

COMPLEX SUPPLEMENT

OPI: Correctional Services
NUMBER: PEX-5267.09a
DATE: January 2, 2021
SUBJECT: Visiting Regulations

1. **PURPOSE AND SCOPE**

The purpose of this local supplement is to establish procedures for implementing Program Statement 5267.09, Visiting Regulations.

2. **DIRECTIVES AFFECTED**

a. **Directives Rescinded**

PEX-5267.09, Visiting Regulations, 6/9/2016

b. **Directives Referenced**

PS 5267.09, Visiting Regulations (12/10/15)

PS 1280.11, JUST, NCIC, and NLETS Telecommunication Systems (1/7/00)

PS 1315.07, Legal Activities, Inmate (11/5/99)

PS1490.06 CN-1, Victim and Witness Notification Program (10/20/16)

PS 4500.12, Trust Fund/Deposit Fund Manual (3/15/18)

PS 5100.08 CN-1, Inmate Security Designation and Custody Classification
(9/4/19)

PS 5180.05, Central Inmate Monitoring System (12/31/07)

PS 5270.09 CN-1, Inmate Discipline Program (11/18/20)

PS 5270.11, Special Housing Units (11/23/16)

PS 5280.09, Inmate Furloughs (1/20/11)

PS 5360.09 CN-1, Religious Beliefs and Practices (6/12/15)

PS 5500.15, Correctional Services Manual (1/2/18)

PS 5500.14 CN-1, Correctional Services Procedures Manual (8/1/16)

PS 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities (7/7/13)

PS 5522.02, Ion Spectrometry Device Program (4/1/15)

PS 5521.06, Searches of Housing Units, Inmates and Inmate Work Areas (6/4/15)

PS 7331.04, Pretrial Inmates (1/31/03)

3. **STANDARDS REFERENCED**

American Correctional Association 5th Edition Standards for Adult Correctional Institutions: 5-ACI-2E-03, 5-ACI-4A-21, 5-ACI-5A-01, 5-ACI-7D-14, 5-ACI-7D-15, 5-ACI-7D-16, 5-ACI-7D-17, 5-ACI-7D-19, 5-ACI-7D-21, and 5-ACI-7D-22.

4. **VISITING SCHEDULE**

- a. Medium / Low General Population: Visiting commences on Friday at 5:00 p.m. and ends at 9:00 p.m. Processing of visitors will end at 8:00 p.m. Visiting hours on Saturday, Sunday and federal holidays are from 8:00 a.m. to 3:00 p.m. Processing of visitors will end at 2:00 p.m. At no time will a visit commence 60 minutes prior to the conclusion of visiting hours.
- b. Camp Population: Visiting hours are 5:00 p.m. to 9:00 p.m., on Friday. Processing of visitors will end at 8:00 p.m. Visiting hours on Saturday, Sunday and federal holidays are from 8:00 a.m. to 3:00 p.m. Processing of visitors will end at 2:00 p.m. At no time will a visit commence 60 minutes prior to the conclusion of visiting hours.
- c. Special Housing Unit (SHU): Visiting for all inmates in Administrative Detention and Disciplinary Segregation is on Monday only, by appointment. Inmates will be required to submit an Inmate Request to Staff form (cop-out) to the SHU Lieutenant, requesting a visit. Visits will be via the Video Visiting system located in the Special Housing Unit. The following time slots are ordinarily available for scheduling: 2:30 p.m. to 4:30 p.m., 4:40 p.m. to 6:40 p.m., and 6:50 p.m. to 8:50 p.m. A request needs to be made as far in advance as possible for adequate scheduling and no less than one week in advance.

5. **HOLDOVER VISITING PROCEDURES**

Holdover and Pre-Trial inmates will not ordinarily be processed for social visiting privileges due to no Central File material being available for these inmates and the brief period of time these inmates spend at FCC Petersburg (usually less than

two weeks). The Associate Warden over Programs will designate a Unit Manager to be responsible for the unit management needs of Pre-Trial and Holdover inmates housed in the Special Housing Unit. If special circumstances exist (extended stay beyond 30 days) for inmates in this status, they can request visiting privileges for immediate family members through the designated Unit Manager. Any approved visits for inmates in this status will ordinarily occur during non-regular visiting days / times and these visits will be supervised by unit team staff. All policy requirements for processing these visitors apply.

6. **PROCEDURES FOR SUSPENDING VISITS**

The visiting room officer shall ensure that all visits are conducted in a quiet, orderly, and dignified manner. The visiting room officer may recommend suspension of visits that are not conducted in the appropriate manner. Any final decision regarding the suspension of a visit will be decided by the Operations Lieutenant or Duty Officer. Memorandum regarding suspension of Visitation (Attachments D, E, F) form will be completed by unit team staff (D & E), Complex Duty Officer (F) and the applicable Visiting Room Staff (F).

Any act or effort to violate the visiting guidelines of FCC Petersburg may result in disciplinary action against the inmate, which may include the denial of future visits, possibly over an extended period of time. Moreover, criminal prosecution may be initiated against the visitor, the inmate, or both, in the case of criminal violations.

- a. Temporary Suspension of Visiting Privileges: The following procedures should be followed when notifying an inmate, and his visitor, that their visit has been terminated due to misconduct in the Visiting Room:
 - 1) Visiting Room staff will notify the Operations Lieutenant and/or Complex Duty Officer who will immediately verbally notify the inmate that his visiting privileges with the visitor(s) have been temporarily suspended pending final disposition of administrative action taken against him.
 - 2) The unit team will prepare a letter to the visitor (Attachment D), notifying the visitor that visiting privileges have been temporarily suspended. The letter will be signed by the Associate Warden over unit management.
 - 3) The unit team will prepare a memorandum (Attachment E) to the inmate, which notifies him that his visiting privileges with the visitor(s) have been temporarily suspended. (the memorandum will be signed by the Associate Warden over unit management),

- 4) The unit team will prepare a memorandum (Attachment F) to the Warden, to include the date, the time the visit began, the time efforts to terminate the visit began, the time the visit was terminated, the visitor and inmate involved, and the reason the visit was terminated.

b. 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 Associate Warden over unit management to the Warden listing the specific reasons for reinstating the individual to the approved visiting list. 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.

