



U. S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution I
Butner, NC

INSTITUTION SUPPLEMENT

OPI: Correctional Services
NUMBER: BUT 5267.09.01A
DATE: November 14, 2017
SUBJECT: Visiting Regulations

1. **PURPOSE AND SCOPE:**

To encourage visiting by family, friends, and community groups to maintain the morale of the inmate and to develop closer relationships between the inmate and family members or others in the community. This supplement provides local procedures for implementation of applicable Bureau of Prisons policy governing inmate visitation.

2. **PROGRAM OBJECTIVES:**

To delineate specific visiting procedures for the Federal Correctional Institution, Butner, North Carolina. To provide visiting privileges without unnecessary or extended interference to other institutional activities.

3. **DIRECTIVES AFFECTED:**

a. **Directive Rescinded:**

Visiting Regulations, BUT 5267.09.01, dated June 20, 2016

b. **Directive Affected:**

Program Statement 5267.09, Visiting Regulations, dated December 10, 2015

4. **STANDARDS REFERENCED:**

American Correctional Association 4th Edition Standards for Adult Correctional Institutions:

4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, and 4-4504, 4-ALDF-5B-02 and ALDF-5B-03.

5. **PROCEDURES:**

a. **Visiting Facilities:**

A multi-purpose Visiting Room is provided. Inmates will enter through the Visitation Search Room and depart through the Visitation Search Room. Visitors will be escorted to and from the Visiting Room by a staff member.

Visitors may not linger in the parking lot in front of the Administration Building. In addition, once a visitor enters the Visiting Room and begins a visit with an inmate, the visitor may not leave the area for any reason. If the visitor leaves the area prior to actually completing the visit, the visit will be terminated. There is no smoking by either inmates or visitors permitted.

Children of visitors are permitted to play in the designated area only, under parental supervision. The children's play area is not for general adult visiting, only adults accompanying children can be in this area. Children five (5) years of age and younger must be accompanied by a parent (visitor) on a pre-approved visiting list while in the children's play area.

Children six (6) years of age and above are not required to be accompanied by a parent; however, they must be under parental supervision (e.g., parents must be in an area of the Visiting Room that has direct visual contact with, and is adjacent to, the children's play area). Parents are responsible for children's behavior at all times.

Note: Inmates are not permitted in play areas designated for children. At the discretion of the Visiting Room Officer, parents (visitor) may be asked to move closer to the children's play area in order to better supervise their children. If the child continues to be disruptive in the play area, the Visiting Room Officer will notify the parent (visitor) to remove the child from the play area and remain with the supervising adult for the duration of the visit. No food or beverages are allowed in the children's play area. Television viewing in this area is regulated by the Visiting Room Officer and is specifically intended for youth videos. The Visiting Room play area for children is equipped with toys for use by visitor's children. Playroom toys/games may be used at the tables at the Officer's discretion. Movement of visiting room furniture is unauthorized.

b. Visitor Medical Emergencies:

If a visitor should require emergency medical care, the staff member identifying the problem will contact an on-duty medical staff member (a Physician Assistant, Registered Nurse, or Paramedic). The nature and severity of the situation will be assessed by the clinician in attendance. No diagnosis will be made and no treatment will be afforded, unless the assessment indicates such action would be life-saving in nature.

The Operations Lieutenant will make arrangements for the visitor to be transported to a local hospital or a private physician for treatment by calling 911 only. The institution will not take responsibility for the transportation of visitors. The visitor and/or family member of the visitor will be notified of all medical expenses related to the medical emergency event and the fiscal responsibility of the visitor/family member.

The on-duty medical staff member will produce a memorandum of the encounter and forward a copy to the Health Services Administrator, Operations Lieutenant, Safety Manager, and the Institution Duty Officer.

c. Visiting Schedule

1) FCI I:

Days Visitation Allowed	Unit Visitation Allowed	Hours of Visitation	Institution Address	Institution Phone Number
*Friday	Maryland Annex & Maryland Unit	1:30 PM until 8:15 PM	Federal Bureau of Prisons FCI I P.O. Box 1000	919-575-4541
Saturday	General Population	8:30 AM until 3:00 PM		
Sunday	General Population	8:30 AM until 3:00 PM		
Federal Holidays	General Population	8:30 AM until 1:00 PM		

*If Friday is a Federal Holiday, visiting will be for General Population ONLY. PVS visitors may be allowed to visit with Maryland Unit inmates on other days as a special visit.

