



U. S. Department of Justice  
**Federal Prison System**  
Federal Correctional Institution  
Marianna, Florida 32446

# Institution Supplement

**Number:** MNA 5267.08C  
**Date:** July 21, 2014  
**Subject:** Visiting Regulations  
(English)  
**Distribution:** \*\*\*GENERAL\*\*\*  
EXECUTIVE STAFF,  
DEPARTMENT HEADS,  
LOCAL A.F.G.E.

[Return to Index](#)

- 
1. **PURPOSE AND SCOPE.** To implement the Federal Bureau of Prisons' Program Statement 5267.08, Visiting Regulations, at the Federal Correctional Institution (FCI), Federal Prison Camp (FPC), and Shawnee Unit. This supplement must be read in conjunction with the aforementioned Program Statement.
  
  2. **DIRECTIVES AFFECTED.**
    - A. Referenced:

Program Statement 1315.07, Legal Activities Inmate, dated November 5, 1999.

Program Statement 1490.06, Victim and Witness Notification Program, dated May 23, 2002.

Program Statement 4500.10, Trust Fund/Deposit Fund Manual, dated May 29, 2014.

Program Statement 5180.05, Central Inmate Monitoring System Manual, dated December 31, 2007.

Program Statement 5267.08, Visiting Regulations, dated May 11, 2006.

Program Statement 5270.09, Inmate Discipline Program, dated July 8, 2011.

Program Statement 5270.10, Special Housing Units, dated July 29, 2011.

Program Statement 5280.09, Furloughs, dated January 20, 2011.

Program Statement 5360.09, Religious Beliefs and Practices, dated December 31, 2004.

Program Statement 5500.11, Correctional Services Manual, dated October 10, 2003.

Program Statement 5500.14, Correctional Services Procedures Manual, dated October 19, 2012.

Program Statement 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, dated July 17, 2013.

Program Statement 5521.05, Searches of Housing Units Inmates and Inmate Work Areas, dated June 30, 1997.

B. Canceled:

Institution Supplement 5267.08B, Visiting Regulations, dated July 30, 2010.

3. **STANDARDS REFERENCED.**

- A. American Correctional Association 4<sup>th</sup> Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4491-1, 4-4500, 4-4501, 4-4503, and 4-4504.

4. **DESCRIPTION OF RULES OR PROCEDURES.**

- A. Visiting Facilities. The Captain is responsible for staffing and training of correctional officers to supervise the visiting room facilities. Visiting facilities for inmates at the FCI, FPC, and Shawnee Unit have been designated and adapted to meet the needs of inmates confined at this facility.
- B. Visiting Times. Normally, regular visiting/processing hours at all three sites are 8:15 a.m. to 3:15 p.m. on the following days:

FCI: Saturday, Sunday, Monday, and all Federal Holidays.

FPC: Weekends and Federal Holidays.  
Shawnee: Weekends and Federal Holidays.

No visitors will be accepted later than one hour before the regular termination time. Visitors and their vehicles are not allowed on institution property more than 15 minutes before the start of the visit/processing time (8:15 a.m., Central Time Zone).

C. Frequency of Visits and Number of Visitors.

Social visits will be conducted on a point system at the FCI. One point for Monday visits, two points for Saturday visits, and three points for Sunday visits. If any of these days are a federal holiday, then the visit will count as three points. Inmates will be limited to 10 points per month. No additional points will be granted without written approval from the Associate Warden of Programs. All approved documents for additional points will be maintained in the inmate's central file, Visiting Room, Front Entrance, and the Captain's Office.

A maximum of five (5) visitors at the FCI are permitted to visit an inmate at once (including children). A total of five (5) visitors (including children) are permitted at the Shawnee Unit, and five (5) visitors (including children) are permitted at the FPC. Exceptions to the number and frequency of visits and visitors must be approved in writing by the Unit Manager, Camp Administrator, or his/her designee. The approving memorandum must be placed in section six of the inmate's central file.

Visiting limitations may be imposed due to overcrowding and/or inclement weather. In the event the Visiting Room becomes overcrowded (exceeds rated capacity), visits will be terminated according to the order of arrival (i.e., first visitors to arrive would be the first terminated when capacities are exceeded). Local and frequent visitors will be terminated before out of state and infrequent visitors. Local and frequent visits will not be terminated if the visit has lasted less than one hour, out-of-state and infrequent visits no less than two hours.

D. Regular Visitors. The Unit Counselor will be responsible for implementing this section as outlined in the Program Statement. The Counselor will be responsible for signature authority on the visiting list. All visitors, prior to approval, must have known the inmate prior to the inmate's incarceration. The Warden's approval must first be obtained for any exception to this policy. All visitors over the age of 15, including verified immediate family, will have an NCIC check completed prior to being admitted to the FCI, FPC, and Shawnee Unit. All current visitor NCIC checks will be re-completed every five (5) years. Children 15 years of age and younger do not require completion of an NCIC check prior to being placed on an inmate's visiting list.

