



U.S. Department of Justice  
Federal Bureau of Prisons

**INSTITUTION SUPPLEMENT**

OPI                      Corr. Services/Corr. Programs  
NUMBER                SST-5267.09C  
DATE                    **August 30, 2022**

**Visiting Regulations**

Approved:   
Michel J. Lejeune  
Warden

**1. PURPOSE AND SCOPE**

Inmates are encouraged to receive visits by family, friends and community groups. This maintains the morale of the inmate population and develops a closer relationship between the inmate and family members, as well as members of the community. This institution supplement is an outline of procedures and guidelines at FCI Sandstone, Minnesota, for inmate visits.

**2. SUMMARY OF CHANGES**

Signature block updated.  
Watches added to #4-Unauthorized Items, and Attachment C.  
Crocs of any type added to #4-Attire, and Attachment C.  
The allotted monetary amount allowed to be brought into the Visiting Room by visitors, changed to \$40.00 from \$30.00 #4, and Attachment C.  
Wheelchair policy added to #4, and Attachment C.  
Pictures and photo policy added to #4, and Attachment C.  
Visitors' identification card procedures updated under Visiting Room Operations #3  
Mondays were removed from Section i. Visiting Room Operations.  
Juneteenth was added as a legal holiday in Section i. Visiting Room Operations.

**Directives Rescinded**

I.S. 5267.09B, Visiting Regulations, dated November 9, 2020.

**REFERENCES**

***Program Statements***

P.S. 5267.09, Visiting Regulations, dated 12-10-2015, P.S. 5510.15, Searching, Detaining or

Arresting Visitors to Bureau Grounds and Facilities, dated 07-17-2013; P.S. 1315.07, Legal Activities, Inmates, dated 11-05-1999; P.S. 5360.09, CN-1, Religious Beliefs and Practices, dated 06-12-2015; and P.S. 5500.14, CN-1, Correctional Services Manual, dated 08-01-2016.

### **ACA Standards**

American Correctional Association 4<sup>th</sup> Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499, 4-4449-1, 4-4500, 4-4501, 4-4503, 4-4504, 4-4268, 4-4269, 4-4273, 4-4274, 4-4275, 4-4276, 4-4505, 4-4277, 4-4212, 4-4267 through 4-4275.

## **3. PROCEDURES**

**a. Regular Visit:** An inmate desiring to have regular visitors must submit a list of proposed visitors to his Unit Team. The list will be limited to twenty (20) adult visitors (16 years and older). The Correctional Counselor will compile a visitors list for each inmate after receiving a response to the Visitor Information form (BP-S629).

Inmates may make changes to their visiting lists once a month. Approval to place a visitor back on the list will be done on a case by case basis. The Counselor changing the list will annotate in the BOPWare system under the "Notify Notes" section the date the visitor may be allowed to resume visits.

The Unit Manager will be the approving authority for placement of visitors on the visiting list. The inmate has the responsibility of notifying the visitors on his approved list. A visitor will not be permitted to be placed on two inmate visiting lists. Exceptions may be made in cases where more than one family member or significant other is incarcerated at FCI Sandstone and it can be verified through the PSI. Approval will be considered upon individual cases with supporting documentation.

The visiting privilege ordinarily will be extended to friends and associates, unless such visits could reasonably create a threat to the security and good order of the institution. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution. The inmate must have known the proposed visitor(s) prior to incarceration. The Warden must approve any exception to this requirement. Ordinarily, an inmate's visiting list should not list more than 20 friends and associates. The Warden may make an exception to this provision when warranted. Consultation with the Regional Counsel may be necessary to determine this provision's applicability to a specific case(s).

Correctional Counselors will provide new inmates with a copy of their proposed visitors list. The inmate will list his family members and Attorney of Record. A Visitor Information form (BP-S629) will be sent to prospective visitors other than immediate family members and the inmate's Attorney of Record. This form and an NCIC check must be completed prior to approval being granted. Unit teams are responsible for entering visiting information on the

BOPWare Program which is then accessed by Front Lobby Staff, as necessary, to process in visitors.

Correctional Counselors will notify inmates of their approved and disapproved visitors.

