



U.S. Department of Justice  
Federal Bureau of Prisons  
FCI Sheridan

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**INSTITUTION  
SUPPLEMENT**

**OPI:** Correctional Services

**Number:** SHE 5267.09c

**Date:** July 21, 2019

**Subject:** Visiting Regulations

1. **PURPOSE AND SCOPE:** It is the policy of FCI/SCP/FDC Sheridan to establish visiting procedures for all inmates incarcerated at Sheridan.

2. **DIRECTIVES AFFECTED:**

A. **Directive Rescinded:**

SHE 5267.09b Visiting Regulations (2-20-2019)

B. **Directives Referenced:**

P.S. 5267.09 Visiting Regulations (12-10-2015)

**This supplement correlates to the authorizing Bureau of Prisons (BOP) Program Statement in specifically outlining requirements in effect at FCI/SCP/FDC Sheridan. The Institution Supplement and the BOP Program Statement should be read in conjunction for thorough translation and implementation.**

3. **PROCEDURES:**

The following procedures are in effect at FCI/SCP/FDC Sheridan, Oregon, regulating inmate visiting:

**Visiting Facilities:**

All regular visits will be held in the Visiting Room. Processing of visitors will stop one hour prior to the closing of the Visiting Room. Visitors are not authorized on the institution grounds prior to 8:00 a.m. for visiting. Processing of visitors will normally begin no later than 8:30 a.m. on visiting days. On weekends and holidays, processing of visitors will temporarily stop at 9:15 a.m., and will resume after the institution count has

cleared. Visitors will only park in the approved designated parking areas.

**Authorized Visitors: FCI/SCP:**

Each inmate will mail a visiting form to prospective visitors. Ordinarily, an inmate's visiting list should not list more than ten (10) friends and associates. Immediate family members will not be counted toward the limit. The visitor should mail the visiting form directly to the Counselor. A background investigation will be conducted upon receipt of the form. If approved, the visitor's information will be entered into BOPWARE by the appropriate Unit Staff. A finalized list will be prepared and forwarded to the Visiting Room. Unit Staff will maintain a hard copy in the inmate's central file. Inmates will be allowed to change their approved visiting list on a case by case basis, with approval from Unit Staff. Should the number of requested changes become excessive, Unit Staff may limit the number of changes to three changes in a six-month period.

All visitors 16 years and older must have a valid state or government issued picture identification. This is defined as a driver's license or other state or government issued picture identification showing full name and signature. An expired license is not a valid form of identification. A license that is under current suspension can be used as valid identification. Any questions concerning the validity of a visitor's identification should be directed to the IDO or Operations Lieutenant, in the absence of the IDO, for approval prior to entry of the visitor. All children, regardless of age, must be on the inmate's approved visitor list.

Under certain circumstances, the FCI/SPC Unit Management may authorize visiting privileges (i.e., significant other) to be extended to friends and associates having an established relationship with the inmate prior to confinement. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown the proposed visitor is reliable and poses no threat to the security or good order of the institution.

A. Specific local visiting guidelines have been established for FCI/SCP and FDC Sheridan, and are contained in Attachments A and B, Visiting Regulations. Unit Staff will provide the attachment to the inmates, who will then be responsible for forwarding it to their visitors. Attachment C, Transportation and Lodging, will also be provided to the inmates who may forward it to their visitors. These attachments are also available through the inmate Law Library where a copy of this supplement is maintained. Additional copies will be maintained in the FCI/SCP/FDC Front Lobby for the visitors as they arrive.

B. **FDC:** HOLDOVER/PRETRIAL inmates will submit a list of immediate family members only, to the unit team. The visitor must demonstrate they are an immediate family member. Immediate family is defined as mother, father, step parents, foster parents, brother, sister, spouse and children. A finalized list will be prepared and forwarded to the Visiting Room. Unit Staff will maintain a hard copy in the inmate's central file. Ordinarily, an initial visiting list will be prepared and distributed within seven days of receiving the required information to process the visiting list.

If an inmate is designated to the FDC he can request up to three non-family members be added to the visiting list. Specific local visiting guidelines have been established for FDC Sheridan and are contained in Attachment B, Visiting Regulations. Staff will provide the attachment to the inmates who will then be responsible for forwarding it to their visitors. These attachments are also available through the inmate Law Library where a copy of this supplement is maintained. Additional copies will be maintained in the FCI/SCP/FDC Front Lobby for the visitors as they arrive. Attachment C, Transportation and Lodging, will also be provided to the inmates and may be forwarded to their visitors.

- C. Under certain circumstances the Jail Unit Management may authorize visiting privileges (i.e., significant other) to be extended to friends and associates having an established relationship with the inmate prior to confinement. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown the proposed visitor is reliable and poses no threat to the security or good order of the institution.
- D. Visitors with prior criminal convictions must be approved by the Warden prior to being allowed to visit.
- E. **WALSH ACT REQUIREMENTS:** The Unit Team will evaluate all inmates on their caseload and incoming inmates to determine if they have an inmate who has been convicted of a sex offense involving a minor (WA CONV).

Any inmate fitting this criterion will have the following annotation placed in the visiting program under the comments sections: "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. Specific procedures will be determined locally by the Warden.

- F. The Unit Counselor will obtain background information on all prospective visitors at the FCI, SCP and FDC. If the background information reveals that visitation privileges for the individual would present security concerns or disrupt the orderly running of the institution. Inmates will be notified of any proposed visitor not being authorized for placement on their visiting list, in writing with the "Notice of Denial for Proposed Visiting Applicant" form. This form will be completed by the unit team and

a copy will be given to the inmate. One copy of the form will be placed in the inmate's central file with the visiting request.

**Metal Detector/Drug Detector/X-ray Machines:**

All visitors entering the institution are required to pass through and clear the walk thru metal detector located in the Front Lobby. All visitors are subject to a random pat search conducted in a designated private area in the Front Lobby. The random pat search will be conducted by a same gender staff member. Visitors will be randomly tested utilizing the ION Scanner. All visitors' jackets and shoes will be scanned through the x-ray machine located in the Front Lobby at the FCI and FDC. Undergarments may not be removed or placed in the x-ray machine in an effort to clear the metal detector. If clothing is preventing a visitor from clearing the metal detector they may return to their vehicle for a change of clothing. Any visitor refusing to submit to this procedure or who fails the drug detection system or the metal detector will be denied access into the institution.

