



# INSTITUTION SUPPLEMENT

OPI: Correctional Services  
NUMBER: COL 5267.07 B  
DATE: March 27, 2005  
SUBJECT: Inmate Visiting

\* denotes changes to supplement

1. POLICY. This institution supports and encourages wholesome and meaningful visits with relatives, friends, community groups etc. to maintain morale and to foster closer relationships, while at the same time maintaining the security and welfare of the institution. Any visit which interferes with the security and good order of the institution may be denied or terminated.

2. PROGRAM OBJECTIVES. The purpose of this institution supplement is to outline standard procedures for processing all types of inmate visiting. Responsibilities and duties of affected departments are outlined. This supplement provides guidance with regard to staff interaction with inmate visitors.

3. DIRECTIVES AFFECTED.

a. Directives Rescinded:

COL 5267.07.A, Inmate Visiting (10/03/03)

b. Directives Referenced:

P.S. 5267.07 Visiting Regulations (04/14/03)

P.S. 5510.09 Searching, Detaining or Arresting Persons  
Other Than Inmates (03/06/98)

P.S. 7331.03 Pretrial Inmates (11/22/94)

4. STANDARDS REFERENCED. American Correctional Association 4<sup>th</sup> Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499, 4-4500, 4-4501, 4-4503, 4-4504

5. PRETRIAL/HOLDOVER/DETAINEE PROCEDURES. The procedures outlined in this supplement apply to all inmates housed at this institution.

6. VISITING HOURS.

a. Weekdays:

Sunday	8:00 a.m. - 3:00 p.m.
Monday	8:00 a.m. - 3:00 p.m.
Tuesday	No Visitation
Wednesday	No Visitation
Thursday	8:00 a.m. - 11:30 a.m.
Friday	8:00 a.m. - 3:00 p.m.
Saturday	8:00 a.m. - 3:00 p.m.
Federal Holidays	8:00 a.m. - 3:00 p.m.

\* b. Weekends: Each inmate will receive 9 points per month. They will be charged 3 points for each Saturday or Sunday visit and one point for all other days. Inmates would be able to visit 9 weekdays or 3 Saturdays or Sundays, or any other combination equaling 9 points. No points will be charged for holiday visitation. Only Unit Managers are authorized to approve additional visiting points. \*

c. Federal Holidays: On Federal Holidays, the visiting hours will be from 8:00 a.m. until 3:00 p.m. No points will be charged for visits on Federal Holidays.

d. visitors will not be allowed inside the Front lobby of the institution prior to visiting hours.

e. Directions to the institution will be provided to each inmate upon arrival to FCC Coleman-Low.

7. VISITING RESTRICTIONS AND OVERCROWDING. Visiting may be curtailed or terminated because of an emergency, improper conduct on the part of the inmate or his visitor(s), or when the Visiting Room becomes overcrowded. Should it become necessary for the Visiting Room Officer to curtail or terminate visiting because of overcrowding, the Operations Lieutenant and Institution Duty Officer will be notified. Common sense and understanding must prevail when terminating a visit. The general guidelines and order

of termination will be as follows:

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- ◆ Volunteers
- ◆ Those persons who visit most frequently (3 times or more per week) and live within a 50 mile radius.
- ◆ Those persons who visit regularly (1-2 times per week) and live within a 50 mile radius.
- ◆ Those persons who visit less than once per week and live within a 100 mile radius.
- ◆ Those persons who live outside of the 100 mile radius.

If visits are terminated, the Operations Lieutenant must be notified and will document the circumstances in the Lieutenant's Log.

8. NUMBER OF VISITORS. The number of persons allowed and seats used while visiting one inmate as a group will be limited to four (4) adults. There will be no limit to the number of children who may visit at one time. Seating is available for up to four (4) adults per inmate when necessary. Children are not guaranteed seating.

9. GROUP VISITATION. Any group requesting visitation via bus or van, where large numbers of visitors will request visitation on any specific day, must comply with the following guidelines:

a. A civilian/inmate coordinator for transportation must contact the appropriate Unit Manager to inform staff of the impending group visit and the locale of origination. The date of the requested visit, inmates to be visited, and the number of visitors for each inmate must be confirmed five days prior to visiting.

b. Visitors must be on the inmate's approved visiting list.

c. Visits of this type may be approved on a quarterly basis by the appropriate Unit Manager.

