



U.S. DEPARTMENT OF JUSTICE  
FEDERAL PRISON SYSTEM  
FEDERAL CORRECTIONAL INSTITUTION  
MIAMI, FLORIDA 33177

NUMBER: MIA 5267.08  
DATE: March 16, 2009  
SUBJECT: Visiting Regulations

**INSTITUTION  
SUPPLEMENT**

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1. **PURPOSE AND SCOPE:** To implement inmate visiting policies, procedures and guidelines at the Federal Correctional Institution and Satellite Camp, Miami, Florida. **This supplement must be read in conjunction with the current Program Statement on Visiting Regulations, for a clear understanding of all requirements.**
2. **DIRECTIVES AFFECTED:**
  - A. **Directives Referenced:** Program Statement 5267.08, Visiting Regulations, dated May 11, 2006.  
  
Program Statement 1315.07, Inmate Legal Activities, dated November 5, 1999.  
  
Program Statement P5522.01, Ion Spectrometry Device Program, dated February 24, 2005.
  - B. **Directives Rescinded:** I. S. MIA-5267.07B, Visiting Regulations, dated January 27, 2006 is rescinded.
3. **STANDARDS REFERENCED:** American Correctional Association 4<sup>th</sup> Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, and 4-4504.
4. **GENERAL PROCEDURES:** All procedures outlined in this section will be consistent at both the FCI and at the FPC. Specific procedures for each Visiting Room operations will be outlined in section #5 for the FCI and section #6 for the FPC. All inmate visits will be conducted in the designated Visiting Rooms and established patio areas. Separate areas within the Visiting Rooms are provided for attorney visits.

A. **Visiting Schedules:**

FCI		SATELLITE CAMP	
MONDAY	8:00 am - 3:00 pm	MONDAY	5:00 pm - 8:30 pm
FRIDAY	8:00 am - 3:00 pm	FRIDAY	5:00 pm - 8:30 pm
SATURDAY	8:00 am - 3:00 pm	SATURDAY	8:00 am - 3:00 pm
SUNDAY	8:00 am - 3:00 pm	SUNDAY	8:00 am - 3:00 pm
FED HOLIDAY	8:00 am - 3:00 pm	FED HOLIDAYS	8:00 am - 3:00 pm
Visitor processing stops <b>2 hours</b> prior to cessation of visiting		Visitor processing stops <b>1 hour</b> prior to cessation of visiting	

- B. **Number of Visits/Frequency of Visits:** Visiting will be based on a point system. On the first day of each month, inmates will be credited a determined amount of points depending upon their designation to the FCI or FPC. Inmates will be charged one point for every "weekday" visit and two points for every "weekend" and "holiday" visit. Visiting points are automatically deducted by the Computer Visiting Program. When inmates have exhausted their points, visiting privileges will be discontinued until the first day of the upcoming month. Points will not carry over from one month to the next.

Visitation days are based on an odd/even system; and is dependant on the fifth digit of the inmate's register number. If an inmate's fifth number of the register number is even, he will be allowed to visit on even dates; if the fifth number of the register number is odd, visitation days will be on odd dates. For months ending with consecutive odd number days, the last day of the current month will be an even visitation day. Thanksgiving and Christmas visiting will be both odd and even, and no points will be deducted.

A two-hour visiting limitation period will be enforced when overcrowding occurs in the applicable Visiting Room.

Due to space limitations, inmates will only be allowed a total of five (5) adult visitors and three (3) small children (under 3 years of age). Children older than 3 years and/or using a Visiting Room chair, will be counted towards the adult limit.

Visitors may visit only one inmate at a time unless the inmates are immediate family members. Inmates must make arrangements with their respective Unit Team regarding visiting with more than one inmate at a time prior to the visitation. If approved, there will be no more than six (6) individuals, including the inmates, permitted to visit at the table during the visitation period.

**Note:** Each inmate will be charged the appropriate points for this visit.

As FCI Miami is not a hold-over facility and does not have inmates in this status, we do not provide hold-over visitation.

- C. **Regular Visitors:** Ordinarily, within the first five (5) working days after arrival, inmates will be allowed to establish a visiting list.

**Members of the Immediate Family:** All adult members of the inmate's immediate family will normally be placed on the approved list of visitors upon the inmate's request. Immediate family includes: father, mother, step-parents, brothers, sisters, spouse, or anyone that has served as a parent, such as a legal guardian, foster parents, grandparents (established in the inmate's pre-sentence report). For individuals with a different family name to be considered for visiting, documentation should be submitted to the Unit Team. The Unit Team member will verify the visitor's status as immediate family prior to the initial visit.

The mother of an inmate's child(ren), but not legally married to the inmate, will be considered for visits in order to accompany the minor child(ren).

**Persons with Criminal Records:** The existence of a criminal record does preclude visits. Consideration will be given to the nature, extent and recentness of the criminal record, as weighed against the value of the relationship. Each case, will be requested through the Unit Team and approved by the Associate Warden of Operations and Programs.

**Children Under Sixteen:** Children under the age of 16 may not visit unless accompanied by an approved adult visitor. Children shall be kept under direct supervision of a responsible adult or a children's program. Exceptions in unusual circumstances may be made by special approval of the Warden.

