



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Complex  
Coleman, Florida

# COMPLEX SUPPLEMENT

OPI: Correctional Services  
NUMBER: **COC 5267.09**  
DATE: **May 1, 2016**  
SUBJECT: Visiting Regulations

1. PURPOSE AND SCOPE. The Purpose of this Institution Supplement is to establish visiting regulations and procedures in accordance with the mission and goals of the Federal Correctional Complex at FCC Coleman, Florida, and in accordance with the Program Statement P5267.08, Visiting Regulations. These procedures govern inmates at the Federal Prison Camp (FPC), Federal Correctional Institution (FCI), United States Penitentiary (USP), as well as holdovers confined within the complex.
2. DIRECTIVES AFFECTED
  - a. Directives Rescinded  
**COC 5267.08.B, Visiting Regulations, dated (05/07/15)**
  - b. Directives Referenced

|                       |  |
|-----------------------|--|
| <b>PS 5267.09</b>     | <b>Visiting Regulations (12/10/2015)</b>                                   |
| PS 5500.11, CN1       | Correctional Services Manual, (08/29/14)                                   |
| PS 5510.15            | Searching, Detaining, or Arresting<br>Persons Other Than Inmates (7/17/13) |
| <b>COC 5500.11.1B</b> | <b>Entrance Procedures (5/1/16)</b>  |
3. STANDARDS REFERENCED. American Correctional Association 4<sup>th</sup> Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499, 4-4500, 4-4501, 4-4503, 4-4504.
4. VISITING FACILITIES. All regular visits not requiring special security measures will be conducted in the institution's visiting room. Separate rooms within the visiting area are provided for legal visits. Non-contact visiting rooms will be used when special security measures are needed. The maximum number of persons allowed in the visiting room is CAMP-200, COL-275, COM-275, COP-192, CLP-17

5. VISITING TIMES

## LOW

|                      |   |
|----------------------|---|
| Saturday             | 8:00 a.m. - 3:00 p.m.   |
| Sunday               | 8:00 a.m. - 3:00 p.m.   |
| Monday               | 8:00 a.m. - 3:00 p.m.   |
| Federal Holidays     | 8:00 a.m. - 3:00 p.m.   |
| *Tuesday thru Friday | *No Visiting - Special Visits will be conducted through approved appointments through the Captain's Office. |

## MEDIUM

|                      |   |
|----------------------|---|
| Saturday             | 8:00 a.m. - 3:00 p.m.   |
| Sunday               | 8:00 a.m. - 3:00 p.m.   |
| Monday               | 8:00 a.m. - 3:00 p.m.   |
| Federal Holidays     | 8:00 a.m. - 3:00 p.m.   |
| *Tuesday thru Friday | *No Visiting - Special Visits will be conducted through approved appointments through the Captain's Office. |

## USP-1 / USP-2

|                      |  |
|----------------------|--|
| Saturday             | 8:00 a.m. - 3:00 p.m.  |
| Sunday               | 8:00 a.m. - 3:00 p.m.  |
| Monday               | 8:00 a.m. - 3:00 p.m.  |
| Federal Holidays     | 8:00 a.m. - 3:00 p.m.  |
| Tuesday, thru Friday | No Visiting - Special Visits will be conducted through approved appointments through the Captain's Office. |

## CAMP

|                  |                       |
|------------------|-----------------------|
| Saturday         | 8:00 a.m. - 3:00 p.m. |
| Sunday           | 8:00 a.m. - 3:00 p.m. |
| Federal Holidays | 8:00 a.m. - 3:00 p.m. |

Federal or nationally recognized holidays include New Year's Day, Martin Luther King Jr., Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

Visitors will not be allowed inside the front lobby of the institution before visiting hours are scheduled to begin. Visitors are to park their cars in the designated visitors parking area at the institution being visited during visiting days and hours only.

Hours of Visitation: 8:00 a.m. to 3:00 p.m. Visitors will not be admitted into the Visiting Room after 2:00 p.m. On weekends and federal holidays, admittance will cease at 9:30 a.m. in order to conduct an official count. Those visitors arriving at 9:30 a.m. through the conclusion of the official count will be processed through the front lobby but have to wait until the count is cleared. There will be no movement into or out of the Visiting Room during the count. Admittance into the Visiting Room will resume at the conclusion of the official count.

Due to the time and administrative costs involved, most visits must be scheduled during regular visiting hours. When a visit cannot be scheduled during regular visiting hours, it is the responsibility of the respective Unit Team to provide supervision. Other institution activities must be maintained without unnecessary or extended interference.