Upon approval of each visitor, Staff will provide the inmate with a copy of the visiting regulations. The inmate is responsible for notifying the visitor of approval or disapproval to visit and is expected to provide the approved visitor with a copy of the visiting regulations. A copy of the visiting regulations is available for review in the Front Lobby upon request and posted in the Visiting Room.

On occasion, an inmate visitor's application, or a subsequent NCIC check may reveal information that would cause disapproval of the request. If such information is found, the original request, NCIC printout and memorandum explaining the request for denial will be forwarded to the Warden for review and final decision. After the final decision is made, the packet will be placed into the inmate's central file, and the inmate will be informed the visitor's will not be placed on inmate's visiting list. No information from the application or subsequent checks can be revealed to the inmate.

**b. Attorney Visits:** Attorneys will be required to provide proper identification prior to the visit. Proper identification includes, but is not limited to, a driver's license and attorney's bar card. Attorneys will be required to prove they are licensed attorneys. Normally, a state bar association card will be sufficient. A Notification to Visitor and Attorney-Client Agreement form, will be completed prior to visiting the inmate.

Approved attorney/inmate visits will be afforded auditory privacy and will not be scheduled during normal visiting days. Approved attorney visits will not be counted toward the monthly total of visits. Attorney visits held during normal visiting hours will not be counted as attorney visits and will be counted as a normal visit.

Attorneys are requested to coordinate and seek approval prior to arriving for an attorney visit. Unit staff will provide supervision for attorney visits. Attorney visits will be held in the Visiting Room.

Inmates will not be permitted to carry any paperwork/item back into the institution at the conclusion of the visit. Only paperwork which pertains to the inmate's immediate case will be permitted into the visit.

**c. Special Visits:** The Unit Manager may authorize special visits. These are unscheduled visits, not included in the inmate's visiting list. They include clergy, potential employers, parole advisors, immediate family not included on the visiting list, etc. Special visits will not be counted in the authorized monthly visit total, the exception being family members. Special visit authorizations, whenever possible, will be routed through the Captain's Office. When not

possible, the Lieutenant's Office will be notified. Unit Staff will provide supervision for special visits outside of normal visiting hours.

**d. Minister of Record.** An inmate wanting to receive visits from his/her Minister of Record must submit a written request to the Chaplain. Upon approval, unit staff add the name and title (Minister of Record) to the inmate's visitor list.

An inmate may only have one Minister of Record on his/her visiting list at a time. The addition of the Minister of Record will not count against the total number of authorized regular visitors, and will not count against the total number of social visits allowed.

**e. Religious Visits:** Under normal circumstances, outside religious visitors will observe normal visiting days. Visiting will normally take place in the Visiting Room, unless the Chaplain deems it necessary for clergymen and inmate(s) to visit privately. When visiting privately, outside religious visitors will be supervised by the chaplain.

Approval of religious visitors rests with the chaplains. If the Chaplains are not present in the institution, then paragraph 3 (c) of this institution supplement will be followed.

Clergy visits will be considered special visits under normal circumstances. These special religious visits do not count against the allocated number of social visits permitted each inmate.

**f. Special Housing Unit Inmate Visits:** The Operations Lieutenant will be notified when an inmate in the Special Housing Unit (SHU) receives a visit. Prior to leaving SHU, the inmate will be strip searched, fully dressed in a jumpsuit, and placed in restraints. The inmate will be removed from SHU through the north exit after the corridor door to the hallway has been secured. The restraints will be removed from the inmate just prior to entering the Visiting Room (entrance by the Control Center). When removing the inmate from the Visiting Room, the inmate will be strip searched, the corridor door will again be secured. Restraints will be applied once out of the Visiting Room and the inmate will be escorted back to SHU through the north exit of SHU. SHU inmates will be placed in chairs adjacent to the officer's desk in the Visiting Room and these inmates will not be allowed to visit with any other inmates or visitors. Only two SHU inmates will be allowed in the Visiting Room at any given time. If visitors arrive to visit a third SHU inmate, the SHU inmate who has been visiting the longest will have his visit terminated after the two (2) hour limit to allow for the next visit to occur. Inmates in holdover status must follow procedures listed above in all previous sections.

**g. Holdovers and New Commitments.** When an approved visiting list is not available, visits for new commitments and inmates in holdover status are limited to members of the immediate family. A birth certificate or some form of valid identification that would indicate they are members of the same family is required, including a check of the inmate's Pre-sentence Investigation Report. Approval for immediate family normally occurs within five working days of verification.

