on the visiting lists of the inmates they wish to visit and may bring writing materials (i.e. notebooks, paper, etc.) with them. An updated PVS list is maintained in the SHAREDOC file.

The following processing procedures apply to ministers of record and clergy:

1) **Minister of Record**: Inmates may receive visits from their Minister of Record. When this happens, the Clergy or Religious representative will be in addition to the normal number of visitors authorized.

2) **Clergy**: Visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures, and will not count against the total number of regular visits allowed. Ordinarily, clergy visits will not be accommodated unless requested by the inmate. However, the Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy. Clergy/minister of record visits will be accommodated in the visiting room during regularly scheduled visiting hours and, to the extent practicable, in an area of the visiting room which provides a 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. During times of personal or family emergencies, an inmate will be authorized a visit from his or her minister of record during regular visiting hours as practical.

10. **ATTORNEY VISITS**: Visits by attorneys are not subject to auditory supervision. Tape recorders may be used where the attorney agrees, in writing, in advance of the interview that the only purpose of the recording is to facilitate the attorney-client relationship (reference ALI 1315.05). Normally, attorney-client visits will be conducted in the regular Visiting Room. Rooms have been designated for attorney-client visits. However, if the Visiting Room is crowded or the attorney requests a visit on a non-visiting day, this will be set up through the Unit Team. The Unit Team will supervise all attorney visits. The front lobby officer/ 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 the visiting room.

IF AN ATTORNEY REPORTS TO THE INSTITUTION FOR AN ATTORNEY/CLIENT VISIT DURING NORMAL VISITING HOURS, THE ATTORNEY MUST BE ON THE INMATE'S APPROVED VISITING LIST, UNLESS A MEMORANDUM HAS BEEN PROVIDED BY THE INMATE'S UNIT TEAM. THIS MEMORANDUM IS TO BE APPROVED BY THE CAPTAIN. IF AN ATTORNEY WISHES TO VISIT AN INMATE DURING NON-VISITING HOURS, THE UNIT TEAM MUST APPROVE AND SUPERVISE THE VISIT. ALSO, THE UNIT COUNSELOR WILL INITIATE A NATIONAL CRIME INFORMATION CENTER INQUIRY. IF A REQUEST IS NOT APPROVED, THE UNIT COUNSELOR WILL NOTIFY THE INMATE IN WRITING.

11. **MEDIA VISITS**: All news media visits will be approved by the Warden. A media representative who wishes to visit outside his or her official duties, however, must qualify as a regular visitor or, if applicable, a special visitor.

12. **TRANSPORTATION ASSISTANCE**:

A. Attachment #4 provides directions to FCI Aliceville. Visitors are to park vehicles in the parking lot, in marked spaces, adjacent to the institution in marked "Visitor Parking." When a visit ends, visitors must leave the Institution grounds immediately. Persons not approved to visit, but who accompany approved visitors, are not permitted to remain in the Institution parking lot and must leave the grounds. They may return for the transport of the approved visitor at the conclusion of the visit.

B. All visitors are to ensure transportation is arranged prior to the visit.

13. **VISITS TO INMATES NOT IN REGULAR POPULATION STATUS**:

A. **Admission and Holdover status**: The Warden may limit visitors to the immediate family of the inmate during the admission-orientation period or for holdovers where there is neither a visiting list from a transferring institution nor other verification of proposed visitors.

B. **Hospital/Medical Observation Patients**:

1) When visitors request to see an inmate who is hospitalized in the institution, the Chief Medical Officer (or, in his/her absence, the Health Services Administrator), in consultation with the Captain, shall determine whether a visit may occur, and if so, whether it may be held in the hospital.

2) When a visit is denied because the inmate is suffering from an infectious disease, is in a psychotic or emotional episode which makes a visit inadvisable, or is otherwise not in a condition to see visitors, the situation is to be carefully and sensitively explained to the approved visitor. The visitor will be notified in writing and by telephone by the unit team, if possible a date and time when the inmate can receive a visit will be provided. Documentation is to be maintained in Section 2 of the Privacy Folder of the Inmate Central File.