1. Members of the immediate family (including parent, stepparent, foster parent, brother and sister, spouse, and children) may be placed on the visiting list if identified in the inmate's Presentence Investigation Report.

The word "Spouse" includes a common-law relationship previously established in a state honoring such a relationship. An inmate who has provided the name of a common-law relation must forward verification documentation to his/her Unit Team for their use. This may include, but not be limited to, joint leases or contracts; joint banking accounts; or, utility bills with both parties named. The inmate's Unit Team will review the material and place the common-law relation on the visiting list once the relationship is verified.

2. Other relatives (including grandparents, uncles, aunts, in-laws, nieces, nephews, and cousins) may be placed on the approved visiting list if the inmate wishes to have regular visits from them and if there is no reason to exclude them.
3. Friends and associates must have known the inmate prior to incarceration in order for the person to be placed on the approved visiting list. Exceptions to the prior relationship rule may be made by the Warden when it is shown that the

- proposed visitor is reliable and poses no threat to the security or good order of the institution. Ordinarily, an inmate's visiting list would not list more than 10 friends and associates.
4. Should a member of the immediate family request to visit multiple inmates (a maximum of three) who are family members (father/son or brothers, etc.), a review of the PSI will be conducted to verify the relationship. Additionally, a comparison will be made to see if the visitor is approved. The visitor will be allowed to visit with the inmates simultaneously. The Associate Warden of Programs or the Camp Administrator will be responsible for signature authority.
  5. Current or former Bureau of Prisons employees and current/former contract employees from FCI Marianna will not be allowed on an inmate's visiting list without specific written approval from the Warden.
- E. Special Visits. Special visits will be initiated by the appropriate area of responsibility and approved by the Warden or his/her designee. Completed NCIC checks on all visitors must accompany the special visit request.
1. Clergy Visits. The Chaplain is responsible for arranging all clergy visits. The visits are supervised by the Visiting Room staff. Community clergy may be approved for visits by the Warden contingent upon the Chaplain verifying credentials and completing NCIC checks.  
  
Clergy/Minister of record visits will be accommodated in the visiting room during regularly scheduled visiting hours in an area of the visiting room which provides a degree of separation from other visitors. The number of visits by a Minister of record will be at the Warden's discretion.
  2. Attorney Visits. The Unit Team is responsible for arranging all attorney visits. The visits will be visually supervised by the Visiting Room

staff. If the attorney visit is requested on a non-visiting day, it will be supervised by a member of the inmate's Unit Team. Attorneys should be on the inmate's visiting list; however, this does not preclude other attorneys from visiting at the inmate's request. The attorneys will present proper identification as outlined in Section H.4. Visiting attorneys and their staff must complete the appropriate attachments in Program Statement 1315.07, Inmate Legal Activities, and an NCIC completed prior to approval of the visit.

The Warden generally may not limit the frequency of attorney visits since the number of visits necessary is dependent upon the nature and urgency of the legal problems involved. The Warden will set the time and place for visits, which ordinarily takes place during regular visiting hours. Attorney visits will take place in a private conference room, if available, or in a regular visiting room in an area and at a time designed to allow a degree of privacy. The Warden may make exceptions according to local conditions or for an emergency situation demonstrated by the inmate or visiting attorney. Attorneys will only be permitted to bring into the visiting room paperwork that pertains to the inmate's immediate case.

All legal material brought into the visiting room by the inmate must first be examined and delivered by a Correctional Counselor, or in his/her absence, a member of the inmate's Unit Team. Once the legal visit has been concluded, the inmate's unit team member who previously inspected the legal material will do so again and then let the inmate return to his/her unit. The visiting room officer will not approve legal material to be brought into the visiting room. If the Correctional Counselor or other Unit Team member is not available, either the Operation's Lieutenant or the Institution Duty Officer (IDO), may approve legal material to be brought into the visiting room, but only after an inspection of the material is made.

F. Visits to Inmates Not in General Population Status.

1. Admission and Holdover Status. The Correctional Counselor will ensure visits are limited to the immediate family for new commitments, thus allowing time for processing and investigation of visiting forms submitted by the inmate. New commitments transferring from other facilities will be able to use their approved list from the previous facility, if it was completed less than 2 years ago, and after it has been reviewed and approved by the appropriate Correctional Counselor. Inmates in holdover status may be authorized by the unit team and approved by the Duty Officer or Associate Warden. These visits will be limited to members of the immediate family and can be extracted from the inmate's presentence report. Immediate family includes father, mother, stepparents, foster parents, brother and sister, spouse, and children. Approval for immediate family normally occurs within five working days of verification.
  