7. **PRIOR RELATIONSHIP EXCEPTIONS**

An inmate should have had an established relationship with an individual prior to arrest in order to receive a visit. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors. Exceptions to the requirement must be initiated by the applicable inmate to his Unit Team. The Unit Team will forward this request to the Associate Warden over Unit Management with a recommendation for approval or denial which includes a brief justification for their recommendation. The Associate Warden over Unit Management will review each request for approval or denial. There are occasions visiting application are submitted indicating no prior relationship and the visitor or inmate reports this was done in error. The Unit Manager has the authority to review these claims and determine whether a corrected application will be accepted.

8. **VISITORS WITH CRIMINAL RECORDS**

The existence of a criminal conviction alone does not preclude visits. Any proposed visitors with a felony conviction require the review and approval of the Associate Warden over Unit Management. An applicant who is reviewed for denial of visits must be approved by the Warden or the Warden's designee. If additional information is required regarding a criminal conviction, the Correctional Counselor will submit a BP-311 to the appropriate jurisdiction. Any decision regarding visiting approval will be held pending until a response is received.

Unit Managers have the ability to approve or deny proposed visitors with misdemeanor convictions, but written documentation and justification for their decision must be maintained with the visiting application (BP-629). This documentation will be available for review by the Associate Warden over Unit Management to consider any inmate appeals of their decisions. If a proposed visitor is under any type of supervision, written approval from the supervising probation officer must be included with the visiting application. Unit Managers have the authority to reject any visiting applications which do not include accurate or complete information. Failure to accurately list all prior convictions on the visiting application can be one reason to deny visiting privileges, but good judgment should be used by unit management staff in allowing the proposed visitor the opportunity to resubmit a new visiting application with accurate information.

9. **MAKING WRITTEN GUIDELINES AVAILABLE TO VISITORS**

All inmates will be provided written material (A&O Handbook) on the institution's visiting procedures during the intake screening process. At a minimum, the information will include the following:

Facility address/phone number; directions to the facility and information about local transportation; days and hours of visitation; approved dress code; identification requirements for visitors; items authorized in the visiting room; all authorized items entering the visiting room must be carried in a clear plastic container; special rules for children; authorized items that visitors may bring to give to the inmate, if applicable; and special visit requirements.

10. **VISITING LIMITATIONS**

a. Visiting Points

Each inmate is allotted ten (10) visiting points per month. One (1) point will be assessed for each visit (regardless of the number of visitors) during the weekdays for the Complex. Two (2) points for the Medium and two (2) points for the Low and Camp will be assessed for each visit on the weekends and federal holidays determined by the Warden. Any part of a visiting day shall count as a whole day/point. One (1) visiting point will be awarded for those visitors who voluntarily terminate their visit due to crowded conditions in the visiting room. The point shall be used during the month rewarded and will be cancelled at the end of the month. All unused points are cancelled at the end of the month.

Under unusual circumstances, additional visiting points may be approved by the inmate's Unit Manager for visitors who travel long distances and visit infrequently, or to meet special needs. In such cases, the Unit Manager, prior to the visit, must notify the Visiting Room Officer by memorandum of the number of additional points to be granted to the inmate.

If an inmate has departed the visiting room and is called for another visit (not to include any visitor who has already visited on that day), they must adhere to the rules of the point system. Therefore, an additional one (1) point will be assessed for a weekday visit and/or two (2) points will be assessed for a weekend or holiday visit.

b. Number of Visitors

Medium Facility: Inmates will be allowed a maximum of six (6) visitors (includes adult and children of all ages).

Low / Camp Facilities: Inmates will be allowed a maximum of four (4) visitors (includes adult and children of all ages).

Any requests to exceed the above stated maximum number of visitors must be submitted in writing through the applicable Unit Manager to the Associate Warden over unit management for review and approval. Considerations should be given to the frequency of visits received and the distance traveled by the visitors. Special visits must be submitted in writing through the applicable Unit Manager **two** weeks prior to the visit. If approved, the Unit Manager will provide a written notice of the approval to the Visiting Room. Approval to exceed the maximum number of visitors will not ordinarily be granted on holidays.

11. **REGULAR VISITORS**

a. Members of Immediate Family

The inmate is responsible for completing an Immediate Family Visitation List (Attachment B), which will include the inmate's immediate family members: mother, father, foster parents, brothers, sisters, step-parents, spouse, and children. The inmate's Unit Counselor will verify these relationships by reviewing the PSI . Once the relationships have been verified, the visitors will be added to the approved visiting list. Any immediate family who cannot be verified through the PSI will be required

to have a background check processed (BP-629). When deemed appropriate, background checks may also be completed on immediate family members referenced in the PSI. Immediate family members will only be placed on the inmate's approved visiting list upon the inmate's request. There is no restriction on the number of immediate family members who can be on the approved visiting list.

Only immediate family members, as established in the above section, are authorized to visit with more than one inmate at the same time.

b. Other Relatives

These persons include grandparents, uncles, aunts, in-laws, and cousins. 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. Background checks (BP-629) are required for this category of visitors. The combined number of Other Relatives and Friends / Associates will be limited to 10.

c. Friends and Associates

The visiting privilege ordinarily will be extended to friends and associates having an established relationship with the inmate prior to confinement. Background checks (BP-629) are required for this category of visitors. The combined number of Other Relatives and Friends / Associates will be limited to 10.

d. Children

Children under the age of 16 are not required to be on the approved visiting list, but may not visit unless accompanied by a responsible adult. Children shall be kept under supervision of a responsible adult. Exceptions in unusual circumstances may be made by special approval of the Warden.