2) FPC (CAMP):

Days Visitation Allowed	Hours of Visitation	Institution Address & Phone Number
Friday	5:00 p.m. to 8:00 p.m.	Federal Bureau Of Prisons FCI I P. O. Box 1000 Phone 919-575-4541
Saturday	8:30 a.m. until 3:00 p.m.	
Sunday	8:30 a.m. until 3:00 p.m.	
Federal Holidays	8:30 a.m. until 3:00 p.m.	

3) Visitor Processing:

- Visitor processing will cease no less than one (1) hour prior to the conclusion of visitation each day.
- Processing of visitors will temporarily halt at 9:15 a.m. on weekends and holidays, pending clearance of the 10:00 a.m. official count.
- Front Entrance Officers may continue to process visitors; however, the visitors will not enter the visiting room until after a good official count.
- Processing of visitors will temporarily halt at 3:15 p.m. on Friday's pending clearance of the 4:00 p.m. official count.
- Visitors may not leave the visiting room until a clear count is declared by the Control Center.
- The Front Entrance Officer will continue to process visitors entering the Front Entrance. This will consist of identifying the visitor(s), verifying if they are approved to visit the inmate and completing the necessary documentation for their visit.

Should the visiting room become overcrowded; visits will be terminated with regards to the distance traveled by the visitor(s) and the frequency of visits received by the inmate. Unusual circumstances which may warrant exceptions to these criteria will be determined by the Operations Lieutenant and/or the Institution Duty Officer.

d. Count Procedures:

There will be no movement during an official count. All inmates counted in the visiting room will be required to report to the Officers desk in an orderly fashion and remain standing for the count. Visiting Officers will identify each inmate by photo identification card and verification of name. Inmates will be required to state their name and register number. Each count will be double counted with an observer, one officer counting with the other observing, then reversing roles. Upon receiving a good verbal count from the Control Center, inmates will be permitted to return to their seats to continue with their visit. However, no inmates will be permitted to enter or exit the visiting room until a "cleared and verified official count" has been announced.

e. **Frequency of Visits and Number of Visitors:**

Inmates will be allotted 16 visiting points per calendar month. The points used shall be dependent upon which day the visit occurs.

Visits that occur on normal weekdays (Friday) are counted as one (1) point. Visits that occur on weekends (Saturday, Sunday) are counted as four (4) points. No points will be deducted on Federal Holidays. Visiting points will be levied against an inmate on a per visit basis.

All visits will have a limit of three (3) adult visitors. Adult visitors are deemed as persons sixteen (16) years or older. There are no limits to the number of child visitors, under the age of sixteen (16). Allowance of more than three visitors must have prior approval from their respective Unit Manager.

f. **Visiting Restrictions:**

Visiting privileges are normally curtailed or terminated because of an emergency, improper conduct on the part of the inmate or visitor(s), or when the visiting room becomes overly congested.

The visiting room should not exceed the maximum capacity of 75 at the FCI I and 100 at the FPC. The Visiting Room Officer will contact the Operation Lieutenant and/or the Institutions Duty Officer (IDO), to determine the visits that will be terminated, should the above maximum capacity be exceeded. Under normal circumstances, visits will initially be terminated on a voluntary basis. Should this not alleviate the overcrowded conditions, the following criteria should be considered:

- a) Frequency of visitors received by the inmate
- b) Which visitors are from the local area (within a 50-mile radius)
- c) First-in first-out basis (This will be utilized as a last resort and only after a visit has lasted for a minimum of two (2) hours.

If it becomes necessary to terminate a visit due to improper conduct on the part of an inmate and/or visitor(s), the Visiting Room Officer will consult the Operations Lieutenant and/or IDO prior to taking such action. The Operations Lieutenant and/or the (IDO) will make the decision of any action that may need to be taken. The Operations Lieutenant will inform the parties involved of the decision to terminate the visit. The Operations lieutenant and/or IDO will generate a memo to Unit Team advising them of the inmates visiting termination.

Inmates and their visitor(s) are responsible for their children. Children in the visiting room will be expected to maintain appropriate behavior which is not disrupting the visits of others. In no case will spanking, striking or other forms of discipline be allowed during a visit.

g. **Special Visits:**

Inmates may submit requests for special visits to their Unit Team. These requests will state the specifics of the visit to include purpose, duration and visitor's identity. The Unit Team will verify the information supplied by the inmate and forward their recommendation to the Warden or his/her designee for approval.

The Warden may authorize special visits for:

- (1) Clergy, former or prospective employers, sponsors and parole advisors.
- (2) Authorized visitors to visit at times other than regularly established visiting times.
- (3) Attorneys.
- (4) Pretrial inmates to assist in protecting their business or in preparing for trial.