6. VISITING RESTRICTIONS AND OVERCROWDING. Visiting may be curtailed or terminated because of an emergency, improper conduct on the part of the inmate or his visitor(s), or when the visiting room becomes overcrowded. Should the Visiting Room Officer determine it is necessary to curtail or terminate visiting because of overcrowding based on rated capacity, he will notify the Operations Lieutenant and Institution Duty Officer (IDO). The IDO will consult with the Operations Lieutenant, make the necessary determination, and notify the affected parties. During times of overcrowding, the Visiting Room Officer will first ask for volunteers to offer to leave. If there are no volunteers, visitors who have traveled less than **300 miles** are considered local visitors and will be terminated in the order in which they arrived. Once the local visitors list has been exhausted, visitors will be terminated in the order in which they arrived. This process will continue until the overcrowding is managed.

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The Operations Lieutenant must be notified and will document the circumstances of terminating a visit in the Lieutenant's Log.

## 7. GENERAL VISITING PROCEDURES

- a. FCC Coleman: Visiting at the complex will be Saturday through Monday and on federal holidays from 8:00 a.m. to 3:00 p.m. No one will be admitted into the institutions for visits after 2:00 p.m. On weekends and holidays, inmates will not be allowed to enter or exit the Visiting Room from 9:30 a.m. until the 10:00 a.m. count has cleared. Special Housing Unit visitation concludes at 2:00 p.m. FPC Coleman: Visiting at the FPC will be Saturday, Sunday, and on Federal Holidays from 8:00 a.m. to 3:00 p.m.
- b. Visitors will not be admitted to a visiting room after 2:00 p.m. without the approval of the Operations Lieutenant or Duty Officer.
- c. Visitor parking is prohibited along any Bureau Road. Inmate Visitors are not permitted to enter the Federal Correctional Complex institutions prior to 8:00 a.m. on visiting days.
- d. Inmates at FCC Coleman will be allowed 7 points worth of visits during a calendar month. 1 point for a weekday visit and 3 points for a Weekend/Holiday visit. (Example: 7 weekday visits per month or 1 weekday visit combined with 2 weekend/Holiday day visits per month) Any portion of a visit will be charged as one visit. The visits are not accumulative from one month to another. A completed visit is defined as the visitor(s) departing the institution property and the inmate departing the visiting area, returning to his assigned quarters or work assignment. A yearly visiting schedule will be available to visitors and will also be posted on the housing unit bulletin board. Ordinarily, an inmate's visiting list should not exceed more than 20 people, including immediate family members, other relatives, friends, and associates. There should be no more than 10 friends and associates on an inmate's approved visiting list. Friends and associates must have had an established relationship prior to confinement. The Warden may authorize an exception to the prior relationship rule, particularly for inmates without

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other visitors.

- e. The Warden may authorize an exception to the maximum limit provision when warranted. Ordinarily, inmates will be allowed up to five (5) total visitors, excluding children under 2 years of age, who may visit at one time. Children 2 years of age and under may sit on the visitor's lap should a seat not be available. Children are not permitted to sit on an inmate's lap at any time.
- f. FPC Coleman: Inmates at FCC Coleman Camp will be limited to odd/even visitation during a calendar month.
- g. When an approved visitor arrives in the Visiting Room, the Visiting Room Officer will contact the inmate's housing unit officer. The unit officer will locate the inmate. If the inmate is on a job detail, the detail officer will return the inmate to the housing unit, if necessary, to change clothes or directly to the visiting room. The unit officer will release the inmate to the Visiting Room. If an inmate has not arrived at the Visiting Room within 45 minutes of his unit officer being notified, the Operations Lieutenant will be contacted and requested to expedite the inmate's arrival.
- h. **Procedures for backup to the Visiting Program:**  
When the computer system is not functioning or inoperative, staff will notify the Operations Lieutenant. A hard copy of all inmate's visiting lists will be maintained in the Front Lobby provided by the inmate's respective Unit Teams. In the event the inmate does not have a copy present staff must first contact the inmate's unit team before turning away the visitor.
- i. The Associate Warden of Programs will authorize and approve extra visiting. Such approvals will be obtained well in advance of a scheduled visit and must be in writing, initiated by the Unit Team. All regular visiting times must be used before a visit is approved for extra time.

Any inmate who requires special precautions may have his visiting restricted when necessary to

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ensure the security and good order of the institution. These cases will normally consist of protection cases and inmates who cannot be allowed in the Visiting Room with other inmates from the general population. The Captain will make the final decision regarding the restrictions of the visiting time. During weekends and holidays, the Institution Duty Officer or Operations Lieutenant may make the decision regarding visiting restrictions of the inmates who fall into this category. Special visits will require prior written approval by the Captain and Unit Manager in advance of the visit.