10. IDENTIFICATION OF VISITORS. All visitors, with the exception of children under the age of 16 years, must display photo identification before being permitted into the institution.

Acceptable forms of identification are as follows: a driver's license, passport, or state identification card. The Operations Lieutenant will be notified in questionable cases to make a final determination.

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\*11. APPROVED VISITORS. Visits are limited to those on the inmate's approved visiting list as authorized by the Unit Team. Children must be accompanied by an adult who is approved to visit. It is the responsibility of the inmate to advise his visitors that they have been approved and placed on his authorized visiting list. An individual may be placed on the approved list after investigation from the usual sources, i.e., Pre-sentence Report, U.S. Probation Office, local law enforcement agencies, individuals concerned, etc. The Unit Team shall conduct National Crime Information Center (NCIC) checks on a minimum of ten (10) percent of all visitors. Except for immediate family, visitors will not ordinarily be placed on more than one inmate's approved visiting list. Written guidelines for visitors covering visiting hours, dress, conduct, point system, directions are provided to visitors when NCIC requests are sent out to them by Unit Staff and at the front desk upon request. Visiting Rules and procedures are also listed in the Inmate Information Handbook all inmates are issued. This Institutional supplement is also available to all inmates in the institution Law Library and in the Special Housing Unit Law Library.\*

a. Members of Immediate Family. If an immediate family member arrives at the institution who is not on an inmate's approved visiting list, the inmate's Unit Team will be notified. A member of the Unit Team will review the Central File to determine if the visitor is a member of the immediate family. The prospective visitor will be interviewed by a member of the unit team to determine if the visit is to be approved. If Unit staff are not available, and the visitor's relationship to the inmate cannot be confirmed, the visit will be denied. If the visit is denied, the Operations Lieutenant will document the denial of the visit in the Lieutenant's Log.

b. Relatives, Friends and Associates. Visiting privileges may be extended to friends and other non-relatives. No more than 10 friends or associates will normally be allowed on an inmate's visiting list and there will be no more than 20 relatives that may be placed on an inmate's visiting list. Visiting will not be approved until the appropriate background investigation has been conducted, including NCIC checks.

c. Persons with Criminal Records. While the history of an arrest record or criminal record does not necessarily preclude visiting privileges, careful evaluation and consideration will be given to the nature and extent of the criminal record. History of recent criminal activity is weighed against the value of the relationship and the security of the institution. The warden or

his/her designee will make the final determination as to the approval or disapproval of visiting requests in these type of cases.

d. Former Inmates of the Institution and Relatives of Other Inmates: Rarely will individuals in this category be permitted to visit. In those instances necessitating such visits, the warden must give prior approval.

e. Holdovers and New Commitments: When an approved visiting list is not available, visits for new commitments and inmates in holdover status will be limited to confirmed members of the immediate family. A Birth Certificate or some form of identification that would indicate they are members of the same family will be required. In addition, a check of the inmate's Pre-sentence Report (if one is available), shall be conducted. Holdovers will be given a blank request for visitor approval form upon completion of intake screening. Holdovers may request family members to be placed on a visiting list by submitting a request for visitor approval to their assigned Unit Counselors. The time frame for approval will be the same as general population inmates. Unapproved visitors arriving that are not on an approved visiting list, will be reviewed by unit staff or the Duty Officer in their absence to determine if approval would be appropriate.

f. Protective Custody, Separation Cases: The warden or his/her designee (normally the Captain) will make the determination of approval of the visit and schedule visiting for protective custody and separation cases. Visits of this nature will be reviewed on a case by case basis, taking into account the safety of the inmate and the security requirements of this facility.

(1) All movement of protective custody or Separation cases will be in accordance to the instructions of inmate movement located in the Lieutenant's office.

(2) The Captain will provide a schedule of the approved visiting days and hours to the Special Housing staff and Unit Team. Unit Team will be responsible for providing staff coverage during these visits and will notify the inmate of the approved time and date of the visit.

