



U. S. Department of Justice
Federal Bureau of Prisons

INSTITUTION SUPPLEMENT

OPI: Correctional Services

NUMBER: 5267.09

DATE: August 10, 2018

Visiting Regulations (English)

Approved: S. Nicklin
Warden, FCI La Tuna

1. **PURPOSE AND SCOPE:** It is the policy of this institution to encourage inmate visiting to develop and maintain healthy community relationships. Visits are an important factor in maintaining the morale of the individual inmate and motivating him toward positive goals. This supplement provides local procedures for implementation of applicable Bureau of Prisons (BOP) policy governing inmate visitation at Federal Correctional Institution (FCI), Satellite Camp Prison (SCP), and Federal Satellite Low (FSL) La Tuna.
2. **PROGRAM OBJECTIVES:** To delineate specific procedures at FCI/FSL/SCP La Tuna to implement the Bureau of Prisons Program Statement on Visiting Regulations.
3. **DIRECTIVES AFFECTED:**
 - a. **DIRECTIVES RESCINDED:**

LAT5267.08D, Visiting Regulations (10/15/2015)
PS5267.08, Visiting Regulations (05/11/2006)
 - b. **DIRECTIVES REFERENCED:**

PS5267.09, Visiting Regulations (12/10/2015)
PS5510.15, Searching, Detaining, or Arresting Visitors
(07/17/2013)
PS5360.09 CN-1, Religious Beliefs and Practices
(06/12/2015)

4. **CORRECTIONAL STANDARDS REFERENCED:** American Correctional Association (ACA) 4th Edition Standards for Adult Correctional Institutions: 4-4267, 4-4285, 4-4504, 4-4498, 4-4499-1, 4-4500, 4-4501, 4-ALDF-2A-27, 4-ALDF-2A-61, 4-ALDF-5B-02, 4-ALDF-5B-03, 4-4156, and 4-ALDF-5B-01 are referenced.
5. **DESCRIPTION OF RULES OR PROCEDURES:**
 - a. **Visiting Schedule:** Social visits are regularly scheduled at the Federal Correctional Institution (FCI) from 8:00 a.m. to 3:00 p.m., on Saturday, Sunday, and the first Monday of each month, and all Federal Holidays.
 - (1) At the Satellite Camp Prison (SCP), visiting hours are 8:00 a.m. to 3:00 p.m., on Saturday, Sunday, and on Federal Holidays.
 - (2) At the Federal Satellite Low (FSL), visiting hours are on Saturday, Sunday, and Federal Holidays. Visiting hours are from 8:00 a.m. to 3:00 p.m.
 - (3) Visitors will not be processed after 2:00 p.m. on regularly scheduled visiting days.
 - (4) For the 10:00 a.m. count on weekends, and holidays, at the FCI, FSL and the SCP, visitors will not be admitted into the visiting room after 9:30 a.m., admittance will resume when the 10:00 a.m. count clears.
 - b. **Number of Visitors:** Inmates will be allowed a maximum of five (5) total visitors at one time. Exceptions will be requested through the Unit Manager. Split visiting can be used at the discretion of the Visiting Room Officer-in-Charge (OIC). A split visit is defined as a visit where five persons are present in the Visiting Room and one or more of these persons leave the Visiting Room to be replaced by another authorized visitor(s). On split visits, only one exchange of visitors will normally be permitted.
 - c. **Visiting Restrictions:** Visiting privileges are normally curtailed or terminated only because of an emergency, improper conduct on the part of the inmate and/or

visitor(s), or when the Visiting Room becomes congested.

- (1) When the Visiting Room exceeds the safe occupancy level determined by the Environmental and Safety Compliance Administrator, the Visiting Room Officer in conjunction with the Operations Lieutenant, will refer to the visiting records of the inmates present in the Visiting Room and begin to terminate the visits as follows; visitors from the local area (to include Juarez) and those visitors who arrived first and the distance traveled by the visitor.
 - (2) If it becomes necessary to terminate a visit due to improper conduct on the part of an inmate and/or visitor(s), the Visiting Room Officer will consult the Operations Lieutenant under all circumstances. The Operations Lieutenant in consulting with the Institution Duty Officer (IDO) will authorize the termination of a visit.
 - (3) The Warden has the authority to restrict or suspend a general population inmate's regular visiting privileges temporarily when there is reasonable suspicion that the inmate has acted in a way that would indicate a threat to the good order or security of the institution. Ordinarily, the duration of the restriction or suspension should be limited to the time required to investigate and initiate the discipline process.
 - (4) Reasonable suspicion exists when reliable information and/or facts are presented to the Warden that the inmate is engaged, or attempting to engage, in criminal or other prohibited behavior. Reasonable suspicion must be directed specifically to the inmate in question.
- d. Frequency of Visits: The record of visits will be maintained in the Inmate Visitor Log Book. Updates to the computerized visiting program will be conducted by the inmate's unit team. A hard copy of each inmate's visiting list will be maintained by the Front Lobby Officer. A bound ledger documenting inmate visitors will be maintained by the Front Lobby Officer and will

be used as a backup system to the computer visiting program. Staff shall also maintain a record of all inmate visits through the use of a point system. FCI inmates will receive five (5) visiting points per month. Weekday (Monday) visits will be charged one (1) point. Weekend (Saturday & Sunday) visits will be charged two (2) points. SCP inmates will receive (6) visiting points per month.

