



# Institution Supplement

**NUMBER:** ENG 5267.09c  
**DATE:** June 27, 2018  
**SUBJECT:** Visiting Regulations  
(FCI/SCP/DC)

1. PURPOSE AND SCOPE: To establish and implement visiting procedures for the FCI, DC, and SCP. FCI Englewood encourages visiting by family, friends, and community groups to maintain the morale of the inmate and to develop closer relationships between family members.

The Warden and or designee has the authority to restrict or suspend an inmate's visiting privileges, when there is reasonable suspicion that the inmate has acted in a way that would indicate a threat to the good order or security of the institution.

2. DIRECTIVES AFFECTED:

Program Statement 5267.09, Visiting Regulations, dated December 10, 2015, is referenced.

Program Statement 5510.15 Searching, Detaining, or Arresting Visitors to Bureau Grounds or Facilities, dated July 17, 2013.

Program Statement 5522.02 Ion Spectrometry Device Program dated April 1, 2015.

Program Statement 5500.14, CN-1 Correctional Service Procedure Manual dated August 1, 2016, is referenced.

Institution Supplement ENG 5267.09a, Visiting Regulations (FCI/DC/SCP), dated August 15, 2016, is superseded.

3. STANDARDS REFERENCED:

ACA STANDARDS for ADULT CORRECTIONAL INSTITUTIONS, 4<sup>TH</sup> EDITION

REFERENCED: 4-4267, 4-4285, 4-4156, 4-4498 through 4-4504

4. VISITING ROOM: All social and legal visits will take place in the visiting rooms of the FCI and the DC with the exception of inmates housed in Special Housing Unit. Visitors and inmates will be assigned seating by the Visiting Room Officer upon entering the visiting room. All social visits at the SCP will take place in the multipurpose room. Legal visits will occur in the multipurpose room during normal visiting hours. When an attorney must visit with an inmate during non-visiting hours, the visit will occur in the assigned Camp day

during non-visiting hours, the visit will occur in the assigned Camp day room upon approval of a Unit Team member.

5. IDENTIFICATION OF VISITORS: At the FCI and DC all visitors will be screened in and must sign in the visitor logbook. All visitors age 16 and over will be required to provide valid picture identification before entering the visiting room. Visitors approved identification includes a **valid** driver's license, state identification card, military identification, and passport or U.S immigration card. Matricular identification cards issued by the Mexican Consulate are not considered as valid for entrance.

6. VISITING TIMES:

There is no social visiting on Monday, Tuesday, Wednesday, or Thursday at the FCI, DC, or SCP facilities, with the exception of Federal Holidays.

A. FCI General Population and Special Housing Unit Visiting Hours:

Friday	5:00 p.m. to 9:00 p.m.
Saturday, Sunday, and Holidays	8:30 a.m. to 3:30 p.m.

Visiting processing will be closed from 9:30 a.m. to 11:00 a.m. for count.

B. SCP Visiting Hours:

Friday	5:30 p.m. to 9:30 p.m.
Saturday, Sunday, and Holidays	8:30 a.m. to 9:45 a.m. *11:30 a.m. to 3:30 p.m.

\*On Saturday, Sunday, and Holidays, visiting will be closed from 9:45 a.m. to 11:30 a.m. for count and the brunch meal. Visitors are expected to leave the institution grounds and return after 11:30 a.m.\*

C. DC Visiting Hours:

A Unit inmates will visit on odd days  
B Unit inmates will visit on even days

Friday	5:00 p.m. to 9:00 p.m.
Saturday, Sunday, and Holidays	8:30 a.m. to 3:30 p.m.

Visiting processing will be closed from 9:30 a.m. to 11:00 a.m. for count.

All Federal holidays will be split between both units. A Unit

will visit from 8:30 a.m. to 12:00 p.m. and B Unit will visit from 12:00 p.m. to 3:30 p.m., with a maximum visiting time limit of one hour.

7. FREQUENCY OF VISITS AND NUMBER OF VISITORS:

- A. FREQUENCY: FCI and SCP Inmates will be allowed a total of 40 points per month. One point will be charged for each hour on Monday & Fridays and two points will be charged for each hour on weekends and holiday visits. At the FCI, DC, and SCP any visit exceeding 15 minutes is considered a full hour. Legal visits will not be counted towards the point total.

When an inmate has reached his point total for the month and wants additional time, he must submit an "Inmate Request to Staff" form to the Unit Manager for consideration, stating the visitor's name and the reason for the visit.

Due to space limitations, Special Housing Unit visits will be limited to (1) one hour visit with a maximum of two visitors, per visiting day. DC inmates will be allowed one, two-hour visit per visiting day.

