



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution  
Otisville, New York 10963

Number: OTV 5267.09a  
Date: October 1, 2021  
Subject: VISITING PROCEDURES

# Institution Supplement

1. **PURPOSE AND SCOPE:** It is the policy of the Federal Correctional Institution Otisville to encourage visiting by family, friends, and community groups to maintain the morale of the inmates and develop closer relationships between the inmates and their family members and others in the community. FCI Otisville will provide a visiting area and establish procedures for inmates to receive visitors. Visits should be conducted and supervised in a manner which will contribute to good public relations, a relaxed atmosphere and maintain the security of the institution. This will be in accordance with P.S. 5267.09, entitled Visiting Regulations, dated December 10, 2015. This supplement should be read in conjunction with the governing program statement for a complete understanding of the applicable regulations.

2. **DIRECTIVES AFFECTED:**

a. **DIRECTIVES RESCINDED:**

I. S. 5267.08h Visiting Regulations (FCI/CAMP)

b. **DIRECTIVES REFERENCED:**

P. S. 1315.07	Legal Activities, Inmate
P. S. 4500.12	Trust Fund/Deposit Fund Manual
P. S. 5100.08	Inmate Security Designation and Custody Classification
P. S. 5267.09	Visiting Regulations
P. S. 5270.09	Inmate Discipline Program
P. S. 5280.09	Inmate Furloughs
P. S. 5360.09	CN-1 Religious Beliefs and Practices
P. S. 5500.15	Correctional Services Manual
P. S. 5500.14	Correctional Services Procedures Manual
P. S. 5510.15	Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities
P. S. 5521.06	Searches of Housing Units, Inmates, and Inmate Work Areas
I. S. 5580.08c	Inmate Personal Property

I. S. 5500.11i Entrance and Exit Procedures

c. STANDARDS REFERENCED:

American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4038, 4-4267, 4-4476, 4-4499-1, and 4-4503).

**3. RESPONSIBILITY:** The Chief Executive Officer, herein referred to as Warden, assumes overall responsibility for all aspects regarding visiting and visiting procedures for designated/holdover/pre-trial inmates confined at both the Federal Correctional Institution Otisville and Federal Prison Satellite Camp. The Chief Correctional Supervisor, herein referred to as Captain, assumes responsibility for the entry and exit processing of inmate family members, monitoring Visiting Room activities, and enforcing the rules and regulations as outlined in policy, processing inmates into and out of the visiting room. The Unit Team is responsible with the processing, NCIC screening, and entry into the computer of all individuals authorized to visit inmates confined at the facility.

**4. GUIDELINES:** Visits must be supervised to prevent the introduction of contraband and passage of contraband and to ensure the security and welfare of staff, inmates and the institution. It is necessary to ensure equal opportunity for all inmates to have visits and to provide adequate control through close supervision of visits.

a. Location: FCI regular visits will be conducted in the FCI visiting room for designated/holdover inmates.

b. Points: Each designated/holdover inmate will be allotted twelve visiting points per month. Weekday visits are charged as one point, weekend and holiday visits are charged as two points. A maximum of twelve points per month will be authorized. Unused visiting points are not carried over from one month to another.

c. Approval of Visits: Each inmate, upon arrival, will be provided copies of the local visiting guidelines. Inmates at the FCI will request a Visitor Information and Authorization for Release (Visitor) form BP-629.052 from the Unit Team. The inmate is to mail the BP-629 to his or her proposed visitor(s). The proposed visitor must complete the form and mail it directly to the Unit Counselor.

The Unit Team will process the list of requested friends, family members and notify the inmate of the individuals who are approved to visit. 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 non-incarcerated parent, legal guardian or immediate family member at least 18 years of age prior to visitation.

Inmates who provide false information about their visitors will have that person removed from their visiting list by their Unit Team.

The Unit Team will be responsible for making the initial entry of an inmate's visiting file into the computer.

Walsh Act: 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 criteria will have the following annotation placed in the visiting program under the comments section: "this inmate was convicted of a sex offense involving a minor."

