



U.S. Department of Justice
Federal Bureau of Prisons

INSTITUTION SUPPLEMENT

OPI Correctional Services/Correctional Programs
NUMBER SST-5267.09D
DATE May 19, 2025

VISITING REGULATIONS

Approved:  T. Vaught, Warden
FCI Sandstone

1. PURPOSE AND SCOPE:

Inmates are encouraged to receive visits by family, friends, and community groups. This maintains the morale of the inmate population and develops a closer relationship between the inmate and family members, as well as members of the community. This institution supplement is an outline of procedures and guidelines at FCI Sandstone, Minnesota, for inmate visits. This Supplement is mandated by Program Statement 5267.09 CN-1, Visiting Regulations, dated August 1, 2023.

2. DIRECTIVES AFFECTED:

A. Directives Rescinded:

I.S. 5267.09D, Visiting Regulations, dated August 1, 2023.

B. Directives Referenced:

P.S. 5267.09 CN-1, Visiting Regulations, dated August 1, 2023; P.S. 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, dated July 17, 2013; P.S. 1315.07 CN-1, Legal Activities, Inmate, dated August 1, 2023; P.S. 5500.14 CN-1, Correctional Services Procedures Manual, dated August 1, 2016; and, P.S. 5500.15 CN-1, Correctional Services Manual, dated April 4, 2023.

3. STANDARDS REFERENCED:

American Correctional Association 5th Edition Standards for Adult Correctional Institutions: 5-ACI-2E-03, 5-ACI-3B-02 (M), 5-ACI-4A-21 through 5-ACI-4A-27, 5-ACI-3D-01 through 5-ACI-3D-04, 5-ACI-7A-02, 5-ACI-7D-14 5-ACI-7D-15, 5-ACI-7D-17, 5-ACI-7D-19, 5-ACI-7D-21, 5-ACI-7D-22, 5-ACI-7E-01, 5-ACI-4A-21, 5-ACI-4A-22, 5-ACI-4A-23, 5-ACI-4A-24, 5-ACI-4A-25, 5-ACI-4A-26, 5-ACI-4A-27, 5-ACI-3D-01, and 5-ACI-3D-02.

4. PROCEDURES:

A. Regular Visit: An inmate desiring to have regular visitors must submit a list of

proposed visitors to his Unit Team. The list will be limited to twenty (20) adult visitors (16 years and older). The Correctional Counselor will compile a visitors list for each inmate after receiving a response to the Visitor Information form (BP-A0629).

- a. Inmates may make changes to their visiting lists once a month. Approval to place a visitor back on the list will be completed on a case-by-case basis. The Counselor changing the list will annotate in the BOPWare system under the "Notify Notes" section the date the visitor may be allowed to resume visits.
- b. The Unit Manager will be the approving authority for placement of visitors on the visiting list. The inmate has the responsibility of notifying the visitors on his approved list. A visitor will not be permitted to be placed on two inmate visiting lists. Exceptions may be made in cases where more than one family member or significant other is incarcerated at FCI Sandstone, and it can be verified through the PSI. Approval will be considered upon individual cases with supporting documentation.
- c. The visiting privilege ordinarily will be extended to friends and associates, unless such visits could reasonably create a threat to the security and good order of the institution. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution. The inmate must have known the proposed visitor(s) prior to incarceration.
- d. The Warden must approve any exception to this requirement. Ordinarily, an inmate's visiting list should not list more than 20 friends and associates. The Warden may make an exception to this provision when warranted. Consultation with the Regional Counsel may be necessary to determine this provision's applicability to a specific case(s).
- e. Correctional Counselors will provide new inmates with a copy of their proposed visitors list. The inmate will list his family members and Attorney of Record. A Visitor Information form (BP-A0629) will be sent to prospective visitors other than immediate family members and the inmate's Attorney of Record.
- f. This form and an NCIC check must be completed prior to approval being granted. Unit team is responsible for entering visiting information on the BOPWare Program which is then accessed by Front Lobby and Visiting Room staff, as necessary, to process in visitors. A hardcopy will be provided to the Front Lobby by the Counselors for a backup if the visiting system is not operational.
- g. Correctional Counselors will notify inmates of their approved and disapproved visitors.
- h. Upon approval, of each visitor, staff will provide the inmate with a copy of the visiting regulations. The inmate is responsible for notifying the visitor of approval or disapproval of visiting and is expected to provide the approved visitor with a copy of the visiting regulations. A copy of the visiting regulations is available for review in the Front Lobby upon request and posted in the Visiting Room.
- i. On occasion, an inmate visitor's application, or a subsequent NCIC check may