Special visits will ordinarily be scheduled during the normal business day of visiting hours. Special visits authorized during non-visiting hours will be supervised by Unit Team staff. The Unit Team will monitor the time and administrative expense incidental to arranging and supervising visits outside of the established visiting schedule.

h. **Visits to Inmates not in Regular Populations Status:**

(1) **Admission and Holdover Status:**

The Warden may limit the immediate family of the inmate, to visits 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. In these instances, Unit Team staff will identify immediate family members by reviewing the Central File. Upon verification of the visitor's identity, the visitor will be approved and added to the visitation list.

(2) **Inpatient Visits:**

A. **Community Hospital:**

The Warden may approve visits for inmates hospitalized in the community. Normally, only immediate family members will be allowed to participate in these visits. Approved visits are subject to the general visiting policies of the community hospital.

B. **Separation Cases:**

Any inmate who has a need for separation from another inmate population shall receive his visit on alternate time. This type of visit will not exceed one two (2) hour period and will be closely supervised by a staff member.

C. **CTP, Holdover and Study cases:**

Any inmate who is considered a CTP, holdover or a study will be afforded the same visitation privileges as general population inmates. Visitors will be limited to immediate family members only.

D. **Visiting for "ANNEX" Inmates**

Inmates who are housed in the Maryland Annex and Maryland Housing Unit, will receive visits on Friday between the hours of 1:30pm to 3:30pm. When an Annex inmate receives a visit, the Front Lobby Officer will contact the Annex officer. Annex staff will notify the inmate that he has a visit. The Annex inmate will be advised that his visit will be two hours in duration. An inmate may refuse to participate in the visit. If the Annex inmate refuses his visit, the Annex staff will notify the Front Lobby Officer, who will then advise the visitor. An inmate who chooses to go on their visit will be fully dressed in a t-shirt, institutional jumpsuit, and bus shoes. They will be restrained with handcuffs behind the back then escorted to the visiting room. Once the inmate and the compound staff enter the visiting shakedown room, the inmates' restraints will be removed.

(3) **Walsh Act Requirements:**

In the comments section of the Visiting Room program, the annotation "this inmate was convicted of a sex offence involving a minor" will be included. Therefore, all inmates fitting this criterion will be closely monitored.

i. **Preparation of Visiting List:**

Preparation and maintenance of an inmate visiting lists will be the responsibility of the inmate's Correctional Counselor. Staff shall ask each inmate to submit a list of visitors during the admission/orientation process. Ordinarily, an initial list is prepared and distributed within seven days upon receipt of the required information.

Inmates may request a total of 10 friends and associates be placed on their visiting list. This does not include immediate family members. Visiting privileges will ordinarily be extended to friends and associates having an established relationship prior to incarceration, unless such visits could reasonably create a threat to the security and good order of the institution. Inmates may request exceptions to the prior relationship rule through their Unit Team. Any exceptions to the rule require the Warden's approval.

The Correctional Counselor shall perform NCIC checks on all individuals requesting to be placed on an inmate's approved visiting list. Additional NCIC checks shall be completed as needed at the discretion of the Unit Team.

The Unit Team will enter the required information into the computerized Visiting Program. A hard copy of the visiting list will be placed in the inmate's central file, a copy given to the inmate, and a copy to the visiting room officer. An inmate's visiting list may be amended at any time in accordance with Policy. Regardless of the institutional security level, staff should obtain background information on potential visitors who are not immediate family members. A hard copy of the visiting list will be provided by the Unit Team on the first business day of each month, to the Front Entrance Officer.

j. **Disapproving Visitors:**

If information reveals that visitation privileges for a visitor would present security concerns or disrupt the orderly running of the institution, the Warden may deny visiting privileges. Unit Team will provide documentation to the Unit Manager showing reasoning for the denial of the visitor. The Unit Manager will provide the Warden with the documentation for his/her approval. Once the Warden approves the denial, Unit Team Staff will provide the inmate a Denial Notice including the reason for the denial.

k. **Notification to Visitors:**

Each visitor will also receive the Notification to Visitor form (BP224 Attachment B) acknowledging the guidelines were provided and declaring, the visitor does not have any articles in their possession which the visitor knows to be a threat to the security of the institution is signed. Staff will notify the Operations Lieutenant if visitor refuses to make such a declaration.

l. **Record of Visit:**

The Front Entrance Officer shall ensure that all visitors read and sign the "Notification to Visitor" (BP-224) (Attachment B) form. The "Notification to Visitor" form will be utilized to ensure that all visiting is recorded and a file is maintained on all visitors. The "Notification to Visitor" form shall be completed by the visitor in the front entrance

lobby. Once the "Notification to Visitor" form is completed, all inmate visitors will print and sign the Inmate Visitor's Daily Log before entering the Visiting area. The Front Entrance Officer will forward the completed forms to the Lieutenants' office for review at the end of each shift.

m. **Dress Code:**

(1) **Inmates:**

Inmates must wear institutional issued clothing (which consists of Khaki pants, Khaki shirt, t-shirt, underwear, socks and institutional issued black or tan boots), in the visiting room. Shirts will be buttoned and tucked in. Belts must be buckled. Clothing will be clean, in good repair, and worn properly. No hats or tennis shoes will be worn into the visiting room.

