



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
El Reno, OK 73036-1000

Institution Supplement

OPI: Captain
NUMBER: ERE-5267.09B
DATE: October 19, 2017
SUBJECT: Visiting
Regulations

1. PURPOSE: The purpose of this supplement is to establish procedures for inmate visiting at the Federal Correctional Institution (FCI) and Federal Prison Camp (FPC), El Reno, Oklahoma.
2. PROGRAM OBJECTIVES: The expected results of this program are to provide all inmates an opportunity to visit family, friends, and community groups consistent with the security and orderly running of the institution. Any visit that interferes with the security and orderly running of the institution as determined by the Warden or designee may be denied or terminated.
3. DIRECTIVES AFFECTED:
 - a. Directives Rescinded
 - (1) Institution Supplement ERE-5267.09, Visiting Regulations, dated August 15, 2016.
 - b. Directives Referenced
 - (1) Program Statement 5267.09, Visiting Regulations, dated December 10, 2015, is referenced.
 - (2) Program Statement 5500.11, Correctional Services Manual, dated June 2, 2016, is referenced.

- (3) Program Statement 5500.14, Correctional Procedures Manual, dated August 1, 2016, is referenced.
- (4) Program Statement 5521.06, Searches of Housing Units, Inmates, and Inmate Work Areas, dated June 4, 2015, is referenced.

4. STANDARDS REFERENCED:

- a. American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, and 4-4504 are referenced.

5. PRETRIAL/HOLDOVER/DETAINEE PROCEDURES: The procedures specified in this Institution Supplement apply to all inmates housed in FCI El Reno and FPC El Reno.

- a. Visitor approval - holdovers and new commitments: When an approved visiting list is not available, visits for new commitments (A&O) and inmates in holdover status may be authorized by the Operations Lieutenant or the Duty Officer. These visits will be limited to members of the immediate family and can be extracted from the inmate's pre-sentence report. These persons include father, mother, stepparents, foster parents, brother and sister, spouse, and children. If the PSI is not available for review, the visit will be denied.

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

7. WITSEC INMATES: Refer to the Central Inmate Monitoring System Operations Manual (**Limited Official Use**) for procedures when an inmate in the Witness Security Program (WITSEC) requests to place an individual on his or her visiting list.

8. LOCATION OF THE INSTITUTION: The Federal Correctional Institution and Federal Prison Camp, El Reno, Oklahoma, are located at 4205 Hwy 66 West, El Reno, OK, 73036. The institution telephone number is (405) 262-4875. Visitors coming from I-40 may take exit 123, Country Club Road, and proceed north to Highway 66. Once at Highway 66, turn west and proceed approximately one and one-half miles to the institution. Visitors must stop at the intercom and identify themselves to the tower officer upon entering institution property, and will be directed to the visiting parking lot. There is no local transportation available in this area.
9. VISITING HOURS AND FREQUENCY OF VISITS:
- a. FCI: Visiting is permitted from 8:00 a.m. to 3:00 p.m., Friday through Monday, and on federal holidays. There is no visiting on Tuesday, Wednesday, and Thursday.
- (1) Visitors will not be allowed to enter the institution after 2:00 p.m.
 - (2) On weekends and holidays, visitors will not be allowed to enter the institution between the hours of 9:15 a.m. and 10:45 a.m.
- b. Satellite Camp: Visiting is permitted from 8:00 a.m. to 3:00 p.m., Friday through Monday, and on federal holidays. There is no visiting on Tuesday, Wednesday, and Thursday.
- (1) Visitors will not be allowed to enter the camp after 2:00 p.m.
 - (2) On weekends and holidays, visitors will not be allowed to enter the camp between the hours of 9:00 a.m. and 11:00 a.m., or later if institution count is ongoing. No visitors will be allowed to enter institution grounds during an institution count.

- c. Frequency of Visits. Social and special visits (legal or religious) for each inmate will be in accordance with the institution visiting hours and days.

10. PHYSICAL LIMITATIONS:

- a. Seating Space: At the FCI, the front entrance officer will coordinate with the visiting room officer regarding the amount of seating space available in the visiting room. When seating is less than the number of persons in a group for a visit, the visitors in the group will be so informed. The visitors must depart the institution, however, they may return at a later time. Visitors will not be allowed to wait in their vehicles. The rated capacity of the FCI visiting room is 133 persons. The rated capacity of the Camp visiting room is 57 persons.
- b. Number of Visitors per Inmate: No more than five adult visitors, not including children, will be permitted for each inmate each day. Children will be limited to five per inmate.
- c. Overcrowded Procedures: When the visiting room becomes overcrowded, the visiting room officer will notify the operations lieutenant and/or the institution duty officer (IDO).
 - (1) The visiting room officer will compile a list of those visitors listing an address within a fifty mile radius of the El Reno area.

After the list has been compiled, the operations lieutenant and/or IDO will privately explain the overcrowded situation to the local visitors and ask for volunteers to terminate their visits.

- (2) Should this method prove ineffective, the operations lieutenant and/or IDO will notify the first five groups on the list for that day that their visits have been terminated due to overcrowded conditions. Should mandatory termination become necessary, consideration will be given to locality and frequency of visits. The

operations lieutenant and/or IDO will terminate no less than five groups, and no more than is deemed necessary, to eliminate the overcrowded conditions.

- (3) If overcrowded conditions occur at the camp, the operations lieutenant and/or IDO will be advised of the situation and they will follow the aforementioned guidelines.

11. VISITING REGULATIONS:

a. Point System: FCI and FPC El Reno use a point system to ensure all inmates have equal access to the visiting room. Visiting points are not cumulative from month to month. Any portion of an hour used will be considered one hour of visiting. Points will be recorded using the inmate visiting program through BOPWare.

