

U.S. Department of Justice

Federal Bureau of Prisons  
Federal Correctional Institution  
Otisville, New York 10963

**Number** : OTV 5267.08c  
**Date** : **August 29, 2008**  
**Subject** : Visiting  
Regulations

# Institution Supplement

---

1. **PURPOSE AND SCOPE:** It is the policy of the Federal Correctional Institution Otisville to encourage visiting by family, friends, and community groups to maintain the morale of the inmates and develop closer relationships between the inmates and their family members and others in the community. FCI Otisville will provide a visiting area and establish procedures for inmates to receive visitors. Visits should be conducted and supervised in a manner which will contribute to good public relations, a relaxed atmosphere and maintain the security of the institution. This will be in accordance with P.S. 5267.08, entitled Visiting Regulations, dated May 11, 2006. This supplement should be read in conjunction with the governing program statement for a complete understanding of the applicable regulations.

2. **DIRECTIVES AFFECTED:**

a. **DIRECTIVES RESCINDED:**

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

b. **DIRECTIVES REFERENCED:**

P. S. 1315.07	Legal Activities, Inmate
P. S. 4500.04	Trust Fund/Warehouse/Laundry Manual
P. S. 5100.07	Security Designation and Custody Classification Manual
P. S. 5267.08	Visiting Regulations
P. S. 5270.07	Inmate Discipline and Special Housing Units
P. S. 5280.08	Furloughs
P. S. 5360.09	Religious Services and Practices
P. S. 5500.11	Correctional Services Manual
P. S. 5500.12	Correctional Services Procedures Manual
P. S. 5510.12	Searching and Detaining or Arresting Visitors To Bureau Grounds and Facilities
P. S. 5521.05	Searches of Housing Units, Inmates, and Inmate Work Areas
I. S. 5580.06C	Personal Property, Inmates
I. S. 5500.11B1	Entrance and Exit Procedures

c. STANDARDS REFERENCED:

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

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

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

a. Location: FCI regular visits will be conducted in the FCI visiting room for designated/holdover inmates. The outdoor visiting area may be utilized upon discretion of the Visiting Room Officer.

(1) FPC regular visits will be conducted in the FPC visiting room located in the Camp Administration Building. The outdoor visiting area may be utilized upon discretion of the Visiting Room Officer.

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

c. Approval of Visits: Inmates will be responsible for submitting a list of proposed visitors. These persons include members of their family, and friends and associates with an established relationship prior to confinement. (See Section d. Exceptions To Qualifications, etc.). Each inmate, upon arrival, will be provided copies of the local visiting guidelines and the Visiting List Request Form (Attachment A). Attachment A will be completed by the inmate and returned to the appropriate unit team member.

The unit team will request information from a potential visitor who are not members of the inmate's immediate family, prior to placing the potential visitors on the inmate's approved visiting list. The requested information will include a Visitor Information and Authorization for Release(Visitor) form BP-629.052(www.bop.gov) The unit team will process the list of requested friends, family members and notify the inmate of the individuals who are approved to visit. Visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian or immediate family member at least 18 years of age: must have the written approval of a non-incarcerated parent, legal guardian or immediate family member at least 18 years of age prior to visitation.

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

The unit team will be responsible for making the initial entry of an inmate's visiting file into the computer and the unit manager must sign each inmate's approved visiting list.

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

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

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

f. Visiting Times:

(1) Federal Correctional Institution (FCI): Visiting will be conducted between the hours of 8:00 a.m. and 2:45 p.m. on Saturday, Sunday, Monday and Federal Holidays. (Visitors arriving after 2:15 p.m. will not be allowed into the visiting room).

FCI/FPC Otisville utilizes the Even/Odd method for Saturday and Sunday visits. A schedule identifying weekends and their designated Even/Odd status (Attachment G) is available. The Even/Odd system works as follows:

The 5<sup>th</sup> digit of the inmate's register number will determine your Even/Odd status and the weekend you will be allowed visits. For example, if your register number is 87654-321, the 5<sup>th</sup> digit is "4." Since "4" is an **Even** number, you will receive weekend visits on the weekend designated as "Even." The schedule will continue in the same manner, alternating between Even and Odd status.