**Inmates who have a history of introducing contraband, or other violations of Visiting regulations, or have been convicted of a Walsh Act offense involving a minor may be assigned seating in the visiting room to enhance supervision on their visits.**

- j. Special Housing Unit visiting procedures USP: The following procedures will be utilized regarding non-contact visiting for inmates housed in the Special Housing Unit (SHU) at USP 1 and USP 2. Visits may take place on weekends or holidays only. SHU visitors will not be processed after 11:00 a.m. SHU visits will be limited to duration of two (2) hours. No more than two (2) visitors will be allowed to visit each inmate. Inmates will be secured in the non-contact room throughout the visit. Inmates will be escorted from SHU to the visiting room in handcuffs, leg irons and martin chain. Prisoners Visitation and Support (PVS) visits for SHU inmates will take place inside the visiting room under heightened supervision by Visiting Room Officers. Legal visits may take place in the Visiting Room after review and approval by the Captain. The main corridor will be secured during the move of an inmate from the Special Housing Unit to the Visiting Room and during his return to the Special Housing Unit.
- k. Special Housing Unit visiting procedures - FCI: The following procedures will be utilized regarding social visiting for inmates housed in

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the Special Housing Unit (SHU) visits will be conducted on Monday's at the FCI. Inmates may be permitted social visiting in the institution Visiting Room. A list of inmates with special security concerns will be generated by the SIS Office with review by the Captains Office. All SHU inmates will be seated in close proximity to the Visiting Room Officers desk and will remain under constant supervision. SHU inmates will be escorted to the Visiting Room and back to SHU at the conclusion of visiting in restraints. SHU inmates will remain dressed in the orange jumpsuit while in the Visiting Room. Visiting for SHU inmates will conclude at 12:30 p.m. (Medium). SHU inmates will be processed out of the Visiting Room first, ahead of other general population inmates.

1. USP inmate's temporary housed in FCI Medium SHU visiting procedures. The following procedures will be utilized regarding inmates in Trans Seg status housed in the SHU. The visits must be approved in advance by the Unit Team and Deputy Captain. SHU visitation will occur on Monday's from 8:30 a.m. to 12:30 p.m. The Deputy Captain can authorize pre-approved exceptions for a weekday visit. SHU visitors will not be processed after 11:00 a.m. SHU visits will be limited to two (2) hour duration. No more than two (2) visitors will be allowed to visit each inmate. USP SHU inmates will be limited to four (4) hours of visiting a month. Due to the limited space available for visiting, consideration must be made to afford other inmates the privileges of visitation. Therefore, visiting privileges could be restricted to one visit a month. A written copy of the approved visit will normally be provided to the Lieutenant's Office, Control Center, Front Entrance, Visiting Room and SHU staff. Visits for SHU inmates will take place inside the Visiting Room under direct supervision by Visiting Room Officers. Legal visits may take place in the Visiting Room after review and approval by the Deputy Captain.

8. APPROVED VISITORS. Visitors are limited to those on the inmate's approved visiting list as authorized by the Unit Team. An

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individual may be placed on the approved list after completing and submitting a Visitor Information form received from the inmate, investigation from official sources, i.e., Presentence Report, U.S. Probation Office, NCIC checks, local law enforcement agencies, etc. No visitor will be added to an inmate's permanent visiting list prior to NCIC clearance. The signature of a parent or legal guardian on the Visitor Information form is necessary to process a request for an applicant under 18 years of age.

- a. If a visitor is on the approved visiting list of more than one inmate, except for immediate family, they will normally only be allowed to visit one inmate at a time.
- b. When an inmate transfers to this institution, his visiting list will only be recognized if the file reflects proper documentation to include NCIC checks. New NCIC checks will be completed at the Unit Manager's discretion as necessary to update information on inmate's visiting lists.
- c. If an immediate family member, who is not on an inmate's approved visiting list, arrives at the institution, the inmate's Unit Team will be notified. If the inmate has been at the institution for less than four weeks, a member of the Unit Team will review the central file to determine if the visitor is a member of the immediate family. If unit staff is not available, and the visitor's relationship to the inmate cannot be confirmed, the visit will be denied. If the inmate has been at the institution for more than four weeks and no visitation form exists, the visitor(s) will be denied. If the visit is denied, the Operations Lieutenant will be notified and will document the denial of the visit in the Lieutenant's Log.
- d. Persons with Criminal Records (to include federal and state probation/parole or supervised release): While the history of an arrest record or criminal record does not necessarily preclude visiting privileges, careful evaluation and consideration should be given to the nature and extent of the criminal record. History of recent criminal activity is weighed against the value of the relationship and the security of the institution. The Warden will make the final determination as to the approval or disapproval of visiting requests in these types of cases.
- e. Former Inmates of the Institution and Relatives of Other Inmates: Rarely will individuals in this category be permitted to visit. In those instances necessitating such visits, the Warden must give prior approval.



