



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

*Memphis, Tennessee 38134-6790*

# **INSTITUTION SUPPLEMENT**

OPI: Correctional Services  
NUMBER: MEM 5267.08F  
DATE: July 16, 2008  
SUBJECT: FCI/SCP Visiting Regulations

1. **PURPOSE AND SCOPE:** The purpose of this Institution Supplement is to provide guidelines for visitation for inmates housed at the Federal Correctional Institution (FCI), Memphis and the Satellite Prison Camp (SPC) Millington, Tennessee. Visitation Privileges are designed to enhance inmate morale and maintain relationships with their family or other in the community. Visitation will not supercede institutional security and orderly functioning by unnecessarily interfering with other institutional activities. The Warden may restrict inmates visiting when necessary to ensure the security and orderly running of the institution.
2. **DIRECTIVES AFFECTED:**
  - a. **Directives Rescinded:**  
IS 5267.07E, Visiting Regulations for Inmates, dated August 13, 2007
  - b. **Directives Referenced**  
PS 5267.08, Visiting Regulations dated May 11, 2006  
PS 7331.04, Pre-trial Inmates, dated January 31, 2003  
PS 5270.07, Inmate Discipline and Special Housing Unit, dated December 29, 1987  
PS 1315.07, Legal Activities, Inmate, dated November 5, 1999
3. **STANDARDS REFERENCED**  
American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, 4-4504

**4. DESCRIPTION OF PROCEDURES:**

**VISITING REGULATIONS:** Visiting is an important family function and a privilege. It is imperative that the dress code and articles allowed into the facility reflect the professional values and security concerns of the Bureau of Prisons. The following guidelines apply to all adult and child visitors:

**A. Preparation of the Visiting List:**

1. Staff will ask each inmate to submit, during the Admission and Orientation (A&O) process, a list of proposed visitors. After appropriate investigation, staff will compile an approved visiting list for each inmate and distribute that list to the inmate. Ordinarily, an initial visiting list is prepared and distributed within seven days of receipt the required information to process the visiting list. This list identifies immediate family members approved to visit the inmate. Ordinarily immediate family members will be approved. Additional family members and friends may be added following completion of an appropriate investigation. Visiting lists will be limited to 25 total visitors. A hard copy of the visiting list will be placed in the inmate's central file. Should a visitor be disapproved, the Unit Counselor will notify the affected inmate and it will be the inmate's responsibility to notify the visitor of their visiting status. The visiting list may be amended by the inmate's submission of an Inmate Request to Staff Member form to his Unit Counselor indicating the desired change(s). There is no limit on how many times an inmate can change his visiting list. Unit Management staff will address any changes made to inmate's visiting list and inmates will receive a copy of any changes. Unit Management staff will update the institution's computer visiting program as necessary. Unit Staff will be the only staff authorized to place a visitor on an inmate's approved visiting list. An NCIC check will be completed on all inmate visitors except for law enforcement officials or officers of the Court (Judges, Probation/Parole Officers, District Attorneys, U.S. Attorneys). **(Requirements #4, 26)**

In the event the Visiting Room Program is inoperable during visiting hours, the inmate's Unit Team (or a Unit Management Staff member) will review the inmate's visitation records, within the inmates Central File to confirm approved visitors.

2. Inmates are limited to four adult visitors at a time. There is no limit to the number of visitors age 16 and under. Inmates at the FCI are limited to **one** trip to the Visiting Room per day. Only the SPC inmates will be allowed more than one trip to the visiting room. **(Requirement #7)**
  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 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. Special rules for children
    - g. Authorized items that visitors may bring to give to the inmate, if applicable
    - h. Special visit requirements
  4. When an inmate transfers to this facility, his visiting list will only be recognized if the file reflects proper documentation for a medium facility. If the file is lacking proper documentation, the Unit Team will begin the proper procedures to secure an approved Visiting List.
- B. Visitors:** The Unit Management staff will compile a visiting list for each inmate assigned to their units. Ordinarily, inmates will be allowed up to 25 total visitors which includes:

1. **Immediate Family Member:** This includes mothers, fathers, step-parents, foster parents, brothers, sisters, spouse, children and step children. These individuals are to be placed on the visitor's list if identified in the inmate's Pre-Sentence Investigation and upon completion of an NCIC check. The inmate is responsible for initiating visitor forms.

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.

**(Requirement #5)**

2. **Other relatives:** This includes grandparents, uncles, aunts, in-laws, and cousins. A completed BP-629, Visitor Information (**Attachment 13**) will be required prior to consideration for approval. Visiting privileges usually will be extended to other relatives having established a relationship prior to confinement unless such visits could reasonably create a threat to the security and good order of the institution. An NCIC check will be completed for all visitors in this category.
3. **Friends and Associates:** Generally, visiting lists will be limited to not more than ten friends and associates on an approved visiting list.
4. **Persons with Prior Criminal Convictions:** Only the Warden has the authority to place a person with a prior criminal conviction on a visiting list. Any questions concerning the suitability of an individual will be referred to the Associate Warden of Programs for final determination.
5. **Children Under Age Sixteen:** Children under the age of sixteen must be accompanied by a responsible adult and be supervised at all times.
6. **Visitors on other inmate's Visiting List:** Ordinarily inmates will not be permitted to have visitors approved who are on another inmate visiting list.

Exceptions such as immediate family members may be approved by the Warden for unexpected visits by immediate family members not previously on an inmate's approved visiting list. They will be referred to the Unit Team member on duty that day.

7. **Visiting procedures for inmates hospitalized in the Community:** Visits for inmates hospitalized in the community will be determined by the Warden or designee only. If a visit is approved, it will be immediate family. All visits will be subject to the general visiting policy of the hospital. Approved visitors will report to the institution for processing and will be accompanied to the hospital by the Institutional Duty Officer. Visits will be limited to two hours. **(Requirement #21)**
8. **Professional Visits:** Representatives of Law Enforcement Agencies, U.S. Parole Offices, Attorneys, Paralegals, Legal Assistants, and Mental Health Professionals performing court-ordered examinations will receive priority when processing. Representatives are to call and schedule their visits by contacting the inmate's Unit Team.

The Unit Team will notify the Special Investigative Supervisor office by memorandum concerning all pending law enforcement visits. Every effort should be made to schedule the visit during normal visiting hours. Requests should be called in at least twenty-four (24) hours prior to the proposed visit. If approved, Unit Staff will prepare a memorandum authorizing the visit and distribute copies to the Lieutenant's Office, Front Entrance and Visiting Room. If the visit is requested during non-visiting hours, the Unit Team will attempt to accommodate the request insofar as time, security, and manpower constraints permit. Ordinarily, a 24-hour advance notice is required. Additionally, the visitation privilege will not supercede institutional security and orderly functioning by unnecessarily interfering with other institutional activities.