- (1) Designated Federal Holiday visits will be charged the same as weekends, two (2) points. The Minister of Record will not count against the total number of authorized social visitors an inmate is allowed to have on his visiting list. (Refer P.S.5360.09, page 12, section 1). Under unusual circumstances, additional visiting points may be recommended by the inmate's Unit Manager with the approval of the Associate Warden, for visitors who travel long distances and visit infrequently, or meet special needs.

In such cases the Unit Manager, prior to the visit, must notify the Visiting Room Officer by memorandum, showing the number of additional points to be granted to the inmate.

- e. Visiting Lists: An inmate's Unit Counselor will compile a visiting list for each inmate. Immediate family members, other relatives, and friends may be included. Inmates requesting that no visitors be added to their visiting list will sign a Visitation List indicating his refusal. This form will be placed in their Central File. This does not prevent the inmate from having approved visitors at a later date. An inmate may request at any time to add or subtract visitors from their list at any time in writing to the Unit Team.
 - (1) Inmates who request to have a visitor added to their approved visiting list may do so, provided the requested visitor is not already on another inmate's approved list, unless they are immediate family. Any exception must be approved by the Warden.
 - (2) A person is not approved for visitation until the Unit Team has completed the processing of the

forms and entered the clearance into the computer, ordinarily within four (4) weeks of his arrival. The inmate must verify this with his Unit Team. The IDO, in consultation with the Unit Team will be responsible for determining if visiting will be allowed for persons who are not registered in the visiting program on BOPWARE (Computer Program) and have not been processed. Circumstances such as distance of travel, will be considered, and relationship to inmate. It is the unit teams' responsibility to update the visiting computer system, provide a printout of the inmates approved visiting list and place it in the inmate's central file and in the hard files maintained in the lobby. The hard files maintained in the lobby will be the backup system to the computer BOPWARE visiting program. The Unit Team will be responsible for adding and removing visiting files of those inmates being received, released, transferred or otherwise permanently leaving the institution on a weekly basis.

- f. Immediate Family Members: The Unit staff will ensure inmates complete a Visiting Request Form which will include the inmate's immediate family members: Mother, father, brother(s), sister(s), step parent(s), foster parent(s), wife, and children. The Counselor will review the form and key the approved visitors into the computer.
- g. Other Relatives: These persons include grandparents, uncles, aunts, in-laws, cousins, nephews and nieces. They may be placed on the approved list if the inmate wishes to have visits from them regularly, and if there is no reason to exclude them.
- h. Friends and Associates: The visiting privilege ordinarily will be 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. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution.

- (1) Inmates are responsible for mailing (via U.S. Mail), the Request for Visitation Form (PS5267.08 attachment BP-S629.052) to each prospective visitor that is not considered immediate family.
 - (2) All visitors will be required to mail the Visitors Information Form BP629.052, directly to Unit Staff at the institution. After the form has been processed, the inmate will be advised by his Unit Team when the prospective visitor has been approved. Only then will the visitor be allowed to visit.
 - (3) "The court, in imposing a sentence to a term of imprisonment upon a defendant convicted of a felony set forth in chapter 95 (racketeering) or 96 (racketeer influenced and corrupt organizations) of this title or in the Comprehensive Drug Abuse Prevention and Control Act of 1970 (21 U.S.C. 801 et seq.), or at any time thereafter upon motion by the Director of the Bureau of Prisons or a United States attorney, may include as a part of the sentence an order that requires that the defendant not associate or communicate with a specified person, other than his attorney, upon a showing of probable cause to believe that association or communication with such person is for the purpose of enabling the defendant to control, manage, direct, finance, or otherwise participate in an illegal enterprise."
- i. Prior Criminal Convictions: A prior criminal conviction alone does not preclude a person to visit an inmate. Staff will conduct a background investigation and will consider the nature, extent, and recentness of the conviction. The approval by the Warden will be required before such visits may be approved.
 - j. Number of Visitors on Visiting List: There is no limit to the number of family members that can be on an inmate's visiting list. However, a maximum of ten (10) friends or associates may be placed on the approved list.
 - k. Relationship Requirements: Rule text mandates that the inmate must have known the proposed visitor(s) prior

to incarceration. The Warden's approval must be obtained for exception to this rule. This rule applies to all inmates regardless of the institution's security level. Current visiting lists do not require modification because of this Change for Business Visitors, Consular Visitors and Visits from Representatives of Community Groups: See Visiting Regulations Program Statement.

