



U. S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Oxford, Wisconsin 53952

INSTITUTION SUPPLEMENT

OPI: Correctional Services
NUMBER: 5267.09E
DATE: April 19, 2023

Visiting Regulations

Approved: R. D. Keyes, Warden
FCI Oxford

I. **Purpose and Scope:** To provide local procedures for implementation of applicable Bureau of Prisons policy governing inmate visitation. It is the policy of this institution to encourage inmate visiting to develop and maintain healthy community relationships. Visits are an important factor in maintaining morale of the individual inmate and in motivating him to pursue positive goals. The following supplement details policies and procedures regarding visitation at FCI Oxford, Wisconsin and its Satellite Camp. This Supplement is also available in a Spanish version.

I. **Summary of Changes:**

- Supplement Number, Date, Warden's Name, Footer, & Summary of Changes
- Updated ACA standards from 4th to 5th edition
- Updated Directives Rescinded
- Updated FPC to SCP
- Updated spelling, punctuation, and format

II. **Directives Affected:**

A. **Directives Rescinded:**

IS 5267.09D Visiting Regulations (10-01-20)

B. **Directives Referenced:**

PS 5522.02 Ion Spectrometry Device Program (04-01-15)

PS 5521.06	Searches of Housing Units, Inmates, and Inmate Work Areas (06-04-15)
PS 5510.15	Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities (07-17-13)
PS 5270.11	Special Housing Units (11-23-16)
PS 5267.09	Visiting Regulations (12-10-15)
IS 5500.15.01	Entrance Procedures (10-09-18)

III. **Standards Referenced:**

American Correctional Association 5th Edition Standards for Adult Correctional Institution: 5-ACI-7D-14, 5-ACI-7D-15, 5-ACI-7D-17, 5-ACI-7D-21, 5-ACI-7D-22.

IV. **General:**

A. **Visiting Schedule:**

1. **FCI:** Social visits are regularly scheduled from 8:15 a.m. to 11:00 a.m. and 12:15 p.m. to 3:00 p.m., on Saturday, Sunday, and Federal Holidays. Visitors will not be processed to visit after 9:00 a.m. and 1:00 p.m. Any deviations will be authorized by the Operations Lieutenant or Institution Duty Officer (IDO).
2. **SCP:** Social visits are regularly scheduled from 8:15 a.m. to 11:00 a.m. and 12:15 p.m. to 3:00 p.m., on Saturday, Sunday, and Federal Holidays. Visitors will not be processed to visit after 9:15 a.m. and 1:15 p.m. Any deviations will be authorized by the Operations Lieutenant or Institution Duty Officer (IDO).
3. **FCI Special Housing Unit:** Processing of visitors for the Special Housing Unit will be every one half hour between the hours of 8:30 a.m. to 9:00 a.m. and 12:30 p.m. to 2:30 p.m. Special Housing Unit visiting will follow the inmate's assigned general housing unit team assignment.

Note: Federal Holidays are New Year's Day, Martin Luther King's Birthday, George Washington's Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and Christmas Day.

B. **Number of Visitors:**

1. **FCI:** Normally the number of visitors an FCI inmate may visit with at any given time is limited to six visitors to include children. Individuals leaving the visiting room will not subsequently return for visiting the same day. There will be no allowance for more than the above listed.

Note: Children less than 16 years of age must be accompanied by an adult.

2. **SCP:** No more than four visitors to include children will be allowed to visit an SCP inmate at any given time. Individuals leaving the visiting room will not

subsequently return for visiting the same day. There will be no allowance for more than the above listed.

Note: Children less than 16 years of age must be accompanied by an adult.

- C. Visiting Restrictions: Visiting privileges are normally curtailed or terminated only because of an emergency, improper conduct on the part of the inmate or visitor(s), or when the Visiting Room becomes overcrowded.
1. In the event of overcrowding, the Visiting Room Officer will contact the IDO or Operations Lieutenant to determine which inmates' visits are to be terminated. The following factors should be considered when making this determination. Under normal circumstances, visits will initially be terminated on a voluntary basis. Should this not alleviate the overcrowded conditions, the following measures may be taken in sequential order:
 - a. Request for special visits with approved visitors on visiting list
 - b. Visits will be terminated based on the frequency of visitors received by the inmate
 - c. Visitors from the local area, within a 100-mile radius, will be asked to terminate their visits
 - d. As a last resort, visits will be terminated on a first-in, first-out basis.
Note: Visits will not be terminated before they have visited for at least two hours.
 2. If it becomes necessary to terminate a visit due to improper conduct on the part of an inmate and/or visitor(s), the Visiting Room Officer will consult the Operations Lieutenant and/or IDO prior to taking any action. The Operations Lieutenant will make the decision and if any action needs to be taken, the Operations Lieutenant will inform the parties involved. The Visiting Room Officer will document all warning/counseling sessions in the Visiting Room log book.
 3. Children in the Visiting Room will be expected to maintain appropriate behavior which does not disrupt the visits of others. In no case will spanking, striking or other forms of corporal punishment be allowed during a visit. Inmates and their visitor(s) are responsible for their children.
- D. Regular Visits: An inmate's unit team will compile a visiting list for each inmate. Visitors will be required to complete and return a "Request for Visitation" form (see Attachment A). The only exception to this requirement is while the inmate is in Admission and Orientation; during this time, the inmate is allowed to complete a visiting form including immediate family members only (see attachment D). Immediate family members are placed on the inmate's visiting list absent strong circumstances that would preclude them from visiting the inmate. Any exception

must be approved by the Warden. A visitor is not approved until he/she is placed on the inmate's visiting list.