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9. **Other Visitors:** A completed BP-629, Visitor Information **(Attachment 13)** will be required prior to consideration for approval. Visiting privileges

usually will be extended to community groups, friends and associates having established a relationship prior to confinement unless such visits could reasonably create a threat to the security and good order of the institution. Any exception to the prior relationship requirement will be approved in writing by the Warden.

10. **Special Visits:** Special visits will be authorized in accordance with established regulations and will not be used to circumvent regulations on background checks or disciplinary sanctions. Inmates must submit a special visit request to their Unit Team at least one day in advance of their visitor's date. All special visits must be approved by the Warden. A memorandum authorizing the visit must be forwarded to the Control Center, Lieutenant's Office, Front Lobby Officer and the inmate's central file at least 24 hours prior to the visit (**Attachment 7**). Supervision of special visits will be provided by the unit staff during non visiting hours. Inmates who have lost their visiting privilege as a disciplinary sanction from the Discipline Hearing Officer can only have these privileges restored by the Warden. (**Requirement #8 & 18**)
11. **Consular Visitors:** Such visitors will be approved only by the Warden.
12. **Legal Visits:**
  - a. All legal visits require prior approval from the Warden.
  - b. Attorneys will normally require 24 hours advance notice to see their clients. Attorneys representing FDC inmates may request to see their clients outside of the 24 hour period.
  - c. Phone calls originating from an attorney will be forwarded to the respective Unit Manager. If the Unit Manager is not present, it will be forwarded to acting Unit Manager.
  - d. The unit team will arrange the date and time of the legal visit. The unit team will attempt to secure a written request which may be provided via facsimile.

- e. The assigned correctional counselor will prepare the approving memorandum for the Warden's signature.
- f. If approved, the memorandum will remain in the inmate's central file. A copy of the memorandum will be forwarded to the Operations Lieutenant, Control Center Officer, Front Lobby Officer and Visitation Room Officer.
- g. Upon the attorney's arrival to the institution, he/she will be processed in as a visitor to the institution by the Front Lobby Officer. The attorney must present Bar Card and identification.
- h. The attorney is authorized to bring into the institution a briefcase containing any legal documents deemed necessary in order to provide counsel with the inmate.
- i. An attorney must have prior written approval by the Warden and arrangements must be made to bring in items such as videocassette recorders, polygraph equipment and cassette recorders.
- j. An attorney may be accompanied by a federal investigator or federal legal assistant, as long as he/she was previously approved and presents federal agency credentials.
- k. A private investigator or private paralegal will be required to submit to a background check conducted by unit staff, be sponsored by the inmate's attorney, and receive prior approval before entering the institution.
- l. After the attorney is properly processed the attorney will be escorted to the visiting room. During non visiting hours, a member of the inmates' unit team will provide escort and supervision of the attorney and the inmate while in the visiting room. The unit team member(s) will also be responsible for the arrival of the inmate to the visiting room, to include providing proper escort for inmates housed in the SHU or FDC.

- m. The Front Lobby Officer will notify the Operations Lieutenant and housing unit officer or SHU Officer as appropriate.
- n. A general population inmate will proceed to the visiting room, a pat search will be conducted.
- o. Though the attorney is authorized to bring legal paperwork into the visitation area, he is not authorized to deliver any documents to the inmate. The attorney must mail any documents to his client and the inmate is not authorized to bring any materials with him.
- p. Upon completion of the legal visit, the attorney will be escorted to C-Building by a unit staff or any appropriate staff and appropriate exit procedures will be followed.
- q. Staff should use all available resources to accommodate these visits without jeopardizing the security and safety of the institution.

13. **Legal Visits Scheduled During Non-Visiting Hours:**

All steps above apply to legal visits during non-visiting hours and also include the following procedures:

- a. In the event an attorney representing an inmate should arrive during non-visiting hours, the Operations Lieutenant will immediately contact the Institution Duty Officer, and appropriate Unit Manager. Attorneys will not be turned away due to lack of an appointment.
- b. The unit team must approve and supervise the attorney visit.
- c. Staff should use all available resources to accommodate these visits without jeopardizing the safety and security of the institution.
- d. Attorney/Client visits are extremely sensitive issues which must be addressed expeditiously and in a safe, and professional manner.

14. **Prisoner Visitation and Support (PVS):** These visits will be arranged and coordinated by the Volunteer Coordinator. The Volunteer Coordinator will ensure the Captain, Operations Lieutenant, Institution Duty Officer and Control Center at the FCI and Satellite Prison Camp are notified. These visits will ordinarily be arranged in the Visiting Room during regular visiting hours. The PVS Volunteer will notify inmates of scheduled visits in advance by postcard. PVS visits are not counted as Social Visits. PVS Visitors may generally carry paper and writing implements into the Visiting Room. PVS Visitors should not be denied. No PVS visitor will be denied without the approval of the Operations Lieutenant in concurrence with the Institution Duty Officer.
  
15. **Visits from Representatives of Community Groups:** Prior to these individuals being placed on a visiting list, they must be screened and approved by the Volunteer Coordinator. **NOTE:** Present or past participants in volunteer and citizen involvement programs will not be added to an inmate's visiting list without approval by the Warden.
  
16. **Clergy Visits:** Clergy visits must be approved by the institution Chaplain. These visits will occur in the Visiting Room during regular visiting hours. Request for clergy visits must be made at least one day in advance. Clergy visits will be charged against the inmate's allotment of visiting hours. Any questions concerning clergy visits should be addressed to the institution Chaplain. **(Requirement #3)**

**C. Visits to Inmates not in General Population Status:**

1. **Admission and Orientation/Holdover Status:** In the absence of an approved visiting list, only immediate family members will be permitted to visit during the Admissions and Orientation period (72 hours) or while an inmate is in holdover status. Holdover status inmates will not be allowed social visits until completion of an investigation of the proposed visitors. Visit occurring after the initial investigation will be limited to the immediate family as determined by the inmate's Pre-Sentence Investigation report. **(Requirement #2)**

2. **Special Housing Unit Status:** To maintain safety and security and the orderly running of the institution, inmates in Administrative Detention and/or Disciplinary Segregation will only be allowed to visit on the third Thursday of the month from 5:30 p.m. to 8:30 p.m. **(Requirement #20)**
3. **Federal Detention Center Inmates(FDC):** FDC inmates will be allowed visiting on Thursdays from 1:00 p.m. until 5:00 p.m. The Assistant Case Management Coordinator will ensure each new inmate is given an opportunity to submit a visiting list of immediate family members **(Attachment 1)**, as well as a signed waiver of separation **(Attachment 2)**. Immediate family will be interpreted as: Mother, Father, Brothers, Sisters, Wife, Sons, and Daughters, or other individuals who were directly responsible for his formative years. Approval of the visiting list is made by the Assistant Case Management. **(Requirement #1)**
4. **Verification of Relationships:** Unit Management staff members will request information from potential visitors who are not members of the inmate's immediate family prior to placing them on the visiting list.