2. Special Housing Unit Inmate Visits. Special Housing Unit (SHU) inmates will be allowed to visit in the FCI visiting room for a maximum of two (2) hours. The Operations Lieutenant will be notified when an inmate in the SHU receives a visit. Prior to leaving SHU, the inmate will be strip searched, fully dressed in a jumpsuit, and placed in restraints. Once the inmate arrives in the visiting visual search room, the restraints will be removed for the visit. Upon completion of the visit, SHU inmates will be placed in to restraints and escorted back to SHU. SHU inmates will be placed in the Legal Room when available to keep them separate from the general inmate population and these inmates will not be allowed to visit with any other inmates or visitors. Only one SHU inmate will be allowed in the Visiting Room at any given time. If visitors arrive to visit a second SHU inmate, the SHU inmate currently visiting will have his visit terminated after the two (2) hour limit to allow for the next visit to occur.

3. Outside Hospital Visits. Visiting privileges will not be authorized for the inmate patient unless authorized by the Warden or his/her designee. If visiting has been approved, the following guidelines will be adhered to:
- a. An approved list of visitors will be prepared by the Correctional Counselor for each inmate patient.
  - b. Prior to the inmate receiving a visit, the visitor's name, address, and date/time of the visit will be provided to staff supervising the inmate in an outside hospital.
  - c. The staff supervising the inmate in an outside hospital will verify the visitor's identity at the time of the visit. Identification is defined in Section H.4. The inmate will be allowed only one visitor in the room during the visit.
  - d. When the visitor enters the hospital room, the staff member will advise the visitor of proper visiting procedures. The staff supervising the inmate will place all purses and hand bags in the inmate's hospital room closet or locker. The inmate patient will never have access to the visitor's purses or bags. The visitor shall retrieve his/her belongings just prior to departure from the hospital room.
  - e. All inmate visitors will adhere to hospital visiting regulations and hours. The inmate will be charged the appropriate points for each visitor and day of the week.
  - f. Visitors will not utilize the bathroom in the inmate patient's room.
  - g. In the event an unauthorized visitor appears at the hospital demanding to visit, these individuals must be referred to the institution and hospital security notified.



Common sense and discretion must be used by staff supervising the inmate when dealing with the public. On occasion, situations involving visitors may be more appropriately handled with a phone call rather than requiring visitors to physically proceed to the institution.

Should the visit be denied due to the inmate suffering from an infectious disease, psychotic or emotional episode, or other condition which makes a visit inadvisable, the inmate's case manager will contact the visitor(s) and carefully and sensitively explain the reason for denying the visit. The Health Services Administrator will then prepare a memorandum concerning the denial of the visit to be forwarded to the inmate's housing unit for placement in the inmate's central file.

4. Non-Contact Visits. FCI Marianna does not have a specific facility designed for conducting non-contact visits. In the event a specific case requires a non-contact visit, procedures for the required visit will be developed and distributed via memorandum on a situation specific basis.
- G. Visitors with Prior Criminal Convictions. The existence of a criminal conviction alone does not preclude visits. Staff will give consideration to the nature, extent and recentness of the conviction, as weighed against the security concerns of the institution. Specific approval from the Warden is required before such visits occur.

Ordinarily, staff should obtain written authorization from the appropriate federal or state probation/parole official before approving visitations for an individual on probation, parole or supervised release. A copy of this authorization will be maintained in Section 2 of the Privacy Folder in the inmate's central file.

H. Procedures.

1. Responsibility. The Captain is responsible for the maintenance and assignment of supervision to the Visiting Room. Correctional Counselors are responsible for the procedures set forth in Program Statement 5267.08 concerning Special Visits.
  
2. Preparation of the Visiting List. The original visiting list is prepared and completed by the Correctional Counselor. This list identifies immediate family members approved to visit the inmate. Additional family members and friends may be added after completing the appropriate investigation by the Correctional Counselor. The visiting list should include the visitors' last and first names, date of birth, city and state of residence, and relationship to the inmate. The Correctional Counselor will also be responsible for additions and deletions to the visiting list, filing the updated list as noted above and destroying the old list. An inmate's visiting list may be amended at any time in accordance with policy and procedure. The inmate will be provided a copy of the Visiting Instructions (Attachments A & B) by his/her Correctional Counselor. The inmate will be responsible for mailing all approved visitors a copy of the Visiting Instructions (Attachments A & B).
  
3. Sallyport BopWare Visiting Program. This program will be utilized to process inmate visiting procedures. Certain restrictions and controls governing visiting regulations must be adhered to. The Warden has the authority to exercise and implement procedures that will include and permit visiting privileges for the inmate(s) and his/her visitor(s) that are consistent with maintaining good order and security of the institution.

These procedures will allow the inmate's visiting list to be forwarded to the next institution in the event he/she is transferred. The existing visiting list information, i.e. visitor's photos,

will be retained in order to maintain a permanent record of visitors which is required by the institution and to also meet program objectives.