All visitors who are 17 years old and under not accompanied by an approved adult visitor must have the written consent/approval of a parent or legal guardian prior to visiting. The Parental Visiting Consent Form (Attachment H) must be sent to the inmate's unit team for verification of the parent's consent. The unit team will contact the parent to verify visiting approval. Once verified, the minor child will be added to the visiting list and will be authorized to visit without an adult visitor.

12. SPECIAL VISITS

Persons in the categories listed in this section may qualify as special visitors rather than as regular visitors. Visits by special visitors ordinarily are for a specific purpose and ordinarily are not of a recurring nature.

- a. Special visitors can include but are not limited to businesses, Consular, community group, and clergy visitors. The definitions for each of these groups are outlined in the Program Statement for Visiting Regulations. A prior relationship does not have to exist to approve a special visitor.
- b. Minister of Record: An inmate wanting to receive visits from his or her minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the name and title (minister of record) to the inmate's visitor list.

An inmate may only have one minister of record on his/her visiting list at a time. The addition of the minister of record will not count against the total number of authorized regular visitors an inmate is allowed to have on his or her visiting list, and will not count against the total number of social 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 and, to the extent practicable, in an area of the visiting room which provides a degree of separation from other visitors. If a private area is not available, the visit may be rescheduled.

- c. Arranging and supervision of special visits: The inmate's unit team is responsible for arranging special visits. All special visits approved by the unit team outside of normal visiting hours will be supervised by a unit team staff member. All such special visits will be authorized in advance and copies of the memorandum approving the visit will be forwarded to the Visiting Room Officer, Control Center and Lieutenant's Office.

Staff must verify the qualifications of special visitors. Staff may request background information and official assignment documentation from the potential visitor for this purpose.

13. **LAW ENFORCEMENT VISITS**

Requests for interviews with inmates by recognized law enforcement agencies must be approved by the Special Investigative Agent (SIA). Special Investigative Staff (SIS) will escort the law enforcement officials and supervise the interview in an area other than the visiting room, if regular visiting is in progress or for security reasons.

14. **ATTORNEY VISITS**

Attorney visits will be conducted in accordance with the Program Statement regarding Inmate Legal Activities.

a. Scheduling

Attorney visits during non-visiting hours are to be coordinated with the appropriate unit team staff at least 24 hours in advance of the visit, unless emergency circumstances exist. Attorneys visiting during non-regular visiting hours will be coordinated and supervised by the applicable unit staff. Legal visits are to be scheduled during the following time periods: Monday through Friday 8:00 a.m. - 3:00 p.m. Note: Legal visits may also take place during normal social visiting hours. While every attempt will be made to schedule legal visits during these time frames, special arrangements will be made if an attorney demonstrates just cause, and the availability of supervision permits.

b. Identification

Attorneys will be required to provide proper identification to the Front Lobby Officer. All attorneys will present an "Admittance to the Bar" card or other documentation verifying the attorney is licensed to practice, and a valid driver's license (with photograph) before they are permitted to enter the institution.

c. Signing-In

When entering or exiting the institution in an official capacity, attorneys shall be required to sign the Official Visitors Log located in the Front Lobby. Attorneys must also complete and sign a Visiting Attorney Statement (BP-241). A paralegal or legal assistant, acting on behalf of an attorney, will be admitted provided a completed Paralegal or Legal Assistant Confirmation Form (BP-242) has been received and reviewed by the appropriate Unit Manager.

d. Legal Material

Legal material belonging to an inmate that is required for a legal visit will be brought to the visiting room by the inmate's unit team. The material will be searched for contraband prior to and after the visit.

e. Social Visit

An attorney who wishes to visit as a social visitor must be on an inmate's approved visiting list. During this time, the attorney is considered a social visitor and the standard entrance procedures are to be followed. When an inmate's attorney visits as a social visitor, he/she does not have to sign the Official Visitors Log, nor do they have to complete and sign a Visiting Attorney form. The attorney will be processed in as a social visitor and the inmate will be assessed points for a social visit. Inmates are not authorized to receive any documents from their attorney during a social visit.

15. **MEDIA VISITS**

Requirements for media visits are governed by the policy on Contact with News Media. A media representative who wishes to visit outside his or her official duties: however, must qualify as a regular visitor or, if applicable, a special visitor. All media request for visiting will be processed through the Executive Assistant.

16. **VISITOR RECORD MAINTENANCE**

A bound ledger is maintained in the Front Lobby area. Upon entrance and departure from the institution, each visitor will list the date, provide the name and number of the inmate to whom they are visiting, the time in (enter), the time out (depart), and print and sign their name. The Notification to Visitor Form (BP-224) will be completed and signed by each visitor. This form will be forwarded and maintained in the Captain's Office for a period not to exceed one year.

17. **VISITING PROGRAM COMPUTER BACKUP PROCEDURES**

The Information Receptionist (Medium & Low) will complete a weekly back-up of all approved visitors listed in the visiting program. The directions for completing these weekly back-ups are listed on the FCC Petersburg Webpage for Computer Services.

18. **FACILITY INFORMATION**

The town of Petersburg is approximately 25 miles south of Richmond, Virginia. To reach the Federal Correctional Complex, take Temple Avenue (Exit 54) off interstate 95 in Colonial Heights. Turn right onto Temple Avenue Route 144 East) for 3 ½ miles. Turn left onto River Road (Route 725) for 3 ½ miles. River Road leads to the main entrance of the Low and Camp facility. To reach the Medium facility, continue on River Road pass the Low and Camp facility approximately 0.1 miles and turn left onto Magnolia Road.