**D. New Commitments:**

During the first seven working days, newly committed inmates will not be allowed social visits until the completion of an investigation of proposed visitor.

**E. Identification/Processing of Visitors:**

1. The Front Entrance Officer will verify the identity of each visitor. All visitors must provide valid picture identification (valid state or government issued photo identification) prior to their admission into the institution. **(Requirement #14)**
2. Each visitor is required to complete the BP Form 224, Notification to Visitor Form, Title 18, (Attachment 6), in its entirety. The visitor must sign the form in the presence of a staff member in order to be approved for a visit.

3. Following identification, each visitor must sign the Inmate Visiting Log. A record of every inmate visit, detailing the visitor's name, time of arrival and departure, name and number of inmate visited, and the visitor's signature will be kept.
4. The Front Entrance Officer will ensure the log is completed in its entirety. The Front Entrance Officer will verify the form is complete in its entirety and provide an original signature in appropriate area of the document.
5. If a visitor is denied entrance, the Operations Lieutenant must be notified. The Front Entrance Officer must complete the Denied Visit Memorandum **(Attachment 4)** and promptly forward it to the Operations Lieutenant. The Operations Lieutenant will be notified before any visitor is denied entrance into the institution.
6. The Control Room Officer will conduct appropriate security clearance by checking the visitors identification cards (ID). The I.D. Cards will be returned to the visitors upon completion of visitation. All applicable Entrance procedures as outlined in the Post Orders will be followed.

**F. Searching Visitors:**

1. All visitors must sign a BP Form 224, Notification To Visitors (Attachment 6), indicating that they understand that visitors entering the institution may be subject to search. Anyone refusing the search or refusing to sign the aforementioned statement will be refused entry into the facility.
2. The Front Entrance Officer must ensure that all visitors pass through the electronic metal detector before entering the institution. In the event that the metal detector becomes inoperable, a hand-held metal detector is available for use. During inmate visiting hours, a Visiting Room Officer or Front Entrance Officer will screen all inmate visitors through the metal detector prior to escorting them into the institution. Inmate visitors who have been screened by the metal detector will not be permitted to make contact with other visitors in the Front Entrance Building who have not yet been screened.

3. Inmate visitors will be randomly selected to be screened for the presents of illegal substances by use of the Ion Spectrometry Device. The selection method will be established prior to the start of visitation.
4. All property brought into institution will undergo X-Ray Screening (Rapid Scan). Items such as jackets, coats, sweaters, hats shoes, watches, and belts are subject to search. Packages, handbags, baby strollers, and other items are not permitted in the Visiting Room.
5. Random pat searches will be conducted on inmate visitors entering the institution grounds and facilities, in order to maintain the safety, security, and orderly operation of the facilities, and protect the public. Visitors such as law enforcement personnel, inmate attorneys, contractors, volunteers, and other official visitors should not ordinarily be subjected to routine random pat searches. However, they are required to clear electronic search procedures including metal detection of their persons and x-ray of belongings. Additionally, they may also be searched according to policy as necessary if reasonable suspicion indicates they may be involved with prohibited activities.
6. Inmate Visitors under the age of 18 years should not be randomly pat searched as part of the daily routine and should not be counted as part of the daily random selection method. Visitors under the age of 18 may be searched according to policy as necessary if reasonable suspicion indicates they may be involved with prohibited activities.
7. A search may also be made of all hand carried items in the possession of a visitor. Visitors will be allowed to bring keys, i.e., car and/or house keys into the visiting room. Items such as cell phones, pagers, cameras, pagers, and hand bags are not authorized in the visiting room.

Required medications should be taken either prior to entering the visiting room or at the conclusion of the visit. Items needed for health reasons will only be allowed at the discretion of the Operations Lieutenant. Items for **(Attachment 9)** infant needs: three (3) diapers; two (2) small jars of baby food;

three (3) baby bottles with contents; one (1) receiving blanket; one (1) package of baby wipes; one (1) change of infant clothing and one (1) see-through drinking cup are allowed. **(Requirement #15, 19)**

8. All permissible items must be inspected for contraband prior to permitting them in the Visiting Room. Visitors refusing to have these items inspected must return them to their automobiles. There are no storage areas located within the Front Entrance, all items prohibited in the Visiting Room, must be stored in the visitor's automobile. No items will be left in the Front Entrance or with any staff member. Visitors failing to comply with either of these options will be denied entrance into the institution. All questions concerning the searching of visitors will be directed immediately to the Operations Lieutenant, Captain, or the Institution Duty Officer. **(Requirement #19)**

**G. Debit Card/Vending Machines:**

Visitors are not allowed to bring any money into the FCI Visiting Room. A debit card may be purchased in the amount of five dollars (\$5.00) in the Front Lobby of the FCI prior to entering the Visiting Room to purchase items from the vending machines. No food may be brought into the visiting room. No items may be exchanged in the Visiting Room between visitors and inmates. Visitors are not allowed to bring in or give anything to an inmate during the visit. **(Requirement #17)**

SPC's visitors are allowed to bring money into the Visiting Room to be used to purchase items from the vending machines. Visitors are only allowed to possess the amount of twenty dollars (\$20.00) in coins during visitation. All items must be purchased by the inmate's visitor. At no time will inmates be allowed to have money in their possession.

**H. Record of Visitors:**

The Visiting Room Officer will forward the computerized daily log and all Original Forms 224, Title 18's, to the Lieutenant's office upon completion of daily visitation. The Front Entrance Officer will ensure the visitor's logbooks are completed in their entirety, to include the arrival and departure time of each visitor.

The Front Entrance Officer will verify authorized visitors and log their time of arrival and departure into the computer Visiting Program.

All inmates who receive a visit will be loaded into the Visiting computer system. In the event of a malfunction of the computer system, hard copies will be maintained for 1 year. The computer system is backed up daily at the Central Office. Hard copies of the authorized visitors are maintained by the Unit Manager.

**(Requirement #9, 10)**

**I. Visiting Points:**

Each inmate is allotted thirty (30) visiting points per month. Each visiting point is equal to one (1) hour of visiting, except on weekends and holidays when each hour will be equal to two (2) points. These points are not accumulated from one month to another. Unit Managers may approve additional visiting points if warranted after consultation with the Associate Warden of Programs

**J. Supervision of the Visiting Room:**

It is the responsibility of the Visiting Room Officers to ensure that visiting regulations are followed as outlined in Bureau of Prisons policy and are conducted in a quiet, orderly and dignified manner. Termination of any inmate visit must be authorized by the Operations Lieutenant in concurrence with the Institution Duty Officer.