3) Inmates with medical conditions will be reviewed by the Chief Medical Officer or in his/her absence, the Health Services Administrator, in consultation with the Captain, to determine whether visiting will be permitted. All visits will be in the Visiting Room unless the Warden decides another location will be appropriate.

4) Visits to inmates hospitalized in the community may be restricted to only the immediate family and are subject to the general visiting policy of that hospital and will be approved by the Warden.

5) An extended visit may be authorized with the approval of the Warden for inmate(s) admitted to the outside local hospital with life threatening conditions and/or terminal illnesses.

C. **Detention or Segregation Status**: Ordinarily, an inmate retains visiting privileges while in detention or segregation status. Visiting may be restricted or disallowed, however, when an inmate, while in detention or segregation status, is charged with, or has been found to have committed, a prohibited act having to do with visiting guidelines or has otherwise acted in a way that would reasonably indicate that he or she would be a threat to the orderliness or security of the visiting room.

Loss of an inmate's visiting privileges for other reasons may not occur unless the inmate is provided a hearing before the Discipline Hearing Officer (DHO).

Inmates that are housed in Administrative detention or Disciplinary segregation status will visit via video in the Special Housing Unit. These hours are the same as the general population. In the event the Video Visiting Program is not functioning, inmates will be afforded a visit in a non-contact room in the Visiting Room, this will be under escort and constant supervision. The room designated for the Video Visiting will hold no more than two inmates at one time. In the event there is a separation case occurs, the Operations Lieutenant and Institution Duty Officer will be notified immediately. If the Video Visitation Program is not functioning properly the Lieutenant will immediately notify the Captain. The rotation will be done on a first-come first-serve basis. These inmates will be afforded at least one hour of visitation, and if there are no visitors waiting, they will be given the same hours as general population inmates.

D. **Overcrowding/ Early Termination**: 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 Aliceville. 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.

14. **PROCEDURES**:

A. The Warden of the institution shall establish and enforce local visiting guidelines in accordance with the rules and regulations of the Bureau of Prison.

B. Ordinarily, the Captain will be responsible for the Visiting Rooms

appearance/operation and the training of visiting room officers.

C. **Preparation of the List of Visitors**:

1) Staff shall ask each inmate to submit during the admission-orientation process a list of proposed visitors. After appropriate investigation, staff shall compile a visiting list for each inmate and distribute that list to the inmate and the visiting room officer. Following approval of the visiting list by the inmate's Counselor, a copy of an approved list will be sent to the inmate. The original Immediate Family Visiting List, (Attachment #1), will be filed in the inmate's Central File. A hard copy will also be placed in the binder in the front lobby, as a secondary source if the visitation computer is unavailable. When a change is to be made, a Counselor will update the inmate's Central File and print a visiting list with copies to the inmate and the inmate's Central File. The Visiting Room program will also be updated by the Correctional Counselor and/or Unit Staff. The data in this computer program will be kept accurate and complete at all times. The Unit Counselor will periodically review the visiting list to ensure its accuracy. The list may be amended once a month by the inmate's submission of an Inmate Request to Staff.

2) The inmate is responsible for notifying each approved visitor of visiting procedures and will be given Attachment #5 Visiting Information during initial orientation.

3) All visitors must be approved before a visit will be granted. The inmate is responsible for submitting the original list for approval and any subsequent changes to the Correctional Counselor. There is no limit to the number of changes or updates to the inmate's visiting list, each change may take up to three weeks to complete.