Addresses: FCC Petersburg (Low) (Camp)
 1100 River Road
 Hopewell, Virginia 23860
 (804)733-7881

FCC Petersburg (MED)
1060 River Road
Hopewell, Virginia 23860
(804) 504-7200

Local Transportation: There are no mass transit buses to the institution. Visitors traveling via Greyhound or Amtrak must take a taxi to the institution. Below is a list of current Cab companies operating in the Petersburg area.

AAA Taxi Cab Company Inc.
(804) 862-8111

Boulevard Cab Co.
(804) 732-3636

Groome Taxi Service
(Located at Richmond Airport) - (804) 222-6464

19. **ENTRANCE REQUIREMENTS**

- a. Visitor Parking
 - Low & Camp Facilities: All visitors will be required to park and secure their vehicles in the parking lot located on the right hand side of the entrance road. This area is marked, “Inmate Visitor’s Parking Area.”

Visitors will be required to stop and report to the visitor's waiting area for instructions from the Front Lobby Officer. Visitors will reach the Front Lobby Officer by picking up the telephone located in the visitor's waiting area. This includes visitors who require handicap parking in front of the Administration Building. A handicap decal must be clearly displayed in order to use handicap parking. Visitors are not authorized to park in front of the Camp facility.

- Medium Facility: Designated parking spaces for visitors are located to the left of the Administration Building. Visitors will report to the Front Lobby Officer for instructions. Handicap parking is available. A handicap decal must be clearly displayed in order to use handicap parking.

Individuals who are not visiting will not be permitted to remain in their vehicles or in any parking areas except to pick up or drop-off passengers.

b. Departing Visiting Room

All visits are terminated once the inmate or visitor depart the visiting room. Any exceptions require the approval of the Complex Duty Officer or Operations Lieutenant.

c. Identification of Visitors

Staff shall verify the identity of each visitor (through driver's license, photo identification, etc.) prior to admission of the visitor to the institution. Photo identification must be a valid (not expired) state or government issued photo identification. Visitors under the age of 16 accompanied by a parent or legal guardian are exempt from this provision.

d. Notification of Visitors

Visiting Room staff shall make available to all visitors written guidelines (BP-224) for visiting the institution. The general public may retrieve the Visiting Regulations for FCC Petersburg and the BP-224 via the internet at www.bop.gov website. Staff shall have the visitor sign a statement acknowledging that the guidelines were provided and declaring that the visitor does not have any article in his/her possession which the visitor knows to be a threat to the security of the institution. Staff may deny the visiting privilege to a visitor who refuses to make such a declaration.

e. Searching Visitors

Staff may require a visitor to submit to a personal search, including a search of any items of personal property, as a condition of allowing or continuing a visit. Prior to any physical search being made of a visitor, staff should contact the Operations Lieutenant and refer to the Program Statement on Searching, Detaining, or Arresting Persons Other than Inmates.

All visitors for the Medium and Low will be processed through the front entrance of each institution following the guidelines in the Institution Supplement for Entrance Procedures. Visitors to the Camp will first be cleared and processed by the Low Front Lobby Officer before being directed to the Camp Visiting Room.

Visitors who have medical conditions that will not allow them to clear or pass through electronic screening devices will need to present medical documentation (e.g., medical certificate, a physician issued medical ID card, etc.) indicating their medical condition and the extent of the restriction(s) regarding their ability to clear electronic screening. This documentation must be provided to staff at each visit. The medical pass does not exempt the visitor and their property from clearing the electronic screening but will be tailored to the visitor's specific medical issues. Any visitor, who utilizes a wheelchair, will be provided an institution wheelchair prior to entering the visiting room.

No inmates or inmate visitors will be allowed to remain in the area, or allowed to view screening procedures, when electronic searches of staff are being conducted.

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 the Administrative Duty Officer

20. **SUPERVISION IN VISITING ROOM**

Staff shall permit limited physical contact, such as handshaking, embracing, and kissing, between an inmate and a visitor, unless there is clear and convincing evidence that such contact would jeopardize the safety or security of the institution. Handshaking, embracing, and kissing are ordinarily permitted within the bounds of good taste and only at the beginning and at the end of the visit.

The staff may limit physical contact to minimize opportunity for the introduction of contraband and to maintain the orderly operation of the visiting area.

The visiting room officer may not accept articles or gifts of any kind for an inmate. Inmate visitors are prohibited from giving any items brought from outside the institution to an inmate, unless prior approval from the Warden has been granted. Requests of this nature must be submitted in writing to the Warden through the inmate's unit team.

All authorized items entering the visiting room must be carried in a clear plastic container/bag.

A maximum of \$40.00 dollars is allowed per adult in the visiting room. The only items authorized, outside personal clothing, allowed to enter the Visiting Room:

- a. A transparent change purse (no larger than 5" x 8" x 4", containing only money and identification)
- b. Three baby diapers
- c. Two containers of processed baby food (commercially sealed).
- d. Three baby bottles (with milk, formula or juice)
- e. One baby blanket (crib size)
- f. Baby carriers/strollers will not be allowed in the Institution and/or Visiting Room
- g. One small (paper or plastic) diaper bag for baby items and/or female sanitary napkins will be allowed.
- h. Authorized medications (asthma/inhaler pumps, insulin pumps, nitroglycerin, and oxygen tanks) may be allowed in the visiting room and will be maintained at the Officer's station for the visitor's use as needed. All medications must be prescribed in the original form/container and properly labeled with the visitor's first and last name. At no time will visitors be allowed to bring medications into the visiting room for use by inmates.