reveal information that would cause disapproval of the request. If such information is found, the original request, NCIC printout and memorandum explaining the request for denial (Attachment A) will be forwarded to the Warden for review and final decision. After the final decision is made, the packet will be placed into the inmate's central file, and the inmate will be informed the visitor's will not be placed on inmate's visiting list. No information from the application or subsequent checks can be revealed to the inmate.

- B. Special Visits: The Counselor will investigate all special visits and determine whether the visit would meet the criteria outlined in Program Statement 5267.09 CN-1. An inmate desiring a special visit shall submit to his Unit Team a "Request to Staff Member" at least one week prior to the anticipated visit.

The inmate should give the name and address of the individual with whom he desires a visit, their relationship, and other pertinent information, which will assist Unit Team in reaching a decision. The inmate's Counselor will notify the inmate of the approval or disapproval of the visit. A copy of all approved special visits will be sent to the Visiting Room Officer, who will supervise the visit during normal visiting hours. Whether approved or disapproved, a copy of Unit Team's response will be placed in the inmate's central file, identifying the reason for the approval or disapproval. The inmate's Unit Team, responsible for scheduling the visit, will complete a memo to the Warden through the Captain in advance of the visit.

- a. Clergy Visits: The Chaplain may approve Community clergy for a one-time visit. If the inmate wishes continued visits, the inmate may have the clergy placed on his visiting list as his Minister of Record. An inmate can have only one Minister of Record. The institution Chaplain will have input into this decision. These visits will be restricted to two (2) visits per week and two (2) hours in length. Visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures and will count against the total number of regular visits allowed. A copy of all approved special visits will be sent to the Visiting Room Officer, who will supervise the visit. Religious Services will arrange and provide supervision of all Clergy Visits. In the event the visit does not take place on a normal visiting day, Religious Services staff will provide supervision for the visit.
- b. Attorney Visits: Attorneys should be on the inmate's visiting list; however, this does not preclude other attorneys from visiting if the inmate requests such visits. The attorneys must have proper identification identifying them as a Licensed Attorney. Normally, attorneys will be permitted contact visiting with inmates except for security reasons or when violations of institutional regulations occur. Inmates housed in the Special Housing Unit will not be permitted contact visits during normal visiting hours. Attorneys will be required to prove they are licensed attorneys. Normally, a state bar association card will be sufficient. A Notification to Visitor and Attorney-Client Agreement form, will be completed prior to visiting the inmate.
 - i. Legal visits will ordinarily occur on non-visiting days during regular visiting hours and should be scheduled at least one (1) week in advance.
 - ii. The inmate's Unit Team will be responsible for scheduling and

supervising the visit, including completion of a memo to the Warden through the Captain in advance of the visit, and filing in the inmate's Central File.

- iii. If an Attorney wishes to visit during normal visiting hours, the Visiting Room Officer will supervise the visit. However, no supplies or paperwork will be allowed, and Attorneys should be notified that there is no guaranteed expectation of privacy, due to other social visits occurring at the same time.
- iv. If necessary, following any institution disruptive event or issue with the facility, Unit Team will ensure inmates are scheduled for legal visits as soon as it is safely possible. If any legal visits are missed due to these occurrences, Unit Team will coordinate rescheduling as soon as possible, within safety and security limitations.

C. Special Housing Unit Inmate Visits: The Operations Lieutenant will be notified when an inmate in the Special Housing Unit (SHU) receives a visit. Prior to leaving SHU, the inmate will be strip searched, fully dressed in a jumpsuit, and placed in full restraints. The inmate will be escorted from SHU through the north exit after the corridor door to the hallway has been secured.