- D. **Special Visits:** Special visits can be authorized by the Unit Manager, normally under extraordinary circumstances. Special visits, for the purpose of this supplement are defined as **an inmate request to visit on other than their normal day, or on consecutive days.**

Inmates will submit special visit requests in advance of the visiting date. Once approved by the Unit Manager, a Unit Team member will provide copies of the written visit authorization to the Front Lobby and Visiting Room Officers, and will enter the visit authorization information into the computer visiting program.

The written visit authorization memorandum will state the following details: date of the visit, specific names of visitors, and the reason for granting the special visit. During non-visiting days, a Unit Team member will provide supervision for the special visit.

- E. **Special Visitors:** Special visitors are individuals that ordinarily visit for a specific purpose other than merely socializing. Except as specified, the conditions of visiting for special visitors are the same as for regular visitors.

The category of special visitors include "minister of record," former or prospective employers, sponsors, parole advisors, and other types of official visits related to assistance in release planning, counseling and discussion of family problems. Visiting points will not be deducted for authorized visits with special visitors. Visits with special visitors and social visitors may not take place at the same time, unless written authorization is provided by the Unit Team for special circumstances.

**Pastoral/Clergy Visits:** Pastoral/clergy visits are defined in the current Institution Supplement on Religious Beliefs and Practices (MIA-5360.09). Inmates wishing to receive visits from the "minister of record" must submit a written request to the Chaplain. Upon approval, Unit Team staff will add the "minister of record" information and title to the inmate's visiting list. The "minister of record" will be exempt from the total amount of authorized social visitors on the visiting list and the amount of social visits. Visiting points **will not** be deducted for visits with the authorized "minister of record."

Visits from clergy members, other than the authorized "minister of record," will be in accordance with the general visitor procedures; therefore, visiting points will be deducted.

Clergy/"minister of record" visits will be accommodated in the visiting room during regularly scheduled visiting hours and, to the extent practicable, in an area of the visiting room which provides a degree of separation from other visitors. If a private area is not available, the visit may be rescheduled.

**Attorney Visits:** Attorneys are encouraged to visit between 8:00 a.m. and 3:00 p.m., Sunday, Monday, Friday and Saturday at the FCI. Visiting at the SPC are Monday and Friday between 5:00 p.m. and 8:00 p.m. and Saturday and Sunday between 8:00 a.m. and 3:00 p.m. Approved attorney visits will be processed ahead of inmate visitors. Attorneys must show a valid bar card or other suitable professional identification. **All** attorney visits must be arranged with the Legal Liaison.

Attorneys requesting a legal visit, must contact the institution's Legal Liaison at least 24 hours prior to their planned visit to allow sufficient time for verification and keying into the BOP Ware visiting program.

To the extent practicable, attorney visits are to take place in a private conference room with an unobstructed view for purposes of visual supervision only. Auditory

supervision of the legal visit is not permitted. Legal visits will take place in the designated legal room.

In the event that the legal room is in use, the attorney visit may take place in the regular visiting room, provided the inmate and the inmate's attorney have a degree of separation from other visitors. If a situation arises in which a private area or conference room is not available and the attorney does not wish to meet in a regular visiting room, the legal visit may be rescheduled.

- F. **Preparation of the Visiting List:** Unit Team staff will be responsible for maintaining an inmate's approved visiting list. Specific procedures for approving visitors are outlined in the current Visiting Regulations Program Statement. A maximum number of eighteen (18) persons will be authorized on the inmate's visiting list.

Upon the inmate's admittance into the facility, visiting forms and informational material regarding visiting procedures will be provided. Ordinarily, an initial visiting list is prepared and distributed within seven days of receiving the required information to process the visiting list. This list identifies immediate family members approved to visit the inmate. Additional family members and friends may be added following the completion of an appropriate investigation. An inmate's visiting list may be amended at any time. Normally, inmates are encouraged to review and update their visiting lists every 90(ninety) days.

To request placement of an individual on the visiting list, the inmate must mail a form BP-629 to his or her proposed visitor(s). The proposed visitor(s) must complete the form and mail it directly to the unit staff member responsible for processing the inmate's visiting list. Staff should advise the inmate to instruct the prospective visitor to address the form to the applicable Unit Team member. The name of the applicable Unit Team staff and institutional mailing address will be provided. The Unit Team will provide the inmate a copy of the Visiting Guidelines (Attachment 1). The inmate will be responsible for

sending this form to his approved visitor(s) prior to their first visit. The prospective visitor is responsible for returning all the necessary forms and information required to complete the visiting approval process.

Upon approval of a visitor, a Unit Team member will enter the appropriate information into the visiting computer program. Copies of the current visiting list will be distributed to the inmate, inmate's Central File, and Visiting Room records. The Unit Team will provide the inmate a copy of the Visiting Guidelines (Attachment 1). The Visiting Guidelines include specific information regarding visitation regulations, hours of operations, and institutional address with directions. The inmate will be responsible for sending this form to his approved visitor(s) prior to their first visit.

Ordinarily, a visitor will be approved to be on only one inmate's visiting list. Any questions or exceptions to this policy will be addressed by the inmate's Unit Team and will require approval by the respective Unit Manager.