All visitors who have surgical implants, such as artificial knees, hips, etc., which would not allow them to successfully clear the metal detector screening, must have their physician send in by fax or mail a report of their condition to the institution prior to the proposed visit. This documentation will be sent to the inmate's unit team for retention in the inmate central file. A copy of this report will be maintained in the inmate's visiting files for future reference when the specific visitor comes to visit. The visitor will then be screened with a hand held detector to determine the specific area of the implant is the only area setting off the metal detector. Provided the visitor successfully clears this screening process, the visit will be authorized and progress normally. Visitors arriving in and requiring the use of a wheelchair, crutches, cane or walker will be provided a those items from the institution hospital. The visitor's personal wheelchair, crutches, cane or walker normally will be returned to the visitor's vehicle until the completion of the visit.

**Visiting Schedule for the FCI and the SCP:**

On Saturdays, Sundays and Federal Holidays, at both the FCI and the Camp, visits are regularly scheduled from 8:30 a.m. to 3:00 p.m.

Each inmate at the FCI and at the SCP will receive twelve (12) visiting points per month.

Visiting points will be charged as follows:

Two (2) points per day on Saturday and Sunday.

There will be no points charged on **NEW YEARS DAY, 4<sup>th</sup> of JULY, THANKSGIVING, CHRISTMAS, minister of record visits,** and/or at the discretion of the Warden. All other holidays will be charged two (2) points per day.

The maximum number of visitors an inmate may visit with at one time is six, including children. A maximum of four adult visitors will be allowed in at any one time. Children over the age of 16 will be counted as one adult visitor. Should more than four authorized adult visitors arrive at one time, a split visit may be arranged at the discretion of the Visiting Room Officer. A split visit is defined as a visit where four adult persons are present in the Visiting Room, and one or more of these persons leave the Visiting Room to be replaced by another authorized visitor(s). Only one interchange of visitors will normally be permitted; therefore, individuals leaving the Visiting Room to permit other members of the party to visit will not subsequently return for visiting the same day. Visitors who are participating in split visits will not be allowed to remain on institutional grounds while waiting to visit, or at the conclusion of their visit.

**Visiting Schedule for the FDC:**

The visiting days for Unit J-1 inmates are Fridays and Saturdays and the visiting days for Unit J-2 inmates are Sundays and Mondays. Visits are regularly scheduled from 8:30 a.m. to 3:00 p.m.

If a Federal Holiday falls on a non-visiting day (e.g. Thanksgiving), J-1 inmates will visit from 8:30 a.m. to

11:30 a.m. and J-2 inmates from 12:00 p.m. to 3:00 p.m.

Each inmate will have twelve (12) visiting points per month. One (1) point will be charged on Friday and Monday, and two (2) points per day on Saturday and Sunday. No points will be charged on **New Year's Day, 4<sup>th</sup> of July, Thanksgiving, Christmas, minister of record visits**, or at the discretion of the Warden.

At the FDC, the number of visitors is limited to two adults and up to four children. Split visits may be arranged when necessary. A split visit occurs when more than two authorized adult visitors request to visit an inmate at one time. Two authorized visitors can be allowed to visit the inmate, and after their visit has terminated, two more visitors will be allowed to visit. Visitors who are participating in split visits will not be allowed to remain on institutional grounds while waiting to visit or at the conclusion of their visit.

**Visiting Files:**

At the end of visiting day, the inmate visiting files will be secured in the locked file cabinet in the Visiting Room. At no time will staff allow inmates or visitors to view any visiting file.

**Back-up Files:**

The Front Lobby will maintain a record of visitors/visiting lists, utilizing BOPWARE under the visiting program. Unit Team will update the visiting list and maintain a hard copy in the inmate central file.

**Searches:**

All inmates entering the Visiting Room will be pat searched and screened with a metal detector before entering the Visiting Room. All inmates at the FCI and FDC will be visually searched prior to departing the Visiting Room. Random visual searches will be conducted at the SCP prior to inmates departing the Visiting Room.

**Food:**

No food items are authorized to be brought in by visitors. There are vending machines in the Visiting Rooms for use by the visitors. It is not permissible for inmates to

accompany their visitors to the vending machine area of the Visiting Room. Inmates and visitors are not permitted to remove any vending items from the Visiting Room. Inmates are not authorized to share food or drinks with visitors.

**Medications:**

Medication is not authorized unless it is life supportive to the visitor. Only the amount required during the time the visit takes place will be permitted. If the medication must be retained by the visitor, the Front Lobby Officer will advise the Visiting Room Officer the visitor has medication. The medications will be maintained by the Visiting Room Officer until the medications are used.

**Restrooms:**

Men's and Women's restrooms are provided for visitors. Inmates will utilize the facilities located in the visual search rooms. Inmates will remain in constant visual supervision of escorting staff. The inmate's restroom in the visiting area will remain locked at all times. Inmates will not utilize visitors' restrooms.

**Inmate Identification:**

Staff will make positive identification of inmates arriving at the Visiting Room for visits utilizing the inmate's commissary card or a picture card. Staff will keep the inmate's commissary card until the visit is complete to positively identify the inmate prior to the inmate returning to the compound.