Correctional Counselors are responsible for maintaining hard copy files in the front entrance for use by the Front Lobby officer to review approved visitors in the event the Sallyport BopWare Visiting Program is inaccessible.

4. Identification of Visitors.

The Front Entrance Officer will verify the identity of each visitor (via valid official state or government issued photo identification, such as a valid driver's license, valid passports, etc.) prior to admitting the visitor into the institution. The usual means of identification need not be the sole basis of identification. Tactful questioning on the basis of available information may help clear up doubtful cases. If a visitor has had a name change since the inmate's visiting list was completed, the visitor must present legal documentation (marriage license, divorce decree, court order, etc.) verifying the name change. The visitor must only present this documentation one time. The Front Lobby Officer shall make the change notation in BopWare visiting program for future reference. In the event the BopWare visiting program is unavailable, the Front Lobby Officer will utilize the binders containing a hard copy of all inmates' visitor lists to process visitors.

The Front Lobby officer shall attach the visitor's identification to the Notification to Visitor Form. The Visiting Room officer will carry both items to the visiting room with the visitor. The form will then be filed alphabetically by the name of the inmate receiving the visit. When the visitor is prepared to depart the visiting room, the officer shall check the identification against the visitor's appearance to ensure it is the same visitor. The visitor will not regain possession of the identification until he/she has completed

all out-processing procedures in the front entrance and returned any locker key used.

The Front Lobby Officer at the FCI (Visiting Room Officer at Shawnee Unit) will stamp each visitor's hand with a black light stamp prior to entrance in to the visiting room. The Visiting Room officer will check the black light stamp upon entering the front sallyport door (Door #4) and again upon entering the visiting area. Before exiting the visiting room, the visitor's hand will be checked by the Visiting Room Officer for the presence of the stamp, and again in the sallyport upon return to the front entrance.

5. Notification to Visitors. The Front Lobby Officer will be responsible for making available written guidelines to the visitor, as well as having the visitor sign for the same.
6. Searching Visitors. Visitors are subject to search and, under certain circumstances, to be detained and/or arrested (see Program Statement 5510.12, Searching, Detaining or Arresting Persons Other than Inmates). It is the responsibility of the Front Lobby Officer to search items of personal property prior to admittance to the visiting room and ensure all visitors pass through the metal detector prior to admittance to the visiting room. Any visitor, currently in the front lobby, who cannot successfully clear the walkthrough metal detector will be processed last in the group. A handheld metal detector shall be used if the visitor has passed through the metal detector three times and failed to clear. If the Front Lobby Officer, using the handheld metal detector, can positively identify the item activating the walkthrough metal detector, the visitor may be permitted to enter the institution. However, there can be no doubt as to what is activating the metal detector. For example, the handheld metal detector may activate in an area that has metal buttons, but there is no way to verify if other metal items may be under the clothing. This would be a failure to clear the metal detector,

and the visitor should not be allowed to enter the institution. Failure to successfully pass through the metal detector will warrant denial.

Exceptions to the above policy will be permitted only to those individuals who provide a physician's written documentation of a medical reason (e.g., pacemakers or surgically implanted metal) which prohibits the use of or clearance through a metal detector. In these instances, a hand-held metal detector will be used to scan the unaffected areas of the visitor's body. Without the proper, verifiable documentation, entrance into the institution will not be permitted.

Paper currency, in denominations of \$1.00 or less, and coins may be brought into the visiting room by visitors. The total amount of money brought into the visiting room may not exceed \$25.00.

Visitors will be allowed to take prescription drugs into the visiting room if they are life-sustaining such as Nitroglycerine, bronchial inhalers, etc. These medications will be maintained by the Visiting Room Officer. Visitors in wheelchairs, using walkers or canes, will use institution wheelchairs, walkers, and canes. If these items are not available for use by the visitor, a thorough search of the wheelchair, walker, or cane will be conducted, and the Operations Lieutenant will be notified before the visitor enters the institution.

A predetermined random order of visitors will also be subject to a pat search. The Day Watch Operations Lieutenant will notify the Front Lobby Officer of the daily random pat search number to be utilized for the day. The Operations Lieutenant will note this number in the Lieutenant's Log and the Front Lobby Officer will annotate the number in the front lobby log book. The numbers to be utilized will be 4, 5, 6, and 7, on a day by day rotation. Random pat searches will be conducted in accordance with established procedures. Pat searches on visitors will be

conducted by the same gender staff member i.e.; male staff / male visitor or female staff / female visitor. Visitor gender will be established by using the identification presented by the visitor.

Pat searches may be conducted by staff members of the opposite sex only in emergency situations with the Warden's authorization.

No visitor under the age of 18 will be pat searched. But, these individuals will still be electronically searched.

If a visitor refuses to be pat searched, he or she will not be allowed to enter the institution.

Visitors such as outside law enforcement, attorneys, contractors, volunteers, and other official visitors will not be subject to the routine random pat searches.

