



Institution Supplement

OPI: CORRECTIONAL SERVICES
NUMBER: HER 5267.08 A
DATE: AUGUST 15, 2008
SUBJECT: VISITING REGULATIONS

1. PURPOSE: To establish guidelines and procedures for visiting at the Federal Correctional Institution (FCI) and the Federal Prison Camp (FPC), Herlong, California.
2. DIRECTIVES AFFECTED:
 - a. Directives Rescinded:

I.S. HER 5267.07aB, FPC/FCI Visiting Regulations (08/10/06)
 - b. Directives Referenced:

P.S. 5267.08 Visiting Regulations (05/11/06)
P.S. 1315.07 Inmate Legal Activities (11/05/99)
P.S. 5270.07 Inmate Discipline and Special Housing Units (12/29/87)
P.S. 5500.11 Correctional Services Manual (10/10/03)
P.S. 5510.12 Searching, Detaining, or Arresting Visitors, to Bureau Grounds and Facilities (01/15/08)
3. CORRECTIONAL STANDARDS REFERENCED: American Correctional Association, Fourth Edition, Standards for Adult Correctional Institutions, Standards: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, and 4-4503.

4. VISITING HOURS: Social visits at the FCI and FPC are conducted on Saturdays, Sundays, and federal holidays from 8:00 a.m. to 3:00 p.m.

5. SPECIAL HOUSING/HOLDOVER VISITING PROCEDURES:

Visiting for inmates housed in the Special Housing Unit (SHU), including Holdover inmates, will be conducted on Saturdays, Sundays, and Federal holidays from 8:00 a.m. to 9:00 a.m., with prior approval of unit team and correctional services. Inmates housed in the SHU will be closely supervised in the Visiting Room. The first two rows in the front of the officer's desk will be used for SHU inmates. Any inmate violating this procedure will be subject to disciplinary action.

a. Approval: Inmates with separation issues will be addressed on a case-by-case basis. Final approval for the visit will be determined by the Institution Duty Officer (IDO) and Operations Lieutenant.

b. Permitted Visitors: All visitors on an approved visiting list will be permitted. All visits will take place in the Visiting Room under direct supervision. Attorney visits for all inmates will be conducted in the Visiting Room utilizing one of the attorney/client rooms.

c. Time Limits: Visits for SHU inmates, including Holdover inmates, will be for a one hour period from 8:00 a.m. to 9:00 a.m. on Saturdays, Sundays and Federal holidays only.

6. SPECIAL VISITORS: Inmates requesting special visits must complete a BP-A148.055, Inmate Request to Staff (cop-out) form, to be submitted to the inmate's assigned unit team. The unit team will complete a Special Visit Authorization form (Attachment B) and distribute it prior to any special visit taking place.

a. Attorney Visits: Attorney visits will ordinarily take place in the attorney/client rooms in the Visiting Room. Attorney visits will be arranged by the Unit Team prior to the visit when the attorney is not on the

inmate's approved visiting list. If the approved attorney visits are scheduled on visiting days, prior arrangements will be made with the Unit Team for use of the Camp Conference Room. All attorney visits scheduled during the work week (non-visiting days) will take place in the Camp Visiting Room. At the FCI, attorney visits will be scheduled during the week and will take place in the Visiting Room. If an attorney visit is not feasible during the week, weekend attorney visits will be pre-approved and will be conducted in the attorney/client room in the Visiting Room. It is the unit team's responsibility to submit a memorandum to the Associate Warden of Programs for FCI inmates or Camp Administrator for FPC inmates, if the attorney needs any special equipment, such as a tape recorder or video equipment, prior to the visit. Such equipment must be authorized in advance by the Warden.

- b. Law Enforcement Interviews: The Special Investigative Supervisor (SIS) will approve and coordinate all interviews between law enforcement agencies and inmates. The SIS will also inform the Warden and Captain of the visit.
 - c. Hospital Visits: Visits to inmates hospitalized in community hospitals must be approved by the Warden in writing. Visiting hours and policies for local hospitals must be followed. Telephone call requests will be approved through the appropriate unit team with final approval from the Captain.
 - d. Religious Visits: The Chaplain is responsible for coordinating religious visits and must be approved by the Warden.
 - e. Volunteers: Persons approved as institution volunteers who have a volunteer identification (ID) badge may not be approved as regular visitors unless authorized by the Regional Director in writing. The only exception to this are the Prisoner Visitation and Support (PVS) visitors.
7. DISAPPROVING VISITORS: A visitor who objects to any search, test, or entrance procedures has the option of refusing and

leaving the institution grounds, unless there is reason to detain or arrest the visitor. Staff shall deny admission to the institution to a visitor who refuses to undergo a search of person and/or effects as dictated by Bureau of Prisons policy. The Captain, IDO, and the Administrative Duty Officer (ADO) will be notified.