Persons will not be permitted to visit on a non-designated Even/Odd weekend without prior written approval being granted from the Associate Warden(Programs).

On Thursday and Friday visiting will commence at 1:15 p.m. and conclude at 8:00 p.m. Visitors arriving after 7:15 p.m. will not be allowed into the visiting room.

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

(2) Federal Prison Camp: Inmate visiting will be on Mondays, Thursdays and Fridays between the hours of 1:00 p.m. and 8:00 p.m. Visitors arriving after 7:30 p.m. will not be allowed into the visiting room. The visiting room will be closed on Tuesday and Wednesday except for legal visits. Visitors will not be permitted to leave and then return to the visiting room on the same day.

a. Visiting on Saturday, Sunday, and Federal Holidays will be conducted between the hours of 8:00 a.m. and 3:00 p.m. Visitors arriving after 2:30 p.m. will not be allowed into the visiting room.

**4. Admission and Orientation status:** Visits will be limited to the immediate family of the inmate during the A&O status when there is neither a visiting list from a transferring institution nor other verification of proposed visitors.

(1) The immediate family must be identified in the inmate's Pre-Sentence Investigation Report.

(2) If there is no Pre-Sentence Investigation Report or other information in the inmate's Central File, visiting will not occur.

**5. Number of Visitors:** The maximum number of visitors on an inmate's authorized visiting list will be immediate family and twenty five additional adults.

A maximum number of four (4) adult visitors, excluding children, may visit the inmate at one time. The visiting room will be occupied by no more than 154 persons at any one time at the FCI and 75 persons at the camp.

Therefore, when conditions of overcrowding exist, the number of visitors may be further limited to allow each visitor adequate space and time to conduct their visit.

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

**a. Clergy/Minster of Record:**

Written documentation of this approval by the unit team will be submitted to the FCI/FPC Visiting Room Officers, Front Lobby Officers, Duty Officer, and Lieutenant's Office prior to the visit. A copy will be placed in the inmate's central file.

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

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

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

**9. Attorney Visiting:** All efforts will be expended to ensure that an attorney has access to his/her client. Due to the unique situation in the state of New York, an attorney will either present a bar card or identify him/her self as an attorney with a drivers license. This will be acceptable in lieu of the bar card. Two forms of identification are required. The attorney shall be required to sign the log book located in the front lobby when entering and departing the institution.

The log book will reflect "attorney's signature, date of visit, inmate visited, time in, time out, and remarks." If the attorney should arrive before count, the inmate will be placed on the out count and escorted to the visiting room once the count has cleared. Should the attorney arrive during count, he/she will be processed and escorted to the visiting room.

In cases of emergency (i.e., escape, riot, or hostage situation) the Shift Lieutenant, Institution/Administrative Duty Officer, and/or Executive Staff will have the authority to terminate the visit, return the inmate to the unit, and escort the attorney out of the institution.

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

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

**11. Administrative Detention/Disciplinary Segregation:** Inmates housed in the Special Housing Unit are allowed visits in the visiting room on Mondays, Thursdays, and Fridays (no weekends or holidays). Maximum custody inmates may be required to visit in the no contact visiting area. The Warden will make the decision on whether maximum custody inmates will visit in the visiting room or the non contact visiting area. Maximum custody visits must be pre-arranged for weekdays **ONLY**, (no weekends or holidays).

Special Housing Unit inmates will be closely supervised at all times while visiting and must sit directly in front of the Visiting Room Officer. Special Housing Unit inmates are prohibited from interacting with any other inmate and/or inmate's visitor. A failure to comply will result in the visit being terminated. The Shift Lieutenant will ensure that proper custodial escort is arranged. Inmates housed in the Special Housing Unit will be required to wear a jumpsuit during the visit.

**12. Hospital Visits:** Inmates hospitalized in an outside (community) hospital will not ordinarily receive visits. Visits for inmates hospitalized in the community must be approved by the Warden.

When approved, outside hospital visits will only be for a short duration, not to exceed three hours.