The shift supervisor must give approval to search visitors out of order.

#### Reasonable Suspicion.

A reasonable suspicion is required for search out of the predetermined random selection. A reasonable suspicion may be based on:

1. Observations by staff.
2. Reliable information, even if confidential.
3. A positive reading by a metal detector or other electronic device.
4. Finding contraband or indication of contraband during the search of a visitor's belongings.

Anonymous information cannot be used as a basis for reasonable suspicion without reliable corroboration. When a visual search is performed based on a reasonable suspicion, or when a visitor is pat searched out of established random order, a log book entry must be documented. The log book entry must indicate the following:

1. Date, time, and place the search is conducted.
2. Persons involved (staff conducting search, visitor being searched)
3. Circumstances justifying search.
4. Results of search.
5. Action taken, if any.

**Visual searches can only be conducted with the Warden's Authorization.**

7. Record of Visitors. The Front Lobby Officers at all three sites shall ensure all visitors read and sign the Notification to Visitor Form (Form BP 224\_52, Attachment D of Program Statement 5267.08). This shall be the form used to ensure all visiting is recorded and a file is maintained on all visitors. Once completed and signed by the visitor in the lobby, the form shall be carried into the visiting room and retained by the Visiting Room Officer, with the visitors' identification attached, until all visits have concluded. These completed forms shall be archived by the Captain's Office.
8. Inmate Dress Code. Inmates must wear institution clothing when participating in the visiting program. Inmates may wear only black institution issued soft soled shoes. Any exceptions must be accompanied by a medical pass. Inmates will dress in clean clothing that is in good repair and in good taste.

Hats and sunglasses are not approved for wear (exception: religious headgear and prescription sunglasses). The only jewelry inmates are permitted to wear into the Visiting Room are wedding bands, one pair of earrings (FPC), and religious medallions. All other jewelry, including watches, will be secured in the inmate's unit before leaving for the visiting room. Inmates must present his/her commissary card before entering the visiting room. Inmates will be permitted to bring one comb and one handkerchief. Inmates are not allowed to bring food or medication (with the exception of life-

sustaining medications such as Nitroglycerine, bronchial inhalers, etc.) into the visiting room.

Inmates will be pat searched (visually searched on a random basis) upon entering the visiting room. All inmates will be visually searched upon the completion of the visit. An inventory will be prepared upon the inmate(s) entry into the visiting room (Attachment C). The inmate will be instructed to return all unauthorized items to his unit. Nothing will be stored in the search room except the above mentioned authorized items. Necessary legal papers will be allowed only during a visit with an attorney, paralegal, or law student, and will be handled in accordance with this supplement Section E. titled Attorney Visits.

Inmates are not permitted to take any items into or out of the visiting room.

9. Visitor's Dress Code. The Front Lobby Officer will ensure that all visitors are dressed appropriately. Examples of inappropriate attire: see-through or sleeveless blouses, sleeveless tee shirts, skirts and dresses more than 1" above the knee, wraparound skirts, sleeveless dresses, spandex, any form fitting clothing, easily-removed hair pieces or wigs (unless medically approved), caps, hats, shorts and clothing with logos that may be offensive in any way or is gang related. No visitor is allowed to wear shorts, regardless of the length of the shorts or age of visitor. Culottes are not allowed. Capris are allowed but cannot be higher than mid-calf in length. Clothing that is tan, khaki, or orange in color, and resembles an inmate uniform, will not be permitted at the FCI. Clothing that is brown or green in color, and resembles an inmate uniform, will not be permitted at the FPC. Solid white t-shirts are not allowed. Any type of camouflage clothing is not permitted.

If the Front Lobby Officer determines a visitor is improperly dressed, the visitor will be asked to change before entering the institution. If



the visitor refuses, the Operations Lieutenant will be notified. The Duty Officer or Lieutenant will decide if the visitor will be refused entry into the institution.

10. Authorized Items in Visiting Rooms: Visitors will be allowed one clear change purse no larger than 10 inches in length or width (billfolds and purses are not authorized), infant necessities (5 diapers, 3 clear plastic bottles (all formula or milk must be in factory sealed containers only, 3 jars of food (in factory sealed container only), 1 spoon, 1 change of clothes for infants under 3 years of age, and only lifesaving medication which will be placed at the Visiting Officer's desk for distribution. Any other questionable items must have the Operation's Lieutenant and the Institution Duty Officer's approval.
  
