



U.S. Department of Justice
Federal Bureau of Prisons

INSTITUTION SUPPLEMENT

OPI: CORRECTIONAL SERVICES
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Visiting Regulations

Approved: H. Kobayashi
Warden

1. **PURPOSE AND SCOPE:** To implement regulations and procedures pertaining to inmate visits. This should be read in conjunction with P.S. 5267.09, Visiting Regulations, 12/10/15.

2. **DIRECTIVES AFFECTED:**
 - A. **Directive Rescinded:**
Institution Supplement 5267.09A, Visiting Regulations, 2/3/21

 - B. **Directive Referenced:**

PS 1280.11, JUST, NCIC and NLETS Telecommunication Systems (Management and Use), 01/07/00
PS 1315.07, Legal Activities, Inmate, 11/05/99
PS 1490.06 CN-1, Victim Witness Notification Program, 10/20/16
PS 4500.12 CN-1, Trust Fund/Deposit Fund Manual, 03/15/18
PS 5100.08 CN-1, Inmate Security Designation and Custody Classification, 09/04/19
PS 5180.05, Central Inmate Monitoring System, 12/31/07
PS 5265.14, Correspondence, 04/05/11
PS 5267.09, Visiting Regulations, 12/10/15
PS 5270.09, Inmate Discipline Program, 07/08/11
PS 5270.11, Special Housing Units, 11/23/16
PS 5280.09, Inmate Furloughs, 01/20/11
PS 5360.09 CN-1, Religious Beliefs and Practices, 06/12/15
PS 5500.14 CN-1, Correctional Services Procedures Manual, 08/01/16
PS 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, 07/17/13
PS 5521.06, Searches of Housing Units, Inmates, and Inmate Work Areas, 06/04/15
PS 5580.08, Personal Property, Inmate, 08/22/11
PS 7331.04, Pretrial Inmates, 01/31/03

3. **STANDARDS REFERENCED:** ACA (4TH Edition) Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-2A-61, 4-ALDF-5B-01, 4-ALDF-5B-02, 4-ALDF-5B-03, 4-ALDF-5B-04, and 4-ALDF-7E-05.

4. **PROCEDURES:**

A. Visiting Area:

All visits not requiring special security measures will be conducted in the institution Visiting Room. Separate rooms located in the visiting area are provided, subject to availability, for legal and diplomatic visits. These rooms will not be used for social visiting unless approved in advance by the Captain. When security concerns require a legal visit to occur elsewhere in the institution, unit team staff will, in consultation with the Operations Lieutenant, select an appropriate and available location, as well as supervise the visit.

Normally, inmates will not be permitted to use restroom facilities during social visits unless the visit exceeds one hour. Any inmate using the restroom shall be escorted and remain under constant visual staff supervision. Inmates requesting to depart the Visiting Room will not be readmitted. Visitors will immediately depart the Visiting Room after completion of their visit.

NOTE: All inmates will be identified by picture card prior to the departure of their visitor(s) from the Visiting Room.

B. Visiting Hours:

- (1) **Social Visiting:** Social visiting occurs on a rotating basis, according to the unit to which the inmate is assigned. The visiting schedule is posted in the inmate housing unit and available on TRULINCS. (Attachment A)
- (2) **Legal Visiting:** Legal visiting is available during normal business hours 8:00 a.m. to 8:30 p.m., Monday – Friday. Weekend/Holiday Legal visits will be allowed from 8:00 a.m. to 2:30 p.m.
- (3) **Visitor Processing:** The processing of visitors will begin thirty minutes prior to the scheduled visiting session except for weekends and holidays, when it will begin one hour prior to the session. Visitor processing will end one hour before the end of the visitation period. Scheduled inmate counts occur on a daily basis at 4:00 p.m., and at 10:00 a.m. on weekends and federal holidays. During this time, all movement in the institution will cease. The actual processing of visitors into and out of the Visiting Room will be suspended 30 minutes prior to the count. Movement of legal visitors will resume upon a verbal count confirmation, whereas the movement of social visitors and inmates resumes after written count confirmation. Counts require approximately 30-40 minutes to complete. Accordingly, visitors must take this institution activity into consideration when planning to initiate and conclude visits.

C. Frequency and Number of Social Visitors:

Inmates will ordinarily be allowed 4 points per month utilizing the point system. The 3rd floor cadre inmates will be allowed 8 points per month (3 hour sessions equal 2 points and 1 ½ hour sessions equal 1 point). Inmates will visit with their assigned housing unit (Attachment A). Each inmate is responsible for properly notifying their visitors of the visiting sessions designated for the inmate's housing unit. Work cadre and designated short-term female inmates will be allowed to visit during their scheduled working hours.

Inmates will be permitted to visit with a maximum of four (4) visitors at one time including children and small babies.

D. Approved Social Visitors:

- (1) Visiting Lists for pretrial and holdover (except those in-transit) inmates are normally limited to immediate family (Attachment B). Immediate family includes mother, father, step-parents, foster parents, brothers, sisters, spouse, and children. Approval of the visiting list will normally be completed within seven days upon receipt of all required forms from the inmate visitor.

For an inmate who does not have a legal spouse, but there is an individual with whom the inmate has been cohabitating, and there is evidence the relationship was similar to that of a spousal one, that individual will be approved for visiting. The preexisting relationship must be demonstrated using documentation such as a lease agreement, driver's licenses with common addresses, or shared utility bills. Approval for these individuals is subject to normal screening procedures.

- (2) In addition to immediate family members as listed above, work cadre and designated short-term female inmates may have other relatives or friends and associates added to their approved Visiting List (Attachment C). The visiting privilege is extended to friends and associates having an established relationship with the inmate prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. Any exceptions to the prior relationship requirement, requires the Warden's approval. A maximum of ten (10) visitors, in addition to immediate family members, may be on the inmate's visiting list for a work cadre or designated short-term female inmate.
- (3) The official list of approved visitors is maintained and updated by the inmate's Correctional Counselor. The approved visiting list will be electronically transferred to the front lobby computer. In addition, a computer generated approved visiting list will be completed by the Counselor, signed and forwarded to the front lobby, with copies to the inmate and the central file. These hard copies are to be updated weekly. Subsequent additions or deletions will be processed in a timely manner. (All social visitors must be approved in advance by the unit team.) There is no limit on the frequency of changes made to the visiting list. The computer-generated hard copy will be utilized during times the computer system goes down.
- (4) Visitors may not ordinarily be listed on more than one inmate's visiting list, except where inmates and visitors are of the same immediate family. Inmates who are

members of the same immediate family, and who are being visited by members of their immediate family, will be allowed to visit at the same time unless there are security concerns.