(2) **Visitors:**

Visitors are expected to use good taste in their dress.

Prohibited clothing includes:

Khaki clothing	Scrubs	Mini-Skirts
Spandex clothing	Tank Tops	Muscle Shirts
See-through items	Low Cut blouses	Form Fitting Clothing
Any revealing Clothing	*Any clothing above the Knee	Leggings
Jeggings		

*Knee length is considered a length where the garment will touch the knee of the wearer while standing.

No item of clothing displaying offensive language or logos may be worn into the institution. Visits will be denied for visitors failing to comply with the dress code. If clothing is in question, the Front Entrance Officer will consult the Operations Lieutenant and/or IDO, of inappropriately dressed visitors. The Operations Lieutenant or IDO will make the final decision. If the visit is denied, the Front Entrance Officer will complete a Visitor Denial Form (Attachment C). The form will be reviewed by the Operations Lieutenant. A copy of the form will be forwarded to the inmate's Unit Team.

n. **Identification Requirements:**

(1) **Visitors:**

All visitors, 16 years of age and older, must present a valid U.S. government issued picture identification card and/or valid passport identification prior to visiting. Only appropriate picture identification is acceptable. Signature identification by itself is not acceptable. Examples of acceptable identification are: State Driver's License, Federal Identification, Military ID passports or State Identification cards. Identification that has been altered, defaced or expired will not be accepted.

(2) **Inmates:**

Inmates are required to present their institution issued identification card to the Visiting Room OIC. The Visiting Room Officer in Charge, will retain the inmate identification cards until the visit is completed, at which time the inmate identification card will be utilized to positively identify the inmate out of the

Visiting Room. Inmates processed for visiting will be pat searched before entering the visiting room. Upon completion of the visit, all inmates at the FCI I will undergo a visual search and a hand held metal detection scan.

o. Authorized/Unauthorized Items:

(1) Inmates:

Authorized: Inmates will be permitted to wear prescription eyeglasses, wedding bands, medical bracelets, authorized religious headgear and a necklace with a religious medallion in the visiting room. They may also have a comb and white handkerchief in their possession. All authorized items brought into the visiting room will be documented on the Visiting Room Inmate Property Form (Attachment D). Inmates attempting to depart the visiting room with items not documented on the form are subject to disciplinary action and confiscation of the property.

Unauthorized: Inmates are prohibited from wearing personal watches in the Visiting Room.

(2) Visitors:

Authorized: Visitors may bring \$20 in coins into the visiting room to purchase items from the vending machines. A coin dispensing machine is located in the Front Entrance Lobby Area. However, visitors are encouraged to bring coins with them. Visitors may bring a small coin or clutch type (clear plastic only) purse (no larger than 8 inch x 6 inch x 2 inch) into the visiting room.

Unauthorized:

Prohibited Items other than clothing:

*Open or Peep toed shoes	Flip Flops	Watches (of any kind)
Sun Glasses	Sun Shades	Hats
Visors	Paper currency	Large purses
Wallets	Cases	Bags
Pocket Knives	Pepper Spray	Cameras
Tape Records	Radios	Umbrellas
Pens	Pencils	Paper documents
Newspapers	Magazine's	Credit Cards
Photographs	Cosmetics	Gum
Candy	Cigarettes	Cigarette Lighters
Matches	Electronic Cigarettes	Games
Playing Cards	Toys	**Any Communication Device

*All shoes worn must have a strap or backing on the heel

** Communication Devices include but are not limited to pagers, watch phones, cell phones, i-pods, i-pads, etc.,)

Additionally, visitors are prohibited from bringing animals on institution grounds unless the animal is a dog that assists disabled persons.

Visitors are prohibited from bringing any type of tobacco products in the visiting room

The following items are allowed for children 3 years of age or younger:

3 Clear Bottles	Unopened Formula	3 Jars of unopened baby food
1 Baby Spoon	2 Small receiving type blankets	5 Diapers
1 Small sealed package of baby wipes	1 Changing of clothing	1 Pacifier
1 teething toy		

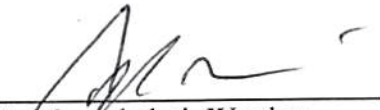
NOTE: No strollers or baby carriers will be admitted.