- G. **Disapproving Proposed Visitor(s):** Staff may request background information from potential visitors who are not members of the inmate's immediate family, before placing them on the inmate's approved visiting list. When little or no information is available on the inmate's potential visitors, visiting may be denied, pending receipt and review of necessary information, including information which is available about the inmate and/or the inmate's offense, including alleged offenses.
- H. **Notification to Visitors:** Staff shall make available to all visitors written guidelines (**Attachment 1**) for visiting the institution. Staff shall have the visitor sign the Notification to Visitor form (**BP-224**) acknowledging that the guidelines were provided and declaring that the visitor does not have any article in his/her possession which the visitor knows to be a threat to the security of the institution. Staff may deny the visiting privileges to a visitor who refuses to make such a declaration. Visitors under the age of

16 who are accompanied by a parent or legal guardian are exempt from this provision.

- I. **Entrance Procedures:** Visitors will be allowed into the facility's parking area 15 minutes prior to the beginning of the visitation hours. After the visitation hours are completed, all visitors must leave the facility. Visitors found loitering in the parking area during non-visiting hours will be instructed to leave the facility. All visitors will be required to park and secure their vehicles in the designated parking spaces provided for visitors. Individuals who are not visiting will not be permitted to remain in their vehicles or in the parking area except to pick up or discharge passengers.

All visitors will be instructed to complete the "Notification to Visitors" form, which affirms that no contraband is in their possession. The Notification to Visitors forms will be maintained for one year.

Visitors must have proof of their identity prior to the visit. Staff shall verify the identity of each visitor through a valid, unexpired photo identification card issued by a Local, State or Federal Government agency, (for example: driver's license, passport, resident card), prior to admission of the visitor to the Visiting Room. The Operations Lieutenant and the Institution Duty Officer will be responsible for handling all denials of visiting privileges.

Visitors for the FCI will report to the Front Lobby, where they will be processed and then escorted to the Visiting Room. Visitors for the Camp will proceed to the Camp Visiting Room, where they will report directly to the Camp Visiting OIC for processing.

Refer to the Entrance and Exit Procedures Institutional Supplement (MIA-5500.12) for detailed procedures regarding visitors' escorts.

- J. **Visitor Searches:** In order to deter the introduction of contraband into the facility, all visitors entering the facility must be willing to submit to searches including, but not limited to, pat searches, drug detection screening, metal detection screening, vehicle



searches and searches of personal property.

- K. **Dress Code for Visitors:** Inmates are responsible for informing their prospective visitors of the dress attire permitted in the visiting room. Visitors are expected to wear clothing which is neither provocative nor enticing to the extent that a disruption to the orderly running of the institution could ensue.

Clothing which is sexually suggestive or revealing is prohibited. No bare feet will be allowed except for infants.

**Clothing which is similar to and resembles the style or color of that issued to inmates (for example, khaki colored clothing with plain white or khaki shirt at the FCI or dark green trousers with plain white or dark green shirt at the FPC) is not allowed to be worn inside the Visiting Room.**

**Prohibited Attire:**

- Shorts of any kind (except for small children under age of 12)
- Transparent garments of any kind
- Sleeveless blouses or shirts
- Bathing suits
- Mini Skirts
- Crop tops
- Sun dresses
- Halter tops
- Backless tops
- Hats, caps, scarfs
- Wrap around skirts, shirts or dresses
- Spandex pants, skirts or tights, Leotards
- Sweat pants/sweat shirts
- Shirts or jeans with holes
- Low cut blouses/dresses
- Hooded shirts, jackets or sweaters
- Skirts/dresses above knee level

**Visiting Room - Authorized items:**

- Small clear plastic bag
- Money (Up to \$25 in denominations not larger than \$5.00)
- Valid Photo identification

- Essential medication (limited to the amount needed during the visiting period) **Officer will have knowledge of medication in the visiting room.**
- One overgarment (coat, jacket, sweater)
- One (1) car key
- Feminine Hygiene items-only the amount necessary for the day.

**Authorized items for infants and/or children:**

- Four(4) Diapers
- One (1) package of baby wipes (unopened)
- One (1) change of infant clothing
- Two (2) baby bottles with contents
- Two (2) small jars of unopened baby food
- One (1) receiving blanket
- One (1) see-through drinking cup

NOTE: Only the amount of articles for children necessary for the duration of the visit will be allowed. Excessive amounts will be not be allowed.

**Visiting Room - Prohibited items:**

- Tobacco products
- Handbags
- Strollers, baby carriers
- Newspapers
- Baby diaper bags
- Magazines
- Toys
- Electronic Equipment
- Pocket knives
- Handcuff keys
- Chewing Gum
- Watches
- Wallets
- Cell phones

Staff will contact the Operations Lieutenant or the current Duty Officer prior to denying a visitor entry into the institution based on their attire. Visitors with excess money or personal items which are not authorized, will be asked to remove them from the institution.

There are a limited number of lockers reserved for use by visitors who do not have vehicles on the premises.

Items too large to fit into lockers must be removed from the institution. When utilizing the lockers, visitors will be given a key; and they will keep it until they are ready to depart the institution.

**At no time will any staff retain any type of visitor's property.**

- L. **INMATES ENTERING THE VISITING ROOM:** Inmates entering the Visiting Room will be dressed in institution-issued trousers, shirts and footwear. No personal clothing is allowed to be worn during visiting to include sweat shirts. Shoes issued to inmates by the institution or approved shoes purchased through the commissary are the only authorized footwear. No tennis shoes are permitted. Medical shoes will be authorized only with valid medical documentation.