- a. The restraints will remain on the inmate during his visit in the Visiting Room (entrance by the Control Center). When removing the inmate from the Visiting Room, the inmate will be strip searched, the corridor door will again be secured.
- b. Inmate will be escorted in full restraints out of the Visiting Room and back to SHU through the north exit of SHU. SHU inmates will be placed in chairs adjacent to the officer's desk in the Visiting Room and these inmates will not be allowed to visit with any other inmates or visitors.
- c. Only two SHU inmates will be allowed in the Visiting Room at any given time. If visitors arrive to visit a third SHU inmate, the SHU inmate who has been visiting the longest will have his visit terminated after the two (2) hour limit to allow for the next visit to occur. Inmates in holdover status must follow procedures listed above in all previous sections.

D. Holdovers and New Commitments: When an approved visiting list is not available, visits for new commitments and inmates in holdover status are limited to members of the immediate family. A birth certificate or some form of valid identification that would indicate they are members of the same family is required, including a check of the inmate's Pre-sentence Investigation Report. Approval for immediate family normally occurs within five working days of verification.

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

- a. Any inmate fitting this criterion will have the following annotation placed in the visiting room program under the comments section: "this inmate was convicted of a sex offense involving a minor." Any inmate identified as having a Walsh Act assignment involving a minor will have his/her visits closely monitored.

5. VISITING ROOM OPERATIONS:

- A. Visiting Schedule: Authorized visiting days are Saturday, Sunday, and Federal Holidays, 8:30 a.m. to 3:30 p.m. Visitors may arrive at 8:00 a.m. to begin processing. On weekends and holidays visitors will not be allowed to enter or exit the institution from 9:30 a.m. until the 10:00 a.m. count has cleared. No visitors will be allowed in to visit after 2:30 p.m. Visitors are not permitted to enter the Federal Correctional Institution grounds prior to 7:50 a.m. on visiting days. Visitors may proceed to the authorized parking area. Visitor parking is prohibited along the Bureau Road.
- a. Legal holidays are: New Year's Day, Martin Luther King's birthday, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day. Visiting on Federal Holidays will not count toward the monthly visiting total.
- B. Visiting Rotation: Visiting is on an odd/even basis for Saturday and Sunday. Odd and even is determined by the fifth digit of the register number. (The number "0" is considered an even number). Inmates having an odd register number will visit on the odd designated weekends of the month; even register numbers will visit on even designated weekends. There is no odd/even restriction for visits during the weekdays, or federal holidays. A schedule listing the even/odd weekends will be posted in the units. Exception to the odd and even rule may be made only with the prior approval of the unit manager. In the event of any deviation from the visiting schedule, the institution's public page will be updated accordingly to notify inmate families and the public.
- a. Inmates are limited to six (6) visits a month. Visits are limited to six (6) visitors at any one time unless prior approval is obtained.
 - b. Should it become necessary to limit the length of visits due to overcrowding, visiting may be limited to two (2) hours. When such curtailment becomes necessary, consideration will be given to the frequency of visits, number of visitors and distance traveled when determining which visits will be curtailed.
 - c. The maximum capacity for the Visiting Room is 100 people.
 - d. Once a visitor leaves the institution, the visit is terminated for that day.
- C. Visiting List: Visitors must be on the inmate's authorized visiting list. Visitors will not be permitted entry without proper identification. Staff shall verify the identity of each visitor (photo identification must be a valid state or government issued photo identification) prior to admission of the visitor to the institution.
- a. Visitors' identification cards will remain with the Front Lobby Officer for the duration of the visit and will be given back to the visitors upon the conclusion of the visit when they are departing the institution.
 - b. Visitors under the age of 16 who are accompanied by a parent or legal guardian are exempt from this provision.
 - c. The visitor will be required to complete a Notification to Visitors form (BP-A0224) in its entirety prior to visiting. Visiting rules and regulations are posted in the Visiting Room.