1. Special Visits: Persons not on the approved visiting list for social visits will not be permitted to visit unless they have received prior approval for a special visit from the respective Unit Team. Approved special visits that are of a social nature will be charged against the visiting allowance of six (6) points per calendar month. There will be no points charged against the visiting allowance of six (6) points per calendar month for approved special visits from attorneys, clergy, former or prospective employers, sponsors and parole advisors, as long as the special visit is for official matters and not social in nature. Inmates seeking social visits from individuals who happen to be attorneys are encouraged to have the individual included on their approved visiting list.
 - (1) Special visits shall have prior approval of the Unit Manager and shall be recorded on the computer showing approval for a special visit with a memorandum to the inmate's central file. Unit Managers will assign a member of the Unit Team to provide coverage for all special visits.
 - (2) Attorney visits will be conducted in accordance with the provisions of Bureau of Prisons Program Statement 1315.07 (Legal Activities, Inmate).
 - (3) Inmates will be required to inform any appointed or prospective attorney that they must first contact the appropriate staff member to schedule the attorney visit. The Warden has delegated this responsibility to the Unit Team.
 - (4) In rare circumstances when prior arrangement is not practical, Unit Management staff shall make every reasonable effort to allow the visit. However, under normal circumstances, advance

appointments are to be scheduled prior to the date and time of the visit.

- (5) The Unit Manager or designee shall set the time and place for the visits, which ordinarily take place during regular visiting hours. Once an attorney visit has been approved by Unit Management staff, a memorandum shall be routed through the Captain, to all concerned informing staff of the date and time of the visit. The memorandum should also identify the name of the attorney, the name of the inmate, and the name of the staff member providing supervision during the attorney visit. The memorandum is to be distributed to the Warden and other appropriate staff on a need to know basis.
- (6) Properly arranged attorney visits shall take place in a private conference room or in a regular Visiting Room in an area and at a time designed to allow a sufficient degree of privacy. The Unit Manager will arrange to have the inmate brought to the Visiting Room for the attorney visit. The Unit Manager or designee will escort the attorney to the Visiting Room and provide visual supervision during the entire attorney visit; however, the Unit Manager or designee may not subject the attorney visit to auditory supervision.
- (7) At the conclusion of the visit, the Unit Manager or designee shall escort the attorney to the front of the institution.
- (8) An inmate wanting to receive visits from his/her minister of record must submit a written request to the Chaplain. Upon approval, unit staff 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.

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

Clergy/minister of record visits will be accommodated in the visiting room during regularly scheduled visiting hours.

m. Visits to Inmates not in Regular Population Status:

- (1) Admission and Holdover Status: Visits during the Admission and Orientation period or for Holdovers are limited to the immediate family, which are verifiable in the Pre-Sentence Investigation (PSI). Holdover inmates may receive (1) hour social visit per week.
- (2) Hospitalized Inmates: Inmates hospitalized in the community will not receive visitors unless authorized by the Warden, Acting Warden or Administrative Duty Officer. The Captain will be notified upon approval.
- (3) Detention/Segregation Status: All detention or segregation visiting will be conducted utilizing the video visiting system, with the exception of scheduled approved visits, such as legal visits. The inmate visitor(s) will be located in the FCI Visiting Room, while the inmate is located in the Special Housing Unit. Video visiting will be authorized for all inmates in the Special Housing Unit, with the exception of those inmates with documented visiting restrictions. Up to four visitors, to include children, will be authorized. Children must remain in the non-contact room during the duration of the visit. Detention or segregation visiting will be limited to a maximum of two (2) hours per visit.

Units	<u>SHU VISITING SCHEDULE</u>	
	Weekday	
1,2,3, Camp	Saturday	8:30 a.m. - 10:30 a.m.
1,2,3, Camp	Saturday	10:45 a.m. - 12:45 p.m.
1,2,3, Camp	Saturday	1:00 p.m. - 3:00 p.m.
4, 5, 6, FSL	Sunday	8:30 a.m. - 10:30 a.m.
4, 5, 6, FSL	Sunday	10:45 a.m. - 12:45 p.m.
4, 5, 6, FSL	Sunday	1:00 p.m. - 3:00 p.m.

Effective May 4, 2012, visiting for inmates housed in the Special Housing Unit (SHU) will be conducted in the SHU non-contact visiting room. It is the inmate's responsibility to notify his visitor of his visiting day. If there is a conflict in the schedule, the Operations Lieutenant will utilize the procedure for visiting room overcrowding to determine visitor priority.

n. Preparation of Visiting List:

- (1) General Population: When an inmate desires to have a non-immediate family member added to his list, he will be advised by his Counselor if he shall have to complete the top portions of the Request for Visitation forms and mail these forms to the prospective visitor(s).
- (2) Approval/Disapproval of Visitors: When the Request for Visitation forms are returned to the Unit Counselor, they will be reviewed to ensure they are completely filled out and signed by the requesting visitor.
- (3) A Request For Conviction Information Form, BP-311(52), will be completed, on all inmate Visitors. After the potential visitor's forms have been processed and cleared, the Unit Counselor will add the visitor to the inmate's computerized visiting list.
- (4) The Unit staff will then notify the inmate of each approval or disapproval and give the inmate a printed copy of his visiting list and a signed copy will be placed in his central file.
- (5) Once the inmate has a copy of his updated visiting list and copies of "Visiting

Regulations" (See Attachment A), he may then notify his approved visitors that they may visit him. It is also the inmate's responsibility to mail the Visiting Regulations to each approved visitor. Additionally, a copy of the written guidelines will be maintained in the Front Lobby.

