



U.S. Department of Justice
Federal Bureau of Prisons

Federal Prison Camp
Yankton, SD 57078

Office of Res: Correctional Services
Number: YAN 5267.09J
Date: November 1, 2019
Subject: Visiting Regulations

Institution Supplement

1. **PURPOSE AND SCOPE:** Inmates are encouraged to receive visits by family, friends and community groups. This maintains the morale of the inmate population and develops a closer relationship between the inmate and family members, as well as members of the community. This institutional supplement is an outline of procedures and guidelines at FPC Yankton, South Dakota, for inmate visits.

2. **DIRECTIVES AFFECTED:**
 - *a. Directives Rescinded:
IS YAN 5267.9I Visiting Regulations (11/07/18)

 - b. Directives Referenced:
P5267.09 Visiting Regulations (12/10/15)
P5510.15 Searching, Detaining, or Arresting Visitors to Bureau
Grounds and Facilities (07/17/13)
P1315.07 Legal Activities, Inmate (11/05/99)

3. **STANDARDS REFERENCED:** American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, and 4-4504.

4. **PROCEDURES:** Regardless of the institution's security level, staff should obtain background information on potential visitors who are not immediate family members. If the background information reveals that visitation privileges for the individual would present security concerns or disrupt the orderly running of the institution, the Warden may deny visiting privileges. Staff shall notify the inmate of each approval or disapproval of a requested person for the visiting list. Upon approval of each visitor, staff shall provide the inmate with a copy of the visiting guidelines and with directions for transportation to and from the institution. 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. Staff shall verify the identity of each visitor through valid state driver's license, or government issued photo I.D.

Visitors under the age of 16 who are accompanied by a parent or legal guardian are exempt from this provision.

- *a. **REGULAR VISIT:** An inmate desiring to have regular visitors must submit a list of proposed visitors to his unit team who will then compile an approved visitors list for each inmate. An appropriate NCIC transaction can be completed if staff have reason to believe that further background investigation is needed. The existence of a criminal conviction alone does not preclude visits. Staff shall give consideration to the nature, extent and recentness of convictions, as weighed against the security considerations of the institution. Specific approval of the Warden may be required before such visits take place. The Warden may approve exceptions to this requirement under special circumstances and on a case by case basis. The inmate will be notified in writing of the reason(s) for the denial of a requested visitor via Attachment E. In addition to immediate family members, visiting privileges may ordinarily be extended to 10 additional adults (16 years and older) having an established relationship prior to confinement. Any exceptions to the established prior relationship requirement must be approved by the Warden. This will be a written justification request from the inmate through the inmate's unit team. Any additional unique circumstances will be also be reviewed by the Warden. A determination will be made on a case-by-case basis.

A visitor may be placed on only one inmate's visiting list. The only exception considered will be in the case of family members (brothers, father/son, etc.) incarcerated at Yankton. Approval by the Associate Warden will be considered upon individual cases with supporting documentation.

*The A & O Handbook and a form to request initial visiting list are distributed during the intake screening interview. Requests for additions and/or deletions of visitors may then be submitted every six months.

Visiting regulations (Attachment A) and Transportation Information (Attachment B) will be given to the inmate in their Admission and Orientation programs.

- b. **ATTORNEY VISITS:** Attorneys will be required to provide proper identification prior to the visit. Proper identification includes, but is not limited to, a driver's license and attorney's bar card. Attorneys will be required to indicate they are licensed attorneys. Normally, a State Bar Association Card will be sufficient. The "Notification to Visitor" and "Attorney-Client Agreement" (Attachment F) forms will be completed prior to visiting the inmate.

Attorney/inmate visits will be afforded auditory privacy. Visits will be arranged so as to provide adequate unobstructed visual supervision and should have a degree of separation from other inmates and/or visitors. An inmate may not exchange or leave the visiting area with legal documents without prior approval by unit staff.

If they are unable to visit during scheduled visiting times, attorneys are required to notify the institution to make arrangements with unit staff prior to visiting.

- c. **SPECIAL VISITS:** Requests for special visitors will be arranged through the inmate's unit team and approved by the Warden utilizing (Attachment C). These are visits normally requested at other than normal visiting hours. A member of the inmate's unit team will be responsible for supervising approved special visits.
- d. **HOLDOVER VISITS:** FPC Yankton is a minimum security facility and will not house holdover inmates.
- e. **SPECIAL HOUSING UNIT (SHU) VISITS:** Inmates housed in SHU will be required to give at least five (5) days' notice, via inmate request to staff member form, prior to receiving a visit. Inmates who have had their visiting privileges suspended are not authorized visits.