- (5) A signature of a parent or guardian will be necessary to process the visitation request of individuals under eighteen (18) years of age. Visitors under the age of sixteen (16) must be accompanied by a parent or legal guardian.
- (6) The identity of each visitor over sixteen (16) years of age must be verified prior to admission into the institution. This may be accomplished through use of a valid driver's license or a state or federal picture identification. Mexican consulate identification cards will not be allowed as identification.
- (7) An inmate will be provided written material on the institution's visiting procedures during the intake screening process, by the unit team. This information will be included in the institution Admission and Orientation (A&O) Handbook. Attachment I will be given to each inmate during this screening process. Each inmate will be responsible for sending a copy of this attachment to each of their requested visitors.
- (8) If results of proposed visitor background information (NCIC, Conviction Information, et cetera) reveal the proposed visitor would present security concerns or disrupt the orderly running of the institution, the proposed visitor will be denied visiting privileges. The effected inmate will be notified of the denial by his/her unit team, and the inmate will be responsible for notifying his/her proposed visitor of their denial.
- (9) The unit team will evaluate all inmates on their caseload and all incoming inmates to determine if an inmate has been convicted of a sex offender offense (Walsh Act offense) involving a minor. Any inmate convicted of such offense will have the following annotation placed in the visiting program under the comments section: "This inmate was convicted of a sex offense involving a minor". Any inmate with this annotation, will sit in an area designated by the Warden, in close proximity to the officer's station in the Visiting Room as a safety precaution for the duration of his/her visit.

E. Visitor Attire:

Visitors are required to dress appropriately, in accordance with this policy. Adult visitors will not be allowed to wear shorts or revealing sun dresses, halter tops, bathing suits, see-through garments of any type, crop tops, low-cut blouses or dresses, leotards, sweat pants or spandex, extremely tight/form-fitting dresses/pants, miniskirts, backless tops, hats or caps, any sleeveless garment, any skirt or dress shorter than one (1) inch above the knee, any skirt or dress with a high cut split in the back or front or side, or any clothing similar to inmate clothing such as khaki, yellow, orange or green military (i.e., camouflage) type clothing. Due to safety and health concerns, only closed-toed shoes will be allowed by social visitors in the Visiting Room. Due to attorneys and law enforcement personnel being in a professional capacity, they may not be held to the same dress code standards as social visitors in regards to khaki type slacks/clothing and footwear. Clothing that is

questionable will be brought to the attention of the Operations Lieutenant or, in the event the Operations Lieutenant is unavailable, to the attention of the Institution Duty Officer (IDO).

F. Visitor Denial:

The Operations Lieutenant has the primary authority to deny an inmate visitor entry into the institution for reasons related to institution security such as improper dress and identification. In the event a visitor wishes to contest the Operations Lieutenant's decision, the visitor will be referred to the IDO. When a visit is denied due to reasons of institution security, the Operations Lieutenant will submit an Inmate Visitor Denial form to the Captain (Attachment D). The IDO maintains final decision-making authority for visiting matters not related to institution security.

If an inmate visitor states they have been approved for visitation (and they do not appear on the inmate's approved visiting list), the unit team will be contacted to verify the visitor's statement. If members of the unit team are not available, the Operations Lieutenant and/or Duty Officer will be contacted for final determination. The front lobby officer does not have the authority to approve a visit, when the above circumstances exist.

G. Visitor's Personal Property:

Visitors will not be allowed to take any personal items into the Visiting Room except:

- 1) Identification
- 2) Money
- 3) Infant care items consisting of one pacifier, two diapers, five diaper wipes, one clear see-through baby bottle or sippy cup with contents, and one infant size blanket. The items must be able to fit in a one gallon clear zip lock bag. No other bags will be allowed.
- 4) Necessary medication such as asthma inhalers or nitroglycerin tablets.

In circumstances where a visitor must take medication into the Visiting Room, staff will ensure that the quantity of medication taken into the Visiting Room is only the amount necessary for the duration of the visit. An entry should be made on the visitor's "Notification to Visitors" form describing the medication. Any questions regarding the introduction of medication into the institution by a visitor should be referred to the Operations Lieutenant. Any questions as to the identification of medication, as well as its use, will be directed to medical staff. All medication should be left with the Visiting Room officer in charge (OIC).

A limited number of lockers are available for institution visitors who utilize public transportation. These lockers are provided on a first-come first-serve basis. Items not able to be stored in a locker must ordinarily be removed from institution grounds. Under no circumstances may staff accept responsibility for any visitor property. All items of visitor property must be retrieved upon completion of the respective visitor's visit. FDC Houston is not responsible for the loss or damage of property, stored in the locker or were not allowed into the Visiting Room.

H. Visitor Documentation:

The front lobby staff will provide the “Notification to Visitor form” to each inmate visitor for their signature. In addition to the “Notification to Visitor” form, each adult visitor will be required to sign the visiting log book prior to each visit. Each visitor will record his or her departure time in the visiting log book. The completed “Notification to Visitor” forms will be filed with the Special Investigative Supervisor’s (SIS) Office for a period of one year.

I. Inmate’s Personal Property:

Inmates are only allowed to wear institution issued clothing and shoes in the Visiting Room. Underclothing is required to be worn at all times. All clothing must be clean and neat in appearance. Inmates may enter the Visiting Room with one plain wedding band, one approved religious medallion, and one pair of prescription eyeglasses. Medication necessary for the preservation of the inmate’s life will be allowed into the Visiting Room and will be maintained by the Visiting Room OIC. No other items will be allowed in the Visiting Room. Unauthorized items brought into or out of the Visiting Room will be confiscated and disposed of as outlined in Program Statement 5580.08, Inmate Personal Property.

J. Inmate Processing:

The Visiting Room officer, assigned to conduct pat/visual searches, will identify all inmates as they enter and exit by using the inmate identification card or picture card. If the inmate has altered his appearance, it will be noted so that a new picture can be obtained. The officer conducting the searches will personally hand the inmate’s identification card or picture card to the Visiting Room OIC, ensuring the OIC is aware of each inmate being admitted into the Visiting Room. All inmates entering the Visiting Room will be pat searched and screened with a handheld metal detector. All inmates departing the Visiting Room will be visually searched and scanned with the handheld metal detector. After completion of a visit, no further visitor contact will be permitted. Inmates will be positively identified with the picture cards prior to the departure of their visitor(s). Visitors entering and departing the Visiting Room will be escorted by staff. Five (5) visitors (excluding carried children) may be escorted per one (1) staff member. The departure of inmates will be supervised by the Visiting Room OIC.

K. Counts in the Visiting Room:

Inmates present in the Visiting Room during official counts will be counted in the Visiting Room. The movement of visitors and inmates into and out of the Visiting Room will be suspended thirty minutes before the official count, at which time the Visiting Room OIC will prepare and submit an Out-Count form to the Control Center. When conducting the count, Visiting Room staff will require all inmates to stand on one side of the Visiting Room, separated from the visitors. Visiting Room entry and exit will resume when the institution count has cleared.