**h. Walsh Act Requirements.** The Unit Team will evaluate all inmates on their caseload and all incoming inmates to determine if they have an inmate who has been convicted of a sex offense involving a minor (WA W CONV).

Any inmate fitting this criterion will have the following annotation placed in the visiting room program under the comments section: "this inmate was convicted of a sex offense involving a minor." Any inmate identified as having a Walsh Act assignment involving a minor will have his/her visits closely monitored.

**i. Visiting Room Operations:**

1. Authorized visiting days are Saturday, Sunday, and Federal Holidays, 8:30 a.m. to 3:30 p.m. Visitors may arrive at 8:00 a.m. to begin processing. On weekends and holidays visitors will not be allowed to enter or exit the institution from 9:30 a.m. until the 10:00 a.m. count has cleared. No visitors will be allowed in to visit after 2:30 p.m. Visitors are not permitted to enter the Federal Correctional Institution grounds prior to 7:50 a.m. on visiting days. Visitors may proceed to the authorized parking area. Visitor parking is prohibited along the Bureau Road.

Legal holidays are New Year's Day, Martin Luther King's birthday, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day. Visiting on Federal Holidays will not count toward the monthly visiting total.

2. Visiting is on an odd/even basis for Saturday and Sunday. Odd and even is determined by the fifth digit of the register number. (The number "0" is considered an even number). Inmates having an odd register number will visit on the odd designated weekends of the month; even register numbers will visit on even designated weekends. There is no odd/even restriction for visits during the weekdays, or federal holidays. A schedule listing the even/odd weekends will be posted in the units. Exception to the odd and even rule may be made only with the prior approval of the unit manager.

Inmates are limited to six (6) visits a month. Visits are limited to six (6) visitors at any one time unless prior approval is obtained.

Should it become necessary to limit the length of visits due to overcrowding, visiting may be limited to two (2) hours. When such curtailment becomes necessary, consideration will be given to the frequency of visits, number of visitors and distance traveled when determining which visits will be curtailed. The maximum capacity of the Visiting Room is 154 persons.

Once a visitor leaves the institution, the visit is terminated for that day.

3. Visitors must be on the inmate's authorized visiting list. Visitors will not be permitted entry without proper identification. Staff shall verify the identity of each visitor (photo identification must be a valid state or government issued photo identification) prior to admission of the visitor to the institution. Visitors' identification cards will remain with the Front Lobby Officer for the duration of the visit, and will be given back to the visitors upon the conclusion of the visit when they are departing the institution. Visitors under the age of 16 who are accompanied by a parent or legal guardian are exempt from this provision. The visitor will be required to complete a Notification to Visitors form (BPs-224) in its entirety prior to visiting. It is the inmate's responsibility to mail a copy of Attachment B to their visitors before their first visit. Visiting rules and regulations are posted in the Visiting Room.

Upon the first visit of a visitor that is on the approved visiting list of an inmate, the visitor will be processed into the computer system. Any visitor that is 16 years and older, and is on the inmate's approved visiting list, will be required to be in the database. Upon being notified the visitor is in the Front Lobby, the Visiting Room Officer will proceed to the Front Lobby, and escort the visitor into the Visiting Room. All proper identification and entrance procedures will be followed per Program Statement 5510.15, Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities. Prior to the visitor leaving, they must be identified using the day's hand stamp.

The Unit Staff member scheduled to work late Friday will frequently back-up the visiting program information into a PDF file located in the I:/groups/sharedoc/units/visiting list file.

Title 18 U.S.C. 1001, provides a penalty of up to five (5) years imprisonment, or up to a \$250,000.00 fine, or both, for falsifying, misrepresenting, or concealing information needed to properly establish identification.

4. Visitors will be hand stamped prior to entering the Visiting Room. They will be required to show the hand stamp. The hand stamp will be in invisible ink and the stamp will be changed daily. The hand stamp will be checked using a black light by the control room officer prior to entering the Sallyport.