- B. NUMBER OF VISITORS: At the FCI/SCP/DC, due to limited visiting space, inmates will be allowed only three adult visitors per visit. Visits in the Special Housing Unit are limited to two visitors. Children 16 years of age and older will be counted as an adult visitor. Small children not yet walking will not be counted toward the total. Requests to have more than three persons for a visit should be submitted on an "Inmate Request to Staff" form through Unit Team. The Unit Manager is the final approving official.

If overcrowding becomes an issue, the Operations Lieutenant, in conjunction with Institutional Duty Officer (IDO), will be contacted to approve early termination of visiting, giving consideration to those visitors who are not considered from the commuting area. The Institutional Duty Officer will complete the "Visiting Denial" form (Attachment D) when a visit is terminated.

8. REGULAR VISITORS: At the FCI and SCP, in addition to immediate family members and relatives, an inmate may request up to 10 friends to be added to his visiting list. Non-immediate family members shall be subject to a background investigation prior to visitation. Immediate family is classified as one of the following: mother, father, step-parents, foster parents, siblings, spouse, and children. The inmate must have known all proposed visitor(s) prior to incarceration. Any exceptions to the above visitors must be approved by the Warden or designee.

Common-law relationships will be recognized as a spouse; however, they must have proof of common-law status. A "Declaration of Common-Law Marriage" is acceptable when both parties have notarized signatures and the document is filed with the Department of Motor Vehicle (DMV). Other acceptable documentation of common-law status includes joint rental contracts, automobile titles, etc.; with both names on them. Any inmate who creates the common-law marriage simply for visitation privileges may be subject to disciplinary action and/or restriction of visiting privileges. An inmate who does not have a legal spouse, but there is an individual with whom the inmate has been co-habiting, and there is documented evidence the relationship was similar to that of a spouse, that individual may be approved for visiting. The pre-existing relationship must be documented, which may include names on a lease, birth certificates of children, common address on a driver's license, etc.; and be subject to the normal screening procedures prior to approval.

9. VISITORS LIST AND DISTRIBUTION OF GUIDELINES TO VISITORS: Each inmate will have an approved visiting list in the computer file at the Front Lobby. Unit Staff are responsible for maintaining up-to-date information in the visiting file. Additionally, following sanctions by the DHO which include Loss of Visiting; the Unit Team Counselor will enter the imposed sanction into the BOPWare visiting program. Visiting Room Officers will maintain each inmate's points on the computer at the OIC's desk when an inmate receives visits. The Visiting Room Officers will maintain an Inmate Property Log which will be filled out when an inmate enters the visiting room. At the end of the visit the property will be accounted for.

Inmates arriving at the FCI/SCP/DC will be afforded the opportunity to submit an initial request for visitors at any time. Thereafter, inmates will be permitted to change their visiting list once each quarter; January, April, July, and October. DC inmates will only be authorized to place immediate family members on their visiting list. All DC visitors are subject to an NCIC background investigation prior to visitation.

Inmates will submit names of prospective visitors to their Correctional Counselor. The Counselor is responsible for preparation and approval of all visiting lists. The lists will include addresses as well as phone numbers if known. Social Security numbers and birth dates should also be added for further identification. The Counselor may require complete information before accepting the visiting request form. It is the inmate's responsibility to inform visitors when they have been added on their approved visiting list.

Once approved by staff, the approved record of visitor's form will be produced in triplicate. One copy will be maintained in Section 3 of the inmate's Central File, a copy given to the inmate, and a copy

forwarded to the Front Lobby. The Front Lobby's approved record of visitors will serve as a back-up record for the visiting computer program.

The Counselor will be responsible for initiating and updating visiting records and notifying inmates if the visitors are approved or disapproved. Ordinarily, no one will be permitted to visit an inmate if they are not on the inmate's approved visiting list prior to arrival, including immediate family members. A member of the Unit Team should be contacted if a visitor is not on an inmate visiting list. The Unit Team member will evaluate the situation to determine if there are any unusual circumstances, such as visitors pending approval who are not yet keyed into the Visiting Program. It should be an extremely rare occasion when an inmate is allowed a visitor who is not on the visiting list.

Visitors shall not be on more than one inmate's visiting list. All exceptions must be approved by the Associate Warden, Programs (AW (P)). Only requests for immediate family members will be considered (i.e., mother who has two inmate sons).

Inmates may have the mother of their children added to their visiting list. However, due to space limitations and security concerns, **such visitors must bring the inmate's child with them** before being allowed to visit. Children under the age of 16 may not visit unless accompanied by a responsible adult. They may be placed on the visiting list, but this is not required if an adult is responsible for them. Ordinarily, it is expected that children entering the facility will be related to the inmate, but a visitor may be responsible for other children who are not related to the inmate.