L. Conduct in the Visiting Room:

Visits will be conducted as informally and as pleasantly as the physical conditions permit. Handshaking, brief embracing, and an exchange of a brief kiss are permitted at the beginning and end of the visit. The Visiting Room officers will ensure that all visits are conducted in a quiet, orderly and dignified manner. Placement of inmates and visitors will be at the Visiting Room OIC's discretion. All visitors will sit across from the inmate. Inmates are also permitted to hold their children during a visit. Any other physical contact will not be permitted and may be grounds for termination of the visit. Staff may limit physical contact to minimize the opportunity for the introduction of contraband and to maintain the orderly operation of the visiting area. The IDO and/or Operations Lieutenant will make decisions regarding termination of a visit for excessive physical contact. Children may watch television in the children's area. No inmates are allowed in this area.

M. Passing of Articles:

- (1) It is not permissible for papers of any kind to be examined or signed during social visits, nor may social visitors receive from or give any items to the inmate. Such transactions must be handled through the mail correspondence procedures. Exceptions must be approved by the Warden or Administrative Duty Officer (ADO).
- (2) Visitors (social or legal) are expressly prohibited from passing money to an inmate in the Visiting Room. Visiting Room and other staff are not permitted to directly receive funds for deposit to an inmate's commissary account. All funds intended for an inmate's commissary account must be mailed to the lock box in Des Moines, IA, and be made payable to the inmate using the inmate's name and register number.

N. Visit Termination:

The decision to terminate a visit for any reason will be made by the IDO or, when the IDO is not in the institution or is otherwise unavailable, by the Operations Lieutenant. When a visit is terminated for any reason other than overcrowding, the Operations Lieutenant will ensure a memorandum detailing the reason for the termination is prepared. The memorandum will be forwarded to the Captain.

O. Overcrowding:

To ensure the maximum capacity (179) is not exceeded, social visiting may be curtailed when necessary to alleviate overcrowding in the Visiting Room. Should it become necessary to curtail visiting, the Operations Lieutenant shall consult with the IDO prior to terminating any visit. Prior to terminating a visit, volunteers will be sought to leave the Visiting Room. If the volunteer response is insufficient, visits will be terminated in the same order that they began.

P. Legal Visits:

- (1) Legal Visiting Sessions - Inmates incarcerated at FDC Houston are afforded an opportunity to receive legal visits on a daily basis (see attachment A).

The expansiveness of the hours of legal visitation, including scheduled evening hours, is intended to accommodate the needs of the inmate population and their legal representatives without the disruption and consumption of staff resources associated with individually scheduled visits. Accordingly, requests for visitation outside of the designated hours for legal visitation will only be approved in compelling circumstances. Requests for visitation beyond the designated hours should be directed to the inmate's unit team and, to ensure staff coverage for any such visit, the request must be made at least forty-eight (48) hours in advance whenever possible.

- (2) Documentary Requirements for Attorneys - Attorneys seeking a legal visit are responsible for indicating where they are actively licensed and how that fact may be verified. Licensure may be satisfactorily demonstrated through presentation of a current bar card. Attorneys from the Office of the Federal Public Defender may, in lieu of a bar card, present credentials of that office with their picture for entry into the institution. If additional guidance is needed regarding foreign attorneys, consult the institution staff attorney.
- (2) Legal Assistants Desiring to Accompany an Attorney - Legal assistants such as law clerks, investigators, interpreters, paralegals, notaries, and mental health professionals must receive prior approval to participate in legal visitation, regardless of whether the legal assistant is accompanied by an attorney. Attorneys desiring a legal assistant's participation in legal visitation are responsible for submitting a completed Application to Enter Institution as a Legal Assistant form (Attachment E). Ordinarily, completed applications should be emailed to the FDC Houston legal mailbox at: HOU-attorney@bop.gov or via fax to the FDC Houston attorney at: (713) 229-4200. Applications may also be mailed to Consolidated Legal Center, FDC Houston, P. O. Box 526245, Houston, TX 77002-6245. Review of properly submitted applications will normally be completed within two business days, excluding the day of submission.

A computer generated list of approved legal assistants and their corresponding sponsoring attorneys will be maintained by legal staff. A legal assistant on this list may participate in legal visitation with any inmate so long as they are accompanied by a listed sponsoring attorney. A legal assistant may be sponsored by an unlimited number of attorneys so long as each request includes a fully completed application that, if approved, will be assigned an independent renewal date. Exceptions to the requirement that an approved legal assistant be sponsored by a specific listed attorney must be approved by the Warden. Currently such exceptions are limited to circumstances involving the Federal Public Defender's Office, contract interpreters working with the United States District Court, and diplomatic representatives. See Section 4.Q. with regard to diplomatic representatives.

Legal staff will assign a renewal date to each approved request of a legal assistant for accompanied legal visitation. The renewal date is generally one year from the date on which the request is approved. If a legal assistant seeks to participate in a legal visit with their sponsoring attorney after the

respective renewal date, the front lobby staff will allow the visit after advising the legal assistant that they will need to submit another Application to Enter Institution as a Legal Assistant form (Attachment E) to ensure uninterrupted legal visitation privileges in the future.

The front lobby staff will document the permitted entry of a legal assistant in need of renewal on a Passage of Legal Assistant Renewal Date Memorandum (Attachment F). After receipt of a Passage of Legal Assistant Renewal Date Memorandum, legal staff will remove the referenced legal assistant authorization from the computer database if satisfactory renewal has not occurred within 10 days. Legal staff will also purge the computer database of all legal assistant authorizations that are more than one year beyond the renewal date. Front lobby staff will, however, allow any properly accompanied legal assistant to participate in legal visitation so long as the authorization appears in the computerized database, regardless of the assigned renewal date, and no other independent reason exists to deny entry.

- (4) Legal Assistants Not Accompanied by Their Sponsoring Attorney - A sponsoring attorney who wants a legal assistant to participate in a legal visit with a particular inmate in the attorney's absence, or engage in legal correspondence with a particular inmate, should submit a Request for Expanded Legal Assistant Privileges form (Attachment G) to the FDC Houston legal mailbox at: HOU-attorney@bop.gov or via fax to the FDC Houston attorney at: (713) 229-4200. Request for Expanded Legal Assistant Privileges forms will normally be processed within two business days.

Legal staff will annotate on the list of approved legal assistants those who have been approved for expanded legal assistant privileges. Mail room staff will reference this list when identifying legal assistants with expanded privileges and who are, accordingly, authorized special mail privileges with individual inmates.

- (5) Legal Visitor Processing - The processing of legal visitors into the institution will begin thirty minutes prior to scheduled visiting hours and will cease one hour before the end of the visitation period.