(3) Inmates that are under investigation or involved in a fight and have separatees who are housed in Special Housing, care

will be taken not to allow these inmates to visit at the same time. This is providing that these type of inmates are permitted to visit during normal visiting hours. The Operations Lieutenant  
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will exercise sound judgement to maintain separation status of these inmates.

## 12. VISITS TO INMATES NOT IN GENERAL POPULATION.

### a. Hospital Patients:

(1) If a determination is made that a visit is to be held in the institution Health Services area, such visit will be subject to the availability of staff for supervision. The visit will be limited to one hour. The Clinical Director or designee may restrict visits if the inmate is suffering from an infectious disease, is in a psychotic or emotional state which makes a visit inadvisable, or is otherwise not in a condition to see visitors.

(2) If the Clinical Director recommends against a visit for medical or psychiatric reasons, the situation will be explained to the proposed visitor by an appropriate Unit staff member.

(3) Visits to inmates hospitalized in the community will be restricted to members of the immediate family. These visits are only allowed in cases where death may be imminent and are subject to the visiting policies of FCC Coleman-Low and the respective Community Hospital. A bedside visit memo request (See Attachment A) must be originated by the inmate's unit team and approved by the Warden prior to permitting any inmate's visitors inside the room. If the inmate is admitted at Leesburg Regional Medical Center, a copy of the approved bedside visit request will be provided to the Officer in Charge and another copy to the Hospital Security via Fax #(352)323-5329. In the event that the inmate is admitted to any other local hospital, a copy of the approved bedside visit request must be provided to the Officer in Charge.

### b. Special Housing Unit:

(1) Inmates in the Special Housing Unit will be allowed to continue their visiting privileges in the institution Visiting

Room. The inmate will be escorted to and from the Visiting Room. The inmate will be placed in restraints in the Special Housing Unit and the restraints will be removed by the visiting room officer in the Visiting Processing Room. The inmate and their visitors will be seated opposite the Visiting Room Officer's desk.

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(2) The warden has the authority to disallow visiting privileges in the Visiting Room to an inmate housed in the Special Housing Unit. This restriction must be based upon security concerns and documented in the inmate's Special Housing Unit file.

c. Injuries to Visitors: Any injuries occurring to visitors, while inside the institution will be assessed by the senior medical staff member on duty. An injury report will be completed and only emergency treatment will be rendered. No medication will be prescribed. Injured visitors will be referred to the local hospital emergency room or their respective physician for follow up treatment when appropriate.

### 13. PREPARATION OF THE OFFICIAL VISITING LIST.

a. Each newly committed inmate will be provided with copies of the local visiting guidelines [in the Admission and Orientation (A&O) Booklet], a Visiting List Request Form and directions to the facility from his unit team. The Unit Teams are responsible for preparing and placing the original inmate visiting folder in the Visiting Room file and then entering visitor information on the Visiting Room Computer Program.

b. Unless unusual circumstances exist, the requirement to re-approve the visitors already identified on the inmate's visiting list is no longer required for inmates transferring from one institution to another.

c. Amendments to the visiting list will be prepared by the Correctional Counselors. Additions to the visiting list must have an appropriate form, if the addition is not immediate family.

d. If a background investigation is necessary before approving a visitor, the inmate will be held responsible for having the release form forwarded to the proposed visitor. This form must be signed and returned to staff responsible for the inmate's case by the proposed visitor prior to any further action concerning the visit.

e. Unit Team shall notify the inmate of each approval or disapproval of a requested person. 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.

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14. SPECIAL VISITS. All special visits must be requested by the Unit Manager and approved by the AW(P), or designee. A memorandum authorizing the visit must be forwarded to the Front Lobby Officer, Visiting Room Officer, Captain, Duty Officer, Operations Lieutenant, and Central File ordinarily 24 hours prior to the visit. It is the responsibility of the respective Unit Team to provide supervision for special visits.

a. Business Visitors:

(1) No inmate shall be permitted to engage actively in a business or profession. An inmate who has engaged in a business or profession prior to commitment will be expected to delegate or assign authority for the operation of such business or profession to a person in the community. There may be occasions where a decision has to be made which substantially affects the assets or prospects of the business. In such cases, the Warden may permit a special visit.