NCIC inquiries which result in denial of visitation will be retained in the FOI Section of the inmate's Central File with the Visitor's Information Sheet. It is the inmate's responsibility to notify the visitors of their approval/disapproval, and to advise the visitors of visiting guidelines. The Unit Team will be responsible for placing a visitor on an Inmate's Approved Visiting List. A hard copy of the visiting list will be placed in the inmate's central file, the front lobby (FCI). The Unit Counselor will notify the inmate of those visitors who have been approved or denied.

d. Exceptions to Qualifications: The visiting privileges of friends and associates without an established relationship with the inmate prior to confinement must be approved by the Warden. Normally, only inmates who have no other visitors on their approved list will receive consideration.

e. Amendments to the Visiting List: The Unit Counselor will periodically review the Visiting List to ensure it is accurate. This list may be amended by the inmates submission of an Inmate Request to Staff Member (BP-ADM-70) indicating the desired change once quarterly. The appropriate addition or deletion will be made by the Unit Counselor to the inmate's visiting list maintained on the visiting program.

f. Visiting Times: Federal Correctional Institution (FCI) Visiting will be conducted on Saturday, Sunday, Monday and Federal Holidays. Visiting hours on those days are from 8:00 a.m. to 2:45 p.m. (Visitors arriving after 2:15 p.m. will not be allowed into the visiting room).

The FCI visiting room will be closed on Tuesday, Wednesday, Thursday, and Friday, except for legal visits and Federal Holidays. Visitors will not be permitted to leave and then return to the visiting room on the same day.

**5. NUMBER OF VISITORS:** The maximum number of visitors on An inmate's authorized visiting list at the FCI will be immediate family, other relatives and 25 additional friends and associates. A maximum number of THREE (3) adult visitors, and THREE (3) children, may visit the inmate at one time. Changes to the inmate visiting list will be conducted once quarterly with their unit team. The visiting room will be occupied by no more than 64 persons at any one time at the FCI. Therefore, when conditions of overcrowding exist, the number of visitors may be further limited to allow each visitor adequate space and time to conduct their visit.

**6. SPECIAL VISITS:** Special visits are interpreted as clergy, potential employers, and occur on a one time basis only. The request will be sent to the inmate's Unit Manager for their acceptance and forwarded to the Warden for final approval. It will be the Unit Team's responsibility to supervise the visit.

**a. Clergy/Minster of Record:** 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 or her visiting list, and will **not** count against the total number of social visits allowed.

(1) **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. Clergy visits must have prior written approval from the Chaplain for private visits. A Notification of Visitor Form (Title 18) must be completed for each inmate they are approved to visit and they are to list the inmates for which they desire to meet, as well as sign the Inmate Visiting Log Book. Religious Visitors; i.e., contract and volunteers, seeing a group of inmates are required to sign the Official Visitors Log Book and acquire badges.

**b. Business Visitors:** In those rare occasions where a decision must be made which will substantially affect the assets or prospects of the business, the Warden may permit a special visit. The inmate is required to submit a request through his Unit Manager to the Warden for final disposition.

**c. Consular Visitors:** The Executive Assistant/Camp Administrator will coordinate the visit with the Unit Team and the Front Lobby Officer. A copy of the memorandum will be forwarded to the Visiting Room Officer and Operations Lieutenant. Such visits do not count toward the inmate's visiting points.

**7. FCI ATTORNEY VISITING:** All efforts will be expended to ensure that an attorney has access to his/her client. Due to the unique situation in the state of New York, an attorney will either present a bar card or identify him/herself as an attorney with a driver's license. This will be acceptable in lieu of the bar card. A valid form of identification is required. The attorney shall be required to sign the log book located in the front lobby when entering and departing the institution. The attorney should be on the inmates visiting list but it is not required.

The log book will reflect "attorney's signature, date of visit, inmate visited, time in, time out, and remarks." If the attorney arrives before the count, all efforts will be made to place the inmate on the out-count. In cases of emergency (i.e., escape, riot, or hostage situation) the Shift Lieutenant, Institution/Administrative Duty Officer, and/or Executive Staff will have the authority to terminate the visit, return the inmate to the unit, and escort the attorney out of the institution.

All attorney visits during non-visiting days or non-visiting hours, are to be coordinated and supervised by the inmates Unit Team.

**8. VOLUNTEERS:** Persons who are approved community volunteers may not be approved as regular visitors on an inmate's approved visiting list such as social workers, and chaplains, etc.