Visitors will proceed to Fargo Building as per a regular visit. The Visiting Room staff, once it has been determined that the inmate is housed in SHU, will process the visitors as they normally would. In addition, the Visiting Room staff will contact the Operations Lieutenant and notify him/her of the impending visit.

The visitors will be escorted to the Lloyd DHO room where up to two visitors may visit with the inmate through the glass, using the supplied telephone, for up to one hour each week. There will be no contact visiting allowed. This visit will be supervised by either extra Correctional Services staff or the Institutional Duty Officer. Once the visit is over, the staff assigned to supervise the visit will escort the visitors back to the Visiting Room to be processed out as they normally would.

- f. **CONSULAR VISITS:** Whenever it has been determined an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of legitimate business. The Control Room Officer will notify the Operations Lieutenant who will arrange for the visit upon verification of credentials.
- g. **VISITS FROM REPRESENTATIVES OF COMMUNITY GROUPS:** The Warden may approve as regular visitors, for one or more inmates, representatives from community groups such as civic and religious organizations, or other persons whose interests and qualifications for the visit are confirmed by staff. The requirement for the existence of an established relationship prior to confinement for visitors does not apply to representation of community groups.
- h. **CLERGY, FORMER OR PROSPECTIVE EMPLOYERS, SPONSORS, AND PAROLE ADVISORS:** Visitors in this category ordinarily provide assistance in release planning, counseling, and discussion of family problems. The requirement for the existence of an established relationship prior to confinement does not apply to visitors in this category.
 - 1. **Minister of Record.** An inmate wanting to receive visits from his minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the name and title to the inmate's visitor list. An inmate may only have one minister of record on his 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 visiting list.

2. **Clergy.** Visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures, and will count against the total number of regular visits allowed. Ordinarily, clergy visits will not be accommodated unless requested by the inmate. However, the Chaplain may approve a visitation request initiated by clergy if the inmate wishes to visit with the clergy.

Clergy/minister of record visits will be ordinarily conducted in the Visiting Room during regularly scheduled visiting hours.

i. VISITING ROOM OPERATIONS:

- *1. Authorized visiting days are Friday, Saturday, Sunday, and federal holidays, 8:15 A.M. to 3:00 P.M. Federal holidays include New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.
2. Inmates will visit according to the established rotation schedule and are limited to six visitors, regardless of age, at any one time. The Warden shall allow each inmate a minimum of four hours visiting time per month. Consistent with available resources, such as space limitations and staff availability, and with concerns of institution security, the Warden may limit the visiting period. With respect to weekend visits, for example, some or all inmates and visitors may be limited to visiting on Saturday or on Sunday, but not on both days, in order to accommodate the volume of visitors. There is no requirement that every visitor has the opportunity to visit on both days of the weekend, nor that every inmate has the opportunity to have visits on both days of the weekend. Exceptions to these local guidelines will be requested through the Captain for approval.
3. The visitor will be required to complete a BP-A0224, "Notification to Visitor" form in its entirety prior to visiting. A supply of "Notification to Visitor" forms will be maintained in the visitors' waiting area. Once the "Notification to Visitor" form has been completed, the visitor will proceed to the waiting line and wait to be summoned by the Visiting Room Officer for further processing into the Visiting Room. 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.

Visitors must carry his/her items needed during the time of visit, in one container/bag of clear plastic color. Upon arrival of a prospective visitor to the institution Visiting Room, the visitor will present the officer with picture identification. Each visitor, age 16 and above, is required to present a form of photo identification. Forms of appropriate identification are driver's license, passport, or state or county identification cards.

The Visiting Room Officer will check the inmate's visiting file to verify the visitor is approved.

A copy of the Rules and Regulations (Attachment A) will be available in the visitors' waiting area. These rules are made available to inmates to mail to their visitors ahead of time.