(2) Visits by a prospective/former employer, clergy, sponsor, or parole advisor may be permitted upon recommendation and approval of the inmate's Unit Manager.

b. Embassy or Consular Visitors: Whenever it has been determined that an inmate is a citizen of a foreign country, the Embassy or Consular representative of that country shall be permitted to visit on matters of legitimate business. This privilege shall not be withheld even though the inmate may be undergoing disciplinary status or confined in the Special Housing Unit. Arrangements for visits by Embassy or Consular staff will be made through the Unit Manager and the Executive Assistant.

c. Attorney Visits: The Attorney rooms will only be utilized by licensed attorneys, paralegals, clerks, and legal assistants who are representing attorneys. All attorneys will be required to present their State Bar card. Paralegals, clerks, and legal

assistants will present documentation reflecting they represent an attorney of record for the inmate visited. Visits of this nature require approval of the Warden and completion of the appropriate forms.

(1) Attorneys will be advised of normal visiting hours and encouraged to visit during those time frames. Attorneys who wish to visit during non-visiting hours will make a written request in

advance to the Warden. Dependent upon the urgency of the legal problems involved, the frequency of such visits will not be limited if approved in advance. The inmate's Unit staff COL

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will be responsible for arranging supervision of attorney visits occurring at times other than regularly scheduled visitation hours.

(2) Only licensed attorneys or paralegal, clerks, legal assistants representing licensed attorneys, will be permitted to conduct legal visits with inmates. Special visiting status will be afforded to paralegals, clerks, and legal assistants of an attorney only if:

- ◆ The individual in question has an ongoing, supervisory relationship with a licensed attorney; and
- ◆ The individual provides a completed Application to Enter Institution as Representative (Attachment F to Program Statement 1315.05, Inmate Legal Activities); and
- ◆ The Warden approves in advance a special visit for the individual.

The Legal Department may be consulted regarding any question as to the status accorded to such persons before a final determination is made by the Warden, or as to any recommendation or decision to limit or prohibit the visiting/correspondence privileges of such persons. Additionally, any questions regarding the identity, qualifications, or licensure status of an attorney may be referred to the Legal Department.

(3) Upon arrival at the institution and prior to conducting a legal visit with an inmate, an attorney or his representative shall identify themselves, produce proof of

identity, and confirm their wish to visit the inmate(s) whom he has arranged with staff to visit. For an attorney, sufficient proof of identity includes one form of picture I.D. as well as a bar card or other valid documentation identifying them as a licensed attorney in good standing. For a non-attorney, (e.g., paralegals, clerks or legal assistants, etc.) visiting an inmate as a representative of a licensed attorney, proof of identity includes at least one form of picture I.D. as well as documentation reflecting that he represents a licensed attorney in good standing.

(4) Under the terms of Program Statement 1315.05, Inmate Legal Activities, the Warden may limit or refuse admission to attorneys who fail to comply with regulations. If there is any COL

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question about the attorney's identity or his/her qualification as an attorney in good standing, the matter should be referred to the Legal Department or Regional Counsel.

(5) Attorneys shall be permitted to visit only those inmates with whom staff have previously arranged for them to see. Any exception to this rule must be approved by the Warden, his designee, or the institution Duty Officer.

(6) Attorneys will be subject to search of their person and belongings to determine if contraband is present. They will also be required to read and sign a "Notification to Visitor" form (see Attachment B) and any other forms pertaining to attorney visits.

(7) Attorney visits will take place in the Visiting Room in one of the four Attorney/Client Rooms. If all rooms are occupied, the visit will take place in the general visiting area; provided the Attorney and inmate have a degree of separation from other visitors.

(8) Tape recorders, computers or other electronic devices may be used by the attorney during the course of the visit, but only with prior approval of the Warden.

(9) Visits by attorneys from countries outside of the United States require approval from the Department of Justice prior to the visit and should be coordinated through the

Executive Assistant.

(10) Any immediate grievances or concerns an attorney may have concerning his client which are deemed appropriate to respond to during the visit should be referred to the appropriate Unit Manager or Duty Officer. The Legal Department may also be contacted for assistance if necessary.