Normally, due to the unique mission of a pretrial facility, the processing of legal visitors will receive priority over other visitors. As required for all visitors, legal visitors must present appropriate photo identification and complete the Notification of Visitor form. Attorneys must also complete the Visiting Attorney Statement (Attachment H), which will be maintained with the Notification of Visitor forms. After prospective legal visitors satisfactorily complete necessary documentation, front lobby staff are responsible for attempting to initiate contact with one or more of the unit officers to notify the respective inmate of a legal visit. The legal visitors will then be processed through the metal detector and will have their hand stamped before being allowed entry into the institution. All legal materials and briefcases will be searched for contraband and processed through the

x-ray machine. Cellular phones, pagers, or any other communication device, and non-legal materials, such as newspapers and magazines, gum, candy, et cetera, are not permitted in the Visiting Room.

- (6) Legal Materials - Inmates desiring to use legal materials from their cell during the course of a legal visit will be allowed to do so after staff examine the materials desired to be used to verify that they are limited to legal materials and include no prohibited items. Unauthorized property brought to the Visiting Room area will be treated as contraband and handled in accordance with Program Statement 5580.08 Personal Property, Inmate. During the course of a legal visit, inmates are permitted to give any or all of the possessed legal materials to their legal visitor(s).

Legal visitors may provide the inmate with whom they are visiting a limited amount of legal papers at the end of the visit after informing the Visiting Room OIC that they intend to do so. Documents to be given to an inmate must be individualized sheets of paper without folders, clips, and any other form of a binding with the exception of staples used to attach a minimal number of pages. Prior to an inmate's return to their cell, all papers in an inmate's possession will be inspected to verify that the papers are limited to legal materials and contain no contraband.

Attorneys may also leave legal documents for an inmate by utilizing a legal mailbox located in the entry area of the institution. This mailbox, which is only for legal mail, is also available for members of the legal community who are not partaking in legal visitation but who wish to leave legal papers for an inmate. All documents placed in this mailbox must be in an envelope which contains markings that state the contents constitute legal mail and that it is to be opened only in the presence of the inmate. The originating party's name must also be clearly identified on the envelope indicating that they are a licensed attorney or other individual approved for special mail privileges with the intended inmate recipient. Envelopes with insufficient markings will be treated as general correspondence and will be inspected and subject to being read.

- (7) Co-Defendant Meetings - Attorneys desiring to see more than one inmate simultaneously must provide a copy of an indictment which identifies the inmates as co-defendants. All co-defendant meetings will be scheduled in advance by unit team staff after any necessary consultation with the institution staff attorney.
- (8) Material Witnesses - Attorneys are not ordinarily permitted to bring material witnesses into the Visiting Room without clearly defined special circumstances. Prior approval must be received from the Warden.
- (9) Electronic Discovery Materials - Legal visitors may take video and audiotapes received during criminal discovery into the Visiting Room. Institution playback equipment is provided, subject to availability, and may be reserved by contacting the inmate's unit team. No other audio or video

playback equipment will be allowed into the institution. Attorneys desiring to review discovery material provided by prosecuting officials in the form of CD/DVDs, thumb drives, or external hard drives, may utilize a computer maintained in the Visiting Room for that purpose.

- (10) Special Visits - The following days are considered special visits:

Non-Visiting Days: Limited visiting during non-visiting hours may be authorized in unusual circumstances, (i.e., persons traveling a long distance to visit, a person visiting a hospitalized inmate, et cetera) upon approval of the Warden. When this occurs, the unit manager shall be responsible for providing staff to process and supervise the visit.

- (11) Minister of Record, Clergy Visits - An inmate wanting to receive visits from his minister of record must submit a written request to the institution chaplain. Upon approval, the unit team will add the name and title (Minister of Record) to the inmate's visiting list (will not count as one of the allowed 10 visitors). An inmate will only have one minister of record on his visiting list at one time. These visits will take place during normal visiting hours.

Clergy visits (other than Minister of Record) will be in accordance with general visitor procedures and will count against the total number of regular visits allowed.

Q. Visits by Diplomatic Representatives:

Diplomatic representatives desiring to visit inmate foreign nationals of their country of citizenship may do so, after approval for entry into the institution, during legal visiting hours. Diplomatic representatives may obtain approval for entry into the institution by submitting a written request to the appropriate unit manager. Requests should be on the representative's respective letterhead and include a photocopy of their credentials and a telephone number and address to obtain additional information, if needed. Unit team staff will add the names of approved representatives to the computerized database that also contains, among other things, the names of legal assistants approved to participate in legal visitation with their sponsoring attorney.

Approval of diplomatic representatives for entry into the institution will normally allow the representative to visit any inmate foreign national of their country of citizenship. This approval is subject to yearly renewal. Front lobby staff will advise diplomatic representatives seeking entry after their renewal date that prompt re-submission of their request materials is necessary for uninterrupted future visiting privileges. Front lobby staff allowing a diplomatic representative entry after their renewal date will provide computerized or written notification to the appropriate unit manager that the representative has been advised to seek renewed approval. After receipt of such notification, unit team staff will remove the referenced representative from the computerized database if satisfactory renewal has not occurred within 10 days. Unit team will also purge the computerized database of all diplomatic representatives that are more than one year past the renewal date. Front lobby staff will allow entry to any

representative whose name appears on the computerized database, regardless of the assigned renewal date, if denial is not otherwise required.

R. Prisoner Visitation and Support Visitors:

FDC Houston supports the efforts of the volunteer participants of the Prisoner Visitation and Support (PVS) program. The primary focus of these individuals is to visit and provide moral support to inmates who do not ordinarily receive visits from family and friends. PVS National Visitors may engage in social visitation at FDC Houston by notifying the Warden of their desire to do so. Other PVS visitors may seek approval by having their request, along with pertinent biographical data, sent to the Warden by PVS staff. Prior to approval, PVS visitors are subject to local law enforcement checks and NCIC clearance. Volunteer training provided by FDC Houston staff will be afforded to PVS visitors. Renewal of PVS visitor status is conducted every five years.

PVS visitors desiring to partake in inmate social visitation at FDC Houston may do so by scheduling their visit to the facility in advance. Such visits will ordinarily occur in the Visiting Room during normal visitation hours. Although PVS visitors will generally identify the inmates with whom they wish to visit through prior correspondence, religious services staff will facilitate this process. PVS visitors may generally bring paper and writing implements into the Visiting Room.

S. Special Housing Unit (SHU) Inmates:

Non-Contact Visits: As a means of enhancing visiting security procedures, inmates housed in the Special Housing Unit will be placed on non-contact visiting status. Inmates in this status will receive one 30 minute visit per month. SHU inmates will request a visit through the Unit Team or SHU Lieutenant via Cop Out (Inmate Request to Staff form). The visits will be conducted via video monitor on Mondays, Tuesdays, and Thursdays. The visitor will be in the Visiting Room and the inmate will be in the designated video monitor area in the Special Housing Unit. **The practice of allowing administrative detention inmates an opportunity to visit in an open environment will be approved on a case-by-case basis by the Captain.** However, designated seating and predetermined numbers of inmates entering the Visiting Room will be applied. Inmates who present a security concern (involvement in major incidents, protective custody, and drug introduction) will continue visiting in non-contact areas. Additionally, visitors under the age of 18 years are prohibited from visiting in the non-contact rooms in the Special Housing Unit (SHU).