1. The Visiting Room Officers will pay strict attention to ensure articles are not being passed between the inmate and visitor(s).
2. Under no circumstances will visiting room officers accept money, gifts or articles of any kind for an inmate or visitor.
3. Visitors who exhibit signs of recent use of alcohol (i.e., odor, confusion, loss of balance) or otherwise display inappropriate behavior, will not be permitted to visit. Inmates may have the following items in their possession upon entry into the visiting room: One comb, one handkerchief, one wedding band (no stone), one prescription eyeglasses, one religious medallion (with chain) and/or one approved religious

head gear. The Visiting Room Inmate Inventory **(Attachment 5)** is to be completed daily by the officer performing the shakedown. This form is used to record those items brought into the Visiting Room by each inmate and again to record those items in the inmate's possession upon completion of the visit.

4. Inmates may be held accountable for the conduct of their visitors. Inmates and visitors will be responsible for keeping their children quiet so as not to disturb others in the visiting room. At a minimum, the visitation may be terminated, if deemed appropriate by the Operations Lieutenant in concurrence with the Institution Duty Officer.
5. Inmates must either be currently enrolled in the parenting program or have completed the education component of the program in order to utilize the Parenting Room located in the Visiting Room. Inmates interested in utilizing this component of the parenting program will inquire as to their eligibility with the Parenting Coordinator in the Education Department.
6. Education staff will submit the list of authorized parenting room users to visiting room staff each week, along with a blank sign-in sheet. Inmates will reserve one-hour time slots upon arrival to the visiting room. The available times would be first come, first serve.
7. Officers will be required to allow the inmate and his family access to the parenting room, and then secure the room upon completion of the visit. **(Requirement #22)**
8. Socially acceptable gestures of communication and affection, such as shaking hands or holding hands, kissing, and embracing, are allowed within the limits of good taste and then only at the beginning and at the end of a visit. Indecent or excessive contact (i.e., legs intertwined, arm wrapped around back massaging) will not be tolerated. Inmates who repeatedly violate visiting regulations may be required to terminate the visit or be placed under closer supervision at the discretion of the Operations Lieutenant. All areas of the visiting room may be monitored to prevent the passage of

contraband and ensure the security and welfare of all concerned.

9. All inmates from SHU and FDC, while in the Visiting Room, will be seated in a designated area at the discretion of the Visiting Room Officer.

**K. Overcrowding Procedures:**

When the Visiting Room becomes overcrowded, the Operations Lieutenant will be notified promptly. Visiting room capacity, weather, frequency of visits and distance traveled will be determining factors when a decision to terminate a visit is made due to overcrowded conditions. Visitors traveling less than 100 miles are considered local visitors.

The Visiting Room Officer will compile a list (in order of their arrival) of those visitors listing an address within a hundred (100) mile radius of the facility. The Operations Lieutenant in concurrence with the Institution Duty Officer will then privately explain the overcrowding situation to the "local" visitors, and ask for volunteers to terminate their visit.

Should this method prove ineffective, the Operations Lieutenant in concurrence with the Institution Duty Officer will notify the first five (5) groups on the list their visits are pending termination due to overcrowding. Should mandatory termination become necessary, he/she will only terminate as many groups as necessary to alleviate the overcrowded conditions.

**(Requirement #25)**

**L. Visitor Apparel:**

All garments must have sleeves. See-through garments, skin-tight clothing, low cut shirts or blouses, wraparound skirts and shorts of any kind are not permitted. Skirts and dresses must be longer than two inches above the knee. Slits in skirts or dresses will not extend higher than two inches above the knee.

Tee shirts, Jogging/Sweat suits, camouflage clothing and open toe shoes are not permitted. Articles of clothing displaying any wording or pictures deemed vulgar or offensive are not permitted. For more detailed listing of what will or will not be allowed in the institution,

refer to **(Attachment 9)**, or the posted listing located in the Front Lobby. The Operations Lieutenant in concurrence with the Institution Duty Officer has the authority to terminate any visit due to improper dress, improper conduct on the part of the inmate or his visitor(s). Cameras will not be permitted in the visiting room or on institution property. **(Requirement #13)**

**M. General Information:**

Pets of any kind are not allowed on the grounds of the institution, except for animals that assist persons with disabilities. Visitors are not to wear inmate clothing nor are inmates allowed to wear visitor clothing at any time.

**N. Visiting Facilities:**

Visiting at the FCI and the SPC, will be permitted only in the Visiting Room. The seating arrangement is at the discretion of the Captain, who will ensure that it provides for adequate supervision.

**O. Visiting Room Capacity:**

The seating capacity at the FCI=111. The seating capacity at SPC=250. Inmates housed in the FCI and the SPC will be limited to 4 adult visitors at a time. Children under 16 are not limited. **(Requirement #25)**

**P. Social Visiting Hours:**

**General Population**

|  |                       |
|--|-----------------------|
| Saturday, Sunday & Holidays  | 8:00 a.m. - 3:00 p.m. |
| 1 <sup>st</sup> , 2 <sup>nd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> Thursday | 5:30 p.m. - 8:00 p.m. |
| Friday   | 2:30 p.m. - 9:00 p.m. |
| <b>FDC</b> Thursday  | 1:00 p.m. - 5:00 p.m. |
| <b>SHU</b> 3 <sup>rd</sup> Thursday only                                       | 5:30 p.m. - 8:30 p.m. |

**Satellite Camp**

Saturday, Sunday & Holidays      8:00 a.m. - 3:30 p.m.  
Fridays      5:30 p.m. - 8:30 p.m.  
**(Requirement #1, #12)**

At the FCI, visitor processing will continue during count times. Visitors will not be permitted into the visiting room until a clear institutional count is announced. Presently, at FCI Memphis there is no non-contact visiting area. **NOTE:** The last visitors will be processed thirty (30) minutes before visitation ends. **(Requirement #24)**

**Q. Parking:**

Visitors arriving at the FCI prior to the scheduled visiting times will not be allowed to stand in the parking lot or in front of the Front Entrance area. Visitor's cars will be locked and secured during visits. Persons not allowed to visit must leave the institutional grounds including parking lots. The visitor's parking lot is located behind the Employee Services building. Visitors are not allowed to park in the employee's parking lots. This is strictly prohibited. All staff observing violations should advise the visitor to remove their vehicle from the employee's parking lots and park in the designated parking visitor's lot. There are handicap parking areas available for visitor's in front of the main entrance of the institution. A handicap authorization decal must be clearly visible in the visitor's vehicle.