**13. Inmate Dress/General Population:** General population designated inmates will be neatly attired in their assigned uniform. FCI inmates are to wear their khakis and FPC inmates are to wear their greens. Shirts will be buttoned and tucked in.

It will be fully buttoned with the exception of the collar button. A t-shirt is not required under the specified attire, as stated above, but underwear must be worn.

Only shoes sold in the commissary i.e., black or brown **boots**, shoes, sneakers or black and grey hush puppies, are authorized to be worn in the visiting room unless, due to medical needs, another type of shoe is authorized. Inmate must have, on their person, written authorization from Health Service Staff.

**14. Inmate Personal Property:** Inmate personal property shall be restricted to a comb, handkerchief, wedding band, eyeglasses, authorized commissary shoes, life-saving medication (i.e. asthma inhaler nitroglycerine, etc.), religious medallion, and religious headgear (if authorized by the Chaplain). No other personal articles will be allowed in the visiting room.

All inmate personal property will be properly inventoried and documented on the Visiting Room Shakedown Master Log Form prior to the inmate being released to the main visiting room.

When inmates enter the visiting room wearing commissary purchased sneakers, a locking seal with a numbered metal chit attached, will be laced through one shoe eye of a sneaker (determined by the shakedown officer), and the chit number will be documented on the shakedown master log. Upon completion of the inmate's visit, the visiting room shakedown officer will check the seal and metal chit to ensure it matches what was documented on the shakedown master log. If an inmate returns to the visiting room shakedown area without a seal still secured to a sneaker, the officer will notify the Shift Lieutenant for appropriate actions.

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

**15. Food and Drink:** Vending machines are located in the visiting room and provide a choice of sandwiches, candy, coffee, sodas, etc. No food or beverages will be allowed to be brought into the visiting room by an inmate or visitor. Inmates may share food (i.e., entrees, snacks) purchased by their visitors from the vending machines. Inmates are prohibited from sharing sandwiches

and/or beverages. All food items must be unwrapped and the contents placed on a napkin on the table. All food items must be consumed in the visiting room.

The officers assigned to the visiting room are not responsible for loss or malfunction of the vending machines. Vending machines at the FCI/FPC will be operated by the visitor **ONLY**. Inmates at the FCI are prohibited from entering the vending machine and microwave area. FCI inmates are allowed to leave their seats to use the bathroom facilities and to dispose of trash only.

**16. Front Entrance Procedures:** Front entrance staff will verbally ascertain that each visitor is not in possession of alcohol, narcotics, firearms, or ammunition. Inmate visitors will be advised of proper disposition procedures if possession of any item referenced is indicated. All inmate visitors will be required to pass through the walk-through metal detector. Randomly, inmate visitors will be required to be scanned using the (ION) drug detection system and searched. All positive results on the ION machine will be conducted twice. Staff will notify the Shift Lieutenant upon a second positive test. Any visitor refusing to be processed through the metal detector, searched, or submit to the (ION) drug detection system will be denied entrance into the institution and the Shift Lieutenant and Duty Officer will be notified.

When a visitor is unable to walk through the metal detector without sounding the alarm, the officer shall request the visitor submit to a search by a hand-held transfrisker. Further unsatisfactory results will be brought to the attention of the Shift Lieutenant or Duty Officer. Visitors who have physical disabilities and require a wheelchair, will be provided one by the institution. No personal wheelchairs will be allowed inside the F.C.I. visiting room unless approved by the Warden.

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

**17. Inmate Visitor's Personal Property:** Visitors will be permitted to carry the following items into the visiting room: one small clear transparent purse, a reasonable amount of feminine hygiene items, a reasonable amount of infant food and care items, and life saving medication.

All other personal property will be secured in their vehicle or in the property lockers located in the front lobby. All items authorized for entrance into the visiting room will be thoroughly searched by the front entrance officer.



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

**18. Visitor Denial:** The Shift Lieutenant with the concurrence of the Duty Officer may deny a visit. After checking the inmate's central file for prior documentation, the unit team will provide visiting information to the Shift Lieutenant or Duty Officer.

If the visit is denied, the visitor's information will be documented by the A-1 lobby officer.