T. Violations of Regulations and/or Introduction of Contraband:

If a visit is terminated because of an alleged violation of regulations, the officer identifying the violation will prepare and submit an incident report on the inmate(s) involved. The Operations Lieutenant will prepare a Temporary Restriction of Visitation memorandum and forward it to the Warden no later than two working days after the incident. Only the Warden may restrict visiting privileges pending final disposition of the Unit Disciplinary Committee (UDC) or Disciplinary Hearing Officer (DHO). The UDC or DHO should ordinarily impose the loss of visiting privileges as a sanction on inmates found to have committed prohibited act(s) involving violations of regulations and/or introduction of contraband.

The Bureau of Prisons may seek criminal prosecution against visitors who participate in criminal violations.

U. Searching of Visitors:

- a. Right of Refusal: Visitors who refuse any such search or procedure and elect to leave the institution, will not be permitted to return for a visit without prior approval of the Associate Warden of Programs. The Operations Lieutenant will prepare a memorandum through the Captain to the Associate Warden of Programs when a visitor is denied entrance due to objecting to a search.
- b. Metal Detectors: All visitors will be required to successfully clear the metal detector, prior to being allowed access into the institution. The visitor is to remove all metallic items from their person. If the visitor still activates the walk-thru metal detector once all items are removed, a hand held metal detector will be utilized to determine the nature of the item setting off the detector. Personal effects (coats, handbags, briefcases, etc.) will be inspected for contraband prior to entering the institution. Any personal effects not allowed in the Visiting Room must remain in the visitor's vehicle or assigned lobby visitor locker. Occasionally, a visitor will be equipped with a prostheses containing metal. In such cases, a personal search will be conducted in the visual/pat search area located at the front entrance, including a thorough inspection of the prostheses device.

Visitors may have surgically implanted pins and plates that will not clear the metal detector. After verification of an approved medical card, verifying the implant, the hand-held metal detector will be used to verify the location of the implant (if the visitor has a medical requirement not to be processed through a metal detector, a procedural memorandum will be in the files maintained in the front lobby). Visitors with hairpins, et cetera, will be required to remove them to successfully clear the metal detector. Visitors normally will not be allowed to use their personal wheelchair in the Visiting Room.

Depending upon the individual visitor's medical condition, there may be exceptions to the use of their personal wheelchair (a memoranda will be placed in the files in the front lobby for all exceptions). If a wheelchair is necessary, one will be provided by the institution (maintained in the Control Center sallyport). At no time will a visual inspection be used in the visitor admittance process, unless authorized by the Warden, Acting Warden, or the Administrative Duty Officer.

- c. Electronic Drug Detection: Staff shall randomly test visitors for traces of drugs during normal visiting hours by means of electronic drug detection unit in the front lobby. Only visitors (excluding attorneys) will be tested. Refer to the institution supplement on Ion Testing for further guidance.

V. Visits to Inmates under Strict Medical Care:

- (1) Inmates admitted to local hospitals for medical treatment and who remain under the supervision of FDC Houston staff will not be allowed social visits unless authorized by the Warden. If authorized by the Warden, visitors will visit according to that medical facility's visiting times and visits will be limited to immediate family members only. These visits will not exceed one (1) hour in duration and will be done with direct staff supervision. Identification, search procedures, etc. that are applicable at the institution will be in effect.
- (2) Visits may be prohibited or restricted for inmates under strict medical care (i.e., suffering from infectious disease, under psychiatric treatment, or who are suicidal, being physically restrained, in dry-cell status). The IDO or Operations Lieutenant should carefully and sensitively explain why the requested visit is being prohibited or restricted. In doing so, however, staff must ensure that only public information is released. Protected information will only be released in writing and only after the affected inmate provides a written release allowing for the disclosure of specified information.

W. Inmate Separatees:

In some circumstances, identified inmates will not be allowed to have contact with each other and must be separated at all times. Normally, inmates with separations will be processed into the Visiting Room in the order that their visitor(s) arrived in the institution Front Lobby. Once an inmate with a separation receives a visitor, all later arriving social visitors for that inmate's separatee(s) will be prohibited from being processed into the Visiting Room until the Visiting Room OIC notifies the Front Lobby that the originally processed inmate and their visitors have departed.

A social visit may be prematurely terminated in order to accommodate a requested social visit of inmate housed in the unit to whom that visiting session is primarily dedicated (i.e., the weekend social visit of a 3E inmate may be terminated to accommodate a social visit for a 4W inmate if the particular visiting session is primarily dedicated to 4W). As indicated in Section 3.A., separation concerns will not prevent a legal visit from taking place elsewhere in the institution.

X. Media Visits

Media requests for visits will be coordinated through the Public Information Officer (PIO). A media representative who wishes to visit outside his or her official duties, however, must qualify as a regular visitor and, if applicable, a special visitor.

- Y. Directions to the Institution: FDC Houston is located in downtown Houston, Texas, at the corner of Texas Avenue and San Jacinto Street. It is easily accessible by highway and mass transportation. The area is also serviced by the William P. Hobby and George Bush Intercontinental Airports, Amtrak and several commercial bus lines.

From Dallas: 45 South to downtown Houston. Use the left lane to exit 48A for I-10 East toward Beaumont. Keep left, follow signs for Milam Street. Continue onto N. Milam Street and turn left onto Texas Avenue. The institution is located at 1200 Texas Avenue.

From Austin: US 290 East to exit 11 to merge onto I-10 East. Use the right two lanes to exit 769A for Smith Street. Drive to Texas Avenue. The institution is located at 1200 Texas Avenue.

From Victoria: US 59 North to downtown Houston. Take Polk Street exit. Use the right lane to merge onto Chartres Street. Turn left onto Capitol Street. Make a right on San Jacinto and right at the first cross street at Texas Avenue. The institution is on the right at 1200 Texas Avenue.

From Louisiana: I-10 West to downtown Houston. Use the right two lanes to exit to 769B toward San Jacinto Street/Main. Take San Jacinto and Fannin Streets to 1200 Texas Avenue.

Institution Address: 1200 Texas Avenue, Houston, Texas 77002

Metropolitan Transit Authority – METRO Rail and Bus: (713) 635-4000

Amtrak: (800) 872-7245

Greyhound: (713) 759-6565

George Bush Intercontinental Airport: (281) 230-3100

William P. Hobby Airport: (713) 640-3000

5. **ACTIONS:** A copy of this supplement shall be forwarded to the Regional Correctional Services Administrator for approval prior to issuance.