- E. Admission & Orientation: Counselors will assist new inmates with the process of establishing a visiting list. Inmates who desire to receive visits from immediate family members within the inmate's first three weeks of arrival must complete a "A&O Visiting Request Form" (see Attachment D). Immediate family is limited to mother, father, step-parents, foster parents, brothers and sisters, spouse, and children who are listed as such in the Pre-Sentence Investigation report. The counselor will place the approved visitors on the institutions visiting program absent strong circumstances that would preclude these individuals from visiting the inmate.
- F. Other Relatives: Other relatives include grandparents, uncles, aunts, in-laws, and cousins. Before other relatives are added to an inmate's visiting list and allowed to visit, they must complete and return to the Counselor a "Request for Visitation" form. After the form has been processed, the respective inmate will verify with his Counselor that the potential visitor has been approved for visitation and entered on the computer as clear for visitation; only then will the visitor be allowed to visit.
- G. Friends and Associates: Before friends and associates having an established relationship prior to confinement are added to an inmate's visiting list and allowed to visit, they must complete and return to the Counselor a "Request for Visitation" form. After the form has been processed, the respective inmate will verify with his Counselor that the potential visitor has been approved for visitation and entered on the computer as clear for visitation; only then will the visitor be allowed to visit. Friends and associates not having an established relationship prior to confinement will not be considered for visitation privileges. The Warden must approve any exception to this requirement.
- Note: Individuals who have served as volunteers, contract employees or regular staff members will not ordinarily be permitted to visit inmates for a period of two years after cessation of their official duties at the institution. Exceptions to this policy will be solely at the discretion of the Warden.
- H. Ex-Inmates of this Institution, Relatives of Ex-Inmates, or Other Inmates: Rarely will individuals in this category be permitted to visit. Unit Managers will review each request on a case-by-case basis in order to determine if a threat to institution security exists. Their visiting application will require review by the Associate Warden Programs and approval by the Warden. Ordinarily, requests will be limited to immediate family members only.
- I. Number of Visitors on Visiting List: A maximum of 15 immediate family members and other relatives will be allowed on an inmate's approved visiting list. A maximum of 10 friends and associates will be allowed on an inmate's approved visiting list.

V. **Business Visitors, Consular Visitors, Visits from Representatives of Community Groups, Special Visits, Attorney Visits, and Clergy:**

- A. Persons in these categories, not on the approved visiting list, will be permitted to visit if they have the prior approval of the Warden or Associate Warden Programs. Individuals requesting visits in the above listed categories must make a written request to the Warden or Associate Warden of Programs to visit the inmate. The request must specify the name and number of the inmate, name(s) and relationship of proposed visitor(s), and the purpose, duration and specific date(s) of the proposed visit. Unit Team will be responsible for final arrangements and supervision of special visits, unless otherwise noted in the institution supplement.
- B. Special visits will be initiated by the Unit Counselor through the Captain and the Unit Manager with final approval by the Associate Warden Programs. These requests must include name of visitors and all pertinent information.
- C. **Clergy/Minister of Record:**
 - 1. These 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. An inmate wanting to receive visits from his minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the name and title, minister of record, to the inmate's visitor list and the visiting program.
 - 2. An Inmate may only have one minister of record on his visiting list at a time. The addition of a minister of record will not count against the total number of authorized regular visitors an inmate is allowed and will not count against the total number of social visits allowed
 - 3. Visits from clergy will be in accordance with general visiting procedures and will count against the total number of regular visits allowed
 - 4. Ordinarily, clergy visits will not be accommodated unless requested by the inmate; however, the Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy. These visits must comply with posted institutional schedule.
 - 5. Visiting privileges for a minister of record must be submitted directly to Chaplaincy Services for review and approval.

Note: Denial of any of the above-listed visitors will be made by the Warden.

VI. **Interview of Inmates by Federal and State Law Enforcement Agencies:**

- A. Request for interviews with inmates by recognized law enforcement agencies must be approved by the Associate Warden Programs. Unit staff will provide escort and

supervision of the interview in an area other than the visiting room if regular visiting is in progress for reasons of security.

- B. If there is any indication that the interview could result in criminal prosecution, the Unit Manager will immediately confer with the Captain and Associate Warden Programs before the inmate is allowed to leave the interview.

VII. Visits to Inmates Not in Regular Population Status:

A. Holdover and Hospitalized Status:

1. Visits for holdovers are limited to the immediate family verifiable in the Pre-Sentence Investigation (PSI). Immediate family is limited to mother, father, step-parents, foster parents, brothers and sisters, spouse, and children. Approval for visits for holdover inmates will follow the established procedures as outlined in the Admission and Orientation section of this supplement.
2. When visitors arrive to visit an inmate who is under observation in Health Services, the Health Services Administrator, in consultation with the Captain, will determine whether a visit may take place; determination will also be made whether the visit should be held in the Health Services Unit. When the Health Services Administrator recommends against the visit because the inmate is suffering from an infectious disease, is in a psychotic or emotional episode which makes visitation inadvisable, or is otherwise not in a condition to see visitors, the proposed visitor will be carefully and sensitively advised. This will be documented in the inmate's central file.
3. Inmates hospitalized in the community to include inmates on medical furlough, will not receive visitors unless authorized by the Warden or designee. Visitors will be limited to immediate family from their approved visiting list. If approved, hospital visiting hours and policies must be followed. Unit staff will notify the hospital of approved visitors.