**Special Housing Unit (SHU) Inmates:**

The visiting hours for inmates assigned to the Special Housing Unit are Saturday and Sunday 8:30 a.m. to 3:00 p.m. Each inmate is authorized 1 hour visit utilizing the video conference system. Special Housing Unit inmates will be restrained, pat searched, metal detected and escorted to the 100 or 200 range multi-purpose rooms for the video visit. Inmates are not required to be restrained during the video visit. The inmate will be instructed to pick the receiver up and face the camera. At this time the 1 hour visit will commence. Inmates will be required to have their SHU issued jumper (buttoned), t-shirt, boxers, socks, and shoes on at all times. Incident reports will be written for any inappropriate actions by the inmate or visitor. The



Front Lobby Officer will notify SHU staff of the pending video visit. If an inmate refuses to participate in the visit, SHU staff will contact the Lobby Officer who will advise visitors of the inmate's refusal to participate. Visitors will be required to leave the Front Lobby. The visiting room and SHU have two video visiting terminals. After the first visitor group is processed, other visitors will be advised that they will not be allowed to enter the Visiting Room until the preceding visit is completed and the visitors have departed the Visiting Room. Visitors will be subject to the same security screening as visitors participating in contact visits. Visitors will be limited to five per group. When the non-contact visiting room is available, visitors will be processed by the Front Lobby. Visitors will be allowed to proceed to the Visiting Room where they will be seated in the front of the Visiting Room until staff is advised the SHU inmate has been placed into the SHU non-contact visiting area. The Front Lobby Officer will advise visitors the approximate time their visit will take place. This will allow the visitors to depart the lobby area and return at a time approximate to the visit. If visitors for more than one inmate housed in SHU arrive at the same time, they will be processed on a first come first served basis.

**Records and Visitors:**

In addition to the Notification to Visitor Form, each adult visitor will be required to sign the Visiting Log Book prior to each visit. Each visitor will also record their departure time upon leaving the Visiting Room, in the Visiting Log Book.

Completed Notification to Visitor Forms will be filed for a period of one year.

**Inmate Property allowed in the Visiting Room:**

Inmates will not take any property to a visit except one handkerchief, one plain wedding band, and one plain neck chain with a religious medallion, prescription glasses, commissary card, authorized headwear, and photo tickets. Watches are not allowed. Pre-trial inmates at the FCI and FDC are authorized to bring legal documents with them to their visit with prior approval of Unit Team staff. The legal documents are to be checked for contraband and the

pages counted. At the completion of the visit, only the legal documents the inmate brought with him may be taken out of the Visiting Room by the inmate unless approved by Unit Team staff. The legal document rule applies ONLY to pre-trial inmates. If an inmate has property in his possession which is not authorized to be taken into the Visiting Room, the inmate will be instructed to return to his Unit and secure the property before he is authorized to enter the Visiting Room. Items not authorized upon the inmate's departure will be considered contraband and confiscated. No item other than coats will be stored in the search area.

**Proper Dress and Grooming for Inmates in the Visiting Room:**

Inmates are required to wear institution-issued clothing (Khaki pants and shirts at the FCI and green pants and shirts at the SCP, or assigned jump suits for inmates housed in the FDC and FCI SHU) during visitations. Institutional clothing (shirt and pants) must be neat and clean in appearance and labeled (inmate name and number). Shirts will be tucked into the trouser waistband at all times. Inmates are not permitted to wear hats in the Visiting Room. Approved religious headwear (such as a Yarmulke) may be worn in the Visiting Room. All religious headwear will be inspected prior to and at the completion of the visit. With the exception of medically authorized soft shoe pass black institutional Velcro shoes are the only footwear that will be allowed in the Visiting Room (at the FCI and at the SCP) only if they are neat and clean in appearance. The only footwear permitted in the FDC Visiting Room is the orange clog shoe. Visits will not be permitted for those who are not properly groomed. Proper grooming requires that hair is neat and clean.

**Proper Dress for Visitors in the Visiting Room:**

Inmates are responsible for informing prospective visitors that their clothing should be within the bounds of good taste and should not possibly offend others who may be present in the Visiting Room. Visitors wearing transparent, revealing, or suggestive clothing will not be admitted into the institution. Visitors will refrain from wearing any clothing that contains sexually suggestive/offensive writing, or writing/logos that reference gangs. Dresses or skirts must be no shorter than

touching the bottom of the kneecap in length, and may not have a slit above the knee. Tight or form fitting dresses such as knit, spandex, or any other material that is form fitting will not be permitted. Tops will cover the upper body, including stomach, chest/breasts, and back. Halter tops, hooded clothing, tank tops, strapless tops, strapless dresses, shorts, miniskirt, culottes and spandex will not be allowed. Blouses or other apparel of a suggestive nature (i.e., revealing V-Neck, or any garment that reveals the mid-section) will not be allowed. Sweat shirts/pants, jogging outfits (pants or jackets) are not allowed to be worn as this resembles allowable inmate clothing. Clothing made of see-through material will not be permitted. Any "pantyhose" type leggings, Jeggings, Spandex, Leotards, Yoga pants, etc. (any pants that are skin tight, regardless of the material), or pants with holes, will not be permitted unless the lower body is covered by an appropriate length dress/skirt. Any other clothing that, at the direction of the Lieutenant or Institutional Duty Officer (IDO), excessively resembles the style or color of inmate clothing (i.e., khaki, green, red and yellow outfits (top and bottom), will not be allowed to be worn into the institution. Clothing that resembles staff uniforms will not be worn. No watches/bracelets are allowed. At the discretion of the Lieutenant or Institutional Duty Officer, children under the age of twelve (12) will be allowed to wear shorts. Short pants will be no higher than 6 inches above the knee. No bare feet will be permitted (excluding babies).

All visitors must be fully attired, including shoes. Shoes must have a heel or be able to strap to the foot. The following shoes are not permitted:

1. Slipper type shoes
2. Shower shoes
3. Flip-Flops
4. Open-toed shoes

Any clothing not noted above that is deemed inappropriate for wear in a correctional facility will not be authorized. Provocative and/or excessively revealing attire will not be permitted in the correctional facility.

**Institutional Activities:**

Visiting is a positive activity for inmates and visiting will normally take precedence over other institutional activities. In the event of an institution emergency, inmate visits may be terminated or limited at the discretion of the Warden.

**Prisoner Visitation and Support:**

The Prisoner Visitation and Support Program (PVS) is a valuable volunteer program. PVS Volunteers at FCI Sheridan are allowed to carry paper and writing implements into the Visiting Room and may sit across from each other. PVS Volunteers are authorized in advance by memorandum. THEIR VISITS ARE NOT TO BE CHARGED AGAINST SOCIAL VISITS, BUT WILL BE CONDUCTED DURING NORMAL VISITING HOURS. They are expected to adhere to the institution dress code and visiting policy.