11. Unauthorized Items in the Visiting Room: Visitors will not be allowed to bring into the institution cameras, photos, documents of any sort, recording equipment, cellular phones, Bluetooth items, electronic car locking devices, purses, strollers, baby carriers, toys, or extra clothing (except for infants under 3 years of age). Visitors will not leave any items with the officer in charge (except life-sustaining medication) or with the inmate. Money for inmates must be mailed to the centralized collection facility (Lockbox Program) in Des Moines, Iowa. Hobby craft items will not be given to inmates or visitors. Inmates will not be allowed to leave the visiting room with any monies or any other item provided by the visitor. If an inmate attempts to take any item out of the visiting room, it will be confiscated by the Visiting Room Officers, and an incident report written. Any visitor in possession of an unauthorized item will have the option to secure the item in a locker located in the Front Lobby or secure the item in their vehicle. Any visitor arriving at the FCI with a cane, walker, crutches or wheelchair, will have that item replaced at the Front Entrance with an institution cane, walker, crutches, or wheelchair. These must be

exchanged with the Front Lobby Officer prior to the visitor leaving the institution. Only those personal wheelchairs with life support equipment attached to them will be allowed into the visiting room.

12. Disapproving Proposed Visitors. The operations lieutenant and IDO will be contacted prior to a visit being denied. Other reasons for denying a visit include, but are not limited to: improper or no identification, an underage visitor without a parent or guardian, a visitor improperly dressed, a visitor appearing to be intoxicated, or a visitor who has failed to pass the ION Scanner.
  - I. Conduct of Children. The behavior of children accompanying adult visitors will be the responsibility of the inmates and adult visitors. Children must remain within the boundaries specified as visiting areas, and must remain with the supervision of an adult visitor at all times. Disturbances caused by an undisciplined child will result in the termination of the visit. A portion of the visiting room is set-up as a playroom equipped with a television and items specifically for children. This room is only to be used by the visitors' children. It is the responsibility of the adult visitors to supervise the actions of their children. No food or drink items are permitted in the playroom. The playroom is considered out-of-bounds for inmates. Inmates are prohibited from entering the playroom at all times. When not in the play area, children will be with their parents or guardian. There will be no running or throwing of items in the visiting room.
  - J. Penalty for Visiting Room Violations. All visitors should be aware of the rules and regulations and the consequences for violating those regulations as provided by the inmate. Any act/effort to violate the visiting rules of an institution may result in disciplinary action against the inmate, which may include denial of future visits and/or visitors denied visiting privileges, possibly for an extended period of time. Prosecution may be initiated against the visitor, inmate, or both, for criminal violations.

- K. Temporary Restriction/Suspension of Inmate's Visitation. The Warden or designee has the authority to temporarily restrict or suspend a general population inmate's regular visiting privileges when there is reasonable suspicion the inmate has acted in a manner which indicates a threat to the good order or security of the institution. Ordinarily, the duration of the restriction/suspension should be limited to the time required to investigate and initiate the discipline process.

Reasonable suspicion exists when reliable information and/or facts are presented to the Warden that the inmate is engaged, or attempting to engage, in criminal or other prohibited behavior. Reasonable suspicion must be directed specifically to the inmate in question.

In determining reasonable suspicion, staff should consider whether the available information could reasonably lead a person with correctional experience to suspect the inmate is engaged in criminal or prohibited behavior.

- L. Attachments.

1. Attachment A - Visiting Instructions
2. Attachment B - Items Allowed in Visiting Room (Visitors)
3. Attachment C - Inventory Record of Inmate Property on Inmates entering the Visiting Room

5. OFFICE OF PRIMARY RESPONSIBILITY. Captain.

  
\_\_\_\_\_  
N. C. English, Warden

**FEDERAL CORRECTIONAL INSTITUTION  
MARIANNA, FLORIDA**

**VISITING INSTRUCTIONS**

Visiting in the FCI is permitted Saturdays through Mondays and all federal holidays, between the hours of 8:15 a.m. and 3:15 p.m. (Central Time). No visitors will be accepted later than one hour before the regular termination time. National holidays are New Year's Day; Martin Luther King, Jr.'s, Birthday; Presidents' Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Veteran's Day; Thanksgiving Day; and Christmas Day.

All visitors are required to park in the visitors' parking lot. At no time will any visitor park in the staff parking lot. It is prohibited for any person to remain in the vehicle while it is parked on the federal reservation.

Except in unusual cases, members of the immediate family (parents, stepparents, foster-parents, brothers, sisters, wife, and children) are placed on the inmate's visiting list. Other relatives, such as grandparents, uncles, aunts, in-laws, and cousins may be placed on the approved list if the inmate wishes to have them visit regularly. The visiting privilege may be extended to friends and other non-relatives if the inmate establishes that the association or friendship is a genuinely constructive one and that he would benefit from continued contact. There must be proof that relationships with any approved visitors were established prior to the inmate's incarceration. While there is no minimum length of time the inmate must have known a proposed visitor, the team will not usually approve visiting for casual acquaintances developed during confinement. Special visitors may be authorized by the Warden and may include clergymen, former or prospective employers, sponsors or parole advisors. Visits of this nature serve purposes for release planning, counseling, and discussion of acute family problems.

