



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Herlong, California 96113

OPI: **CORRECTIONAL SERVICES**
Number: HER 5267.08aC
Date: February 22, 2008
Subject: **VISITING REGULATIONS**

Institution Supplement

1. **PURPOSE:** To establish guidelines and procedures for visiting at the Federal Correctional Institution (FCI) and the Federal Prison Camp (FPC), Herlong, California.
2. **DIRECTIVES AFFECTED:**
 - A. **Directives Rescinded:**

I.S. HER 5267.07aB, FPC/FCI Visiting Regulations (08/10/06)
 - B. **Directives Referenced:**

P.S. 5267.08 Visiting Regulations (05/11/06)
P.S. 1315.07 Inmate Legal Activities (11/05/99)
P.S. 5270.07 Inmate Discipline and Special Housing Units (01/09/03)
P.S. 5500.09 Correctional Services Manual (10/01/03)
P.S. 5510.09 Searching and Detaining or Arresting Persons Other Than Inmates (03/06/98)
3. **CORRECTIONAL STANDARDS REFERENCED:** American Correctional Association, Fourth Edition, Standards for Adult Correctional Institutions, Standards: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, and 4-4503.
4. **VISITING HOURS:** Social visits at the FCI and FPC are conducted on Fridays, Saturday, Sunday, and federal holidays from 8:00 a.m. to 3:00 p.m.
5. **SPECIAL HOUSING/HOLDOVER VISITING PROCEDURES:**

Visiting for inmates housed in the Special Housing Unit (SHU) will be conducted on Fridays from 8:00 am to 3:00 pm in two hour increments per inmate. Holdover visits will be conducted from 8:00 am to 3:00 pm on Thursdays in two hour increments per inmate, with prior approval of unit team and correctional services. Inmates housed in the SHU will be closely supervised in the visiting room. The first two rows in the front of the officer's desk will be used for SHU inmates. Any inmate violating this procedure will be subject to disciplinary action.

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- A. Approval: Inmates with separation issues will be addressed on a case-by-case basis. Final approval for the visit will be determined by the Institution Duty Officer (IDO) and Operations Lieutenant.
 - B. Permitted Visitors: All visitors on an approved visiting list will be permitted. All visits will take place in the visiting room under direct supervision. Attorney visits for SHU inmates will be conducted in the visiting room in one of the attorney/client rooms.
 - C. Time Limits: Visits for SHU inmates will be for a two hour period on Fridays only. Visits for Holdover inmates will be for a two hour period on Thursdays. Visits for inmates in general population will be Saturdays, Sundays, and Federal Holidays, and will take place during normal visiting hours.
6. **SPECIAL VISITORS**: Inmates requesting special visits must complete a BP-A148.055, Inmate Request to Staff (cop-out) form, to be submitted to the inmate's assigned unit team. The unit team will complete a Special Visit Authorization form (Attachment B) and distribute prior to any special visit taking place.
- A. Attorney Visits: Attorney visits will ordinarily take place in the attorney/client rooms in the visiting room. Attorney visits will be arranged by the unit team prior to the visit when the attorney is not on the inmate's approved visiting list. If all attorney/client rooms are occupied, the attorney visit may take place in the main visiting room, at the election of the attorney and the inmate. In the event that a visit occurs in the main visiting room, staff will make every effort not to overhear any of the conversation between the inmate and attorney.

It is the unit team's responsibility to submit a memorandum to the Associate Warden of Programs for FCI inmates or Camp Administrator for FPC inmates, if the attorney needs any special equipment, such as a tape recorder or video equipment, prior to the visit. Such equipment must be authorized in advance by the Warden.
 - B. Law Enforcement Interviews: The Special Investigative Supervisor (SIS) will approve and coordinate all interviews between law enforcement agencies and inmates. The SIS will also inform the Warden and Captain of the visit.
 - C. Hospital Visits: Visits to inmates hospitalized in community hospitals must be approved by the Warden in writing. Visiting hours and policies for local hospitals

must be followed. Telephone call requests will be approved through the appropriate unit team with final approval from the Captain.