The only authorized items allowed in the Visiting Room are the following: identification, keys, money for vending machines, feminine hygiene products, diapers and bottles for immediate infant care, and asthmatic inhalers. All items entering or departing the visiting area are subject to search and possible seizure. Any document or paper needing a signature or examination by the inmate must be approved by the unit team prior to the visit. Unauthorized items will be stored in the visitor's locked vehicle. The only exception will be an attorney(s), who may bring in briefcases. These items will be closely inspected for contraband. Diaper bags or strollers will not be allowed. Diapers and baby bottles will be carried in hand or in a clear plastic bag. Visitors should carry no more than one change purse (approximately 5" X 8"), which is clear plastic. The visitor's cardiac medication and asthmatic inhalers, which are in original containers, may be kept by the visitor.

4. Visiting is an extremely important family function and dress code requirements are necessary to maintain the dignity of those involved. Appropriate dress is required and must be in good taste. Excessively provocative, immodest or revealing attire is reason to deny visiting. Visitors over the age of 12 years old will not be allowed into the institution in skirts, shorts, or dresses exceeding above the top of the kneecap in length. See-through clothing, halter tops, tube tops, sleeveless shirts, tank tops, and any kind of top that reveals the midriff area of the anatomy, radically low-cut shirts or blouses, revealing (front) and backless clothing are prohibited. No skin-tight clothing or spandex clothing is allowed. All visitors are required to wear footwear that covers the entire foot. Sandals, flip-flops, and open-toed footwear is prohibited. All visitors are also required to wear undergarments (including bras for females). Inmates are responsible for advising their visitors of the dress requirements for visitation. Visits may be denied for non-compliance by the Visiting Room Officer, following his/her consultation with the Operations Lieutenant and/or Institution Duty Officer. The Operations Lieutenant and Duty Officer will decide if the infractions warrant termination of the visit.
5. Inmates receiving visits are required to wear clothes which are neatly pressed (institution issue only). Inmates are required to wear underwear. Institutional shoes are the only footwear authorized in the Visiting Room. No thongs, shower shoes, tennis shoes, or slippers may be worn without authorization of Health Services. The inmate may have in his possession one handkerchief, one wedding ring, one comb, and one pair prescription glasses. Heart medication and asthmatic inhalers may be retained by the inmate during their visit.

In the event Health Services require an inmate to maintain medication, other than stated above, the Visiting Room Officer will maintain the medication at his or her station until the visit is complete.

Approved religious head gear and medals may be worn in the Visiting Room.

6. Smoking is not permitted in the institution.
7. Children under the age of 16 may not visit unless accompanied by a responsible adult. The conduct of the child visitor will be the responsibility of the inmate and adult visitor. Conduct of children must not interfere with the orderly running of the Visiting Room or other inmate visits. The visit may be terminated if children are left unattended and become disruptive following the Visiting Room Officers' consultation with the Operations Lieutenant and/or Institution Duty Officer. The Operations Lieutenant and IDO will decide if the infractions warrant termination of the visit. For the convenience of visitors, a children's area has been established which has a television and various toys. Only the officer may operate the television. Inmates are allowed in this area; however, this area is not to be utilized by inmates and visitors without children. Inmates will assist their children in placing the toys back in order. The signature of a parent or guardian on the Visitor Information form (BP-A0629) is necessary to process a request for an applicant under 18 years of age. Ordinarily, completing the questionnaire portion of this form (items 1 through 14) is not required if the applicant is a verified immediate family member of the requesting inmate.
8. Conduct in the Visiting Room will be maintained at a respectable level. 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. Examples of inappropriate behavior are: hand holding, arms around each other, crossing legs with each other, kissing other than at the start or finish of the visit, fondling and lying on the furniture. It is the inmate's responsibility to control the actions of his visitors. Special seating arrangements will be required if conduct by either the inmate or visitor is questionable. Inmates will be expected to pick up after themselves, including paper, cans and trash. Inmates are not allowed to visit with other inmates' visitors.
9. Any infractions of the Visiting Room rules noted by the Visiting Room Officer will be made known to the Operations Lieutenant. The Operations Lieutenant will then contact the IDO and a decision will be made to either terminate the visit or not terminate the visit. The final decision to terminate the visit will be the responsibility of the IDO.
10. Staff will monitor all visiting areas to prevent the passage of contraband and ensure the security and good order of the institution. This includes, but is not limited to, direct visual monitoring, monitoring via mirrors located in the Visiting Room, and video camera surveillance. All inmates will be pat searched entering the Visiting Room. When leaving the Visiting Room, inmates will be pat searched and randomly strip searched.

11. Outdoor visiting will be conducted from mid-spring to mid-fall, dependent on weather conditions. The Captain in consultation with the Warden will determine when outdoor visiting will commence and end.