4) Visits from persons not on the approved list for routine visiting must be approved on an individual basis, in advance, by the inmate's Unit Manager. These persons must write to the Unit Manager at least two weeks prior to the proposed visit, explaining the circumstances for the request. If the visit is approved, the person will be sent a letter verifying the approval or denial. The Unit Manager will distribute copies of the approval letter to the Lieutenants Office, Visiting Room, and Institution Duty Officer.

   i. Verification of Special Visitor Credentials: Staff must verify the qualifications of special visitors. Staff may request background information and official assignment documentation from the potential visitor for this purpose.

   ii. Identification of Visitors: Staff will 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. If a visitor does not present identification with a photograph, the visitor will not be allowed to visit. The visitor must complete the Notification of Visitor Form (attachment 3) in its entirety prior to enter 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. In the event that the computer visiting program system fails staff will verify the visitor is authorized to visit with the documents maintained in the inmate's central file. Documents maintained by the inmate may also be considered and each inmate must have a copy of her most current visiting list provided by unit team.

Visitors under the age of 16 who are accompanied by a parent or legal guardian are exempt from this provision.

D. **Ultra-Violet Light Procedures for the FCI:** After each visitor has been processed; each visitor will have a stamp applied to a predetermined location on the visitor's hand (including children). The visitor's hand will be checked with the black light upon entering the FCI to assist in verifying identity. The Visiting Room Officers will ensure each visitor's hand is checked with black light at the time of entry/departure of the Visiting Room. At the conclusion of a visit, visitors will be escorted toward the Front Entrance, Control Center staff, along with the escorting officer; will visually verify the stamp prior to entry into the sally port.

E. **Notification to Visitors**:

1) Authorized items visitors are allowed to bring in the Visiting room:

ITEM	QUANTITY (per visitor)
clear plastic purse/bag, No wallets (not to exceed 12" x 12")	1
prescription medication maintained at Officers' Station	
baby carrier	1
diaper bag (Clear Plastic 12"x12")	1
baby food (sealed)	1
baby bottles (plastic)	1
baby formula/milk	2 containers
baby lotion	1
baby powder	1
small blanket	1
baby hat	1
change of clothes	1
diaper rash ointment	1

baby wipes	1
baby toy	1

No tobacco products of any type will be allowed.

Any request for special considerations will be addressed through the Captain, and approved prior to the visit. Any unauthorized items must be locked in the visitors' cars (e.g., cell phones, tobacco products, handbags, etc.).

2) The introduction of any unauthorized item is considered contraband and will be a violation of 18 U.S.C. §§ 1791 and 3571. This may result in prosecution and/or modification of visiting privileges. A "Notification to Visitor form" (BP-A0224), will be fully completed and signed by each visitor (16 years of age and above) upon each visit in the Visiting Room. The form will be completely and accurately filled out, with the visitor answering all questions, printing and signing his/her name, supplying information required by all sections of the form (including a complete address, etc.) before being allowed to visit in the Visiting Room.

3) Visitors are not permitted to wear shorts, sleeveless shirts, khaki-colored clothing or variations of khaki which resemble neither inmate clothing nor orange-colored clothing with the same tone or shade as inmates who are quartered in the special Housing Units. All dresses or skirts, at a minimum, must touch the top of the knee, and the shirt must not be revealing of any undergarments. Tube tops, tank tops, hats, caps, sunglasses (unless prescribed), doo-rags, and muscle shirts are not permitted. Female visitors must wear a bra, and may not wear miniskirts, halter tops, or see through clothing of any kind. Sun dresses are not permitted. No visitor, male or female, will wear open toed shoes. No fatigues or camouflaged-patterned garments, flip flops, slippers, thongs, or house shoes will be permitted. Any clothing that is considered to be revealing or possibly offensive to other visitors, will not be allowed into the Visiting Room.

4) Inmates may embrace and kiss their visitors at the beginning and end of the visit.

5) This supplement is available on institutions web site for public information. A copy of the written guidelines is also posted in the visiting room.

6) Inmates are not authorized to receive or give any items to inmate visitors. Exceptions are food items the visitors purchase from the Visiting Center vending machines.

