

U. S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS



OBI: Correctional Services
NUMBER: SET 5267.06B
DATE: July 25, 2001
SUBJECT: Inmate Visiting

INSTITUTION SUPPLEMENT
FEDERAL DETENTION CENTER
SEATAC, WASHINGTON

1. **PURPOSE:** To implement regulations and procedures pertaining to inmate visits.
2. **DIRECTIVES AFFECTED:**
 - A. Directive Rescinded: I.S. SET 5267.06, Inmate Visiting, dated August 1, 1999.
 - B. Directives Referenced: P.S. 1315.06, Inmate Legal Activities, dated March 3, 1997; P.S. 5267.06, Visiting Regulations, dated June 11, 1999; P.S. 5500.09, Correctional Services Manual, dated October 27, 1997; P.S. 5580.05, Inmate Personal Property, dated July 19, 1999; I.S. SET 1315.06C, Inmate Legal Activities, dated March 9, 2000; I.S. SET 5265.11B, Inmate Correspondence, dated January 12, 2001.
3. **STANDARDS REFERENCED:** American Correctional Association Standards, 3rd Edition, 3-ADLF-5D-10 through 16.
4. **PROCEDURES:**
 - A. Visiting Area:
 1. All regular visits not requiring special security measures will be conducted in the institution's Visiting Room. Separate rooms within the visiting area are provided for legal visits. These rooms will not be used for social visiting unless approved in advance by the Captain.
 2. Inmates will not be permitted to use restroom facilities during social visits unless the visit exceeds one hour. Inmates requesting to depart the Visiting Room will not be readmitted. The only exception to this is for Cadre inmates, whose visitors are allowed to leave and return on the same visiting day (e.g., lunch breaks).

3. Any other use of the Visiting Room will require the approval of the Warden and will be coordinated with the Captain.
4. Institutional Activities: Visiting is a positive activity for inmates and will normally take precedence over other institutional activities. In the event of an institution emergency, inmate visits may be terminated or limited at the discretion of the Warden.

NOTE: All inmates will be identified by picture card prior to their visitor's departure from the Visiting Room.

B. Visiting Hours:

Social visitation hours are as follows:

Sunday	8:00 a.m.	until	3:00 p.m.
Monday	1:00 p.m.	until	8:00 p.m.
Tuesday	NO VISITING		
Wednesday	NO VISITING		
Thursday	1:00 p.m.	until	8:00 p.m.
Friday	1:00 p.m.	until	8:00 p.m.
Saturday	8:00 a.m.	until	3:00 p.m.
HOLIDAYS	8:00 a.m.	until	3:00 p.m.

Processing of visitors will begin 30 minutes prior to scheduled visiting hours, and will end one hour prior to the end of the visitation period.

C. Frequency of Visits & Number of Visitors:

1. Pretrial & INS inmates will be allowed social visits for a period of one hour. The hour will begin when the inmate arrives in the Visiting Room. Each Pretrial & INS inmate will be allowed one visit a day.
2. On Monday, Thursday, and Friday, Work Cadre inmates may visit for one hour between 1:00 p.m. and 5:00 p.m., and for three hours between 5:00 p.m. and 8:00 p.m. Work Cadre inmates will be allowed to visit for the entire visiting period (8:00 a.m. to 3:00 p.m.) on Saturday, Sunday and federal holidays. Work Cadre inmates may have more than one visit per visiting day.
3. Social visiting for holdover inmates will be of an emergency "special visit" situation only and require prior written approval of the Unit Manager. Approval will normally require a minimum of 24 hours advance notice of the request. All holdover visiting will

normally be limited to immediate family members as outlined in section 4.D.1. and with the prescribed visiting times as outlined in section 4.B. and for a duration of one hour as outlined in section 4.C.1.

