



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution  
Bastrop, Texas 78602-0730

# Institution Supplement

OPI: Correctional Services  
NUMBER: BAS 5267.09D  
DATE: April 6, 2023  
SUBJECT: Visiting Regulations

1. **PURPOSE AND SCOPE:** To implement Program Statement 5267.09, Visiting Regulations, dated December 10, 2015. This Institution Supplement must be read in conjunction with the governing Program Statement for a clear and concise understanding of policy and procedure.

The Warden and staff of this institution encourage wholesome and meaningful visits with relatives, friends, and community groups in order to maintain the morale of the inmate and foster closer relationships between the inmate and family members or others in the community, while at the same time, maintaining the security and orderly running of the institution.

2. **SUMMARY OF CHANGES:**

- A. Special Housing Unit Visitation Procedures.
- B. Changed general population Friday visitation to Monday visitation.
- C. Point system is changed to eight (8) points per month.

3. **DIRECTIVES AFFECTED:**

- A. Directives Referenced: Federal Bureau of Prisons Program Statement 5267.09, Visiting Regulations, dated December 10, 2015; Program Statement 1315.07, Legal Activities, Inmate, dated November 5, 1999; Program Statement 5270.09, Inmate Discipline Program, dated July 8, 2011; Program Statement 5270.11, Special Housing Units, dated November 23, 2016; Program Statement 5500.11, Correctional Services Manual, dated August 29, 2014; Program Statement 5500.14, CN-1,

Correctional Services Procedures Manual, dated August 1, 2016; Program Statement 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, dated July 17, 2013; Program Statement 5522.02, Ion Spectrometry Device Program, dated April 1, 2015; and Program Statement 5521.06, Searches of Housing Units, Inmates, and Inmate Work Areas, dated June 4, 2015.

- B. Directives Rescinded: Institution Supplement BAS 5267.09C, Visiting Regulations, dated May 27, 2020, is superseded.

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

5. **RESPONSIBILITIES:**

- A. Visiting Room Monitoring - THE VISITING AREAS ARE SUBJECT TO VIDEO MONITORING TO ENSURE INSTITUTION SECURITY AND GOOD ORDER. The visiting room officer shall be aware of any articles passed between the inmate and the visitor. If there is any reasonable basis to believe that any item is being passed, which constitutes contraband or is otherwise in violation of the law or Bureau regulations, the visiting room officer may examine the item. An Associate Warden, Institution Duty Officer, or the Captain will be notified in such cases.

The visiting room officer shall be aware of inmates in the visitation room that are identified by the Walsh Act. The officer will increase monitoring of inmates and visitors to deter any illicit behavior.

- B. Visiting Lists - Visiting lists are updated continuously as the NCIC checks are completed over the LAN system Visiting Program. An inmate's visiting list may be amended at any time in accordance with the approval process procedures outlined in Section 4D of this same Institution Supplement.
- C. Visiting Times - Social visits are scheduled Saturday through Monday from 8:00 a.m. to 3:00 p.m. and on

federal holidays, as authorized by the Warden. Visitors will normally not be permitted entrance after 2:00 p.m.

Special Housing Unit video visiting will be held every Monday from 8:00 a.m. - 12:00 noon. Visitors will normally not be permitted entrance after 9:30 a.m. See Section J. for specific SHU procedures.

Satellite Prison Camp visiting is held on Saturday, Sunday, and all federal holidays from 8:00 a.m. - 3:00 p.m. Visitors will normally not be permitted after 2:00 p.m. Special visits or after-hours visiting will ordinarily be coordinated by Camp staff and supervised by Camp staff.

- D. Approved Visitors - Members of the immediate family: Mother, father, stepparents, foster parents, brothers, sisters, spouse, and children. These individuals are placed on the visiting list, absent strong circumstances which preclude visiting. Other relatives: Such visitors as grandparents, uncles, aunts, nephews, nieces, in-laws, and cousins are not considered as immediate family and will be denied a visit if they are not on the inmate's approved visiting list. They may be placed on the approved list if the inmate wishes to have visits from them regularly, and if there is no reason to exclude them. Staff should obtain background information on all potential visitors.

Friends and associates: The visiting privileges ordinarily will be extended to friends and associates having an established relationship with the inmate prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution. Regardless of the institution's security level, the inmate must have known the proposed visitor(s) prior to incarceration. The Warden or designee must approve any exception to this requirement.