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- f. Holdovers and New Commitments: When an approved visiting list is not available, visits for new commitments and inmates in holdover status will be limited to confirmed members of the immediate family. A Birth Certificate or some form of identification that would indicate they are members of the same family will be required. In addition, a check of the inmate's Presentence Report (if one is available) shall be conducted. Holdovers may request family members to be placed on a visiting list by submitting a request for visitor approval to their assigned unit counselor. The time frame for approval will be the same as general population inmates.
- g. Protective Custody, Separation Cases: The Warden or designee (normally the Captain) will determine approval of the visit and schedule visiting for protective custody and separation cases. Visits of this nature will be reviewed on a case by case basis, taking into account the safety of the inmate and the security requirements of the institution. The non-contact visiting areas will be used in these cases.
- h. The Visiting Room Officer will take special precautions when a visitor closely resembles an inmate (as in the case of identical twins). The non-contact visiting area may be used in these cases.
9. INJURIES TO VISITORS. Per Program Statement 6701.01 dated August 30, 2013, Bureau health care providers will only provide emergency first aid to visitors and volunteers while awaiting emergency medical services (EMS) transport to a community emergency department if necessary.
10. IDENTIFICATION OF VISITORS. All visitors, with the exception of children under the age of 16 years, must display photo identification before entering the institution. All applicable procedures, as outlined in the Complex Supplement, Entrance Procedures, will be followed. The primary form of identification for visitors will be photo identification. All visitors must present valid identification. Valid identification includes: a valid state driver's license, state issued identification, government identification or passport, issued by a local, state or federal agency, or foreign government. The Institution Duty Officer or Operations Lieutenant will be notified in questionable cases. The Front Lobby Officer will stamp each visitor's hand with a black light stamp prior to his/her entrance to the Visiting Room. Prior to entering the Sally port, Control Room staff will verify with a black light the stamp was applied

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correctly. The Visiting Room Officer will check each visitor's hand for the presence of the stamp prior to the visitor exiting the Visiting Room.

11. SPECIAL VISITS. All special visits must be requested by the Unit Manager and approved by the Warden 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. It is the responsibility of the respective Unit Team to provide supervision for special visits.
12. BUSINESS VISITORS. Only the Warden may authorize an exceptional visit of this kind in accordance with Program Statement 5267.09, Visiting Regulations.
13. EMBASSY OR CONSULAR VISITORS. Arrangements for visits by Embassy or Consular staff will be made through the Executive Assistant and approved by the Warden in accordance with Program Statement 5267.09, Visiting Regulations.
14. PASTORAL VISITS. Pastoral visits must be recommended by the supervisory Chaplain and approved by the Warden. These visits will occur in the Visiting Room during regular visiting hours and will not be regarded as a Special visit.
15. OFFICIAL VISITORS. Members of the FBI, U.S. Marshals Service, Congress, Federal Public Defenders, Department of Justice officials, and Federal Prison system personnel will be permitted to visit upon presentation of appropriate identification. All Federal employees are required to pass through the metal detector.
16. ATTORNEY VISITS
  - a. Attorneys are encouraged to visit during regular visiting hours, 8:00 a.m. - 3:00 p.m. Attorney visits will normally take place in the private attorney visiting rooms. Under rare circumstances when an attorney visit may take place during non-visiting hours, the visit will be visually supervised by a member of the inmate's unit team. Staff may not subject visits between an attorney and an inmate to auditory supervision.
  - b. Attorneys should be on the inmate's visiting list. However, this does not preclude other attorneys from visiting at the inmate's request. Visits from attorneys

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not on the inmate's visiting list must be requested in writing and approved by the Warden at least 24 hours in advance of the visit. Notify the Associate Warden of Custody for further instructions.

- c. All attorneys will present a valid bar identification card and complete a Notification to Visitor form. After completing the Notification to Visitor form, attorneys will be processed through the metal detector and will have their hand stamped before entering the institution. U.S. Attorneys and Federal Public Defenders may, in lieu of a bar card and picture ID, present an official picture identification. They will be required to sign the official log. They will be required to pass through the metal detector.
- d. A copy of attorney visits will be kept in the inmate's central file. In order to be considered a legal visit, the attorney must present photo identification and confirmation of attorney status.
- e. Normally, exchange or delivery of legal documents between an inmate and an attorney must occur through the U.S. Mail rather than through visitation. However, attorneys are permitted to bring reasonable amounts of legal documents into the institution for review with an inmate. Any legal documents brought in by an attorney are subject to visual inspection for contraband by the Front Lobby Officer. An inmate may bring a limited amount of legal materials from his unit to the Visiting Room to review with his attorney. The amount of materials must be approved by the inmate's Unit Team in writing. The Visiting Room Officer will visually inspect the documents to verify they are limited to legal materials and include no prohibited items upon entering and exiting the Visiting Room and will immediately notify the Operations Lieutenant if any discrepancies are noted. Once the legal visit has concluded, the Visiting Room Officer will visually inspect the inmate's legal material to ensure that contraband is not present. If inspection reveals no concerns, the Visiting Room Officer will give the legal materials to the inmate to return to his unit. Items that cannot be thoroughly searched (e.g., padded envelopes or hard-cover books) will not be allowed to enter or leave the Visiting Room.
- f. Recording devices, video equipment, and cameras will not be allowed in the Visiting Room without advanced

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written approval from the Warden. If such permission is granted, the institution's Legal Department will be notified and available for consultation. A member of the Unit Team will visually monitor the visit.