The IDO, in consultation with the Operations Lieutenant, shall terminate a visit upon determining a visitor is in possession of, or is passing or attempting to pass contraband not previously detected, or is engaging in any conduct or behavior which poses a threat to the orderly or secure running of the institution.

Additionally, if an inmate visitor tests positive for the presence of an illegal narcotic on the Ion Spectrometer, the Administrative Duty Officer will be contacted "prior" to denying the visit.

8. APPROVING VISITOR EXCEPTIONS: Any exceptions to an inmate's approved visiting list must have prior approval by the Associate Warden of Programs for FCI inmates, Camp Administrator for FPC inmates, and/or the Institution Duty Officer.

9. VISITING LIMITATIONS:
 - a. Age Limitation: Children under the age of 16 must be accompanied by an adult.

 - b. Overcrowding: Visiting may be curtailed or terminated at the FCI or FPC for emergency situations, improper conduct on the part of the inmate or his visitor(s), or when the visiting area reaches maximum fire rated capacity. Should the Visiting Room reach full capacity, the Visiting Room Officer will advise the Operations Lieutenant and the IDO of the situation.

The IDO will have the authority to curtail or terminate visits. Should it become necessary to curtail visits due to overcrowding, a maximum two-hour visit will be implemented. The IDO will begin curtailing visits first by volunteers, secondly by visitors who live in the

closet proximity from the institution, and third by those who visit most frequently.

Should the FPC Visiting Room reach full capacity, the Operations Lieutenant has the option of opening the outside patio area for visiting at his/her discretion prior to the IDO curtailing or terminating visits. The patio at the FCI will not be opened without written approval from the Captain.

- c. Number of Visitors: The number of persons allowed while visiting one inmate is limited to five adults. Children "under the age of 16" are not counted against the inmate's five maximum visitors. The Visiting Room Officer will not allow more than the maximum of five visitors for each inmate. Any exceptions must have prior approval by the Associate Warden of Programs for the FCI or Camp Administrator for the FPC, and the Captain.

Should more than five visitors arrive at the same time, a split visit may be arranged at the discretion of the IDO after consultation with the Operations Lieutenant. A split visit is defined as a visit where one or more visitors leave the Visiting Room to be replaced by other authorized visitor(s). Those visitors leaving may not return to the Visiting Room and must depart institution property.

- d. Approved Visitors: Visits are permitted for those on the inmate's approved visiting list as authorized by the unit team. Only 20 visitors, inclusive of immediate family, friends, and associates, will be permitted on each inmate's visiting list. Inmates may request at anytime to submit or remove a visitor(s) by completing a BP-A148.055, Inmate Request to Staff (cop-out) to their respective unit team.
10. WRITTEN GUIDELINES AVAILABLE TO VISITORS: Visitors can obtain, upon request, a copy of the FCI/FPC Visiting Regulations (Attachment A) from the Front Lobby Officer.

11. RECORDS:

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

- (1) An official inmate visiting list.
- (2) Notice of visiting violation.

- b. Institution Visiting Room Officer and Unit Team: As a back-up to the computerized system, official inmate visiting folders shall be maintained in the front lobby file cabinet. The records shall be in alphabetical order by the inmate's last name.

The unit team will keep these records current at all times and will pull the records of those inmates who have transferred or released. When an inmate receives a visit, the Visiting Room Officer will identify the visitor and enter the date, time the visitor arrives, and sign the appropriate block on the visitor notification form.

- c. Inmate Visitor's Sign-in Logs: Visitors will be required to sign in at the time of their arrival and the name of the inmate to be visited in an official sign-in log. The Front Lobby Officer will maintain the visitor log, ensuring it is filled out properly.
- d. Notification to Visitor Form: Each visitor, "age 16 and older", will fill out the notification to visitor form. The Visiting Room Officer will collect the completed forms and forward them to the Lieutenants' Office at the end of each visiting day. The completed forms will be kept on file for one year.
- e. Incident Entry Logs: An incident log will be maintained on each incident of misconduct occurring in the Visiting Room. A one-time warning shall be given and logged in the log book. If a second incident occurs, a log entry will be made, the visit terminated, and an incident report written.