Proposed visitors will be required to furnish information requested on the Visitor Information and Authorization to Release Information form, BP-S629.052. The form must be completed in its entirety, signed, and returned to the institution by the proposed visitor, prior to any further action concerning their approval to visit. Upon receipt of the authorized forms, an official NCIC check will be conducted. The counselor will notify the inmate in writing upon approval or disapproval. Upon approval of each visitor, the inmate will be provided with a copy of the visiting guidelines. The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the Visiting Rules and Regulations.

If the background information reveals that visitation privileges for the individual would present security concerns or disrupt the orderly running of the institution, the Warden may deny visiting privileges. Documentation reflecting this decision should be maintained in section 2 of the Privacy Folder in the Inmate Central File.

A record of visitors for each inmate will be maintained in the inmate's central file by the respective unit team.

- E. Frequency of Visits - The record of visits will be maintained in the Inmate Visitor Logbook. Updates to the computerized visiting program will be conducted by the inmate's unit team. A hard copy of each inmate's visiting list will be maintained by the Front Lobby Officer. A bound ledger documenting inmate visitors will be maintained by the Front Lobby Officer and will be used as a backup system to the computer visiting program. Staff shall also maintain a record of all inmate visits through the use of a point system. FCI inmates will receive eight (8) visiting points per month. Weekday (Monday) visits will be charged one (1) point per day. Weekend (Saturday & Sunday) visits will be charged two (2) points per day. SCP inmates will receive eight (8) visiting points per month.

(1) Designated Federal Holiday visits will be charged

the same as weekends, two (2) points per day. The Minister of Record will not count against the total number of authorized social visitors an inmate is allowed to have on his visiting list....

- F. Persons With Prior Criminal Convictions - The existence of a prior criminal record does not preclude visiting privileges; however, staff will carefully review such a request, keeping in mind the nature, extent, and recentness of the conviction(s), as well... as the security consideration of the institution. Approval of the Unit Manager is required in such cases.
- G. Special Visits -Persons not on the approved visiting list for social visits will not be permitted to visit... unless they have received prior approval for a special visit from the respective Unit Team. Approved special visits that are of a social nature will be charged against the visiting allowance of eight (8) (FCI), or eight (8) (SPC) points per calendar month. There will be no points charged against the visiting allowance ... for approved special visits from attorneys, clergy, former or prospective employers, sponsors and parole advisors, as long as the special visit is for official matters and not social in nature. Inmates seeking social visits from individuals who happen to be attorneys are encouraged to have the individual ... included on their approved visiting list.
- (1) Special visits shall have prior approval of the Unit Manager and shall be recorded on the computer showing approval for a special visit with a memorandum to the inmate's central file.... Unit Managers will assign a member of the Unit Team to **provide coverage for all special visits.**
  - (2) Attorney visits will be conducted in accordance with the provisions of Bureau of Prisons Programs Statement 1315.07 (Legal Activities, Inmate). ...
  - (3) Inmates will be required to inform any appointed or prospective attorney that they must first contact the appropriate staff member to schedule the attorney visit. The Warden has delegated this responsibility to the Unit Team. ...

- (4) In rare circumstances when prior arrangement is not practical, Unit management staff shall make every reasonable effort to allow the visit. However, under normal circumstances, advance appointments are to be scheduled prior to the date and time of the visit.
- (5) The Unit Manager or designee shall set the time and place for the visits, which ordinarily take place during regular visiting hours. Once an attorney visit has been approved by Unit Management staff, a memorandum shall be routed through the Captain, to all concerned informing staff of the date and time of the visit. The memorandum should also identify the name of the attorney, the name of the inmate, and the name of the staff member providing supervision during the attorney visit. The memorandum is to be distributed to the Warden and other appropriate staff on a need to know basis.
- (6) Properly arranged attorney visits shall take place in a private conference room or in a regular Visiting Room in an area and at a time designed to allow a sufficient degree of privacy. The Unit Manager will arrange to have the inmate brought to the Visiting Room for the attorney visit. The Unit Manager or designee will escort the attorney to the Visiting Room and provide visual supervision during the entire attorney visit; however, the Unit Manager or designee may not subject the attorney visit to auditory supervision.
- (7) At the conclusion of the visit, the Unit Manager or designee shall escort the attorney to the front of the institution.
- (8) An inmate wanting to receive visits from his/her minister of record must submit a written request to the Chaplain. Upon approval, unit staff add the name and title (minister of record) to the inmate's visitor list.

An inmate may only have one (1) minister of

record on his/her visiting list at a time. The addition of the minister of record will not count against the total number of authorized regular visitors an inmate is allowed to have on his/her visiting list, and will not count against the total number of social visits allowed.