- d. Upon the first visit of a visitor that is on the approved visiting list of an inmate, the visitor will be processed into the computer system.
- e. Any visitor that is 16 years and older, and is on the inmate's approved visiting list, will be required to be in the database.
- f. Upon being notified the visitor is in the Front Lobby, the Visiting Room Officer will proceed to the Front Lobby and escort the visitor into the Visiting Room.
- g. All proper identification and entrance procedures will be followed per Program Statement, Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities.
- h. Prior to the visitor leaving, they must be identified using the day's hand stamp.
- i. After the Correctional Counselor modifies an inmate's visiting list [add or removes visitor(s)], a copy of the approved visiting list will be placed in the inmate's Central File and one copy in a binder in the Front Lobby for a hardcopy backup.
- j. Title 18 U.S.C. 1001, provides a penalty of up to five (5) years imprisonment, or up to a \$250,000.00 fine, or both, for falsifying, misrepresenting, or concealing information needed to properly establish identification.

D. Visitor Processing: Visitors will be hand stamped prior to entering the Visiting Room. They will be required to show the hand stamp. The hand stamp will be in invisible ink and the stamp will be changed daily. The hand stamp will be checked using a black light by the control room officer prior to entering the control sallyport.

- a. Visitors will not be permitted to take purses, wallets, briefcases, bags, or any type of carrying case inside the Visiting Room.
- b. Visitors will not be allowed to bring any item to give to an inmate.
- c. Playing cards, toys, newspapers, magazines, chewing gum, food items, tobacco, chapstick, watches or other such items will not be permitted.
- d. Visitors requiring the use of wheelchairs are prohibited from utilizing their own personal wheelchairs. Visitors in need of a wheelchair will utilize an institutional provided wheelchair.
- e. Any document or paper needing a signature or examination by the inmate must be mailed into the inmate.
- f. Unauthorized items (i.e. cellphones, car keys, handbags, etc.) will be stored in the visitor's locked vehicle or in a storage locker.
- g. Visitors are strictly prohibited from taking any pictures or photos on the institutional grounds.
- h. The only exception(s) will be attorney's briefcases and visitors with babies, who will be allowed to carry a reasonable amount of diapers, baby wipes, small baby blanket and bottles/food. These items will be closely inspected for contraband. Diaper bags or strollers will not be allowed. Diapers and bottles will be carried in hand or in a clear plastic bag no bigger than a one (1) gallon plastic zip-lock bag. Attorney briefcases will be searched and only allowed in by the Operations

Lieutenant or IDO if necessary.

- i. Visitors will be allowed one clear plastic change purse (approximately 5 X 8). No more than \$40.00 will be permitted in the Visiting Room. Currency will be of denominations up to and including a \$20.00 bill but no larger.
- j. When medication is necessary, the required amount may be kept by the visiting room officer, except cardiac medication, which may be kept by the visitor or inmate.

E. Visiting Room Attire: The following visiting attire will not be allowed:

- i. Tight clothing
 - ii. Transparent clothing
 - iii. Spandex clothing (i.e., leggings/ yoga pants)
 - iv. Tank tops
 - v. Purses or bags of any kind
 - vi. Watches
 - vii. Hooded clothing
 - viii. Halter tops/sleeveless shirts
 - ix. Holes in clothing
 - x. Plunging necklines
 - xi. Wrap-around skirts
 - xii. Khaki colored pants or shirts
 - xiii. Camouflage, Orange, Grey
 - xiv. Hats, Caps, and any other head attire
 - xv. Opened toed shoes (i.e. sandals for both male & female)
 - xvi. Crocs of any type
 - xvii. Shorts that are more than one inch above the knee
 - xviii. Skirts that are not touching the bottom of the knee when sitting
 - xix. Any revealing clothing
- a. Children under the age of 13 years old will be allowed to wear shorts. Undergarments must be worn. Any areas in question will be referred to the Operations Lieutenant for clarification.
 - b. It is necessary for all visitors to wear closed toe shoes.
 - c. No attire with questionable wording (i.e., gang affiliation, profanity, etc.).
 - d. No shirts that hang less than 3 inches below the belt line.
 - e. Jackets and coats are not permitted while entering and exiting the Visiting Room. Jackets and coats are not allowed during visiting and must be hung on the wall prior to the start of any visit.
 - f. Any questionable clothing will be cleared through the IDO or the Operations Lieutenant before being allowed into the Visiting Room.
 - g. Inmates are responsible for advising their visitors of the dress requirements in the Visiting Room. Items that are not allowed include orange, camouflage, grey, and/or Khaki in color (tan, brown, beige, or any color similar in appearance to inmate clothing).