(11) Attorneys shall visit only one inmate at a time, unless litigation involves more than one inmate, and prior approval has been obtained from the Warden, his designee, or the Institution Duty Officer.

d. Law Enforcement Interviews: Ordinarily, the Special Investigative Agent (SIA) will approve and coordinate all interviews between law enforcement agencies and inmates. In the absence of the SIA, the Special Investigative Supervisor (SIS)

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will assume this function. The purpose of this is to acquaint institution officials with any new developments in an inmate's situation that might jeopardize the safety and security of this facility. The completed form will be sent to the Captain for review, forwarded to the Associate warden for final review, and then delivered to the SIA for filing.

e. Refer to the Complex Supplement on Central Inmate Monitoring for additional information concerning special visits for certain inmates.

15. VIOLATION OF REGULATIONS AND/OR INTRODUCTION OF CONTRABAND.

a. The right to have future visits may be denied to anyone who tries to circumvent or evade regulations. Violation of visiting regulations may require additional action, including possible prosecution, in the case of a criminal violation. Introduction of contraband to a Federal Penal Institution is a violation of 18 U.S.C. 1791. In order to ensure a visitor is aware of policy, the Front Lobby Officer will have each adult visitor, 16 years of age or older, complete and sign a "Notification to Visitor" form acknowledging his/her awareness and understanding of the possible penalties for violation of the Visiting Room regulations and/or introduction of contraband into the institution.

b. If a visit is terminated because of a violation of regulations, the Officer identifying the violation will submit an incident report on the inmate involved. The Lieutenant on duty will attempt to interview the outside visitor(s) involved and

obtain a written, signed statement to be included in the investigative information of the incident report. Refusal by the visitor to cooperate in the interview and to provide the written statement will be documented and submitted to the Captain.

16. TERMINATION OF A VISIT. The Operations Lieutenant or Duty Officer shall terminate a visit upon notification by the Visiting Room Officer that a visitor is in possession of, or is attempting to pass contraband, or is engaging in any conduct or behavior which poses a threat to the orderly or secure running of the institution, or to the safety of any person in the institution. The staff member terminating the visit will prepare written documentation describing the basis for this action. The required documentation will include the date, the time the visit began, the time of termination, persons involved and the reasons for the termination. The original copy of this report shall be submitted to the Warden.

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17. CONTROLLED VISITING - DENYING VISITS.

a. Visiting Restrictions: Visiting privileges may be restricted to control situations or closely supervise visits when there is any suspicion a visitor is introducing or attempting to introduce contraband.

b. Visiting privileges may be denied when a controlled or closely supervised visit is not possible. This denial must be approved by the Warden.

c. Kissing and embracing is permitted ONLY when the visitors and inmate meet at the beginning of a visit and just prior to terminating a visit. At no time will inappropriate and indecent displays of affection be permitted. Such violations will be cause for termination of the visit and disciplinary action taken against the concerned inmate. Repeated violations of the personal contact regulations may be cause for the removal of a particular visitor from the inmate's approved visiting list.

d. Dress: Visitors will dress appropriately and avoid clothing styles that are suggestive. See-through garments, sleeveless tops, overly tight fitting clothes, plunging neck lines or garments that expose private parts of the body will not be permitted to be worn in the Visiting Room. Skirts, shorts, culottes, and dresses will not be higher than two inches above the top of the knee. Halter tops or bathing-suit type attire will not be permitted. Provocative attire worn by men or women is reason to deny and/or preclude visiting. A visit may be terminated in order to maintain good taste and consideration for others. All visitors must clear the metal detector. It is recommended that female visitors should not wear under wire bras. No plain white or gray T-shirts, olive drab

clothing or khaki clothing similar to inmate attire is to be worn by visitors inside the visiting room.

e. No loud, boisterous talking or profane language will be allowed inside the Visiting Room.

f. Personal Belongings: visitors will not be allowed to bring in the following items: wallets, credit cards, toys, lighters, food items, drinks (with the exception of consumables for infants) and excessive amounts of jewelry. These items will be placed in lockers provided for visitors located in the front reception area. Cellular phones, pagers nor any other electronic device will allowed into the Visiting Room at any time.