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

Clergy/minister of record visits will be accommodated in the visiting room during regularly scheduled visiting hours.

Satellite Camp:

- (1) Only be allowed access to these approved visitors who have registered properly with the official visits 15 minutes before the start of the service.
- (2) Inmates in the visiting area have the responsibility to notify the visiting area officer whether they will participate in a religious service.
- (3) The Chaplain will accompany the visiting area inmates to the entrance of the Chapel.
- (4) Inmates and their visitors stay in the chapel. At the conclusion of the service, the inmates and visitors return to visiting area.
- (5) The Chaplain may restrict participation because of required capacity or other conditions that may impact the program.

Prisoner Visitation and Support (PVS) - PVS is an interfaith coalition which has provided, since 1968, a visitation service to persons confined in federal prisons. They individually make informal, person-to-person visits to offer friendship, help, and moral support. To facilitate and ensure an effective visitation program:

- (1) PVS visitors are approved by the Warden.
- (2) PVS visitors are granted permission to bring paper and writing instruments into the institution for note-taking purposes.
- (3) PVS visitors are not required to be on inmate's visiting lists, nor are they charged against allowable visits.
- (4) PVS visitors are allowed to correspond with inmates regarding visiting schedules.
- (5) PVS visits are ordinarily coordinated by the institution's Religious Services Department. This entails providing names of PVS representatives, as well as the inmate(s) they intend to visit and the time frame for the visit.

H. Community Hospital Patients - Supervision of inmates committed to local hospitals will be provided by Bureau of Prisons employees as designated by the Captain. Inmates committed to local hospitals may not ordinarily receive visits, with the exception of life-threatening situations, in which case the visits will be limited to immediate family members. All visits for committed inmates in local hospitals may be approved by the Unit Manager after collaborating with the Health Services Administrator or Clinical Director, community hospital staff, Captain, and Associate Warden over Correctional Services. Unit Managers will prepare a memorandum authorizing the visits. It will include the name, address, relationship to the inmate, and any other pertinent information. This authorization memorandum will ordinarily be delivered to the community hospital by the Institution Duty Officer.



When a visit is denied because the inmate is suffering from an infectious disease, is in a psychotic or emotional episode which makes a visit inadvisable, or is otherwise not in a condition to see visitors, the situation is to be carefully and sensitively explained to the approved visitor. Documentation of this will be maintained in Section 2 of the Privacy Folder in the Inmate Central File.

Satellite Prison Camp inmates who are placed on furlough status while hospitalized may have visits in accordance with the community hospital's visiting regulations. Visiting for Camp inmates not on furlough status will be approved by the Satellite Operations Administrator usually after consulting with the Health Services Administrator or Clinical Director, Captain, and Associate Warden over Correctional Services.

- I. Non-Contact Visiting - In the event of a need for non-contact visiting, the following procedures will be put into effect: All non-contact visiting will be conducted in the Health Services Department. The secure cell will be used as the site for visiting. The secure cell will be searched and the inmate visually searched prior to the inmate being placed in the cell. The visitor will be positioned outside of the secure cell, while the inmate remains locked in the cell for the duration of the visit. Direct staff-supervision will be provided by positioning staff at the outside door of the secure cell. Upon completion of the visit, the inmate visitor will be escorted from the Health Services Department. The inmate will remain secured in the cell until the visitor is escorted from the Health Services Department. The inmate will be removed and visually searched. The secure cell will be searched prior to allowing access by other inmates.
  
- J. Special Housing Unit Inmates - All inmates housed in the Special Housing Unit (SHU), unless otherwise authorized by the Captain, will no longer be escorted to the Visiting Room for social visits. Inmates housed in Administrative Detention or Disciplinary Segregation, unless sanctioned to a loss of visitation, will participate in visitation via the SHU video station located within the Special Housing Unit. SHU visitation will only be conducted on Fridays

during normal visiting hours with each visit being limited to one hour per visit. SHU video visits may also be terminated for inappropriate behavior. SHU visits will be facilitated on a first come, first serve basis. If a SHU visit is in progress, any new individuals seeking to visit a SHU inmate will be asked to leave the premises and return at the next available visiting time. Legal visits, however, will still be held in the Visiting Room and the current procedures for SHU legal visits will be followed.