- (1) At the FCI and FPC, inmates begin each month with 32 points.
 - (a) No more than 20 points may be used for weekend/holiday visiting.
 - (b) One point will be deducted for each hour of visiting during the month for weekday visits.
 - (c) Two points will be deducted for each hour of visiting on weekends and holidays.
- (2) Additional Points (FCI and Camp): Inmates may request up to ten additional points per month for special instances; however, in special circumstances, the Unit Manager may recommend additional points exceeding ten additional points. The associate warden of programs/camp administrator, respectively, will be the final approving authority for requests for additional points.
- (3) Written copies of the Visiting Regulations will be made available to visitors at the FCI and Camp Entrances.

- b. Preparation of the Visiting List: Visiting lists will be compiled in accordance with procedures established in Program Statement 5267.09.
- (1) A visiting list will be established for each inmate. Immediate family members, mother, father, step-parents, foster parents, brothers, sisters, spouse, and children should be included on the list absent strong circumstances which preclude visiting. Ordinarily, the visiting list should not include more than ten friends and associates. Except for immediate family, visitors will not ordinarily be placed on more than one inmate's approved visiting list.
 - (a) Other potential visitors, such as grandparents, uncles, aunts, nephews, nieces, in-laws, cousins, and the mother of an inmate's child are **not considered** immediate family and will not be allowed to visit until the inmate can complete a visiting list and have it approved. Exceptions require written approval from the captain or associate warden of programs.
 - (2) Inmates recommitted as violators (parole, mandatory release, etc.) will not need to resubmit a list of proposed visitors if released from that sentence within the previous six months. The visiting list in the central file will remain valid unless unit staff are aware of extenuating circumstances which could reasonably create a threat to the security and good order of the institution.
 - (3) Established visiting lists on inmates transferred from other federal institutions will be recognized. Unit staff will review the visiting list with the inmate to ensure its accuracy. This review will also ensure no previously approved visitors pose a threat to the security and good order of the institution.
 - (4) If, during the admission/orientation process, an inmate anticipates visits from immediate family

members (i.e., spouse, children, parents, brothers, and sisters), he must submit their names to his assigned unit counselor.

Immediate family will be allowed to visit pending finalization of an approved visiting list unless there are strong circumstances which preclude their presence in the institution.

- (a) In the event an inmate receives a visit prior to his approved list being completed, the unit team will be contacted by the Front Entrance Officer to find out if the visitors are on the immediate family list provided by the inmate. If the unit team is not available, the operations lieutenant or duty officer will be the deciding authority.
- (5) Upon completion of the admission/orientation program, a permanent list, to include immediate family, other relatives, or friends, will be prepared.
- (6) The unit team will make sure visiting lists are kept current. Copies of current visiting lists will be provided by the unit team to front entrance of the FCI and at the main entrance of the camp, to be used when the computer visiting program is inoperable. Original copies of the visiting list will be maintained in the inmate's central file.

c. Denial of Proposed Visitors:

- (1) The unit team, based on the results of their review of the visitor's questionnaire and background information obtained from the National Crime Information Center (NCIC), will determine who will be placed on the inmate's visiting list.
- (2) In accordance with Program Statement 5267.09, the Warden may deny visiting privileges. If the background information reveals information that may preclude the proposed visitor from placement on the inmate's visiting list, or if the inmate

did not have an established relationship with the individual prior to his incarceration, the unit team will complete and route attachment F through the associate warden of programs to the warden for his approval/disapproval.

Unit staff will provide inmates with copies of the visiting regulations (attachment D for FCI inmates and attachment E for camp inmates) to mail to their approved visitors.

- (a) Exception to the Prior Relationship Requirement. At the warden's discretion, exceptions to the prior relationship requirement may be made if the inmate has very few visitors on his list and the visitor does not pose any threat to the security or orderly running of the institution. This exception will be documented using Attachment F.
- d. Visiting List Changes: When an inmate requests a change to his visiting list, and the requested change conforms to Program Statement 5267.09, unit staff will make the change and forward a copy of the new list to the front entrance of the FCI and the main entrance at the camp for inclusion in the inmate's visiting file.
- (1) After the inmate's initial list has been prepared and approved, inmates are authorized to request changes at any time to the list through their respective unit team. The request will be reviewed and changes made as appropriate. Once an approved visitor is removed, the inmate may request their placement back on the visiting list after six months.
 - (2) In accordance with the program statement for inmate central files, the inmate's unit manager will ensure that visiting files of inmates no longer housed at El Reno are retrieved and placed in the inmate's central file.
- e. Visitor Processing:

- (1) Admittance: Visitors to the FCI will proceed to the front entrance building where they will be processed for visiting. Camp visitors will enter through the front entrance of the camp.
 - (a) Visits are permitted to those individuals on the inmate's approved visiting list as authorized by the inmate's unit team. It is the responsibility of the inmate to advise his friends and family not to visit prior to the inmate receiving notification from the unit team that they have been authorized as visitors.

- (2) Proper Identification: Visitors sixteen years of age and over must have valid proof of their identity with them such as a driver's license, state issued identification card, INS card, military identification or passport. A government issued ID is the only valid photo identification accepted. Any form of unofficial photo identification (credit cards, store cards, school identification, birth certificates, Social Security card, bank cards, etc.) is an invalid form of identification. If a visitor does not present a current identification with a photograph, they will not be authorized to visit. (Foreign driver's licenses are considered valid proof of identification.) Children under the age of 16 may not visit unless accompanied by a parent or guardian and must be kept under supervision of a parent or guardian. Exceptions in unusual circumstances may be made by special approval of the IDO or operations lieutenant.
 - (a) If the visitor does not have the required identification, the front entrance officer will consult with the operations lieutenant. In cases where identification cannot be established, the operations lieutenant or IDO will be the authorized staff member to deny the visit. The denying official will advise the prospective visitor of the reason for the denial.