**9. ADMINISTRATIVE DETENTION/DISCIPLINARY SEGREGATION:** FCI and FPC inmates housed in the Special Housing Unit are allowed visits in the visiting room on Mondays (no weekends or holidays). All inmates who are housed in the Special Housing Unit will have their visit in the non-contact visiting room, a one (1) hour visiting limit, and must be pre-arranged through their Unit Team. Maximum custody classified inmates will not receive visits while housed at FCI Otisville, due to the mismatch of security designation.

The Shift Lieutenant will ensure that proper custodial escort is arranged. Inmates housed in the Special Housing Unit will be required to wear a jumpsuit during the visit.

**10. HOSPITAL VISITS:** Inmates hospitalized in an outside (community) hospital will not ordinarily receive visits. Visits

for inmates hospitalized in the community must be approved by the Warden. When approved, outside hospital visits will only be for a short duration, not to exceed three hours.

**11. FCI INMATE DRESS:** General population designated inmates will be neatly attired in their assigned uniform. FCI inmates are to wear the full khaki uniform. Shirts will be buttoned and tucked in. It will be fully buttoned with the exception of the collar button. A t-shirt is required under the specified attire, as stated above, underwear must be worn. Only institution issued black boots or institution issued soft shoes will be worn in the visiting room.

**12. FCI INMATE PERSONAL PROPERTY:** Inmate personal property shall be restricted to a wedding band, eyeglasses, picture tickets, life-saving medication (i.e. asthma inhaler, nitroglycerine, etc.), religious medallion, and religious headgear (if authorized by the Chaplain). No other personal articles will be allowed in the visiting room.

FCI inmate personal property will be properly inventoried and documented on the Visiting Room Shakedown Master Log Form prior to the inmate being released to the main visiting room. Upon completion of the inmate's visit, the visiting room shakedown officer will check documented property on the shakedown master log.

Prior to entering the visiting room, all inmates will be pat searched and random visual searches may also be conducted. Prior to exiting the visiting room, all inmates will be visually searched and screened with a hand-held metal detector. Inmates will not be allowed to keep any items that are not noted on the Shakedown Room Master Log form.

**13. FOOD AND DRINK:** Vending machines are located in the visiting room and provide a choice of sandwiches, candy, coffee, sodas, etc. No food or beverages will be allowed to be brought into the visiting room by an inmate or visitor. Inmates are prohibited from sharing any vending machine items with other inmates. All food items must be unwrapped and the contents placed on a napkin on the table. All food items must be consumed in the visiting room. Vending area will be closed 15 minutes prior to the end of visiting.

The officers assigned to the visiting room are not responsible for loss or malfunction of the vending machines. Vending machines at the FCI/FPC will be operated by the visitor **ONLY**. Inmates are prohibited from entering the vending machine and microwave area. FCI inmates who need to use the restroom will raise their hand and be escorted by staff to the inmate restroom.

**14. FCI FRONT ENTRANCE PROCEDURES:** Front entrance staff will ascertain that each visitor is not in possession of alcohol, narcotics, firearms, or ammunition, or any other contraband. Inmate visitors will be denied entry if any of the previous items referenced are indicated. All inmate visitors will be required to pass through the walk-through metal detector. Any visitor that is unable to clear the metal detector, due to a medical condition must submit proper documentation from a doctor's office to SIS staff or unit team. The Warden must approve documentation prior to visiting. All visitors must be able to walk through the metal detector without sounding the alarm. Further unsatisfactory results will be brought to the attention of the Shift Lieutenant or Duty Officer, for further consideration. Visitors, who have physical disabilities and require a wheelchair, will be provided one by the institution. No personal wheelchairs will be allowed inside the F.C.I. visiting room unless approved by the Warden.

All inmate visitors entering the FCI will be required to have their hand stamped for additional security and identification. When departing the institution visiting room and A-1 sallyport building, each visitor will submit to identification via the stamp.

**15. FCI INMATE VISITOR'S PERSONAL PROPERTY:** Visitors will be permitted to carry the following items into the visiting room; one small clear transparent bag, a reasonable amount of feminine hygiene items, a reasonable amount of infant food and care items, and lifesaving medication. No glass containers of any type will be permitted. All other personal property will be secured in their vehicle or in the property lockers located in the front lobby. All items authorized for entrance into the visiting room will be thoroughly searched by the front entrance officer.