10. SEARCHING OF VISITORS: All searches will be conducted using the guidelines set forth in Program Statement 5510.15, Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities.
  - A. Right to Refusal: A visitor who objects to any search, test, or entrance procedures has the option of refusing and leaving institution grounds, unless there is reason to detain or arrest the visitor. Staff will deny admission of a visitor into the institution, who refuses to undergo a search of person and/or effects as dictated by Bureau of Prisons policy. The Captain, SIS, Duty officer, and ADO will be notified.
  - B. Procedures for Disapproving Proposed Visitors: The Duty Officer and/or Operations Lieutenant will disapprove any visitor not in compliance with institutional visiting regulations, to include dress code and visiting room conduct. Visiting regulations are outlined in the A&O Handbook, and visitors are to be informed of the appropriate dress code and conduct by the inmate they intend to visit. Staff shall give consideration to the nature, extent,

and recentness of proposed visitor's criminal conviction in determining visiting privileges. If the Unit Team determines there are security and/or management concerns, a justification memorandum must be submitted to the Warden for approval or disapproval.

C. Termination of a Visit: The Duty Officer and/or the Operations Lieutenant will terminate a visit upon determining a visitor is in possession of, passing or attempting to pass contraband not previously detected, or is engaging in any conduct/behavior which poses a threat to the orderly/secure running of the institution.

11. Inmate's Appeal Right: The inmate has the right to appeal through the Administrative Remedy Process
12. Non-Contact Visiting: Under special circumstances the Warden may determine an inmate may receive a "Non-Contact" visit. The purpose of this visit is to limit the physical contact an inmate has with his visitor. These visits will be directly supervised by the inmate's Unit Team.
13. SPECIAL VISITS: The Unit Manager will be the final approving official for all special visits at the FCI, SCP, and DC. The total number of visitors will not exceed 6 adults per inmate, any more than 6 adults will result in the visit being divided into multiple groups. Unless otherwise noted, the requirement for the existence of an established relationship prior to confinement does not apply. Inmates must submit an "Inmate Request to Staff" form to their Correctional Counselor when they want a one-time visit from a person not on their visiting list or who is not a member of the immediate family (i.e. media visits). The potential visitor will be subject to a NCIC check. The waiting period for a special visit request is approximately 90 days. All media visits requests will be forward through Unit Team, Captain, Executive Assistant, AW (P), with final approval of the Warden.

At the FCI, SCP, and DC, the Correctional Counselor will research the legitimacy of the request and recommend it to the Unit Manager and Captain, with either approval or disapproval. The Counselor will be responsible for ensuring the appropriate Visiting Officers and Control Rooms receive a copy of the approved special visit memorandum.

- A. HOSPITAL VISITS: Family members requesting to visit a hospitalized inmate shall be approved in advance by the Warden. Family members will be required to complete a Title 18 at the hospital before visiting. Local hospital visiting regulations will be followed.
- B. LAW ENFORCEMENT INTERVIEWS: The SIS department will approve,

agencies and inmates. The SIS department will also inform the Warden and Captain of the visit.

C. RELIGIOUS VISITS: Guidelines for processing visitation requests for special visitors classified as clergy and minister of record are established:

1. MINISTER OF RECORD: An inmate requesting to receive visits from his minister of record must submit a written request to the Chaplain. Upon approval, Unit Staff will add the name and title (minister of record) to the inmate's visitor list. An inmate may only have one minister of record on his 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 visiting list and **will not count against the total number of social visits allowed.**

2. CLERGY: Visits from clergy (other than the minister of record) will be in accordance with the general visiting procedures and will count against the total number of regular visits allowed. Ordinarily, clergy visits will 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. The Warden may establish a limit to the number of minister of record and clergy visits an inmate receives each month.

D. HOLDOVER: Visits for holdover inmates will be limited to immediate family. Inmates will submit an "Inmate Request to Staff" form to their Correctional Counselor fourteen days prior.

E. BUSINESS VISITORS: When a decision must be made affecting an inmate's assets or aspects of his business, he may request a business visitor by submitting an "Inmate Request to Staff" form to his Correctional Counselor. The Correctional Counselor will research the legitimacy of the request and submit his/her findings to the Warden for approval or disapproval of the visit.

F. CONSULAR VISITORS: The Executive Assistant is responsible for coordinating the visits of consul from foreign countries.

14. WALSH ACT REQUIREMENTS: The Unit Team will evaluate all inmates on their caseload and all incoming inmates to determine if they have an inmate who has been convicted of a sex offense involving a minor (WA W CONV).

Any inmate fitting this criterion will have the following annotation placed in the visiting program under the comments section: "this

placed in the visiting program under the comments section: "this inmate was convicted of a sex offense involving a minor."

Any inmate identified as having a Walsh Act assignment involving a minor will have his/her visits closely monitored.