- g. Non attorney legal representatives such as law clerks, paralegals, and interpreters must receive prior approval in the form of a Warden's approved memorandum to participate in legal visits, regardless whether accompanied by an attorney. Attorneys desiring legal representative's participation in legal visits are responsible for submitting a completed Application to Enter Institution as Representative form to the inmate's Unit Team. These forms may be obtained from the inmate's Unit Team or by contacting the Legal Department. All verified legal visits will be conducted in the designated Attorney visiting room.

- 1) Original signatures are required for processing. Hand-delivered applications are not ordinarily accepted.
- 2) Ordinarily, the review of properly submitted applications will be completed within one week from the day after the date of receipt. Unit Team staff will notify the affected inmate when the request for a legal representative is approved.

17. LAW ENFORCEMENT INTERVIEWS. Ordinarily, the Special Investigative Agent (SIA) will coordinate all interviews between law enforcement agencies and inmates. In the absence of the SIA, the Special Investigative Supervisor (SIS) will assume this function. 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 sent to the Captain for review, who will forward it to the Warden for final approval. It will then be sent to the SIA for filing.

18. VISITS TO INMATES NOT IN REGULAR POPULATION STATUS.

- a. Inmates in Special Housing Unit Detention/Segregation Status: Inmates in Detention/Segregation status at the (LOW and Medium only) and their visitors will be required to be seated in the area adjacent to the officer's station in the visiting room. Inmates will be required to wear the Special Housing Unit clothing issued to them. Visiting times for

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these inmates will vary and terminate earlier than general population visiting to allow time to process the inmates back to the Special Housing Unit.

USP #1 USP #2 only: Special Housing Unit inmates with security concerns will receive non-contact visits only. Visits may take place on Saturday, Sunday, Monday and approved holidays only. SHU visitors will not be processed after 11:00 a.m. SHU visits will be limited to a duration of two (2) hours. No more than two (2) visitors will be allowed to visit each inmate.

- b. Outside Hospital Visits: Visiting privileges will not be authorized for the inmate patient unless approved in advance by the Warden. If visiting is approved, the following guidelines will be adhered to:
- (1) The Unit Team will prepare an approved list of visitors for each inmate patient.
  - (2) Prior to the inmate receiving a visit, the visitor's name, address, date, and time each visit will take place will be provided to the staff supervising the inmate in the outside hospital.
  - (3) The staff supervising the inmate in the outside hospital will verify the visitor's identity at the time of the visit. The inmate will only be allowed one visitor in the room during the visit. The staff supervising the visit will be in addition to the staff assigned to security on the inmate, ordinarily, this will be a member of the inmate's Unit Team.
  - (4) When the visitor enters the inmate's room, the staff member will advise the visitor of proper visiting procedures. Visitors will be screened with a hand-held metal detector brought to the hospital by the staff supervising the visit. The staff supervising the inmate will place all purses and handbags in the inmate's hospital room closet or locker. The inmate patient will never have access to the visitor's purse or bags. The visitor may retrieve his/her belongings just prior to departure from the hospital room.

- (5) All inmate visitors will adhere to hospital visiting regulations and hours, and Bureau Policy.
- (6) Visitors will not use the bathroom in the inmate patient's room.  
Visitors/walk-ins unscheduled visitors and unexpected walk-in visitors will not be authorized to visit the inmate patient. In the event an unauthorized visitor appears at the hospital demanding a visit, the individual will be referred to the institution. The Captain, Operations Lieutenant, and hospital security will be notified.

19. PREPARATION OF VISITING LISTS. The Correctional Counselor will be responsible for approving the proposed visiting list the inmate submits and for preparing all documents required. The Correctional Counselor will complete and sign the inmate's visiting list. It will be copied and filed in the visitation computer in the Front Lobby, with a copy going to the inmate. This should be accomplished within the first five days after the inmate's arrival. The Correctional Counselor will also be responsible for additions to the visiting list, filing the updated list, and destroying the old list. Inmates will be allowed updates on a monthly basis. All additions will be typed on the original form and initialed by the person making the correction. The Correctional Counselor will provide the inmate a copy of the visiting regulations during the Admissions and Orientation period. Unless unusual circumstances exist, an inmate transferred from another Federal Bureau of Prison's institution will not need to have his visitors already on the visiting list approved a second time. The Unit Team shall notify the inmate of each approval or disapproval of a requested person. The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the visiting guidelines. (Attachment A 1&2)

VISITOR DRESS. The Front Lobby Officer will ensure all visitors are appropriately dressed. Visitors will dress appropriately and avoid clothing styles that are suggestive. See through garments, sleeveless tops, overly tight fitting clothes, plunging necklines, open toed shoes, or garments that expose private parts of the body will not be permitted to be worn in the visiting room. Skirts, shorts, culottes, and dresses will not be higher than two inches above the top of the knee. Halter tops, wrap-around skirts, spandex, caps, hats, and clothing with logos that may indicate gang affiliation or bathing-suit type attire will not be permitted. Beach-type flip flops are not permitted.