4. Inmates will be permitted to visit with a maximum of four adult visitors at one time. Children under the age of 16 are not considered adults and will be allowed to accompany an approved adult visitor. Visitors will not be permitted to exchange places (alternate) with another visitor outside the Visiting Room.
5. Inmates present in the Visiting Room during official counts or census checks will be counted in the Visiting Room. Thirty minutes before the official count, the Visiting Room #1 Officer will prepare and submit an out-count form to the Control Center. The number of inmates in the Visiting Room will be called in at count time by totals from each unit. Inmates notified of a visit 30 minutes prior to an official count will be placed on the out-count.
6. Visitors will not be allowed to enter or exit the Visiting Room during official counts. Visitor processing will not continue until completion of the count. Visitors will immediately depart the Visiting Room after completion of their visit and identification of the inmate.
7. UNDER NO CIRCUMSTANCES WILL VISITORS BE ALLOWED TO LEAVE THEIR CHILDREN UNATTENDED INSIDE THE INSTITUTION OR ON INSTITUTIONAL GROUNDS. ALL VISITORS ARE REQUIRED TO SUPERVISE THEIR CHILDREN DIRECTLY. THE VISIT MAY BE CANCELED IF THE VISITING CHILDREN ARE DISRUPTIVE.
8. The number of social visitors and inmates will not exceed 125 in the Visiting Room at the same time. The Visiting Room Officer will contact the Operations Lieutenant if the number of inmates and visitors is within ten of the maximum number allowed. If it becomes necessary to terminate visits due to overcrowding, the Institution Duty Officer (IDO) or Operations Lieutenant, in the absence of the IDO, will begin with visitors who have visited the longest that day.

D. Approved Visitors:

1. Unsentenced, pre-trial and holdover inmates: The visiting list is limited to immediate family members

(i.e., mother, father, step parents, foster parents, brothers, sisters, spouse, children and domestic partners registered with the City of Seattle or other jurisdictions recognized by the State of Washington.)

2. Work Cadre inmates: In addition to immediate family members as listed above, Work Cadre inmates may have other relatives or friends added to their approved visiting list. A maximum of ten visitors, in addition to immediate family members, may be on the visiting list for Work Cadre inmates.
3. The official list of approved visitors is maintained and updated by the inmate's Correctional Counselor. A computer-generated, approved visiting list will be completed and signed by the Counselor and a copy forwarded to the Front Lobby, with copies to the inmate and the central file. In addition, the approved visiting list will be electronically transferred to the Front Lobby computer. Subsequent additions or deletions will be processed in the same manner. All social visitors must be approved in advance by the Unit Team.
4. Visitors may not be listed on more than one inmate's visiting list, except where inmates and visitors are of the same immediate family.
5. Visitors under the age of 16 must be accompanied by an adult on the approved visiting list.
6. All adult visitors must have proper picture identification. This is defined as a driver's license, or other picture identification showing full name and signature. Any questions concerning the validity of a visitor's identification should be directed to the IDO or Operations Lieutenant, in the absence of the IDO, for approval prior to entry of the visitor.
7. The inmate's Unit Team will mail all individuals meeting the above guidelines, the visitor authorization application. Included in this packet will be the "Visitor's Etiquette" statement, which includes the institution's visiting procedures and policies.

E. Legal Visits:

1. Legal visitation hours are as follows:
Monday, Thursday, and Friday 9:00 a.m. until 8:00 p.m.

Tuesday and Wednesday 9:00 a.m. until 5:00 p.m.
Saturday, Sunday, and Holidays 8:00 a.m. until 3:00
p.m.

Attorneys are encouraged to visit during this time to minimize any delays in visitor processing. Visiting at other times should only be in emergency situations, and appointments should be scheduled in advance with the inmate's Unit Team to ensure staff coverage for the visit. When possible, 24 hours advance notice is requested. Processing of legal visitors will begin thirty (30) minutes prior to scheduled visiting hours, and will end one hour prior to the end of the visitation period.

2. Attorneys must present a valid state bar identification card and photo identification. After completing the Notification to Visitor Form, attorneys will be processed through the metal detector and will have their hand stamped before being allowed entry into the institution. Attorneys and their representatives will be processed ahead of social visitors whenever possible. All legal materials and briefcases will be searched for contraband, and processed through the E-Scan. Handbags, newspapers, portable phones, and nonlegal materials are not permitted in the Visiting Room. Attorneys and representatives are permitted to enter the institution with pagers.
3. In the event that an attorney needs to see more than one inmate at a time, they will be allowed to do so as long as they have a copy of the indictment listing the names of the co-defendants and the inmates are not considered separatees. Questionable situations will be referred to the Staff Attorney or the IDO.
4. Attorneys' representatives (i.e., law clerks, paralegals, interpreters, investigators, psychologists, and other experts) may accompany an attorney into the Visiting Room. If visiting independently, the representative must obtain prior approval from the Unit Team as outlined in SET 1315.06B, Inmate Legal Activities. Questions should be referred to the Staff Attorney.