- (b) The visitor's identification will be held by the visiting room officers during the visit.
- (3) Visitor Attire: All visitors will be properly attired when coming into the institution to visit inmates. Visitors (including minors) wearing sexually provocative clothing will be prohibited from admission to the institution visiting room. Female visitors must wear a brassiere and other undergarments without any exception. Visitors, including minors over age ten, will dress appropriately and avoid clothing styles that are sexually suggestive or could easily be confused with inmate clothing (i.e., khaki). It is prohibited for a visitor to wear open-toed shoes or high heels, for visitor safety.

A visit may be terminated in order to maintain good taste and consideration for others. Any questionable attire will be referred to the Institution Duty Officer and/or the Operations Lieutenant prior to denial of the visit. Visitors may not wear miniskirts, halter tops, sleeveless shirts, tank tops, backless shirts/dresses, body suits, sweat-suits or sweatpants, form fitting, see-through clothing, or clothing which ends at the knee or above. Any clothing with holes in the material that allows the viewing of flesh-tones will not be allowed.

- (4) Notification to Visitors: After the visitor's identity has been determined using a valid form of identification, i.e., valid state or government issued form of identification, he/she will be directed to complete the notification to visitor form, BP-224. The visitor will be required to complete the form BP-224 completely before he/she will be allowed to continue the screening process. The front entrance officer will ensure this form is properly prepared to include the visitor's complete name, address, telephone number, vehicle information, state license tag number, date and time of the visit, and front entrance officer's signature.

(5) Processing: Visitors entering the institution are subject to being searched. Visitors are prohibited from bringing food items, pictures, packages, letters, money over \$20.00, gifts, or other contraband items into the visiting room. If there is reason to believe that materials are being passed which may constitute contraband, or otherwise be in violation of policy, laws, rules, and federal regulations, the material will be confiscated and the visit will be terminated by the operations lieutenant and/or IDO, and an incident report will be written. All other questionable cases will be referred to the administrative duty officer.

(a) Each inmate visitor is required to sign in and out as a visitor in the log book maintained at the front entrance.

(b) Each adult visitor is only allowed one see-through coin purse (no larger than approx. 9" x 9") to be taken into the institution, and all coin purses will be opened and searched in the presence of the visitor by the front entrance officer.

If it is necessary for objects to be removed from the purse, the front entrance officer will do so.

(c) Visitors will only be permitted to carry two diapers and one baby bottle per baby (if applicable) into the visiting room. Baby food must be store-bought and in its original sealed container. No strollers or child carriers will be allowed.

(d) All hats, ball caps, pagers, cellular telephones, electronic devices, keys, food items, gum, candy, children's toys, cosmetics, sunglasses and bags will not be allowed in the institution.

(e) Keys will be hung on a board in the front entrance and a numbered chit will be issued

to the visitor for retrieval of the keys upon completion of the visit.

(f) All other items not authorized will be returned to visitor's vehicle, unless they are a drop off visitor. The visitor will be required to remove from the institution any items considered to be contraband by the front entrance officer or visiting room officers. At no time will the front entrance officer accept responsibility for securing a visitor's personal property.

(i) A visitor who needs to use a locker will be issued a key by the front entrance officer, and will be required to sign a ledger recording the date, time, name, locker number, and issued locker key. Upon completion of the visit, the visitor will return the key to the front entrance officer. Lockers are only to be used for visitors who are dropped off.

(g) The front entrance officer must ensure all items are thoroughly searched before they are permitted inside the secure perimeter of the FCI. Any visitor who refuses to allow themselves or anything in their possession to be searched will not be permitted to enter the institution. All personal belongings will be screened with the x-ray machine.

The front entrance officer will record the visit in the visiting program, and the operations lieutenant or the duty officer will be informed in order to deny the visit.

(h) Metal Detector (Walk-through and Hand-held): All visitors to the FCI will be required to pass through the walk-through metal detector. Should a visitor refuse to be processed through the metal detector, he/she will not be permitted entrance into the institution and will be required to depart the

institution grounds immediately. If a visitor activates the walk-through metal detector and the cause of the activation cannot be determined, the visitor will be required to submit to a transfrisker (hand-held unit) search. Every effort should be made by the visitor to clear the walk-through metal detector. If the visitor cannot be cleared through use of the hand-held metal detector the visitor will be asked to submit to a pat search and be cleared prior to being allowed to enter the institution. If the visitor refuses to submit to a pat search the front entrance officer will notify the IDO and/or Operations Lieutenant and the visitor will be denied entrance into the Institution.

(i) Ultra-Violet Light (Black Light) Procedures: After each visitor to the FCI has been properly identified and processed, a fluorescent stamp will be affixed to a predetermined location on one of each visitor's hand (including children). The visitor's hands will be checked with the ultra-violet light (black light) upon entering and leaving the institution to assist in verifying their identity.

(i) The visiting room officers will ensure each visitor's hand is checked with the black light prior to leaving the visiting room.

(ii) Ultra-violet lights (black lights) will be stationed at the front entrance, front lobby, visiting room, rear entrance, and any other locations deemed appropriate by the captain.

(6) Administration: The front entrance officer will maintain current visiting files of approved visitors.

At the camp, the camp visiting officers will maintain the current visiting files of approved visitors.