- (6) On occasion, individuals come to the institution to visit an inmate without prior approval or notification to staff. (Visits may be recommended for approval to the respective Associate Warden, the Unit Team in rare cases where there are extenuating circumstances.) When Unit Staff are not available, the Operations Lieutenant will be contacted to render the final decision. When this occurs; it will be the responsibility of that staff member to notify the inmate of the decision.

o. Visiting Room Procedures:

- (1) Identification of Visitors: When inmate visitors arrive at the Administration Building, the Lobby Officer will have all visitors age 16 and older read and sign the Notification to Visitor Form BP-S224.022, in English or in Spanish, if necessary.
 - (a) The Lobby Officer will identify all visitors age 16 older by using established procedures (i.e., valid State or Government issued Driver's License and valid State Identification Card, Photo identification).
 - (b) All individuals under the age of 16 must require proper adult supervision. Additionally, the Front Lobby Officer will maintain a record of Visitors on each inmate. The Visitors signature will be required on the Visitor Log.
 - (c) Additionally, if the visiting program in the front lobby is inoperative, the Officer will utilize the inmates' central file to ensure proper identification is utilized.

- (d) All inmates will be authorized to update their assigned visiting list upon submission of form BP-A0629, Visitor Information. Additionally, an NCIC check will be conducted on all inmate visitors.
- p. Searching Visitors: Searches of inmate visitors will either be random or based on reasonable suspicion before entering or while inside the facility or on Bureau grounds. Failure to comply with authorized search procedures will result in the denial of entry into the facility and will require the inmate visitor to immediately leave the facility grounds.
- (1) Random selection of visitors for searching must be impartial and non-discriminatory. The concept of random selection includes either searching all visitors entering at a given time or searching visitors according to a predetermined selection method. Staff conducting the "pat" search of the inmate visitor must be of the same sex. Staff will ensure a staff member of the same sex will conduct the pat search, no exceptions. However, staff are prohibited from conducting a pat search of anyone under the age of eighteen.
 - (2) The following predetermined selection created by the SIS Office on a monthly basis will be utilized. The Operations Lieutenant will notify the Front Lobby staff of what predetermined sequence will be used for that day. The Operations Lieutenant will also have the option to change the predetermined sequence at any time throughout the shift. Additionally, Lieutenants will include the predetermined sequence in the Lieutenants Log on visiting days.
 - "Search two, skip four, search three, skip four"
 - "Search four, skip two, search four, skip three"
 - "Search one, skip five, search two, skip three"
 - "Search three, skip two, search one, skip two"
 - (3) Visitors who exhibit signs of recent use of alcohol (i.e., odor, confusion, loss of balance) or otherwise display inappropriate behavior shall not be permitted to visit. The use of a breathalyzer to test a visitor requires the

approval of the Warden, Acting Warden, or Administrative Duty Officer.

- q. Supervision of Visits: Visitors with children will be required to maintain control of children at all times. Children are required to have supervision while in the visiting room. Failure to do so will result in termination of the visit. It is the responsibility of the inmate to ensure that all visits are conducted in a quiet, orderly and dignified manner. Visits not conducted in the appropriate manner may be terminated by the Visiting Room Officer with prior approval of the Operations Lieutenant.
- r. Walsh Act Requirements: The Unit Team will evaluate all inmates on their caseload and all incoming inmates to determine if they have an inmate who has been convicted of a sex offense involving a minor (WA CONV).
- (1) **"This inmate was convicted of a sex offense involving a minor,"** will be placed in the comments section in the visiting program of any inmate fitting this criterion.
 - (2) Inmates identified as having a Walsh Act assignment involving a minor will be seated up front and have his visit closely monitored.
- s. Temporary Suspension of Visiting Privileges: The following procedures should be followed to notify an inmate and his visitor(s) when a visit has been terminated due to misconduct in the Visiting Room:
- (1) Immediately, a full time staff member should verbally notify the inmate that his visiting privileges with the involved visitor(s) have been temporarily suspended pending final disposition of administrative action taken against him.
 - (2) The Unit Team should prepare a letter for the Warden's signature to the visitor(s) notifying him/her that the inmate's visiting privileges have been temporarily suspended. Attachment B is a sample of such a letter.

- (3) The Unit Team should prepare a memorandum to the inmate for the Warden's signature which notifies him that his visiting privileges with the visitor(s) have been temporarily suspended. Attachment C is an example of such a memorandum.

t. Reinstatement of Visiting Privileges: Only the Warden can reinstate an individual to an inmate's visiting list. The Unit Manager will prepare a memorandum through the respective Associate Warden to the Warden listing the specific reasons for reinstating the individual to the approved visiting list.