7) Termination of visits because of conduct or rule violations will be approved by the Institution Duty Officer (IDO) or Operations

Lieutenant. The IDO or Operations Lieutenant will notify the visitor personally to leave institution grounds.

8) The Visiting Room does have a children's area. This room has been set up to allow children to play games and watch movies under the supervision of the adult visitor or inmate and monitored by Visiting Room Officers. Visitors and inmates are responsible for the actions of their children while visiting. Visits may be terminated and/or sanctions taken if children are not supervised or affect the orderly running of the Visiting Room. When terminating a visit, Visiting Room Officers should consult with the Lieutenant or Institution Duty Officer.

   This room allows for inmates, not otherwise restricted to interact with their children. Inmates on the restricted list will not be allowed into the children's area.

9) Breast Feeding: Breast feeding is allowed only in designated areas of the Visiting Room. At no time are inmates permitted to be in this area.

F. **Notification to Inmates**: Inmates may take the following items to the visiting room:

1) Commissary Card (required for identification).

2) One wedding ring and an approved religious medallion may be worn. Wedding Band may be worn on any finger of either hand. These items will be listed on the Visiting Room Inventory form. Only those items taken into the Visiting Room may be brought out of the Visiting Room.

3) Picture stubs (or tickets). Pictures stubs not used during the visit can be taken back into the institution by the inmate. One pair of earrings plain studs with no stones is permissible. Small hoop earrings are allowed at the camp. These will be no larger than a quarter.

   Items which are brought to the Visiting Room must be carried in the inmate's hands. No purses or handbags will be permitted to be taken into the Visiting Room by the inmate. The above listed items will be checked by the Visiting Room Officer during the check-in process and any questionable item will be returned to the unit by the inmate prior to approval and initiation of the visit. Before legal papers or documents can be brought into the Visiting Room by either the inmate or the visitor, the inmate must have obtained pre-approval from a member of her Unit Team. The authorizing team member will notify the Visiting Room Officers of this action.

   Visitors may purchase and share snack machine items with the

inmate they are visiting. Visitors may not leave money or money orders for inmates in the Visiting Room. Inmates are at no time allowed to handle money.

G. **FCI Inmates**: Inmates will only wear institution issued clothing and will dress in the full prison issued uniform consisting of khaki button up shirts and khaki pants to include a crew T-shirt, bra, under pants, socks, and institutional issued shoes in the Visiting Room. Sleeveless shirts and sandals are not authorized and will not be worn. Institutional issued jackets may be worn.

H. **Camp Inmates**:
Inmates at the camp will only wear camp issued clothing and will dress in the full camp issued uniform consisting of green button up shirts and green pants to include a crew neck T-shirt, bra, under pants, socks, and camp institution issued shoes in the Visiting Room. Sleeveless shirts and sandals are not authorized and will not be worn. Institutional issued jackets may be worn.

Authorized religious head wear may be worn in the Visiting Room. All religious head wear will be inspected prior to leaving the Visiting Room.

I. **Searching Visitors**: Staff may require a visitor to submit to a personal search, including a search of any items of personal property, as a condition of allowing or continuing a visit. The Lieutenant and the Duty Officer will refer to Program Statement 5510.15 Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities for additional instructions on this subject.

J. **Record of Visitors**: 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 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 enter 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. The Visiting Room Officer will ensure that each adult visitor signs the visiting log. The log books will be maintained in accordance with policy.

K. **Supervision of Visits:** Introduction of contraband into a correctional institution is often attempted and conducted through the Visiting Room. Therefore, it is imperative that Visiting Room Officers conduct frequent rounds of the whole Visiting Room, inside and out, to prevent this behavior.

L. **Inmate Picture Project:** Inmates that wish to have pictures taken of themselves and their visitors may have pictures taken by the inmate photographer. No personal cameras will be permitted in the Visiting Room.

M. Inmates may purchase picture stubs (or tickets) from the Commissary which will be relinquished to the inmate photographer when a picture is taken.