Any non-hazardous unauthorized items in the visitor's possession may be secured in their vehicle or placed in lockers provided for their use. Items identified on the Notification to Visitor form may not be brought onto institution grounds

6. ATTACHMENTS:

- A - Visiting Guidelines and Directions
- B - Notification to Visitor - BP – A0224
- C – Visitor Denial Form
- D – Visiting Room Inmate Property
- E – Visitor Information - BP-A0629

Signature Page
Institution Supplement – Visiting Regulations
BUT 5267.09.01A



A. Mansukahni, Warden
FEC Butner



Gary Sailor, Acting Executive Assistant
Acting Directives Manager



Onelious Wright, President
Local 405

FEDERAL CORRECTIONAL COMPLEX
 BUTNER, NORTH CAROLINA

VISITING GUIDELINES

Visiting Facilities: A multi-purpose Visiting Room is provided. Visitors will be escorted to and from the Visiting Room by a staff member. Restrooms are provided for visitors. At no time will inmates use these restrooms. Once a visit with an inmate begins, if a visitor leaves the visiting room, the visit will be terminated.

Visiting children are permitted to play in the Children's Playroom. Parents or guardians are responsible for the supervision and behavior of their children. Failure to provide adequate supervision of children may result in the termination of the visit. Toys will be provided, but may not be removed from the playroom.

FCI I - Visiting Schedule

Days Visitation Allowed	Unit Visitation Allowed	Hours of Visitation	Institution Address	Institution Phone Number
*Friday	Maryland Annex & Maryland Unit	1:30 PM until 8:15 PM	Federal Bureau of Prisons FCI I P.O. Box 1000	919-575-4541
Saturday	General Population	8:30 AM until 3:00 PM		
Sunday	General Population	8:30 AM until 3:00 PM		
Federal Holidays	General Population	8:30 AM until 1:00 PM		

*If Friday is a Federal Holiday, visiting will be for General Population ONLY. PVS visitors may be allowed to visit with Maryland Unit inmates on other days as a special visit.

FPC (Camp) - Visiting Schedule

Days Visitation Allowed	Hours of Visitation	Institution Address &	Phone Number
Friday	5:00 p.m. to 8:00 p.m.	Federal Bureau Of Prisons FCI I P. O. Box 1000	Phone 919-575-4541
Saturday	8:30 a.m. until 3:00 p.m.		
Sunday	8:30 a.m. until 3:00 p.m.		
Federal Holidays	8:30 a.m. until 3:00 p.m.		

Visitor Processing:

- Visitor processing will cease no less than one (1) hour prior to the conclusion of visitation each day.
- Processing of visitors will temporarily halt at 9:15 a.m. on weekends and holidays, pending clearance of the 10:00 a.m. official count.
- Front Entrance Officers may continue to process visitors; however, the visitors will not enter the visiting room until after a good official count.
- Processing of visitors will temporarily halt at 3:15 p.m. on Friday's pending clearance of the 4:00 p.m. official count.
- Visitors may not leave the visiting room until a clear count is declared by the Control Center.
- The Front Entrance Officer will continue to process visitors entering the Front Entrance. This will consist of identifying the visitor(s), verifying if they are approved to visit the inmate and completing the necessary documentation for their visit.

Should the visiting room become overcrowded; visits will be terminated with regards to the distance traveled by the visitor(s) and the frequency of visits received by the inmate. Unusual circumstances which may warrant exceptions to these criteria will be determined by the Operations Lieutenant and/or the Institution Duty Officer.

Should the visiting room become over-crowded; visits will be terminated with regards to the distance traveled by the visitor and the frequency of visits received by the inmate. Unusual circumstances which may warrant exceptions to this criterion will be determined by the Operations Lieutenant and/or the FCI I Institutional Duty Officer.

Frequency of Visits:

Inmates will be allotted 16 visiting points per calendar month. The points used shall be dependent upon which day the visit occurs. Visits that occur on normal weekdays (Friday) are counted as one (1) point. Visits that occur on weekends (Saturday, Sunday) are counted as four (4) points. No points will be deducted on Federal Holidays. Visiting points will be levied against an inmate on a per visit basis.

Number of Visitors:

All visits will have a limit of three (3) adult visitors. Adult visitors are deemed as persons sixteen (16) years or older. There are no limits to the number of child visitors, under the age of sixteen (16). Allowance of more than five visitors must have prior approval from their respective Unit Manager.