**19. Information to Visitors:** An instruction and information sheet covering the standards of attire and conduct, visiting hours, etc. will be provided to each inmate during the Admission and Orientation program. A copy also will be placed in the visiting room.

**20. Dress Code for Visitors:** Visitors who are not properly attired will be denied a visit. Visitors are not allowed to wear suggestive, provocative or otherwise revealing clothing when visiting an inmate. Inappropriate slogans and/or depictions on clothing are prohibited. The following restrictions on clothing will be strictly enforced:

a. Tops should cover the upper body, including stomach, chest/breasts, and back. Sun dresses, sleeveless shirts/blouses, sheer or low-cut blouses, halter tops, or spaghetti strapped shirts will not be permitted to be worn during visiting. Male visitors will use the same discretion in attire regarding sleeveless shirts. No see-through material will be permitted.

b. Female visitors will not be permitted to wear cut off shorts, skorts, or kulats. Shorts, skirts or dresses must not be shorter than three (3) inches above the center of the knee for persons 16 years of age and older. Spandex, leotards, form fitting clothing or pants with holes are not permitted during visiting. Male visitors will use the same discretion in attire regarding shorts.

c. Hats, caps, bandanas or any other type of head gear is not permitted on any adult visitor. The exception is religious headwear identified as the following: kufis, yarmulkes, turbans, crowns, and headbands, as well as scarves and head wraps for orthodox Muslim and Jewish women.

(1) Visitors will not remove their religious headwear and it will not be searched other than through a metal detector. If there is reasonable suspicion that contraband is present, then the policy governing searches of non-inmates will be enacted and adhered to.

d. Shoes, for safety reasons, must be worn at all times by all visitors. Flip flops and shower shoes are prohibited from entering into the institution. Other footwear that do not have a strap around the back of the ankle are prohibited. Open toed shoes that have a strap around the back of the ankle may be worn.

e. Initial determination whether clothing is appropriate will be made by the Front Entrance Officer. The Duty Officer and/or Shift Lieutenant will be notified to make the final determination to allow or disallow the visitor to enter when there is a doubt. If it is determined the clothing is inappropriate, the visitor will not be permitted to enter the institution.

**21. Records of Visitors:** Each adult visitor 18 years of age and older must sign the voucher which gives provision of Title 18, United States Code, Chapter 87, Section 1791. Each visitor will also be required to sign the inmate visitors' log maintained in the front lobby. Upon initial entry, visitors will have their photograph taken and loaded into the Web Visiting Program. The Approved Visiting List are entered into a computer based program. This program will be utilized by the Front Lobby Officer to verify the inmate visitor. Hard copies of an inmate Approved Visiting List will also be maintained at the Front Entrance. The hard copies will be utilized in the event of program failure.

**22. Visitor Identification:** Acceptable identification is limited to a valid picture identification issued by a Federal or State agency (i.e. a driver's license, an official state identification card, passport, etc.). Foreign government issued passports will also be accepted (foreign issued identification cards are not acceptable). Visitors wearing any type of Military Uniform must present valid military identification.

Canadian citizens, in order to enter the United States, must provide either a Birth Certificate, Citizenship certificate, or passport. A Canadian driver's license, by itself, is not acceptable; however, it may be used in conjunction with a Canadian Birth Certificate to verify identification.

Mexican citizens, in order to enter the United States, must provide either a passport or DSP-150 ("Laser Visa").

All visitors 16 years of age and older must present valid photo identification prior to be permitted to enter. The

identification must be valid and contain a photo.

Questionable cases will be referred to the Duty Officer and/or Shift Lieutenant for final determination.

**23. Recording Equipment or Cameras:** The introduction of recording equipment, cameras, video cameras, pagers, or cellular phones WILL NOT be permitted inside the institution without advanced written permission from the Warden.

**24. Photographs:** Inmates may purchase tickets from the commissary for the purpose of obtaining photographs of themselves and family in the visiting room. Photographs will be taken by an authorized inmate photographer. All photos will be in good taste.