6. **ATTACHMENTS:**

- A. Visitation Schedule
- B. Request for Visitor Approval “Pretrial and Holdover Inmates”
- C. Request for Visitor Approval “Work Cadre and Designated Short-Term Female Inmates”
- D. Inmate Visitor Denial Form
- E. Application to Enter Institution as a Legal Assistant, Pages 1-6
- F. Passage of Legal Assistant Renewal Date Memorandum
- G. Request for Expanded Legal Assistant Privileges
- H. Visiting Attorney Statement
- I. Visitor Regulations, Pages 1-4

Note: Attachments may be updated as necessary.

Attachment A**VISITATION SCHEDULE**

Social Visiting		
Day of the Week	Unit	Time
Sunday	3 West 3 East	8:00 a.m. – 11:00 a.m. 11:30 a.m. – 2:30 p.m.
Monday	4 East 4 West 4 East 4 West	8:00 a.m. – 11:00 a.m. 12:00 p.m. – 3:00 p.m. 5:00 p.m. – 6:30 p.m. 7:00 p.m. – 8:30 p.m.
Tuesday	5 East 5 West 5 East 5 West	8:00 a.m. – 11:00 a.m. 12:00 p.m. – 3:00 p.m. 5:00 p.m. – 6:30 p.m. 7:00 p.m. – 8:30 p.m.
Wednesday	6 East 6 West 6 East 6 West	8:00 a.m. – 11:00 a.m. 12:00 p.m. – 3:00 p.m. 5:00 p.m. – 6:30 p.m. 7:00 p.m. – 8:30 p.m.
Thursday	4 East 4 West 5 East	8:00 a.m. – 11:00 a.m. 12:00 p.m. – 3:00 p.m. 5:30 p.m. - 8:30 p.m.
Friday	6 East 6 West 5 West	8:00 a.m. – 11:00 a.m. 12:00 p.m. – 3:00 p.m. 5:30 p.m. - 8:30 p.m.
Saturday	3 East 3 West	8:00 a.m. – 11:00 a.m. 11:30 a.m. – 2:30 p.m.
Legal Visiting		
Day of the Week	Time	
Sunday	8:00 a.m. – 2:30 p.m.	
Monday	8:00 a.m. – 8:30 p.m.	
Tuesday	8:00 a.m. – 8:30 p.m.	
Wednesday	8:00 a.m. – 8:30 p.m.	
Thursday	8:00 a.m. – 8:30 p.m.	
Friday	8:00 a.m. – 8:30 p.m.	
Saturday	8:00 a.m. – 2:30 p.m.	

Attachment B

**REQUEST FOR VISITOR APPROVAL
PRETRIAL AND HOLDOVER INMATES**

NAME: _____ **REGISTER NO.:** _____

Last, First, Middle

Your social visiting is limited to visits by members of your immediate family. Any visitor with a criminal record must have prior written approval from the Warden.

Name of Visitor	Relationship	Age	Full Address	Phone Number

I swear that the above information is true and accurate to the best of my knowledge.

Inmate's Signature

Date Signed

Unit Staff Signature

Date Received: _____

Attachment C

**REQUEST FOR VISITOR APPROVAL
WORK CADRE AND DESIGNATED SHORT-TERM FEMALE INMATES**

NAME: _____ **REGISTER NO.:** _____
Last, First, Middle

Name of Visitor	Relationship	Age	Full Address	Phone Number

Work cadre and designated short-term female inmates may have immediate family members, other relatives, and friends (verified) on their approved visiting list. A maximum of ten (10) visitors, excluding immediate family members, will be authorized on a work cadre or designated short-term female inmate’s list of approved visitors. Any visitor with a criminal conviction must have prior written approval from the Warden.

I swear that the above information is true and accurate to the best of my knowledge.

Inmate’s Signature **Date Signed** _____
Unit Staff Signature

Date Received: _____

Attachment D

**FDC HOUSTON, TEXAS
INMATE VISITOR DENIAL FORM**

On this date, _____, at _____ (a.m.) (p.m.), the following inmate visitor, (Mr.) (Mrs.) (Ms.) _____ was denied entrance into the institution. The visitor arrived at the institution to visit Inmate _____, Whose register number is _____.

The visit was denied for the following reason:

- 1. Improper identification
- 2. Improper dress
- 3. Other: _____

COMMENTS: _____

PRIOR TO DENIAL:

Operations Lieutenant notified: _____

Duty Officer notified if the individual requests to appeal the decision of the Operations Lieutenant: _____

Attachment E, Page 1**APPLICATION TO ENTER INSTITUTION AS A LEGAL ASSISTANT
FEDERAL DETENTION CENTER (FDC), HOUSTON, TEXAS****GENERAL**

This information is provided pursuant to 5 U.S.C. 552a, the Privacy Act of December 31, 1974.

PURPOSE AND USES

The information you supply may be used as a basis for an investigation regarding your ability, as a non-attorney, to participate in legal visitation at FDC Houston with your sponsoring attorney. The supplied information may also be used in considering requests made by your sponsoring attorney for you to partake in unaccompanied legal visits or legal correspondence with one or more specified FDC Houston inmates. By signing below, you authorize a representative of the Federal Bureau of Prisons to obtain any information on your criminal background history. In the process of conducting the investigation, the Bureau of Prisons may disclose the information to federal, state, or local law enforcement agencies.

EFFECTS OF NON-DISCLOSURE

You are not required to supply the information requested on the attached form. If you do not furnish the information requested, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request will be attempted; however, it may be significantly delayed. If the information withheld is found to be essential to processing your request properly, you will be so informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized for failure to supply the requested information, failure to supply the information could result in your not being considered for or allowed admittance to the institution.

SUBMISSION OF APPLICATIONS

Completed applications should ordinarily be scanned and emailed to the FDC Houston legal mailbox at HOU-Attorney@bop.gov or faxed to the FDC Houston attorney at (713) 229-4200. Applications may also be mailed to Consolidated Legal Center, FDC Houston, P.O. Box 526245, Houston, TX 77002-6245. In most cases the processing of properly submitted requests will be completed within two business days, excluding the day of receipt.

Attachment E, Page 2**APPLICATION TO ENTER INSTITUTION AS THE
LEGAL ASSISTANT OF A LICENSED ATTORNEY**

This form has four parts, all of which must be completed for each sponsoring attorney the legal assistant seeks to accompany:

1. GENERAL

2. QUESTIONNAIRE: The questionnaire is to be completed by each paralegal, law clerk, investigator, interpreter, notary, mental health professional, court reporter, or other legal assistant who seeks to participate in legal visitation as the legal assistant of a licensed attorney.

3. CERTIFICATION: The legal assistant seeking to partake in legal visitation at FDC Houston must sign the certification which follows the questionnaire.

4. ATTORNEY'S STATEMENT: The licensed attorney must sign this statement.

Attachment E, Page 3

2. QUESTIONNAIRE

NOTE: Answer all questions, if a question does not apply to you, write "Not Applicable" in the space provided for the answer. Attach additional pages as necessary.