B. Detention/Segregation Status: To enhance security, visits for inmates housed in the Special Housing Unit will be conducted in the video visiting area in the Visiting Room. These visits will be conducted with the inmate's assigned general population unit.

1. When an inmate housed in SHU receives a visit, the Lobby Officer will contact the Operations Lieutenant, Control Center staff, Visiting Room staff, and SHU staff.
2. SHU staff will notify inmates in the unit when they have a visit. Inmates will be advised that visits are non-contact and will be conducted via live video monitors. Inmates will be advised their visit will be one hour in duration. A timer has been installed to assist in monitoring the duration of the inmate's visit. An inmate may refuse to participate in the visit. If an inmate refuses to participate in the visit, SHU staff will contact the Lobby Officer who will advise visitors of the inmate's

refusal to participate. Visitors will then leave the Front Lobby. Inmates choosing to participate in visits will be fully dressed in a t-shirt, institutional jumpsuit, and shower shoes. They will be restrained with handcuffs behind the back and escorted to the SHU non-contact Visiting Room. Once secured in this area, the inmate's restraints will be removed. SHU staff will then contact the Visiting Room Officer who will advise waiting visitors to enter the non-contact visiting area. Visitors will be advised to wait until the phone rings and then to pick up to begin their visit. Once the inmate and visitors are in place in the non-contact visiting areas, SHU staff will turn the timer located outside the SHU non-contact visiting area to one half hour and advise the inmate to pick up the receiver and begin the visit.

VIII. Procedures:

- A. The Captain is responsible for the appearance and operation of the visiting room; as well as the training of the Visiting Room staff. After cleaning the Visiting Room, the Activities Lieutenant and the Visiting Room Officer will inspect it prior to the gate pass inmates departing.
- B. Preparation of the Visiting List: When an inmate desires to have a visitor added to his list he will complete the top portion of a "Request for Visitation" form and submit it to his Counselor. The Counselor will review the form to ensure the inmate has submitted one form per visitor (Mr. & Mrs. would require two forms); the inmate has placed his name and number at the top of the form; and the inmate has placed the name and complete address of the desired visitor on the top of the form. In the case of inmates who are deemed indigent, the Counselor will send the "Request for Visitation" form to the proposed visitor. Procedures for inmates in Admission and Orientation are outlined. Inmates requesting visitors not to be added to their visiting list will be required to sign a form received in A&O indicating they do not wish to receive visits; this form will be placed in their central file. This does not prevent the inmate from having approved visitors added to his visiting list at a later date. An inmate may update his visiting list at any time.
 - 1. Immediate family members, (i.e., mother, father, step-parents, foster parents, brother, sister, spouse and children) will be added immediately to the visiting list unless good reason is shown to deny the visitor.
 - 2. Ordinarily, when an inmate transfers from one institution to another, staff need not reapprove the visitors already contained on the inmate's visiting list; however, staff should review the visiting list to ensure the approved visitors are still appropriate.
 - 3. The proposed visitor must complete the "Request for Visitation" form and mail it directly to the unit staff member responsible for processing the inmate's visiting list. The name and address of the respective staff member will be listed on the form. The inmate must have known the proposed visitor(s) prior to incarceration. The Warden must approve any exception to this requirement.

C. Approval / Disapproval of Visitors: When a "Request for Visitation" form is returned to the Counselor it will be reviewed to ensure it is completely filled out and signed by the requesting visitor. After the potential visitor's form has been processed and cleared by checking NCIC and/or the PSI, the Counselor will add the visitor to the inmate's computerized visiting list. If necessary, staff will send the Request for Conviction Information form (BP-311) to the appropriate law enforcement agency to gather additional background information pertaining to the proposed visitor. The Counselor will then notify the inmate of each approval or disapproval and give the inmate a printed copy of his visiting list and a copy will be placed in his central file. If the background information reveals that visitation privileges for the individual would present security concerns or disrupt the orderly running of the institution, the Warden may deny visiting privileges. Unit Managers will review each request on a case-by-case basis in order to determine if a threat to institution security exists. Their recommendation will require review by the Associate Warden Programs and approval by the Warden.

1. The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the visiting guidelines and directions for transportation to and from the institution (see Attachments A, B, and C). Visiting regulations are also available online by selecting FCI Oxford in the facility locator tool at www.bop.gov.
2. Any visitor not on an inmate's computerized visiting list will not be allowed to visit until the processes noted above have been completed.
3. A printed copy of all approved inmate visiting lists will be used to process visitors in the event the computerized visitation program is not functioning. Counselors are required to update the list any time there are changes. A backup file is available in the L: Drive/General Folder.