F. Inmate Appearance: Inmates receiving visits are required to wear clean khaki clothes which are neatly pressed. A belt must be worn and shirts are to be buttoned and

tucked in. Inmates are required to wear underwear. All clothing must be serviceable, free of cuts or tears. Institutional boots or boots personally purchased through commissary, are the only footwear authorized in the Visiting Room.

- a. Prior to entering the Visiting Room, the visiting room officer will attach zip tags to the inmate's boots. If the tags are removed during the visit, the visit will be terminated and the inmate removed from the visiting room. If the tags are missing when the inmate is departing the visiting room, the boots will be confiscated and will not be returned. Medically prescribed footwear may be allowed in the Visiting Room if it is properly noted in a current Medical Duty Status (MDS) report form. It is the inmate's responsibility to maintain a copy and to present the form to the visiting room officer.
- b. The inmate may have in his possession one (1) handkerchief, one (1) wedding ring, one (1) comb and one (1) pair prescription glasses.
- c. Inmates will not be permitted to carry money into or out of the Visiting Room.
- d. Approved religious head gear and medallions may be worn in the Visiting Room.
- e. Inmates will be pat searched entering the Visiting Room. When leaving the Visiting Room, inmates will be strip searched.

G. Visiting Children: Children (under 16 years of age) must be accompanied by a responsible adult. Exceptions in unusual circumstances may be made by special approval of the warden. The conduct of the child visitor will be the responsibility of the inmate and adult visitor. Conduct of children must not interfere with the orderly running of the Visiting Room or other inmate visits.

- a. Inmates will be expected to pick up after themselves, including games, paper, plastic bottles and trash.
- b. Inmates will not be permitted into the children's play area.
- c. Children will not be allowed to wander from the seating area of the family or from the play area, run about the Visiting Room, or create noise that disrupts other visits.

H. Visiting Room Conduct: Conduct in the Visiting Room will be maintained at a respectable level. Embracing a kiss upon arrival and departure are permissible, however, physical contact is prohibited.

- a. Unacceptable behavior will be cause for termination of the visit and an incident report may be processed on the inmate. Examples of inappropriate behavior are crossing legs with each other, kissing other than at the start or finish of the visit, fondling and lying on the furniture, holding hands, arms around each other, laying on shoulders.
- b. It is the inmate's responsibility to control the actions of his visitors.
- c. Inmates and their visitors will be assigned seating by the visiting room officer. Once an inmate is seated in his designated area, the inmate will remain there. The only time an inmate should move from his assigned seating area is to

communicate with the visiting room officer to arrange for pictures, restroom use, or exit.

- I. Visiting Infractions: Any infractions of the Visiting Room rules will be noted utilizing the Visitation Logbook by the Visiting Room Officer and will be made known to the Operations Lieutenant. They may terminate any visit for reason of improper conduct by the inmate or his visitor on the date it occurred. Normally an incident report will be completed by the visiting room officer detailing the prohibited act.
- J. Restroom: Inmate restroom facilities are located in the Visiting Room and are clearly marked. Use of the restroom requires direct staff supervision.
- K. Animals: Visitors are prohibited from bringing animals on institutional grounds, except for dogs that assist people with disabilities. In this circumstance, the visitor must provide staff with certification and current vaccination records showing the dog is trained for that purpose. No animals will be left unattended in a vehicle.
- L. Staff Supervision: Staff will ensure monitoring is conducted in all visiting areas to prevent the introduction of contraband and ensure the security and good order of the institution. Specific details can be found in the relevant post orders.
 - a. In determining the length and frequency of visits, the institution will consider the time and administrative expense incidental to arranging and supervising visits.
 - b. The need for monitoring other institutional activities without unnecessary or extended interference will be considered, in addition to the physical limitations of the Visiting Room. Visits may be terminated or denied based on the safe occupancy load in the Visiting Room itself.
- M. Searching Visitors: All visitors will be searched according to Program Statement, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities.
- N. No visitor will be prohibited from visiting an inmate due to the visitor using or possessing feminine hygiene products. The visitor is allowed to possess a reasonable amount of hygiene products to be available for use during visiting. All products will be searched prior to entrance authorization.