The Visiting Room Officer will escort the SHU inmate visitors to the designated video visiting booth located in the Visiting Room. The Visiting Room Officer will perform a visual inspection of the video booth, noting the condition of the area prior to placing the visitor at the booth. The Visiting Room Officer will also inspect the booth upon completion of each visit. Any damages to the video equipment or the visiting booth will be reported to the Operations Lieutenant and will be documented in a memorandum to the Captain.

SHU staff will escort the requested inmate to the SHU video visiting area using proper escort procedures. Prior to placing the inmate in the SHU visiting area, SHU staff will conduct a visual inspection of the area, noting any discrepancies. The SHU video connection to the visiting room will be initiated by SHU staff prior to the start of the inmate visit. SHU visitation will be held in one hour blocks. Upon conclusion of the visitation hour, SHU staff will terminate the video visit and escort the inmate back to his assigned cell using proper escort procedures. SHU staff will also inspect the SHU visiting area upon completion of the visit. Any damages to the video equipment or the visiting booth will be reported to the Operations Lieutenant and will be documented in a memorandum to the Captain.

Inmates participating in visitation will wear SHU-issued clothing in the video Visiting Room consisting of an orange jumpsuit, t-shirt, socks, underwear, and institutional approved shoes. Direct observation of the video visits is not required. SHU staff will conduct random and irregular rounds to ensure visiting

room regulations are followed as outlined by Bureau of Prisons policy and visits are conducted in a quiet, orderly, and dignified manner.

- K. Number of Visitors - At the FCI, each inmate will be allowed a maximum of five (5) visitors to include all children regardless of age due to limited space. The FCI Visiting Room capacity per the Fire Safety Code is 170 people. At the Satellite Prison Camp, six (6) visitors, to include children, may visit at one time. There is indoor visiting space to accommodate the camp visitors. In the event outside visiting is cancelled, the capacity for the Satellite Prison Camp Visiting Room is restricted to 105 people and the five person visitor rule will be implemented for each inmate. In the event it becomes necessary to deny or terminate a visit, permission must be granted by the Operations Lieutenant in conjunction with the Institution Duty Officer. Discretion should be used when terminating visits. Factors to be considered when asking for volunteers are first arriving visitors, frequency of visits, duration of visit, and distance traveled. These factors do not necessarily have to be implemented in the order in which they are listed. The Operations Lieutenant and the Institution Duty Officer will be present during the termination of any visits.

6. PROCEDURES:

- A. Preparation of Visiting List - An inmate desiring to have regular visitors must submit a list of proposed visitors to the designated unit staff.
- B. Visitor Verification
1. Correctional Counselors are to vouch for all proposed visitors who are not immediate family members if there is no documentation of a previous institution vouching the individual(s).

Immediate family will be vouchered by the use of the Pre-sentence Investigation Report (PSI). If the PSI does not contain sufficient information, the immediate family member must also undergo the

vouchering process.

2. Unit Managers will be responsible for approving-- inmate visitors. Immediate family members approved through verification in the PSI will receive a copy of the Visiting Rules and Regulations (Attachment B for FCI inmates and Attachment C for Satellite Prison Camp inmates) from the inmate via the Unit Team. In those cases which require vouchering, a copy of the instructions will accompany the vouchering forms for return to the Central File.
- C. Identification of Visitors - Staff shall verify the identity of each visitor 16 years of age and older --- (through a current driver's license or other type of Federal or State photo identification) prior to admission of the visitor to the institution. All visitors 18 years of age and older must fill out a BP-A0224 Notification of Visitor form. All unofficial visitors to the institution, including special --- activity groups, will be processed into the institution utilizing the black light stamp and should be verified with the black light at the Front Entrance prior to going past the Front Entrance sally-port area. They will have a certain area of the hand stamped with a special symbol, the symbol being --- designated daily by the Operations Lieutenant. Inmate visitors will place the stamped area under a black light before leaving the Visiting Room and prior to entering the Front Entrance sally-port. (The above applies to the FCI only.)
- D. Visitor Admittance - The Visiting Room #2 Officer --- and/or other staff entering or leaving the institution may escort inmate visitors to and from the Visiting Room. A maximum of five adults will be escorted at a time. The Front Entrance Officer will notify the Visiting Room Officers once visitors have been --- properly screened. Proper escort procedures will be used, i.e., walking alongside the visitors rather than in front of or behind at long distances.

The escorting staff member will obtain the photo identification for the visitor, and this --- identification will be maintained in the Visiting Room

until the visitor has been escorted to the front entrance upon termination of the visit. The escorting staff member will check each visitor's hand stamp with a black light and photo identification prior to departure. This check will be conducted before the visitor enters the Front Entrance building. (The above applies to the FCI only.)