15. LEGAL VISITS: Upon request, legal visits may be accommodated during social visiting at the FCI, DC, or the SCP. Within the FCI and SCP, an attorney or other legal representative, shall be informed that a private room cannot be arranged for them during the social visiting hours and they may schedule a private visit through the Unit Team staff. All persons seeking a legal visit with any inmate shall be held to the same dress code and other rules governing the operations of any of the visiting rooms. DC legal visits during social visiting must correspond with the inmate's respective unit. All legal visits taking place during normal visitation hours will be coordinated through the Unit Counselor no less than 48 hours prior to the visit taking place. Approved memorandums will be placed in the appropriate control centers.

When Legal visits are conducted outside of social visiting times, a maximum of four (4) legal visits will be conducted at the same time. Once the three legal rooms have been utilized a fourth visit may be allowed in the social visiting area. When using the designated legal rooms, the inmate along with their attorneys will be secured until completion of their visit. Phones are located in all three rooms to allow attorneys to notify staff of the completion of their visit or to request assistance.

Legal visits for DC inmates, who are housed at the FCI in the Special Housing Unit (SHU), will be coordinated by the DC unit team and the inmate's attorney. An inmate should notify his attorney when he is placed in SHU to facilitate a smooth transition.

Unit Team Staff, but primarily the inmate's Counselor, shall ensure that legal visits are coordinated and conducted in a timely and orderly fashion. Attorneys will be processed as legal visitors upon showing proof of good standing with any bar in the United States. Persons claiming the status of an attorney which cannot be confirmed, or whose status originates from a foreign sovereign state, shall be referred to the Legal Assistant for confirmation of their status. Attorneys will be required to complete the **Visiting Attorney Statement**, in accordance with Program Statement 1315.07, Inmate Legal Activities, and Attachment D. This form will be completed once for each inmate visited. The **Application to Enter Institution as Representative**, Program Statement 1315.07, Attachment F, will be completed by any non-attorney person who is employed by, or is acting on behalf of the attorney, e.g. paralegal, legal secretary, etc. This form will be completed by the person(s) seeking entry on behalf of the attorney, shall be signed by the attorney, and finally

reviewed by a member of the inmate's Unit Team before the non-attorney is permitted legal visitation privileges. Upon the approval of legal visitation privileges for a non-attorney, the Unit Team shall notify visiting room personnel of the approval. Visiting room personnel shall develop and maintain a logbook, listing the non-attorneys who have been granted legal visitation status. This log shall list the person(s) granted this status, the date upon which it was granted, and the name of the approving staff member.

Legal documents may be exchanged between the attorney and the inmate they are visiting during the legal visit. The attorney may not; however, be permitted to give any materials to inmates who they do not represent and are not visiting. The documents brought into the visiting room by the inmate, and those given to the inmate by the attorney or other legal representative, shall be searched for contraband, but shall not be read by staff.

Unless immediately necessitated by concerns for the safe and continued orderly running of the institution, the above noted legal visitation privileges shall not be denied or suspended before notifying the Operations Lieutenant. Using the chain of command, and as soon as possible, the Operations Lieutenant shall notify the IDO, AW (P) and/or the Warden, if he believes any of these privileges should be denied or suspended.

16. VISITS FOR INMATES HOUSED IN SPECIAL HOUSING: Upon notification of a visit for an inmate housed in the Special Housing Unit (SHU), the inmate will be escorted from his cell to holding cell on B-range. A visual search will be conducted and the inmate's clothing will be collected and set aside. Once cleared, the inmate shall be dressed out in new clothing. SHU staff will apply required restraints to the inmate and then escort the inmate to the SHU visiting room.

Once in the SHU visiting room, the SHU restraints will be removed. The SHU staff escorting the inmate will fill out the visual search log for the search conducted in the SHU holding cell.

Upon completion of the SHU inmate's visit, SHU staff will conduct a visual search of the inmate. SHU Staff will escort the inmate to his assigned cell and notify VR2 to escort the visitors to lobby. Once in the holding cell, the inmate will be given his original jumpsuit to change back into and returned to his cell.

17. VISITING ATTIRE FOR INMATES AND VISITORS:

A. INMATES: Only institution issued clothing (shirts, pants, shoes) and boots purchased in the commissary are allowed in the visiting room. Shirts must be buttoned and tucked into the pants. Only a handkerchief, plastic comb, wedding band, approved religious medal/chain and headgear, and prescription

eyeglasses are allowed to be brought into the visiting room by inmates. A permit stating the inmate requires soft shoes must be validated by Health Services before entering the visiting room. Refer to Attachment B for FCI/DC inmates and Attachment C for SCP inmates.

- B. VISITORS: No controversial/objectionable gang, obscene, drug and alcohol designs, messages or profanity on clothing.

No camouflage, solid tan or green, or orange clothing or grey sweat suits.

Shoes are required. In the event the Screening Officers find a visitor's footwear to be questionable, the Lieutenant will be contacted to provide clarification on the footwear being allowed into the visiting room.