**OFFICE OF PRIMARY INTEREST:** Correctional Services

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Juan D. Castillo, Warden

DISTRIBUTION: Warden, Executive Staff, Department Heads, AFGE, MARO





**ATTACHMENT 2**  
**2 of 2**

III. POLICY.

Bureau of Prisons policy states a pretrial inmate may not be compelled to work other than to perform housekeeping tasks in the inmate's own cell and in the community living area.

FOR STAFF USE ONLY

I am referring this inmate to the institution's psychologist/psychiatrist because:

\_\_\_\_\_ The inmate's behavior suggests the inmate may not be able to comprehend this waiver.

\_\_\_\_\_ The inmate has been admitted for mental evaluation or treatment.

\_\_\_\_\_  
Staff signature/printed name/title

\_\_\_\_\_  
date

IV. WORK WAIVER

I have read or had read to me the policy provisions in Section II of this form and would like to volunteer for a work assignment which entails more than housekeeping tasks. I understand that as a person not convicted of a crime I may not be required to work.

\_\_\_\_\_  
Inmate Signature

\_\_\_\_\_  
Reg. No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature/Title

V. REVOCATION OF WAIVER

I hereby rescind the work waiver previously claimed above:

\_\_\_\_\_

\_\_\_\_\_  
Inmate Signature

\_\_\_\_\_  
Reg. No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature/Title

STAFF COMMENTS:



**ATTACHMENT 4**

**U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution  
Satellite Prison Camp Memphis**

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Memphis, Tennessee 38134-7690

Date:

**MEMORANDUM FOR CAPTAIN**

**THRU: Operations Lieutenant**  
**FROM: FRONT ENTRANCE OFFICER**  
**SUBJECT: VISITOR DENIED ENTRANCE INTO THE INSTITUTION**

On this date, \_\_\_\_\_, at \_\_\_\_\_ (AM) (PM), the following  
visitor, (Mr) (Mrs) (Ms) \_\_\_\_\_  
was denied entrance into the institution.

**INMATE'S NAME:** \_\_\_\_\_ **REG. NO.** \_\_\_\_\_

**REASON FOR DENIAL:**

1. No Identification
2. Not on Approved Visiting List
3. Under Age Person (Visiting Alone Without  
Parent/Guardian Approval)
4. Other:

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**cc: Inmate Visiting File  
Operations Lieutenant**



**ATTACHMENT 6**  
**1 of 2**

BP-S0224.022  
OCT 07

**NOTIFICATION TO VISITOR CDFRM**

**U.S. DEPARTMENT OF JUSTICE**

**FEDERAL BUREAU OF PRISONS**

Date \_\_\_\_\_ Time \_\_\_\_\_ Officer's  
: \_\_\_\_\_ : \_\_\_\_\_ Name: \_\_\_\_\_

Institution: \_\_\_\_\_ Location: \_\_\_\_\_

Name of Inmate To Be Visited: \_\_\_\_\_ Register No.: \_\_\_\_\_

**NOTICE TO ALL PERSONS: CONSENT TO SEARCH**

Federal Bureau of Prisons (Bureau) staff may search you and your belongings (bags, boxes, vehicles, container in vehicles, jackets, coats, etc.) before you enter, or while you are on or inside, Bureau grounds or facilities.

**Consent to Search Implied.** By entering or attempting to enter Bureau grounds or facilities, you consent to being searched in accordance with Bureau policy and Federal regulations in volume 28 of the Code of Federal Regulations, Part 511. If you refuse to be searched, you may be prohibited from entering Bureau grounds or facilities.

**NOTICE TO ALL PERSONS: PROHIBITED ACTIVITIES AND OBJECTS**

You are prohibited from engaging in prohibited activities or possessing prohibited objects on Bureau grounds, or in Bureau facilities, without the knowledge and consent of the Warden. Violators may be detained or arrested for possible criminal prosecution, either by Bureau staff, or local or federal law enforcement authorities.

**Prohibited Activities** include any activities that could jeopardize the Bureau's ability to ensure the safety, security, and orderly operation of Bureau facilities, and protect the public, including, but not limited to, violations of Titles 18 and 21 of the United States Code, Federal regulations, or Bureau policies.

**Prohibited Objects** include, but are not limited to, weapons; explosives; drugs; intoxicants; currency; cameras of any type; recording equipment; telephones; radios; pagers; electronic devices; and any other objects that violate criminal laws or are prohibited by Federal regulations or Bureau policies.

**PLEASE ANSWER THE FOLLOWING QUESTIONS:** Are any of the following items in your possession, or in possession of children in your party under 16 years of age?

|                     |           |          |                     |           |          |
|---------------------|-----------|----------|---------------------|-----------|----------|
| Tobacco Products    | Yes _____ | No _____ | Narcotics           | Yes _____ | No _____ |
| Explosives          | Yes _____ | No _____ | Marijuana           | Yes _____ | No _____ |
| Weapons             | Yes _____ | No _____ | Camera              | Yes _____ | No _____ |
| Ammunition          | Yes _____ | No _____ | Food Items          | Yes _____ | No _____ |
| Metal Cutting tools | Yes _____ | No _____ | Alcoholic Beverages | Yes _____ | No _____ |
| Recording Equipment | Yes _____ | No _____ | Prescription Drug*  | Yes _____ | No _____ |
| Telephones-any type | Yes _____ | No _____ | Intoxicants         | Yes _____ | No _____ |
| Radios              | Yes _____ | No _____ | Pagers              | Yes _____ | No _____ |
| Electronic Devices  | Yes _____ | No _____ | Firearms            | Yes _____ | No _____ |

\*All types of medication carried must be listed in the following space, and must be left at the entry area:

I have read, I understand, and I agree to the above. If I am visiting with an inmate, I also understand and agree to abide by the visiting guidelines provided me by this institution. I declare that I do not have articles in my possession which I know to be a threat to institution safety, security, or good order. I am aware that if I have questions about what is authorized, I should consult with the officer. I am aware that the penalty for making a false statement is a fine of not more than \$250,000 or imprisonment of not more than five years or both (pursuant to 18 U.S.C. § 1001). I am aware that the visiting area, including restrooms in the visiting area, may be monitored to ensure institution security and good order.