Camp Visiting Room Officers will obtain the photo identification from the visitor and maintain the identification until termination of the visit. All visitors for the FCI or the Camp must submit a completed Notification of Visitor form, BP-A224.022, located at the Front Entrance and the entrance to the Visiting Room of the Camp.

E. Supervision of Inmates

1. No money may be accepted for deposit to an inmate's account by any staff member.
2. All visitors will be given a copy of the Visiting Rules and Regulations. Violations will be documented and forwarded to the Unit Team and may result in loss of visiting privileges. All children under the age of 16 years must be accompanied by an adult family member both at the FCI and the Satellite Prison Camp.
3. The inmate and his respective visitors will ensure that children visit in a quiet, orderly manner and will maintain direct supervision over them at all times. Children will not be allowed to wander around the Visiting Room. Failure to maintain children under control may result in termination of the visit. A children's play area is provided at the FCI, which consists of a small area with a television. Inmates are not allowed in the children's play area.
4. No articles or gifts will be accepted for an inmate. (Legal documents from an attorney may be considered if prior approval has been received from the Unit Manager).
5. Visitors will not be allowed to bring food,

packages, wrist watches, purses, cosmetics, billfolds, cell phones, pagers, or extra articles of clothing into the Visiting Room. The only exception will be baby bottles, sealed jars of baby food, and diapers. Prescribed medication will be allowed, such as nitroglycerine and asthma inhalants, but this medication must be declared to the Front Entrance Officer, whereupon he/she will notify the Visiting Room Officer that these items are in the visitor's possession and are to be retained by the visitors, not the staff.

Visitors may be allowed to bring into the institution one (1) small clear (see-through) plastic purse and one (1) larger clear (see-through) bag for diapers, baby bottles, and baby food. Neither may exceed one (1) gallon in size. Money (\$40.00, nothing larger than a \$5.00 bill).

6. The inmate shall not take anything into the Visiting Room except the following items: One (1) regular comb, one handkerchief, prescription eyeglasses, wedding band, unit-approved legal materials, and essential medication, such as nitroglycerine, may be permitted when authorized by the Chief Medical Officer or Health Services staff. RDAP inmates have been assigned colored wristbands in the following colors: White, Green, Yellow, Red, Blue, Purple, and Black, with each color symbolizing progressive stages in the program with white being DAP WAIT and black being RDAP Mentor. Inmates participating in this program are required to wear the wristbands at all times and this will be taken into account during visitation.

When such authorization is made, a notation to this effect should be made on the inmate's visiting record. Inmates will not be allowed to return to the compound with any item not on their person at the beginning of the visit. Religious medals will NOT be allowed to be worn into the Visiting Room by inmates. All inmates will be identified by their commissary card and searched prior to entering the Visiting Room. They will be

escorted to the Visiting Room Officer's desk and again be identified by their commissary card. The card will be held by Visiting Room staff until the visit is completed.

7. At the completion of the visit and/or the close of the visiting day, all inmates will again be identified by their commissary card. The inmate will have his commissary card returned to him. This identification will take place prior to the visitor being allowed to exit the Visiting Room.
8. In the secure institution, all departing inmates will be visually searched. Camp inmates will receive a pat search with a minimum of five random visual searches conducted throughout visitation. The Camp Officer will assist with supervision of visitation and/or visual searches.

7. **GENERAL GUIDELINES:**

- A. The use of cameras or recording equipment is strictly prohibited, unless there is prior written authorization from the Warden.
- B. The institution does not have available waiting facilities. No visitors will be permitted to wait in the parking lot or remain on institution grounds after a visit is denied or terminated. Individuals driving visitors to the institution must depart the institution grounds during the actual visit. Information concerning local transportation is available at the Front Entrance Officer Desk.
- C. The institution does not have available storage areas. Visitors will secure items not authorized in the visiting room in their vehicle (i.e., cell phones, car keys, handbags, etc.).

8. **INMATE DRESS:** Inmates are required to wear issued khakis or fatigue clothing that is in clean and neat condition. Shirts must be worn and tucked in. The only authorized undershirt will be the institutional issued, short sleeved, brown tee shirt. Inmates must be properly groomed, and no inmate will be admitted into the visiting area if his neglect of the ordinary requirements of personal hygiene

would offend others. If a soft shoe permit requires soft shoes to be worn during visiting hours, institution bus shoes will be utilized. Tennis shoes will not be allowed in the FCI Visiting Room. Only issued institution shoes will be worn in the Visiting Room. Inmates at the Satellite Prison Camp are authorized to wear tennis shoes while visiting.