Visitors are not to wear any garment which unduly exposes the shoulders, chest, back, stomach, midriff, and/or underarm. Necklines must be within two inches of notch of neck.

Clothing made of sheer, transparent, net or mesh materials are not allowed.

Clothing designed or intended to be tightly worn (i.e. body hugging), to excessively accent the body, e.g., spandex, tights, leggings, tank tops, etc. is not allowed.

Appropriate undergarments are required, and should not be visible.

Dresses, skirts, jumpers, culottes, and shorts shall not be worn if more than 1 inch above the kneecap when standing (approx. touching top of knee), this includes dresses/skirts with slits. Wrap-around clothing will not be allowed.

Visitors are not to wear hats into the visiting area, to include shirts and sweat shirts with hoods, except for religious hats or headgear; gloves, scarves, or outer garments, such as topcoats, raincoats, jackets, and similar inclement weather attire will not be permitted within the visiting area. Any areas in question will be referred to the Operations Lieutenant for clarification.

Footwear: No Croc style shoes will be permitted in the DC.

No watches or electronic devices allowed.

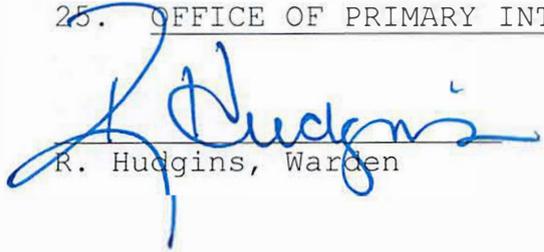
When a visitor is processed into the visiting room, they will

18. TERMINATION OF VISITS: When the visiting room reaches seating capacity, the #1 Visiting Room Officer will consult with the Operations Lieutenant/IDO prior to terminating any visits. The Operations Lieutenant/IDO will be responsible for terminating visits at the FCI, DC, and SCP.

Factors such as the distance a visitor has traveled, frequency of visits, relationship of visitors to inmate, and the frequency of visits received by the inmate will be considered when determining who will be allowed to visit. Ordinarily, visiting privileges of inmates with local visitors will be terminated first. Distance to the institution will determine other terminations. If additional space is needed, visits of those individuals who have been visiting the longest will be terminated. Staff should try to avoid terminating visits of those individuals who traveled from out of state.

The IDO will complete the "Visiting Denial" form (Attachment D) when a visit is terminated.

19. MONITORING: The Institution Duty Officer (IDO) will tour the visiting room each visiting day during their tour of duty. In addition, the IDO is to ensure other institutional activities are maintained without unnecessary or extended interference from the inmate visitors.
20. PRISONER VISITATION PROGRAM: If an inmate is unable to receive social visits, not due to disciplinary reasons, he may contact the Chaplain who will arrange visits with a volunteer for him. Inmates will not be charged points for these visits, or for clergy visits.
21. DIRECTIONS AND PHYSICAL ADDRESS: Refer to Attachment A for FCI, DC, and SCP inmates.
22. VISITING PROGRAM INOPERABLE: See Attachment B regarding procedures of power loss to the visiting program at the FCI/DC. Attachment C will list procedures for power loss at the SCP.
23. STORAGE OF PERSONAL PROPERTY: See Attachment B regarding the storage of personal items at the FCI/DC. Attachment C displays information regarding storage of personal items at the SCP.
24. EFFECTIVE DATE: This supplement is effective upon issuance.
25. OFFICE OF PRIMARY INTEREST: Correctional Services

  
R. Hudgins, Warden

**DISTRIBUTION:**

Warden	Manager, UNICOR	Inmate Law Library
AW (O)	Department Heads	Duty Officer
AW (P)	Lieutenants	File Control Center
A.F.G.E.	Executive Assistant	

DIRECTIONS AND PHYSICAL ADDRESS TO FCI/DC/SCP ENGLEWOOD

The Federal Correctional Institution is located southwest of Denver, in Littleton, Colorado. The exact address of the institution is 9595 West Quincy Avenue, Littleton, Colorado, 80123 (303-985-1566 main switchboard). The institution is located south of Hampden Avenue (also known as route #285) approximately 1 mile.

Exit south off Hampden onto Wadsworth Avenue or Kipling Avenue to get to the institution. At the intersection of Wadsworth Avenue and Quincy Avenue turn west (towards the mountains) and drive approximately 1 ½ miles. The institution will be on the north side of Quincy. At the Kipling and Quincy Avenue intersection, the institution can be seen just to the east (away from the mountains).

Denver International Airport is located on the northeast side of Denver and FCI Englewood is approximately 50 miles from the airport. Directions from the airport: Take Pena (airport) Boulevard south, to I-70 west, to Wadsworth south, to Quincy west or Kipling south, to Quincy east. An alternate route from the airport: Take Pena Boulevard south, to I-70 west, to C-470 south, to Quincy east.