Visitors will not be permitted to take purses, wallets, briefcases, bags, or any type of carrying case inside the Visiting Room. Visitors will not be allowed to bring any item to give to an inmate. Playing cards, toys, newspapers, magazines, chewing gum, food items, tobacco, chapstick, watches or other such items will not be permitted. Visitors requiring the use of wheelchairs are prohibited from utilizing their own personal wheelchairs. Visitors in need of a wheelchair will utilize an institutional provided wheelchair. Any document or paper needing a signature or examination by the inmate must be mailed into the inmate. Unauthorized items (i.e. cellphones, car keys,

handbags, etc.) will be stored in the visitor's locked vehicle or in a storage locker. Visitors are strictly prohibited from taking any pictures or photos on the institutional grounds.

The only exceptions will be attorney's briefcases and visitors with babies, who will be allowed to carry a reasonable amount of diapers, baby wipes, small baby blanket and bottles/food. These items will be closely inspected for contraband. Diaper bags or strollers will not be allowed. Diapers and bottles will be carried in hand or in a clear plastic bag no bigger than a one (1) gallon plastic zip-lock bag.

Attorney briefcases will be searched and only allowed in by the operations lieutenant or IDO if necessary.

Visitors will be allowed one clear plastic change purse (approximately 5 X 8). No more than \$40.00 will be permitted in the Visiting Room. Currency will be of denominations up to and including a \$20.00 bill but no larger. When medication is necessary, the required amount may be kept by the visiting room officer, except cardiac medication, which may be kept by the visitor or inmate.

Visiting Room Attire: Due to the diverse type of visitors and the fact that Visiting Room is not a public facility, certain restrictions must be placed on visitors' clothing.

The following visiting attire will not be allowed:

- Tight clothing
- Transparent clothing
- Spandex clothing i.e (Legging/ yoga pants)
- Tank tops
- Purses or bags of any kind
- Watches
- Hooded clothing
- Halter tops/sleeveless shirts
- Holes in clothing
- Plunging necklines
- Wrap-around skirts
- Khaki colored pants or shirts
- Camouflage, Orange, Grey
- Hats, Caps, and any other head attire
- Opened toed shoes (i.e. sandals for both male & female)
- Crocs of any type
- Shorts that are more than one inch above the knee
- Skirts that are not touching the bottom of the knee when sitting
- Any revealing clothing

Children under the age of 13 years old will be allowed to wear shorts. Undergarments must be worn. Any areas in question will be referred to the Operations Lieutenant for clarification.

It is necessary for all visitors to wear closed toe shoes. No attire with questionable wording, i.e., gang affiliation, profanity, etc. No shirts that hang less than 3 inches below the belt line. Jackets and coats will only be allowed during the months of October through April. Jackets and coats are permitted while entering and exiting the Visiting Room. Jackets and coats are not allowed during visiting and must be hung on the wall prior to the start of any visit. Any questionable clothing will be cleared through the IDO or the Operations Lieutenant before being allowed into the Visiting Room. Inmates are responsible for advising their visitors of the dress requirements in the Visiting Room. Items that are not allowed include orange, camouflage, grey, and/or Khaki in color (Tan, Brown, Beige, or any color similar in appearance to inmate clothing).

5. Inmates receiving visits are required to wear clean khaki clothes which are neatly pressed. A belt must be worn and shirts are to be buttoned and tucked in. Inmates are required to wear underwear. All clothing must be serviceable, free of cuts or tears. Institutional boots or boots personally purchased through commissary, are the only footwear authorized in the Visiting Room. Prior to entering the Visiting Room, the visiting room officer will attach zip tags to the inmate's boots. If the tags are removed during the visit, the visit will be terminated and the inmate removed from the visiting room. If the tags are missing when the inmate is departing the visiting room, the boots will be confiscated and will not be returned. Medically prescribed footwear may be allowed in the Visiting Room if it is properly noted in a current Medical Duty Status (MDS) report form. It is the inmate's responsibility to maintain a copy and to present the form to the visiting room officer. The inmate may have in his possession one (1) handkerchief, one (1) wedding ring, one (1) comb and one (1) pair prescription glasses. Inmates will not be permitted to carry money into or out of the Visiting Room.

Approved religious head gear and medallions may be worn in the Visiting Room. Inmates will be pat searched entering the Visiting Room. When leaving the Visiting Room, inmates will be strip searched.