N. The Picture Project program maintains a schedule of times when pictures are taken in the Visiting Room. These times are posted in the Visiting Room.

15. **PENALTY FOR VIOLATION OF VISITING REGULATIONS:**

A. If the circumstances warrant the termination of an inmate's visit, the Institution Duty Officer or Operations Lieutenant may terminate the visit when it is determined that the visit is disruptive to the welfare and good order of the institution.

B. Any attempt to circumvent any area of these rules and regulations may result in the termination of the visit, modification of visiting privileges, and/or prosecution.

16. **VISITING REGULATIONS REGARDING PETS:** Visitors are prohibited from bringing animals onto institution grounds except for animals that assist persons with disabilities. The visitor must provide staff with certification that the animal is trained for that purpose.

17. **DISAPPROVAL OF PROPOSED VISITORS:** When an inmate requests a visitor to be placed on her visiting list, she will do so in writing to her Unit Team. If the visitor is not deemed appropriate and disapproved, the inmate will be notified by a member of her Unit Team. The inmate may challenge the Unit Teams decision by appealing to the Warden in writing.

18. **ADDRESS AND LOCATION:** FCI Aliceville, 11070 Highway 14, Aliceville, AL 35442. Telephone: 205-373-5000. To FCI Aliceville from Tuscaloosa, take US-82W for 19 miles then turn left onto AL-86. Follow AL-86 for 13.3 miles and this will turn left onto Commerce

Ave/AL-17. Follow Commerce Ave/AL-17 10.1 miles and turn right onto 3rd Ave NE. After .7 miles turn right onto AL-14/2nd St NW. Follow 4.1 miles and that will bring you to 11070 Highway 14. Directions from Columbus, MS: Take MS-69S for 14.8 miles and this turns into AL-14. Follow 15 miles and this will bring you to FCI Aliceville.

19. **OFFICE OF PRIMARY INTREST:** Correctional Services.

Patricia V. Bradley, Warden

ATTACHMENT: 1

FCI/SPC ALICEVILLE
ALICEVILLE, ALABAMA

IMMEDIATE FAMILY VISITING LIST

TO: New Admissions

Please list the names and addresses of your immediate family that you would like approved to visit you. You will receive a copy of your approved visiting list as soon as your Counselor approves it. If you have changes to make in your visiting list in the future, please complete the "Change in Visiting List" form and give it to your Counselor.
Your SIGNATURE as committed: Register Number: _____

PLEASE PRINT CLEARLY

Name	Address City/State/Zip	Relationship To You	Age	Marital Status

Attachment 2

FCI/SPC ALICEVILLE
ALICEVILLE, ALABAMA

REQUESTED CHANGE IN VISITING LIST

To: Counselor (Specify) _____ Date: _____

From: _____ Reg.No. _____ Unit _____

I would like for the person listed below (check appropriate item):

( ) 1. To be removed from my approved visiting list.
( ) 2. To be added to my approved visiting list.
( ) 3. To have a change in address.

Name: _____ Relationship to me: _____

Complete Address: _____

_____ Zip Code _____

1. If you want the person's name removed from your list, briefly state why:
_____

2. Was this person a co-defendant on your present case?
_____

3. Is this person a relative or friend of any other inmate or ex-inmate of FPC? _____ If so, specify:
_____

4. Is the requested visitor a former inmate of the institution?
_____

5. Did you know this person before coming into the custody of the Bureau of Prisons? _____

( ) APPROVED ( ) DISAPPROVED DATE _____

Counselor's
Signature _____

Attachment 3

BP-A0224 NOTIFICATION TO VISITOR CDFRM

U.S. DEPARTMENT OF JUSTICE _____ **FEDERAL BUREAU OF PRISONS**

Date:_____ Time: _____ Officer's Name_____ _____

Institution:_____ Location:_____

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

NOTICE TO ALL PERSONS: CONSENT TO SEARCH

Federal Bureau of Prisons (Bureau) staff may search you and your belongings (bags, boxes, vehicles, container in vehicles, jackets, coats, etc.) before you enter, or while you are on or inside, Bureau grounds or facilities.