Additionally, all carry-in items will be subject to an X-Ray machine search. Visitors will not be allowed to bring in bills larger than \$5.00 for the vending machines. Visitors will not be allowed to leave money for deposit into an inmate's account or remove inmate items at the conclusion of the visits. Inmates are prohibited from handling, wearing, using, and/or holding any visitor's property and/or money. Any violation will result in termination and/or disciplinary action.

**16. VISITOR DENIAL:** The Shift Lieutenant and/or the Duty Officer may deny a visit. After checking the inmate's central file for prior documentation, the Unit Team will provide visiting information to the Shift Lieutenant or Duty Officer. If the visit is denied, the visitor's information will be documented by the A-1 lobby officer.

**17. INFORMATION TO VISITORS:** An instruction and information sheet covering the standards of attire and conduct, visiting hours, etc. will be provided to each inmate during the Admission and Orientation program. A copy also will be placed in the visiting room. It is the inmate's responsibility to inform his visitors of the rules and regulations for the visiting room.

**18. DRESS CODE FOR ALL VISITORS:** Visitors who are not properly attired will be denied a visit. Visitors are not allowed to wear suggestive, provocative, or otherwise revealing clothing when visiting an inmate. Visitors are not to wear Khaki or Orange colored clothing at any time. Inappropriate slogans and/or depictions on clothing are prohibited. The following restrictions on clothing will be strictly enforced:

- a. Tops should cover the upper body, including stomach, chest/breasts, and back. Sun dresses, sleeveless shirts/blouses, sheer or low-cut blouses, halter tops, or spaghetti strapped shirts will not be permitted to be worn during visiting. No see-through material will be permitted. No jackets, coats, or any clothing with hoods will be allowed.
- b. Female visitors will not be permitted to wear cut off Shorts, or kulats. Shorts, skirts or dresses must not be shorter than three (3) inches above the center of the knee for persons 16 years of age and older. Spandex, leotards, form fitting clothing, sweatpants, or pants with holes are not permitted during visiting.
- c. Hats, caps, bandanas or any other type of head gear, scarves, or gloves are not permitted on any visitor. The exception is religious headwear identified as the following: kufis, yarmulkes, turbans, crowns, and headbands, as well as scarves, head wraps or anything covering the natural hair for orthodox Muslim and Jewish women.
  - (1) Visitors will not be required to remove their religious headwear and it will not be searched other than through a metal detector. If there is reasonable suspicion that contraband is present, then the policy governing searches of non-inmates will be enacted and adhered to.
- d. Shoes, for safety reasons, must be worn at all times by all visitors, including children. Flip flops, crocs and shower shoes are prohibited from entering into the institution. Open toed shoes that have a strap around the back of the ankle may be worn.
- e. Initial determination whether clothing is appropriate will



be made by the front entrance officer or camp visiting room officer. The Duty Officer and/or shift Lieutenant will be notified to make the final determination to allow or disallow the visitor to enter when there is a doubt. If it is determined the clothing is inappropriate, the visitor will not be permitted to enter the institution, until proper attire is worn.

**19. RECORDS OF VISITORS:** Each adult visitor 16 years of age and older must sign the voucher which gives provision of Title 18, United States Code, Chapter 87, Section 1791. Each visitor will also be required to sign the inmate visitors' log maintained in the front lobby\camp visiting room. Upon initial entry, visitors will have their photograph taken and loaded into the Visiting Program. The approved visiting lists are entered into a computer based program. This program will be utilized by the front lobby officer to verify the inmate visitor. Hard copies of an inmate Approved Visiting List will also be maintained at the front entrance\and camp visiting room. The hard copies will be utilized in the event of program failure.

**20. VISITOR IDENTIFICATION:** Acceptable identification is limited to a valid picture identification issued by a Federal or State agency (i.e. a driver's license, an official state identification card, passport, etc.). Foreign government issued passports will also be accepted (foreign issued identification cards are not acceptable). Canadian citizens must show an enhanced Canadian driver's license or a valid passport. Mexican citizens, in order to enter the United States, must provide either a passport or DSP-150 (Laser Visa).

All visitors 16 years of age and older must present valid photo identification prior to be permitted to enter. Questionable cases will be referred to the Duty Officer and/or Shift Lieutenant for final determination.

**21. RECORDING EQUIPMENT OR CAMERAS:** The introduction of recording equipment, cameras, video cameras, pagers, or cellular phones WILL NOT be permitted inside the institution without advanced written permission from the Warden.