1. Name (Last, First, Middle): _____

Any alias or other name ever used:

Name: _____ When used: _____

Name: _____ When used: _____

2. a. Date of Birth: _____ b. Place of birth: _____

3. Social Security Number: _____

4 a. Sex: _____ b. Race: _____

c. Height: _____ d. Weight: _____

e. Color of Eyes: _____ f. Color of Hair: _____

5. a. Present address: _____

City State County Zip
Code

b. How long at this address? _____

c. If less than 3 years, prior address: _____

6 a. Present place of employment: _____

b. What is your job title: _____

c. Name of immediate supervisor: _____

d. Employer's business address: _____

e. Employer's business phone: _____

f. How long have you worked for this employer? _____

Attachment E, Page 4

7. List all schools, universities, or other educational institutions attended since high school. This should include any and all legal training that you have received.

<u>SCHOOL</u>	<u>ADDRESS</u>	<u>DEGREE/DATE RECEIVED</u>

8. Have you ever been convicted of ANY criminal offense? If so, complete the following. You may exclude any convictions for minor traffic violations (fine of \$50 or less).

<u>OFFENSE</u>	<u>DATE OF CONVICTION</u>	<u>NAME/LOCATION OF COURT</u>

9. Have you ever been confined in any jail, prison or penal institution? If so, complete the following:

<u>TYPE OF INSTITUTION</u>	<u>LOCATION</u>	<u>DATES OF CONFINEMENT</u>

10. Are you currently under any form of supervision? If yes, please provide details.

11. Have you ever been denied permission to visit or correspond with any inmate by an institution within the Federal Bureau of Prisons? _____

If so, which institutions, with which inmate, and when?

12. Are you a citizen of the United States? _____

If not, give the name of the country of which you are a citizen? _____

3. CERTIFICATION

**STATEMENT OF APPLICANT SEEKING TO ENTER AN INSTITUTION TO VISIT
FEDERAL PRISONERS AS THE LEGAL ASSISTANT OF A LICENSED ATTORNEY**

I certify that I am authorized to act as a legal assistant of _____
_____, a licensed member of the bar of the State of
_____, and with whom I request that I be allowed to accompany for the purpose
of conducting legal visitation at FDC Houston. I am aware of my responsibility as a representative of
the above-named attorney and certify that I am able to meet this responsibility. I am also aware of FDC
Houston’s policies concerning legal visitation and certify that I am able to and will adhere to the
requirements of these policies. I pledge to abide by Bureau of Prisons regulations and institution
guidelines with regard to all privileges extended to me by FDC Houston, both now and in the future.

I hereby certify that all of the information contained in this questionnaire is true and correct to the best
of my knowledge. I understand that all information contained in this questionnaire may be investigated
and verified through the use of federal, state, and local authorities. Furthermore, I hereby authorize a
representative of the Federal Bureau of Prisons to obtain information on my criminal history
background.

Applicant’s Printed Name: _____

Applicant’s Signature: _____

Date Completed: _____

Attachment E, Page 6

4. STATEMENT OF SPONSORING ATTORNEY

My signature below certifies that I am a licensed member of the bar of the State of _____ and that I am utilizing the services of _____, a legal assistant I desire to be able to accompany me when I partake in legal visitation at FDC Houston. I further certify that the above-named legal assistant is aware of the responsibility of his/her role as my legal assistant and is able to meet this responsibility. I pledge that I will supervise my legal assistant's activities with regard to any privileges extended to him/her by FDC Houston and I accept personal and professional responsibility for all acts of my legal assistant which affect the institution, its inmates, or staff.

Sponsoring Attorney:

Printed Name: _____

Business Address _____

Telephone Number _____

Sponsoring Attorney's Signature: _____

Date Completed: _____

Attachment F



**U.S. Department of Justice
Federal Bureau of Prisons
Federal Detention Center**

Houston, Texas 77002

(Date)

MEMORANDUM FOR UNIT MANAGER

FROM: _____, Front Lobby Officer

SUBJECT: Passage of Legal Assistant Renewal Date

On the above date _____, a legal assistant previously approved to participate in legal visitation, entered the institution. I advised the legal assistant that their renewal date for their sponsorship by _____ had passed on _____, 20_____, and that they would need to promptly send you a completed Application to Enter an Institution as Legal Assistant form. I provided the legal assistant with a copy of that document.

The legal assistant will continue to be allowed to participate in the previously approved legal visitation unless the entry documenting that approval is removed from the database of approved legal assistants.

Attachment G

REQUEST FOR EXPANDED LEGAL ASSISTANT PRIVILEGES

I am a licensed member of the bar of the State of _____ and I am utilizing the services of _____, a legal assistant who completed an Application to Enter Institution as a Legal Assistant in order to be able to accompany me while I partake in legal visitation at FDC Houston. Through my signature below, I request that the above-named legal assistant additionally be allowed special correspondence and unaccompanied legal visitation privileges with _____, who is confined at FDC Houston and has been assigned Register Number _____ - _____.

Through my signature below, I once again certify that the above-named legal assistant is aware of the responsibility of his/her role as my representative and is able to meet this responsibility. I pledge that I will supervise my legal assistant's activities with regard to any privileges extended to him/her by FDC Houston and I accept personal and professional responsibility for all acts of my legal assistant which affect the institution, its inmates, or staff.

Sponsoring Attorney's Printed Name: _____

Business Address: _____

Telephone Number: _____

Sponsoring Attorney's Signature: _____

Date Completed: _____

Important Submission Note: If within the past year the sponsoring attorney has previously submitted all four questionnaire/certification pages of the Application to Enter Institution as a Legal Assistant for the named legal assistant, this one-page document may be emailed to the FDC Houston legal mailbox at HOU-Attorney@bop.gov or faxed to the FDC Houston attorney at (713) 229-4200. Please allow two business days for processing.

Attachment H

VISITING ATTORNEY STATEMENT

FEDERAL DETENTION CENTER (FDC), HOUSTON, TEXAS

I, _____, a licensed attorney in the state(s) of _____, offices at _____, on this day, _____, 20_____, hereby certify that my visit is for the purpose of facilitating the attorney-client or attorney-witness relationship and for no other purpose. I certify that any documents exchanged during the course of my visit will be legal in nature and for the exclusive purpose of benefitting the attorney-client or attorney-witness relationship. I further certify that any tape-recording or other recording made during any portion of this visit will be made after receiving the Warden’s prior approval and will only be used to facilitate the attorney-client or attorney-witness relationship. During this visit to FDC Houston, I desire to conduct a legal visit with each of the following inmates:

	<u>Inmate Name</u>	<u>Inmate Register Number</u>
1.	_____	_____ - _____
2.	_____	_____ - _____
3.	_____	_____ - _____
4.	_____	_____ - _____
5.	_____	_____ - _____
6.	_____	_____ - _____
7.	_____	_____ - _____
8.	_____	_____ - _____

Signature of Visiting Attorney

Attachment I, Page 1

**VISITOR REGULATIONS
FEDERAL DETENTION CENTER
HOUSTON, TEXAS**

The following information is provided to describe our visiting schedule and program. We want you to understand our procedures so that your visiting experience will be as pleasant as possible.