Visitors and inmates will have the opportunity to choose between visiting indoors or outdoors. No group will be split up - they must stay together. There will be no exceptions to this rule.

The maximum capacity of the Visiting Room is 178; however, there is insufficient space to accommodate this number of seats. As such, the maximum capacity of the visiting area, outside and inside, must never exceed the number of available inside seats for persons two years of age and older. Children under two years of age may be held on the lap provided the maximum of 178 is not exceeded.

Restroom breaks and opportunity to use vending machines will be afforded during the 10 minute open movement times. If any inmate or visitor needs to return inside for any reason between moves, they must first contact staff.

The Visiting Room #2 Officer will be responsible for monitoring the outdoor visiting area, but the #1 and #2 officers may rotate at their discretion.

Outdoor visiting will be closed during time of inclement weather and after dark. Closing of this area will be determined by the Operations Lieutenant in consultation with the IDO.

12. Breast feeding is allowed in the Visiting Room. It is expected the female visitor will use appropriate discretion in opting to breast feed the infant in the Visiting Room. At a minimum, the female visitor will drape her infant and chest with clothing so there is minimal chance of an exposed breast. If, in a particular instance, the breast feeding is conducted in a manner which is disruptive to other inmates and/or visitors, or is facilitating conduct prohibited under BOP disciplinary code, the visit will be terminated and further actions may be considered pursuant to discussion with legal staff.

j. **TRANSPORTATION ASSISTANCE:** To assist visitors in locating the institution, the telephone numbers of public transportation and directions are reflected on Attachment B. These will be posted in the Visiting Room and made available to the inmate to be mailed to the prospective visitors.

k. **OUT OF INSTITUTION VISITS:**

1. **HOSPITAL PATIENTS:** Prior to visiting the inmate, permission of the Warden must be obtained. Visits to inmates hospitalized in the community may be restricted to only the immediate family and are subject to the general visiting policy of that hospital.

1. **DENIAL OF VISITORS:** The IDO and Operations Lieutenant will be contacted prior to a visit being denied, and the IDO will have the final responsibility after consulting with the Operations Lieutenant on whether the visit is to be denied. Attachment D will be completed by the Operations Lieutenant and forwarded to the Captain along with any supporting memorandums.

Termination of Visits due to Exceeding the Maximum Capacity of Visiting Room: The Lieutenant and/or Duty Officer will be contacted by the Visiting Room Officer when it is necessary to terminate a visit. The Duty Officer and/or Lieutenant will be responsible for terminating the visit. Visitors will first be asked to leave on a voluntary basis. After this, additional factors such as frequency of visits during the last thirty days, inmates who have had visitors longest that day, and distance traveled will be considered when visiting is to be terminated. Special consideration will be given to continuing visiting for those who have traveled in excess of 400 miles from the institution.

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. The notification on Attachment D is to be placed in section 2 of the Privacy Folder in the Inmate Central File.

- m. **SEARCHING VISITORS:** Staff may require a visitor to submit to a personal search, including items of personal property, as a condition of allowing or continuing a visit. Any personal items carried in the Visiting Room may be inspected by the Visiting Room Officer. If a personal search is deemed necessary, it must be authorized by the Warden or in the Warden's absence, the Administrative Duty Officer. Visitors must be given the opportunity to leave the institution in lieu of search, unless there is cause to detain and/or arrest.
- n. **RECORD OF VISITORS:** A record of inmate visitors will be maintained in the Visiting Room in a bound ledger. The log book will contain the printed name of the visitor, the name and number of the inmate to be visited, time in, visitor's signature, and time departed.
- o. **MEDIA VISITS:** Requirements for media visits are governed by the provisions 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.
- p. **PROCEDURES FOR A BACKUP SYSTEM TO THE COMPUTER VISITING PROGRAM:** Prior to Friday visiting, the Visiting Room Officer can run a report listing all approved visitors and save a local copy of the approved list. In the event the web-based visiting program is disabled, the officers can reference the available PDF copy of the approved visitors. In the event that is not possible, inmates will be required to supply the Visiting Room Officer with the hard copy of their approved visiting list.
- q. **INMATES WITH A WALSH ACT ASSIGNMENT:** Due to the unique location of FPC Yankton, it is highly unlikely an inmate with a Walsh Act conviction (WA W CONV) will be housed at this facility. In the event an inmate with this

conviction is received, the unit team will ensure an annotation is placed in the visiting program under the comments section which reads, “this inmate was convicted of a sex offense involving a minor.” An inmate with this notation will be required to sit directly in front of the Visiting Room Officer’s desk and will be closely monitored. The inmate will not be allowed in the children’s visiting area or the outside visiting area.