Unauthorized items will be returned to the visitor's vehicle. At no time will the personal belongings or items of institution visitors be held at the Front Entrance Officer's desk or Visiting Room Desk. In the event that a visitor is dropped off, or arrives to the institution via taxi, then a locker key will be drawn from the Control Center, and their unauthorized item(s) i.e., cellphone, keys, handbags etc., will be placed in the locker accordingly.

An inmate's visitor may not leave money with any staff member for deposit in the inmate's commissary account.

21. **VISITORS ENTERING / EXITING VISITING ROOM**

The procedures listed below will be followed for visitors entering or exiting the Visiting Rooms

- a. All approved visitor will be screened by the Front Lobby Officer using the procedures outlines in the Institution Supplement regarding Entrance Procedures. Once this has been successfully completed, visitors will be escorted by staff and processed through the Control Center (Medium and Low). Camp visitors will be processed by the Low Front Lobby Officer and then directed to the Camp Visiting Room.
- b. Visitors will seat themselves in the visiting room.
- c. The photo ID's for all visitors will be maintained by the Visiting Room officer in charge.
- d. Visitors are allowed to use the bathrooms designated for visitors. All children must be escorted to the visitor bathrooms by an adult.
- e. Prior to exiting the Visiting Room, all visitors will be identified by Visiting Room Staff using their Photo ID and the black light.
- f. When visitors are escorted to the Control Center, they will remain behind the yellow line approximately 30 feet before the Control Center until notified by the escorting staff to proceed to the Control Center. This will ensure the escorting staff is not under any duress.

22. **APPROVED VISITOR DRESS CODE**

All visitors for inmates are expected to use good judgment and taste in their attire. The following guidelines will be used to determine proper attire for visitors age 16 years and older. Those visitors age 15 and under, may wear suitable casual/play clothing (good judgment and taste should be exercised). Visiting Room staff should consult with the Operations Lieutenant and/or the Complex Duty Officer regarding any questions in determining suitable attire.

- a. Adult visitors (male and female) 16 years and older may wear walking short or culottes no more than 3 inches above the knee.
- b. No solid colored khaki/tan or orange colored clothing should be worn by visitors at the Medium or Low facilities. No solid green colored clothing should be worn by visitors at the Camp.

- c. No see through clothing.
- d. No military clothing. No tank tops, spaghetti straps, halters, camisoles or other clothing that expose the midriff area.
- e. No attire that exposes cleavage.
- f. Footwear is required. Sandals are acceptable.
- g. Male visitors must wear shirts with sleeves.
- h. Skirts must be within 3 inches of the knee. No splits up high.
- i. No spandex type clothing or other tight fitting apparel.
- j. No sleeveless shirt tops/garments which underarms are not covered by a jacket.
- k. Proper undergarments must be worn by all visitors.

It is the responsibility of the inmate to ensure their visitors understand their dress should be within the bounds of good taste.

23. **APPROVE INMATE DRESS CODE**

Inmates are required to wear institution issued clothing (pants, shirts, belt, underwear, and black safety shoes and/or tennis shoes) during visitation. Khaki uniforms will be worn by inmates and the uniform shirt will be tucked into the pants. Only the top two buttons from the top of the shirt may be open. No other clothing is permitted.

Institution clothing must be neat and clean in appearance. Visits will not be permitted for those inmates who are not properly groomed.

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, Operations Lieutenant and/or Complex Duty Officer.

24. **INMATES ENTERING / EXITING VISITING ROOM**

Listed below are the procedures for inmates entering and exiting the Visiting Room.

- a. All inmates must present their ID card prior to being allowed to enter the Visiting Room. All ID cards will be maintained by the OIC Visiting Room Officer for the duration of the visit.

- b. Prior to entering the Visiting Room, a pat search will be completed for all inmates. This will include being searched with a metal detector.
- c. Inmates will not take anything to a visit except a wedding band, prescription eye glasses and authorized religious jewelry (i.e., a single chain medallion).
- d. All items authorized in the Visiting Room will be documented on the Visiting Room Property Sheet, (Attachment G). If an inmate has other property in his possession, he will be instructed to return to his unit and secure the property in question.
- e. No items of personal property will be stored in the shakedown area.
- f. Medication may be permitted, but only when authorized in advance by the Health Services Administrator. When authorized, a notation to this effect should be made in the Visiting Program on the specific inmate's record. The Officer conducting the shakedown should document any authorized medication. The Medical Department should be contacted when there is a question as to whether the medication is authorized.
- g. All inmates must sit in the Visiting Room facing the Visiting Room Desk (Medium only)
- h. Any inmate designated to the Low or Medium facility who must utilize the restroom, must be escorted and remain under constant visual supervision by a staff member.
- i. Inmates will not be processed out of the Visiting Room until their visitor has been escorted through the Control Center.
- j. Prior to exiting the Visiting Room, a visual search will be completed for all inmates designated to the Medium or Low facility. This will include being searched with a metal detector. Camp inmates will be randomly visually searched by staff.
- k. Camp inmates are not allowed to exit the Visiting Room until it has been determined by the Visiting Room Officer, that his visitor(s) have departed the immediate camp grounds. This procedure is necessary in order to prevent any unauthorized contact between Camp inmates and their visitors.

25. **VENDING MACHINES**

There are vending machines in the Visiting Room for use by visitors. Therefore, no food items may be brought into the institution by a visitor. Inmates will remain in their seats and may not accompany their visitors to the vending machine area. All vending items purchased in the Visiting Room are to be consumed during the visit and are not allowed to be removed from the Visiting Room.

26. **PROCEDURES FOR INMATES ASSIGNED TO SPECIAL HOUSING UNIT**

If an inmate is housed in the SHU for disciplinary reasons, he may receive visits. All SHU visits will be via video visiting only. The inmate housed in SHU will be escorted to the video visiting holding cell for their visit. The visitor(s) will be escorted to the Video Visiting room in the general population Visiting Room to conduct the visit. All security measures for inmates being escorted inside the Special Housing Unit will be followed, and the cell door on the video visiting holding cell will be secured at all times. All security measures for processing and escorting a visitor inside the institution will be followed.