Note: Under no circumstances will special visits be permitted to individuals who have been removed from the approved visiting list without a thorough investigation and approval by the Warden.

u. Additional Visiting Room Regulations:

- (1) Inmates are required to wear institution issued clothing (pants, shirts, belt, and black safety shoes) during visitation. The prescribed uniform will be worn by inmates in the visiting room. The uniform shirt will be tucked into the pants and the shirt buttoned within two buttons from the top of the shirt. No other clothing is permitted. Institution clothing must be neat and clean in appearance. Authorized religious headgear may be worn in the Visiting Room. All religious headgear will be inspected prior to and following a visit. Any questions regarding the propriety of religious headgear in the Visiting Room will be directed to the Chaplain and the Operations Lieutenant. Visits will not be permitted for those who are not properly groomed.
- (2) Inmates shall not take anything to a visit except a comb, handkerchief, wedding band, prescription glasses, (sun-glasses are not permitted) and authorized religious jewelry (i.e., a single chain medallion). All items authorized in the visiting room will be documented on the Visiting Room Property Form, Attachment E.
- (3) If an inmate has other property in his possession, he will be instructed to return to

his Unit and secure the property in question. No items of personal property should be stored in the shakedown area.

- (4) Medication may be permitted. Only medication that is needed to preserve life such as nitroglycerin, asthma inhalers or epileptic medication will be allowed to be retained by the visitor and those inmates requiring such medication. When authorized, a notation to be this effect should be made on the inmate's Visiting Room identification documentation. The Medical Department should be contacted when there is a question as to whether the medication is authorized.
- (5) Inmates will not be allowed to operate or purchase items from the vending machines. They may assist their visitor with carrying items purchased from the vending machines. However, inmates who have elderly/disabled visitors, visiting them, only at the officer's discretion will be allowed to retrieve items for the visitor from the vending machine. For example, if an inmate has a sole elderly/disabled visitor visiting and no other family member/approved visitors to assist, the inmate may request permission from the officer to retrieve items from the vending machine. At no time will the inmate handle currency during this process. The visitor will be required to place the currency in the vending machine and the inmate will then be allowed to retrieve the items from the vending machine. They will not be allowed to receive any other items from visitors or keep any money from a visitor.
- (6) A maximum of \$20.00, in the denomination of U.S. currency coins, one dollar bills, and five dollar bills, or (1) credit/debit card is authorized to be brought into the Visiting Room for use on the vending machines per visitor and visit.
- (7) There are vending machines in the Visiting Room for use by visitors. No food items may be brought into the institution by a visitor with the exception of a reasonable (Please see

attachment A, pg.21) amount of baby food and baby drinks in a sealed, original container for infants.

- (8) Inmates are not allowed in the Children's Area of the FCI Visiting Room, only relatives of the children in the area will be permitted.
- (9) If legal papers are to be reviewed, the matter must be cleared through the Visiting Room Officer. Signatures of inmates or receipts for legal papers are not permitted except by the approval of the Unit Manager. Legal material belonging to an inmate, and needed for a visit with an attorney, will be brought to the Visiting Room by the inmate's Unit Team. The material will be subject to search for contraband prior to and after the visit. Legal papers should otherwise be mailed into the institution.
- (10) There are no provisions for visitors to deposit money in an inmate's trust fund account during a visit.
- (11) Socially acceptable gestures of communication and affection, such as shaking hands, kissing, and embracing, are allowed within the limits of good taste and then only at the beginning and at the end of a visit. Indecent, annoying or excessive contact will not be tolerated. Any act or effort to violate the visiting regulations may result in disciplinary action against the inmate, which may include the termination of visit and/or denial of future visits.
- (12) Inmates who repeatedly violate visiting regulations may be required to terminate the visit or be placed under closer supervision at the discretion of the Visiting Room Officer-in-Charge. All areas of the Visiting Room may be monitored to prevent the passage of contraband and ensure the security and welfare of all concerned. It is the inmate's responsibility to inform prospective visitors that dress should be within the bounds of good taste and should not present possible disrespect to others who may be present in the Visiting Room.

- (13) Prospective visitors will not be allowed to visit if their clothing does not adequately cover or which exposes areas of the person's body from the top of the shoulders down to three inches above the knee. Clothing worn by a visitor that is determined to be sexually provocative, such as, miniskirts, halter or midriff tops, see-through dresses or blouses, body tight knits or spandex, will also be reason for denial of the visit.
- (14) Any clothing which is tight fitting, or revealing, skirts or dresses (3) inches above the knees, sleeveless tops, midriffs, spandex, culottes, shorts, see-through clothing, halter tops, hats, sweatpants (any color), clothing with gang related or suggestive logos, or any apparel of a suggestive or revealing nature will not be permitted. Hairpieces or wigs that can be easily removed will not be permitted, unless medically needed and accompanied by a physician's letter. Clothing which resembles inmate or staff clothing, i.e., khaki colored, all gray sweat suits, camouflage, or BDUs will not be authorized in the visiting room. If the Visiting Room Officer or Lobby Officer determines that the visitor is not dressed accordingly, they will advise the visitor and notify the Operations Lieutenant. Visitors may be denied a visit when supervisory staff (i.e., Lieutenant, Duty Officer, etc.) determines a visitor's dress is inappropriate for the institution setting.
- (15) If the visitor refuses to comply with these criteria they will be refused admittance.
- (16) Visitors are permitted only the following items in the visiting room: one clear, see-through change purses or billfolds measuring 4 inch by 6 inch, a maximum of \$20.00, in the denomination of U.S. currency coins, \$1 bills, \$5 bills, change, and reasonable (Please see attachment A, pg.21) baby care items. A visitor may also bring in a credit card for the vending machines. Only clear plastic baby bottles and sealed baby food will be allowed. A rule of thumb to follow is that any item that cannot easily be searched would not be