9. **VISITOR DRESS:** The following clothing will not be permitted into the Visiting Room. Questionable attire will be referred to the Operations Lieutenant and/or Institution Duty Officer.

- 1) No shorts, except for children 10 years old and younger.
- 2) No micro or mini-skirts.
- 3) No hems or slits on skirts above the knee. (skirt must touch the top of the knee cap)
- 4) No see-through apparel.
- 5) No halter tops, tank tops, tube tops, or shawls.
- 6) No spandex pants or leggings.
- 7) No torn or ripped clothing.
- 8) No apparel with vulgar or sexually explicit logos.
- 9) No khaki colored clothing that resembles inmate clothing or camouflage clothing.
- 10) No open toed shoes or sandals for adult visitors.

A sheer blouse may be worn only if another shirt-type garment is worn underneath. The undergarment may not be tight or revealing. Necklines and sleeveless shirts must fit where there are no undergarments showing.

10. **PRETRIAL/HOLDOVER/DETAINEE PROCEDURES:** The procedures specified in this Institution Supplement apply to all inmates housed at FCI Bastrop, Texas.

The Warden may limit to the immediate family of the inmate visits during the admission-orientation period or for holdovers where there is neither a visiting list from a transferring institution, nor other verification of proposed visitors.

11. **RECORD OF VISITORS:** The Warden shall maintain a record of visitors to each inmate. The visitor's signature may be required on that record and shall be required on at least one visiting log or record maintained by the institution.



12. **VISITING PROGRAM INOPERABLE**: In the event of a power outage or the local area network (LAN) becomes inoperable, staff will contact the respective unit team for approval verification via the visiting list maintained in the inmate's central file. In the event the visiting program becomes inoperable, staff may access a hard copy (.pdf) file by utilizing the visiting room back-up icon on the Front Lobby computer.
13. **TRANSLATION**: This Institution Supplement shall be translated into the Spanish language.
14. **EFFECTIVE DATE**: This Institution Supplement is effective upon issuance.

Approved by:

  
\_\_\_\_\_  
G. Rosalez  
Warden

**DISTRIBUTION**:

Warden  
Associate Warden  
Executive Assistant/Satellite Operations Administrator  
Department Heads  
Local AFGE 3828

FEDERAL CORRECTIONAL INSTITUTION  
BASTROP, TEXAS

ATTORNEY-CLIENT FORM

I, \_\_\_\_\_,  
a licensed attorney in the State of \_\_\_\_\_,  
with offices at

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

visiting \_\_\_\_\_, on \_\_\_\_\_,

20\_\_\_\_ agree that my visit with this inmate is for the purpose  
of facilitating the attorney-client relationship and for no  
other purpose. I understand that use of recording devices must  
be approved by the Warden prior to the visit taking place, and  
any tape recording or other recording made by me (with prior  
approval) will be used only to facilitate this relationship.

\_\_\_\_\_  
Signature

cc: Inmate Central File

**VISITING RULES AND REGULATIONS  
FEDERAL CORRECTIONAL INSTITUTION  
BASTROP, TEXAS**

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**Title 18, United States Code, Chapter 87, Section 1791, provides that: "WHOEVER, CONTRARY TO ANY RULE OR REGULATION PROMULGATED BY THE ATTORNEY GENERAL, INTRODUCES OR ATTEMPTS TO INTRODUCE INTO OR UPON THE GROUNDS OF ANY FEDERAL PENAL OR CORRECTIONAL INSTITUTION OR TAKES OR ATTEMPTS TO TAKE OR SEND THEREFROM ANY THING WHATSOEVER, SHALL BE IMPRISONED NOT MORE THAN TWENTY YEARS."**

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Visiting will be allowed on Friday (SHU), Saturday, Sunday, and Monday, all legal holidays from 8:00 a.m. to 3:00 p.m. VISITORS ARE PROHIBITED FROM ENTERING THE PREMISES PRIOR TO 8:00 A.M. There will be no visiting Tuesday through Friday for the general population. However, should a legal holiday fall Tuesday through Thursday, the Warden will make a determination as to whether or not visiting will be authorized. No visitors will be processed after 2:00 p.m.

Each inmate is allotted eight (8) points on the first of every month; one (1) point will be charged per visit on Mondays, and two (2) points will be charged per visit on weekends and holidays from the total allotted points (remaining points will not be carried over into the next month); a maximum of five (5) visitors per inmate, to include all children regardless of age, will be allowed.

