



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution  
Mendota, California

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# INSTITUTION SUPPLEMENT

**OPI:** CPD/CSB  
**NUMBER:** MEN 5267.09  
**DATE:** 12/12/2016  
**SUBJECT:** Visiting Regulations

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1. **PURPOSE AND SCOPE:** To establish local procedures for inmate visiting regulations at the Federal Correctional Institution (FCI), Mendota, California.
  
2. **DIRECTIVES AFFECTED:**
  - a. Directive Rescinded:  
  
MEN 5267.08B Visiting Regulations (11/25/2015)
  
  - b. Directives Referenced:  
  
PS 1315.07 Inmate Legal Activities (11/05/99)  
PS 2000.02CN-02 Accounting Management Manual (5/22/87)  
PS 5100.08 Inmate Security Designation & Custody Classification (9/12/06)  
  
PS 5267.09 Visiting Regulations (12-10-2015)  
PS 5270.09 Inmate Discipline Program (7/08/11)  
PS 5270.10 Special Housing Units (07/29/11)  
PS 5522.02 Ion Spectrometry Device Program (04/01/15)  
PS 7331.04 Pretrial Inmates (1/31/03)
  
3. **STANDARDS REFERENCED:** American Correctional Association 4<sup>th</sup> Edition Standards for Adult Correctional Institutions: 4-4142, 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, and 4-4504
  
4. **PROCEDURES:**
  - a. Visiting Schedule:  
  
The following schedule will be utilized for inmates in general population with social visits at FCI Mendota and the Camp:  
  
Friday 8:15 a.m. - 2:00 p.m.  
(Special Housing Inmates Only)  
Saturday 8:15 a.m. to 3:00 p.m.  
Sunday 8:15 a.m. to 3:00 p.m.

Federal Holidays                      8:15 a.m. to 3:00 p.m.

Social visitors will not be processed before 8:00 a.m. or after 2:00 p.m. on visiting days for the general population.

b. Visitor Parking:

The FCI and Camp have designated visitor parking. Visitors must use the designated parking for the institution they are visiting. Large vehicles (e.g., campers, mobile recreational vehicles, tractor trailers) are prohibited from being parked in the institution parking lot at any time.

Visitors will not be allowed to remain in their vehicles. If someone drives an approved visitor to the facility and the driver is not going to visit, the driver will have to leave the property until the visit is completed.

c. Frequency of Visits and Number of Visitors:

Inmates will be limited to six (6) approved visitors at one time, excluding infant children remaining on a person's lap. Ordinarily, inmates will have unlimited visiting privileges during regular scheduled visiting times.

Should the Visiting Room reach full capacity, the Visiting Room Officer will advise the Lieutenant and the Institution Duty Officer (IDO) of the situation. The IDO will have the authority to curtail or terminate visits. Should it become necessary to curtail visits due to overcrowding, a maximum two-hour visit will be implemented. The IDO will begin curtailing visits first by volunteers, secondly by visitors who live in closest proximity to the institution, and third by those who visit most frequently.

d. Visitors Entering the Institution:

- (1) Staff must be able to verify the identity of visitors (over the age of 16) prior to admission into the institution. Photo Identification is required for entry and it must be valid state or government-issued photo identification. Any identification which is altered, forged or expired is not a valid form of identification and will not be accepted. Check cashing cards and other easily produced forms of identification are not appropriate.

- (2) Staff may require a visitor to submit to a search. This includes any items of personal property to include vehicles, as a condition of allowing or continuing a visit. Items of personal property may be required to be returned to the visitor's vehicle prior to entering the institution or stored in a visitor's locker. The visitor will be responsible for maintaining constant possession of the locker key. If a visitor was dropped off and does not have a vehicle, items not permitted into the visiting room will be disposed of, or visitation will be denied. Refusal to allow staff to search the items will result in the visit being denied. Visitors will be allowed to wear religious headwear only after it has been searched. All visitors, including contractors and volunteers, are subject to testing through the ION Spectrometry Device Program.
- (3) All inmate visitors, with the exception of children under the age of 16, will be required to sign the log book at the Front Lobby Officer's desk. Visitors, with the exception of Federal, State and Local Law Enforcement Officials, Members of Congress and the Judiciary, will be required to complete a Notification of Visitor Form. All visitors and their personal items entering the institution will pass through the metal detection device.