The directions to the Federal Detention Center, Houston, are as follows: Take U.S. 45 south to Milam. Exit Milam and go to 1200 Texas Avenue and turn left. The Federal Detention Center is on the right side of the street. The telephone number to the institution is 713-221-5400.

1. The regularly scheduled visiting hours are as follows:
 - A. Social Visiting - social visiting occurs according to the unit to which the inmate is assigned.

Day of the Week	Unit	Time
Sunday	3 West 3 East	8:00 a.m. – 11:00 a.m. 11:30 a.m. – 2:30 p.m.
Monday	4 East 4 West 4 East 4 West	8:00 a.m. – 11:00 a.m. 12:00 p.m. – 3:00 p.m. 5:00 p.m. – 6:30 p.m. 7:00 p.m. – 8:30 p.m.
Tuesday	5 East 5 West 5 East 5 West	8:00 a.m. – 11:00 a.m. 12:00 p.m. – 3:00 p.m. 5:00 p.m. – 6:30 p.m. 7:00 p.m. – 8:30 p.m.
Wednesday	6 East 6 West 6 East 6 West	8:00 a.m. – 11:00 a.m. 12:00 p.m. – 3:00 p.m. 5:00 p.m. – 6:30 p.m. 7:00 p.m. – 8:30 p.m.
Thursday	4 East 4 West 5 East	8:00 a.m. – 11:00 a.m. 12:00 p.m. – 3:00 p.m. 5:30 p.m. - 8:30 p.m.
Friday	6 East 6 West 5 West	8:00 a.m. – 11:00 a.m. 12:00 p.m. – 3:00 p.m. 5:30 p.m. - 8:30 p.m.
Saturday	3 East 3 West	8:00 a.m. – 11:00 a.m. 11:30 a.m. – 2:30 p.m.

Attachment I, Page 2**B. Legal Visiting**

Day of the Week	Time
Sunday	8:00 a.m. – 2:30 p.m.
Monday	8:00 a.m. – 8:30 p.m.
Tuesday	8:00 a.m. – 8:30 p.m.
Wednesday	8:00 a.m. – 8:30 p.m.
Thursday	8:00 a.m. – 8:30 p.m.
Friday	8:00 a.m. – 8:30 p.m.
Saturday	8:00 a.m. – 2:30 p.m.

2. All adults must have a valid picture identification (i.e., Passport, Driver's License, State or Federal photo identification). This will be presented to the Front Lobby Officer at the time of processing. Children less than 16 years of age must be accompanied by an adult.
3. The following items are the only personal property that is authorized to be taken into the Visiting Room.
 - A. Identification
 - B. Personal keys
4. Infant Care items - one pacifier, two diapers, five diaper wipes (in a one gallon clear zip lock bag), one clear see through baby bottle with contents and one infant sized receiving blanket, in a one gallon clear zip lock bag. No other bags are allowed. No diaper bags or purses are allowed in the Visiting Room.
5. Necessary medication such as asthma sprayer or nitroglycerin tablets. Medication for emergency needs such as asthma inhalants and nitroglycerin tablets are permitted in the Visiting Room, but must be declared to the front lobby officer. All medication should be left with the Visiting Room officer in charge (OIC).
6. All carry-in items such as coats and jackets will be searched prior to entering the Visiting Room.
7. Visitors are not authorized to bring into the Visiting Room any type of weapon, ammunition, drug/narcotics, food items, chewing gum, newspaper, magazine, photo album, luggage, packages, tape player, tape recorder, camera, pager, palm pilot, cellular phone or cosmetics. Prescription medications (other the medically necessary) must be secured in your vehicle.
8. Any individual with signs of alcohol on his/her breath or appears to under the influence, will not be permitted to enter the institution.

Attachment I, Page 3

9. You as a visitor **may not** give to or receive anything from an inmate. Any item the inmate departs with shall be declared as contraband. The inmate will receive disciplinary action for this violation.
10. At no time will an inmate be allowed to visit other inmates, during social visiting. If this rule is violated, termination of his/her visit may occur.
11. Please ensure that you are on the inmate's visiting list prior to planning a visit. Visitors who do not appear on an inmate's visiting list will not be permitted to visit.
12. Inmates will be allowed only four visitors at any given time. Normally, only those children who will be reasonably expected to be occupying a seat in the Visiting Room will be considered as one of the four authorized visitors.
13. Special Rules for Children:
 - A. Under no circumstances will a visitor be allowed to leave their children unattended inside the institution or on institutional grounds.
 - B. All visitors are required to directly supervise their children. A visit may be terminated if the visiting children are disruptive. Children may watch television in the children's area. No inmates are allowed in this area.
 - C. Children may not tamper with any of the fire/life-safety systems.
 - D. Children may not bring anything into the institution to be given to or received from an inmate. Any item the inmate departs with will be declared as contraband. The inmate may receive disciplinary action for this violation.
14. FDC Houston reserves the right to refuse admittance to anyone who fails to comply with our policies. Violation of these rules can result in suspension of the inmate's visiting privileges, as well as possible criminal prosecution of visitors who violate institution rules and Federal law.
15. Handshaking, embracing and kissing by visitors may be permitted within the bounds and good taste at the beginning and at the end of the visit. If unauthorized contact continues, termination of the visit will occur and the inmate may receive disciplinary action for this violation. Visitors will not visit with other inmates they are not signed in to visit.
16. Visitors will not be allowed to wear the following items:
 - A. See through garments, sleeveless garments, shorts, skirts and dresses which are shorter than one inch above the knee.

Attachment I, Page 4

B. Short skirts or dresses with a high cut split above the knee in the front, back or side, sun dresses, halter tops, bathing suits.

C. Small crop top shirts, form fitting garments (i.e., leotards, spandex), miniskirts, strapless garments, backless tops, tank tops, tube tops, khaki or green military type clothing, sweat pants, hats or caps and any clothing that is questionable in a correctional setting.

D. Due to safety and health concerns, only closed-toed shoes will be permitted for entry into the Visiting Room.

17. Tobacco products are not permitted inside any Federal building.
18. Visitors are not allowed to take any unapproved item into the Visiting Room.
19. A visit may be terminated to maintain good order.
20. FDC Houston is located in downtown Houston, Texas at the corner of Texas Avenue and San Jacinto Street. It is easily accessible by highway and mass transportation. The area is also serviced by the William P. Hobby and George Bush Intercontinental Airports, Amtrak and several commercial bus lines.