**22. PHOTOGRAPHS:** Inmates may purchase tickets from the commissary for the purpose of obtaining photographs of themselves and family in the visiting room. Photographs will be taken by an authorized inmate photographer. Photos will not be taken showing hand signs, or in an inappropriate manner.

**23. TERMINATION OF VISITS/OVERCROWDING:** In the event of

overcrowding in the visiting room, the Shift Lieutenant or the Duty Officer is authorized to limit the length of visits. All visitors will be afforded a minimum of one hour of visiting. After a minimum of one hour, the Shift Lieutenant or the Duty Officer is authorized to terminate visits in order to accommodate all awaiting visitors. Special visits are subject to be terminated prior to regular visits; however, consideration will be given to those visitors who visit infrequently and/or have traveled long distances. Those visitors will be among the last to be terminated.

**24. CIRCUMVENTING VISITING REGULATIONS:** Attempts to circumvent the visiting regulations established by the facility may result in disciplinary action against the inmates and/or suspension of visiting privileges for either inmates or outside visitors.

**25. VISITING REGULATIONS REGARDING PETS:** Visitors are precluded from bringing animals on institutional grounds, except for pets that assist persons with disabilities. In this circumstance, the visitor must provide staff with certification that the pet is trained for that purpose and must accompany the visitor at all times. All documentation and requests are to be submitted at least 24 hours prior to the scheduled visit.

**26. VISITORS AND INMATES PHYSICAL CONTACT AND CONDUCT:** Staff shall permit limited physical contact, such as handshaking, embracing, and kissing, between an inmate and a visitor, unless there is clear and convincing evidence that such contact would jeopardize the safety or security of the institution. Where contact visiting is provided, handshaking, embracing, and kissing are ordinarily permitted only at the beginning and at the end of the visit. The staff may limit physical contact to minimize opportunity for the introduction of contraband and to maintain the orderly operation of the visiting area.

- a. Contact with Other Inmates/Visitors: Inmates are not authorized to interact with other inmates and/or visitors.
- b. Conduct: Inmates' hands must remain visible at all times (i.e. hands must remain out of pockets).
- c. An inmate may not visit/play games, etc. with another inmates visitors.

**27. CHILDREN ROOM:** Only inmates who are enrolled in the parenting program are authorized in the parenting room with their children, and must possess a pass signed by the SOE and Captain.

**28. FCI NON-CONTACT VISITING ROOM:** Inmates who are in the Special

Housing Unit or have received, as a result of a disciplinary sanction, non-contact visits will be placed in the non-contact visiting room.

- a. Only immediate family members are authorized to visit.
- b. Visits are limited to a 1 hour time period.
- c. Visits are limited to Monday during normally scheduled visiting hours.
- d. Visits must be scheduled in advance. It is the inmate's responsibility to request, in writing, through the Unit Team to be placed on the visiting schedule.
- e. During a non-contact visit, neither the visitor(s) nor inmate may depart the non-contact room. The exception is if either the visitor and/or inmate request to end the visit, or an emergency situation occurs.

**29. FEDERAL PRISON CAMP:** FPC regular visits will be conducted in the FPC visiting room located in the Camp Administration Building. The outdoor visiting area will be utilized. There must be staff supervision in the Camp Visiting Room at all times.

Camp staff will request background information from potential visitors who are not members of the inmate immediate family before placing them on the inmate's approved visiting list as noted in Section 18b 2 of the Program Statement 5267.09.

**FPC NUMBER OF VISITORS:** The maximum number of visitors on an inmate's authorized visiting list at the FPC will be immediate family, extended family, and 25 additional friends and associates. A maximum number of three (3) adult visitors, and three (3) children, may visit the inmate at one time. Changes to the inmate visiting list will be conducted once quarterly with their unit team. The visiting room will be occupied by no more than 61 persons at the camp.

**FPC ODD AND EVEN WEEKENDS:** FPC Otisville utilizes the Even/Odd method for Saturday and Sunday visits. The Even/Odd system works as follows:

The 5<sup>th</sup> digit of the inmate's register number will determine your Even/Odd status and the weekend you will be allowed visits. For example, if your register number is 87654-321, the 5<sup>th</sup> digit is "4." Since "4" is an **Even** number, you will receive weekend visits on the weekend designated as Even. The schedule will continue in the same manner, alternating between Even and Odd status. Persons will not be permitted to visit on a non-designated

Even/Odd weekend without prior written approval being granted from the Camp Administrator.