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Provocative attire worn by men or women is reason to deny visiting. A visit may be terminated in order to maintain good taste and consideration for others. No khaki or green clothing similar to inmate attire or camouflage clothing is to be worn by visitors inside the Visiting Room. Women should avoid wearing underwire bras since they may not clear the metal detector.

The Front Lobby Officer will notify the Operations Lieutenant of any potential visitor considered not to be appropriately dressed. The Operations Lieutenant will proceed to the Front Lobby area and determine whether the visitor is dressed appropriately. When a visit is not allowed, the Operations Lieutenant will document the reason(s) in the Lieutenant's and Visiting Room Logs.

Inmate Attire. (Both FCI's) Inmates are responsible for being properly groomed and in the proper attire. The attire must be in accordance with existing policy. All inmates must wear a belt and issued khaki clothing, which is clean and in good repair. Shirts will be tucked in and all buttons will be buttoned except for the top button of the shirt. Absolutely no altered clothing will be permitted in the Visiting Room. This includes beltless pants with pockets, pleats, zippers or belt loops which have been added. Oversized and baggy fitting clothing will not be permitted in the Visiting Room. Institution boots and other authorized footwear will be worn appropriately with the laces tied. Headbands, Kufis or other religious head gear may be worn when approved by the Chaplain and Captain's Office. If inmates bring items not authorized to enter the Visiting Room, they must be returned to the respective housing unit and will not be stored in the shakedown area. Personal clothing to include tennis shoes is not authorized. Only medically approved soft shoes issued by the Health Services Department will be authorized. General Population USP inmates will wear jumpsuits into the Visiting Room.

20. PERSONAL BELONGINGS. Cellular phones, pagers, or any other electronic devices will not be allowed into the Visiting Room at any time.

Visitors' personal property which will be allowed into the visiting room is as follows:

- a. Change purse (clear) not to exceed 6" long by 6" wide by 3" deep
- b. Money (\$20.00 maximum, with no bill denomination over \$5.00)
- c. Empty baby bottles (must be clear plastic)
- d. Diapers (reasonable amount), baby powder, ointment, diaper wipes (in a clear container)

- e. Commercially sealed, prepackaged baby food and or formula (not to exceed 2 sealed containers of each)
  - f. Baby clothes (one set) and one small blanket. Life maintenance medications (i.e., heart, epileptic, etc.) Diabetic **Insulin** medication and syringes are not considered life maintenance medications. However, may be stored in the visitor's personal locker in the Front Lobby for easy access.
  - g. Jewelry worn in by the visitor (not excessive). Due to recent technological advances of wrist watches which have the capability to make telephone calls, access the internet, video record, and take photos, staff should pay close attention to these items. Some of these items are made by the following manufacturers, Apple, Google, and Samsung. Any questionable item should not be allowed in the Visiting Room. The Operations Lieutenant or Institutional Duty Officer should be contacted for further guidance.
  - h. Sweater/light jacket
  - i. Reasonable amount of feminine hygiene items
- All other items will be placed in lockers provided for visitors located in the visitor reception area or secured in the visitor's vehicle. (i.e., cell phones, car keys, handbags, etc.)
21. SEARCHING VISITORS. Visitors are subject to search and, under certain circumstances, to be detained and/or arrested. Reference is made to Program Statement 5510.15, dated July 17, 2013, Searching and Detaining or Arresting Persons Other than Inmates Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities. It is the responsibility of the Front Lobby Officer to search items of personal property and to ensure all visitors clear the metal detector prior to admittance to the Visiting Room.

Visitors failing to clear a walk-through metal detector must be searched using a hand-held metal detector to identify the problem area. If a visitor cannot successfully pass through the walk-thru metal detector after using the hand-held metal detector to identify the problem area, the Operations Lieutenant will be contacted. In their absence, the Institution Duty Officer may be notified. Failure to clear the hand-held metal detector may constitute grounds to perform a further pat or visual search. Prior to conducting a pat search, an authorization to conduct a pat search form will be completed. Pat searches will be conducted behind the privacy screens located in the Front Lobby. The Approval of the Warden, Acting Warden, or Administrative Duty Officer is necessary prior to conducting a visual



(strip) search, or breathalyzer test of a visitor. In addition, the visitor must sign a consent form prior to conducting the search. The visitor may leave without visiting. This would then be grounds for removing the visitor from the visiting list. If approved, this search will be conducted by a staff member of the same sex as the visitor. If the search results in the positive finding of unauthorized contraband (i.e., illegal drugs, drug paraphernalia), the Operations Lieutenant will notify the Federal Bureau of Investigation and request arrest assistance.

Random Electronic Searches. All visitors and their property/belongings will be searched by electronic means (walk-through or hand-held metal detector, ion spectrometry devices, x-ray screening for personal containers and belongings, etc.).

At LOW security and higher facilities (including Administrative facilities), all visitors are required to clear a metal detector before entering. Alternate random selection methods are not used for this search requirement.