Visiting Restrictions:

Visiting privileges are normally curtailed or terminated because of an emergency, improper conduct on the part of the inmate or visitor(s), or when the visiting room becomes overly congested.

The visiting room should not exceed the maximum capacity of 75 at the FCI I and 100 at the FPC. The Visiting Room Officer will contact the Operation Lieutenant and/or the Institutions Duty Officer (IDO), to determine the visits that will be terminated, should the above maximum capacity be exceeded. Under normal circumstances, visits will initially be terminated on a voluntary basis. Should this not alleviate the overcrowded conditions, the following criteria should be considered:

- a) Frequency of visitors received by the inmate
- b) Which visitors are from the local area (within a 50-mile radius)
- c) First-in first-out basis (This will be utilized as a last resort and only after a visit has lasted for a minimum of two (2) hours.

If it becomes necessary to terminate a visit due to improper conduct on the part of an inmate and/or visitor(s), the Visiting Room Officer will consult the Operations Lieutenant and/or IDO prior to taking such action. The Operations Lieutenant and/or the (IDO) will make the decision of any action that may need to be taken. The Operations Lieutenant will inform the parties involved of the decision to terminate the visit. The Operations lieutenant and/or IDO will generate a memo to Unit Team advising them of the inmates visiting termination.

Inmates and their visitor(s) are responsible for their children. Children in the visiting room will be expected to maintain appropriate behavior which is not disrupting the visits of others. In no case will spanking, striking or other forms of discipline be allowed during a visit.

Preparation of the List of Visitors:

The approved visiting list for each inmate is limited to immediate family and 10 additional visitors. Unit Team staff will solicit a list of proposed visitors from each inmate during the admission-orientation process. Unit Team staff will request background information from potential visitors who are not members of the inmate's immediate family utilizing the Visitor Information form (BP-629) (Attachment E). Each inmate is responsible for mailing the Visitor

Information form to proposed visitors. Upon approval of each visitor, Unit Team staff shall provide the inmate with a copy of the visiting guidelines and directions for transportation to and from the institution. **The inmate is responsible for notifying the visitor of the approval or disapproval of the visit and is expected to provide the visitor with a copy of the visiting guidelines and directions for transportation to and from the institution.**

Disapproving Visitors:

If information reveals that visitation privileges for a visitor would present security concerns or disrupt the orderly running of the institution, the Warden may deny visiting privileges. Unit Staff will provide documentation to the Unit Manager showing reasoning for the denial of the visitor. The Unit Manager will provide the Warden with the documentation for his/her approval. Once the Warden approves the denial, Unit Staff will provide the inmate a Denial Notice including the reason for the denial.

Identification of Visitors:

Staff shall verify the identity of each visitor prior to admission into the institution. All visitors, with the exception of children under 16 years old, must present valid photo identification before being admitted into the institution (Photo identification must be a valid U.S. state or government issued photo id or a valid passport identification).

Notification to Visitors:

Staff shall make available to all visitors written guidelines for visiting the institution. Staff will ensure that visitors sign a Notification to Visitor form (BP-224) (Attachment B), acknowledging the guidelines were provided and declaring that the visitor does not have any Article in his/her possession which the visitor knows to be a threat to the security of the institution. Visitors are required to document on the BP-224 the parking spot number their vehicle is parked in. Visiting privileges will be denied for any visitor who refuses to make such a declaration or provides false information on the BP-224 (Attachment B).

Searching Visitors:

Staff may require a visitor to submit to a personal search, including a search of any item(s) of personal property, as a condition of allowing or continuing a visit. Visitors will be required to sign the Notification to Visitor form-title 18 (BP-224) (Attachment B) in the presence of a staff member. Anyone refusing to sign the Notification to Visitor form will not be permitted to enter the institution. A visual search will be conducted on all items belonging to the visitor, intended to be carried into the visiting room. The visitor will be present at the time that the items are searched. All items of property will be searched via the X-ray machine.

Metal Detection Device:

FCI I:

All visitors will be required to walk through and clear the walk-through metal detection device. Visitors with medical implants are required to provide medical documentation. If the screening officer is unable to determine the cause for metal detection alarm, the shift supervisor will be notified for further instructions.

FPC:

Random searches will be conducted at the camp utilizing the hand-held detector, based on a pre-determined number established by the Operations Lieutenant and/or SIS.

Record of Visitors:

The Notification to Visitor form (BP-224) (Attachment B) will serve as a record of visitors for each inmate. Additionally, all visitors will be required to log their entrance and departure from the institution on the Inmate Visitors Log.