- (a) Once a visitor has been approved to visit and processed through the front entrance, the visiting room officers will retrieve the visitor's identification card, and escort the visitor from the front entrance to the visiting room.
 - (b) The visitor's identification card will be retained at the officers' station in the visiting room along with the inmate's commissary card or picture card until the completion of the visit.
 - (c) The visiting room officers will record the visiting points using the visiting program. If the visiting program is unavailable, the visits will be temporarily recorded using attachment C until the program is restored.
- f. Inmate Processing: Once the inmate's visitor has been cleared for visiting and the visitor has been seated in the visiting room, the visiting room officer will contact the inmate's housing unit and/or work detail by telephone and request that the inmate be sent to the visiting room. If the inmate fails to report to the visiting room within 1 hour, the visiting room officer will contact the compound officer and operations lieutenant, a search will be initiated to determine the inmate's location.
- (1) Inmate Visit Notification: Inmates may not proceed to the visiting area entrance door until their unit or work detail is notified by a visiting room officer. If the inmate attempts to enter the visitation room before being notified by a staff member, the inmate will be issued an incident report for being out-of-bounds and this incident may result in the inmate losing his visiting privileges.

- (a) The inmate will proceed to the west door of the visiting room. The visiting room officer will open the door and direct the inmate into the shakedown room.
 - (b) The visiting room officer will take the inmate's commissary card and establish his identity. The inmate's commissary card will be maintained at the visiting room officer's work station throughout the entire visit.
 - (c) The visiting room officer will conduct a pat search or a visual search of the inmate, and record on attachment A, the description of authorized items being worn into the visiting room.
 - (d) Once the inmate has been processed, he will be escorted from the shakedown room to the visiting room for his visit.
 - (e) At the camp, once the inmate has been called for a visit, he will proceed to the visiting officer's station where he will be identified and pat searched or visually searched.
- (2) Inmate Attire: FCI inmates being called for a visit will be properly attired. Inmates will wear clean, institution issued khaki trousers, khaki button-up shirts, web belts, T-shirts, underwear (briefs or boxers), and socks. Undergarments should not be visible outside of the institution issued khaki clothing. Tennis shoes are not allowed to be worn in the visiting room. Institution issued shoes/boots (black or brown) will be worn in the visiting room. Inmates with a soft sole permit will be allowed to wear institution issued soft soled foot wear. Inmates will not be allowed to wear watches in the visitation room. These attire rules are required for all authorized visits in all areas.

Camp inmates will be required to wear the same attire with the exception of clothing color. The issued clothing at the camp is spruce green.

g. Conduct in the Visiting Room:

(1) General Rules:

- (a) Visiting at the FCI will be conducted in the visiting room only.
- (b) Visits at the camp will be conducted in the camp visiting room.
- (c) No outside food or drink will be allowed in any visiting area.
- (d) Visitors will not be allowed to depart the institution and return again on the same day. Visiting will be terminated once the inmate's visitor(s) depart the visiting room.
- (e) Handshaking, embracing, and kissing are permitted within the bounds of good taste and only at the beginning and at the end of the visit. During the visit, inmates and visitors are allowed only to hold hands, but no other physical contact is permitted. If it is determined an inmate or visitor is in violation of this regulation, the visit will be terminated and an incident report will be written on the inmate.
- (f) Inmates are not allowed to converse with or visit with other inmates or other inmate visitors. Inmates will remain in the visiting area after greeting their visitors, and are not permitted to return to their living quarters until the visit is over. Inmates not receiving visits are not allowed in the visiting area with the exception of the institutional photographer during the set hours for pictures.
- (g) Inmates will not be permitted to leave the visiting room to go to the dining hall, commissary, or any other institutional

services, and then return. Once an inmate leaves the visiting room/visiting area, that visit is terminated and he will not be permitted to return to the visitation room that day.

- (h) Inmates will not be permitted to review or sign any documents in the visiting room. This should be handled as a matter of record through the unit team.
- (i) Should staff feel a need for assigned seating, staff may place inmates and visitors in areas of closer supervision.

(2) Conduct of Children

- (a) The behavior of children accompanying adult visitors will be the responsibility of the inmates and adult visitors. Children must remain within the boundaries specified as visiting areas, and must remain within the supervision of an adult visitor at all times. Disturbances caused by an undisciplined child will result in the termination of the visit.
- (b) A portion of the FCI visiting room is set up as a playroom for children. It is the responsibility of the adult visitors to supervise the actions of their children. No food or drink items are permitted in the playroom. The playroom is considered out-of-bounds for inmates. Inmates are prohibited from entering the playroom at all times.

- (3) No Exchange Policy: Under no circumstances will inmates be permitted to retain materials brought into the institution by a visitor. Inmates are not permitted to give anything to their visitors.
- (4) Restrooms: Visitor restrooms are located in the visiting room for use by the visitors. The visitor restroom area is considered out-of-bounds for inmates.

(a) Inmates at the FCI must be escorted by staff to the inmate restroom, and will remain under constant visual supervision. Inmates at the Camp must notify the Camp Visitation Officer before using the inmate restroom located in the camp visitation room. Camp inmates entering the restroom without notifying the Camp Visitation Officer will be considered out-of-bounds and the visit will be terminated and disciplinary action will be taken against the inmate.

(5) Vending Machines: Vending machines are made available to inmate visitors only. Inmates are not permitted in the area of the vending machines. The only food items allowed in the visiting room are items purchased from the vending machines located in the visiting room. Food purchased in the visiting room must be consumed during the visit. The only exception will be baby bottles and baby food. All food items must be consumed in the visitor eating area. At the FCI, inmates will be allowed to consume items purchased by their visitor only. All items purchased by a visitor for inmate consumption will be given to the visiting room staff in an unaltered state and dispersed to the inmate by staff only. Inmates must consume the food in the designated inmate eating area. Visitors are not permitted to enter the designated inmate eating area at any time during the visit. Visitors and inmates are allowed to use the designated microwaves under the direction of visiting room staff. Visitors and inmates are not allowed to converse in the inmate eating area. Inmates and visitors will not be allowed to access the vending machines after 2:00 p.m. All items purchased from the vending machines must be consumed prior to 2:30 p.m.

h. Procedures for Exiting the Visiting Room:

(1) Prior to the visitors departing the visiting room, the inmate will again be positively identified by his photograph.