- *r. VISITING REGULATIONS REGARDING PETS: Visitors are precluded from bringing animals on to the institution grounds, except for service animals which assist persons with disabilities. The visitor must provide staff with doctor certification of their disability, and certification the animal is trained for that purpose, and its required use, prior to the date of the visit. Service animals will be required to have a service animal identification vest and will wear the vest while on institution property. Documentation as to the animal’s vaccination status will also be required. No animals will be left in the visitor’s vehicle.

- 5. **OFFICE OF PRIMARY RESPONSIBILITY:** Correctional Services

_____/s/_____
J.W. Cox, Warden

Federal Prison Camp
Yankton, South Dakota

VISITING ROOM RULES AND REGULATIONS

It is the intent of this institution to provide visiting facilities and procedures which will encourage meaningful visits with relatives and friends. Visits by approved visitors are stressed as an important factor in maintaining the morale of each inmate, motivating him toward positive behavior. It is the responsibility of the Visiting Room Officer to supervise the visits. It is the responsibility of each visitor/inmate to adhere to the visiting regulations as set forth in the following paragraphs. 18 U.S.C. 1791 provides a penalty of imprisonment for not more than twenty years, a fine, or both, for providing or attempting to provide to an inmate anything whatsoever without the knowledge and consent of the Warden.

- *1. Visits are permitted on Friday, Saturday, Sunday and federal holidays from 8:15 A.M. to 3:00 P.M.
2. Inmate visitors are encouraged to park on 12th Street between Douglas and Pine Streets in front of the football field.
3. An inmate will be provided written material on the institution's visiting procedures during the intake screening process. At a minimum, the information will include the following:
 - a. Facility address/phone number; directions to the facility and information about local transportation;
 - b. Days and hours of visitation;
 - c. Approved dress code;
 - d. Identification requirements for visitors;
 - e. Items authorized in the Visiting Room;
 - f. All authorized items entering the Visiting Room must be carried in one clear plastic bag/container;
 - g. Special rules for children;
 - h. Authorized items that visitors may bring to give to the inmate, if applicable; and
 - i. Special visit requirements.
4. Immediate family: Mother, father, step parents, brothers, sisters, foster parents, wife and children are routinely approved as visitors. The word "spouse" includes a common-law relationship which has been previously established in a state that recognizes such a status. In states that do not, a common-law relationship is not considered "immediate family". For determination of applicable state laws, the Regional Counsel should be consulted.

5. 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 exists no reason to exclude them.

**The inmate must have known the proposed visitor(s) prior to incarceration.
The Warden must approve any exception to this requirement.**

Each inmate is responsible for obtaining Unit Team approval for their visitors. In addition to immediate family members, the number of visitors on an inmate's approved list will be limited to ten. The maximum number of persons who may visit an inmate at one time is six, regardless of age. Visitors under the age of 16 must be accompanied by a responsible adult. Each visitor, age 16 and above, is required to provide proof of their identity and present a form of photo identification to the Visiting Room Officer. Forms of appropriate identification are driver's license, passport, or state or county identification cards. Each adult visitor will be required to sign an information form indicating his or her name, relationship to the inmate, complete address, the name of the inmate being visited, and an acknowledgment of his or her awareness and understanding of possible penalties for violation of visiting regulations and/or introduction of contraband. Any attempt to bring unauthorized items into the institution is a violation of federal law (18 U.S. C. 1791) and is punishable by imprisonment and/or fine.

6. Smoking is not permitted in the institution.
7. On Saturday, Sunday, and legal holidays, there will be a 10:00 A.M. count. Visitors will be allowed to enter the Visiting Room until 9:15 A.M. Visitors arriving after 9:15 A.M. will not be allowed to visit until the 10:00 A.M. count clears. In addition, the cut off time for calling inmates for visiting is 2:30 P.M. If the visitor or inmate leaves the Visiting Room, no further visits are permitted that day. When overcrowding conditions exist, visits may be terminated. Visitors will first be asked to leave on a voluntary basis. If there are not a sufficient amount of volunteers, the following factors will be considered before terminating visits: frequency of visits during the last thirty days, inmates who have had visitors longest that day, and distance traveled. Special consideration will be given to continuing visiting for those who have traveled in excess of 400 miles from the institution. Visiting may also be terminated because of institutional emergencies and improper conduct by the inmate or his visitor.
8. Embracing and kissing, as a greeting or farewell, is permitted within the limits of acceptable conduct only upon arrival and departure. No other physical contact is allowed. When a visit is terminated due to unacceptable conduct, the inmate may receive a disciplinary report.