**Authorized items for inmates in Visiting Room:**

- One comb
- One handkerchief
- One wedding band (no stones)
- One religious medallion (no stones), with chain
- Prescription eyeglasses

All items taken into the Visiting Room will be inspected and inventoried, and the same items must leave the Visiting Room with the inmate. Visiting Room Officers will complete Attachment 2 (Shakedown Room Inmate Log form) of this supplement.

With prior approval, inmates will be allowed to bring legal materials into the Visiting Room for legal visits. This material will be inspected by the Visiting Room Officer for contraband; however, the contents will not be read.

- M. **Inmate and Visitor Conduct Within the Visiting Room:** The inmate has the final responsibility to ensure all visits are conducted in a quiet and dignified manner. Inmates and their visitors are responsible for the behavior of their children. Any visit not conducted in an appropriate manner will be terminated. In the event that a visit must be terminated, the visiting room officer may terminate visits that are not conducted in

the appropriate manner. Prior to terminating a visit, Visiting Room Officers must consult with the Institution Duty Officer or Operations Lieutenant.

The Associate Warden, Institution Duty Officer, or the Captain should be consulted in questionable cases. If a visit is terminated, Visiting Room staff will prepare a memorandum to the Unit Manager, through the Operations Lieutenant; with a copy forwarded to the Captain, explaining the circumstances.

Embracing and kissing by inmate family members will be permitted only at the initial greeting and at the conclusion of the visiting period. Limited physical contact reduces the opportunity for contraband to be introduced into the institution. No individuals will be allowed to sit on another person's lap, with the exception of infants.

Visiting Room Officers should be aware of any articles exchanged between the inmate and the visitor. If there is any reasonable basis to suspect that an exchange of unauthorized materials is taking place, which constitutes a violation of the law or regulations, the Visiting Room Officer will examine the item. The Operations Lieutenant will be notified immediately whenever there is a reason to suspect contraband is being exchanged. A memorandum will be submitted to the SIS Office describing the event.

Any effort to violate visiting regulations will result in disciplinary action for the inmate. Disciplinary action may include denial of future visits; and criminal prosecution may be initiated against the visitor and the inmate.

The Operations Lieutenant and/or Institution Duty Officer may terminate visits for the following reasons:

- disruptive or improper conduct by the visitor or inmate,
- suspected introduction of contraband by visitor,
- failure to supervise children visiting, or
- inmate/visitor's continued failure to comply with visiting regulations

- N. **Computer Visiting Program:** Inmate visiting records will be entered into the institution's Computer Visiting Program. This program includes the following data: visiting lists, visitation history, visitation points, inmate information, visitors' information, special comments or instructions and other records. It also generates a wide variety of visitation related reports.

The Officer will enter the visitor's information into the program. After ensuring that the individual is approved to visit and visitation points are available, the visitor will be logged into the system. The time of arrival and departure of both inmates and visitors will be logged in. Upon completion of the visitation period, the Visiting Room OIC will generate a report which includes the names of both inmates and visitors, visitation period times, and the total amount of visits. The daily visitation report will be forwarded to the Captain for records maintenance.

In the event that the computer system or Visiting Program become inoperative, the visitation processing will be conducted by utilizing the visiting lists maintained in applicable visitors' processing area. Unit Team staff are responsible for maintaining and updating the visiting lists. Visiting lists are organized in alphabetical order and maintained in designated folders per housing units. The files containing the visiting lists must be stored in a secured area because the contents include sensitive information. The FCI visiting lists are currently stored in the Front Lobby's secured file cabinet. At the FPC, the visiting lists are stored in a secured cabinet at the Camp Visiting Officer's station.

The Officer will ensure that the visitor is listed on the visiting list prior to allowing access into the Visiting Room. If the visiting list is missing or the visitor's information cannot be verified, Unit Team will be contacted to attempt to get the information. If Unit Team is not available or the visitor's information cannot be verified, the Duty Officer and/or Operations Lieutenant will be contacted for further instructions.

The daily visitation report will be generated by manually counting the amount of inmates, adult visitors and children recorded on the Notification to Visitor form. The total amount of each category and total amount of visitors will be forwarded to the Captain's Office via memorandum. The results of the daily visitation report will be entered on the applicable log book.

- O. **Records Maintenance:** Notification to Visitor (BP-224) forms and Daily Visitation Reports will be maintained for one year. Notification to Visitor forms will be stored in the Visiting Room. Daily Visitation reports will be stored at the Captain's Office.

Upon completion of the visiting period, the Visiting Room OIC will contact the Control Center to provide information regarding total amount of visits for the day, including a breakdown for total amounts of inmates, adults and children.

The daily visitation results will also be entered on the Visiting Room Log Book.

- P. **Restrictions and Cancellations of Visits:** The following schedule will be utilized during conditions of National Homeland Security Advisory threat levels:

- When the Homeland Security threat level is Severe Condition (Red), the Warden will consider cancelling visitation at the FCI/SPC.
- When the Homeland Security threat level is Severe Condition (Orange), the Warden will consider visitation for immediate family members and attorney visits only.

The inmate's visitors are advised to check the current National Homeland Security Advisory levels before visiting the institution.

5. **FEDERAL CORRECTIONAL INSTITUTION VISITING ROOM SPECIFIC PROCEDURES:** Visiting will be based on a point system. On the first day of each month, all FCI inmates will be credited six (6) points.