D. Identification of Visitors: When inmate visitors arrive at the Front Lobby, the Lobby Officer will have each adult visitor read and sign the "Notification to Visitor" form (BP-224). All visitors, with the exception of children under 16 years of age, must display a valid state or federal photo identification, e.g., driver's license, passport, etc., to the Lobby Officer before being permitted into the institution. The Lobby Officer will also ask each visitor if they have any firearms, ammunition, weapons of any kind, narcotics, cell phones or any other contraband item(s) on their person. If the visitor indicates that he or she is in possession of any contraband item(s), the Operations Lieutenant will be immediately notified. Other visitors will not be permitted to enter the institution until the situation is resolved by the Operations Lieutenant.

1. On occasion, individuals come to the institution to visit an inmate without prior approval or notification to staff. The requested visit will normally be denied. The Institution Duty Officer and/or Operations Lieutenant will be contacted to render a final decision and notify the inmate of the decision.

2. When a visit is denied due to unusual circumstances, the Institution Duty Officer will prepare a memorandum for the inmate's central file, through the appropriate Unit Manager, specifying the reason the visit was denied.

E. Searching Visitors:

1. All visitors and their belongings will be required to clear a metal detection device prior to entry into the facility. All visitors are subject to random pat and vehicle searches, as well as screening utilizing the ION Spectrometry Device. Refer to the Program Statement regarding searching, detaining or arresting visitors to Bureau grounds and facilities, and applicable institutional supplements.
2. Visitors must be able to successfully clear established search procedures before being authorized entry into the facility. Visitors must successfully clear a walk through metal detector. If the visitor fails to clear the walk through metal detector, they will be denied entry into the facility. In questionable cases, or when assistance is needed, the Institution Duty Officer and/or Operations Lieutenant will make the final determination.
3. Visitors wearing articles of religious clothing are subject to search. Searches of visitors, including those wearing religious clothing, will be conducted in accordance with the Program Statement regarding the searching of visitors to Bureau grounds and facilities. Upon successful identification and screening of an inmate visitor in the Front Lobby per established procedures, the identification provided by the visitor will be retained by the Front Lobby Officer; The Front Lobby Officer will relinquish the approved inmate visitor identification to the staff escorting the visitor(s) from the Front Lobby to the Visiting Room. Upon arrival to the Visiting Room, in addition to already established security procedures, the Visiting Room #1 Officer will maintain control of the visitor's identification card for the duration of the visit. An alphabetically arranged box has been provided to assist with this accountability. Upon departure of the Visiting Room, in addition to the already established security procedures, the Visiting Room #1 Officer and/or Lieutenant will identify the visitor's identification prior to departing the Visiting Room.

F. Supervision of Visits: It is the responsibility of the Visiting Room Officers to ensure visiting regulations are followed as outlined by Bureau of Prisons policy and are conducted in a quiet, orderly and dignified manner. Termination of any inmate visit must be authorized by the Institution Duty Officer and/or Operations Lieutenant.

1. The Visiting Room Officers will pay strict attention to ensure articles are not being passed between the inmate and visitor.
2. Under no circumstances will the Visiting Room Officers accept money, gifts, or articles of any kind for an inmate.
3. Visitors, who exhibit signs of intoxication (i.e., odor, confusion, loss of balance) or otherwise display inappropriate behavior, will not be permitted to visit.

4. Any inmate convicted of a Walsh Act Offense involving a minor will have his visits closely monitored.
- G. Searching Inmates: A search of all inmates (FCI and SCP) is required at the beginning and the end of a visit. These practices are designed to reduce the possibility of the introduction of contraband into the institution through the Visiting Room.
1. FCI Inmates: All FCI inmates will be visually searched and searched with the metal detector at the beginning and at the end of each visit. All inmates will wear the approved attire for the visiting room.
 2. SCP Inmates: All SCP inmates will be pat searched and searched with the metal detector at the beginning and end of each visit. Additionally, SCP inmates will be visually searched on a random basis at the end of each visit. Searches will be conducted out of visitors' view to ensure privacy.
- H. Temporary Suspension of Visiting Privileges: The following procedures will be followed to notify an inmate and his involved visitor(s) that visiting privileges have been suspended:
1. A member of the inmate's Unit Team will verbally notify the inmate that his visiting privileges with the involved visitor(s) have been temporarily suspended pending final disposition of disciplinary action taken against him.
 2. The Unit Team will prepare a letter for the Associate Warden Programs signature to the involved visitor(s) notifying him/her that the inmate's visiting privileges have been temporarily suspended. Attachment F is a sample of such a letter.
 3. The Unit Team will prepare a memorandum to the inmate for the Associate Warden Programs signature which notifies him that his visiting privileges with the involved visitor(s) have been temporarily suspended. Attachment F is an example of such a memorandum.
- I. Reinstatement of Temporary Suspension of Visiting Privileges: The Associate Warden Programs may reinstate an individual to an inmate's visiting list. The Unit Manager will prepare a memorandum to the Associate Warden (Programs) enumerating the specific reasons for reinstating the individual to the approved visiting list. Under no circumstances will special visits be permitted to individuals who have been removed from the approved visiting list without a thorough investigation, and approval by the Warden. The reinstatement of visiting privileges to inmates who lose visiting privileges through misconduct are at the discretion of the discipline committee who took those sanctions, i.e., UDC/DHO.
- J. Dining: There will be no food items bought or brought into the visiting room.