Supervision of Visits:

Visiting Room Officers shall supervise each inmate visit to prevent the passage of contraband and to ensure the security and good order of the institution. The Visiting Room is equipped with video surveillance equipment.

1. Visits shall be conducted in a quiet, orderly and dignified manner. The Visiting Room Officer may terminate visits not conducted in the appropriate manner after consultation with the Operations Lieutenant or IDO.
2. Handshaking, embracing and kissing are ordinarily permitted within the bounds of good taste and only at the beginning and at the end of the visit.
3. The Visiting Room Officer may not accept articles or gifts of any kind for an inmate. An inmate's visitor may not leave money with any staff member for deposit in the inmates commissary account.
4. The Visiting Room Officer shall be aware of any articles passed between the inmate and the visitor. If there is any reasonable basis to believe that any item is being passed which constitutes contraband or is otherwise in violation of the law or Bureau regulations, the Visiting Room Officer may examine the item.

The Operations Lieutenant will be notified in such cases.

Penalty for Violation of Visiting Regulations:

Any act or effort to violate the visiting guidelines may result in disciplinary action against the inmate, which may include the denial of future visits, possibly over an extended period of time. Moreover, criminal prosecution may be initiated against the visitor, the inmate or both, in the case of criminal violations.

Specifically, 18 U.S.C 1791, provides a penalty of imprisonment for not more than twenty years, a fine or both for providing or attempting to provide to an inmate anything whatsoever without the knowledge and consent of the Warden.

Visiting Regulations Regarding Pets:

Visitors are precluded from bringing animals on institutional grounds, except for animals assisting persons with disabilities. In such cases, the visitor must provide staff with certification that the dog is trained for that purpose.

Dress Code:

Visitors are expected to use good taste in their dress.

Prohibited clothing includes;

Khaki clothing	Scrubs	Mini-Skirts
Spandex clothing	Tank Tops	Muscle Shirts
See-through items	Low Cut blouses	Form Fitting Clothing
Any revealing Clothing	*Any clothing above the Knee	Leggings
Jeggings		

*Knee length is considered a length where the garment will touch the knee of the wearer while standing. No item of clothing displaying offensive language or logos may be worn into the institution. Visits will be denied for visitors failing to comply with the dress code. The Front Entrance Officer will notify the Operations Lieutenant or FCI I- IDO of inappropriately dressed visitors. The Operations Lieutenant or FCI I- IDO will make the final decision. If the visit is denied, the Front Entrance Officer will complete a Visitor Denial Form (Attachment C). The form will be reviewed by the Operations Lieutenant. A copy of the form will be forwarded to the inmate's Unit Team.

Authorized Items:

Visitors may bring \$20 in coins into the visiting room to purchase items from the vending machines. No paper currency is allowed. A coin dispensing machine is located in the Front Entrance. However, visitors are encouraged to bring coins with them. Visitors may bring small coin or clutch type (clear plastic) purse into the visiting room.

Unauthorized Items:

*Open or Peep toed shoes	Flip Flops	Watches (of any kind)
Sun Glasses	Sun Shades	Hats
Visors	Paper currency	Large purses
Wallets	Cases	Bags
Pocket Knives	Pepper Spray	Cameras
Tape Records	Radios	Umbrellas
Pens	Pencils	Paper documents
Newspapers	Magazine's	Credit Cards
Photographs	Cosmetics	Gum
Candy	Cigarettes	Cigarette Lighters
Matches	Electronic Cigarettes	Games
Playing Cards	Toys	**Any Communication Device

*All shoes worn must have a strap or backing on the heel

** Communication Devices include but are not limited to pagers, watches, watch phones, cell phones, i-pods, i-pads, etc..

Visitors are prohibited from bringing any type of tobacco products in the visiting room.

The following items are allowed for children 3 years of age or younger:

3 – Clear Bottles	Unopened Formula	3 – Jars of unopened baby food
1 – Baby Spoon	2 – Small receiving type blankets	5 – Diapers
1 – Small sealed package of baby wipes	1 – Changing of clothing	1 – pacifier
1 – teething toy		

NOTE: No strollers or baby carriers will be admitted.

Any non-hazardous unauthorized items in the visitor’s possession may be secured in their vehicle or placed in lockers provided for their use. Items identified on the Notification to Visitor form may not be brought onto institution grounds

Directions:

From Raleigh to FCC Butner:

U.S. 70 West to I-85 North on ramp. Take I-85 North 9 miles to exit 189. Turn left on Central Avenue. Proceed straight on Central Avenue to Veazy Street. Turn right onto Veazy Street. Proceed to stop sign. Turn left onto Old Highway 75. Proceed approximately 1 mile. FCI I Butner is located on the first right. FPC Butner will be located on the second right.