Visitors for the FCI will report to the Front Lobby, where they will be processed and then escorted to the Visiting Room. The FCI Visiting Room is comprised of an interior visiting area and a patio area. Assigned seating is enforced in the interior visiting area. The patio area will be opened only due to overcrowding inside the Visiting Room. The patio area must be supervised by an Officer when in use. There are no designated areas for children to play; therefore, children must be supervised by the visitor at all times. Upon completion of the visiting period, visitors will be escorted out of the Visiting Room.

- A. **Visitor Processing:** FCI Visitors will report to the Front Lobby for processing. The Front Lobby Officer will ensure that visitors complete the Notification To Visitor forms, sign the appropriate Visitors Log, and clear the searches procedures. The Front Lobby Officer will mark the back of the visitor's hand with an invisible ink stamp. The Front Lobby Officer will log the visitor's information into the computer visiting program and will write the inmate's unit and work assignment information on the Notification To Visitor form to assist the Visiting Room Officers to locate the inmate.

All minors must be accompanied by an adult visitor at the time of processing upon arrival and during the duration of the visit. Minors must be constantly supervised by the respective adult visitor, and may not be left in the care of inmates nor exit the visiting room without adult supervision.

- B. **Visitor Searches:** In order to deter the introduction of contraband into the secured perimeter of the institution, all visitors requesting access to the facility must be willing to submit to searches including, but not limited to, pat searches, drug detection screening, metal detection screening, vehicle searches and searches of personal property. Minors under the age of 16 years old will not be submitted to pat/visual searches; however, they will be required to clear a metal detection device.

**All** visitors are required to clear a metal detection device and submit their personal property to x-ray screening. Additionally, all visitors will be

subjected to random pat searches, vehicle searches and screening for illegal substances by utilizing a drug detection device.

Metal detection screening will be conducted with a Walk-Thru Metal detector or Transfrisker (hand-held portable metal detector). Personal property will be screened with the Rapiscan x-ray machine. Detection of illegal substances will be screened with the Itemiser-3 Contraband Detector. The randomness of the pat searches and illegal substances screening will be established by the Front Lobby Officer.

Any visitor that refuses to submit to any screening procedure or searches, will be denied access into the institution. The Operations Lieutenant or Duty Officer will be notified prior to denying access to a visitor.

- C. **ION Spectrometry Devise Program-Itemiser-3:** The Ion spectrometry device program is a minimally intrusive method for screening people, their belongings, mail, and packages for the presence of illegal substances. According to Program Statement 5522.01, Ion Spectrometry Device, Page 11, Section 12, the following procedures will be implemented in order to protect the safety, security, and orderly operation of the institution. A confirmed positive test result for an illegal substance(s) satisfies the reasonable suspicion standard warranting further investigation, searches, controlled visitation, or denied visitation of an inmate visitor.

If an inmate visitor tests positive for the presence of an illegal substance(s) the Warden or his designee posses the discretion to require a pat/visual search as a prerequisite to visitation, or a complete denial of visitation. A sign posted at the Front Lobby entrance of the institution warns visitors that an electronic contraband detection device is in use at this institution. The sign is available in English and Spanish. If an illegal substance is identified on the visitor's person, they will be denied entry into this facility.

**Visitor Testing:** All visitors, including contractors and volunteers, except as noted below, are subject to testing through the ion spectrometry device program.



Ordinarily, Department of Justice employees, state and local law enforcement personnel, Members of Congress, and members of the Judicial Branch are not screened by the device. However, the Warden reserves the right to test these individuals prior to entering the facility.

**Random Selection Testing:** While all visitors are subject to testing, institution resources and time management will ordinarily make testing every visitor impractical. Consequently, random visitor testing will occur.

At no time will disciplinary action be taken against an inmate when an individual scheduled to visit the inmate tests positive for a controlled substance.

Prior to denying visitation the Warden or his designee will assess each positive confirmed test on its own merit. The following options will be considered prior to denying the visit:

- 1<sup>st</sup> Offense - The visitor will be asked to submit to a pat/visual search. The search will be conducted as per Program Statement 5510.09, Searching, Detaining, or Arresting Persons Other than Inmates. The search will be in a private area and will be approved by the Warden or his designee. The visit will be monitored and restricted to the area in front of the Officer's desk in the visiting room.
- 2<sup>nd</sup> Offense - The visitor will be asked to submit to a pat/visual search. The search will be conducted as per Program Statement 5510.09, Searching, Detaining, or Arresting Persons Other than Inmates. The search will be in a private area and will be approved by the Warden or his designee. The visit will be monitored and restricted to the area in front of the Officer's desk in the visiting room. The visit will be limited to (2) two hours.
- 3<sup>rd</sup> Offense - Visiting privileges for the inmate visitor testing positive will be suspended for a period of 48 hours.

- Any visitor that fails to submit to a random drug screening or refuses a pat/visual search will be denied access to the institution.

D. **Visitor Escorting Procedures:** The Visiting Escort Officer will be responsible for escorting visitors in and out of the Visiting Room. Each visitor will have the back of their hand marked by the Front Lobby Officer, utilizing a stamp using invisible ink. Prior to entering or departing the institution, the visitor's identity will be verified against his photo identification card and his or her hand will be scanned with the ultraviolet light to ensure the presence of the stamp, at the sally port, by the escorting staff member. In the event the stamp is not visible upon departure, the visitor will be escorted back to the Visiting Room and the Operations Lieutenant will be notified to receive further instructions.

A maximum of 7 (seven) visitors may be escorted at any time. Children under the age of twelve are exempt from the maximum amount of visitors that may be escorted.