Processing of visitors will proceed by stamping the visitor's hand and verifying the stamp is visible with the black light wand.

Visitors with surgically implanted metal plates, pins, or pacemakers, etc., will need to supply medical documentation of these items prior to entering into the institution. If a visitor has appropriate documentation of a medical condition which would prevent him/her from clearing the metal detection device, the Operations Lieutenant and the IDO will be notified.

No recording devices of any kind will be permitted in the Administration Building or the institution. The items will be returned to the visitor's secured vehicle.

Medication is not allowed unless it is life supportive to the visitor. Only the exact dosage during the time he/she will be visiting will be permitted. Prior to

allowing the medicine into the institution, the Front Lobby Officer will contact a member of the Health Services staff to determine if the medicine is necessary. If the medication must be retained by the visitor, the Front Lobby Officer will advise the Visiting Room Officer the visitor has medication. The Visiting Room Officer will keep the medication until it is used.

If for any reason a visitor is denied entrance to the facility, Visitor Denied Entrance to Visiting Room form (Attachment B), will be completed and forwarded per distribution noted on the form.

(4) ITEMS AUTHORIZED IN VISITING ROOM: Only the following articles are authorized to be carried into the institution by visitors:

- (a) One small (no larger than 6 inches by 6 inches) clear plastic bag or change purse.
- (b) Money to be used for refreshments, no more than \$25.00, in increments of \$5.00 or less.
- (c) Photo identification.
- (d) Essential medication; limited to the amount needed during the visiting period, and will be controlled by the Visiting Room Officer.
- (e) The following items will be permitted, per child, when infants are visiting:
  - 1. Four (4) diapers
  - 2. One (1) package of baby wipes (in a clear plastic bag no larger than 6 inches by 6 inches)
  - 3. One (1) change of infant clothing
  - 4. Two (2) clear baby bottles (3/4 full)- (liquids only)
  - 5. Two (2) small plastic jars of baby food (Unopened)
  - 6. One (1) receiving blanket
  - 7. One (1) clear drinking cup
  - 8. One (1) plastic serving spoon
  - 9. One (1) small clear plastic tote or diaper bag (approximately 12 inches by 12 inches)

All items will be subject to search at any time by the Visiting Room Staff.

(5) Lockers:

Metal lockers located in the Visiting Room waiting area will be provided for the visitors needing to secure items they brought to the institution which are prohibited in the Visiting Room. The lockers are coin operated. The locker requires all items be placed in the locker first. A coin is deposited in the coin slot of the locker. The key to the locker is turned and removed from the locker. The locker is now locked. The Front Entrance Officer will annotate the locker number on the Notification of Visitor form. The key will be retained by the visitor. All coats, hats, jackets, personal keys, cell phones, billfolds, and watches (watches are prohibited in the visiting room) must be stored in the lockers. No unopened parcels will be permitted in the Visiting Room. Purses, packages and toys will not be permitted in the institution. Social visitors are not authorized to bring anything to give or show the inmate.

(6) APPROVED DRESS CODE - Visiting Attire:

All visitors will be dressed in an appropriate manner. Any visitor who arrives provocatively or inappropriately dressed will be denied the privilege of visiting. Inmates will inform visitors, prior to visiting, that clothing MUST be appropriate for an institution setting and should not demonstrate disrespect to others who may be present in the visiting room. All visitors must be fully attired, including shoes. Shoes must have a heel or be able to strap to the foot. The following shoes are not permitted:

1. Slipper type shoes
2. Shower shoes
3. Flip-Flops
4. Open-toed shoes

Visitors are to refrain from wearing apparel which is revealing or suggestive. Visitors will refrain from wearing any clothing that contains sexually suggestive/offensive writing, or writing/logos that reference gangs. Visitors will also refrain from wearing undergarments containing metal (i.e. underwire

bra). Dresses or skirts must be no shorter than knee-length, and may not have a slit above the knee. The following clothing will not be permitted:

1. Shorts(unless on a child under the age of 12)
  2. Items revealing any part of the buttocks or crotch area
  3. Sheer clothing
  4. Tank tops
  5. Halter tops
  6. Midriff tops
  7. Strapless tops
  8. Strapless dresses
  9. Spandex style
  10. Bib overalls
  11. Hooded clothing
  12. Camouflage clothing
  13. Sweat gear in gray color
  14. Khaki or tan color (any clothing)
  15. Orange color (any clothing)
  16. Green color (any clothing)
  17. Plain T-shirts in gray, khaki, green, orange, white, red and yellow colors
  18. Medical Scrubs
  19. Clothing resembling staff uniforms
  20. Hats
  21. Watches
- (7) Once the visitor(s) have been processed, the visitor(s) will proceed to the Visiting Room escorted by a staff member. The visitor's photographic identification will be relinquished to the Visiting Escort Officer and Notification to Visitor Form will be hand-carried to the Visiting Room and relinquished to a visiting Room Officer-in-Charge who will retain the items until the completion of visit. The Control Room Officer will verify the visitor's stamp via the black light wand before permitting entrance into the secured perimeter of the institution. Upon entry, the Visiting Room Officer will also verify the visitor's stamp via the black light wand.

Upon completion of the visit, the inmate and visitor will report to the Visiting Room Officer. The inmate must be positively identified. The Visiting Room Officer will then instruct the inmate to wait by the inmate search room. The Visiting Room Officer will then verify all visitors' hand stamps via the black

light, identify each visitor via the photo identification, and relinquish Notification Forms to the escorting staff member. The visitor(s) will then be escorted to the Administration Building. The Control Room Officer will verify all visitors and stamps via the black light, and reference the photo identification prior to releasing the visitor(s) from the secure Sally Port. At the conclusion of visiting hours all Notification to Visitor Forms will be forwarded to the Lieutenants Office. A record of visitors for each inmate will be maintained.

- (8) Inmates and visitors must remember, "Visiting is a family activity and good conduct is expected at all times." Socially acceptable gestures of communication and affection, such as shaking hands, kissing, and embracing, are allowed within the limits of "good taste" and only at the beginning and the end of a visit. Indecent or excessive contact will not be tolerated. Inmates who repeatedly violate visiting regulations may have their visit terminated or placed under close supervision at the discretion of the Visiting Room Officer-in-Charge. All areas of the Visiting Room, including rest rooms, may be monitored to prevent passage of contraband and to ensure the security and welfare of all concerned.

e. Visiting Attire (Inmate):

Inmates will wear only institutional issued clothing items issued from the Laundry.

Inmates may carry the following items into the Visiting Room area:

1. Identification card
2. One wedding band (no stone)
3. One approved religious medal (with chain)
4. Prescription eyeglasses (no case)
5. Life sustaining medication (officer will maintain during the visit)
6. Religious headwear
7. Photo tickets
8. Institution issued boots, with exception of medical issued shoes. No personal shoes will be allowed.

All items taken into the Visiting Room will be inventoried by staff utilizing the Inmate Personal Property Visiting

Room Check off sheet (Attachment C). The same items must leave the Visiting Room with the inmate. All FCI inmates entering the visiting area will be visually searched and all inmates exiting the visiting area will be visually searched and scanned with a metal detection device. All searches will be annotated in the visual search log book. Inmates will not be permitted to return with any items other than those documented as being brought into the Visiting Room. Pat searches will be conducted on Camp inmates. It is recommended a minimum of 10% be visually searched after visitation at the Camp. All inmates will remain properly dressed while in the Visiting Room, to include having their shirts tucked in.

f. Inmate and Visitor Conduct within Visiting Room:

Inappropriate conduct during a visit may result in the termination of the visit.

All inmate visitors arriving in the Visiting Room will report to the Visiting Room Officer for processing. All seating in the Visiting Room will be assigned by the Visiting Room Officer. It is the responsibility of the inmate to ensure all visits are conducted in a quiet, orderly, and dignified manner.