Printed  
Name/Signature: \_\_\_\_\_

Street Address/City and  
State: \_\_\_\_\_

Vehicle License No.: \_\_\_\_\_ Year, Color, Make and Model of  
Vehicle: \_\_\_\_\_

If visiting with an inmate, please complete the following: Names of children under 16 years of age  
for whom I am responsible:

\_\_\_\_\_  
If not visiting with an inmate, please indicate:

Name of Organization: \_\_\_\_\_ Purpose of Visit: \_\_\_\_\_

Printed Name/Signature of Staff  
Witness: \_\_\_\_\_

*(This form may be replicated via WP)*

*Replaces BP-224(52) of May 99*

**FILE IN SECTION 3 UNLESS APPROPRIATE FOR PRIVACY FOLDER**

**SECTION 3**

**ATTACHMENT 7**

**U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution  
Satellite Prison Camp Memphis  
Memphis, Tennessee 38134-7690**

---

Date

MEMORANDUM FOR ALL AFFECTED

FROM: Unit Manager  
THRU: Associate Warden Programs  
SUBJECT: SPECIAL VISIT AUTHORIZATION

Inmate : \_\_\_\_\_ Reg# : \_\_\_\_\_  
\_\_\_\_\_ is authorized a Special Visit with \_\_\_\_\_  
\_\_\_\_\_ who resides at  
the following address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The date(s) of the visit is: \_\_\_\_\_

- Approved
- Disapproved

---

Juan D. Castillo, Warden

cc: Inmate Central File  
Institution Duty Officer  
Front Lobby  
Control Center  
Lieutenants Office

**ATTACHMENT 8**  
**1 of 3**

**GENERAL VISITING REGULATIONS**

To: All Inmate Social Visitors

From: Juan D. Castillo, Warden  
FCI/SPC Memphis, TN

**SPC Visitors:** Visiting will be permitted on Fridays 5:30 p.m. to 8:30 p.m., Saturdays, Sundays and federal holidays from 8:00 a.m. until 3:30 p.m. No visitor will be allowed to enter the visiting room for a visit after 8:00 p.m. on Fridays, or after 3:00 p.m. on Saturdays, Sundays and federal holidays. No inmates will be allowed to enter the visiting room after 9:30 a.m. in preparation for the 10:00 a.m. count. Inmate traffic will continue when the count has cleared. Visitors should not arrive earlier than 15 minutes prior to scheduled visiting hours. visitors have the choice of visiting inside or outside the visitation areas (weather permitting and security allowing). Visitors will enter the visiting room at the door adjacent to Message Center located on the south end of the Administration Building.

**FCI Visitors:** Visiting will be permitted from 8:00 a.m. until 3:00 p.m. on Saturday, Sunday and holidays, on 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup>, and 5<sup>th</sup>, Thursday 5:30 p.m. until 8:00 p.m. on Fridays 2:30 p.m. until 9:00 p.m., for inmates in General Population. The hours will be 5:00 p.m. until 8:30 p.m. for inmates housed in the Special Housing Unit every third Thursday. The hours will be 1:00 p.m. until 5:00 p.m. every Thursday for the Federal Detention Center. All inmates will be identified by commissary card before their visitor(s) departs the visiting room. Visitor processing into the Visiting Room will continue during the count, however, visitors will not be allowed to enter until a clear institutional count is announced. Visitors should not arrive earlier than 15 minutes prior to scheduled visiting hours. Visiting is on a point system at the FCI only.

**FCI Inmates:** Inmates are allotted thirty (30) visiting points per month. Each visiting point is equal to one (1) hour of visiting, except on weekends and holidays when each hour will be equal to two points. These points are not accumulated from one month to another. Unit Managers may approve additional visiting points if warranted after consultation with the Associate Warden(P).

All visitors must provide valid picture identification (valid state or government issued photo identification) before being allowed to visit. As a reminder, persons not permitted to visit may not remain in the visiting room, institution, or parking lot. Cars will be locked and secured during your visit. Visitors are not allowed to smoke, loiter, or congregate in the front of the institution. **(Requirement #14)**

**ATTACHMENT 8**  
**2 of 3**

Only four (4) adult visitors are allowed to visit at any given time. All visits will begin and end in the visiting room. Staff will 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. Where contact visiting is provided, 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.

All children under the age of sixteen (16) must be accompanied by a parent or legal guardian who must be on the inmates approved visiting list. Inmates and their visitors will be responsible for keeping children in their company, quiet, orderly, and within the bounds of the inside or outside visiting area. Children should not be allowed to return to the visiting room or leave the visiting room unless accompanied by an adult.

Inmates will be held accountable for the conduct of their adult and child visitors. **(Requirement #16)**

Visiting is an important family function and a privilege. It is important that the dress code and articles allowed into our facility reflect the professional values and security concerns of the Bureau of Prisons. The following guidelines apply to all adult and child visitors.

**Visitor Apparel:** No sleeveless shirts or dresses, tank tops, see-through garments; skin-tight clothing, spandex, wraparound skirts, shorts of any kind, skirts or dresses with slits that exceed two inches above the knee, tee shirts, jogging/sweat suits or camouflage clothing. No thongs or open toe shoes or sandals. Additionally, articles of clothing displaying any words or statements deemed vulgar, or offensive to ones race, national origin or religious belief is prohibited. For more detailed listing of what will or will not be allowed in the institution, refer to **(Attachment 11)** or posted listing located in the Front Lobby. **(Requirement #13)**

**Visitors Articles:** SPC's visitors may bring in a small see-through coin purse. The visitor will be allowed to bring up to \$20.00 in coins. Required medications should be taken either prior to entering the visiting room or at the conclusion of the visit. Items needed for health reasons will only be allowed at the discretion of the Operations Lieutenant. **(Requirement #23)**

**ATTACHMENT 8**  
**3 of 3**

The FCI visitors are not allowed to bring any money into the FCI Visiting Room. A debit card may be purchased in the amount of five dollars (\$5.00) in the Front Lobby of the FCI prior to entering the Visiting Room to purchase items from the vending machines.

**General Information:** Pets of any kind are not allowed on the grounds of the institution, except for animals that assist persons with disabilities. Food and beverages may not be brought into the institution; however, various vending machines are provided for use by visitors. A change machine has also been provided (SPC only). Inmates will not be allowed to enter or leave the visiting room with money in their possession. Visitors are not to wear inmate clothing inmates are no allowed to wear visitors clothing. Adult visitors and inmates are to sit on opposite sides of the picnic benches in the outside visiting area (SPC only).

All visitors must sign a Notification to Inmate Visitor indicating that they understand that visitors entering the institution may be subject to search. Anyone refusing the search or refusing to sign the aforementioned statement will be refused entry into the facility. A search may also be made of all hand carried items in the possession of a visitor. The visitor will be present during the time all items are being searched. The visiting room officer will not store any items lost or left in the visiting room.

The Operations Lieutenant in concurrence with the Institution Duty Officer has the authority to terminate any visit due to improper dress, improper conduct on the part of the inmate or his visitor(s), or for overcrowded conditions. Visiting room capacity, weather, frequency of visits and distance traveled shall be determining factors when a decision to terminate a visit is made due to overcrowded conditions. Visitors traveling less than 100 miles are considered local visitors.

Cameras, video camera, cell phones, and pagers will not be permitted in the visiting room, or in the secured perimeter of the institution property.