**Miscellaneous Visiting Room Regulations:**

No electronic devices will be allowed into the Visiting Room. Electronic devices include, but are not limited to the following: beepers, pagers, and cellular phones.

\*\*\*Note: A limited number of lockers are available in the front lobby for those visitors who have no means to secure these items.

Any unauthorized items will be returned to the prospective visitor's vehicle. When the visitor does not have a vehicle on the premises, he or she will be responsible for removing the unapproved item from the premises, prior to visiting.

Papers, packages, money orders, and/or gifts are not allowed into or exchanged in the Visiting Room.

All visiting areas are Non-Smoking Areas. No tobacco products of any type are allowed in the visiting areas.

Visitors are permitted to bring in infant care items limited to; one pacifier, one diaper, five diaper wipes, toddler(sippy) cup(clear plastic), one infant size blanket, and one bottle of breast milk or a sufficient

amount of dry or liquid single serve baby formula (factory sealed)., with lid. It must be kept at the officer's station while in visiting. The top of the bottle is not allowed to come off while in the institution. The inmate is not allowed to have any contact with the bottle or the baby while the baby is being fed. The visitor must feed the baby in front of the officer's station in clear view of staff at all times. Once when the baby is done being fed, the bottle must be returned to the officer's station and will be returned to the visitor when they leave the institution. No infant toys of any kind are allowed in the Visiting Room. The diaper wipes can be held in a clear zip-lock type bag up to the one gallon size bag.

Visitors and inmates will required to sit across from each other in the visiting room. Visitors sit on the gray chairs and inmates will be required to sit on the dark blue chairs only.

Visitors are responsible for their children while in the Visiting Room. At the FCI and SPC there is a designated play area for children to play. Children are to be properly supervised by the visitor at all times. Inmates and visitors are responsible for monitoring their children's behavior from becoming disruptive. The inmate will be warned if their children become disruptive and the visit may be terminated.

The Visiting staff will confer with the Lieutenant or Duty Officer prior to terminating any visit.

Inmates are only permitted in the designated play area with their own children.

The Education Department will be responsible for the acquisition or replacement of all equipment, toys, books, playing cards, etc. for the children's play area.

Visitors are precluded from bringing animals onto the institutional grounds, except for animals that assist persons with disabilities. The visitor must provide staff with certification that the animal is trained for that purpose. The certification must be sent in by fax or mail to the institution prior to the proposed visit. This

documentation will be sent to the inmate's unit team for retention in the inmate central file. A copy of this report will be maintained in the inmate's visiting files for future reference when the specific visitor comes to visit. Animals will not be left unattended in the visitor's vehicle.

Photographs with adults kissing are not permitted in the photo and each face in the photo will be recognizable. Adult visitors are not permitted to sit on the lap of any inmate during the photo or on the floor.

Inmates may not pose in a lewd, sexually explicit, or obscene manner. There will not be a display of gang signs in any picture taken.

An inmate will be allowed to hold his visitor's hand or have his arm around his visitor (within good taste) during the photo. Hands must be visible at all times while the photograph is being taken. No hand gestures of any type will be allowed.

During all social visits inmates and visitors will remain seated unless tending to children, going to restrooms, photo and vending areas. No sitting on laps.

Food items and drink containers must remain unopened when handed over to the inmate. Inmates and visitors are not authorized to share food or drinks from the same container or package.

Further, inmates and visitors are not permitted to remove any vending machine purchased items from the visiting room. Inmates and visitors will dispose of trash in the available trash bins prior to leaving the visiting room.

Although discouraged due to the correctional setting, a female visitor may breastfeed her child in the Visiting Room during the social visit but must use discretion. The female visitor must cover herself while feeding the child.

Only clear plastic coin purses or zip-lock bags up to the one gallon size bag are authorized. No paper currency (coin only) is permitted in the institution.

Visitors are allowed to bring (one) 1 car key inside the institution, with the exception of rental car keys which cannot be separated.

- F. **Limited Visit Space:** In the event the Visiting Room becomes overcrowded, it may be necessary to limit the length of visits or the number of visitors. The decision to limit the duration of a visit will be made by the Operations Lieutenant or Institution Duty Officer (IDO). Determination for termination of visitors will be based on time of arrival and distance of travel.
- G. **Terminating Visitors:** The Lieutenant or IDO also has the prerogative of terminating visits for reasons of improper conduct on the part of the inmate or his visitor(s). The right to have future visits may be denied as part of an administrative action for any visitor who attempts to violate, circumvent or evade institutional regulations.
- H. **Special Visits:** Minister of Record: Inmates wanting a visit from their Minister of Record must submit a written request to the Chaplain. Upon approval, the unit team will add the name with the title "Minister of Record" to the inmate's visiting list. An inmate is limited to only one Minister of Record and the prior relationship rule will not apply. The addition of a Minister of Record **will not count** against the inmate's authorized visitor list total and will not impact the inmate's allowed social visiting for that day. Minister of Record visits will be conducted in the visiting room during scheduled social visiting hours.

Clergy, other than the Minister of Record, will be conducted in accordance with the general visiting procedures, and **will count** against the total number of visiting points an inmate is charged.

All other Special Visits will be reviewed on a case by case basis and coordinated through the inmates Unit Team. Assigned Visiting Staff will supervise the

visit.

Requests for special visits related to the inmate's release planning and reentry that cannot be accomplished through the regular regulations and/or the telephone will be considered by the inmate's unit team on a case by case basis. These requests should be submitted via the Inmate Request to Staff Form.

- I. **Exit Procedures:** Visitors will be properly identified by using their identification card which is attached to their BP-224.02, Notification to Visitor, form and by checking the hand stamp under the ultra violet light. Visitors will be escorted to the front of the Control Center and then the Front Entrance sallyport. Visitors will be released in groups of no more than ten (10) at a time. Once in front of the Control Center visitor identification cards and the hand stamps are verified by the Control Center Officer. The visitor will then be escorted to the Front Entrance sallyport, once inside the sallyport, visitor identification cards and the hand stamps are again verified by the Front Lobby Officer before the visitors are allowed to exit through the Front Lobby sallyport. Once all visitors have been cleared from the Visiting Room, the inmates will line up at the visual search room door for processing out of visiting.