- (2) During times when a large group of visitors is departing (i.e., end of visiting hours), the visitors will remain in the visiting room until all inmates have been identified by photograph, a complete separation of inmates and visitors has been accomplished, and the count verified. The visitors will then be permitted to leave (no more than five adults at a time) under the supervision of the visiting room escorting officer.
 - (3) Once the visitor has been escorted to the front entrance, the inmate will be visually searched. Staff will return the inmate's commissary card to him and release him to the compound.
 - (a) At the camp, the inmate will be pat searched before being allowed to return to the living area. Inmates may be visually searched at the discretion of the camp visitation officer.
- i. Termination of Visiting: Visits may be terminated by the operations lieutenant and/or IDO under the following conditions:
- (1) In the event of a national emergency, severe weather, or institution emergency.
 - (2) When there are more visitors than space allows (overcrowding).
 - (3) When visiting conduct becomes indecent, loud, profane, or affects the general order of the visiting room or poses a threat to the overall security of the institution.
 - (a) The visiting room officer will issue a verbal warning for conduct in violation of this institution supplement or other existing laws, rules, and BOP regulations. A warning log will be maintained in the visiting room for documentation purposes.
 - (b) Continued violations will result in the issuance of a written warning (attachment B).

This written warning will be referred to the operations lieutenant for review.

If deemed necessary, after consultation with the operations lieutenant, the IDO and/or Operations Lieutenant will advise the inmate and his respective visitor(s) that the visit has been terminated. If the conduct is severe or disrupts the orderly running of the institution, a visit may be terminated by the IDO and/or Operations Lieutenant without the issuance of a warning.

- (c) Whenever a visit is terminated for the above reasons, an incident report will be written.

j. Visits for Inmates not in Regular Population Status:

- (1) Hospital Patients (Local Hospital): Ordinarily, visiting will not be allowed when an inmate is a patient at a local medical facility. In instances where visiting is allowed, a memorandum will be prepared by the unit team, listing each visitor, and the date and time of the visit. Each visitor must be on the inmate's approved visiting list. The memorandum will be forwarded to the warden for approval. Upon approval, the memorandum will be forwarded to the escorting officers at the local hospital.
- (2) Special Housing Unit Inmates: Inmates housed in the Special Housing Unit will maintain their visiting privileges, unless their visiting privileges have been restricted or their conduct dictates otherwise. If their visiting privileges have been restricted or suspended, documentation will be placed in the inmate's central file and also entered into the visiting program. All visits for inmates that are housed in the SHU will be conducted utilizing the video visiting system. Video visiting procedures are as follows:
 - (a) SHU staff will notify the inmate that he has a visit. The inmate will be advised that the

visit will be conducted in the Secure Video Visitation Area located in the SHU.

- (b) SHU inmates will be properly dressed in institution issued underwear (boxers/briefs), T-shirt, socks, shoes, and orange jumpsuit. Once the inmate is fully dressed he will be escorted to the secured video visiting station located in the SHU and the station will be secured.
- (c) The visitor(s) will be processed as normal. Once the visitor(s) are cleared by the Front Entrance Officer they will be escorted into the visiting room and will be seated at the assigned video visiting station. All SHU inmate visits will be limited to two adults and one child or one adult and two children, with a one-hour time limit. Each video visiting stations seating is limited to three chairs per station.
- (d) Once the visitor has been seated at the assigned video visiting station and has identified the inmate in the SHU video visiting station as the proper inmate, the visitor will be informed to pick up the phone and at that time the visit is initiated.
- (e) At the conclusion of the visit the visitor will hang the phone up or at the (1) hour time frame the system will terminate the visit.
- (f) Upon the completion of the visit the visitor will be escorted out of the institution and the inmate will be escorted from the secure video visiting station back to his assigned cell.

12. SPECIAL VISITS: Special visits will only be authorized by the associate warden of programs, and must be arranged prior to the visit with a memorandum of approval forwarded to the front entrance officer.

- a. Special visits will be conducted during regular visiting hours and supervised by the visiting room officers.
- b. Any requests will be forwarded to the associate warden of programs with a recommendation for approval or disapproval. The request will include the amount of extra visiting points approved for the previous four months. Typically, the request will be initiated by the inmate's unit team. However, based on the circumstance, it may be initiated by other staff involved in the need to accommodate the request.
- c. A memorandum requesting the extra visiting points for the inmate will be forwarded to the associate warden of programs. Prior to submitting the memorandum, the unit team will review the inmate's visiting file maintained at the front entrance.
- d. PVS Visits: Inmates are authorized visits from representatives of the national program entitled Prisoner Visitation and Support (PVS). PVS visitors are processed as volunteers and, therefore, must have an active volunteer badge on file to enter the institution. Approved PVS visitors do not have to be on the inmate's approved visiting list, and visiting points will not be deducted for these visits. A PVS visitor will only be allowed to visit one inmate at a time.
- e. Attorney Visits: Retained, appointed, and/or those attorneys requested by the inmate or his family will be allowed to visit.
 - (1) Prior arrangements with the inmate's unit team should be made to prevent delay.
 - (2) Each attorney will present a bar card in addition to the other required forms of identification.