Inmates entering the Visiting Room will report to the Visiting Room Officer and check in. Inmates and visitors are not allowed to move freely inside the visiting area. The vending machines and surrounding area are off limits to inmates at all times. Only visitors may utilize the vending area, then return to their seat.

All food items purchased from the vending machines must be consumed prior to visitors departing the visiting room. Inmates are not authorized to share food or drinks with visitors. Inmates are not allowed to take any food items back to their housing unit.

Physical contact between the inmate and his visitor(s) will be limited to an embrace and kiss upon the initial arrival, and again at the completion of the visit. Any unauthorized embracing or contact may result in termination of the visit.

A female visitor may breastfeed her child in the Visiting Room during social visiting hours. It is expected the female visitor will use appropriate discretion while breastfeeding her child in the Visiting Room. At a

minimum, the female visitor will drape her child and chest with clothing so there is minimal chance of an exposed breast. However, if the breastfeeding is conducted in a manner which is disruptive to other inmates or visitors, or is facilitating conduct prohibited under the Inmate Discipline Program, the visit will be terminated and further actions may be taken.

Any violation of the institution's visiting procedures may result in termination of the visit and/or disciplinary action. The IDO has the authority to terminate a visit or deny entry of unauthorized and pre-approved visitor.

A visitor leaving the approved visiting area for any reason, may result in the termination of the visit.

g. Special Rules for Children:

Inmates in the visiting room are responsible for the conduct of their children. Inmates are expected to supervise the children visiting them so they do not disturb other inmates and/or visitors, or disrupt the safety and security of the institution. Should an inmate fail to properly supervise their children, this may result in termination of the visit.

The visiting rooms are equipped with games and other related children's activities. These items are to be stored in a designated room in both the FCI and the Camp Visiting Rooms. Inmates are prohibited from entering these rooms. Only visitors may access these rooms. Inmates who enter these rooms may result in termination of their visit.

h. Visits to Offenders not in the General Population:

(1) Hospital Patients:

Visits for inmates hospitalized in the community will be approved by the Warden or his/her designee. This will normally be limited to immediate family members. All visits will be subject to the general visiting policy of the hospital. An approved visiting list will be forwarded by the inmate's Unit Team, through the Captain, and will be maintained by the hospital officer(s). When a visit is denied because the inmate is suffering from an infectious disease, is in a psychotic or emotional episode which makes a visit inadvisable, or is otherwise not in a condition to see visitors, the situation is to be carefully and

sensitively explained to the approved visitor by the inmates Unit Team.

(2) Special Housing Unit (SHU):

The Operations Lieutenant will be notified when an inmate in SHU has a visit. Each case will be handled on an individual basis.

Special Housing inmate visits will be limited to two (2) hours. Visiting for inmates assigned to the SHU will be conducted on Friday only.

Non-contact visits will be determined on a case by case basis and approved by the Warden or his/her designee. These visits will ordinarily be allowed during normal visiting hours.

**SHU inmates will be escorted to the search room from SHU in hand restraints from behind. Once an inmate is placed in the FCI search room and the door is secured, the restraints will be removed. At the completion of the visit, the restraints will be re-applied prior to the opening of the search room door.**

(3) Admission and Holdover Status:

The Warden may limit visitation to the immediate family of the inmate during the admission-orientation period or for holdovers where the holdover status is significantly longer than expected. A visiting list from a former institution will be referenced prior to visitation approval. Time frame for approval of the visiting list for holdover inmates is fifteen working days.

i. Preparation of the Visiting List:

- (1) Upon admission, each inmate will be provided a Visitor Information Questionnaire (BPS-629.052) and Visitor Information Handout. The signature of a parent or legal guardian on the Visitor Information Form (BP-629) is necessary to process a request for an applicant under 18 years of age. The questionnaire is to be completed and returned to the Unit Counselor for final approval. The inmate will be required to mail the same to the proposed visitor(s), unless otherwise indigent. The Unit Counselor will forward the Visitor Information Form with a signed release authorization

form at government expense for any inmate found to be indigent. The Visitor Information Form and a Release Authorization Form must be returned to the Unit Counselor by the proposed visitor prior to any further action concerning the visit. Upon receipt of the completed authorization form, the Unit Counselor will initiate a National Crime Information Center (NCIC) inquiry. If the NCIC reveals a questionable conviction by a proposed visitor, the documentation should be utilized for administrative review. NCIC inquiries which result in denial of visitation will be retained in the Freedom of Information section of the inmate's Central File with the Visitor's Information Sheet. It is the inmate's responsibility to notify the visitor(s) of their approval/disapproval, and to advise the visitor of visiting regulations.