LODGING AND TRANSPORTATION:

FCI Englewood is located in the metropolitan area of Denver, Colorado, and many lodging accommodations exist. There are several hotels/motels located within a five mile radius of FCI Englewood. Please refer to the yellow pages for most current lodging and transportation information.

VISITING ROOM PROCEDURES/REGULATIONS - FCI/DC

This attachment is to be posted in the Lobbies and Visiting Rooms.

1. VISITORS: All visitors must be approved by the inmate's Unit Team staff before being allowed to visit. The only exception would be inmates who have been recently committed to FCI Englewood within the last week, and then immediate family members (mother, father, step-parents, foster parents, brothers and sisters, spouse, and children) may be allowed. Common-law relationships are recognized with proof of status. Due to limited visiting space, inmates will be allowed only three persons per visit. Children 16 years of age and older will be counted as an adult visitor. Small children not yet walking will not be counted toward the total.
2. CONDUCT: Inmates and their visitors are accountable to conduct themselves in such a manner as to not bring suspicion nor discredit upon themselves or be disruptive or offend the sensibilities of other visitors. Visitors and inmates are required to obey all staff instructions and to comply with all visiting room regulations.
3. DENIAL OF VISIT: Any inmate or visitor that violates the rules and regulations of the visiting room may be denied future visits. In addition, legal action may be initiated for specific rule and regulation violations taken against inmates and/or visitors. Inmates are **not permitted** to receive anything from a visitor or give anything to a visitor during a visit. Visiting Room staff will not accept any articles or monies for inmates.
4. INTAKE: When visitors come to the institution, they will have to complete the following procedures before being admitted:
  - A. Sign the Visitor's Log Book (visitor's name, date, time of arrival, name of inmate visiting). **Note**: Visitors are required to sign this log book upon departure.
  - B. Read and sign the Notification to Visitor Form. This form informs visitors of Title 18 U.S.C. 1791 and 3571, which is the penalty for bringing upon institution grounds any firearms, destructive devices, ammunition, other objects designed to be used as a weapon, narcotic drugs, controlled substances, alcoholic beverages, currency, or any other objects without the knowledge and consent of the Warden.
  - C. Pass through the walk-through metal detector successfully. Any items (e.g. purses) staff cannot search thoroughly will not be allowed. Visitors can return and lock them in their vehicles. Small lockers are provided for visitors in the Front Lobby to store items during visiting.

**WARNING**: The institution is not responsible for any items missing or stolen from lockers. All bags entering the facility must be clear.

5. BREAST FEEDING: A new statutory change allows a woman to breastfeed in a Federal building or on Federal property if the woman and her child are authorized to be present at the location. Based on this law, breastfeeding will be permitted in the visiting room. It is expected the female visitors will use appropriate discretion in opting to breastfeed their infants in the visiting rooms. At a minimum, the female visitor will drape her infant and chest with clothing so there will be minimal chance of an exposed breast. If however, the breastfeeding 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 and further actions may be considered. Visitors will be allowed to bring (2) jars of commercially packed baby food (unopened), two (2) clear plastic baby bottles (empty), and one (1) baby formula (unopened). Once in the visiting room, the formula may be opened and placed in the bottle. No glass bottles or containers will be allowed into the visiting room. Diapers are limited to three (3) and one (1) package of unopened baby wipes. One change of clothing and a blanket will be permitted for new born babies. Visitors may bring one (1) medium clear plastic container/bag no larger than 12" X 16" to carry the above mentioned authorized items.

6. IDENTIFICATION: All visitors will be required to present one valid photo identification (driver's license - passport) with signatures. Note: Children under the age of 16 will not be required to present identification; however, they must be accompanied by a parent, legal guardian. Proposed visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian, or immediate family member at least 18 years of age, must have the written approval of a parent, legal guardian, or immediate family member at least 18 years of age prior to visitation.

Visitors who appear to be, or are intoxicated or under the influence of narcotics will be denied admittance and will be asked to leave institutional property.

7. VISITING ROOM ATTIRE: Any areas in question will be referred to the Operations Lieutenant for clarification.

- A. No controversial/objectionable gang, obscene, drug and alcohol designs, messages or profanity on clothing.
- B. No camouflage, solid tan or green, or orange clothing or grey sweat suits.
- C. Shoes are required. In the event the Screening Officers find a visitor's footwear to be questionable, the Lieutenant will be contacted to provide clarification on the footwear being allowed into the visiting room.
- D. Visitors are not to wear any garment which unduly exposes the shoulders, chest, back, stomach, midriff, and/or underarm. Necklines must be within two inches of notch of neck.