- (3) Attorney/client visits will be conducted in the inmate visiting room using the attorney visiting areas. Unless special circumstances dictate otherwise, attorney visits will be conducted during normal visiting hours.
 - (4) Inmates will not be allowed to bring legal documents to the visiting room unless prior approval has been obtained from the inmate's unit team.
 - (a) Any legal document approved for admission to the visiting room will be searched by the visiting room officer in the presence of the inmate.
 - (b) Attorneys who need legal documents signed by the inmate must inform the visiting room staff of their intentions prior to the beginning of the visit.
 - (5) Unscheduled visits, or visits after normal visiting hours, will be cleared with the inmate's unit team or the IDO. Visiting points will not be deducted for attorney visits.
 - (a) All attorney visits not occurring during regular visiting hours will be supervised by unit team staff.
 - (6) Ordinarily, attorney visits for inmates housed in the Special Housing Unit will be conducted utilizing the video visitation system.
- f. Religious Visits: Inmates will follow the procedures in the program statement for religious beliefs and practices for establishing a minister of record.
- (1) In accordance with procedures established in national policy, an inmate wanting to receive visits from his/her minister of record must submit a written request to the Chaplain.

Upon approval, unit staff will add the name and title (minister of record) to the inmate's visitor list. An inmate may only have one minister of record on his/her visiting list at a time. The addition of the minister of record will not count against the total number of authorized regular visitors an inmate is allowed to have on his/her visiting list, and will not count against the total number of social visits allowed. The associate warden of programs is the delegated authority for approving special visits of ordained ministers and spiritual guides (other than the inmate's minister of record).

If a minister visits an inmate as a friend rather than in an official capacity, he/she must be on the inmate's approved visiting list. Ministers appearing on an inmate's regular visiting list will not be permitted to attend volunteer religious programs.

- (2) Clergy: Visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures, and will count against the total number of visits allowed.

Clergy visits will not be accommodated unless requested by the inmate. However, the Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy.

Clergy/minister of record visits will be accommodated in the visiting room during regularly scheduled visiting room that provides a degree of separation from other visitors. If a private area is not available, the visit may be rescheduled.

The Warden may establish a limit to the number of minister of record and clergy visits an inmate receives each month, consistent with available resources. However,

during times of personal or family emergencies, an inmate will be authorized a visit from his/her minister of record. Refer to the Program Statement Religious Beliefs and Practices for additional information regarding minister of records and clergy.

- (3) No volunteers will be permitted on an inmate's approved visiting list.

g. Visits From Federal and State Investigative Officials: Under normal circumstances, investigators from federal and state investigative agencies will coordinate visits with inmates with the special investigative supervisor (SIS).

- (1) The SIS will coordinate the visit with the inmate's unit team, who in turn will select a suitable location for the visit.
- (2) If the visiting official is an FBI agent who routinely visits the institution, no subsequent notifications are required.
- (3) If a visit has not been pre-arranged, the front entrance officer will contact the SIS. The operations lieutenant will be advised of all investigative official visits.
- (4) In the event the visit occurs after normal visiting hours, the operations lieutenant will coordinate the visit.

h. Representative Visits: Representatives (attorneys, family members, friends, etc.) of inmates will be allowed to visit on the day of the inmate's scheduled hearing before the U. S. Parole Commission and/or the Immigration Review Panel.

- (1) Prior arrangements must be made. The front entrance officer will notify the inmate's unit team of any individual

claiming to be a representative for an inmate.

- (2) A staff member from the unit team will escort and supervise the representative to and from the parole/review hearings.

13. VIDEO MONITORING (FCI): Video cameras are strategically located in the visiting room to enable staff to closely monitor contact between the inmate population and the visiting public.
 - a. All visitors are notified by posted signs that the visiting areas are subject to video monitoring to maintain institution security and good order.
 - b. Staff assigned to monitor the video equipment will report any unusual activity to the operations lieutenant immediately.
 - c. In the event unusual activity has been recorded, the Operations Lieutenant and SIS will be notified of the time of the incident so it may be retained for further review.

14. SPECIAL CAMP REGULATIONS:

- a. Camp Parking Lot: Visitors are permitted only in the visiting area, institution parking lot, and the area from the parking lot to the front entrance of the camp.
 - (1) Once a visit begins, a visitor may not return to his/her vehicle until the visit has been terminated and the visitor is ready to leave. If the visitor leaves the visitation room to return to his/her vehicle, the visit will be terminated.
 - (2) All visits will be terminated at the visitation desk of the camp building. Inmates are not permitted to accompany visitors outside the front entrance of the camp.

Under no circumstances will inmates be in the area where either staff or visitor vehicles are parked unless assigned to work there under staff supervision.


b. Camp Special Visits: Special visits will only be authorized by the camp administrator and must be arranged prior to the visit with a memorandum forwarded to the visiting file.

15. PENALTY FOR VIOLATION OF VISITING REGULATIONS: Termination of visiting privileges will be by letter prepared by FCI/camp staff for the warden's signature.

Any act or effort to violate the visiting guidelines of an institution 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.

16. WALSH ACT REQUIREMENTS:

Any inmate identified as having a Walsh Act assignment involving a minor will have his/her visits closely monitored, and will not be allowed to sit near the designated children's area.


B. M. Antonelli
Warden

ATTACHMENT INDEX

Attachment A - Visiting Room Inmate clothing Inventory
Attachment B - Warning for Visiting Room Violation (FCI and Camp)
Attachment C - Inmate Visiting Point Sheet (FCI and Camp)
Attachment D - Visiting Regulations (FCI)
Attachment E - Visiting Regulations (Camp)
Attachment F - Approval/Disapproval of Proposed Visitor
Memorandum

Attachment A

Federal Correctional Institution
El Reno, Oklahoma
FCI Visiting Room
Inmate Clothing Inventory

Visiting Room Officer _____ Date _____

Inmate Name _____ Reg. No. _____ Belt _____
Kufi _____
Wedding Ring _____ Color Silver Prescription Glasses _____ Glass Case _____ Head
Band _____ Gold
Neck Chain _____ Color Silver Religious Medallion _____ Color Silver
 Gold Gold
 Beads Beads
Work Shoes _____ Black Medication Heart
 Brown Asthma other
items _____

PHYSICAL CONTACT RULES FOR INMATES

Personal contact, kissing, and embracing are permitted only upon arrival and departure. Holding hands is authorized; however, all other physical contact is prohibited.