27. **VISITING PROCEDURES FOR INMATES IN COMMUNITY HOSPITALS**

Inmates receiving extended medical treatment at a local hospital will not normally be permitted to have visitors. However, in extenuating circumstances, visits with immediate family members on the inmate's visiting list may be approved. The Unit Manager and/or Unit Team will route a memorandum to the Captain, Associate Warden over Unit Management, and the Warden for approval or disapproval. If approval is obtained, the Unit Manager and/or Unit Team will ensure that the approved memorandum and the authorized visiting list are transferred to the staff supervising the inmate at the hospital.

28. **PROCEDURES FOR CHILD AREAS IN VISITING ROOM**

The Medium has a designated room for children to play. This room is furnished with children's books and various toys. Inmates are not permitted in the children play area at any time. The Low and Camp do not have designated rooms for children to play, but books and toys are available for children to use. Adult visitors are responsible for the supervision of their children in the visiting room and play area. In the event a child's behavior becomes disruptive to other visitors or staff, the adult visitor responsible for the child will be warned to take corrective action. If the disruptive behavior continues, the Visiting Room OIC may terminate the visit after notification is made to the Operations Lieutenant and/or the Complex Duty Officer.

29. **NON-CONTACT VISITING**

The use of non-contact visitation is not utilized at FCC Petersburg.

30. **PROCEDURES FOR VISITING ROOM OVERCROWDING**

Due to the differences in occupancy levels in the Low, Camp and Medium Visiting Room facilities, the following procedures will be followed:

When the visiting room exceeds the posted safe occupancy level of 85 for the Camp, 188 for the Low, and 320 for the Medium facility, termination of visits will be considered. The Operations Lieutenant and / or the Complex Duty Officer will first seek volunteers to terminate their visits. Volunteers can be awarded with additional visiting points (see Section 10a of this Supplement). If there are not sufficient volunteers, consideration will be given to factors such as whether the visitor lives in the local area, frequency of visits, and the distance traveled by the visitor. All visitors will be allowed to visit for a minimum of two hours before being considered for termination.

31. **PREPARATION OF VISITING LISTS**

Each Correctional Counselor will request each inmate on their caseload to submit a list (Attachment B) of proposed visitors during the admission and orientation process (1st 30 days at institution). After appropriate investigation, the Correctional Counselor will compile a visiting list for each inmate, key the applicable information into the visiting program and distribute the approved list to the inmate. An inmate who transfers from another federal facility may continue to use his previously approved visiting list providing it conforms to FCC Petersburg's policies and appropriate documentation is present for all approved visitors.

Ordinarily, an initial visiting list is prepared and distributed by the applicable Correctional Counselor within seven days of receiving the required information to process the visiting list. This list identifies immediate family members approved to visit the inmate. Additional family members and friends may be added following the completion of an appropriate investigation.

Whenever a person is deleted from or added to an inmate's visitor list, the Correctional Counselor will update the list as soon as possible to reflect the change. A copy of the most current approved visiting list will be placed in section 3 of the Inmate Central File.

If an inmate elects not to have any visitors, he will be asked to sign a visiting list indicating no visitors are requested. This form will be filed in section 3 of the Inmate Central File.

Correctional Counselors will process background checks for visitors who are not immediate family prior to placing them on an approved visiting list. The Visitor Information form (BP-629) is used to request background information and obtain the visitor's consent to release information. This form will be filed in section 2 of the Privacy Folder in the Inmate Central File.

If a background investigation is necessary before approving a visitor, the inmate shall be held responsible for mailing a release authorization (BP-629) to the proposed visitor. The form must be signed and returned to the Correctional Counselor by the proposed visitor prior to any further action regarding visiting. Upon receipt of the authorization form, staff may then forward a questionnaire (BP-311), along with the release authorization, to the appropriate law enforcement or crime information agency.

The inmate is to mail the BP-629 to his or her proposed visitor(s). The proposed visitor must complete this form and mail it directly to the Correctional Counselor responsible for processing the inmate's visiting list. Staff should advise the inmate to provide his or her proposed visitor with the staff member's name and address.

Correctional Counselors shall notify the inmate of each approval or disapproval of a requested person for the visiting list. Upon approval of each visitor, the Correctional Counselor shall provide the inmate with a copy of the visiting guidelines and directions for transportation to and from the institution (Attachment C). The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the visiting guidelines and directions for transportation to and from the institution.

32. **FREQUENCY OF CHANGES TO INMATE VISITING LISTS**

Inmates may submit requests to amend their visiting lists on a quarterly basis. Exceptions to this guideline may be approved by the applicable Unit Manager.

33. **SMOKING POLICY**

All visiting rooms at FCC Petersburg are non-smoking areas. Visitors are not authorized

to depart visiting rooms to smoke, then re-enter the visiting room to continue their visit.

34. **WALSH ACT PROCEDURES**

The unit team will evaluate all inmates to determine if they have been convicted of a sex offense involving a minor. Any inmate identified by 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."

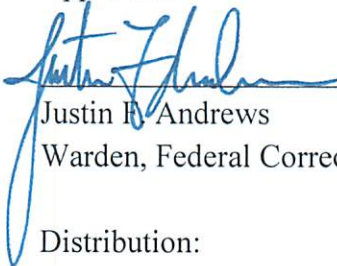
35. **VISITING ROOM**

The Captain is responsible for the visiting room's appearance / operation and the training of the visiting room officers.