Attorneys are not ordinarily permitted to bring material witnesses into the Visiting Room without clearly defined special circumstances. Prior approval must be received from the Staff Attorney.

5. Attorneys may enter the Visiting Room with legal materials, including legal video and audio tapes. Attorneys will use equipment provided by the institution only. Attorneys must make arrangements to use institution equipment in advance of a visit. All legal materials must leave with the attorney at the conclusion of the visit.

Legal materials, excluding video and audio tapes, may be left in the Front Lobby legal mailbox for delivery to the inmate. The envelope must be clearly marked with the attorney's name, inmate's name and register number and the following statement: "SPECIAL MAIL - OPEN ONLY IN THE PRESENCE OF THE INMATE."

Legal video and audio tapes may only be mailed to an inmate with the permission of the Warden. Attorneys may make a written request, including the length of time the tapes are expected to be in possession of the inmate. Procedures for mailing legal packages are outlined in SET 5265.11A, Inmate Correspondence.

6. Inmates are permitted to bring legal materials to the Visiting Room. The legal materials must be examined and hand delivered to the Visiting Room by an available staff member. Once the legal visit has been concluded, the escorting officer will inspect the inmate's legal materials, and carry them back to the unit. Attorneys are permitted to leave the institution with any or all of an inmate's legal materials.
7. Normally, the attorney-client rooms will be utilized for legal visits. Attorneys and paralegals will be processed into the Visiting Room until thirty (30) minutes prior to an official count.
8. Official Visitors: Federal employees, including U.S. Attorneys, law enforcement agents, U.S. Court officials, U.S. Probation Officers, and Federal Public Defenders will be permitted to visit upon presentation of appropriate identification. Federal employees are not required to pass through the metal detector.
9. U.S. Attorneys, Federal Public Defenders and U.S. Probation Officers will be allowed to visit inmates in the units and will be supervised by Unit Staff or the Rover Officer.

F. Special Housing Unit (SHU) Inmates:

1. Inmates housed in the SHU will be permitted to have visits in the same manner as other inmates unless restricted for security concerns.
2. Inmates housed in SHU and classified as "High Security Concern" will have their social and legal visits in the SHU non-contact room. A list of inmates identified as "High Security Concern" will be maintained by the SHU Lieutenant.
3. Visits in SHU will be limited to one visitor per inmate, except for legal visits. Persons under the age of 18 are prohibited from visiting in SHU.

G. Records and Visitors:

1. In addition to the Notification to Visitor Form, each adult visitor will be required to sign the Visiting Log Book prior to each visit. Each visitor will also record their departure time upon leaving the Visiting Room, in the Visiting Log Book.
2. Completed Notification to Visitor Forms will be filed with the SIS Office for a period of one year.

H. Visitors' Personal Property:

1. Visitors will not be allowed to take any personal items into the Visiting Room except for their identification. All personal items with the exception of wallets, purses, money etc., will be locked in the visitor's vehicle. Those items which should not or cannot be locked in the visitor's vehicle will be placed in a locker, located in the Front Lobby.
2. Persons utilizing the public transportation system will be allowed to utilize the lockers in the Front Lobby to store personal items for the duration of their visit.
3. Visitors are permitted to bring in infant care items limited to: one pacifier, one diaper, five diaper wipes, one bottle with contents, and one infant size blanket. No infant toys of any kind are allowed in the Visiting Room.
4. Visitors are required to dress appropriately. This means clothing that is appropriate for a correctional setting or court room. Adult visitors will not be allowed to wear shorts of any type, sun dresses, halter tops, bathing suits, see through garments of any type,

crop tops, low-cut blouses or dresses, leotards/spandex-type clothing, miniskirts, backless tops, hats or caps, any sleeveless garment, and any skirt approximately two inches or more above the knee. Clothing that is questionable in regards to taste will be brought to the attention of the IDO or the Operations Lieutenant in the IDO's absence.

5. Only medication needed for the immediate preservation of life of a visitor will be allowed into the institution (i.e., asthma inhalers, nitroglycerin tablets, etc.) Staff will ensure that visitors take only the quantity of medication necessary for the duration of the visit. An entry should be made on the individual's Notification to Visitor Form describing the medication. Any questions regarding medication for visitors should be referred to the Operations Lieutenant. Any questions as to the identification of medication, as well as its use, will be referred to medical staff.