- D. Religious Visits: The Chaplain is responsible for coordinating religious visits and must be approved by the Warden.
 - E. Volunteers: Persons approved as institution volunteers who have a volunteer identification (ID) badge may not be approved as regular visitors unless authorized by the Regional Director in writing. The only exception to this are the Prisoner Visitation and Support (PVS) visitors.
7. **DISAPPROVING VISITORS**: A visitor who objects to any search, test, or entrance procedures has the option of refusing and leaving the institution grounds, unless there is reason to detain or arrest the visitor. Staff shall deny admission to the institution to a visitor who refuses to undergo a search of person and/or effects as dictated by Bureau of Prisons policy. The Captain, SIS, IDO, and the Administrative Duty Officer (ADO) will be notified.

The IDO, in consultation with the Operations Lieutenant, shall terminate a visit upon determining a visitor is in possession of, or is passing or attempting to pass contraband not previously detected, or is engaging in any conduct or behavior which poses a threat to the orderly or secure running of the institution.

8. **APPROVING VISITOR EXCEPTIONS**: Any exceptions to an inmate's approved visiting list must have prior approval by the Associate Warden of Programs for FCI inmates or Camp Administrator for FPC inmates.

9. **VISITING LIMITATIONS**:

- A. Age Limitation: Children under the age of 16 must be accompanied by an adult.
- B. Overcrowding: Visiting may be curtailed or terminated at the FCI or FPC for emergency situations, improper conduct on the part of the inmate or his visitor(s), or when the visiting area reaches maximum fire rated capacity set by the Safety Department. Should the visiting room reach full capacity, the Visiting Room Officer will advise the Operations Lieutenant and the IDO of the situation.

The IDO will have the authority to curtail or terminate visits. Should it become necessary to curtail visits due to overcrowding, a maximum two-hour visit will be implemented. The IDO will begin curtailing visits first by volunteers, secondly by visitors who live in the closet proximity from the institution, and third by those who visit most frequently.

Should the FPC visiting room reach full capacity, the Operations Lieutenant has the option of opening the outside patio area for visiting at his/her discretion prior to the IDO curtailing or terminating visits. The patio at the FCI will not be opened.

- C. Number of Visitors: The number of persons allowed while visiting one inmate is limited to five adults. Children age 16 and under are not counted against the inmate's five maximum visitors. The Visiting Room Officer will not allow more than the maximum of five visitors to visit an inmate at one time. Any exceptions must have prior approval by the Associate Warden of Programs for the FCI or Camp Administrator for the FPC.

Should more than five visitors arrive at the same time, a split visit may be arranged at the discretion of the IDO. A split visit is defined as a visit where one or more visitors leave the visiting room to be replaced by other authorized visitor(s). Those visitors leaving may not return to the visiting room and must depart institution property.

- D. Approved Visitors: Visits are permitted for those on the inmate's approved visiting list as authorized by the unit team. Only 20 visitors, inclusive of immediate family, friends, and associates, will be permitted on each inmate's visiting list. A maximum of five adult visitors may visit the inmate at one time. When conditions such as overcrowding exist, the number of visitors may be further limited to allow each visitor adequate space and time to conduct their visit.

10. WRITTEN GUIDELINES AVAILABLE TO VISITORS:

Visitors will be given a copy of the FCI/FPC Visiting Regulations (Attachment A) by the Front Lobby Officer when signing the Visitor Log Book.

11. RECORDS:

- A. The following forms shall be used and maintained in the inmate's visiting folder:

- (1) An official inmate visiting list.
- (2) Notice of visiting violation.

- B. Institution Visiting Room Officer and Unit Team: As a back-up to the computerized system, official inmate visiting folders shall be maintained in the front lobby file cabinet. The records shall be in alphabetical order by the inmate's last name. The unit team will keep these records current at all times and will pull the records of those inmates who have transferred or released. When an inmate receives a visit, the Visiting Room Officer will identify the visitor and enter the

date, time the visitor arrives, and sign the appropriate block on the visitor notification form.

- C. Inmate Visitor's Sign-in Logs: The visitors will be required to sign in at the time of their arrival and the name of the inmate to be visited in an official sign-in log. The Front Lobby Officer will maintain the visitor log, ensuring it is filled out properly.
- D. Notification to Visitor Form: Each visitor, age 16 and older, will fill out the notification to visitor form. The Visiting Room Officer will collect the completed forms and forward them to the Lieutenants' Office at the end of each visiting day. The completed forms will be kept on file for one year.
- E. Incident Entry Logs: An incident log will be maintained on each incident of misconduct occurring in the visiting room. A one-time warning shall be given and logged in the log book showing the date, time, inmate's name, number, visitor, staff member's name and infraction. If a second incident occurs, a log entry will be made, the visit terminated, and an incident report written.