All visitors must be on the inmate's approved visiting list and must produce valid photo identification upon arrival to the institution before the visit will be allowed, i.e., driver's license or other current Federal or State photo identification. Social security cards, credit cards, birth certificates, etc. are not acceptable forms of identification. Persons not approved as visitors who drive or accompany approved visitors will not be permitted entrance to the institution. These persons must leave the institution property while waiting for approved visitors to depart. Information concerning local transportation is available at the Front Entrance Officer Desk.

Visitors will not be allowed to bring gifts, articles, packages, cosmetics, purses, billfolds, or items of clothing for an inmate into the Visiting Room. In all instances, a visitor is required to pass a metal detector screening. All personal articles are subject to search. In some instances, a visitor is subject to search before being allowed to visit. Money to be placed in the inmate's commissary account must be mailed to the national lockbox. Rest rooms are provided in the Visiting Room for your convenience. Refreshments may be obtained from the vending machines in the

Visiting Room. Money (**\$40.00, nothing larger than a \$5.00 bill**) allowed for the vending machines can be placed in a clear plastic container or in the visitor's pocket. Please use the appropriate receptacles to dispose of your trash. Visitors are expected to dress within the bounds of good taste while visiting the institution. No shorts (except children 10 years old or younger); no micro or mini- skirts; no hems or slits above the knee; no see-through apparel; no halter tops, tank tops, tube tops or shawls; no spandex pants or leggings; no torn or ripped clothing; no khaki colored clothing that resembles inmate clothing or camouflage clothing; no open-toed shoes or sandals for adult visitors; and no apparel with vulgar or sexually explicit language or logos will be permitted into the visiting room. Visitors who are inappropriately dressed, as determined by staff, will be denied visiting privileges.

Physical contact is limited to a kiss and embrace, within the bounds of good taste, upon entering and at the termination of a visit. Violations will be grounds for termination of visits.

All children under the age of 16 must be accompanied by an adult family member. Children must be a family member of the inmate that is being visited. You as the adult will be responsible for the supervision of children to ensure children visit in a quiet, orderly manner, and must be under your supervision at all times. Children are not permitted to wander around the Visiting Room. Only enough diapers to meet the needs will be permitted into the Visiting Room. Only unopened baby food items and formula bottles will be permitted into the Visiting Room. Formula bottles will be empty upon entry to the visiting room.

The Visiting Room capacity is 170 persons. Should this capacity be exceeded, it will be necessary to terminate visits. Termination will be based on length of distance traveled to visit, frequency of visits, and the time the visitor(s) arrived.

Visitors who are on prescribed medications will be permitted to carry only that quantity necessary to consume during the visit into the Visiting Room. Persons using nitroglycerin tablets will be permitted to carry those tablets on their person.

Visitors will not be permitted to bring animals onto the institution grounds, except for animals that assist persons with disabilities. The visitor must provide staff with certification that the animal is trained for that purpose.

Cameras, cell phones, pagers, recording devices, MP-3 players, wrist watches, portable computers, USB computer devices, or other wireless communications or telecommunications devices, will not be permitted.

The administration and staff at FCI Bastrop have every desire to

make your visit as pleasant as possible. Should you have any questions concerning the visiting procedures, please feel free to contact the Visiting Room Officer or the Front Entrance Officer.

The institution is not responsible for lost or damaged articles left in your vehicle on institution grounds.

I have read and understand and agree to abide by these instructions if approved as a visitor to FCI Bastrop, Texas.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**RETURN THIS FORM TO:**

Federal Correctional Institution  
P.O. Box 730  
Bastrop, Texas 78602

**SPECIAL NOTE:** To reach FCI or SCP Bastrop from Austin, Texas, (1) take Highway 71 East to Highway 95 (in Bastrop) and follow Highway 95 North, approximately six miles, to the institution entrance or (2) take Highway 290 East from Austin to Highway 95 (in Elgin) and follow Highway 95 South, approximately nine miles, to the institution entrance.

**LOCAL TRANSPORTATION:**

Airport Shuttle & Taxi (512) 303-5505  
Austin Yellow Cab (512) 452-9999 or [www.yellowcabaustin.com](http://www.yellowcabaustin.com)  
Lone Star Limousine (512) 990-8482

For additional information, contact FCI Bastrop at (512) 321-3903.