**25. Termination of Visits/Overcrowding:** The FCI Visiting Room maximum capacity is 154 persons, this includes both the indoor and outdoor visiting areas. The FPC Visiting Room maximum capacity is 75 persons, this includes both the indoor and outdoor visiting areas. In the event of overcrowding in the visiting room, the Shift Lieutenant or the Duty Officer is authorized to limit the length of visits. All visitors will be afforded a minimum of two hours of visiting. After a minimum of two hours, the shift Lieutenant or the Duty Officer is authorized to terminate visits in order to accommodate all awaiting visitors. Special visits are subject to be terminated prior to regular visits. However, consideration will be given to those visitors who visit infrequently and/or have traveled long distances. Those visitors will be among the last to be terminated.

**26. Circumventing Visiting Regulations:** Attempts to circumvent the visiting regulations established by the facility may result in disciplinary action against the inmates and/or suspension of visiting privileges for either inmates or outside visitors.

**27. Visiting Regulations Regarding Pets:** Visitors are precluded from bringing animals on institutional grounds, except for dogs that assist persons with disabilities. In this circumstance, the visitor must provide staff with certification that the dog is trained for that purpose and must accompany the visitor at all times. All documentation and requests are to be submitted at least 24 hours prior to the scheduled visit.

**28. Visitors and Inmates Physical Contact and Conduct:**

a. Authorized Contact: Visitors and inmates may briefly, and in good taste, kiss and embrace at the beginning and end of each visit. If excessive/improper contact occurs, the Duty Officer and Shift Lieutenant will be notified. The Duty Officer or the Shift Lieutenant will terminate the visit and the excessive/improper contact may result in an incident report being written.

b. **Contact with Other Inmates/Visitors:** Inmates are not authorized to interact with other inmates and/or visitors.

c. **Conduct:** Inmates hands must remain visible at all times (i.e. hands must remain out of pockets).

d. Prolonged standing inside the visiting room or on the patio is prohibited by either inmates and/or visitors.

**29. Children Room:** Only parents (inmates or visitors) of children in the children's room are authorized to enter.

**30. Institution Operations:** Day-to-day normal operations (i.e. callouts, etc) of the institution may be adjusted to accommodate an inmate on a visit. In the event of an emergency situation, during normal duty hours, the Warden will determine if the visiting room will remain open. After normal duty hours, the Operations Lieutenant and Duty Officer will make the determination.

**31. Non-Contact Visiting Room:** Inmates who have received, as a result of a disciplinary sanction, non-contact visits will be placed in the non-contact visiting room.

a. Only immediate family members are authorized to visit.

b. Visits are limited to a 1 hour time period.

c. Visits are limited to Monday, Thursday and Friday during normally scheduled visiting hours.

d. Visits must be scheduled in advance. It is the inmate's responsibility to request, in writing, through the unit team to be placed on the visiting schedule.

e. Upon the commencement of a non-contact visit, neither the visitor(s) nor inmate may depart the non-contact room. The exception is if either the visitor and/or inmate request to end the visit prior to the completion of the one (1) hour time period, or an emergency situation occurs.

f. Inmates will be searched prior to being placed in the non-contact room and upon completion of the visit.

**32. Directions, Address, Phone number:****FCI Otisville`****Two Mile Drive****Otisville, NY 10963****845-386-6700**

**FROM NEW YORK CITY:** Take the New York Thruway (Route 87) North and follow signs to upstate New York. Stay on 87 to Exit 16, Harriman exit. From Exit 16 immediately get onto Quickway, Route 17 West toward Middletown, New York. Continue until Exit 120 (3<sup>rd</sup> Middletown exit). Make a left at traffic light off exit ramp (Route 211). Follow Route 211 through Middletown. Route 211 turns right at a traffic light with a Cumberland Farms on the right. Continue on Route 211 for another 6 to miles into Otisville. You will come to a T intersection (bank on the left and a convenience store on the right). Make a right onto Sanitarium Road. FCI Otisville is 300 yards on the left. Follow road 2.2 miles up the mountain to the administration building.