12. OFFICE OF PRIMARY INTEREST: Correctional Services.

Richard B. Ives, Warden

Date

DISTRIBUTION:

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| Executive Staff | Post Orders | Department Heads |
| FCI/FPC Visiting Room | IDO Briefcase | Control Center |
| Front Lobby Officer | AFGE Local | Historical File |

FEDERAL CORRECTIONAL INSTITUTION
FEDERAL PRISON CAMP
HERLONG, CALIFORNIA

VISITOR VISITING REGULATIONS

1. Visiting for Special Housing Unit (SHU) inmates are conducted on Thursdays from 2:00 p.m. to 4:30 p.m. Visits at the FCI and FPC are conducted Fridays, Saturday, Sunday, and federal holidays from 8:00 a.m. to 3:00 p.m.

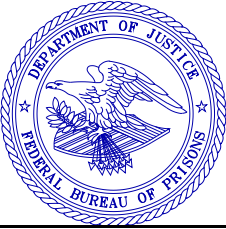
Visitors may not enter the FCI or FPC lobby areas until 15 minutes before visiting, nor will they be processed into the visiting room after 2:00 p.m. on Fridays, Saturdays, Sundays, and federal holidays. No visitors will be processed into the visiting room at the FCI and FPC during the 10:00 a.m. count on Saturday, Sunday and federal holidays. No inmate visitors will be processed after 9:15 a.m. until the 10:00 a.m. count has cleared. This is to ensure all required documentation is in the control room prior to the count being announced. There will be no inmate movement during the count. No visitors will be allowed into the Administration Building prior to the above scheduled times unless authorized by the Warden.

2. Satisfactory identification of visitors must precede visits. This will ordinarily be accomplished by picture identification, such as current driver's license, passport, or state identification card. An expired ID is not considered valid.
3. All visitors are required to complete the Notification to Visitor form in its entirety prior to each authorized visit.
4. A maximum of 20 visitors will be authorized on an inmate's approved visiting list, with no more than 5 adult visitors at any one time.
5. All visitors will be required to clear a metal detector search. Visitors at the FCI/FPC may be subject to a search of their person and personal items.
6. While the visitors are waiting to be processed into the visiting room, they are responsible for maintaining good behavior as well as maintaining the behavior of their children.
7. During cold weather, winter coats and protective headgear brought to the visiting room must be hung on a coat rack by the officer's station prior to contact with the inmate and cannot be accessed until departure.
8. Inmates are responsible for the behavior of their visiting children in the visiting area.
9. Any visitor who departs the visiting area prior to the conclusion of the day will not be authorized re-entry. Once a visitor leaves, the visit is terminated for that day.

10. Inmates are not authorized to receive any item from their visitor or give any item to their visitor nor is exchange of items amongst other visitors permitted. "18 U.S.C. § 1791 provides a penalty of imprisonment for not more than twenty years, a fine, or both for providing or attempting to provide to an inmate anything whatsoever without the knowledge and consent of the Warden."
11. Inmates will utilize the restroom designated "inmates only" and will be supervised by staff. Separate facilities are available to visitors.
12. Pets are not allowed within the FPC/FCI unless the animal is a dog to assist a disabled person.
13. Only 20 visitors, inclusive of immediate family, friends or associates will be authorized on the approved visiting list. No more than 5 adult visitors in the visiting room at any one time. Children 16 years of age and under will not be counted toward this total. There are no limitations on frequency of changes to the inmate (s) visiting list.
14. At the completion of the visit, all visitors will be required to depart institution property. If commercial transportation is required, prior arrangements should be made to ensure the carrier arrives prior to the completion of the visit. Individuals not on the visiting list may not remain on the institution's property. Should more than five visitors arrive at the same time, a split visit may be arranged at the discretion of the Institution Duty Officer (IDO).
15. Visitors under the influence of alcohol or drugs will not be allowed to enter the visiting room.
16. Visiting is an extremely important family function, and dress code requirements are necessary to maintain the dignity of those involved. All visitors will be properly dressed when coming to visit at the institution. Visitors are prohibited against wearing short shorts, low cut, or see-through clothing, tube or tank tops, backless clothing, swim suits, sweat suits, open toed shoes, or any other apparel of a suggestive or revealing nature (e.g., skin-tight clothing, etc.) If a visitor chooses to wear a dress, the length of the dress will not be shorter than the natural break of the wearer's leg at the back of the knee. This requirement includes any type of slit or cut in the dress. With the exception of religious headgear, hats may not be worn during visits. Inmates are responsible for advising their visitors of the dress requirements in the visiting room, including not wearing clothing khaki in color at the FCI and green in color at the FPC. **Visits may be denied by the Institution Staff Duty Officer or Operations Lieutenant for noncompliance.** Excessively provocative attire is reason to deny and/or preclude visiting.
17. A greeting/farewell kiss and embrace of visitors is permissible. All contact must be consistent with proper order and good taste. No physical body contact beyond initial