**Attachment 9**  
**1 of 2**

**Federal Correctional Institution and Satellite Prison Camp**  
**Memphis, Tennessee**

**VISITOR APPAREL NOT PERMITTED**

- Sleeveless garments of any kind (*such as vests or tank tops*)
- V-necks
- See-through garments of any kind
- Skin-tight clothing of any kind (*including spandex*)
- Wraparound skirts
- Shorts (*shorts are allowed for children only*)  
(*Capris are authorized at knee length and deemed appropriate by our inspecting official*)
- Jogging/sweat suits of any kind
- Plain white T-shirts or T-shirts with logos, Pictures, or wording deemed Vulgar or offensive
- Hats or caps (*except for infants*)
- Belly shirts (*abdomen exposed*)
- Hip Hugger or spandex pants/jeans
- Camisoles worn as outerwear
- Hospital scrubs or medical uniforms
- Camouflage clothing
- Khaki clothing (*tan or similar to type the inmates wear*)
- Open-toed shoes, thongs, or sandals (*feet must be enclosed*)
- Articles of clothing displaying any wording or Pictures deemed vulgar or offensive
- Cameras, video cameras, cell phones, and pagers are not allowed in the visiting room or on institution property
- Untucked shirts
- Sagging pants/jeans
- Skirts and dresses must be longer than two inches above the knee
- Slits will not extend higher than two inches above the knee  
**(Requirement #13)**

**Attachment 9**  
**2 of 2**

**Federal Correctional Institution and Satellite Prison Camp, Memphis, Tennessee**

**ITEMS NOT PERMITTED**

- Handbags
- Sunglasses
- Reading material/photos
- Money/currency (**SPC only \$20.00 in coins**)
- Cameras/cell phones/pagers
- Food Of any kind, including gum and candy (except for infants)
- Pocket knives/nail clippers
- Strollers/carriages
- Lighters/matches/tobacco products
- DRUGS of any kind (Prescription meds should be taken before entering the visiting room)
- Umbrellas (may be left outside of visiting room)
- Make-up, charm bracelets, loquets

**PERMITTED ITEMS**

- Clear plastic bag (to store baby diapers)..1 each
- Clear baby bottles with contents..... 3 each
- Baby diapers.....3 each
- Small jars of baby food.....2 each
- Receiving blanket.....1 each
- Baby wipes.....1 package
- Change of baby clothing.....1 set
- See-through drinking cup.....1 each
- Items needed for health reasons will be allowed at the discretion of the Operations Lieutenant
- Food and beverages purchased in the visiting room must be consumed and/or discarded prior to departure.
- **(Requirement #23)**
- 

Visiting is an important family function and a privilege. It is imperative that the visiting regulations be adhered to and that the behavior of both inmates and inmate visitors reflect family and professional values and meet the security concerns of the Bureau of Prisons.

**ATTACHMENT 10**

**DIRECTIONS TO FEDERAL CORRECTIONAL INSTITUTION MEMPHIS TENNESSEE**

FCI Memphis  
1101 John A. Denie Rd.  
Memphis, Tennessee 38134  
Telephone Number 901-372-2269

**DIRECTION TO THE FCI**

**FROM NASHVILLE:** Take I40 west to Exit 12 (Sycamore View). Turn left onto Sycamore View, go through two Red lights. After passing the second red light (Macon Road) go to the forth street to the right and turn right onto (Long Line Road), follow Long Line Road around Turns into John A. Denie Road. The institution will be on the right, Park in the first parking lot behind the Trailers.

**FROM MISSISSIPPI:** Take I-55 North to I240 East towards Nashville. Exit onto I40 East. Travel I40 east to Exit 12 Sycamore View, Exit the interstate staying to the right, go through the first light (Macon Road) to the forth street on the right (Long Line Road). Turn right on Long Line Road, follow Long Line Road. Turns into John A. Denie Road. The institution will be on the right, Park in the first parking lot behind the Trailers.

**FROM MISSOURI:** Take I55 South to I40 in West Memphis Arkansas. Take I40 East into Memphis Tennessee to the I40 /240 interchange. Follow I40/240 east to the I40 East towards Nashville Tennessee to Exit 12 (Sycamore View). Exit the interstate staying to the right, go through the first light (Macon Road)to the forth street on the right (Long Line Road). Turn right on Long Line Road, follow Long Line Road. Turns into John A. Denie Road. The institution will be on the right, Park in the first parking lot behind the Trailers.

**FROM ARKANSAS:** Take I40 East into Memphis Tennessee to the I40 /240 interchange. Follow I40/240 East to the I40 East towards Nashville Tennessee to Exit 12 (Sycamore View). Exit the interstate staying to the right, go through the first light (Macon Road)to the forth street on the right (Long Line Road). Turn right on Long Line Road , follow Long Line Road. Turns into John A. Denie Road. The institution will be on the right, Park in the first parking lot behind the Trailers. **(Requirement #11)**

**Attachment 11**

**DIRECTION TO THE FEDERAL CORRECTIONAL INSTITUTION SATELLITE CAMP.**

SPC Millington  
6696 Navy Road  
Millington Tennessee 38053  
Telephone Number 901-372-2269

**DIRECTION TO THE SATELLITE CAMP**

**FROM NASHVILLE:** Take I40 West to Hwy 385 North. Go North on 385 until you get to the Raleigh Millington Road. Exit onto Raleigh Millington Road turning right. You will come to Navy Road turn right. Travel down Navy Road you will pass the Naval Support Station on the Right. Continue east on Navy Road the Federal Prison Camp will be located on the left just past the University of Memphis Millington Campus.

**FROM MISSOURI:** Take I55 South to I40 in West Memphis Arkansas. Take I40 East into Memphis Tennessee to the I40 /240 interchange. Follow I40/240 east to the Millington Exit. Follow the Millington exit to Hwy 51 North. Exit onto Hwy 51 North. Travel North on Hwy 51 to Millington Tennessee. Upon entering Millington Tennessee you will turn Right onto Navy Road. Travel east on Navy Road. Pass the Naval Support Station on the right. Continue east on Navy Road the Federal Prison Camp will be located on the left just past the University of Memphis Millington Campus.

**FROM ARKANSAS:** Take I40 East into Memphis Tennessee, you will come to the I40/240 interchange Follow I40/240 east to the Millington Exit. Follow the Millington exit to Hwy 51 North. Exit onto Hwy 51 North. Travel North on Hwy 51 to Millington Tennessee. Upon entering Millington Tennessee you will turn Right onto Navy Road. Travel east on Navy Road. Pass the Naval Support Station on the right. Continue east on Navy Road the Federal Prison Camp will be located on the left just past the University of Memphis Millington Campus.