Inmate Signature _____ Date _____

Inmate Name _____ Reg. No. _____ Belt _____
Kufi _____
Wedding Ring _____ Color Silver Prescription Glasses _____ Glass Case _____ Head
Band _____ Gold
Neck Chain _____ Color Silver Religious Medallion _____ Color Silver
 Gold Gold
 Beads Beads
Work Shoes _____ Black Medication Heart
 Brown Asthma other
items _____

PHYSICAL CONTACT RULES FOR INMATES

Personal contact, kissing, and embracing are permitted only upon arrival and departure. Holding hands is authorized; however, all other physical contact is prohibited.

Inmate Signature _____ Date _____

Attachment B



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
El Reno, Oklahoma 73036

Date _____

MEMORANDUM FOR INMATE VISITING FILE

FROM: _____, Visiting Room Officer

SUBJECT: WARNING FOR VISITING ROOM VIOLATION (FCI and Camp)

Inmate's Acknowledgment of Violation:

I, _____, Register Number _____

do fully understand that I have violated the following visiting room regulation(s):

I further understand that this is to serve as a record of such warnings and that continued disregard of such will result in disciplinary action(s) and possible termination of my social visit.

Inmate's Signature

Register Number

Date

Staff Witness
(Printed Name)

Staff Witness
(Signature)

Date

Attachment D

Federal Correctional Institution, El Reno, Oklahoma
VISITING REGULATIONS (FCI)

LOCATION OF THE INSTITUTION: The institution is located 1.5 miles west of El Reno on Highway 66. All visitors must stop at the front speaker. The tower officer will provide instructions for parking, disposal of unacceptable items, and for reaching the front entrance. Taxicabs are not available in El Reno.

WHO MAY VISIT: Normally, all immediate relatives (wife, children, parents, brothers, and sisters) are approved. Non-relatives may be approved to visit. A relative or friend who has a prior criminal history will not ordinarily be approved. Persons not on the approved visiting list must write the case manager at least three weeks prior to the proposed visit explaining the circumstances. If approved, an authorization will be sent for presentation on arrival. Children under the age of 18 must be accompanied by a responsible adult who is an authorized visitor. Visitors who are 16 and 17 years of age and not accompanied by a parent, legal guardian or immediate family member at least 18 years of age and on the approved visiting list, must have the written approval of a parent, legal guardian or immediate family member at least 18 years of age, prior to the visit. This approval must be mailed to the institution on the appropriate form prior to the visit. Visitors must be appropriately dressed. All visitors shall be prepared to identify themselves with photo identification.

VISITING TIME PER MONTH: A visiting point system permits each inmate to have 32 visiting points each month; however, no more than 20 points may be used for weekend/holiday visiting. On weekends and holidays, each hour of visiting counts two points. On weekdays, one hour of visiting equals one point. Points will not be cumulative from one month to the next. Any part of an hour is considered a full hour. Legal and federal holidays falling on non-regular visiting days (Tuesday and Wednesday) will not be charged against the monthly allotment of points. If the visiting room is overcrowded, the operations lieutenant and/or the institution duty officer (IDO) will be notified by the visiting room officer. The visiting room officer will compile a list of those visitors listing an address within a 50 mile radius of the El Reno area. After the list has been compiled, the operations lieutenant and IDO will explain the overcrowded situation to the local visitors and ask for volunteers to terminate their visits. Should this method prove ineffective, the IDO will notify the first five groups on the list for that day that their visits have been terminated due to overcrowded conditions. Should mandatory termination become necessary, the IDO will terminate no less than five groups, and no more than is deemed necessary, to eliminate the overcrowded conditions. No more than five adult visitors including dependent children can visit an inmate at any one time.

VISITING HOURS: Visiting is permitted from 8:00 a.m. to 3:00 p.m., Friday through Monday and on all federal holidays. There is no visiting permitted on Tuesday, Wednesday and Thursday. Visitors will not be permitted to enter the visiting room after 2:00 p.m.

SPECIAL VISITS: Arrangements may be made through the unit staff for special visits.

REGULATIONS: Visitors are not permitted to leave the institution and return to the visiting room once the visit has started. Vending machines are available in the visiting room for food and drinks. It is our policy to conduct visits as informally and pleasantly as circumstances permit. Inmates may embrace and kiss their visitors only at the beginning and completion of the visit; inmates may not place their arms over a visitor's shoulders. All visitors (including minors) will dress appropriately, and refrain from any action that may affect the sensibilities of others. Violations will result in cancellation of visits. Visitors (including minors) wearing sexually provocative clothing will be prohibited admission to the visiting room. Female visitors must wear a brassiere and other undergarments without exception. Visitors, including minors over age 10, may not wear miniskirts, halter tops, sleeveless shirts, tank tops, backless shirts/dresses, body suits, hip huggers, see-through clothing, or clothing which ends at the knee or above. An appropriate amount of diapers, baby bottles, sanitary supplies, and clear coin purses are permissible. No diaper bags will be allowed into the visiting room. All items entering the FCI are searched by the front entrance officer without any exception. Purses, food, hats, pictures, money over \$20, games etc., will be secured in your vehicle. Keys will be maintained on a board in the front entrance. Those arriving by public transportation will be allowed to bring personal items into the front entrance; however, all unauthorized items will be inspected and locked in a locker located in the front entrance, with the key retained by the visitor. Normally, papers may not be examined or signed during visits. Such transactions should be handled as a matter of record through correspondence. Visitors will not be allowed to remain in their vehicles. If someone comes to the institution who is not on the approved visiting list, this person will have to leave the institution grounds until your visit is completed. The visiting room, including restrooms in the visiting area, is subject to video monitoring to ensure institution security and good order.