6. Children (under 16 years of age) must be accompanied by a responsible adult. Exceptions in unusual circumstances may be made by special approval of the warden. The conduct of the child visitor will be the responsibility of the inmate and adult visitor. Conduct of children must not interfere with the orderly running of the Visiting Room or other inmate visits. Inmates will be expected to pick up after themselves, including games, paper, plastic bottles and trash. Inmates will not be permitted into the children's play area. Children will not be allowed to wander from the seating area of the family or from the play area, run about the Visiting Room, or create noise that



disrupts other visits.

7. Conduct in the Visiting Room will be maintained at a respectable level. Embracing and a kiss upon arrival and departure are permissible, however, physical contact, other than what is sociably acceptable, is prohibited. Unacceptable behavior will be cause for termination of the visit and an incident report may be processed on the inmate. Examples of inappropriate behavior are: crossing legs with each other, kissing other than at the start or finish of the visit, fondling and lying on the furniture, arms around each other, laying on shoulders. It is the inmate's responsibility to control the actions of his visitors. Inmates and their visitors will be assigned seating by the visiting room officer. Once an inmate is seated in his designated area, the inmate will remain there. The only time an inmate should move from his assigned seating area is to communicate with the visiting room officer to arrange for pictures, restroom use, or exit.
8. Any infractions of the Visiting Room rules noted by the Visiting Room Officer will be made known to the operations lieutenant. They may terminate any visit for reason of improper conduct by the inmate or his visitor on the date it occurred. Normally an incident report will be completed by the visiting room officer detailing the prohibited act.
9. Inmate restroom facilities are located in the Visiting Room and are clearly marked. Use of the restroom requires direct staff supervision.
10. Visitors are precluded from bringing animals on institutional grounds, except for dogs that assist persons with disabilities. In this circumstance, the visitor must provide staff with certification and current vaccination records showing the dog is trained for that purpose. No animals will be left unattended in a vehicle.
11. Staff will ensure monitoring is conducted in all visiting areas to prevent the introduction of contraband and ensure the security and good order of the institution. Specific details can be found in the relevant post orders.
12. In determining the length and frequency of visits, the institution will consider the time and administrative expense incidental to arranging and supervising visits.

The need for monitoring other institutional activities without unnecessary or extended interference will be considered, in addition to the physical limitations of the Visiting Room. Visits may be terminated or denied based on the safe occupancy load in the Visiting Room itself.

**j. Out of Institution Visits:**

1. **Hospital Patients:** Inmates admitted to local hospitals are limited to visits with

their immediate family members who are also on their approved visiting list. Prior to visiting the inmate, permission of the Unit Team, Hospital Administrator, Captain and Associate Warden must be obtained. Hospital visiting hours and policies must be followed. An approved visiting list will be left at the hospital. Visiting in the inmate's hospital room will be limited to two (2) adult visitors at a time.

The Unit Team will provide a current copy of the visiting file to be placed in the escort folder. The Unit Manager will advise all parties of all potential visiting plans, including name(s), relationship, and expected date and time of the visit. The Associate Warden of Programs, after being briefed by the respective Unit Manager, will give final approval.

Normal visiting procedures will be followed. Supervising officers will ensure positive identification of visitors and supervision of the visit. Any unusual circumstances or disruptive behavior will be reported to the hospital security and the operations lieutenant immediately. The supervising officers are authorized to terminate a visit if the situation warrants. Documentation of the visit will be made in the hospital log.

Inmates in a community hospital who are being supervised by armed escort must have the visit approved by the Warden.

Inmates will not be permitted to use the telephone.

Inmates will be confined to their assigned hospital rooms at all times, except when it is necessary to be moved for medical reasons. The assigned staff will accompany the inmate to all areas of the hospital and provide **direct** supervision at all times.

**k. Denial of 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: no identification or improper identification, an underage visitor without a parent or guardian, a visitor improperly dressed, failing to clear the walk through metal detector, a visitor appearing to be intoxicated, or a visitor who has failed to pass the ION Scanner.

**l. Searching Visitors:** All visitors will be searched according to P.S. 5510.15.

#### **4. VIDEO SURVEILLANCE**

Video surveillance equipment is in place in the Visiting Room and will be used to assist the officers with supervision of the Visiting Room. Illegal or inappropriate conduct in the Visiting Room may result in legal or disciplinary action.