These basic procedures will be followed at the FDC with variances allowed for which all the visitors and inmates go to as well as the location of the ultra violet light.

The same procedures will be followed at the Camp with variances allowed for which all the visitors and inmates go to. Visitors at the Camp are not required to be escorted out.

- J. **Hospital Visits:** Inmates admitted to local hospitals for medical treatment will not be allowed social visits unless authorized by the Warden. In instances authorized by the Warden, visitors will only visit according to that medical facility's visiting times



and visits will be limited to immediate family members only. These visits will not exceed one hour in duration and will be done with direct staff supervision. Identification, search procedures, etc., applicable at the institution will be enforced.

Visits may be restricted or prohibited for inmates under strict medical care (i.e., suffering from infectious disease, psychiatric or suicidal observation, being physically restrained, in dry cell status or otherwise not in condition to see visitors). Inmates with medical conditions will be reviewed by the Chief Medical Officer or in his/her absence, the Health Services Administrator, in consultation with the Captain to determine whether visiting will be permitted. The IDO or Operations Lieutenant should carefully and sensitively explain the situation to the proposed visitor.

All denied visits under the circumstances in this section will be documented in a memorandum and will be maintained in section 2 of the Privacy Folder in the Inmate Central File.

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

K. **Identical Twins Visiting Procedure:** The following procedure applies to identical twin visits:

1. The inmate and visitor will sit in areas closest to the officer's station or the direct supervision of staff.
2. The visitor will be required to wear a specific colored wrist band. The wrist band will be applied and removed by the Front Lobby Officer. The wrist band has assigned serial numbers. The Front Lobby Officer will verify the serial numbers assigned to the wrist band for further security

identification.

3. The visitor will not wear clothing resembling the color, brand or pattern of the authorized inmate attire.

**Legal Visits:**

Attorneys must show a valid bar card or other suitable professional identification and pass through the metal detector before entry will be allowed into the institution. Attorney briefcases and papers being introduced into the institution will be screened for contraband by use of the X-ray machines located in the Front Lobby of the FCI and FDC. A visual inspection of the contents of briefcases will be made to check for obvious contraband. There will be no attempt to read any of the materials or documents in the briefcase.

All other persons entering the institution, to include Department of Justice, State and local law enforcement personnel, members of Congress and members of the Judicial Branch, will be required to pass through the metal detector before entering the institution. If an individual fails to clear a walkthrough metal detector, they will be screened using a hand-held metal detector. Screening Staff must be reasonably assured that the visitor is clear of contraband. If staff cannot be reasonably assured, the Operations Lieutenant will be contacted for further direction.

Visits between an attorney and an inmate are not subject to auditory supervision.

**FCI/SCP Legal Visits:**

All attorney visits for the FCI/SCP are arranged and monitored by the appropriate Unit Staff. The attorney and their client will be afforded privacy in one of the attorney rooms located inside the Visiting Room.

Inmates are permitted to bring legal materials to the Visiting Room. The legal materials must be examined by the staff member monitoring the legal visit inside of the Visiting Room. Once the legal visit has been concluded, the monitoring staff member will inspect the inmate's legal materials, and make contact with the Compound Office in

order to release the inmate back to their housing unit.

**FDC Legal Visits:**

Legal visitors will be processed expeditiously and normally take priority to other functions.

Legal visits for pre-trial inmates will occur 7 days per week at the FDC. Legal visits will normally be held on a first come, first serve basis, in two hour blocks of time; however, attorneys may request to schedule all day visits or visits requiring video conference capabilities a minimum of 48 hours in advance. In the event all attorney rooms are occupied, an attorney may wait for a vacant room to become available or they can proceed with their visit in the common/main area of the visiting room.

Official Visitors: Federal employees, including U.S. Attorneys, law enforcement agents, U.S. Court officials, U.S. Probation Officers, and Federal Public Defenders will be permitted to visit upon presentation of appropriate identification.

Attorneys' representatives (i.e., law clerks, paralegals, interpreters, investigators, psychologists, and other experts) may accompany an attorney into the Visiting Room with prior clearance from the Unit Team. Those persons seeking entry should request authorization through the [SHE/Attorney Notification@bop.gov](mailto:SHE/Attorney Notification@bop.gov) email box.

Upon executing a signed agreement form, "FDC Sheridan Electronic Media Agreement", attorneys/representatives are allowed to enter with their personal laptop, notebook, and/or IPAD. Attorneys/representatives are also allowed to enter with their external memory device; however, these items must be declared prior to entry. Power cords shall not exceed 6 feet.

Attorneys may enter the Visiting Room with legal materials, including legal video, CD's, DVD's and audio tapes. All legal materials must leave with the attorney at the conclusion of the visit.

Attorneys desiring to visit co-defendants must show the Lobby Officer the first page of the indictment listing the names of the co-defendant. An attorney for each inmate

participating in the co-defendant meeting must be present at all times. If there is no separation issue, the visit will be permitted.

**Rated Visiting Room Capacity:**            FCI = 230  
   SPC = 158  
   FDC = 93

**ATTACHMENTS:**

- A. Visiting Regulations for FCI and SCP (3 pages each)
- B. Visiting Regulations for FDC
- C. Transportation and Lodging/Information for Visitors
- D. Inmate Visitor Denial Form