allowed. Strollers and other baby carrying devices will not be allowed into the institution due to space constraints of the visiting areas. Watches, pagers, cellular phones, PDAs, or other electronic and/or communication devices will NOT be allowed (hand held electronic games, i.e., Gameboys).

(17) Papers, packages and/or gifts are not to be exchanged.

- v. Penalty for Violations: Future visiting privileges may be denied to any person who tries to circumvent visiting regulations.
- w. Interview of Inmates by Federal and State Law Enforcement Agencies: Requests for interviews with inmates by recognized law enforcement agencies must be approved by the Special Investigative Supervisor (SIS). SIS staff will provide escort and supervision of the interview in an area other than the Visiting Room if regular visiting is in progress or for reasons of security.
- x. Visitor Directions to the FCI, FSL, and CAMP: Attachment A of this institution supplement gives directions to the institution.

6. **ACTION**: This supplement is effective upon issuance.

Distribution: Executive Staff Department Heads
 Historical File AFGE Local 83
 Inmate Law Library LAN Directory
 SCRO

Attachment A

(Visitor's Name), has been approved to visit you during your stay at FCI/SPC FSL La Tuna. In addition to your assuming reasonable responsibility for the proper conduct of a visit, you are also responsible for forwarding this form to the above visitor so that she/he will be aware of our visiting regulations.

IDENTIFICATION: Positive identification of visitors will be required. The best forms of identification are Driver's License or State Identification Card.

VISITING HOURS:

FCI La Tuna: Regular visiting hours at the main institution are from 8:00 a.m., to 3:00 p.m., on Saturday, Sunday, the first Monday of the month, and Federal Holidays. Visiting hours will be from 8:00 a.m., to 3:00 p.m.

SCP La Tuna: Regular visiting hours at the SPC are from 8:00 a.m., to 3:00 p.m., on Saturdays, Sundays and Federal Holidays.

FSL La Tuna: Regular visiting hours at the FSL are on, Saturdays, Sundays and Federal Holidays from 8:00 a.m. to 3:00 p.m.

Visitors may not enter onto institution grounds earlier than 30 minutes prior to the visiting periods.

Designated Parking: Once you arrive at the institution, you must park in the designated visitors parking. If your vehicle is in undesignated parking space, termination of visit will occur. Vehicles must be locked and once the visit has started you will not be permitted to return to the vehicle and reenter the Visiting Room. Under no circumstances will anyone or pets be allowed to wait in a vehicle during visitation.

FCI/SCP La Tuna: At the FCI and SCP visitors arriving by bus may remain at the entrance road shelter until time to proceed. Visitors arriving by car are asked not to enter the grounds and proceed to the visitor parking lot until the appointed time. At the SCP, visitors may park in the parking located in front of the Camp. At the FCI, just above the visitor parking lot is a building provided for you to wait until they are called by the officer. Contact the officer on the intercom to be issued a number and proceed to the front lobby when your number is called. Any questions please call (915) 791-9000.

FSL La Tuna: Visitors arriving by car are asked not to proceed to the lobby area until the appointed time. At the FSL visitors may park in the designated parking lot located in front of the lobby area. **Any questions please call (915) 564-2100.**

WHO MAY VISIT: We will notify persons authorized to visit, as we are doing in your case. Children under 16 years must be accompanied by an adult member of the family. Other persons not approved who wish to visit an inmate for either personal or business reasons, must write the institution at least two weeks in advance of the visit and explain the circumstances. If a visit is approved, an authorization will be sent for presentation on arrival. Personal contact within the limits of good taste such as shaking hands, kissing and embracing is permitted when the visitor and inmate meet and just prior to departing.

REGULATIONS: The right to make future visits will be denied to anyone who tries to circumvent or evade regulations. The introduction of or attempt to introduce contraband into a federal penal institution is in violation of Title 18, U.S. Code, Section 1791. Contraband is defined as the introduction or attempt to introduce into or upon the grounds of any federal penal or correctional institution, or the taking or attempt to take or send therefrom, anything whatsoever without the knowledge and consent of the Warden or Superintendent of such federal penal or correctional institution. Contraband items include, but are not limited to all tobacco products, guns, knives, tools, ammunition, explosives, hazardous chemicals, gas, narcotics, drugs or intoxicants. Prior to admission, visitors must request and obtain permission of the Warden or his staff representative to bring any item or thing upon the institution grounds.

ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO ENTERING, DURING VISIT AND UPON DEPARTING THE INSTITUTION. THE USE OF A CAMERA OR RECORDING EQUIPMENT WITHOUT WRITTEN CONSENT OF THE WARDEN IS STRICTLY PROHIBITED. No written messages may be exchanged during a visit.

LOCATION:

FCI and SCP0020 La Tuna: The Federal Correctional Institution La Tuna is approximately 15 miles north of El Paso and 25 miles south of Las Cruces, New Mexico, in Anthony, Texas. It may be reached by taking I-10 from either El Paso or Las Cruces, exiting at the Anthony or Westway-Vinton Road Exits, proceeding to 8500 Doniphan Rd. via Highway 20, and turning onto the institution's

access road. We hope your visit is a pleasant one and ask that you observe the following procedures during your visit. Any questions, please call (915) 791-9000.

FSL La Tuna: FSL La Tuna is located on Biggs Army Airfield, Fort Bliss, in El Paso, Texas. If you are traveling from outside the El Paso area, these instructions are to assist your arrival. Traveling east or west on Interstate 10 (I-10) exit on Exit 22B (US-54). Use exit four and turn right onto Fred Wilson Road, from US-54. Traveling south on Fred Wilson Road turn left, Biggs Army Airfield entrance, at the fourth traffic light. Continue on the main road, Sergeant Major Boulevard. Once you reach the first traffic light past the Sergeant's Major Academy make a left and follow the street to the end to reach the institution, Building 11636, Old Ironsides Drive. Proof of insurance, car registration and a driver's license will be required to enter the military installation. All persons, vehicles, and packages are subject to search by the Military Police. Any questions, please call (915) 564-2100.

Local Transportation: Taxi service is the only form of public transportation available to the institution. Several companies in the El Paso area offer services to the institution. Specific companies and prices are available in the yellow pages of the local telephone directory.

VISITING REGULATIONS: Inmates will be permitted to visit with **AUTHORIZED VISITORS ONLY.** The Lobby Officer will require proper identification of all visitors, both inmate and official. Acceptable identification cards are driver's license, State Identification cards, and other official ID cards. An inmate will be allowed up to 6 points per calendar month. **DO NOT BRING FOOD OF ANY KIND** into the institution, vending machines are available.

Authorized Visitors Personal Property: A clear cosmetic bag, measuring: 4" X 6", is the only type of purse visitors are allowed to bring into the Visiting Room. The Front Lobby Officer will visually view the contents of the bag for contraband.

All other types of bags are not allowed into the Visiting Room. Lockers are provided at the Front Lobby for visitors arriving via public transportation or those who were dropped off by private transportation. If the visitor needs to use a locker, the locker key will be issued to them by the Front Lobby Officer in exchange for some form of photo I.D. The key will be exchanged for their identification at the conclusion of the visit.

1. Authorized Infant Items: Diaper bags will be inspected by the Front Lobby Officer for contraband. Baby items that cannot be inspected without being damaged or destroyed will not be permitted in the Visiting Room. Children with disabilities are excluded from this rule. Baby care items that will be permitted are as follows:

1 small clear diaper bag	1 small baby blanket
4 jars of factory-sealed baby food	1 pacifier
4 full feeding plastic bottles	6 diapers
1 container of moist toilette	
1 small cloth for feeding purposed	

2. Electronics: Cameras, radios, tape recorders, cellular phones, electronic devices (games, all watches, USB devices), and pagers will not be permitted in the Visiting Room. The use of cameras or recording equipment without permission of the Warden is strictly prohibited; violators are subject to criminal prosecution.

3. Money: A maximum of \$20.00, in the denomination of U.S. currency coins, one dollar bill, five dollar bills, ten dollar bills, or (1) credit/debit card are authorized to be brought into the Visiting Room for use on the vending machines per visitor and visit.

4. Food: Visitors will not be permitted to bring food, drink, and/or gum items into the Visiting Room. Only those items that are purchased in the Visiting Room Vending machines are permitted to be consumed.

Dress Code for Visitors: Visitors are not allowed to wear suggestive, provocative or otherwise revealing clothing when visiting an inmate. Inappropriate slogans and/or depictions on clothing are prohibited. The following additional restrictions on clothing will be strictly followed:

1. Top Garments: Tops should cover the upper body, including stomach, chest/breast, cleavage, and back. Sleeveless shirts/blouses, sheer or low-cut blouses, halter tops, tube tops, or spaghetti strapped shirts will not be permitted to be worn during visiting. Male visitors will use the same discretion in attire regarding sleeveless shirts. No see-through material will be permitted.
2. Lower Garments: Skirts or dresses must not be shorter than three inches above the knee. Spandex, leotards, shorts, form

fitting clothing or pants with holes are not permitted during visiting. Orange and/or Khaki colored clothing will not be permitted in the visiting room.