- E. Clothing made of sheer, transparent, net or mesh materials are not allowed.
  - F. Clothing designed or intended to be tightly worn, to excessively accent the body, e.g., spandex, tights, leggings, tank tops, etc. is not allowed.
  - H. Appropriate undergarments are required, and should not be visible.
  - I. Dresses, skirts, jumpers, culottes, and shorts shall not be worn if more than 1 inch above the kneecap when standing (approx. touching top of knee), this includes dresses/skirts with slits. Wrap-around clothing will not be allowed.
  - J. Visitors are not to wear hats into the visiting area, to include shirts and sweat shirts with hoods, except for religious hats or headgear; gloves, scarves, or outer garments, such as topcoats, raincoats, jackets, and similar inclement weather attire will not be permitted within the visiting area.
  - K. Footwear: No Croc style shoes will be permitted in the DC. In the event the Screening Officers find a visitor's footwear to be questionable, the Lieutenant will be contacted to provide clarification on the footwear being allowed into the visiting room.
  - L. No watches or electronic devices allowed
8. VISITING CONTACT: Handshaking, a short embrace, and a brief kiss may be permitted at the beginning and at the end of each visit. A brief kiss is defined as a brief act of touching one's lips to the lips of another person. The act of kissing does not include prolonged kissing, or any inappropriate bodily contact. The only physical contact allowed during visiting is the holding of hands. Inmates with small children are afforded more contact by the holding of infants. Contact between inmates and visitors other than these will not be permitted.
9. NON-CONTACT VISITING: Under special circumstances the Warden may determine an inmate may receive a "Non-Contact" visit. The purpose of this visit is to limit the physical contact an inmate has with his visitor. These visits will be directly supervised by the inmate's Unit Team.
- Once a visitor enters the visiting room for a visit and then departs the institution, he or she will not be allowed to enter the facility again (i.e. depart for lunch and then wish to return).
10. VENDING MACHINES: Inmates are not allowed in the vending machine area. Visitors may purchase items from the vending machines and bring them back to area of visit. The use of machines is at the users own risk. There is no procedure to make any refunds. No more than \$25.00 will be permitted to enter the institution. Visitors are allowed to carry one small (8 inch), clear change purse. Inmates are not allowed to share food or drinks with other inmates or family members.
11. SMOKING: Smoking is not permitted on federal property.

12. CHILDREN: It is the responsibility of the inmate and his visitor to control their children during the visit. Children will not be allowed to wander through the visiting room. A children's play area is provided at the FCI, which consists of a small area with a television. There is not a children's play area at the DC.ANIMALS: Visitors are prohibited from bringing animals on institution grounds unless the animal is a dog that assists disabled persons. This must have prior approval from the Associate Warden of Programs, Captain, and respective Unit Manager.

13. INMATE PHOTOGRAPHER: There will be an inmate photographer in the FCI visiting room who will be available for pictures on Monday & Friday from 6:00 p.m. - 8:00 p.m., and on Saturday, Sunday, and holidays from 11:00 a.m. - 3:30 p.m.

No inmate group photos are allowed and all photos must be appropriate in nature. DC does not have an inmate photographer.

The inmate paying for the photo will be the only inmate allowed in the photo.

14. VISITING PROGRAM INOPERABLE: In the event of a power outage to the visiting program, hard copies will be utilized to in process visitors.

VISITING ROOM PROCEDURES/REGULATIONS - SCP

1. VISITORS: All visitors must be approved by the inmate's Unit Staff before being allowed to visit. Satellite Camp inmates are allowed five visitors (excluding children not yet walking) during a visit. If overcrowding becomes an issue, the Operations Lieutenant will be contacted to approve early termination of visiting, giving consideration to those visitors who are not considered from the commuting area.
2. CONDUCT: Any inmate or visitor that violates the rules and regulations of the visiting room may be denied future visits. In addition, legal action may be initiated for specific rule and regulation violations taken against inmates and/or visitors. Inmates are not permitted to receive anything from a visitor or give anything to a visitor during a visit. Visiting Room staff will not accept any articles or monies for inmates.
3. INTAKE: When visitors come to the institution they must complete the following procedures before being admitted:
  - A. Sign the Visitor's Log Book (visitor's name, date, time of arrival, name of inmate visiting).  
Note: Visitors are required to sign this log book upon departure.
  - B. Read and sign the Notification to Visitor form. This form informs visitors of Title 18 U.S.C, 1791 and 3571, which is the penalty for bringing upon institution grounds any firearms, destructive devices, ammunition, other objects designed to be used as a weapon, narcotic drugs, controlled substances, alcoholic beverages, currency, or any other objects without the knowledge and consent of the Warden.
  - C. Any items staff cannot search thoroughly will not be allowed. Visitors will be permitted to return and lock the article in their vehicles. Coats can be worn into the visitation room. However, visitors will be asked to remove their coats and hang them on designated coat hooks prior to their visit with the inmate. Visitors are not permitted to return to their coats during visit. Visitors are allowed to carry one small (8 inch), clear change purse. **WARNING**: The institution is not responsible for any items missing or stolen. All bags entering the facility must be clear.
4. BREAST FEEDING: A new statutory change allows a woman to breastfeed in a Federal building or on Federal property if the woman and her child are otherwise authorized to be present at the location. Based on this law, breastfeeding will be permitted in the visiting room. It is expected the female visitors will use appropriate discretion in opting to breastfeed their infants in the visiting rooms. At a minimum, the female visitor will drape her infant and chest with clothing so there will be minimal chance of an exposed breast. If however, the breastfeeding 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 and further actions may be considered.