#### **5. PHOTOGRAPHS**

Photographs will be taken by an approved inmate photographer. Photographs will be taken on Saturdays, Sundays and holidays between the hours of 12:00 p.m. and 2:00 p.m. Inmates will submit a copout to recreation staff for prior approval. Any request for photographs are to be made through the visiting room officer prior to 12:00 p.m. Tickets will be purchased through commissary and must be signed and dated for the day of use by the inmate.

#### **6. RELIGIOUS ARTICLES**

Religious books, periodicals, and other articles (i.e., communion items) may not be brought in by visiting clergy.

#### **7. CIRCUMVENTION OF REGULATIONS**

In the event an infraction of the Visiting Room regulations takes place, the visit will be terminated by the Operations Lieutenant or IDO. The Operations Lieutenant or IDO will inform the inmate and his visitor(s) that the visit has been terminated and the visitor is to leave the institution. Termination of a visit will be documented via memorandum and routed to the Captain's Office, and the Central File. Any disciplinary action resulting from incidents in the Visiting Room will be documented in the inmate's visiting file.

There has been a statutory change that now allows a woman to breastfeed her child in a Federal building, or on Federal property, if the woman and her child are otherwise authorized to be present at the location.

Based on this law, breastfeeding will be permitted in the visiting rooms. It is expected that female visitors will use appropriate discretion in opting to breastfeed their infants in the visiting rooms. At a minimum, the female visitor will drape her infant and chest with clothing so there will be a minimal chance of an exposed breast. If, however, in a particular instance, the breastfeeding is conducted in a manner that is disruptive to other inmates or visitors, or is facilitating conduct prohibited under the BOP's disciplinary code, the visit will be terminated and further actions may be considered pursuant to discussions with legal staff.

**TRANSPORTATION ASSISTANCE FOR FCI SANDSTONE**

The Federal Correctional Institution is located North of Minneapolis, in Sandstone, Minnesota.

The exact address of the institution is 2300 County Road 29, Sandstone, MN 55072 (320-245-6173 main switchboard). The institution is located northeast of I-35 by approximately 2 miles. Travelers coming to the institution on Interstate 35 (I-35) will take the Sandstone Exit #191 and travel east on Highway 23 South. You will go approximately 0.4 miles and will take a right onto Highway 123. You will go 0.5 miles on Highway 123. At 3<sup>rd</sup> street you will take a right, this road is both 3<sup>rd</sup> and a continuation of Highway 123. You will continue on that road for approximately 1.5 miles. When you reach County Road 29 (Prison Road) you will turn right and follow that road until you reach the institution.

The Minneapolis International Airport is located in Minneapolis, MN, approximately 98 miles south of the institution. Directions from the airport: Take left ramp onto MN-5 E to ward St. Paul. When you reach I-35E N take a right onto it. You will travel north on I-35E for approximately 25 miles. I-35 E will then merge with I-35 W to become simply I-35 North. Travel I-35 for approximately 64 miles until you reach the Sandstone Exit #191. Upon reaching the exit follow the instructions to the institution as listed above.

**LODGING AND TRANSPORTATION**

FCI Sandstone is located in the rural area of Sandstone, MN with several lodging accommodations located in Sandstone and the surrounding cities of Hinckley, Moose Lake, and Danbury, WI. Refer to the yellow pages for lodging and transportation information.

## Attachment B

**VISITING ROOM PROCEDURES/REGULATIONS-FCI SANDSTONE**

1. All visitors must be approved by the inmate's unit staff before being allowed to visit. The only exception would be inmates who have been recently committed to FCI Sandstone within the last week, then immediate family members (mother, father, step-parents, foster parents, brothers and sisters, spouse, and children) may be allowed. Common-law relationships are recognized with proof of status.

2. When visitors come to the institution, they will have to complete the following procedures before being admitted.

a. Sign the Visitor's Log Book (visitor's name, date, time of arrival, name of inmate visiting). **Note:** Visitors are required to sign this log book upon departure.

b. Read and sign the Notification to Visitor Form. This form informs visitors of Title 18 U.S.C. 1791 and 3571, which is the penalty for bringing upon institution grounds any firearms, destructive devices, ammunition, other objects designed to be used as a weapon, narcotic drugs, controlled substances, alcoholic beverages, currency, or any other objects without the knowledge and consent of the Warden.

c. All visitors entering the institution are required to clear the walk-through metal detector. If visitors are unable to clear the walk-through metal detector for a clothing related reason, the visitor will be instructed to leave in order to make any adjustments necessary. They may return when they are able to clear the walk-through metal detector.