- (2) The Unit Team members will be responsible for placing a visitor on an inmate's approved visiting list, and a hard copy of the visiting list will be placed in the inmate's Central File. The Unit Counselor will notify the inmate of those visitors who have been approved.

Each proposed visitor with a prior criminal conviction will be reviewed by the Unit Manager. The Unit Manager will forward a recommendation to the Warden for final decision in granting visiting privileges. The Captain will be notified by the Unit Manager in writing, of all such cases which are proposed. The proposed visitor will be denied should it be determined the inmate did not know the proposed visitor prior to incarceration. The Unit Manager will review all such cases. Exceptions to this rule may be considered by the Unit Manager and forwarded to the Warden for approval.

- (3) The Unit Counselor will periodically review the visiting list to ensure it is accurate. The list may be amended at any time by the inmate's submission of an Inmate Request to Staff Member Form or during his Unit Team Review, indicating the desired change.

j. Regular Visitors:

- (1) Members of the Immediate Family:

This category includes mother, father, step-parents, foster parents, brothers, sisters, spouse, and children. These individuals are to be placed on the

visiting list if identified in the inmate's Pre-Sentence Investigation and upon completion of an NCIC check. However, the inmate will initiate the visitor Information Form, and the form must be returned to the Unit Counselor before the NCIC check is initiated.

(2) Other Relatives:

This includes grandparents, uncles, aunts, in-laws, and cousins. They can be placed on the approved visitation list if the inmate requests to have visits from them regularly and if there is no reason to exclude them. They are required to complete a Visitor Information Form and receive a completed NCIC check.

(3) Friends and Associates:

Visiting privileges shall ordinarily be extended to friends and associates having an established relationship prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. These individuals may be placed on the visiting list if identified in the inmate's Pre-Sentence Investigation and upon completion of an NCIC check. The Warden must approve any exception to this requirement.

k. Special Visits Requirements:

Special Visits: The Unit Manager is responsible for arranging special visits. Special visits will be submitted via memorandum to the Captain, explaining the reason for the additional visitors and ordinarily for one day. Ordinarily, special visits will take place in the visiting room during regular visiting hours, and be supervised by the Visiting Room Officer.

- (1) Types of visitors: clergy, minister of records, former or prospective employers, sponsors, and parole advisors. Visits in this category serve such purposes as assistance in release planning, counseling and discussion of family problems.
- (2) A special visit can also be arranged for an authorized visitor other than regularly established visiting times, or in excess of regularly permitted visits and will be supervised by Unit Team designated by the Unit Manager.

l. Professional Visit (Law Enforcement) Requirements:

Requested visitation from a law enforcement agency, will be approved and arranged by the SIS Lieutenant or Captain. United States Probation Officers and Mental Health Professionals performing court-ordered examinations will receive priority when processing. This visitation will be approved and arranged through the inmates Unit Team. All visits will be arranged during normal business hours. If approved, a memorandum authorizing the visit will be distributed to the Lieutenant's Office, Control Center, Front Entrance Officer, and Visiting Room.

m. Attorney Visitation Requirements:

Attorneys representing a designated inmate client will be arranged and approved through the Unit Team. Requests should be called or mailed, at least twenty-four (24) hours prior to the proposed visit. Unit Team will be responsible for visually monitoring the visit. With prior Unit Team approval, inmates may be allowed to bring legal material into the visiting room for a legal visit only. This material will be inspected for contraband. Legal material given to the inmate during the attorney visit will be inspected by the Unit Team member for contraband and allowed to be retained by the inmate.

n. Consular Visits:

All non-United States citizens are encouraged to maintain contact with their foreign consulate. Consulate visits will be arranged and approved by the inmate's Unit Team.

o. Media Visits:

Media visits will be coordinated by the Executive Assistant/Public Information Officer.

p. Non-Smoking Area:

The entire Visiting Room and the attorney Visiting Rooms are designated as non-smoking areas.

q. Method by Which Visiting Guidelines Will be Available to Visitors:

Visiting guidelines will be available to visitors in the lobby and/or the visitor intake processing area. Guidelines (See attachment A) will also be available to the inmates in

their respected housing units via their Unit Team and on <http://www.bop.gov/locations/institutions/men/index.jsp>. These guidelines will be allowed to be mailed out by the inmates to their visitors. The guidelines include the institution address, institution phone number, local transportation, and directions to the FCI and the Camp.

r. Procedures for a Back-Up System to the Computer Visiting Program:

As a back-up to the computerized system, official inmate visiting lists shall be updated by Unit Team and provided to Correctional Services both via electronic copy and paper copy. The records shall be in alphabetical order by the inmate's last name. The electronic copy will be stored in a shared directory and the paper copy will maintained in a designated location determined by the Captain.

Unit Team will maintain and update the inmate visiting lists. The electronic copy of the approved inmate visiting list will be updated by Unit Team on the second and fourth Thursday of the month. Unit team will update the paper copy of the approved inmate visiting list each quarter.

s. Reinstatement of Visiting Privileges:

Only the Warden can reinstate a suspended individual to an inmate's visiting list. The Unit Manager will prepare a memorandum through the Captain, Associate Warden, to the Warden, enumerating the specific reasons for reinstating the individual to the approved visiting list.

t. Non-Contact Visiting Procedures:

Upon determination and approval from the Warden, an inmate may be subject to non-contact visitation. This procedure allows for greater security coverage, when deemed necessary, while affording visitation to inmates and their visitors.

Non-contact visiting will take place in the FCI visiting room's General Population observation cells. The inmate will be searched prior to and upon completion of the visit. The inmate will also be placed inside the approved cell prior to the visitor(s) being escorted into the visiting room. These visits will be monitored by staff and will require prior approval from the Captain and Unit Manager, with final approval from the Warden.

u. Walsh Act Procedures:

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 W CONV).

Any inmate fitting this criterion 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 identified as having a Walsh Act assignment involving a minor will have his visits closely monitored. Inmates will be seated as close to the Officer's station as seating allows.

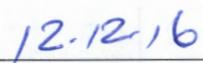
v. Visiting Regulations Regarding Pets:

Visitors are precluded from bringing animals on to the institutional grounds, except for animals that assist persons with disabilities. The visitor must provide staff with certification the animal is trained for that purpose and its required use, prior to the date of the visit. Documentation as to the animal's vaccination status will also be required. No animals will be left in visitors' vehicles.

5. MANAGING DEPARTMENT: Correctional Services

Approved by:

  
\_\_\_\_\_  
Rafael Zuniga  
Warden

  
\_\_\_\_\_  
Date

**FEDERAL CORRECTIONAL INSTITUTION  
Mendota, California**

**Visiting Regulations**

VISITING DAYS: General Population - Saturday, Sunday & Federal Holidays (8:15 a.m.- 3:00 p.m.) Special Housing Inmates - Friday (8:15 a.m. - 2:00 p.m.)

The address is 33500 West California Avenue, Mendota, CA 93640 and the phone number is (559) 274-4000.

DIRECTIONS FROM FRESNO, CALIFORNIA TO THE FCI/CAMP: 180 West to Panoche Road. Turn left on Panoche Road which becomes California Avenue. Turn right into the institution.

DIRECTIONS FROM FRESNO/YOSEMITE INTERNATIONAL AIRPORT: East Clinton Way to North Peach Ave. Merge onto 180 West. Turn Left on Panoche Road. Panoche Road becomes California Avenue. Turn right into the institution.