6. OUT-OF-INSTITUTION VISITS:

- A. Hospital Patients: Inmates admitted to local hospitals are limited to visits with their immediate family members who are also on their approved visiting list. Prior to visiting the inmate, permission of the Unit Team, Hospital Administrator, Captain and Associate Warden must be obtained.
 - a. Hospital visiting hours and policies must be followed. An approved visiting list will be left at the hospital. Visiting the inmate's hospital room will be limited to two (2) adult visitors at a time.
 - b. The Unit Team will provide a current copy of the visiting file to be placed in the escort folder.

- c. The Unit Manager will advise all parties of all potential visiting plans, including name(s), relationship, and expected date and time of the visit.
- d. The Associate Warden of Programs, after being briefed by the respective Unit Manager, will give final approval.

B. Visiting Procedures: Normal visiting procedures will be followed. Supervising officers will ensure positive identification of visitors and supervision of the visit.

- a. Any unusual circumstances or disruptive behavior will be reported to the hospital security and the Operations Lieutenant immediately. The supervising officers are authorized to terminate a visit if the situation warrants.
- b. Documentation of the visit will be made in the hospital log.
- c. Inmates in a community hospital who are being supervised by armed escort(s) must have the visit approved by the Warden.
- d. Inmates will not be permitted to use the telephone.
- e. Inmates will be confined to their assigned hospital rooms at all times, except when it is necessary to be moved for medical reasons. The assigned staff will accompany the inmate to all areas of the hospital and provide **direct** supervision at all times.

7. DENIAL OF VISITORS:

The Operations Lieutenant and IDO will be contacted prior to a visit being denied. Other reasons for denying a visit include, but are not limited to: no identification or improper identification, an underage visitor without a parent or guardian, a visitor improperly dressed, failing to clear the walk through metal detector, a visitor appearing to be intoxicated, or a visitor who has failed to pass the ION Scanner. Any denial of a visitor will be approved by the Warden utilizing **Attachment A**.

8. VIDEO SURVEILLANCE:

Video surveillance equipment is in place in the Visiting Room and will be used to assist the officers with supervision of the Visiting Room. Illegal or inappropriate conduct in the Visiting Room may result in legal or disciplinary action.

9. PHOTOGRAPHS:

Photographs will be taken by an approved inmate photographer. Photographs will be taken on Saturdays, Sundays and holidays between the hours of 12:00 p.m. and 2:00 p.m. Inmates will submit a copout to recreation staff for prior approval. Any request for photographs is to be made through the visiting room officer prior to 12:00 p.m. Tickets will be purchased through the commissary and must be signed and dated for the day of use by the inmate.

10. RELIGIOUS ARTICLES:

Religious books, periodicals, and other articles (i.e., communion items) may not be brought in by visiting clergy.

11. CIRCUMVENTION OF REGULATIONS:

- A. Termination of Visit: In the event an infraction of the Visiting Room regulations takes place, the visit will be terminated by the Operations Lieutenant or IDO. The Operations Lieutenant or IDO will inform the inmate and his visitor(s) that the visit has been terminated, and the visitor is to leave the institution.
- B. Documentation: Termination of a visit will be documented via memorandum and routed to the Captain's Office, and the Central File. Any disciplinary action resulting from incidents in the Visiting Room will be documented in the inmate's visiting file.

12. VISITOR NURSING:

The designated area for mothers to nurse their infant(s) is the room formerly determine to be the "children's play area", which is not being utilized. Nursing will be permitted in the visiting room. It is expected that female visitors will use appropriate discretion in opting to nurse their infants in the visiting room. At a minimum, the female visitor will drape her infant and chest with clothing so there will be a minimal chance of an exposed breast. If, however, in a particular instance, nursing is conducted in a manner that is disruptive to other inmates or visitors or is facilitating conduct prohibited under the BOP's disciplinary code and the visit will be terminated.

U.S. Department of Justice / Federal Bureau of Prisons
Federal Correctional Institution Sandstone

Visitation Denial

Date: _____

Time of Denial: _____

Name of Visitor: _____

Name of Inmate Visited: _____ Reg # _____

Reason for Denial:

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

Officer: _____

Printed Name / Signature

OPS LT: _____

Printed Name / Signature

CC: Captain
Institutional Duty Officer