Visiting at FCI Marianna is open and is accomplished in a comfortable setting. Social visits will be conducted on a point system. Inmates will be limited to 10 points per month, with each day being counted as 1, 2 or 3 points, depending on the day of the week. Visiting limitations may be imposed due to overcrowding and/or inclement weather. The maximum of five people is permitted to visit an inmate at one time. If the visiting room becomes overcrowded, visits will be terminated according to the order of arrival (i.e., first visitors arrived would be the first terminated when capacities are exceeded). Exceptions must be approved, in advance, by the inmate's unit team.

Children under the age of 16 may not visit unless accompanied by a responsible adult. All children will be kept under constant supervision of a responsible adult at all times during a visitation. Children five years of age and younger will be supervised at all times, including when they are in the bathroom or television room. Visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian, or immediate family member of at least 18 years of age must have written approval of a parent, legal guardian, or immediate family member at least 18 years of age prior to visitations.

Visitors are expected to use good taste in their dress. The officer will ensure all visitors are dressed appropriately. For example, see-through or sleeveless blouses, sleeveless T-shirts, skirts or dresses higher than 1" above the ankle, wraparound skirts, sleeveless dresses, spandex, form fitting clothing, hair weaves/extensions, easily-removed wigs (unless medically approved), caps, hats, shorts and clothing with logos (which may be affiliated with a gang) are not considered appropriate apparel.

Culottes are not allowed. Capris are allowed but cannot be higher than mid-calf in length. Visitors are not allowed to wear shorts, regardless of the length of the shorts or age of the visitor. Clothing that is tan,

khaki, or orange in color, and resembles an inmate uniform, will not be permitted at the FCI, and clothing that is brown or green in color, and resembles an inmate uniform, will not be permitted at the FPC. Solid white t-shirts are not allowed. Any type of camouflage clothing is not allowed. Clothing considered to be too revealing, provocative, indiscreet or inappropriate in any other way will result in the visit being denied until a change into appropriate clothing is made. The staff duty officer and operations lieutenant have the authority to make final determination as to the appropriateness of visitors' dress.

If a visitor cannot successfully clear the walkthrough metal detector, he or she will be processed last. A handheld metal detector will be used once the visitor has passed through the metal detector three times and failed to clear. If the front entrance officer, using the handheld metal detector, can positively identify the item activating the walkthrough metal detector, the visitor will be allowed to enter the institution. However, there can be no doubt as to what is activating the metal detector. For example, the handheld metal detector may activate in an area that has metal buttons, but there is no way to verify no other metal items are under the clothing. This would be a failure to clear the metal detector, and the visitor would not be allowed to enter the institution. Failure to successfully pass through the metal detector will warrant denial of the visit.

Exceptions to local policy will be permitted only to those individuals who provide a physician's written documentation of a medical reason (e.g., pacemakers or surgically implanted metal) which prohibits the use of or clearance through a metal detector. In these instances, a hand-held metal detector will be used to scan the unaffected areas of the visitor's body. Without the proper, verifiable documentation, entrance into the institution will not be permitted.

Handshaking and a brief kiss and embrace may be exchanged by inmates and visitors at the beginning and end of each visit. During the visit, crossing legs with each other, kissing, fondling, and other inappropriate actions that would bring embarrassment to others will result in termination of the visit. A determination will then be made by the inmate's unit team and the Warden regarding the status of future visits. While visiting, the inmate will sit across from the visitors in a single chair, and no visitor shall be permitted to sit beside an inmate. No children will be allowed to sit in the lap of an inmate.

Inmates are furnished with all necessities and visitors will not give an inmate any article or gift. Cameras, tape recorders, cellular phones, and beepers are not permitted on institutional property unless authorized by the Warden. Inmates will not be permitted to sign or exchange any papers during the visit; therefore, visitors will not be permitted to bring such papers to the visiting room. Any papers or documents which may require an inmate's signature will be sent to the appropriate unit team through the postal system.

Visitors are not allowed to bring food or medication (with the exception of life-sustaining medication such as Nitroglycerine, bronchial inhalers, etc.) into the visiting room (except baby food for infants). There are coin-operated vending machines in the visiting room for the visitors' convenience. Visitors may bring 25 one-dollar bills or 25 dollars in coins to purchase items from these machines for themselves and the inmate(s) being visited. The items purchased for the inmate must be consumed in the visiting room, as neither inmates nor visitors are allowed to take anything from the visiting room. Visitors may bring small (clear/see-through) coin or clutch-type purses into the visiting room; large purses, bags, etc., are not permitted in the visiting room. These may be stored in the lockers in the reception area or left in the visitor's locked car. Pocket knives are not permitted on the institutional property.

All visitors will be required to sign into the institution upon arrival. Visitors 16 years old and above must present current valid photographic identification (drivers' license, etc.). Photo identification must be a valid state or government issued photo identification. Visitors are not authorized to enter institutional property more than 15 minutes prior to the start of visiting. All persons not visiting must leave the grounds. They may return 15 minutes prior to pick up.