K. Miscellaneous Visiting Room Regulations:

- 1. Inmates are required to wear only institution clothing (FCI – khaki pants and khaki shirts) (SCP – spruce green) which has not been altered in any way to include writings during visitation. No colored t-shirts or thermals will be allowed. No other clothing is permitted. All clothing must be neat and clean in appearance, and be properly tagged with the inmate's name and register number. Religious headgear may be worn in the visiting room. All religious headgear will be inspected prior to and following a visit. Any questions regarding the propriety of religious headgear in the Visiting Room will be directed to the Chaplain and the Operations Lieutenant. Staff should direct any questions regarding nonreligious headgear only to the Operations Lieutenant.**
- 2. FCI inmates may **not** accompany their visitors to the vending machine area of the Visiting Room. Inmates and visitors are not permitted to buy any vending items from the Visiting Room.**
- 3. Inmates will not take anything to a visit except a handkerchief, wedding band, prescription glasses/sunglasses. Religious medallions of any type will not be worn into the Visiting Room. If an inmate has property in his possession, he will be instructed to return to his unit and secure the property in question. No items of personal property will be stored in the shakedown area. Medication may be permitted, but only when authorized by the Health Services Administrator and/or the Captain. The Officer conducting the visual-search prior to the inmate's entry into the visiting room should document any authorized medications. Authorized medications must be provided to the Visiting Room Officers for the duration of the visit. The Health Services Department should be contacted when there is a question as to whether the medication(s) is authorized.**
- 4. If legal papers are to be reviewed, the matter must be cleared through the Associate Warden Programs. Signatures of inmates or receipts for legal papers are not permitted except by the approval of the Unit Manager. Legal material belonging to an inmate and needed for a visit with an attorney will be brought to the Visiting Room by the inmate's Case Manager or Correctional Counselor. The material will be subject to search for contraband prior to and after the visit. There will be no exchanging of legal papers during the visit. Legal papers should be mailed into the institution. For additional procedures regarding this section, refer to the Institution Supplement regarding access to legal reference materials and legal counsel.**
- 5. Children's Area: A designated children's area is located in the rear of the west side Visiting Room. The children's area is accessible to the visitors assigned to the west side Visiting Room only. Inmates will not be permitted in the children's area. Visitors will provide supervision of the children they brought to the institution. If children are not supervised appropriately by the responsible visitor who brought them, the visit may be terminated.**

6. All visits are non-contact, and at no time will there be any contact of any sort between the visitors and inmates. Inmates involved in any sort of contact will be subject to disciplinary action. The only exception to this that will be allowed will be a hug and a kiss at the beginning and the end of the visit.
7. Inmates will sit against the walls of the Visiting Room. All visitors will sit across from the inmate they are visiting, with a barrier in-between them. Any act of indecent, annoying, or excessive contact will not be tolerated. Inmates who violate Visiting Regulations may be required to terminate the visit. All areas of the Visiting Room may be monitored to prevent the passage of contraband and ensure the security and welfare of all concerned.
8. Inmates will inform prospective visitors that dress should be within the bounds of good taste and should not present disrespect to others who may be present in the Visiting Room. Any clothing which is suggestive, provocative or revealing is not suitable for the Visiting Room environment. All visitors, regardless of age, will have to abide by these rules. Visitors who prefer to wear dresses or skirts may do so provided the hem line is knee length when seated. Capris may be worn provided they are below the knee when seated. All garments will be worn with the manufactures' intended hem visible (no "rolling" of cuffs/hems). All visitors must wear shoes. Visitors may be denied a visit at the Front Lobby if it is determined a visitor's clothing is inappropriate for the institution setting.
9. Inmates and visitors will not be authorized to take photographs based on the inability to socially distance themselves.
10. Any necessary baby items carried into the Visiting Room must be carried in a clear plastic container or bag. This bag will be no bigger than ten inches long and six inches wide. All items not authorized in the Visiting Room (cell phones, handbags, pagers) must be stored in the visitor's vehicle. There are no storage areas available for visitor's personal property. A coat rack is available in the Front Lobby for visitors to hang coats, sweaters, etc.

a. The following items ARE NOT permitted in the Visiting Room:

- 1) Sleeveless shirts
- 2) Halter, tank or tube tops
- 3) Shirts/blouses with plunging necklines
- 4) Transparent/see-through clothing
- 5) Spandex/form fitting clothing
- 6) Clothing with holes
- 7) Hats, caps or shirts with hoods
- 8) Khaki colored clothing
- 9) Camouflage clothing
- 10) Shorts of any kind
- 11) Coats, jackets, gloves or scarves (any type of outdoor apparel)
- 12) Flip flops or shower shoes

- 13) Food of any kind
- 14) No photos, papers, newspaper clippings, etc.
- 15) No open-toed or open-heel shoes or heels higher than 3 inches
- 16) Watches of any type
- 17) Money

b. These items ARE permitted in the Visiting Room:

- 1) Proper face covering (Per IX Section K #8)
- 2) Jewelry normally worn
- 3) 2 baby bottles (dry formula in clear container only, no liquids)
- 4) Baby food in sealed clear plastic containers
- 5) Diapers and baby wipes
- 6) Children's clothes (2 sets)/blanket (no larger than 40"x40")
- 7) Sweaters (must remain on for entire visit)
- 8) Heart medication/Inhalers

- 11. Visitors may be denied a visit by the Institution Duty Officer if it is determined a visitor's dress is inappropriate for the institution setting. Questionable situations may be referred to the Operations Lieutenant if the Institution Duty Officer is not available for final denial of access to the institution.
- 12. Papers, packages and/or gifts are not to be exchanged in the FCI Visiting Room. At no time will inmate personal property be given to visitors.
- 13. The Visiting Room has been designated as a NO-SMOKING area. There will be no smoking at any time in the Visiting Room.
- 14. To ensure proper social distancing, all visitors will be escorted to and from the Visiting Room in groups not to exceed six people. The visitors will be escorted to the Visiting Room on a first-come, first-served basis. Visitors and inmates will be assigned seating as designated by the Visiting Room Staff. Visitors are not allowed to sit against the wall. Visitors may only leave at the conclusion of the allotted time frame for that days visiting. No visitor may enter or leave during the 10:00 a.m. count.