**FPC TIMES:** The visiting room will be closed on Tuesday and Wednesday except for legal visits. Visitors will not be permitted to leave and then return to the visiting room on the same day. Visiting on Thursday, Friday, Saturday, Sunday, Monday, and Federal Holidays will be conducted between the hours of 8:00 a.m. and 3:00 p.m. Visitors arriving after 2:30 p.m. will not be allowed into the visiting room.

**FPC VISITOR DENIAL:** The Shift Lieutenant and/or the Duty Officer may deny a visit. After checking the inmate's central file for prior documentation, the Unit Team will provide visiting information to the Shift Lieutenant or Duty Officer. If the visit is denied, the visitor's information will be documented by the visiting room officer.

The unit team will process the list of requested friends, family members and notify the inmate of the individuals who are approved to visit. 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 non-incarcerated parent, legal guardian or immediate family member at least 18 years of age prior to visitation.

Inmates who provide false information about their visitors will have that person removed from their visiting list by their Unit Team. The Unit Team will be responsible for making the initial entry of an inmate's visiting file into the computer.

NCIC inquiries which result in denial of visitation will be retained in the FOI Section of the inmate's Central File with the Visitor's Information Sheet. It is the inmate's responsibility to notify the visitors of their approval/disapproval, and to advise the visitors of visiting guidelines. The Unit Team will be responsible for placing a visitor on an Inmate's Approved Visiting List. A hard copy of the visiting list will be placed in the inmate's central file, and camp visiting room (FPC), in the event of program failure. The Unit Counselor will notify the inmate of those visitors who have been approved or denied.

**FPC ATTORNEY VISITING:** All efforts will be expended to ensure that an attorney has access to his/her client. Due to the unique situation in the state of New York, an attorney will either present a bar card or identify him/herself as an attorney with a driver's license. This will be acceptable in lieu of the bar card. Two forms of identification are required. The attorney shall be required to sign the log book located in the camp visiting room. The attorney is not required to be on the

inmate's visiting list. All attorney visits will be monitored by staff at all times if it is the only visit.

**INMATE VISITOR'S PERSONAL PROPERTY:** Visitors will be permitted to carry the following items into the visiting room; one small clear transparent purse, a reasonable amount of feminine hygiene items, a reasonable amount of infant food and care items, and lifesaving medication. All other personal property will be secured in their vehicle. All items authorized for entrance into the visiting room will be thoroughly searched by the Visiting Room Officer.

**FPC INMATE DRESS:** FPC designated inmates will be neatly attired in their assigned uniform. Inmates are to wear their green uniform. Shirts will be tucked in and fully buttoned with the exception of the collar button. A t-shirt is optional; however, if worn may only be institution issue. Only shoes sold in the commissary i.e., black or brown boots, shoes sneakers or black and grey hushpuppies, are authorize to be worn in the visiting room unless due to medical needs, another type of shoe is authorized. Inmates must have on their person, written authorization from Health Service Staff.

**FPC INMATE PERSONAL PROPERTY:** Inmate personal property shall be restricted to a comb, handkerchief, wedding band, eyeglasses, picture tickets, authorized commissary shoes, life-saving medication (i.e. asthma inhaler nitroglycerine, etc.), religious medallion, and religious headgear (if authorized by the Chaplain). No other personal articles will be allowed in the visiting room. FPC inmate personal property will be properly inventoried and documented on the Visiting Room Shakedown Master Log Form when the inmate enters the visiting room.

**FPC FOOD AND DRINK:** Vending machines are located in the visiting room and provide a choice of sandwiches, candy, coffee, sodas, etc. No food or beverages will be allowed to be brought into the visiting room by an inmate or visitor. Inmates may share food (i.e., entrees, snacks) purchased by their visitors from the vending machines. Inmates are prohibited from sharing sandwiches and/or beverages with each other. All food items must be unwrapped and the contents placed on a napkin on the table. All food items must be consumed in the visiting room. Vending area will be closed 15 minutes prior to the end of visiting. The officers assigned to the visiting room are not responsible for loss or malfunction of the vending machines. Vending machines at the FPC will be operated by the visitor **ONLY**. Inmates are prohibited from going to the vending machine during visiting times, and microwave area.