12. OFFICE OF PRIMARY INTEREST: CORRECTIONAL SERVICES



Richard B. Ives, Warden

August 15, 2008

Date

Distribution:

Warden	Executive Staff	WXRO
Department Heads	IDO Briefcase	Control Center
Sally Port	AFGE Local 1217	Historical File
Post Orders	FCI/FPC Visiting Room	
Front Lobby Officer		

FEDERAL CORRECTIONAL INSTITUTION
FEDERAL PRISON CAMP
HERLONG, CALIFORNIA

VISITOR VISITING REGULATIONS

1. Visiting for Special Housing Unit (SHU) inmates, including Holdover inmates, are conducted on Saturdays, Sundays, and federal holidays from 8:00 a.m. to 9:00 a.m. Visits at the FCI and FPC are conducted on Saturdays, Sundays, and Federal holidays from 8:00 a.m. to 3:00 p.m.

Visitors may not enter the FCI or FPC lobby areas until 15 minutes before visiting, nor will they be processed into the Visiting Room after 2:00 p.m. No visitors will be processed into the Visiting Room at the FCI and FPC during the 10:00 a.m. Official Count on Saturdays, Sundays, and federal holidays. No inmate visitors will be processed after 9:15 a.m. until the 10:00 a.m. count has cleared. This is to ensure all required documentation is in the control room prior to the count being announced. There will be no inmate movement during the count. No visitors will be allowed into the Administration Building prior to the above scheduled times unless authorized by the Operation's Lieutenant and/or Institution Duty Officer.

2. Satisfactory identification of visitors must precede visits. This will ordinarily be accomplished by picture identification, such as current driver's license, passport, or state identification card. An expired ID is not considered valid.
3. All visitors, aged 16 years and older, are required to complete the Notification to Visitor form in its entirety prior to each authorized visit.
4. A maximum of 20 visitors will be authorized on an inmate's approved visiting list, with no more than 5 adult visitors at any one time.
5. All visitors will be required to clear a metal detector search. Visitors at the FCI/FPC may be subject to a search of their person and personal items.

6. While the visitors are waiting to be processed into the Visiting Room, they are responsible for maintaining good behavior as well as maintaining the behavior of their children.
7. During cold weather, winter coats and protective headgear brought to the Visiting Room must be hung on a coat rack by the officer's station prior to contact with the inmate and cannot be accessed until departure.
8. Inmates are responsible for the behavior of their visiting children in the visiting area.
9. Any visitor who departs the visiting area prior to the conclusion of the day will not be authorized re-entry. Once a visitor leaves, the visit is terminated for that day unless prior approval is obtained from the Operations Lieutenant and/or the Institution Duty Officer.
10. Inmates are not authorized to receive any item from their visitor or give any item to their visitor, nor is exchange of items amongst other visitors permitted. "18 U.S.C. § 1791 provides a penalty of imprisonment for not more than twenty years, a fine, or both for providing or attempting to provide to an inmate anything whatsoever without the knowledge and consent of the Warden."
11. Inmates will utilize the restroom designated "inmates only" and will be supervised by staff. Separate facilities are available to visitors.
12. Pets are not allowed within the FPC/FCI unless the animal is a dog to assist a disabled person.
13. Only 20 visitors, inclusive of immediate family, friends or associates will be authorized on the approved visiting list. No more than 5 adult visitors in the Visiting Room at any one time. Children under the age of 16 years will not be counted toward this total. There are no limitations on frequency of changes to the inmate (s) visiting list.

14. At the completion of the visit, all visitors will be required to depart institution property. If commercial transportation is required, prior arrangements should be made to ensure the carrier arrives prior to the completion of the visit. Individuals not on the visiting list may not remain on the institution's property. Should more than five visitors arrive at the same time, a split visit may be arranged at the discretion of the Institution Duty Officer (IDO).
15. Visitors under the influence of alcohol or drugs will not be allowed to enter the Visiting Room.
16. Visiting is an extremely important family function, and dress code requirements are necessary to maintain the dignity of those involved. All visitors will be properly dressed when coming to visit at the institution. Visitors are prohibited against wearing short shorts, low cut, or see-through clothing, tube or tank tops, backless clothing, swim suits, sweat suits, or any other apparel of a suggestive or revealing nature (e.g., skin-tight clothing, etc.) If a visitor chooses to wear a dress, the length of the dress will not be shorter than the natural break of the wearer's leg at the back of the knee. This requirement includes any type of slit or cut in the dress. With the exception of religious headgear, hats may not be worn during visits. Inmates are responsible for advising their visitors of the dress requirements in the Visiting Room, including not wearing clothing which is khaki in color at the FCI, and green in color at the FPC. **Visits may be denied by the Institution Duty Officer and/or Operations Lieutenant for noncompliance after review of the situation.** Excessively provocative attire is reason to deny and/or preclude visiting.
17. A greeting/farewell kiss and embrace of visitors is permissible. All contact must be consistent with proper order and good taste. No physical body contact beyond initial and departing embrace will be tolerated and will result in the immediate termination of the visit.