**FROM MISSISSIPPI:** Take I-55 North to I40/240 interchange. Follow I40/240 east to the Millington Exit. Follow the Millington exit to Hwy 51 North. Exit onto Hwy 51 North. Travel North on Hwy 51 to Millington Tennessee. Upon entering Millington Tennessee you will turn Right onto Navy Road. Travel east on Navy Road. Pass the Naval Support Station on the right. Continue east on Navy Road the Federal Prison Camp will be located on the left just past the University of Memphis Millington Campus.

**TRANSPORTATION ASSISTANCE:** Memphis International Airport is located approximately Fourteen miles west of FCI Memphis. Air carriers such as United, American, Northwest have flights in and out of this airport. For further information contact the carrier direct or Memphis International Airport Information Services - 901-922-8059. Rental car information can be obtained through the information services number provided. There are numerous taxicabs which serve the community, Metro Cab Company -(901)323-3333, Yellow Cab - (901)577-7777. A Complete listing is available in the Yellow Pages for your reference upon request. **(Requirement #11)**

**Attachment 12**

**INSTRUCTIONS FOR VISITING**

The following information is provided for all visitors of inmates at the Federal Correctional Institution, Memphis, Tennessee. We trust these instructions and regulations will be informative and of benefit to you, and enable you to adhere to our visiting guidelines. This information is provided as a guideline and is not intended to cover all situations or incidents. If there are any questions, please feel free to contact one of the Visiting Room Officers or the Operations Lieutenant. The Federal Correctional Institution at Memphis, Tennessee is located in the northeast section of Memphis, near the intersection of Interstate 40 and Sycamore View Road. The institution is surrounded hotels and restaurants which can be accessed easily. The Memphis Regional Airport is approximately 20 miles from the institution. Taxi and bus services are available within the area. Individuals with questions regarding visiting hours, directions to the facility, and visiting regulations may contact staff by calling (901) 372-2269 or visiting [WWW.bop.gov](http://WWW.bop.gov). Visitors are not permitted to enter institution grounds with alcohol, narcotics, weapons or ammunition on their person or in their vehicles. Title 18, United States Code, Section 1791, provides for a penalty of imprisonment for not more than twenty (20) years, a fine of not more than \$250,000.00 or both, to a person who introduces, or attempts to introduce, into or upon the grounds of any Federal Institution, or takes or attempts to send therefrom, anything whatsoever, without the knowledge and consent of the Warden. Furthermore, Title 18, United States Code, Section 1001, states the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than five (5) years, or both. All areas of the institution, including the visiting room, may be monitored by video surveillance. Only approved visitors are permitted to enter the institution grounds prior to, or during visiting hours. No one may wait at the front entrance or in a vehicle in the parking lot. Anyone denied admission must leave the grounds immediately. All vehicles parked in the institutional parking lot must be locked and secured. All areas of the institution grounds, except the parking lot, the Entrance Building and the visiting room, are off limits to visitors.

Upon commitment, an inmate may submit a list of proposed visitors to his Correctional Counselor for approval. Once the request is submitted, absent good cause, members of the immediate family (parents, grandparents, step parents, foster parents, brothers, sisters, spouse and children) will be placed on the inmate's visiting list. Other relatives and friends may be authorized to visit, but only after a proper background investigation has been completed. Once approved, it is then the inmate's responsibility to inform the visitor of his/her approval to visit. Special visits may be granted in accordance with the established regulations and with written approval of the inmate's Unit Manager. Other relatives and friends authorized to visit is limited to twenty-five (25). For just cause, a visitor may be removed from the inmate's visiting list, and will not be reinstated without the Warden's approval. **(Requirement #6)**

ATTACHMENT 13

BP-A0629.052

VISITOR INFORMATION CDFRM

MAR 02

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

|                                      |             |      |
|--------------------------------------|-------------|------|
| Addressee                            | Institution | Date |
| Re: (Inmate's Name and Register No.) |             |      |

Dear \_\_\_\_\_:

I am requesting that you be included among my approved visitors. In order to establish your suitability as a visitor, it may be necessary for institution officials to send an inquiry to an appropriate law enforcement or crime information agency to ascertain whether or not placing you on my visiting list would present a management problem for the institution, or have other possible adverse effects. The information obtained will be used to determine your acceptability as a visitor. The Bureau of Prisons' authority to request background information on proposed visitors is contained in Title 18 U.S.C. § 4042.

In order for you to be considered for the visiting privilege with me, it will be necessary for you to fill out the questionnaire and release form below and return it to the following address: (Institution address).

You are not required to supply the information requested. However, if you do not furnish the information, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request may be significantly delayed. If the information withheld is found to be essential to the processing of your request, you will be informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized if you do not supply the information requested, failure to supply such information could result in your not being considered for admittance as a visitor. The criminal penalty for making false statements is a fine of not more than \$250,000 or imprisonment for not more than five years or both (See 18 U.S.C. § 1001).

Sincerely,

|   |  |  |                                 |
|---|--|--|---------------------------------|
| 1. Legal Name   |  | 2. Date of Birth                                     | 3. Address (Including Zip Code) |
| 4. Telephone Number (Including Area Code)   |  | 5. Race and Sex of Visitor                           |                                 |
| 6. Are you a U.S. Citizen?<br>___ Yes ___ No  |  | 6a. If yes, provide Social Security No: _____        |                                 |
|   |  | 6b. If no, provide Alien Registration No: _____      |                                 |
|   |  | 6c. Provide Passport No: _____                       |                                 |
| 7. Relationship to above-named inmate   |  | 8. Do you desire to visit him/her?<br>___ Yes ___ No |                                 |
| 9. Did you know this person prior to his/her current incarceration? ___ Yes ___ No  |  |  |                                 |
| 10. If the answer to #9 is yes, indicate the length of time you have known this person and where the relationship developed.  |  |  |                                 |
| 11. Have you ever been convicted of a crime? If so, state the number, date, place, and nature of the conviction/s:  |  |  |                                 |
| 12. Are you currently on probation, parole, or any other type of supervision? If so, state the name of your supervising probation/parole officer and the address and telephone no. where he/she can be contacted: |  |  |                                 |
| 13. Do you correspond or visit with other inmates? If so, indicate the individual(s) and their location(s):   |  |  |                                 |
| 14. Driver's License No. and State of Issuance  |  |  |                                 |

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize release to the Warden of: \_\_\_\_\_ any record of criminal offenses for which I have been arrested and convicted, and any information related to those convictions.  
 (Institution, Location)

Signature for Authorization to Release Information \_\_\_\_\_ (Sign and Print Name) Parent or Guardian  
 (If applicant is under 18 years of age, signature of parent or guardian indicates consent of minor to visit inmate).

If additional space is required, you may use the back of this form.  
 To be filed in Inmate Central File, FOI Section 2

(This form may be replicated via WP)

Replaces BP-A529 of Sep 00

FILE IN SECTION 3 UNLESS APPROPRIATE FOR PRIVACY FOLDER

SECTION 3