At MIN security facilities, random electronic searches may be conducted as deemed necessary and appropriate by the Warden or Camp Administrator.

Random Pat Searches. All visitors are randomly pat-searched according to a daily random method.

Visual Searches of Belongings. At LOW security and higher facilities (including Administrative facilities), all visitors' belongings must be visually searched. These searches may be done by an x-ray screening device. Alternative random selection methods are not used for this search requirement.

Visitors who arrive in a wheelchair will be expected to submit to a thorough search. Every reasonable effort will be made to search the visitor in a sensitive and professional manner. When possible, visitors requiring a wheelchair will be required to use a wheelchair provided by the Health Services Department. However, if a visitor is physically unable to move their extremities to where they are confined to an electronic wheelchair, they will remain in the wheelchair, but have to agree to their person as well as the wheelchair being physically searched and metal detected. If they refuse to being searched or their wheelchair, their visit request will be denied. If there are any concerns or questions regarding this procedure, the

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Visiting Regulations

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Operations Lieutenant or Institution Duty Officer will be contacted immediately to assist in processing visitors with disabilities.

22. RECORD OF VISITORS. The Front Lobby Officer will ensure all visitors read and sign the Notification to Visitor form (BP-224(52)) and sign the Inmate Visitor's Log Book. This will ensure all visiting is recorded and a file is maintained on all visitors. The visitor will complete the Notification to visitor form in the lobby and the escorting officer will carry it to the Visiting Room. The Visiting Room Officer will forward the completed BP-224's to the Captain's Office. The Visiting Room Officer will maintain a daily log of all visits.
23. INMATE NOTIFICATION AND IDENTIFICATION. Once the visitor has entered the Visiting Room, the Visiting Room #1 Officer will contact the inmate's work detail supervisor or housing unit officer and inform them of the visit. Upon arrival, he must present his inmate identification card to the officer.
24. INMATE VISITING ATTIRE (Cont.) Hats and sunglasses are not approved for wear with the exception of religious headgear and prescription sunglasses. The only jewelry inmates are permitted to wear into the visiting room is wedding bands and approved religious medallions. Any other jewelry, including watches, will be secured in the inmate's unit before leaving for the visiting room.
25. DETAINING VISITORS. You may be arrested and detained by Bureau staff anytime there is probable cause indicating that you have violated or attempted to violate applicable criminal laws while at a Bureau facility, as authorized by 18 U.S.C. § 3050.

26. SUPERVISION OF THE VISITING ROOM.

- a. It is the responsibility of the Visiting Room Officers to ensure the Visiting Room regulations are followed as outlined in this supplement and the visits are conducted in a quiet, orderly, and dignified manner. Direct observation of the visits is not required at all times, but the officers will move about the area and constantly observe the general visiting area to prevent the passage of contraband and unauthorized physical contact. Inspections should determine that the visits are being conducted in an acceptable manner to ensure the security and orderly running of the institution. Inmates are not allowed to visit with other inmates and/or other inmates' visitors.


Inmates entering the Visiting Room will report to the Visiting Officer #1 for processing prior to being seated. The vending machine areas are off limits to all inmates at all times. Additionally, inmates are not permitted in the areas designated for children.

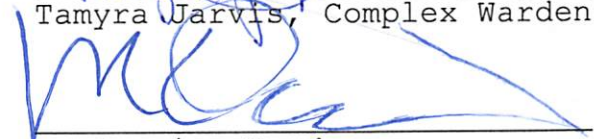
- b. A search of each inmate is required at the beginning and at the end of a visit. Pat searches will be performed on all inmates prior to entrance into the Visiting Room. A visual search shall be performed on all inmates prior to leaving the Visiting Room. Searches shall be conducted out of view of visitors and in privacy. All searches shall be recorded in a visual search log book located in the inmate processing area.
- c. In no instance shall the Visiting Room Officer's accept articles, gifts of any kind, or money for an inmate. Inmates shall not give visitors hobby craft, art items, etc.
- d. Restroom facilities for visitors are located inside the Visiting Room. Inmates, under direct visual supervision of the Visiting Room Officer, will use the restroom located in the Shakedown Room. Inmates will

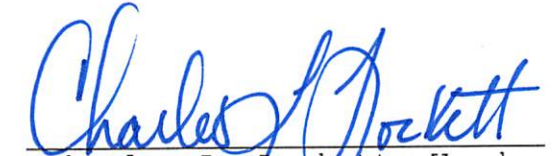
receive a thorough pat search prior to being allowed to use the restroom.

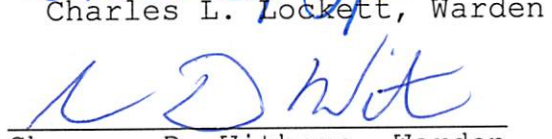
- e. Visitors are not permitted to take anything from, or give anything to an inmate in the visiting area.