**VISITING RULES AND REGULATIONS  
SATELLITE PRISON CAMP  
FEDERAL CORRECTIONAL INSTITUTION  
BASTROP, TEXAS**

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Title 18, United States Code, Chapter 87, Section 1791, provides that: "WHOEVER, CONTRARY TO ANY RULE OR REGULATION PROMULGATED BY THE ATTORNEY GENERAL, INTRODUCES OR ATTEMPTS TO INTRODUCE INTO OR UPON THE GROUNDS OF ANY FEDERAL PENAL OR CORRECTIONAL INSTITUTION OR TAKES OR ATTEMPTS TO TAKE OR SEND THEREFROM ANY THING WHATSOEVER, SHALL BE IMPRISONED NOT MORE THAN TWENTY YEARS".

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Visiting will be allowed on Saturdays and Sundays from 8:00 a.m.-- to 3:00 p.m. Visiting may occur on legal holidays. The Warden will make a determination as to whether or not visiting will be authorized on all legal holidays. **VISITORS ARE PROHIBITED FROM ENTERING THE PREMISES PRIOR TO 8:00 A.M.** No visitors will be processed after 2:00 p.m.

All visitors must be on the inmate's approved visiting list and must produce valid photo identification upon arrival to the institution before the visit will be allowed, i.e., driver's license or other current Federal or State photo identification. Social security cards, credit cards, birth certificates, etc. are not acceptable forms of identification. Persons not approved as visitors who drive or accompany approved visitors will not be permitted entrance to the institution. These persons must leave the institution property while waiting for approved visitors to depart. Information concerning local transportation is available at the Front Entrance Officer Desk.

Visitors will not be allowed to bring gifts, articles, packages, cosmetics, purses, billfolds, or items of clothing for an inmate into the Visiting Room. In all instances, a visitor is required to pass a metal detector screening. All personal articles are subject to search. In some instances, a visitor is subject to search before being allowed to visit. Money to be placed in the inmate's commissary account must be mailed to the national lockbox.

Rest rooms are provided for your convenience. Refreshments may be obtained from the vending machines in the Visiting Room. Money (**\$40.00, nothing larger than a \$5.00 bill**) allowed for the vending machines can be placed in a clear plastic container or in the visitor's pocket. Please use the appropriate receptacles to dispose of your trash. Visitors are expected to dress within the bounds of good taste while visiting the institution. No shorts

(except children 10 years old or younger); no micro or mini-skirts; no hems or slits above the knee; no see-through apparel; no halter tops, tank tops, tube tops or shawls; no spandex pants or leggings; no torn or ripped clothing; no khaki colored clothing that resembles inmate clothing or camouflage clothing; no open-toed shoes or sandals for adult visitors; and no apparel with vulgar or sexually explicit language or logos will be permitted into the visiting room. Visitors who are inappropriately dressed, as determined by staff, will be denied visiting privileges.

Physical contact is limited to a kiss and embrace, within the bounds of good taste, upon entering and at the termination of a visit. Violations will be grounds for termination of visits.

All children under the age of 16 must be accompanied by an adult family member. Children must be a family member of the inmate that is being visited. You as the adult will be responsible for the supervision of children to ensure children visit in a quiet, orderly manner, and must be under your supervision at all times. Children are not permitted to wander around the Visiting Room. Only enough diapers to meet the needs will be permitted into the Visiting Room. Only unopened baby food items and formula bottles will be permitted into the Visiting Room. Formula bottles will be empty upon entry to the visiting room.

The Visiting Room capacity is 105 persons. Should this capacity be exceeded, it will be necessary to terminate visits. Termination will be based on length of distance traveled to visit, frequency of visits, and the time the visitor(s) arrived.

Visitors who are on prescribed medications will be permitted to carry only that quantity necessary to consume during the visit into the Visiting Room. Persons using nitroglycerin tablets will be permitted to carry those tablets on their person. Visitors will not be permitted to bring animals onto the institution grounds, except for animals that assist persons with disabilities. The visitor must provide staff with certification that the animal is trained for that purpose.

Cameras, cell phones, pagers, recording devices, MP-3 players, wrist watches, portable computers, USB computer devices, or other wireless communications or telecommunications devices, **will not be permitted.**

The administration and staff at the FCI Bastrop, Satellite Prison Camp, have every desire to make your visit as pleasant as possible. Should you have any questions concerning the visiting procedures, please feel free to contact the Visiting Room Officer.

The institution is not responsible for lost or damaged articles left in your vehicle on institution grounds.

I have read and understand and agree to abide by these instructions if approved as a visitor to FCI Bastrop, Texas.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**RETURN THIS FORM TO:**

Federal Correctional Institution  
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Bastrop, Texas 78602

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