I. Inmate Personal Property:

1. Inmates are only allowed to wear institution-issued clothing in the Visiting Room. Underclothing is required. All clothing must be clean and neat in appearance. Inmates may enter the Visiting Room with one plain wedding band, one approved religious neck chain, and one pair of prescription eyeglasses.
2. Medication necessary for the preservation of the inmate's life will be allowed into the Visiting Room (to be controlled by the Visiting Room OIC). No other items will be allowed in the Visiting Room.
3. Unauthorized items brought into or out of the Visiting Room will be confiscated and disposition of the items will be determined per Program Statement 5580.05, Inmate Personal Property.

J. Visiting Room Staff:

1. The Visiting Room Officer will identify all inmates, as they enter and exit, with a picture card. If the inmate has altered his appearance from the picture card, it will be noted so that a new picture card can be made.
2. All inmates entering the Visiting Room will be pat searched. All inmates leaving the Visiting Room will

be visually (strip) searched. The departure of inmates will be supervised by the Visiting Room OIC. No further contact with visitors will be permitted after completion of a visit.

3. Visitors will be escorted to and from the Visiting Room by staff at a maximum rate of five visitors (excluding children) per one staff member.

K. Conduct in the Visiting Room:

1. Visits will be conducted as formally and pleasantly as physical conditions permit. Hand shaking, embracing, and kissing are permitted within the bounds of good taste, at the beginning and end of the visit. Inmates and their visitors may hold hands during a visit. Inmates are also permitted to hold their children, aged 3 years and under, during a visit.
2. All other physical contact will not be permitted and will be grounds for termination of the visit. All visitors will sit across from the inmate. Placement of inmates and visitors will be at the Visiting Room OIC's discretion.

L. Visit Terminations: The decision to limit or terminate a visit for reasons of improper conduct by the inmate or visitors will be made by the IDO or the Operations Lieutenant, in the absence of the IDO.

M. Passing of Articles:

1. Visitors may not bring anything into the institution to be given to an inmate.
2. It is not permissible for papers of any kind to be examined or signed during social visits, nor may the visitor receive any items from the inmate. Such transactions must be handled through correspondence addressed to the inmate. Exceptions must be approved by the Unit Team or IDO.
3. Visitors are prohibited from giving money to an inmate in the Visiting Room. The Visiting Room Officer cannot accept funds for deposit to an inmate's commissary account. Money is not authorized in the Visiting Room.
4. Bringing any unauthorized items, such as medication, weapons, tools, food, drugs or alcohol, into the institution violates institution rules and Federal law. Infractions may result in the visitor's permanent

removal from the visiting list, referral to the proper law enforcement agencies for prosecution, and/or administrative sanctions against the inmate.

5. It is against the law for visitors and inmates to introduce, or attempt to introduce, into this institution or its grounds, or to take or attempt to take, or send or attempt to send from the institution, any article without the knowledge and consent of the Warden or his designee.
6. The use of cameras or recording equipment without the consent of the Warden, or his designee, is strictly prohibited. Violators are subject to criminal prosecution.

N. Visits to Inmates Under Strict Medical Care:

1. Inmates admitted to local hospitals for medical treatment will not be allowed social visits unless authorized by the Warden. In instances authorized by the Warden, visitors will only visit according to that medical facility's visiting times and visits will be limited to immediate family members only. These visits will not exceed one hour in duration and will be done with direct staff supervision. Identification, search procedures, etc. applicable at the institution will be enforced.
2. Visits may be restricted or prohibited for inmates under strict medical care (i.e., suffering from infectious disease, psychiatric or suicidal observation, being physically restrained, in dry cell status or otherwise not in condition to see visitors.) The IDO or Operations Lieutenant should carefully and sensitively explain the situation to the proposed visitor.

Circumstances may exist in which the IDO and Operations Lieutenant, in conjunction with the Medical or Psychology Departments, may determine that a visit can take place. The appropriate location of the visit will be determined by the consulting individuals.

- O. Inmate Separatees: Inmates and their separatees, and families of separated inmates will not be placed in the Visiting Room at the same time. Visits for inmates with separation assignments will be processed on a "first come, first serve basis." The remaining visitors will be processed as soon as the Visiting Room Officer notifies the

Front Lobby that the inmate and his or her visitors have departed.

5. OFFICE OF PRIMARY RESPONSIBILITY: Correctional Services.

W.J. Jusino, Warden

Attachments:

- A Request for Visitor Approval (Cadre Inmates)
- B Request for Visitor Approval (Pre-Trial/Holdover Inmates)
- C Inmate Intake Visitation Log