From Durham to FCC Butner:

Take I-85 North 9 miles to exit 189. Turn left on Central Avenue. Proceed straight on Central Avenue to Veazy Street. Turn right onto Veazy Street. Proceed to stop sign. Turn left onto Old Highway 75. Proceed approximately 1 mile. FCI I Butner is located on the first right.

ALL VISITORS MUST PARK IN THE ASSIGNED “VISITORS PARKING” AREA ONLY. VEHICLES WITH VALID HANDICAP TAGS/DECALS ARE PERMITTED TO PARK IN THOSE DESIGNATED AREAS.

Commercial transportation:

Hamilton Limousine & Shuttle	596-1193
ABC Cab Company	682-0437
Broadway-Yellow Cab Company	682-6111
Durham & Raleigh Taxi Cab Company	688-6121

BP-A0224
June 10

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: _____

FEDERAL CORRECTIONAL COMPLEX
BUTNER, NORTH CAROLINA

VISITOR DENIAL FORM

Date: _____

Time: _____

Visitor's Name: _____

Inmate Name/Reg #: _____

Reason for denial:

(Check all that apply)

_____ Not on visiting list.

_____ No valid photo identification.

_____ Inappropriately dressed

Explain: _____

_____ Other: Explain: _____

Front Entrance Officer

Operations Lieutenant and/or Institution Duty Officer

cc: Unit Team

FEDERAL CORRECTIONAL COMPLEX
BUTNER, NORTH CAROLINA
VISITING ROOM INMATE PROPERTY FORM

Date: _____

Page ____ of ____

Inmate Name	Reg #	Time In	Time Out	Authorized Items (description)

- Authorized Items:
- 1. Comb
 - 2. Handkerchief (white)
 - 3. Wedding band
 - 4. Prescription eyeglasses
 - 5. Medical bracelet
 - 6. Religious medallion w/chain
 - 7. Religious headgear

BP-A0629
 APR 10

VISITOR INFORMATION

U. S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

Addressee	Institution	Date
	Re: (Inmate's Name and Register No.)	

Dear _____:

I am requesting that you be included among my approved visitors. In order to establish your suitability as a visitor, it may be necessary for institution officials to send an inquiry to an appropriate law enforcement or crime information agency to ascertain whether or not placing you on my visiting list would present a management problem for the institution, or have other possible adverse effects. The information obtained will be used to determine your acceptability as a visitor. The Bureau of Prisons' authority to request background information on proposed visitors is contained in Title 18 U.S.C. § 4042.

In order for you to be considered for the visiting privilege with me, it will be necessary for you to fill out the questionnaire and release form below and return it to the following address: (Institution address).

You are not required to supply the information requested. However, if you do not furnish the information, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request may be significantly delayed. If the information withheld is found to be essential to the processing of your request, you will be informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized if you do not supply the information requested, failure to supply such information could result in your not being considered for admittance as a visitor. The criminal penalty for making false statements is a fine of not more than \$250,000 or imprisonment for not more than five years or both (See 18 U.S.C. § 1001).

Sincerely,

1. Legal Name		2. Date of Birth	3. Address (Including Zip Code)	
4. Telephone Number (Including Area Code)		5. Race and Sex of Visitor		
6. Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		6a. If yes, provide Social Security No: _____		6b. If no, provide Alien Registration No: _____
		6c. Provide Passport No: _____		
7. Relationship to above-named inmate			8. Do you desire to visit him/her? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you know this person prior to his/her current incarceration? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If the answer to #9 is yes, indicate the length of time you have known this person and where the relationship developed.				
Have you ever been convicted of a crime? If so, state the number, date, place, and nature of the conviction/s:				
Are you currently on probation, parole, or any other type of supervision? If so, state the name of your supervising probation/parole officer and the address and telephone no. where he/she can be contacted:				
Do you correspond or visit with other inmates? If so, indicate the individual(s) and their location(s):				
Driver's License No. and State of Issuance				

**AUTHORIZATION TO
RELEASE INFORMATION**

I hereby authorize release to the Warden of: _____ any record of criminal offenses for which I (Institution,
Location)
have been arrested and convicted, and any information related to those convictions.

Signature for Authorization to Release Information

(Sign and Print Name) Parent or Guardian

(If applicant is under 18 years of age, signature of parent or guardian indicates consent of minor to visit inmate).

If additional space is required, you may use the back of this form. To be filed in Inmate Central File, FOI Section 2