**FPC CHILDREN ROOM:** The FPC Visiting Room has a television with

sound. This is for children programing only during visiting hours.

**30. DIRECTIONS, ADDRESS, PHONE NUMBER:**

**FCI Otisville  
Two Mile Drive  
Otisville, NY 10963  
845-386-6700**

**FROM NEW YORK CITY:** Take the New York Thruway (Route 87) North and follow signs to upstate New York. Stay on 87 to Exit 16, Harriman exit. From Exit16 immediately get onto Quickway, Route 17 West toward Middletown, New York. Continue until Exit 120 (3<sup>rd</sup> Middletown exit). Make a left at traffic light off exit ramp (Route 211). Follow Route 211 through Middletown. Route 211 turns right at a traffic light with a Cumberland Farms on the right. Continue on Route 211 for another 6 to miles into Otisville. You will come to a T intersection (bank on the left and a convenience store on the right). Make a right onto Sanitarium Road. FCI Otisville is 300 yards on the left.


**FROM PHILADELPHIA:** Take the New Jersey Turnpike to the Garden State Parkway. Follow the Garden State Parkway North to the New York Thruway (87) North. Stay on 87 to Exit 16, Harriman exit. From Exit16 immediately get onto Quickway, Route 17 West toward Middletown, New York. Continue until Exit 120 (3<sup>rd</sup> Middletown exit). Make a left at traffic light off exit ramp (Route 211). Follow Route 211 through Middletown. Route 211 turns right at a traffic light with a Cumberland Farms on the right. Continue on Route 211 for another 6 to miles into Otisville. You will come to a T intersection (bank on the left and a convenience store on the right). Make a right onto Sanitarium Road. FCI Otisville is 300 yards on the left.

**FROM NEW ENGLAND:** Take the Massachusetts Turnpike to Interstate 84 West. Take 84 West to exit 4 West in New York. This will put you on Route 17 West toward Binghamton. Stay to your right and get off Route 17 at the first exit which will be Exit 120 Middletown. Make a left at traffic light off exit ramp (Route 211). Follow Route 211 through Middletown. Route 211 turns right at a traffic light with a Cumberland Farms on the right. Continue on Route 211 for another 6 to miles into Otisville. You will come to a T intersection (bank on the left and a convenience store on the right). Make a right onto Sanitarium Road. FCI Otisville is 300 yards on the left.

Local transportation: New Jersey Transit/New York Transit for

FCI Otisville (800)221-2365.

**31. OPI: Correctional Services**

  
\_\_\_\_\_  
W.S. Plier, Warden





**FCI OTISVILLE / CAMP VISITING ROOM MASTER LOG**

Visiting Room Officers \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Day \_\_\_\_\_

NAME	NUMBER	UNIT	WORK ASSIGN	TIME IN	TIME OUT	VISITORS IN	VISITORS OUT	TOTAL VISITORS

Totals:  
Inmates: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Attorney: \_\_\_\_\_  
Clergy: \_\_\_\_\_ Terminations: \_\_\_\_\_

**FCI/FPC OTISVILLE VISITING ROOM PROPERTY LOG**

Name	Number	Unit	Meds	Rel Hdgr	Rel. Neck/ Medal	Chit #	Wed Ring	Pict Tick	Eye Glasses	Time In	Time Out

Officers \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Day \_\_\_\_\_

**FCI OTISVILLE  
INMATE VISITOR DENIAL FORM**

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On \_\_\_\_\_ at \_\_\_\_\_ ( ) AM ( ) PM

The following individual was denied entrance: \_\_\_\_\_

to visit with Inmate: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Due to the following reason:

- \_\_\_\_\_ Not on approved visiting list
- \_\_\_\_\_ No photo identification
- \_\_\_\_\_ Under age without Parent/Guardian
- \_\_\_\_\_ Other

If OTHER is checked then give reason: \_\_\_\_\_

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

ADDITIONAL COMMENTS: \_\_\_\_\_

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

Prior to denial the Duty Officer: \_\_\_\_\_ was contacted.

Operations Lieutenant: \_\_\_\_\_ was notified.

Signature Front Entrance Officer: \_\_\_\_\_

CC:  
Unit Team