Consent to Search Implied. By entering or attempting to enter Bureau grounds or facilities, you consent to being searched in accordance with Bureau policy and Federal regulations in volume 28 of the Code of Federal Regulations, Part 511. If you refuse to be searched, you may be prohibited from entering Bureau grounds or facilities.

NOTICE TO ALL PERSONS: PROHIBITED ACTIVITIES AND OBJECTS

You are prohibited from engaging in prohibited activities or possessing prohibited objects on Bureau grounds, or in Bureau facilities, without the knowledge and consent of the Warden. Violators may be detained or arrested for possible criminal prosecution, either by Bureau staff, or local or federal law enforcement authorities.

Prohibited Activities include any activities that could jeopardize the Bureau's ability to ensure the safety, security, and orderly operation of Bureau facilities, and protect the public, including, but not limited to, violations of Titles 18 and 21 of the United States Code, Federal regulations, or Bureau policies.

Prohibited Objects include, but are not limited to, weapons; explosives; drugs; intoxicants; currency; cameras of any type; recording equipment; telephones; radios; pagers; electronic devices; and any other objects that violate criminal laws or are prohibited by Federal regulations or Bureau policies.

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?

Tobacco Products	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 Drug*	Yes ____	No ____
Telephones-any type	Yes_____	No _____	Intoxicants	Yes_____	No_____
Radios	Yes_____	No _____	Pagers	Yes_____	No_____
Electronic Devices	Yes_____	No _____	Firearms	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:

Attachment 3

NOTIFICATION AL VISITANTE

BP-A0224 AGENCIA FEDERAL DE PRISIONES

****This template is provided to assist Spanish-speaking inmates who are not fluent in English to complete the corresponding Bureau form. It is a template only for instructional purposes, and should not be filled in. ****

****Este modelo se provee para ayudarle a los reos que hablan espanol y no dominan el ingles a que completen el formulario correspondiente de la Agencia. Es solo un modelo que sirve como ejemplo, y no se debe completar.****

Fecha: *Hora:* *Nombre del Oficial*
Institucidn:
Nombre del Reo a Quien Visita, *Sitio:*
Numero de Registro:

NOTA A LAS TODAS PERSONAS: CONSENTIMIENTO A REGISTRO

El personal de la Agencia Federal de Prisiones (Agencia) puede registrarlo a usted y a sus pertenencias (bolsas, cajas, vehiculos, contenedores, abrigos, etc.) antes de entrar, o mientras usted este en o adentro de, los terrenos o las instalaciones de la Agencia.

Consentimiento a Registro Sobreentendido Al entrar o intentar entrar a los terrenos o las instalaciones de la Agencia, usted consiente a ser registrado de acuerdo con la politica de la Agencia y los Reglamentos Federales del volumen 28 del C6digo de Reglamentos Federales, Parte 511. Si usted se niega a ser registrado, usted puede ser vedado de entrar a los terrenos o las instalaciones de la Agencia.

NOTA A TODAS LAS PERSONAS: ACTIVIDADES Y OBJETOS PROHIBIDOS

A usted le es prohibido participar en actividades prohibidas o poseer objetos prohibidos en los terrenos de la Agencia, o en las instalaciones de la Agencia, sin el conocimiento y el consentimiento del Warden. Los violadores de esta regla pueden ser detenidos o arrestados para una posible acci6n judicial, ya sea por el personal de la Agencia, o por las autoridades de orden publico locales o federales.

Actividades Prohibidas incluyen cualquier actividad que pondria en peligro la capacidad de la Agencia para asegurar la seguridad, la protecci6n, y el funcionamiento ordenado de las instalaciones de la Agencia y proteger al publico, incluyendo, pero no limitada a las violaciones de los Titulos 18 y 21 del C6digo de Leyes de EE.UU., los reglamentos Federales, o las politicas de la Agencia.