DIRECTIONS FROM TRAVELING SOUTH ON HIGHWAY 5: Take Exit 379, Shields Avenue towards Mendota. Turn left onto Little Panoche Road West/Shields Avenue. Turn right onto North Fairfax Avenue. Turn left onto Belmont Avenue. Turn right onto North San Diego Avenue. Turn left onto California Avenue. Turn left into the institution.

DIRECTIONS FROM TRAVELING ON NORTH HIGHWAY 5: Take exit 349, Derrick Avenue/33 North. Turn right onto 33 North. Turn left onto California Avenue. Turn right into the institution.

TRANSPORTATION ASSISTANCE: Fresno Yosemite International Airport is located approximately 40 miles west of the FCI/Camp. Air carriers such as United, American, Alaska Airlines, Allegiant Airlines, Delta, and US Airways have flights in and out of this airport. For further information contact the carrier directly.

For International Airport Information Services call (559) 621-4500. Rental car information can be obtained through the information services number provided. There are numerous taxicabs which serve the community; Yellow Cab (559) 233-8400, Fresno Taxi (559) 495-1234. A complete listing is available in the Yellow Pages for your reference upon request.

Notify the Front Entrance Officer if you require assistance in obtaining a transportation service.

All persons authorized to visit this facility must abide by all institution rules. NO PERSON MAY VISIT UNLESS HE/SHE HAS BEEN APPROVED IN ADVANCE AND IS DOCUMENTED AS A VISITOR ON THE INMATE'S VISITING LIST. AN INMATE'S VISITING LIST IS NOT PUBLIC INFORMATION; THEREFORE ANY CALLS PERTAINING TO A VISITING LIST CANNOT BE ANSWERED.

**It has been deemed appropriate to conduct background checks on all visitors entering FCI Mendota. All visitors will be required to submit the Visitor Information form (BP-629) to the Unit Team for review, including individuals verified in your Presentence Investigation Report as immediate family or minor child. In regards to minors, the responsible parent or legal guardian must**

**submit the Visitor Information form (BP-629). Once approved by the Unit Team, your visiting list will be updated to reflect the new addition.**

All visitors must carry a valid state or government issued photo identification (such as a valid state Driver's License, current passport with photo, or alien identification card with photo) in order to be admitted to the Visiting Room. An authorized form of identification is a document with the visitor's photograph and signature.

1. Children under sixteen (16) years of age must be accompanied by a parent or guardian. Children sixteen (16) years of age and over MUST fill out a Visitor Information Form and have it sent to the respective Counselor. Inmates are limited to six (6) visitors at one time; excluding infant children remaining on a person's lap. Adults will maintain control of their children at all times.
2. No food, drinks, or gum will be allowed inside the institution. Sandwiches, soft drinks and candy are available from vending machines in the Visiting Room. Visitors are allowed to bring a maximum of \$25.00, in denominations of \$5.00 or less, for food and drinks from the vending machines. Visitors may purchase food for the inmate, but may NEVER give the inmate money.
3. Visitors will not be permitted to bring any electronic devices into the institution. This includes, but is not limited to, cell phones, pagers, vehicle keyless entry/locking devices, remote starters, cameras, or any recording equipment.
4. Purses, wallets, watches and tote bags are not permitted inside the institution. Only a small (no larger than 6 inches by 6 inches) clear change purse is authorized.
5. Allowable baby items are as follows: 4 diapers, 2 plastic baby bottles containing mixed formula 3/4 full, 2 sealed plastic jars of baby food, 1 plastic serving spoon, 1 small clear plastic tote bag for contents, 1 plastic Ziploc bag containing baby wipes. Baby carriers and strollers are not permitted.
6. No games, toys or balloons, books, legal papers, newspapers, magazines, clippings, pens, pencils, photos, cosmetics, tobacco products, matches and lighters are permitted.
7. There is a child's area available in the Visiting Room. Inmates are not allowed in the child's area.
8. All visitors will be dressed in an appropriate manner. You are entering a CORRECTIONAL SETTING, and this is a requirement. Any visitor, who arrives inappropriately dressed, will be denied the privilege of visiting.