  
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J. Salazar, Warden

**FEDERAL CORRECTIONAL INSTITUTION AND SATELLITE PRISON CAMP**  
**VISITING REGULATIONS**

1. **IDENTIFICATION:** Positive picture identification will be required. A valid driver's license or Government issued photo identification cards are acceptable forms of identification.
2. **VISITING HOURS:** Regular visiting hours are from 8:00 a.m. to 3:00 p.m. Saturdays, Sundays and Federal Holidays, at both the FCI and the Camp. No visitors will be processed after 2 p.m. Visitors will park in the approved designated parking areas. Visitors are not authorized to assemble on institutional grounds prior to 8:00 a.m. Saturday and Sunday. There is absolutely no parking on Ballston Road at any time. Violators will be subjected to enforcement by local, county, and or state law enforcement agencies.
3. **WHO MAY VISIT:** Only those people on the approved visitor's list may come to visit. Children over the age of 16 must be on the inmate's approved visitor list. Children who are under 16 years of age that appear to be 16 years or older may be asked to present valid identification. Children under the age of 18 (0-18 years) will be accompanied by a responsible adult. Visitors may not be listed on more than one inmate's visiting list, except where inmates and visitors are of the same immediate family.
4. **NUMBER OF VISITORS:** The number of visitors an inmate may have at one time is six, including children. A maximum of four adult visitors will be allowed in at any one time. Children over the age of 16 will be counted as one adult visitor. Should more than four authorized adult visitors arrive at one time, a split visit may be arranged at the discretion of the Visiting Room Officer. A split visit is defined as a visit where four persons are present in the Visiting Room, and one or more of these persons leave the Visiting Room to be replaced by another authorized visitor(s). On split visits, only one interchange of visitors will normally be permitted; e.g., individuals leaving the Visiting Room to permit other members of the party to visit will not subsequently return for visiting the same day. Visitors who are partaking in split visits will not be allowed to remain on institutional grounds either waiting to visit or at the conclusion of their visit.

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5. **PERSONAL CONTACT:** Personal contact within the limits of good taste such as shaking hands, a kiss, and embrace are permitted when the visitor and inmate meet and just prior to departing.

**PERSONAL DRESS FOR VISITORS:** Inmates are responsible for informing prospective visitors that their clothing should be within the bounds of good taste and should not possibly offend others who may be present in the Visiting Room. Visitors wearing transparent, revealing, or suggestive clothing will not be admitted into the institution. Visitors will refrain from wearing any clothing that contains sexually suggestive/offensive writing, or writing/logos that reference gangs. Dresses or skirts must be no shorter than touching the bottom of the kneecap in length, and may not have a slit above the knee. Tight or form fitting dresses such as knit, spandex, or any other material that is form fitting will not be permitted. Tops will cover the upper body, including stomach, chest/breasts, and back. Halter tops, hooded clothing, tank tops, strapless tops, strapless dresses, shorts, miniskirt, culottes and spandex will not be allowed. Blouses or other apparel of a suggestive nature (i.e., revealing V-Neck, or any garment that reveals the mid-section) will not be allowed. Sweat shirts/pants, jogging outfits (pants or jackets) are not allowed to be worn as this resembles allowable inmate clothing. Clothing made of see-through material will not be permitted. Any "pantyhose" type leggings, Jeggings, Spandex, Leotards, Yoga pants, etc. (any pants that are skin tight, regardless of the material), or pants with holes, will not be permitted unless the lower body is covered by an appropriate length dress/skirt. Any other clothing that, at the direction of the Lieutenant or Institutional Duty Officer (IDO), excessively resembles the style or color of inmate clothing (i.e., khaki, green, red and yellow outfits (top and bottom), will not be allowed to be worn into the institution. Clothing that resembles staff uniforms will not be worn. No watches/bracelets are allowed. At the discretion of the Lieutenant or Institutional Duty Officer, children under the age of twelve (12) will be allowed to wear shorts. Short pants will be no higher than 6 inches above the knee. No bare feet will be permitted (excluding babies).

All visitors must be fully attired, including shoes. Shoes must have a heel or be able to strap to the foot. The following shoes are not permitted:

1. Slipper type shoes
2. Flip-Flops
3. Open-toed shoes

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**7. ALL AUTHORIZED ITEMS ENTERING THE VISITING ROOM MUST BE CARRIED IN A CLEAR PLASTIC CONTAINER/BAG. ONLY THE FOLLOWING ITEMS LISTED BELOW ARE AUTHORIZED TO BE TAKEN INTO THE VISITING ROOM BY VISITORS:**

1. One(1) transparent change purse or zip-lock type bag can be up to the one gallon size bag.
2. Four(4) diapers
3. Two(2) jars (plastic) of Baby Food, unopened
4. Three(3) baby bottles (plastic) clear
5. One(1) baby blanket 30" x 30"
6. Female hygiene products
7. Heart and epilepsy medication only
8. Sufficient amount of dry or liquid single serve baby formula (factory sealed).
9. Sufficient amount of baby wipes.
10. One (1) car key (excluding rental car keys that cannot be separated).
11. No more than \$30.00 in coin per visitor.

The above will be the only items allowed into the Visiting Room, and any other item(s) will not be allowed. No car seats/strollers or watches/bracelets are allowed. No written messages may be exchanged during a visit.

**ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO ENTERING AND UPON DEPARTING THE INSTITUTION. THE USE OF CAMERAS OR RECORDING EQUIPMENT WITHOUT WRITTEN CONSENT OF THE WARDEN IS STRICTLY PROHIBITED.**

8. **PACKAGES:** It is not permissible for visitors to bring packages, photos, or gifts of any kind into the institution.

9. **MONEY:** Money cannot be accepted for deposit into the inmate's trust fund account through the Visiting Room or Front Lobby. This should be done through the mail. **Visitors are allowed to bring coin change (ONLY) to purchase food items from vending machines located in the Visiting Room.**

10. **SMOKING:** No tobacco of any kind is allowed into the institution.

11. **LOCATION:** The institution is located approximately 1 mile

East of Sheridan, Oregon, on Ballston Road. Sheridan is located approximately 50 miles southwest of Portland, Oregon. Visitors are not authorized the institution grounds before 8:00 a.m. on

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post hours and days, and Federal Holidays.

12. **Title 18 U.S.C. of Sections 1791 and 3571:** Provides a penalty of imprisonment of not more than twenty years, a fine of not more than \$250,000 or both, to a person who, in violation of a statute, rule, or order issued pursuant to that statute, provides, or attempts to provide, to an inmate anything whatsoever without the Warden's knowledge and consent. This includes, but is not limited to, such objects as firearms, weapons, narcotics, drugs and currency.