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Visitors' personal property allowed into the Visiting Room is as follows:

1. Change purse (clear)
2. Money (\$30.00 maximum, with no bill denomination over \$5.00)
3. Baby bottles (must be clear plastic)
4. Diapers (4 total), baby powder, ointment and small blanket
5. Commercially sealed, prepackaged baby food (not to exceed 4 sealed plastic containers)
6. Baby clothes (one set)
7. Life maintenance medications (i.e., heart, epileptic, asthma inhaler, etc.) will be held at the visiting room Officer's desk until the conclusion of the visit. Diabetic medication and syringes are not considered life maintenance medications
8. Jewelry worn in by the visitor (not excessive)
9. Sweater (No Button ups)
10. Reasonable amount of feminine hygiene items.

All other items will be placed in lockers provided for visitors located in the front reception area or secured in the visitor's vehicle.

g. Searching Visitors. Visitors are subject to search and, under certain circumstances, to be detained and/or arrested. Reference is made to Program Statement, Searching and Detaining or Arresting Persons Other than Inmates. It is the responsibility of the Front Lobby Officer to search items of personal property prior to admittance to the visiting room and to ensure that all visitors pass through the metal detector and the ION Drug Detection Scanner just prior to admittance to the visiting room. Failure to successfully pass through the metal detector or the ION Drug Detection Scanner will warrant denial of the visiting privilege. On occasion, a hand-held metal detector may be used to isolate a specific area. The operations lieutenant and the duty officer will be notified when a visitor fails to clear the metal detector, hand-held metal detector, and/or ION scan. The duty officer will notify the visitor that the visit is denied.

Visitors who arrive in a wheelchair will be expected to submit to a thorough search. Every reasonable effort will be made to search the visitor in a sensitive and professional manner. If there are any concerns or questions regarding this procedure, the Institution Duty Officer will be contacted immediately to assist in processing visitors with disabilities.

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18. DETAINING VISITORS. Only the warden can authorize detaining visitors when there is probable cause that they are involved in a serious violation of visiting regulations constituting a violation of the law. An individual is not ordinarily detained for conduct which poses little or no threat to the security or orderly running of the institution (i.e., being under the influence of intoxicants or drugs, etc).

19. VISITORS' CONDUCT. Each inmate having a visit must assume responsibility for proper conduct during the visit with as much control of visitor(s) conduct as may be expected. Children should be controlled in consideration of others. They are not permitted to wander from the immediate area, run about the Visiting Room, or create noise that disturbs other visitors. Failure to control children may result in termination of the visit.

20. RECORDS. The following forms shall be used and maintained in the inmate's visiting folder:

- a. An official inmate visiting list.
- b. Perpetual visiting record.
- c. Inmate Visitor Denial form.
- d. Notice of visiting violation.

21. SUPERVISION.

a. It is the responsibility of the Visiting Room Officers to ensure the Visiting Room regulations are followed as outlined in this supplement. They should ensure visits are conducted in a quiet, orderly, and dignified manner. Direct observation of the visits is not required at all times, however, Officers will move about the area, constantly observing the general visiting area. Inspections should determine visits are being conducted in an acceptable manner.

b. A search of each inmate is required at the beginning and end of a visit. Pat searches will be performed on all inmates prior to entering the Visiting Room. A visual search shall be performed on all inmates prior to leaving the Visiting Room. Searches and shakedowns shall be conducted out of view of visitors and in privacy. All shakedowns shall be recorded in a

shakedown log book located in the inmate processing area.

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c. In no instance shall the Visiting Room Officers accept articles or gifts of any kind for an inmate. Hobby craft, art items, etc., shall not be given to visitors by inmates.

d. Restroom facilities for visitors are located inside the Visiting Room. Inmates, under direct visual supervision of the Visiting Room Officer, will utilize the rest room located in the Shakedown Room. Inmates will receive a thorough pat search prior to being allowed to use this rest room.

## 22. OTHER APPLICABLE REGULATIONS.

a. Inmate Dress: All inmates must wear uniforms issued by the institution. This will include the following: shirt (optional), t-shirt (white or gray), pants, belt (optional), socks and institutional shoes. They will be kept neat and clean at all times. Personal shoes are not authorized to be worn in the visiting room. This includes tennis shoes or any shoes obtained through a package permit. The only shoes authorized to be worn into the visiting room are institution issued black work shoes.