ATTACHMENTS

Attachment A	Memorandum regarding Visiting Denials
Attachment B	Immediate Family Visitation List
Attachment C	Visiting Regulations
Attachment D	Letter to Visitor (Suspension of Visiting Privileges)
Attachment E	Memorandum to Inmate (Suspension of Visiting Privileges)
Attachment F	Memorandum to Warden (Suspension of Visiting Privileges)
Attachment G	Visiting Room Property Sheet
Attachment H	Parental Visiting Consent Form

Approved:



Justin H. Andrews
Warden, Federal Correctional Complex, Petersburg, Virginia

Distribution:

- Warden
- Executive Staff
- Department Heads
- MXRO
- AFGE
- File

U.S. Department of Justice
M E M O R A N D U M
FCC PETERSBURG, VIRGINIA

DATE:

TO: _____, Warden

FROM: _____, Complex Duty Officer

SUBJECT: Visitor Denied Entrance into the Institution

On (date) at (time) the following visitor (name of visitors) was denied entrance into the institution.

Inmate Name and Number: _____

Reason for denial:

1. No identification
2. Not on visiting list
3. Underage without parent/guardian
4. Improper attire
5. Metal detector
6. Other

Comments:

cc: AWs
Unit Manager
Captain

FCC PETERSBURG – IMMEDIATE FAMILY VISITATION LIST

List only immediate family members (these members must complete and return to Staff the Request for Visitation forms or they will be removed from your visiting list): immediate family is limited to the following: Mother, Father, Step-Parents, Foster Parents, Brothers, Sisters, Spouse, and Children. Any other relatives or friends submitted will not be added to your visiting list.

All other requests for visits must be requested through the Request for Visitation process.

Print Your Name Below	Register Number	Unit	Date

Visitor's Full Name	Relationship	Age	Address	City	State	Zip Code

I have read and understand the above and submit the listed immediate family members.

I have read and understand the above and request no immediate family members on my visiting list at this time

Inmate Signature: _____

FEDERAL CORRECTIONAL COMPLEX
PETERSBURG, VIRGINIA

VISITING REGULATIONS

_____ (Visitor's Name), has been approved to visit you during your stay at FCC Petersburg, Virginia. 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. The Front Lobby Officer will require positive photo identification of visitors. Acceptable forms of identification are driver's license or State Identification Cards, and other official Government identification cards.

VISITING HOURS. Regular visiting hours are from 5:00 p.m. to 9:00 p.m. on Monday, Thursday, and Friday; Saturday, Sunday, and Federal holidays are from 8:00 a.m. to 3:00 p.m. Visitors will not be processed after 8:00 p.m. on week nights and after 2:00 p.m. on Saturday, Sunday and Federal Holidays. Please refrain from arriving on the institution grounds before the scheduled visiting periods. When a visit is over, all visitors must leave the institution grounds immediately. The Operations lieutenant and/or Complex Duty Officer may terminate a visit because of overcrowded conditions or improper conduct of the visitor, including children and/or the inmate.

WHO MAY VISIT. Inmates will be permitted to visit with Authorized visitors only. We will notify persons authorized to visit, as we are doing in your case. Children age 15 years and under, must be accompanied by an adult member of the family. Children 16 and 17 years of age who are not accompanied by a parent, legal guardian, or immediate family member, at least 18 years of age, must have the written approval of a parent, legal guardian, or family member at least 18 years of age prior to visitation. 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.

Inmates are allowed a maximum of six visitors for the Medium facility, and a maximum of four visitors for the Low and Camp facility, including children, at one time in the visiting room.

A split visit is defined as a visit when an inmate has the maximum allowable visitors in the Visiting Room and one or more visitors leave the Visiting Room and are replaced by the same number, or fewer, of authorized visitors. On split visits, only one exchange of visitors for that inmate will be approved.

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. It is illegal for any person to possess contraband. 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 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 or her staff representative to bring any item or thing upon the institution grounds. Failure to adhere to this policy is a federal crime.

ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO ENTERING AND UPON DEPARTING THE INSTITUTION.

All visitors wishing to visit inmates within the FCC, will remove all personal items containing metal , i.e. coins, keys, and must clear the walk-through metal detector prior to being admitted for visiting. Visitors will refrain from wearing clothing which would activate the metal detector.

Keys and key chains will be secured in lockers (medium facility only). Clothing items that contain metal, i.e. under wire bras, cannot be removed before passing through the metal detector.

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.

All visitors are subject to random screening of an electronic drug detection device. Failure to submit to the screening will result in denial of entry to the facility.

Radios, tape players, and tape recorders are not permitted.

DO NOT BRING FOOD OF ANY KIND into the institution. Sandwiches, soups, beverages, etc., are available from vending machines.

All visitors must be appropriately attired including shoes. Adult visitors are to refrain from wearing apparel that is overly-revealing or suggestive (i.e., excessively tight-fitting or revealing slacks, miniskirts, shorts, halter tops, see through/sheer garments, sun dresses, spandex clothing, sleeveless tops or dresses shorter than 3" inches above the knees, etc.). Hats, bandanas, scarves, cellular phones and pagers are not authorized. Visitors may be denied a visit if supervisory staff (i.e., Lieutenant, Duty Officer, etc.) determine a visitor's dress is inappropriate for the institution setting. Children 12 and under will be permitted to wear shorts.

Socially acceptable gestures of communication and affection, such as shaking hands, kissing and embraces are allowed within the limits of good taste, and only at the 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 have their visit terminated 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 inmate and adult visitor bringing them.

IT IS NOT PERMISSIBLE TO BRING PACKAGES OR GIFTS OF ANY KIND.

No written messages or photographs may be exchanged during a visit. Documents or papers may not be examined or signed in the Visiting Room. The latter should be handled by correspondence (as a matter of record). No gifts or clothing may be left for an inmate.