13. All visitors entering the institution are required to pass through and clear the walk thru metal detector located in the Front Lobby. All visitors are subject to a random pat search conducted in a designated private area in the front lobby. The random pat search will be conducted by a same gender staff member. Visitors will be randomly tested utilizing the Smiths Detection 600. All visitors' jackets and shoes will be scanned through the x-ray machine located in the Front Lobby at the FCI and FDC. Any visitor refusing to submit to this procedure or who fails the drug detection system or the metal detector will be denied access into the institution. Undergarments may not be removed or placed in the x-ray machine in effort to clear the metal detector. If a visitor feels that their clothing is keeping them from clearing the metal detector, they may be afforded the opportunity to come back after changing their clothing.

If visitors are unable to clear the walk through metal detector, they may be screened using a hand held metal detector. Screening Staff must be reasonably assured that the visitor is clear of contraband. If staff cannot be reasonably assured, the Operations Lieutenant will be contacted for further direction.

14. All areas of the institution are subject to the possibility of video monitoring.

15. Visitors are precluded from bringing animals onto the institutional grounds, except for animals that assist persons with disabilities. The visitor must provide staff with certification that the animal is trained for that purpose. The certification must be sent in by fax or mail to the institution prior to the proposed visit. This documentation will be sent to the inmate's unit team for retention in the inmate central file.



A copy of this report will be maintained in the inmate's visiting files for future reference when the specific visitor comes to visit. Animals will not be left unattended in the visitor's vehicle.

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**FEDERAL DETENTION CENTER**  
**VISITING REGULATIONS**

1. **IDENTIFICATION:** Positive picture identification will be required. A valid driver's license or Government issued photo identification cards are acceptable forms of identification.

2. **VISITING HOURS:** Visits are regularly scheduled from 8:30 a.m. to 3:00 p.m. The Visiting days for J-1 inmates are Fridays and Saturdays, and Sunday and Monday for inmates in Unit J-2.

3. **WHO MAY VISIT:** Inmates in the FDC may receive visits from immediate family members only. Visitors must be able to demonstrate that they are an immediate member of the family. Immediate family is defined as mother, father, step parents, foster parents, brother, sister, legal spouse and children. Visitors may not be listed on more than one inmate's visiting list, except where inmates and visitors are of the same immediate family.

4. **NUMBER OF VISITORS:** The maximum number of visitors an inmate may have at one time is six, including children. A maximum of two adult visitors will be allowed in at any one time. Children over the age of 16 will be counted as one adult visitor. Should more than two authorized adult visitors arrive at one time, a split visit may be arranged at the discretion of the Visiting Room Officer. A split visit is defined as a visit where two persons are present in the Visiting Room, and one or more of these persons leave the Visiting Room to be replaced by another authorized visitor(s). On split visits, only one interchange of visitors will normally be permitted; e.g., individuals leaving the Visiting Room to permit other members of the party to visit will not subsequently return for visiting the same day. Visitors who are partaking in split visits will not be allowed to remain on institutional grounds either waiting to visit or at the conclusion of their visit.

5. **PERSONAL CONTACT:** Personnel contact within the limits of good taste such as shaking hands, a kiss, and embrace are permitted when the visitor and inmate meet and just prior to departing.

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6. **PERSONAL DRESS FOR VISITORS:** Inmates are responsible for informing prospective visitors that their clothing should be within the bounds of good taste and should not possibly offend others who may be present in the Visiting Room. Visitors wearing transparent, revealing, or suggestive clothing will not be admitted into the institution. Visitors will refrain from wearing any clothing that contains sexually suggestive/offensive writing, or writing/logos that reference gangs. Dresses or skirts must be no shorter than touching the bottom of the kneecap in length, and may not have a slit above the knee. Tight or form fitting dresses such as knit, spandex, or any other material that is form fitting will not be permitted. Tops will cover the upper body, including stomach, chest/breasts, and back. Halter tops, hooded clothing, tank tops, strapless tops, strapless dresses, shorts, miniskirt, culottes and spandex will not be allowed. Blouses or other apparel of a suggestive nature (i.e., revealing V-Neck, or any garment that reveals the mid-section) will not be allowed. Sweat shirts/pants, jogging outfits (pants or jackets) are not allowed to be worn as this resembles allowable inmate clothing. Clothing made of see-through material will not be permitted. Any "pantyhose" type leggings, Jeggings, Spandex, Leotards, Yoga pants, etc. (any pants that are skin tight, regardless of the material), or pants with holes, will not be permitted unless the lower body is covered by an appropriate length dress/skirt. Any other clothing that, at the direction of the Lieutenant or Institutional Duty Officer (IDO), excessively resembles the style or color of inmate clothing (i.e., khaki, green, red and yellow outfits (top and bottom), will not be allowed to be worn into the institution. Clothing that resembles staff uniforms will not be worn. No watches/bracelets are allowed. At the discretion of the Lieutenant or Institutional Duty Officer, children under the age of twelve (12) will be allowed to wear shorts. Short pants will be no higher than 6 inches above the knee. No bare feet will be permitted (excluding babies).

All visitors must be fully attired, including shoes. Shoes must have a heel or be able to strap to the foot. The following shoes are not permitted:

1. Slipper type shoes
2. Flip-Flops
3. Open-toed shoes

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7. ALL AUTHORIZED ITEMS ENTERING THE VISITING ROOM MUST BE CARRIED IN A CLEAR PLASTIC CONTAINER/BAG. ONLY THE FOLLOWING ITEMS LISTED BELOW ARE AUTHORIZED TO BE TAKEN INTO THE VISITING ROOM BY VISITORS:

1. One(1) transparent change purse or zip-lock type bag can be up to the one gallon size bag.
2. Four(4) diapers
3. Two(2) jars (plastic) of Baby Food, unopened
4. Three(3) baby bottles (plastic) clear
5. One(1) baby blanket 30" x 30"
6. Female hygiene products
7. Heart and epilepsy medication only
8. Sufficient amount of dry or liquid single serve baby formula (factory sealed).
9. Sufficient amount of baby wipes.
10. One (1) car key (excluding rental car keys that cannot be separated).
11. No more than \$30.00 in coin per visitor.