9. **Visitors must carry his/her items needed during the time of visit, in one container/bag of clear plastic color.** Visitors may not bring in anything for the inmate. It is permissible for the visitor to give an inmate any item from the vending machines to be consumed while on a visit. Inmates are prohibited from possessing or handling money.

Visiting is an extremely important family function and dress code requirements are necessary to maintain the dignity of those involved. Appropriate dress is required and must be in good taste. Excessively provocative, immodest or revealing attire is reason to deny visiting. Visitors over the age of 12 years old will not be allowed into the institution in skirts, shorts, or dresses exceeding above the top of the kneecap in length. See-through clothing, halter tops, tube tops, sleeveless shirts, tank tops, and any kind of top that reveals the midriff area of the anatomy, radically low-cut shirts or blouses, revealing front and backless clothing are prohibited. No skin-tight clothing or spandex clothing is allowed. All visitors are required to wear footwear that covers the entire foot. Sandals, flip-flops, and open-toed footwear is prohibited. All visitors are also required to wear undergarments (including bras for females). Inmates are responsible for advising their visitors of the dress requirements for visitation. Visits may be denied for non-compliance by the Visiting Room Officer, following his/her consultation with the Operations Lieutenant and/or Institution Duty Officer. The Operations Lieutenant and Duty Officer will decide if the infractions warrant termination of the visit.

11. Visitors must maintain complete control of their children while in the Visiting Room or on institution property. The visit may be terminated if children are left unattended and become disruptive. For the convenience of visitors, a children's area has been established which has a television and various toys. Only the officer may operate the television. This area is not to be utilized by inmates and visitors without children.
12. No cameras or recording equipment or other electronic devices are permitted. No documents or papers are permitted in the Visiting Room without the approval of a member of the inmate's Unit Team.
13. A visitor suspected of attempting to introduce contraband may be subject to a detailed search of his or her person and property.
14. It is prohibited to wait in the parking lot or remain on the grounds for persons visiting an inmate.
15. The only authorized items allowed are the following: identification, keys, money for vending, feminine hygiene products, diapers and bottles for immediate baby care and asthmatic inhalers. A visitor's cardiac medication and asthmatic inhalers, which are in original containers, may be kept by the visitor. No other medication is allowed. Visitors should carry no more than one change purse (approximately 5" X 8"), which is clear plastic. Wallets and purses are not permitted in the visiting area. Unauthorized items will be stored in the visitor's locked vehicle. Inmates' visitors **may not** leave money with any staff member for deposit in the inmate's commissary account.

The Visiting Room Officer may not accept articles or gifts of any kind for an inmate, except packages which have had prior approval by the Warden or a designated staff member.

16. Visitors are precluded from bringing animals onto institutional grounds, except for animals that assist persons with disabilities. The visitor must provide staff with certification that the animal is trained for that purpose.
17. These rules and regulations are not all inclusive. The Visiting Room Officer will inform you when violations occur. The Visiting Room Officer is responsible for ensuring the safe orderly and secure operation of the Visiting Room and as such has full authority to make decisions concerning the daily operation of this area. Please contact the Visiting Room Officer if you have any questions about visiting regulations.
- *18. VISITING REGULATIONS REGARDING PETS: Visitors are precluded from bringing animals on to the institution grounds, except for service animals which assist persons with disabilities. The visitor must provide staff with doctor certification of their disability, and certification the animal is trained for that purpose, and its required use, prior to the date of the visit. Service animals will be required to have a service animal identification vest and will wear the vest while on institution property. Documentation as to the animal's vaccination status will also be required. No animals will be left in the visitor's vehicle.

Attachment B

TRAVEL INFORMATION

Federal Prison Camp, Yankton, South Dakota, is located approximately 60 miles northwest of Sioux City, Iowa and 85 miles southwest of Sioux Falls, South Dakota.