It is a federal crime to bring upon these premises any weapons, ammunition, intoxicants, drugs, or contraband. All persons are subject to search pursuant to Title 18 U.S.C., Section 1791 and 3571. The use of cameras or recording equipment on the institution grounds without written consent of the warden is strictly forbidden. It is also a federal crime to provide false statements when being processed into the institution and are subject to fines and imprisonment pursuant to Title 18 U.S. Code 1001. Violators are subject to criminal prosecution.

RESPONSIBILITIES: Each visitor has the responsibility to conform to these regulations. Disregard for these regulations may result in termination of visiting privileges. The visiting room officer has the responsibility to ensure visitors comply with these instructions. He/she has the authority, after consultation with the operations lieutenant and IDO, to immediately terminate a visit for any breach of these regulations.

Attachment E

Federal Correctional Institution, El Reno, Oklahoma
VISITING REGULATIONS (CAMP)

LOCATION OF THE INSTITUTION: The satellite camp is located 1.5 miles west of El Reno on Highway 66 adjacent to the Federal Correctional Institution. All visitors must stop at the front speaker. The tower officer will provide instructions for parking, disposal of unacceptable items, and for reaching the camp visiting area. Taxicabs are not available in El Reno.

WHO MAY VISIT: Normally, all immediate relatives (wife, children, parents, brothers, and sisters) are approved. Non-relatives may be approved to visit. A relative or friend who has a prior criminal history will not ordinarily be approved. Persons not on the approved visiting list must write the case manager at least three weeks prior to the proposed visit explaining the circumstances. If approved, an authorization will be sent for presentation on arrival. Children under the age of 18 must be accompanied by a responsible adult who is an authorized visitor. Visitors must be appropriately dressed. Unrelated, underage females must have written approval of parent or guardian. All visitors will check in with the camp visiting room officer and should be prepared to identify themselves with a photo identification.

VISITING TIME PER MONTH: A visiting point system permits each inmate to have 32 hours of visiting time per month. Each inmate is allowed 32 points. One hour of visiting equals one point on weekdays, two points on weekends and federal holidays. Points will not be cumulative from one month to the next. Any part of an hour is considered a full hour. If the visiting room is overcrowded, the operations lieutenant and/or the institution duty officer (IDO) will be notified by the camp visiting room officer. The camp visiting room officer will compile a list of those visitors listing an address within a 50 mile radius of the El Reno area. After the list has been compiled, the operations lieutenant and IDO will explain the overcrowded situation to the local visitors and ask for volunteers to terminate their visits. Should this method prove ineffective, the IDO will notify the first five groups on the list for that day that their visits have been terminated due to overcrowded conditions. Should mandatory termination become necessary, the IDO will terminate no less than five groups, and no more than is deemed necessary, to eliminate the overcrowded conditions. No more than five adult visitors may visit an inmate at any one time. Dependent children of the inmate are not included in this limit.

VISITING HOURS: Visiting is permitted from 8:00 a.m. to 3:00 p.m., Friday through Monday and on all federal holidays. There is no visiting permitted on Tuesday, Wednesday and Thursday. Visitors will not be permitted to enter the visiting room after 2:00 p.m.

FOOD: Food is available from vending machines.

REGULATIONS: It is our policy to conduct visits as informally and as pleasantly as circumstances permit. Displays of affection must be kept within the bounds of good taste. We encourage decorum in dress of visitors and conduct which refrains from actions that might affect the sensibilities of others. Violations will result in cancellation of visits. It is a federal crime to bring upon these premises any weapons, ammunition, intoxicants, drugs or contraband. All persons and packages are subject to search (Title 18 U.S.C., Section 1791 and 3571).

The use of cameras or recording equipment without written consent of the warden is strictly forbidden. Violators are subject to criminal prosecution.

Clear coin purses are permissible upon inspection by the camp visiting room officer. Purses, food, diaper bags, games, etc., will be secured in your vehicle. Normally, papers may not be examined or signed during visits. Such transactions should be handled as a matter of record through correspondence.

Visitors (including minors) wearing sexually provocative clothing will be prohibited from admission to the visiting room. Visitors, including minors over age 10, may not wear short shorts, miniskirts, halter tops, or see-through clothing.

RESPONSIBILITIES: Each visitor has the responsibility to conform to the regulations and requirements stated above. Disregard for these instructions may result in termination of visiting privileges. The camp visiting room officer has the responsibility to ensure that visitors comply with these instructions. He/she has the authority, after consultation with the operations lieutenant and IDO, to immediately terminate a visit for any breach of these regulations.

Attachment F



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
El Reno, Oklahoma 73036

[Enter Current
Date]

MEMORANDUM FOR [INSERT WARDEN'S NAME], WARDEN

FROM: [Insert Unit Manager's Name], Unit Manager

THRU: [Insert AWP's Name], Associate Warden Programs

SUBJECT: Approval/Disapproval of Proposed Visitor

Inmate [Insert Inmate's Name, Reg. No.] has requested that [Insert Proposed Visitor's Name] be placed on his approved visiting list. The unit team recommends disapproval of this visitor based on the following:

_____ The background investigation for the above-referenced proposed visitor revealed the following information which indicates that visitation privileges for the individual would present security concerns or disrupt the orderly running of the institution:

[Insert summary of background investigation information, i.e., proposed visitor's criminal history, incomplete, inaccurate or false information provided, etc. Attach a copy of the supporting documentation to this memorandum, i.e. NCIC check, Visitor Information form (BP-629).]

_____ A review of information submitted by the proposed visitor and a review of the inmate's central file revealed that the inmate did not have an established relationship with this individual prior to his incarceration.

Warden's Review:

_____ Proposed visitor is disapproved.

_____ Proposed visitor is approved.

Warden's Signature: _____ Date: _____