E. **Visitors Entering the Visiting Room:** Visitors will be escorted to the Officer's Station by the Escort Officer to receive a seat assignment. The Visiting Room OIC will log the arrival date of the visitor(s) into the computer visiting program.

F. **Visitors Departing the Visiting Room:** Upon completion of the visiting period, inmates and visitors will report to the Visiting Room Officer to be re-identified. The Visiting Room OIC will return the photo identifications to the visitors. All visitors will move to the exit door to await an escort. Inmates will not be permitted to loiter by the exit door area while the visitors await escort. The Escort Officer will collect the photo identification cards of the visitors that will be escorted.

Adult visitors will surrender their photo identification cards to the escorting officer prior to leaving the Visiting Room.

The Escorting Officer will process the visitors out

through the front sally port, identifying each individual by name, photo identification, and black-light stamp. Upon confirming the identification of the visitor and the presence of the invisible ink stamp, the Escorting Officer will return the photo identifications to the respective visitors. The Escorting Officer or Visiting Room staff are the only members authorized to escort visitors out. The Front Lobby Officer will complete the exit process for all visitors as outlined in the current Institution Supplement on Entrance and Exit Procedures (MIA 5500.11-4). Once a visitor leaves the Visiting Room, re-entry will not be permitted for the day.

G. **Inmates Entering the Visiting Room:**

**Inmate Attire:** Inmates entering the Visiting Room will be dressed in institutional issued uniform which includes khaki trousers, khaki shirts, belt and footwear. A white undershirt is optional. No personal clothing is allowed to be worn during visiting to include sweat shirts. Shoes issued to inmates by the institution or approved shoes purchased through the commissary are the only authorized footwear. No tennis shoes are permitted.

**Inmate Processing:** Inmates will be identified via the commissary card. All items taken into the Visiting Room will be inventoried, and the same items must leave the Visiting Room with the inmate. The Visiting Room Officer will complete the Inmate Shakedown Log (Attachment 2) to maintain an inventory of the inmate's items. Unauthorized items will not be allowed or retained by the Officer.

All inmates will be thoroughly pat searched upon entering.

With prior written approval, inmates will be allowed to bring legal materials into the Visiting Room for legal visits. This material will be inspected by the Visiting Room Officer for contraband; however, the contents will not be read.

H. **Inmates Departing the Visiting Room:** Upon the completion of the visitation period, inmates will

report to the Officer's station to be identified. Inmates will wait at their designated door to be processed out. The Visiting #4 Officer will conduct a visual search on all inmates exiting the Visiting Room.

- I. **Inmate Conduct During Visitation Period:** Inmates are permitted to leave their assigned seating area only for the following purposes:

- to use the inmate restroom
- to use the vending machines (2 inmates at one time)
- to go to the photo area (1 inmate at a time)
- upon completion of his visit

Inmates desiring to use the restroom, must request a staff escort from the Officer at the Officer's station. The restroom will be secured when not in use.

- J. **Special Housing Unit (SHU):** SHU inmates will be allowed to visit, unless visiting is denied for security reasons or disciplinary matters. SHU inmates will be seated at designated tables adjacent to the Visiting Room Officer's station.

Due to possible separation concerns, CIM clearance will be obtained from the Control Center Officer prior to escorting SHU inmates to the Visiting Room. **At no time** will inmates who are CIM separated from each other or have other separation concerns be allowed into the visiting area at the same time.

- K. **Patio Area:** The patio area may be used as an extension for the main indoor Visiting Room only when overcrowding occurs. Inmates or visitors do not elect whether they are to be placed in the patio or indoors.

Inmates currently assigned to the Special Housing Unit on an SIS Watch list, will not be allowed in the patio area.

The patio gates are not to be used for entry or exit of the Visiting Room at any time during visitation periods.

6. **FEDERAL PRISON CAMP VISITING ROOM SPECIFIC PROCEDURES:**

Visiting will be based on a point system. On the first day of each month, all FPC inmates will be credited six (6) points.

The FPC Visiting Room is comprised of an interior visiting area and a patio area. Assigned seating is not enforced. Both the interior area and patio will be opened during the entire visitation period. There is a designated playground for children in the patio area; however, children must be supervised by the visitor at all times.

- A. **Visitor Processing:** Visitors for the FPC will report directly to the Camp Visiting Room, where they will be processed by the Camp Visiting OIC. The Officer will ensure that visitors complete the Notification To Visitor forms and sign the appropriate Visitors Log. The Camp Visiting Officer will log the visitor's information into the computer visiting program.

All minors must be accompanied by an adult visitor at the time of processing upon arrival and during the duration of the visit. Minors must be constantly supervised by the respective adult visitor, and may not be left in the care of inmates nor exit the visiting room without adult supervision.

- B. **Visitor Searches:** In order to deter the introduction of contraband into the secured perimeter of the institution, all visitors requesting access to the facility must be willing to submit to searches including, but not limited to, pat searches, drug detection screening, metal detection screening, vehicle searches and searches of personal property. Any visitor that refuses to submit to any screening procedure or searches, will be denied access into the institution. The Operations Lieutenant or Duty Officer will be notified prior to denying access to a visitor.

- C. **Visitors Departing the Visiting Room:** Upon completion of the visiting period, inmates and visitors will report to the Visiting Room Officer to be re-identified. The Camp OIC will ensure that visitors sign out on the Visitors Log. Once a visitor leaves the visiting room, re-entry will not be permitted for the day.