The above will be the only items allowed into the Visiting Room, and any other item(s) will not be allowed. No car seats/strollers or watches/bracelets are allowed. No written messages may be exchanged during a visit.

**ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO ENTERING AND UPON DEPARTING THE INSTITUTION. THE USE OF CAMERA, OR RECORDING EQUIPMENT WITHOUT WRITTEN CONSENT OF THE WARDEN IS STRICTLY PROHIBITED.**

8. **PACKAGES:** It is not permissible for visitors to bring packages, photos, or gifts of any kind into the institution.

9. **MONEY:** Money cannot be accepted for deposit into the inmate's trust fund account through the Visiting Room or Front Lobby. This should be done through the mail. Visitors are allowed to bring **coin change (ONLY) to purchase food items from vending machines located in the Visiting Room.**

10. **SMOKING:** No tobacco of any kind is allowed into the institution.

11. **Title 18 U.S.C. of Sections 1791 and 3571:** Provides a penalty

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of imprisonment of not more than twenty years, a fine of not more than \$250,000 or both, to a person who, in violation of a statute, rule, or order issued pursuant to that statute, provides, or attempts to provide, to an inmate anything whatsoever without the Warden's knowledge and consent. This includes, but is not limited to, such objects as firearms, weapons, narcotics, drugs and currency.

12. All visitors entering the institution are required to pass through and clear the walk thru metal detector located in the Front Lobby. All visitors are subject to a random pat search conducted in a designated private area in the front lobby. The random pat search will be conducted by a same gender staff member. Visitors will be randomly tested utilizing the Smiths Detection 600. All visitors' jackets and shoes will be scanned through the x-ray machine located in the Front Lobby at the FCI and FDC. Any visitor refusing to submit to this procedure or who fails the drug detection system or the metal detector will be denied access into the institution.

If visitors are unable to clear the walk through metal detector, they may be screened using a hand held metal detector. Screening Staff must be reasonably assured that the visitor is clear of contraband. If staff cannot be reasonably assured, the

Operations Lieutenant will be contacted for further direction.

13. All areas of the institution are subject to the possibility of video monitoring.

14. Visitors are precluded from bringing animals onto the institutional grounds, except for animals that assist persons with disabilities. The visitor must provide staff with certification that the animal is trained for that purpose. The certification must be sent in by fax or mail to the institution prior to the proposed visit. This documentation will be sent to the inmate's unit team for retention in the inmate central file. A copy of this report will be maintained in the inmate's visiting files for future reference when the specific visitor comes to visit. Animals will not be left unattended in the visitor's vehicle.

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**TRANSPORTATION AND LODGING**

The Federal Correctional Institution, Sheridan, Oregon, is located off State Highway 18, on the outskirts of the town of Sheridan. The institution is situated approximately 50 miles southwest of Portland and 25 miles northwest of Salem.

**FROM PORTLAND:** Interstate Highway 5 south to Highway 99W. Proceed west on Highway 99W toward McMinnville. Take the Highway 18 bypass (Ocean Beaches) around the town of McMinnville. Continue on State Highway 18 toward the beach. Approximately 13 miles west on State Highway 18, take the second Sheridan exit, and turn right off of the ramp. The institution is located on the south side of the highway and is noticeable from the exit.

**FROM SALEM:** State Highway 22 west toward Dallas/Beach Cities. Continue on State Highway 22 to the Valley Junction turn-off to Highway 18 East. Continue on Highway 18 East to Sheridan off ramp. Turn left, and the institution is approximately 1/4 of a mile on Ballston Road.

**LODGING:** FCI Sheridan is located in a rural area, and lodging is limited. However, listed below are the facilities nearest the institution:

**SHERIDAN COUNTRY INN**  
1330 W. Main Street  
Sheridan, Oregon  
503-843-3151 OR 503-843-3226

**MOTEL 6**  
2056 S. Highway 99W  
McMinnville, Oregon  
503-472-9493 OR 800-525-5469

**COMFORT INN & SUITES**  
2520 SE Stratus Avenue  
McMinnville, Oregon  
503-472-1700 or 877-424-6423

**AMERICA'S BEST VALUE & SUITES**  
345 N. Highway 99W  
McMinnville, Oregon  
503-472-5187

**BEST WESTERN VINEYARD INN**  
2035 S. Highway 99W  
McMinnville, Oregon  
503-472-4900 or 800-285-6242

**RED LION INN & SUITES**  
2535 NE Cumulus Avenue  
McMinnville, Oregon  
503-472-1500 or 800-733-5466

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**TRANSPORTATION:** This area has no public transportation (city bus service) between the institution and the surrounding areas. There are private transportation services that are available. However, privately owned vehicles or rentals would be optimum.

<b>Prestige Limo</b>	(503) 472-7980	(McMinnville)
<b>Shamrock Taxi</b>	(503) 472-5333	(McMinnville)
<b>Greyhound Bus Lines</b>	(503) 362-2428	(Salem)

**Mailing Address:**

FCI Sheridan  
P.O. Box 5000  
Sheridan, Oregon 97378  
Phone: 503-843-4442

FDC/SCP Sheridan  
P.O. Box 6000  
Sheridan, Oregon 97378  
Phone: 503-843-7663

FCI/FPC/FDC SHERIDAN, OREGON

INMATE VISITOR DENIAL FORM

On this date, \_\_\_\_\_, at: \_\_\_\_\_ (am) (pm),  
the following visitor,

(Mr.) (Mrs.) (Ms.) \_\_\_\_\_.

was denied entrance into the institution. The visitor arrived at the  
institution to visit \_\_\_\_\_

(Inmate Name)

(Reg. No.)

The visit for this individual was denied for the following reason(s):

1. No identification
2. Not on Visiting List
3. Under age without parent/guardian
4. Other: \_\_\_\_\_

Comments: \_\_\_\_\_

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

Prior to Denial:

Unit Team or Duty Officer notified and approval given

\_\_\_\_\_  
(Signature)

Operation Supervisor notified \_\_\_\_\_

Front Lobby Officer: \_\_\_\_\_

TO BE RETAINED IN VISITING FOLDER FOR 90 DAYS