- ◆ Special Housing Unit. Those inmates housed in the Special Housing Unit will conform to uniform regulations particular to that unit and its special concerns.

\*b. Smoking/Tobacco: The Visiting Room and outside patio area are designated as tobacco-free areas. Therefore, no tobacco products will be allowed in the visiting room. \*

### c. Inmate Property:

(1) The inmate shall not take anything into the visit except necessary items such as: one pair of prescription eyeglasses, one comb, one wedding band, commissary card and one handkerchief. Inmates are not allowed to bring personal packs of cigarettes into the Visiting Room, although, the inmate's visitor may bring unopened and sealed packs of cigarettes into the Visiting Room for use by both the visitor and inmate in the area designated for smoking. The visiting room officer will document on attachment "A", property brought into the visiting room by an inmate.

(2) With prior approval, necessary legal papers will be permitted during a visit with an attorney. No personal items will be kept in the Shakedown Room. Medication, such as nitroglycerin tablets or an inhaler, for those with chronic

asthma, may be permitted when authorized by the Health Services Administrator.

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- d. Money: Money will not be accepted for deposit to the inmate's account through the Visiting Room. Inmates are not permitted to possess any currency, although visitors are permitted to be in possession of limited amounts of currency for use of the vending machines.
- e. Visiting Room Arrangement: The Captain is responsible for the appearance of the Visiting Room. The Visiting Room will be arranged so as to provide adequate supervision and will be furnished so that it will be as comfortable and pleasant as possible. The Lobby Officer will be responsible for the sanitation of the front lobby area.
- f. Visiting Room Staffing: The selection and training of the Visiting Room and Lobby Officers are under the supervision of the Lieutenants and Captain. Correctional Officers assigned to the Front Lobby, Control Center and Visiting Room are required to wear ties and jackets while assigned to these posts. Lieutenants will periodically question these Officers to ensure they understand the requirements in every area of this supplement.

23. MEALS:

- (1) No food or drink may be brought into the institution by a visitor. The only exception to this will be baby bottles filled with formula or milk, which can be brought into the Visiting Room after having passed a security check with the metal detector.
- (2) There are vending machines located in the Visiting Room for use by visitors. Visitors will be permitted to purchase food from the vending machines for the inmate(s) they are visiting.
- (3) Change and currency is authorized inside the Visiting Room. All vending machines will be operated by currency. Inmates are not authorized in the vending machine area during visiting hours.
- (4) If an inmate elects to terminate his visit so he may eat the regularly scheduled meal in the institution dining room, his visitors will be required to leave the institution property and not be allowed to return that

same day. Visitors will not be allowed to remove anything from the Visiting Room, including food items. Any food purchased in the Visiting Room, must be consumed there.

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24. PENALTY FOR VISITING ROOM VIOLATIONS. All inmates are to be aware of the rules and regulations and the consequences for violating those regulations. Inmates are responsible for providing each of their visitors a copy of the visiting rules and regulations brochure. Any act or effort to violate the visiting guidelines of the institution may result in disciplinary action against the inmate, which may include the denial of future visits. In the case of criminal violations, prosecution may be initiated against the visitor and the inmate.

25. OFFICE OF PRIMARY INTEREST. Correctional Services

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Charles L. Lockett  
Deputy Warden-Low



Attachment 'A'

UNITED STATES GOVERNMENT  
MEMORANDUM

Federal Correctional Complex-Low  
Columan, Florida 33521-8999

DATE:

REPLY TO

ATTN OF: \_\_\_\_\_, Unit Manager

THRU: Captain

TO: All Concerned

SUBJECT: Bedside visit for \_\_\_\_\_ (Inmate Name & Reg. Number)

Inmate \_\_\_\_\_ is presently at the \_\_\_\_\_ (Name of Hospital). This request is for approval for the above named inmate to visit with the family members listed below:

\_\_\_\_\_  
(Visitor's Name and Relationship)                      (Visitor's Home Address and Phone Number)

\_\_\_\_\_  
(Visitor's Name and Relationship)                      (Visitor's Home Address and Phone Number)

The visits will take place in accordance with the \_\_\_\_\_ (Name of Hospital) Visiting Procedures on \_\_\_\_\_ (Day(s) and time(s) of requested visit(s)). If you have any questions or if I can be of assistance, please call me at \_\_\_\_\_ (ext. number) or (352) \_\_\_\_\_ (Direct Line Number).