Individuals not authorized to visit will not be permitted to loiter at the visiting room's entrance or adjacent areas. Communication or contact of inmates and visitors through the gates or fence line will not be permitted.

D. **Inmates Entering the Visiting Room:**

**Inmate Attire:** Inmates entering the Visiting Room will be dressed in a institutional issued uniform which includes green trousers, green shirt, belt and footwear. A white shirt or gray sweater worn underneath the uniform shirt is optional. No jackets will be allowed to be worn during the visiting period. Inmate shoes issued to inmates by the institution or approved shoes purchased through the commissary are the only authorized footwear. No tennis shoes are permitted.

**Inmate Processing:** Upon notification from the Camp Visiting OIC, inmates will report to the Visiting Room. No inmates are allowed to loiter outside the Visiting Room inmate entrance area or adjacent gates without notification for visiting. The Camp Visiting Room Officer will allow the inmate access to the Visiting Room for processing through the shakedown room.

Inmates will be identified via the commissary card. All authorized items taken into the Visiting Room will be inspected, and the same items must leave the Visiting Room with the inmate, unless otherwise authorized. Unauthorized items will not be allowed or retained by the Officer.

Inmates will be pat searched randomly prior to entering the visiting area.

With prior written approval, inmates will be allowed to bring legal materials into the Visiting Room for legal visits. This material will be inspected by the Visiting Room Officer for contraband; however, the contents will not be read.

E. **Inmates Departing the Visiting Room:** Upon the completion of the visitation period, inmates will

report to the Officer's station to be identified. At the shakedown room, the Camp Visiting #2 Officer will conduct random pat searches on inmates exiting. At least 10% of the total amount of inmates that visit during the visiting period will be pat searched. Visual searches will be conducted randomly. Once an inmate leaves the visiting room, re-entry will not be permitted for the day.

- F. **Inmate Conduct During Visitation Period:** Inmates are permitted to leave their seating areas for the following purposes:

- to use the inmate restroom
- to use the vending machines
- to go to the photo area (1 inmate at a time), and
- upon completion of his visit

Inmates are not allowed to socialize with individuals other than their approved visitors.

The inmate restroom will be opened at all times. Inmates are forbidden from using the visitors' rest rooms.

- G. **Patio Area:** The patio area will be opened during the full visitation period. Table umbrellas are available to be used on the outside patio area during daytime visiting days only (weekends and federal holidays). Inmates or visitors will have the choice to sit on the patio or indoors. In the event that inmates and/or visitors engage in any behavior that violates the visiting regulations, the officers may assign sitting arrangements for close monitoring of the visit(s) upon authorization by the Operations Lieutenant.

The patio gates are not to be used for entry or exit of the Visiting Room at any time during visitation periods.

7. **VISITS AT OUTSIDE MEDICAL CENTERS:** Inmates receiving extended medical treatment at a local hospital will not normally be permitted to have visitors. However, in extenuating circumstances, visits with those persons on the inmate's visiting list may be approved. The Unit Manager and/or Unit Team will route a memorandum to the Captain,

Associate Warden of Operations and Programs, and the Warden for approval or disapproval. If approval is obtained, the Unit Manager and/or unit team will ensure the approving memorandum and the authorized visiting list is transferred to the outside medical facility.

8. **OFFICE OF PRIMARY RESPONSIBILITY:** Correctional Services.

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Kenny Atkinson, Warden



**FEDERAL CORRECTIONAL INSTITUTION  
MIAMI, FLORIDA**

**VISITING REGULATIONS, VISITORS HANDOUT**

The following is an outline of the regulations and procedures governing visiting with inmates at the Federal Correctional Institution/Satellite Camp, Miami, Florida. It is the philosophy of this institution that inmate contact (visits) with family and other persons will help an offender to plan a more realistic future for his return to society.

**Basic Regulations.** All visitors will enter the institution at the front entrance. Each visitor must provide a **valid photo identification card, (e.g., State ID, Driver's License, Passport)** before being allowed to visit. Any person(s) not permitted to visit may not remain in the institution or parking lot. Approved visitors will not be allowed to go to and from their vehicles unless it is to return an item which was refused entry. When you have parked your car, make sure it is locked and the windows are closed.

Each inmate is provided with an unlimited amount of visiting time during regular visiting hours with those persons on his approved visiting list, unless circumstances warrant otherwise. The two-hour limitation will also be enforced when overcrowding occurs at the satellite camp; and **whenever** overcrowding occur at the FCI, during **all** visiting days.

Inmates will be allowed a total of five (5) adult visitors and three (3) small children (under 3 years of age). Children older than 3 years and/or using a Visiting Room chair, will be counted towards the adult limit. The Institution Duty Officer and the Operations Lieutenant has the right to terminate any visit due to improper conduct on the part of the inmate or his visitor(s). Visiting room capacity, weather, frequency of visits, and distance traveled will be determining factors when a decision to terminate a visit is made.

Visitors will not be allowed to bring in or give anything to an inmate. Visitors are not allowed to bring excessive items with them to visit an inmate (e.g., suitcases, large oversized bags, purses, packages). Inmates are not allowed to receive food from outside sources. Visitors are not allowed to bring in food items or tobacco products. There are vending machines in the visiting room from which food snacks can be purchased. A small see-through coin purse is recommended with proper ID and no more than \$25.00 for use in the vending machines. Concerns regarding the vending machines should be directed to M J Food Service, Inc., 231 NW 109th Avenue, #106, Miami, Florida 33172.