18. Use of abusive or derogatory language during visiting will not be tolerated and will result in the immediate termination of the visit.
19. It is not permissible to bring gifts or packages of any type. Money will not be accepted for credit to an inmate's account. No written messages will be exchanged or signed during the visit without permission. Infractions will result in the immediate termination of the visit.
20. At the FCI, visitor purses, car keys, cell phones or other electronic devices, coats, jackets, and headgear must be secured in the lockers provided. Camp visitors will leave these items in their vehicles with car keys kept by the Camp Visiting Officer in the key retention box. During cold weather, heavy winter coats may be brought into the Visiting Room. However, these coats must be hung on a coat rack by the officer's station. Visitors will be authorized to bring the following items into the Visiting Room:
 - a. clear change purse (eight inches or less in height and width)
 - b. \$25.00 (bills, no larger than five dollar bills) total each day per inmate visit.
Coins are preferred in lieu of bills .
 - c. comb
 - d. prescription medication (to be maintained by the Visiting Officer)
 - e. jewelry
 - f. clear diaper bag containing up to six of each of the following items: baby food or formula (in a sealed, unopened container), empty plastic baby bottles, diapers and wipes.
 - g. the diaper bag will be supervised by the Visiting Room Officers at their station and accessed by the parent when needed.
21. Food and beverages may not be brought into the FCI/FPC.
22. CAMERAS AND TAPE RECORDERS ARE NOT PERMITTED ON INSTITUTION GROUNDS. **No photographs of any kind may be brought in.**

23. Visiting Room Officers will seat visitors and the inmate they are visiting in a designated area as deemed appropriate for proper supervision. For security reasons, the officer may also have the inmate and visitors moved to another seating area during the visit.
24. Rearrangement of furniture will not be allowed. Saving or reserving chairs and tables for other inmates and/or visitors will not be allowed.
25. Vending machines will be used by the visitor only. Inmates are not allowed to handle currency or operate the vending machines or be in the vending area.
26. It is expected that female visitors will use appropriate discretion in opting to breast feed their infants in the Visiting Room. If breast feeding is conducted in a manner that is disruptive to other inmates or visitors, or is facilitating conduct prohibited under the Bureau of Prison's disciplinary code, the visit will be terminated after consultation with the Administrative Duty Officer.
27. Children utilizing the Play Room will be for a 2 hour period and under supervision of the inmate and an adult visitor (s) at all times. The television will only show child appropriate programming as determined by Visiting Room staff. No more than two inmates will occupy the TV room at one time and will be seated appropriately.
28. The Federal Correctional Institution is located approximately 42 miles south of Susanville, California, on the north side of Highway 395. It is approximately 52 miles north of Reno, Nevada. When traveling from Reno, Nevada, take Highway 395 north to County Road A-26. When traveling from Susanville, California, take Highway 395 south toward Herlong. Continue on Highway 395 until County Access Road A-25. FPC/FCI Herlong is approximately seven miles east of Highway 395.
29. Institution mailing address and telephone number:
Federal Correctional Institution
P.O. Box 900
Herlong, CA 96113
(530) 827-8000



UNITED STATES GOVERNMENT
memorandum
FEDERAL BUREAU OF PRISONS
Federal Correctional Institution
Herlong, California 96113

(Current Date)

**MEMORANDUM FOR ASSOCIATE WARDEN OF PROGRAMS OR
CAMP ADMINISTRATOR**

FROM: (Unit Staff Member Name)
SUBJECT: Inmate Name:
Register Number:

The above-named inmate has been approved for a Special Visit for the month and day of _____, 20____, with _____ for the following reasons:

- _____ Attorney Visit
- _____ Inmate has family emergencies (Death in family, etc.)
- _____ Pre-Release Planning Interview
- _____ Holdover/Pre-Trial Inmate
- _____ Other: _____

(Explanation if applicable): _____

REVIEWED AND APPROVED BY: _____

- cc: Central File
- Control Center
- Receptionist
- Lieutenants' Office
- Visiting Room Folder