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_  
Paul M. Laird, Warden

cc: Those listed below must have a copy of this authorization before a visit takes place:

## Attachment 'B'

### SOCIAL VISITING at FCC COLEMAN LOW

Welcome to Federal Correctional Complex in Coleman Florida. The Federal Correctional Complex encourages social visiting that helps to enhance family and community relationships. Below you will find information that hopefully will prove useful to you as a social visitor at FCC Coleman Low.

#### Visiting Hours:

##### Weekdays:

Monday	---	8:00 A.M. to 3:00 P.M.
Tuesday	---	No Visitation
Wednesday	---	No Visitation
Thursday	---	8:00 A.M. to 3:00 P.M.
Friday	---	8:00 A.M. to 3:00 P.M.
Saturday	---	8:00 A.M. to 3:00 P.M.
Sunday	---	8:00 A.M. to 3:00 P.M.

Visiting Limitations: Visiting may be curtailed or terminated because of an emergency, improper conduct on the part of the inmate or his visitor(s), or when the Visiting Room becomes overcrowded. Should it become necessary for the Visiting Room Officer to curtail or terminate visiting because of overcrowding, the Operations Lieutenant and Institution Duty Officer will be notified. Valid identification is required on all visitors starting at age 16. All visitors must clear walk thru metal detectors prior to entering the institution. Visitors will not be allowed inside the Front lobby of the institution prior to visiting hours.

Dress Code: All visitors are expected to wear appropriate attire when in the Institution. No bare feet will be allowed.

The following items of clothing are strictly prohibited:

- Shorts: (except for infants, toddlers)
- Sleeveless garments
- Sweat pants, sweat shirts, sun dresses, leotards, wrap around skirts, crop tops, low cut blouses, or low cut dresses, low cut jeans, or low cut shirts.
- Halter tops, bath suits or backless tops
- Hats, caps, headbands or head scarfs
- Spandex pants: Tights or clothing with revealing holes
- Overcoats, winter jackets; or windbreakers
- Plunging necklines garment that expose private parts of the body.
- Any clothing similar to that issued to inmates or staff uniforms
- Clothing that is sexually suggestive, revealing or any type of garment that is see through
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Items Allowed :

- wallet or small clear purse
- Money (In denominations no larger than \$5.00 and not the exceed \$30.00)
- Identification papers
- Medication: Limited to amount needed during the visiting period. Life maintenance medications (i.e., heart, epileptic, asthma inhaler, etc.) will be held at the Visiting room Officer's desk until the conclusion of the visit. Diabetic medication and syringes are not considered life maintenance medications
- Jewelry worn in by the visitor (not excessive)
- Sweater (No Button ups)
- Reasonable amount of feminine hygiene items.

Diapers:

- Diapers (4)
- Baby wipes, One (1) change of infant clothing
- Two (2) baby bottles (plastic) with contents
- Two(4) small clear containers (plastic) of baby food (commercially sealed)
- One (1) receiving blanket

Items Not Allowed: strollers, carriers, diaper bags, food, highlighter markers, newspapers, magazines, cameras, cellular phones, pagers, or any other electronic/recording communications devices. Food and beverages are not allowed in the Front Lobby. There are vending machines available once you enter the Visiting Room.

Visiting Room Conduct: Upon entering/exiting the visiting area the inmate and visitor will be allowed to embrace and kiss. Any other physical contact will not be tolerated and will be considered grounds for terminating the visit. Children will not be allowed to run and horseplay in the Front Lobby/Visiting Room. Inmates are responsible for their visitors conduct once on the premises. Any disruptive behavior from a visitor(profanity, vulgar actions etc.) will be grounds for termination of visiting privileges. Failure to leave the premises when ordered may result in arrest and prosecution.

IT IS A FEDERAL CRIME TO INTRODUCE WEAPONS, TO INCLUDE POCKET KNIVES, DRUGS OR OTHER CONTRABAND INTO THE INSTITUTION.