**FROM PHILADELPHIA:** Take the New Jersey Turnpike to the Garden State Parkway. Follow the Garden State Parkway North to the New York Thruway (87) North. Stay on 87 to Exit 16, Harriman exit. From Exit 16 immediately get onto Quickway, Route 17 West toward Middletown, New York. Continue until Exit 120 (3<sup>rd</sup> Middletown exit). Make a left at traffic light off exit ramp (Route 211). Follow Route 211 through Middletown. Route 211 turns right at a traffic light with a Cumberland Farms on the right. Continue on Route 211 for another 6 to miles into Otisville. You will come to a T intersection (bank on the left and a convenience store on the right). Make a right onto Sanitarium Road. FCI Otisville is 300 yards on the left. Follow road 2.2 miles up the mountain to the administration building.

**FROM NEW ENGLAND:** Take the Massachusetts Turnpike to Interstate 84 West. Take 84 West to exit 4 West in New York. This will put you on Route 17 West toward Binghamton. Stay to your right and get off Route 17 at the first exit which will be Exit 120 Middletown. Make a left at traffic light off exit ramp (Route 211). Follow Route 211 through Middletown. Route 211 turns right at a traffic light with a Cumberland Farms on the right. Continue on Route 211 for another 6 to miles into Otisville. You will come to a T intersection (bank on the left and a convenience store on the right). Make a right onto Sanitarium Road. FCI Otisville is 300 yards on the left. Follow road 2.2 miles up the mountain to the administration building.

Local transportation: New Jersey Transit/New York Transit for FCI Otisville (800)221-2365.

**32. OPI: Correctional Services**

**NOTIFICATION OF VISITOR**

**Title 18, United States Code, Chapter 87, Section 1791, provides that:**  
**"WHOEVER CONTRARY TO ANY RULE OR REGULATION PROMULGATED BY THE ATTORNEY**  
**GENERAL, INTRODUCES OR ATTEMPTS TO INTRODUCE INTO OR UPON THE GROUNDS OF ANY**  
**FEDERAL PENAL OR CORRECTIONAL INSTITUTION OR TAKES OR ATTEMPTS TO TAKE OR SEND**  
**THERE FROM ANYTHING WHATSOEVER, SHALL BE IMPRISONED NOT MORE THAN TEN YEARS."**

**TO:** \_\_\_\_\_

**RE:** \_\_\_\_\_

\_\_\_\_\_

You have been approved to visit with the above referenced inmate at FCI, Otisville. Please familiarize yourself with the information listed below.

**VISITING** will take place in the visiting room unless alternate arrangements have been approved by the Warden. FCI Visiting will be conducted between the hours of 8:00 A.M. and 2:45 P.M. on Saturday, Sunday, Monday and holidays (visitors arriving after 2:15 P.M. will not be allowed in the visiting room). On Thursday, and Friday, visiting will commence at 1:15 P.M. and conclude at 8:00 P.M. (visitors arriving after 7:15 P.M. will not be allowed into the visiting room). The visiting room will be closed on Tuesday and Wednesday, except for legal visits which have been prior approved. Camp visiting will be conducted between the hours of 1:00 P.M. and 8:00 P.M. on Mondays, Thursdays and Fridays (visitors arriving after 7:30 P.M. will not be allowed in the visiting room). On Saturday, Sundays and Holidays, visiting will commence at 8:00 A.M. and conclude at 2:45 P.M. (visitors arriving after 2:30 P.M. will not be allowed into the visiting room). Visitors will not be permitted to leave and then return to the visiting room on the same day.

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

**VISITOR IDENTIFICATION:** Acceptable identification is limited to a valid picture identification issued by a Federal or State agency (i.e. a driver's license, an official state identification card, passport, etc.). Foreign government issued passports will also be accepted (foreign issued identification cards are not acceptable). All visitors 16 years of age and older must present valid photo identification prior to be permitted to enter. The identification must be valid and contain a photo. Visitors wearing any type of Military Uniform must present valid military identification.

Canadian citizens, in order to enter the United States, must provide either a Birth Certificate, Citizenship certificate, or passport. A Canadian driver's license, by itself, is not acceptable; however, it may be used in conjunction with a Canadian Birth Certificate to verify identification.

Mexican citizens, in order to enter the United States, must provide either a passport or DSP-150 ("Laser Visa").