Objetos Prohibidos incluyen, pero no se limitan a, las armas; los explosivos; las drogas; las sustancias embriagantes; el dinero; las camaras de cualquier tipo; los equipos de grabaci6n; los telefonos; los radios; los biperes; los aparatos electr6nicos; y cualquier otro objeto que viola las leyes criminales o el cual es prohibido por los reglamentos Federales o por las politicas de la Agencia.

POR FAVOR CONTESTS LAS SIGUIENTES PREGUNTAS: ^.Posee usted o algun niflo en su grupo menor de 16 aflos alguno de los siguientes articulos?

Productos de Tabaco	Si	No	Drogas
Explosivos	Si	No	Marihuana
Armas	Si	No	
Municiones	Si	No	
Herramientas para Cortar Metal	Si	No	
Equipo de Grabacidn	Si	No	
Telefono - cualquier tipo	Si	No	
Radios	Si	No	
Aparatos Electr6nicos	Si	No	

*Todo medicamento en su posesi6n debe ser declarado en el siguiente espacio y dejado en la entrada.

Yo he leido, entiendo, y estoy de acuerdo con lo anterior dicho. Si visito a un reo, tambien entiendo y acuerdo a cumplir con las normas de visita que esta instituci6n me provee. Yo declaro que no tengo articulos en mi posesi6n de los cuales yo se que son una amenaza a la seguridad, la protecci6n, o el funcionamiento ordenado de la instituci6n. Yo soy consciente de que si tengo preguntas sobre lo que esta autorizado, debo consultar con el oficial. Yo soy consciente de que la penalidad por hacer una declaraci6n falsa es una multa de no mas de $250,000 o encarcelamiento de no mas de cinco aflos, o ambos (de acuerdo con 18 U.S.C. § 1001). Yo soy consciente de que el area de visita, incluyendo los baflos en el area de visita, pueden ser monitoreados para asegurar la seguridad y el funcionamiento ordenado de la instituci6n.

Nombre Impreso/ Firma:
Direccidn/Ciudad y Estado:
Ntimero de Placa de Vehiculo; *Afto, Color, Marca y Modelo del Vehiculo:*

Si esta visitando a un reo, por favor complete lo siguiente: *Nombre de los nifios menores de 16 afios de edad por quienes yo soy responsable:*

Si no esta* *visitando a un reo, por favor indique:*

Nombre de Organizacidn: *Propdsito de la Visita:*
Nombre Impreso/ Firma del Testigo del Personal ***SECCION 3***

ARCHIVELO EN LA SECCION 3, A MENOS QUE SEA APROPIADO PARA EL ARCHIVO DE INFORMACION PRIVADA.

Attachment 4

TRANSPORTATION TO
FCI/SPC Aliceville

AIRLINE:

Birmingham, AL, has the largest airport with connecting flights from most airline hubs. This information can be found on the internet Birmingham-Shuttlesworth International Airport.

Birmingham is approximately 107 miles from FCI Aliceville and 58 miles from Tuscaloosa, AL.

BUS: Greyhound Bus Line has connections from all major cities to Tuscaloosa AL.

CAB: Dixie Cab Service 4131 19th PL, Tuscaloosa, AL 35401. 204-409-0467

TRAIN: AMTRAK (Toll-free telephone number: 1-800-872-7245) has connections from all major cities to the town of Tuscaloosa, AL.

PRIVATE VEHICLE:

FROM TUSCALOOSA AL: FCI Aliceville, 11070 Highway 14, Aliceville, AL 35442. Telephone: 205-373-5000. To FCI Aliceville from Tuscaloosa, take US-82W for 19 miles then turn left onto AL-86. Follow AL-86 for 13.3 miles and this will turn left onto Commerce Ave/AL-17. Follow Commerce Ave/AL-17 10.1 miles and turn right onto 3rd Ave NE. after .7 miles turn right onto AL-14/2nd St NW. Follow 4.1 miles and that will bring you to 11070 Highway 14.