All food items purchased in the Visiting Room must be consumed during the visit. Food items will not be permitted to be retained by the visitor or the inmate at the conclusion of the visit. No lunch packages or thermos bottles will be allowed. Vending machines have been provided.

MONEY CANNOT BE ACCEPTED FOR DEPOSIT TO THE INMATE'S TRUST FUND ACCOUNT. This should be handled by mail, using **POSTAL MONEY ORDERS** made out to the inmate.

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

Below are general instructions governing visits at this institution:

ONLY THOSE ITEMS LISTED BELOW ARE AUTHORIZED TO BE TAKEN INTO THE VISITING ROOM

A maximum of \$40.00 dollars is allowed per adult in the visiting room. The only items authorized, outside personal clothing, allowed to enter the Visiting Room:

- A transparent change purse (no larger than 5" x 8" x 4", containing only money and identification)
- Three baby diapers
- Two containers of processed baby food (commercially sealed).
- Three baby bottles (with milk, formula or juice)
- One baby blanket (crib size)
-

- Baby carriers/strollers will not be allowed in the Institution and/or Visiting Room
- One small (paper or plastic) diaper bag for baby items and/or female sanitary napkins will be allowed.
- Authorized medications (asthma/inhaler pumps, insulin pumps, nitroglycerin and oxygen tanks) may be allowed in the visiting room and will be maintained at the Officer's station for the visitor's use as needed. All medications must be prescribed in the original form/container and properly labeled with the visitor's first and last name. At no time will visitors be allowed to bring medications into the visiting room for use by inmates.

OTHER:

All areas of the Visiting Room have been designated as non-smoking. Cigarettes will not be permitted to be brought into the visiting area. Outside visiting will not be authorized. All medication must be approved by the Operations Lieutenant and/or the Complex Duty Officer. All books, magazines and newspapers must be mailed into the institution from the publishing company. Send to: Inmate's Name and Register Number, Federal Correctional Complex – Post Office Box 90043, Petersburg, Virginia 23804

LOCATION

The FCC Petersburg facilities are located approximately 25 miles south of Richmond, Virginia. To reach the institutions, take Temple Avenue (Exit 54) off interstate 95 in Colonial Heights, VA. and follow Temple Avenue (Route 144 East) approximately 3 ½ miles. Turn left onto River Road (Route 725). River Road leads to the main entrance of the Low and Camp facility. To reach the Medium facility, continue approximately 0.1 miles and turn left onto Magnolia Road. Public transportation and lodging are available at reasonable rates in the immediate surrounding areas (Hopewell, Colonial Heights and Petersburg, VA)

Attachment D

U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Complex

P. O. Box 90042
Petersburg, Virginia 23804

(DATE)

(NAME)

(ADDRESS)

RE: Visiting Privileges with (Inmate's Name and Register Number)

Dear (Name):

You are temporarily suspended from visiting (Inmate's Name) pending final disposition of _____ administrative action stemming from your visit on (Date).

This action will remain in effect until further notice. (Inmate's Name) has been notified of this decision.

It will be his responsibility to inform you of the final disposition taken in this matter.

Sincerely,

Associate Warden over Unit Management

cc: Central File

Attachment E

U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Complex
Petersburg, Virginia 23804

DATE:

MEMORANDUM TO: (Inmate's Name & Register Number)

FROM: Associate Warden (over Unit Management)

SUBJECT: Visiting Privileges

Your visiting privileges with (Visitor's Name) have been temporarily suspended pending final disposition of administrative action stemming from your visit on (Date) with (Visitor's Name). You have already been verbally notified of this action which will remain in effect until further notice.

cc: Central File
Unit Manager
Visiting Room Officer
Front Lobby Officer

U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Complex
Petersburg, Virginia 23804

DATE:

MEMORANDUM FOR _____, WARDEN

FROM

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 Counselor (NAME) escorted visitor (NAME) to the front entrance of the institution.

PARENTAL VISITING CONSENT FORM
FOR AGES 16 OR 17 (only)

I, _____ hereby authorize _____, who is age 16 or 17 permission to visit with inmate _____, Reg. No. _____, and will not be accompanied by an adult.

His / her relationship to the inmate is _____. For verification, you may contact me at daytime phone number () ____ - ____ or evening () ____ - ____.

I am aware in the future if I elect to cancel my authorization, I must do so in writing to the institution (attn.: Unit Team).

Signature of Parent of Legal Guardian

Date

PEX-1221.66b
November 6, 2020
Attachment C

TO: Dr. S. Stenson, Executive Assistant
FROM: D. Smith
DATE: 1/2/2021
DUE DATE: 5/31/2021

The Institution Supplement listed below was originated by your department. Please review, indicate the appropriate action to be taken by signing the correct space, and forward to your Associate Warden no later than the due date. A copy of National Policy must be attached for review purposes if changes are made.

PEX NUMBER: PEX-5267-09
SUBJECT: Visiting Regulations (English)

Current: This is to advise that I have reviewed both the Bureau of Prisons Program Statement and the Institution Supplement and certify that the supplement accurately implements the requirements of both documents

_____ Signature - Department Head	_____ Date
_____ Signature - Associate Warden	_____ Date
_____ Signature - Executive Assistant	_____ Date
_____ Signature - Warden	_____ Date

Cancel:

_____ Signature - Department Head	_____ Date
_____ Signature - Associate Warden	_____ Date
_____ Signature - Executive Assistant	_____ Date
_____ Signature - Warden	_____ Date

Revised

 _____ Signature - Department Head	<u>1/2/2021</u> _____ Date
 _____ Signature - Associate Warden	<u>1/2/21</u> _____ Date
 _____ Signature - AFGC Local 2052	<u>2/24/2021</u> _____ Date
 _____ Signature - Executive Assistant	<u>4/8/2021</u> _____ Date
 _____ Signature - Warden	<u>2/29/2021</u> _____ Date