Inmates will inform visitors prior to visiting, that clothing must be appropriate and should not demonstrate disrespect to others present in the visiting room. All visitors must be fully attired, including shoes. Shoes must have an **enclosed** heel or be able to strap to the foot. Slipper-type shoes such as shower shoes or flip-flops and open-toed shoes are not permitted. Visitors are to refrain from wearing apparel which is revealing or suggestive. Visitors will refrain from wearing any clothing that contains sexually suggestive/offensive writing, or writing/logos that reference gangs. Shorts will not be permitted unless on a child under the age of 12. Dresses or skirts must be no shorter than

knee-length, and may not have a slit above the knee. Any clothing that reveals any part of the buttocks or crotch area, sheer clothing, tank tops, halter tops, midriff tops, strapless tops and strapless dresses and spandex style clothing will not be permitted. Undergarments containing metal (i.e. underwire bra) could activate the metal detector and are not permitted. HOWEVER, UNDERGARMENTS ARE REQUIRED FOR ADMISSION. Only religious head wear may be worn. ALL headgear will be searched prior to entering the Visiting Room. Visitors are not permitted to wear gray colored sweat wear, or any clothing khaki, orange, yellow or green colored clothing. Plain T-shirts in the following colors: gray, khaki, green, orange, white, red, or yellow are NOT permitted. Hooded clothing attire are not permitted. No medical scrubs or clothing resembling staff clothing.

9. Visitor's belongings are subject to search by staff. Visitors are subject to random pat search by staff.
10. Persons having metal plates or prosthetic devices that will sound the metal detector must have written documentation from a doctor. Failure to provide this documentation will result in a denial of visitation privileges.
11. Prospective inmate visitors will be randomly tested using the Drug Detection Device, located in the Front Lobby. Any positive test results may result in denial of visitation.
12. Once a visitor has been checked into the institution, they will not be permitted to return to their automobile or leave the visiting area. If this occurs, the visit will be terminated.
13. Large vehicles (e.g., campers, mobile recreational vehicles, tractor trailers) are prohibited from being parked in the institutional parking lot at any time. Violators may be subject to towing, at owner's expense. Any vehicle is subject to random search by staff. Any refusal will result in denial of all visitors in the vehicle.
14. THE VISITING ROOM IS A PUBLIC PLACE AND CHILDREN ARE NORMALLY PRESENT. YOU ARE EXPECTED TO CONDUCT YOURSELF ACCORDINGLY. HANDSHAKING, EMBRACING AND KISSING ARE ORDINARILY PERMITTED WITHIN THE BOUNDS OF GOOD TASTE AND ONLY AT THE BEGINNING AND END OF THE VISIT. BEHAVIOR DEEMED INAPPROPRIATE WILL RESULT IN IMMEDIATE TERMINATION OF THE VISIT, AND POSSIBLE LOSS OF FUTURE VISITS. NO EXCEPTIONS!



Attachment B

U.S. Department of Justice  
Federal Bureau of Prisons

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*Federal Correctional Institution  
Mendota, California 93640*

Date:

MEMORANDUM FOR (NAME), CAPTAIN

FROM: Operations Lieutenant

SUBJECT: Visitor Denied Entrance to Visiting Room

On the above date, at (insert time here), the following visitor (insert visitors name here) was denied entrance into the visiting room.

The visitor in question was attempting to visit inmate (insert inmates name and number here).

The reason for denial was:

\_\_\_ Improper or no identification.

\_\_\_ Not on the approved visiting list.

\_\_\_ Under age or without parent/guardian.

\_\_\_ Other: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CC: Institution Duty Officer

**INMATE PERSONAL PROPERTY VISITING ROOM CHECK OFF SHEET**

DATE : \_\_\_\_\_

NAME	REGISTER NUMBER	ID Card		Medication		Wedding Band		Glasses		Religious Headgear		Necklace		Photo Tickets	
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT		

No jewelry, other than religious medals, or papers of any kind permitted without expressed written approval. Anything other than the above approved items will be returned to the housing unit before entering the Visiting Room. All unauthorized items leaving the Visiting Room will be confiscated. Necklaces and religious medals will be itemized, (I.E. 1-yellow chain, 1-white medallion, etc.).