The address to the Yankton Federal Prison Camp is 1100 Douglas Avenue, Yankton, SD 57078. The telephone number is 605-665-3262.

From Sioux Falls, take I-29 South to State Road 46 West. Take State Road 46 West to State Road 81 South into Yankton. Turn left at the stop light at the intersection of State Road 81 and State Road 50. Proceed to the intersection to Douglas Avenue and turn right on Douglas Avenue. Continue south to 12th Street, follow the inmate visitor parking signs, and park in the designated inmate visitor parking area.

From Sioux City, take I-29 North to State Road 50 into Yankton. Follow State Road 50 until it intersects with Douglas Avenue. Turn right on Douglas Avenue. Continue north to 12th Street, follow the inmate visitor parking signs, and park in the designated inmate visitor parking area.

LOCAL PUBLIC TRANSPORTATION YANKTON

Taxicabs:	Shuttle Express Taxi	605-760-0090
	Affordable Taxi Cab	605-689-2822

*Attachment C

REQUEST FOR SPECIAL VISIT AUTHORIZATION

I, _____, Reg. No., _____
(Inmate Printed Name)
am requesting a special visit for _____
(Specific Date and Time)
with _____ of _____
(Proposed Visitor Name) (Address)

for the purpose checked below.

- _____ Business Visitor (limited see P5267.09 for qualifications of this type of visit)
- _____ Consular Visitor
- _____ Representative of Community Group
- _____ Clergy, Former or Prospective Employers, Sponsors, Parole Advisors
- _____ Other

This request is for the specific purpose of: _____

and is not of a recurring nature. I understand the conditions of visiting for special visitors are the same as for regular visitors.

Inmate Signature

Date

Note: If the individual is not on the inmate's visiting list, the visitor will be required to complete an NCIC background check form and mail it in to the inmate's unit team for clearance prior to the visit taking place.

To be Completed by Staff

Individual on Visiting List: Yes / No NCIC check completed: Yes / No

Unit Manager Recommendation: Approve / Disapprove

Reason for Recommendation: _____

Signature: _____ Date: _____

Request for Special Visit Approve / Disapprove

Signature: _____ Date _____
Warden

cc: Inmate, Central File, Visiting Room, Lieutenant's Office, Duty Officer

Attachment D



U.S. Department of Justice
Federal Bureau of Prisons
Federal Prison Camp

Office of the Captain

Yankton, SD 57078

Date

MEMORANDUM FOR CAPTAIN

FROM: _____ Operations Lieutenant

SUBJECT: Visitor Denied Entrance to Visiting Room

On the above date, at _____(A.M.)(P.M.), the following visitor (Mr.) (Mrs.) (Miss)

_____, was denied entrance to the Visiting Room.

Inmate Concerned: _____
Name

Register Number

Reason for denial: 1. Improper or No Identification
2. Not on Inmate Visiting List
3. Under age without Parent/Guardian
4. Other _____

cc: Visiting Room File
Central File, Section 2
Institution Duty Officer



U.S. Department of Justice
Federal Bureau of Prisons

Federal Prison Camp

Office of the Unit Manager

Yankton, SD 57078

Date

MEMORANDUM FOR INMATE'S NAME: _____
INMATE'S REG. #: _____

FROM: _____, Unit Manager

SUBJECT: Visiting Privileges

Pursuant to Bureau of Prisons Program Statement 5267.09, Visiting Regulations, your request for visitation privileges with _____ has been denied for one of the following reason(s):

- () **Unfavorable information found during a background investigation**
- () **You did not know this person prior to your incarceration**
- () **This person provided false statements on the Visitor's Form**
- () **This person is currently active on another inmate's visiting list at FPC Yankton**
- () **Other reason**

Information contained in the Visiting Form(s) is protected under the Freedom of Information Act and placed in the Freedom of Information Exempt Section of your Central File.

cc: Central File
Inmate

BP-A0241
JUN 10

VISITING ATTORNEY STATEMENT

CDFRM

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

(INSTITUTION)

I, _____,

a licensed attorney in the State of _____,

with offices at _____

visiting _____,

on _____, 20____,

hereby certify that my visit with this inmate is for the purpose of facilitating the attorney-client or attorney-witness relationship and for no other purpose. I certify that any tape-recording or other recording made by me of, or during any portion of this visit will be used only to facilitate this relationship.

Signature

Date