IX. PENALTY FOR VIOLATIONS:

- A. Future visiting privileges will be denied to any person who tries to circumvent or evade Visiting Regulations. It may also require other action and possible prosecution. The introduction of or attempt to introduce contraband into or upon the grounds of any Federal penal or Correctional Institution is a violation of Title 18, U.S. Code, Section 1791. The law provides that violators may receive 20 years, a fine, or both.
- B. Contraband items include but are not limited to: guns, knives, tools, ammunition, explosives, hazardous chemicals, gas, narcotics, drugs, or intoxicants. Prior to

admission into the institution, visitors must request and obtain permission by the Warden or his designate to bring any item upon the institution grounds. Visitors are prohibited from bringing animals on institutional grounds unless the animal is a dog that assists disabled persons.

- X. **DESIGNATED VISITOR PARKING:** A designated parking area has been established on the East side of the institution's main parking lot for all visitors to the institution. This area is clearly marked. Visitors will be asked by the Lobby Officer if they parked in the visitor only parking. If they have not, the visitor will be directed to move their vehicle to the designated area. During high volume visiting days, management will designate additional parking space as deemed appropriate.

Inmate's Name and Register Number _____

FEDERAL CORRECTIONAL INSTITUTION, OXFORD, WISCONSIN 53952
VISITING REGULATIONS: FOR VISITORS

_____ (Visitor's Name), has been approved to visit you at Oxford. In addition to you assuming reasonable responsibility for the proper conduct of a visit, you are also responsible for forwarding this form to the above visitor so that she/he will be aware of our visiting regulations.

IDENTIFICATION: The Lobby Officer will require proper identification of all visitors, both inmate and Official. Acceptable identification are government issued photo identification cards, e.g., state-issued driver's license, state-issued ID card, military ID credentials.

VISITING HOURS: Social visits are regularly scheduled from 8:15 a.m. to 11:00 a.m. and 12:15 p.m. to 3:00 p.m., on Friday, Saturday, Sunday, Monday and Federal Holidays. Visitors will not be processed to visit after 9:15 a.m. and 1:15 p.m. Any deviations will be authorized by the Operations Lieutenant or Institution Duty Officer (IDO). The visiting room officer may terminate a visit due to overcrowded conditions or improper conduct of the visitor and/or the inmate.

FCI Special Housing Unit: Processing of visitors for the special housing unit will be every one half hour between the hours of 8:30 a.m. to 9:00 a.m. and 12:30 p.m. to 2:30 p.m. Special housing unit visiting will be follow the with the inmates assigned general housing unit assignment.

WHO MAY VISIT: We will notify persons authorized to visit, as we are doing in your case. Children under the age of 16 may not visit unless accompanied by a responsible adult. Children will be kept under supervision of a responsible adult or a children's program. Exceptions in unusual circumstances may be made by special approval of the Warden.

The number of visitors an FCI inmate may visit with at any given time is limited to two adults or one adult and two children. Split visits will not be authorized during the current visiting procedures. Individuals leaving the Visiting Room to permit other members of the party to visit is not authorized. Visitors not admitted to the Visiting Room may not wait in the lobby area. They must return to their vehicle and leave the institution grounds.

The signature of a parent or guardian on the Visitor Information Form (BP-629) is necessary to process a request for an applicant under 18 years of age. Further completion of the questionnaire portion of this form by an applicant under 18 years of age ordinarily is not required if the applicant is an immediate family member of the requesting inmate. The Warden, after consultation with Regional Counsel, may make exceptions to the requirement for acknowledgment by parent or guardian.

Other persons not approved who wish to visit an inmate for either personal or business reasons must write the institution at least two weeks in advance of the visit and explain the circumstances. If a visit is approved, an authorization will be sent for presentation on arrival. Personal contact within the limits of good taste such as shaking or holding hands, kissing, and embracing is permitted when the visitor and inmate meet and just prior to departing.

REGULATIONS: The right to make future visits will be denied to anyone who tries to circumvent or evade regulations. The introduction of or attempt to introduce contraband into a federal penal institution is in violation of Title 18, U.S. Code, Section 1791.

Contraband is defined as the introduction or attempt to introduce into or upon the grounds of any federal penal or correctional institution, or the taking or attempt to take or send therefrom, anything whatsoever without the knowledge and consent of the Warden or Superintendent of such Federal Penal or Correctional Institution.

Contraband items include, but are not limited to guns, knives, tools, ammunition, explosives, hazardous chemicals, gas, narcotics, drugs or intoxicants. Prior to admission, visitors must request and obtain permission of the Warden or his staff representative to bring any item or thing upon the institution grounds. Visitors are prohibited from bringing animals on institutional grounds unless the animal is a dog that assists disabled persons. If this is the case, documentation is required.