5. ALLOWABLE ITEMS: Visitors will be allowed to bring (2) jars of commercially packed baby food (unopened), two (2) clear plastic baby bottles (empty), and one (1) baby formula (unopened). Once in the visiting room, the formula may be opened and placed in the bottle. No glass bottles or containers will be allowed into the visiting room. Diapers are limited to three (3) and one (1) package of unopened baby wipes. One change of clothing and a blanket will be permitted for new born babies. Visitors may bring one (1) medium clear plastic container/bag no larger than 12" X 16" to carry the above mentioned authorized items.

6. IDENTIFICATION: All visitors will be required to present one valid photo identification (driver's license - passport) with signatures. Note: Children under the age of 16 will not be required to present identification; however, they must be accompanied by a responsible adult to visit. Proposed visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian, or immediate family member at least 18 years of age, must have the written approval of a parent, legal guardian, or immediate family member at least 18 years of age prior to visitation.

Visitors who appear to be, or are intoxicated, or under the influence of narcotics will be denied admittance and will be asked to leave institutional property.

7. VISITING ATTIRE:

- A. No controversial/objectionable gang, obscene, drug and alcohol designs, messages or profanity on clothing.
- B. No camouflage, solid tan or green, or orange clothing or grey sweat suits.
- C. Shoes are required. In the event the Screening Officers find a visitor's footwear to be questionable, the Lieutenant will be contacted to provide clarification on the footwear being allowed into the visiting room.
- D. Visitors are not to wear any garment which unduly exposes the shoulders, chest, back, stomach, midriff, and/or underarm. Necklines must be within two inches of notch of neck.\
- E. Clothing made of sheer, transparent, net or mesh materials are not allowed.
- F. Clothing designed or intended to be tightly worn, to excessively accent the body, e.g., spandex, tights, leggings, tank tops, etc. is not allowed.
- G. Appropriate undergarments are required, and should not be visible.
- H. Dresses, skirts, jumpers, culottes, and shorts shall not be worn if more than 1 inch above the kneecap when standing (approx. touching top of knee), this includes dresses/skirts with slits. Wrap-around clothing will not be allowed.

- I. Visitors are not to wear hats into the visiting area, to include shirts and sweat shirts with hoods, except for religious hats or headgear; gloves, scarves, or outer garments, such as topcoats, raincoats, jackets, and similar inclement weather attire will not be permitted within the visiting area. Any areas in question will be referred to the Operations Lieutenant for clarification.
8. VISITING CONTACT: Handshaking, an embrace, and a kiss within the bounds of good taste, are permitted at the beginning and at the end of the visit. The only physical contact allowed during visiting is the holding of hands. Inmates with small children are afforded more contact by holding the infants and having their children sit on their laps.
9. VENDING MACHINES: Inmates are not allowed in the vending machine area. Visitors may purchase items from the vending machines and bring them back to the area of visit. The use of machines is at the users own risk. There is no procedure to make any refunds. No more than \$25.00 will be permitted to enter the institution. Inmates are not allowed to share food or drinks with other inmates or family members.
10. SMOKING: Smoking is not permitted on federal property.
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12. ANIMALS: Visitors are prohibited from bringing animals on institution grounds unless the animal is a dog that assists disabled persons. This requires prior approval from the Associate Warden of Programs, Captain, and Unit Manager.
13. INMATE PHOTOGRAPHER: There will be an inmate photographer in the SCP visiting room who will be available for pictures on Monday & Friday from 6:00 p.m. - 8:00 p.m., and on Saturday, Sunday, and holidays from 11:00 a.m. - 3:30 p.m. No inmate group photos are allowed and all photos must be appropriate in nature. The inmate paying for the photo will be the only inmate allowed in the photo.
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U.S. Department of Justice/ Federal Bureau of Prisons  
Federal Correctional Institution Englewood

Visitation Denial/Termination

Date: \_\_\_\_\_

Time of Denial: \_\_\_\_\_

Name of Visitor: \_\_\_\_\_

Name of Inmate visited: \_\_\_\_\_ Reg# \_\_\_\_\_

Reason for Denial/Termination:

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

Steps if any, taken to research this incident prior to denial:

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

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

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

CC: Captain  
Institutional Duty Officer