- and departing embrace will be tolerated and will result in the immediate termination of the visit.
18. Use of abusive or derogatory language during visiting will not be tolerated and will result in the immediate termination of the visit.
 19. It is not permissible to bring gifts or packages of any type. Money will not be accepted for credit to an inmate's account. No written messages will be exchanged or signed during the visit without permission. Infractions will result in the immediate termination of the visit.
 20. At the FCI, visitor purses, coats, jackets, and headgear must be secured in the lockers provided. Camp visitors will leave these items in their vehicles. During cold weather, heavy winter coats may be brought into the visiting room. However, these coats must be hung on a coat rack by the officer's station. Visitors will be authorized to bring the following items into the visiting room:
 - a. clear change purse (eight inches or less in height and width)
 - b. \$25.00 (bills, no larger than five dollar bills) total each day per inmate visit. Coins are preferred in lieu of bills .
 - c. comb
 - d. prescription medication
 - e. jewelry
 - f. clear diaper bag containing up to six of each of the following items: baby food or formula (in a sealed, unopened container), (no zip locks style bags with any substance inside will be permitted), empty plastic baby bottles, and diapers.
 - g. the diaper bag will be supervised by the Visiting Room Officers at their station and accessed by the parent when needed.
 21. Food and beverages may not be brought into the FCI/FPC.
 22. DO NOT BRING CAMERAS OR TAPE RECORDERS ON INSTITUTION GROUNDS. **No photographs of any kind may be brought in.**
 23. Visiting Room Officers will seat visitors and the inmate they are visiting in a designated area as deemed appropriate for proper supervision. For security reasons, the officer may also have the inmate and visitors moved to another seating area during the visit.
 24. Rearrangement of furniture will not be allowed. Saving or reserving chairs and tables for other inmates and/or visitors will not be allowed.
 25. Vending machines will be used by the visitor only. Inmates are not allowed to handle currency or operate the vending machines or be in the vending area.

26. It is expected that female visitors will use appropriate discretion in opting to breastfeed their infants in the visiting room. If the breastfeeding is conducted in a manner that is disruptive to other inmates or visitors, or is facilitating conduct prohibited under the Bureau of Prison's disciplinary code, the visit will be terminated and further actions may be considered pursuant to discussions with legal staff.
27. Children utilizing the Play Room will be for a 2 hour period and under supervision of the inmate and an adult visitor (s) at all times. The television will only show child appropriate programming as determined by Visiting Room staff. No more than two inmates will occupy the TV room at one time and will be seated appropriately.
28. The Federal Correctional Institution is located approximately 42 miles south of Susanville, California, on the north side of Highway 395. It is approximately 52 miles north of Reno, Nevada. When traveling from Reno, Nevada, take Highway 395 north to County Road A-26, Herlong Access Road. FPC/FCI Herlong is approximately seven miles east of highway 395. When traveling from Susanville, California, take Highway 395 south toward Herlong. Continue on Highway 395 until County Access Road A-25. FPC/FCI Herlong is approximately seven miles east of Highway 395.



UNITED STATES GOVERNMENT

memorandum

FEDERAL BUREAU OF PRISONS
Federal Correctional Institution
Herlong, California 96113

(Current Date)

**MEMORANDUM FOR (ASSOCIATE WARDEN OF PROGRAMS OR
CAMP ADMINISTRATOR)**

FROM: (Unit Staff Member)

SUBJECT: Inmate:
Reg. No.:

The above-named inmate has been approved for a Special Visit for the month and day of _____, 20____, with _____ for the following reasons:

- _____ Attorney Visit
- _____ Inmate has family emergencies (Death in family, etc.)
- _____ Pre-Release Planning Interview
- _____ Holdover/Pre-Trial Inmate
- _____ Other: _____

(Explanation if applicable):

REVIEWED AND APPROVED BY:

cc: Central File
Control Center
Receptionist
Lieutenants' Office
Visiting Room Folder