**Visitor Dress Requirements:** Visitors are expected to wear clothing which is neither provocative nor enticing to the extent that a disruption to the orderly running of the institution could ensue. Clothing which is sexually suggestive or revealing is prohibited. No bare feet will be allowed except for infants. **Clothing similar to that issued to inmates is not allowed (i.e., Khaki colored clothing).**

**Prohibited Attire includes:**

Crop tops	Sleeveless blouses/shirts	Bathing suits
Mini Skirts	Transparent clothing	Sun dresses
Halter tops	Wrap around skirts	Hats, caps, head scarfs
Backless tops	Spandex pants, skirts/tights	Sweat pants/sweat shirts
Leotards	Shirts/jeans with revealing holes	Shorts (small child only)

**Visiting Room - Authorized items:**

Small clear plastic bag	Money (Up to \$25 - bills larger than \$5.00)
Valid Photo identification	An overgarment (coat, jacket, sweater)
(4) Diapers	(1) package of baby wipes (unopened)
(1) change of infant clothing	(2) baby bottles with contents
(1) receiving blanket	(2) sm jars unopened baby food
(1) see-through drinking cup	(1) feminine hygiene - <b>only amount necessary for the day</b>
(1) car key	

**Visiting Room - Prohibited items:**

Tobacco products	Handbags	Strollers	Baby carriers
Newspapers	Baby diaper bags	Magazines	Toys
Electronic Equipment	Watches	Chewing Gum	Wallets
Pocket knives	Cell phones		

Individuals with medical problems which require them to carry medication into the visiting room **must** inform the Front Lobby Officer of their condition and receive permission to carry the medication into the visiting room.

**Visiting Times:**

FCI		SATELLITE CAMP	
MONDAY	8:00 am - 3:00 pm	MONDAY	5:00 pm - 8:30 pm
FRIDAY	8:00 am - 3:00 pm	FRIDAY	5:00 pm - 8:30 pm
SATURDAY	8:00 am - 3:00 pm	SATURDAY	8:00 am - 3:00 pm
SUNDAY	8:00 am - 3:00 pm	SUNDAY	8:00 am - 3:00 pm
FED HOLIDAYS	8:00 am - 3:00 pm	FED HOLIDAYS	8:00 am - 3:00 pm
Visitor processing stops 2 hours prior to cessation of visiting hours		Visitor processing stops 1 hour prior to cessation of visiting hours	

**Institution Location:**

Federal Correctional Institution  
15801 SW 137<sup>th</sup> Avenue  
Miami, Florida 33177  
(305) 259-2100

From the Palmetto Expressway, take SR-874 south towards toll road/Homestead and continue on the Florida Turnpike. Exit on SW 152<sup>nd</sup> Street and turn right onto SW 117<sup>th</sup> Avenue. Turn right on Coral Reef Drive (152<sup>nd</sup> Street). Continue to and turn left onto SW 137<sup>th</sup> Avenue. Continue for about one half mile. The institution will be on the left. When you enter the institution, make an immediate right and then a left into the Visitor's Parking Lot. The FCI is to the left and ahead of the parking lot and the satellite camp is to the right of the parking lot.

**Visiting Room Conduct.** A short embrace at the beginning of the visit and when it has terminated is the only physical contact which will be allowed. Any excessive display of affection between inmate and visitor will not be permitted and could result in termination of the visit. Children under the age of 16 will not be allowed entry into the institution to visit unless they are accompanied by an adult visitor. Adult visitors will be responsible for the conduct of children under their supervision. This includes keeping them within the authorized visiting areas. Visitors may be denied entry by the Operations Lieutenant or Institution Duty Officer for non-compliance. Excessively provocative attire is reason to deny and/or preclude visiting.

**Penalty for Violation of Visiting Regulations.** Any effort to violate the visiting policies of the institution may result in disciplinary action against the inmate; which may include the denial of future visits. If warranted, criminal prosecution may be initiated against the visitor, the inmate, or both.

It is a Federal crime to bring upon the institution grounds any firearms, destructive device, ammunition, other object designed to be used as a weapon, narcotic drug, controlled substance, alcoholic beverage, currency, or any other object that threatens the order, discipline, or security of a prison, or the life, health, or safety of an individual without the knowledge and consent of the Warden. 18 USC 1791 and 3571 provides a penalty of imprisonment for not more than twenty years, a fine of not more than \$250,999, or both, to a person who provides or attempts to provide, to an inmate any prohibited object. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages. The Warden, upon reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order, may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, Breathalyzer test, or other comparable test. A visitor has the option to refuse any of the search or test or entrance procedures, with the result that the visitor will not be permitted entry into the institution.

## SHAKE DOWN ROOM INMATE LOG

Only authorized items for inmates will be allowed in the Visiting Room.

1. One wedding band (no stones)                      2. One comb  
3. One handkerchief                                        4. Prescription eyeglasses  
5. One religious medallion (no stones), with chain.     6. Medicine\*

[illegible]

\*Medicine will be turned over to the Visiting Room OIC by inmate.

G-Gold color, W-White color

PAGE: \_\_\_\_\_ OF \_\_\_\_\_

SHAKEDOWN OFFICER: \_\_\_\_\_