27. PENALTY FOR VISITING ROOM VIOLATIONS. All inmates are to be aware of the rules and regulations and the consequences for violating those regulations. Inmates are responsible for providing each of their visitors a copy of the visiting rules and regulations brochure. Any act or effort to violate the visiting guidelines of the institution may result in disciplinary action against the inmate, which may include the denial of future visits. In the case of criminal violations, prosecution may be initiated against the visitor and the inmate. The conduct of children will be the responsibility of the inmate and the visit can be terminated upon the inappropriate behavior of the child. All children must be properly supervised so as not to be disruptive to the orderly running of the visiting room. The television room will be the exclusive use of the children who visit and inmates are prohibited from being in this area.

  
\_\_\_\_\_  
Tamyra Jarvis, Complex Warden

  
\_\_\_\_\_  
M. Ocasio, Warden

  
\_\_\_\_\_  
Charles L. Lockett, Warden

  
\_\_\_\_\_  
Shannon D. Withers, Warden

**VISITOR GUIDELINES FOR FCC COLEMAN**

VISITING DAYS: for both the USP's and FCI's are conducted on Saturday, Sunday and Monday; Camp: Saturday and Sunday. All institutions may have visiting on approved federal holidays.

INSTITUTION TELEPHONE NUMBERS:

LOW: (352) 689-4000

MEDIUM: (352) 689-5000

USP 1: (352) 689-6000

USP 2: (352) 689-7000

HOURS OF VISITATION: 8:00 a.m. to 3:00 p.m. Visitors will not be admitted into the Visiting Room after 2:00 p.m. On weekends and federal holidays, processing will cease at 9:30 a.m. in order to conduct an official count. Those visitors arriving at 9:30 a.m. through the conclusion of the official count will remain in the visitor waiting area or depart the institution property until the official count has been cleared. Processing will resume at the conclusion of the official count.

IDENTIFICATION OF VISITORS: Approved photo identification is required for visitors 16 years of age and older. A current state driver's license, state or government issued I.D. card, or government issued passport with photo are acceptable forms of identification. Birth certificates are not acceptable forms of identification. Persons without proper identification will not be permitted to visit.

PERMITTED ITEMS IN THE VISITING ROOM:

- a. Change purse (clear) - not to exceed 6" long by 6" wide by 3" deep
- b. Money (\$20.00 maximum, with no bill denomination over \$5.00)
- c. Empty baby bottles (must be clear plastic)  
Diapers (reasonable amount), baby powder, ointment, diaper wipes (in a clear container)
- f. Commercially sealed, prepackaged baby food and or formula (not to exceed 2 sealed containers of each)
- g. Baby clothes (one set) and one small blanket
- h. Life maintenance medications (i.e., heart, epileptic, etc.) Diabetic medication and syringes are not considered life maintenance medications.
- i. Jewelry worn in by the visitor (not excessive)

- j. sweater/light jacket
- k. Reasonable amount of feminine hygiene items

ITEMS NOT PERMITTED: Sunglasses, over the counter medications, cards, children's toys. Chewing gum, candy, open containers of baby food, any form of makeup. Photos, letters, pens, pencils, etc.

ENTRANCE PROCEDURES: All personal items will be secured in the visitor's vehicle, or in the event the visitor is dropped off, their belongings will be secured in the lockers in the visitor reception area. All visitors must successfully pass through the walk-through metal detector and/or hand held metal detector. All visitors will be subjected to random pat searches. Failure to clear the walk-through metal detector or refuse to submit to a pat search will result in that person being denied entry into the institution. An electronic drug detection system is in use, anyone testing positive for illegal substances will be denied entry into the facility institution.

The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the visiting guidelines.

DIRECTIONS TO INSTITUTION: Take I-75 NORTH to EXIT 321. After exiting I-75, turn RIGHT onto HWY 470 EAST. Follow HWY 470 EAST to HWY 301 (intersection--a Cumberland Farms convenience store will be facing you). Turn LEFT, going NORTH on HWY 301. Stay on HWY 301 NORTH. At the stoplight, turn RIGHT onto HWY 470 EAST (yes, this is a continuation of HWY 470 EAST) and go approximately 3 miles.

Take I-75 SOUTH to EXIT 321. After exiting I-75, turn LEFT onto HWY 470 EAST. Follow HWY 470 EAST to HWY 301 (intersection--a Cumberland Farms convenience store will be facing you). Turn LEFT, going NORTH on HWY 301. Stay on HWY 301 NORTH. At the second caution light, turn RIGHT onto HWY 470 EAST and go approximately 3 miles.

Start out South on Airport Blvd to SR-528 Exit 1B toward I-Drive/I-4/Florida's Turnpike. Take the Florida Turnpike, Exit 259 towards Ocala, northbound. Go North on the Turnpike to Exit 296 (Hwy 470). Take a left at the end of the exit ramp onto Hwy. 470. Continue on Hwy. 470 for approximately 3-4 miles. The Complex entrance will be on the right-hand side.

Local Transportation: Midstate Taxi - (352) 748-2222