FROM COLUMBUS MS: From Columbus MS. Take MS-69S for 14.8 miles and this turns into AL-14. Follow 15 miles and this will bring you to FCI Aliceville.

ADDRESS/PHONE NUMBER: 11070 Highway 14, Aliceville, AL 35442. Telephone: 205-373-5000.

LODGING:

Hotels and Motels are available in Tuscaloosa, AL and Columbus, MS.

Attachment 5

FCI/SPC ALICEVILLE
VISITING INFORMATION

1. Visiting hours are from 8:00 a.m. to 3:00 p.m. on Saturday, Sunday, and Federal Holidays.

2. There is a count at 10:00 a.m. each Saturday, Sunday, and Federal Holiday.

3. Visitors with infants are permitted to bring in related child care items as outlined in Section e. "Notification to Visitors," of this supplement.

4. Introduction of any unauthorized item is considered contraband and will be considered a violation of Title 18 USC Sections 1791 and 3571. This may result in prosecution and/or modification of visiting privileges. All persons and packages are subject to search in accordance with Title 18. Circumvention attempts may result in prosecution/modification of visiting privileges.

5. Prior approval from the inmate's unit team is required prior to the review of any documents/legal papers brought in by the inmate's family to the visiting area.

6. Although vending machines are available within the visiting area inmates are at no time to handle money.

7. The Warden, Associate Warden, Duty Officer, or Operations Lieutenant may terminate a visit.

8. Visitors are prohibited from bringing animals on institution grounds unless the animal is a dog that assists disabled persons. In this circumstance, the visitor must have written documentation the dog is trained for that purpose.

9. Inmates and visitors are responsible for the conduct and behavior of their children. Children will remain with the visitors and will not be left unattended and will not disrupt other visits.

10. There will be a limit of five adult visitors per inmate, and a limit of five children at one time in the Visiting Room unless approval is received from the Institution Duty Officer and/or the Operations Lieutenant for regular visiting days.

11. All visitors are required to lock their cars and ensure that personal property is secured within the vehicle. Additionally, no one is permitted to wait in the parking lot or remain on institution grounds for persons visiting an inmate.

12. The Visiting Room Officers are responsible for supervising the

visits. Visitors should use good taste when choosing their apparel. Examples of inappropriate dress might include: revealing attire, see through blouses, bathing suits, miniskirts, tube or strapless tops, slacks or jeans slit or cut to reveal buttocks, and a lack of proper under garments. Any apparel that does not adequately cover or which exposes the primary areas of the body from shoulder height to the upper knee area will result in that visitor being refused entrance into the Visiting Room. Visitors will not dress in a manner that resembles the inmate issued uniform.

13. **Allowable Items in the Visiting Center:**

ITEM	QUANTITY (per visitor)
clear plastic purse/bag, No wallets (not to exceed 12" x 12")	1
prescription medication	Will be maintained at Officers Station
baby carrier	1
diaper bag (Clear Plastic 12"x12")	1
baby food	1
baby bottles	1
baby formula/milk	2 containers (unopened)
baby lotion	1
baby powder	1
small blanket	1
baby hat	1
change of clothes	1
diaper rash ointment	1
baby wipes	1
baby toy	1
sanitary napkins or tampons	

Non-Allowable Items in the Visiting Center:

Playing card Chewing gum	
Toys (unless 1 baby toy)	Diaper bags
Newspapers	Strollers
Magazines	Food items
Lighters	Cigarettes
Matches	
Electronic equipment of any type	

No tobacco products of any type will be allowed.

14. Any visitor who departs the Visiting Room prior to the official conclusion of a visit will not be authorized re-entry. **ONCE A VISITOR LEAVES, THE VISIT IS TERMINATED FOR THAT PARTICULAR DAY.**