It is illegal for any person to introduce or attempt to introduce into or upon the grounds of any federal penal institution, to take, or attempt to take or send there from anything whatsoever without the knowledge or consent of the Warden. The law provides that violators may receive 20 years, a fine or both. All persons and packages are subject to search (Title 18, U.S. Code, Sections 1791/1792).

The Use of a Camera or Recording Equipment Without Written Consent of the Warden is Strictly Prohibited

LOCATION: The institution is located approximately 8 miles west of Westfield; 13 miles east of Adams at 350 Elk Avenue, near the junction of County Roads E & G. The telephone number is 608-584-5511. There is no commercial transportation available from either Westfield or Adams-Friendship. Please refer to pages 4 and 5 of this attachment for transportation and local accommodations

DO NOT BRING FOOD OF ANY KIND into the institution.

When a conference with an institutional staff member is desired, the visit should be made on Monday, as many of the staff are not at the institution on weekends or holidays. All visitors must be fully attired including shoes. Adult visitors are to refrain from wearing apparel that is over-revealing or suggestive (i.e., tight-fitting slacks, micro-mini skirts, shorts, halter tops, strapless dresses/tops, etc.) Persons not conforming to the dress code standards defined in the institution supplement regarding visiting regulations will be denied admittance.

All visits are non-contact, at no time will there be any contact of any sort between the visitors and inmates. Inmates involved in any sort of contact will be subject to disciplinary action.

IT IS NOT PERMISSIBLE TO BRING PACKAGES, GIFTS, or CLOTHING OF ANY KIND FOR AN INMATE. No written messages or photos may be exchanged. Documents or papers may not be examined or signed in the Visiting Room. The latter should be handled by correspondence (as a matter of record). **MONEY CANNOT BE ACCEPTED FOR DEPOSIT TO THE INMATE'S TRUST FUND ACCOUNT.**

Below are general instructions for governing visits at this institution:

ONLY THOSE ITEMS LISTED BELOW ARE AUTHORIZED TO BE TAKEN INTO THE VISITING ROOM

- Proper face covering (Per IX Section K #8)
- Jewelry normally worn
- 2 baby bottles (dry formula in clear container only; no liquids)
- Baby food in sealed clear plastic containers
- Diapers and baby wipes
- Children's clothes (2 sets)/blanket (40"x40")
- Sweaters (must remain on for entire visit)
- Heart medication/Inhalers

All items carried into the Visiting Room must be carried in a clear plastic container or bag.

OTHER

All books, magazines and newspapers must be mailed into the institution from the publishing company. Send to:

Inmate's Name and Register Number
Federal Correctional Institution
P.O. Box 1000
Oxford, Wisconsin 53752-1000

All medication must be approved by the Operations Lieutenant on duty and the Lobby Officer.

All cell phones, radios, tape players and tape recorders must be left in visitor vehicles.

SATELLITE CAMP

FOR VISITORS: VISITING ROOM RULES AND REGULATIONS

It is the intent of this institution to provide visiting facilities and procedures which will encourage meaningful visits with relatives and friends. Visits by approved visitors are stressed as an important factor in maintaining the morale of each inmate, motivating him toward positive behavior. It is the responsibility of the Visiting Room Officer to supervise the visits. It is incumbent that the inmate and his approved visitors coordinate with one another regarding visitation.

It is the responsibility of each visitor/inmate to adhere to the visiting regulations as set forth in the following paragraphs:

1. Social visits are regularly scheduled from 8:15 a.m. to 11:00 a.m. and 12:15 p.m. to 3:00 p.m., on Saturday, Sunday, and Federal Holidays. Visitors will not be processed to visit after 9:15 a.m. and 1:15 p.m. Any deviations will be authorized by the Operations Lieutenant or Institution Duty Officer (IDO).
2. Visitors will be permitted to park their cars in the parking lot, at the designated visitor parking area.
3. An inmate's immediate family, mother, father, step parents, brothers, sisters, wife and children are routinely approved as visitors. Each inmate is responsible for obtaining Unit Team approval for their visitors. The number of visitors on an inmate's approved list will be limited to 25. The maximum number of persons who may visit an inmate at one time is four. Visitors under the age of 16 must be accompanied by a responsible adult. Each adult visitor will be required to sign an information form indicating his or her name, relationship to the inmate, complete address, the name of the inmate being visited, and an acknowledgment of his or her awareness and understanding of possible penalties for violation of visiting regulations and/or introduction of contraband. Any attempt to bring unauthorized items into the institution is a violation of federal law (U.S. Code, Title 18, Section 1791) and is punishable by imprisonment and/or fine.
4. Smoking is not permitted anywhere at the camp.
5. When overcrowding occurs in the Visiting Room, the Visiting Room Officer, after notifying the Operations Lieutenant, will determine which visitors will be asked to leave in order to relieve overcrowding and to accommodate additional visitors. The determination will be based on the visitors who have been at the institution for the longest period of time on that particular date in conjunction with the distance traveled and number of visits during the past months. No approved visitor will be asked to leave who has not visited for at least two hours.