**VISITORS AND INMATE PHYSICAL CONTACT:** Authorized Contact: Visitors and inmates may briefly, and in good taste, kiss and embrace at the beginning and end of each visit. Inmates will be permitted to hold their small children and infants. No other physical contact is permitted. If the contact continues after the warning, then the Institution Duty Officer and/or Shift Lieutenant will be notified and the visit will be terminated.

**FOOD AND DRINK:** No food or beverage items will be permitted into or taken out of the visiting room. Vending machines are located in the visiting room and provide choice of sandwiches, candy, coffee, soda, etc. The vending machines will be operated by the visitor **ONLY**. Inmates may share food (i.e., entrees, snacks) purchased by their visitors from the vending machines. Inmates are prohibited from sharing sandwiches and/or beverages. All food items must be unwrapped and the contents placed on a napkin on the table. All food items must be consumed in the visiting room.

**VISITORS' PERSONAL PROPERTY:** Visitors will be permitted to carry the following items into the visiting room: a clear purse, a reasonable amount of feminine hygiene items, a reasonable amount of infant care items and life saving medication. All other personal property should be secured in your vehicle or in the property lockers in the front lobby. All items authorized for entrance into the visiting room will be thoroughly searched by the front entrance officer. Additionally, all carry-in items will be subject to an x-ray machine search. FCI/FPC Otisville is a tobacco free institution. Tobacco products are not allowed inside the institution.

**Proper attire for visitors:** It is necessary to uphold standards of appropriate dress in the visiting room in order to provide a safe environment for visitors and to ensure the orderly operation of the visiting room. The following items are considered improper attire and will NOT be allowed in the visiting room:

- Shorts(except for small children) or cut off pants
- Shirts or blouses that bare the midriff
- Opened toed shoes must have a strap around the back of the ankle
- Low cut blouses (No more than 3 inch above the knee)
- All skirts and blouses must cover the shoulders
- See through clothing of any kind (shirts, blouses or skirts)
- Micro-mini skirts
- Clothing that is similar to those worn by inmates
- No bare feet, flip flops or sandals
- Any dresses or apparel of a suggestive or revealing nature
- No cellphones (must be kept in vehicle)
- No hats

Visitors must be properly dressed at all times while in this institution. If a visitor wears any of the above improper attire, that visitor will be denied entry to the institution.

**\* APPROVAL OF VISITS:** Visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian or immediate family member at least 18 years of age must have the written approval of a parent, legal guardian or immediate family member at least 18 years of age prior to visitation.

**LOCATION:** The entrance road (Two Mile Drive) to FCI, Otisville is located on County Road 90 (Sanitarium Road), 1/4 mile off of New York Route 211. The facility is located 2.2 miles up the mountain from the beginning of the entrance. Tel. (845)386-6700

VISITING ROOM INMATE'S PROPERTY LOG  
FEDERAL CORRECTIONAL INSTITUTION OTISVILLE

DATE: \_\_\_\_\_

	INMATE'S NAME	REGISTER NUMBER	UNIT	TIME		WEDDING BAND		HANDKERCHIEF		RELIGIOUS MEDAL		PRESCRIPTION EYEGLASSES		COMB		NUMBER OF VISITORS	
				NOTIFIED	IN OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	ADULTS	CHILDREN
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	

\_\_\_\_\_  
PRINTED NAME/SIGNATURE VISITING OFFICER IN CHARGE



**FEDERAL CORRECTIONAL INSTITUTION OTISVILLE  
INMATE VISITOR DENIAL FORM**

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

the following individual (     ) Mr. (     ) Mrs. (     ) Ms. \_\_\_\_\_ was  
denied entrance

to visit with Inmate \_\_\_\_\_ Registration Number: \_\_\_\_\_

because of the following reason:

\_\_\_\_\_ Not on approved visiting list

\_\_\_\_\_ No photo identification

\_\_\_\_\_ Under age without Parent/Guardian

\_\_\_\_\_ Other

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

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

Prior to denial the Inmate's Unit Team \_\_\_\_\_ was contacted.

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

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

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

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

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

CC:

Unit Team