3. Unauthorized Clothing: Determination as to whether clothing is appropriate will be made by the Institution Duty Officer or the Operations Lieutenant. The Institution Duty Officer will be notified to make the final determination to allow or disallow the visitor to enter when there is a questionable garment. If it is determined that the clothing is inappropriate, the visitor will not be permitted to enter the institution and the denial will be documented on the Visitor Denial to Visit form, Attachment C, by the Institution Duty Officer.
4. Hats/Sunglasses: Baseball caps, hats and sunglasses will not be permitted by inmate visitors inside the secure perimeter of institution.
5. Footwear: No open toe shoes will be permitted.

Visitors and Inmates Physical Contact:

Authorized Contact: Visitors and inmates are to briefly and in good taste, kiss and embrace at the beginning and end of each visit. Inmates will be permitted to hold their small children and infants. Inmates and their adult visitors may hold hands during the visits, but no other type of physical contact is permitted. Any warning for infraction will be documented in the visiting log book. If the contact continues after the written warning, then the visit will be terminated. Any subsequent violations beyond the first written warning will result in an incident report being written (Code 409: Unauthorized physical contact) and may result in losing visiting privileges for a period of time.

Socially acceptable gestures of communication and affection such as shaking hands, kissing and embracing are allowed within the limits of good taste at the beginning and at the end of a visit. Indecent, annoying or excessive contact will not be tolerated. Inmates or visitors who violate visiting regulations may be required to terminate the visit or be placed under closer supervision at the discretion of the Visiting Room Officer. All areas of the Visiting Room, including restrooms, may be monitored to prevent the passage of contraband and ensure the security and welfare of all concerned. Children are expected to remain near to and be controlled by the adults bringing them.

It is illegal for any person to introduce or attempt to introduce into or upon the grounds of any federal penal institution, to take, or attempt to take or send therefrom anything whatsoever without the knowledge or consent of the Warden. The law provides that violators may receive 20 years or a \$250,000.00 fine and/or both. It is a federal crime to bring upon these premises weapons, ammunition, intoxicating drugs or contraband. All persons and packages are subject to search (Title 18, U.S. Code, Sections 1791 and 1792).

IT IS A FEDERAL CRIME TO BRING UPON THESE PREMISES ANY WEAPONS, AMMUNITION, INTOXICANTS, DRUGS, ALL TOBACCO PRODUCTS OR CONTRABAND.

OTHER:

Lockers: There are lockers in the Front Lobby which provide secure storage for visitor's valuables. After a visitor is properly identified and all forms processed, the Lobby Officer will issue a locker key in exchange for an ID card and record the number next to the visitor's name on the notification form. Visitors will then place articles in the locker and proceed through the metal detector. Visitors will retain the locker key during the visit. At the termination of the visit, the visitor will remove personal articles from the locker and return the key to the Lobby Officer for the return of their ID card.

**//PHOTOGRAPHING OR VIDEO TAPING OF THE INSTITUTION OR INSTITUTION
GROUNDS IS PROHIBITED//**

Attachment B



U.S. DEPARTMENT OF JUSTICE

Federal Bureau of Prisons

*Federal Correctional Institution La Tuna
Anthony, New Mexico/Texas 88021*

Date

Jane Doe
110 Main Street
Washington, D.C. 10002

RE: Visiting Privileges with John Doe, Reg. No. 00000-000

Dear Ms. Doe:

You are temporarily suspended from visiting John Doe pending final disposition of administrative action stemming from your May 19, 20XX visit.

This action will remain in effect until further notice. Inmate Doe has been notified of this decision. It will be his responsibility to inform you of the final disposition taken in this matter.

Sincerely,

Warden

cc: Central File

Attachment C



U.S. DEPARTMENT OF JUSTICE

Federal Bureau of Prisons

*Federal Correctional Institution La Tuna
Anthony, New Mexico/Texas 88021*

Date

MEMORANDUM FOR DOE, John Register Number 00000-000
UNIT: XX-XX

FROM: Warden

SUBJECT: Visiting Privileges

Your visiting privileges with Jane Doe have been temporarily suspended pending final disposition of administrative action stemming from your May 19 visit with Ms. Doe. You have already been verbally notified of this action which will remain in effect until further notice.

cc: Central File
Unit Manager, _____ Unit
Visiting Room Officer
Lobby Officer

Attachment D



U.S. DEPARTMENT OF JUSTICE

Federal Bureau of Prisons

*Federal Correctional Institution La Tuna
Anthony, New Mexico/Texas 88021*

Date

MEMORANDUM FOR WARDEN

FROM: XXXXX

SUBJECT: Visiting Privileges

On (DATE), at approximately (TIME) a.m./p.m., visitor(s) (NAME) arrived at the institution to visit with inmate (NAME) (REG NO). At approximately (TIME) a.m./p.m., I approached inmate (NAME) and his visitor (NAME) with Lieutenant (NAME), and we informed them their visitation privileges were temporarily suspended pending final disposition of administrative action stemming from (DESCRIBE THE REASONS FOR TERMINATION).

At approximately (TIME) a.m./p.m., inmate (NAME) was escorted to the visiting room shakedown area by Officer (NAME) while (NAME) escorted visitor (NAME) to the front entrance of the institution.