Note: The officer will first ask if there are any individuals who are willing to voluntarily terminate their visit. If they volunteer to do so, these people will be terminated first, and if they have visited less than two hours, their visit will not be counted against them.
6. All visits are non-contact, at no time will there be any contact of any sort between the visitors and inmates. Inmates involved in any sort of contact will be subject to disciplinary action.
7. Visitors may not bring in anything for the inmate.

8. Inmates will inform prospective visitors that dress should be within the bounds of good taste, and should not present disrespect to others who may be present in the Visiting Room. Any clothing which is suggestive, provocative or revealing is not suitable for the Visiting Room environment. All visitors, regardless of age, will have to abide by these rules. Visitors who prefer to wear dresses or skirts may do so provided the hem line is knee length when seated. Capris must reach below the knee when seated. All visitors must wear shoes. Visitors may be denied a visit at the Front Lobby if it is determined a visitor's clothing is inappropriate for the institution setting.

The following items ARE NOT permitted in the Visiting Room:

Sleeveless shirts
Halter, tank or tube tops
Shirts/blouses with plunging necklines
Transparent clothing
Spandex/form fitting clothing
Clothing with holes
Hats, caps or shirts with hoods
Khaki colored clothing
Camouflage clothing
Shorts of any kind
Coats, jackets, gloves or scarves (any type of outdoor apparel)
Flip flops or shower shoes
No open-toed or open heel shoes or heels higher than 3 inches
Food
No photos, papers, newspaper clippings, etc.
Watches of any type

These items ARE permitted in the Visiting Room:

Proper face covering (Per IX Section K #8)
Jewelry normally worn
2 baby bottles (dry formula in clear container only, no liquids)
Baby food in sealed clear plastic containers
Diapers and baby wipes
Children's clothes (2 sets)/blanket (no larger than 40"x40")
Sweaters (must remain on for entire visit)
Heart medication/Inhalers

All items carried into the Visiting Room must be carried in a clear plastic container or bag.

Visitors may be denied a visit at the Front Lobby if it is determined a visitor's dress is inappropriate for the institution setting. Questionable situations will be referred to the Institution Duty Officer or the Lieutenant if the Duty Officer is not available.

10. Cameras or recording equipment are not permitted, nor are documents or papers to be examined or signed by inmates in the Visiting Room.

Other: No lunch packages or thermos bottles will be allowed. No written messages or photos may be exchanged during the visit.

11. A visitor suspected of attempting to introduce contraband can be subject to a detailed search of his/her person and/or property.
12. The Officer will assign seating. The Visiting Room is the primary visiting area, and weather permitting, the patio will be used.

Please contact the Visiting Room Officer if you have any questions about visiting regulations.

Transportation Information

1. Greyhound Bus stops are located in Portage and the Wisconsin Dells in addition to Amtrak stations in both of these cities. Taxi service is available from both of these cities to the Institution.
2. The Dane County Regional Airport in Madison is the nearest major airport to the institution. Taxi and limousine service is available from the Madison airport.
3. Institution Information:

FCI Oxford
350 Elk Ave
Oxford, WI 53952
(608) 584-5511

If Travelling Via I-90/94:

Take Exit 69 (Hwy 82/Mauston)
Travel east on Hwy 82
Turn Left onto County Hwy G (North)
Follow Hwy G to Elk Ave; Turn Left

If Travelling Via I-39:

Take Exit 113 (County Hwy E/Westfield)
Follow Hwy E west to County Hwy G
Turn Left onto Hwy G
Turn Right onto Elk Ave

The institution grounds are located at the corner of County Hwy G and Elk Ave.

There are over 70 motels in the Portage and Wisconsin Dells areas. The summer season is the peak season for tourists so it is best to call in advance for reservations.

A&O Visiting Request FCI OXFORD

List only immediate family members (these members must complete and return to staff a "Request for Visitation" form: Immediate family is limited to the following: Mother, Father, Step-Parents, Foster Parents, Brothers and Sisters, Spouse, and Children. Any other relatives or friends submitted will not be added to your visiting list. All other requests for visits must be requested through the Request for Visitation process.

Print your name below ↓ ↓ ↓ ↓ ↓			Register Number	Unit	Date			
Visitor's Full Name	Relationship	Age	Married Yes/No	Address	City	State	Zip Code	
I have read and understand the above and submit the listed immediate family members.				I have read and understand the above and request no immediate family members on my visiting list at this time.				
Inmate's signature: →				Inmate's signature: →				



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Oxford, WI 53952

Date

Jane Doe
110 Main Street
Washington, D.C. 10002

RE: Visiting Privileges with John Doe, Reg. No. 00000-000

Dear Ms. Doe:

This is to serve as notice that you are hereby temporarily suspended from visiting John Doe pending final disposition of administrative action stemming from your May 19th visit with him.

This action will remain in effect until further notice. Mr. Doe has been verbally notified of this decision. It will be his responsibility to inform you of the final disposition taken in this matter.

Sincerely,

Associate Warden (Programs)

cc: Central File



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Oxford, WI 53952

Date:
From: Associate Warden (Programs)
Subject: Visiting Privileges
To: John Doe, Register Number 00000-000
Portage Unit

This is to serve as written notice that your visiting privileges with Jane Doe have been temporarily suspended pending final disposition of administrative action stemming from your May 19th visit with Ms. Doe. You have already been verbally notified of this action which will remain in effect until further notice.

cc:
Central File
Unit Manager, _____ Unit
Visiting Room Officer
Lobby Officer