The Federal Correctional Institution, Marianna, Florida, has every desire to make your visit as pleasant as possible. Should you have any questions regarding visiting, please feel free to contact the inmate's Unit Manager or Correctional Counselor.

Any effort to circumvent or evade the visiting regulations of the federal correctional institution may result in termination of the visit and denial of future visits. Additionally, it may lead to disciplinary action or court proceedings against the inmate and/or visitor in accordance with Title 18 US Code, Section 1791, C. 87, which states:

**WHOEVER, CONTRARY TO ANY RULE OR REGULATION ESTABLISHED 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 THEREFROM ANYTHING WHATSOEVER, SHALL BE IMPRISONED NOT MORE THAN TEN (10) YEARS.**

Visitors who need assistance in leaving the premises at the end of their visit may request assistance from the Front Lobby Officer.

#### **Institution Address and Phone Number**

Federal Correctional Institution  
3625 FCI Road  
Marianna, Fl. 32446  
850-526-2313

#### **Driving Directions to FCI Marianna**

From Interstate 10, Merge onto FL-71 North via EXIT 142 toward MARIANNA.  
(Go 2.2 miles).  
Turn LEFT onto US-90 West. (Go 1.6 miles).  
Turn RIGHT onto FL-71 North. (Go 3.5 miles).  
Turn LEFT onto CAVERNS ROAD/ CR-166. (Go 0.8 miles).  
Turn RIGHT onto FCI ROAD. (Go 1.1 miles).

#### **Local Transportation in Marianna**

All Stretched Out Taxi and Limo Services  
4737 Grandoaks Cir  
Marianna, FL 32446  
850-526-2221

### **ITEMS ALLOWED IN VISITING ROOM**

Visitors will be allowed one clear plastic change purse no larger than 10 inches in length or width and/or a sandwich size see through bag (no wallets or non-see through purses)

Money: \$1 bills and change not to exceed \$25.00.

**Absolutely no other items will be allowed in the visiting room (including photographs, pens, pencils, paper and cosmetics.). Visitors are not allowed to bring food or medication (with the exception of life-sustaining medication such as Nitroglycerine, bronchial inhalers, etc.).**

### **BABY ITEMS ALLOWED**

3 clear plastic bottles (without liquid); 3 jars of baby food (in factory-sealed containers only); 1 baby spoon; 3 containers of milk (original, factory-sealed containers only); 1 pacifier; 2 baby blankets (no sleeping bags, large blankets or pillows); 5 diapers; 1 sealed diaper ointment, if required by PRESCRIPTION; 1 sealed package of baby wipes; 1 change of clothing (only for infants under 3 years of age). Items must be carried in one, see-through, purse or hand bag.

**NOTE: ALL CONSUMABLE ITEMS MUST BE IN FACTORY-SEALED CONTAINERS**

**Children must be three years of age or younger to have baby items.**

**Absolutely NO toys!!!**

### **CLOTHING CONSIDERED APPROPRIATE**

Dresses and/or skirts that is/are no shorter than one inch above the ankle.

Dress pants, jeans with no metal buttons, slacks, shirts, blouses and/or sweaters with sleeves.

Capris no higher than mid-calf in length.

### **CLOTHING CONSIDERED INAPPROPRIATE**

Wraparounds, shorts of any length (male and female), culottes of any length, sleeveless outfits or tank-tops, halter tops, skirts or dresses higher than one inch above the ankle (including splits), see-through clothing, spandex/stretch /form fitting clothing that molds to the body, hats/caps, midriffs, low-cut tops, obscene or gang-related designs or logos, easily-removed hairpieces or wigs (unless medically necessary, for which you must have a physician's letter). Culottes are not allowed. Capris are allowed but cannot be higher than mid-calf in length. Visitors are not allowed to wear shorts, regardless of the length of the shorts or age of the visitor. Clothing that is tan, khaki, brown, orange or green in color, and resembles an inmate uniform, will not be allowed. Solid white t-shirts are not allowed. **Undergarments must be worn.**

**VISITORS WEARING INAPPROPRIATE ATTIRE WILL NOT BE PERMITTED INTO THE VISITING ROOM.**

**Note: you must successfully pass through the walk through metal detector before being allowed into the institution!!**

**Staff are not authorized to retain items for visitors. Visitors must use their vehicles or the institution lockers for storage of items not approved for introduction into the institution.**

**INVENTORY RECORD OF INMATE PROPERTY**  
**ON INMATES ENTERING THE VISITING ROOM**

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

INMATE'S NAME	REG. #	TIME IN	TIME OUT	ARTICLES BROUGHT IN	OFFICER'S SIGNATURE

Each inmate entering the visiting room will have all items of personal property listed that he/she enters with. When the inmate leaves the property will be re-inventoried.