If the visitor has a medical documentation proving they have a medical reason for not being able to clear the metal detector, the Operations Lieutenant and/or the Duty Officer are to be contacted to make the determination as to the type of search required, and whether entry will be granted.

d. Any items (e.g. coats) staff cannot search thoroughly will not be allowed. Visitors can return and lock them in their vehicles. Small lockers are provided for visitors in the front lobby to store items during visiting. **WARNING:** The institution is not responsible for any items missing or stolen from lockers.

Visitors requiring the use of wheelchairs are prohibited from utilizing their own personal wheelchairs. Visitors in need of a wheelchair will utilize an institutional provided wheelchair.

Only baby food purchased from a store and with the factory seal unbroken will be allowed in the visiting room and the supply is regulated to the amount that could be consumed during the visit. Diapers are limited to quantities that will accommodate the

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length of stay. Baby formula must be in a sealed container with the empty plastic bottle. Once in the visiting room, the formula may be opened and placed in the bottle. No glass bottles or containers will be allowed into the visiting room. All approved baby bottles, formula, and diapers will be kept by the Visiting Room officer and dispensed as needed. One change of clothing, and a small baby blanket will be permitted for new born babies.

e. Identification: All visitors will be required to present one valid photo identification (driver's license - passport) with signatures. Note: Children under the age of 16 will not be required to present identification; however, they must be accompanied by a parent or legal guardian. Proposed visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian, or immediate family member at least 18 years of age, must have written approval of a parent, legal guardian, or immediate family member at least 18 years of age prior to visitation.

f. Visitors who appear to be, or are intoxicated or under the influence of narcotics will be denied admittance and will be asked to leave institutional property.

g. Visiting Room Attire: Due to the diverse type of visitors and the fact that Visiting Room is not a public facility, certain restrictions must be placed on visitors' clothing.

The following visiting attire will not be allowed:

- Tight clothing
- Transparent clothing
- Spandex clothing i.e (Legging/Yoga pants)
- Tank tops
- Halter tops/sleeveless shirts
- Holes in clothing
- Plunging necklines
- Wrap-around skirts
- Khaki colored pants or shirts
- Purses or bags of any kind
- Watches
- Hooded clothing
- Camouflage, Orange, Grey
- Hats, caps, and any other head attire
- Opened toed shoes (i.e. sandals for both male & female)
- Crocs of any type.
- Shorts that are more than one inch above the knee
- Skirts that are not touching the bottom of the knee when sitting

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- Any revealing clothing

Children under the age of 13 years old will be allowed to wear shorts. Undergarments must be worn. Any areas in question will be referred to the Operations Lieutenant for clarification.

It is necessary for all visitors to wear, closed toe shoes. No attire with questionable wording, i.e., gang affiliation, profanity, etc. No shirts that hang less than 3 inches below the belt line. Jackets and coats will only be allowed during the months of October through April. Jackets and coats are permitted while entering and exiting the Visiting Room. Jackets and coats are not allowed during visiting and must be hung on the wall prior to the start of any visit. Any questionable clothing will be cleared through the Institution Duty Officer or the Operations Lieutenant before being allowed into the visiting Room.

3. VISITING CONTACT: Handshaking, an embrace, and a kiss within the bounds of good taste, are permitted at the beginning and at the end of the visit. The only physical contact allowed during visiting is the holding of hands. Inmates with small children are afforded more contact by the holding of infants and having their children sit on their laps. Hands should be in front of the visitor and visible at all times.

Once a visitor enters for a visit, and then departs the institution, he or she will not be allowed to enter the facility again (i.e. depart for lunch and then wish to return).

4. Visiting Room staff will not accept any articles or monies for inmates.

5. VENDING MACHINES: Inmates are not allowed in the vending machine area. Visitors may purchase items from the vending machines and bring them back to the area of visit. The use of machines is at the users own risk. There is no procedure to make any refunds. No more than \$40.00 will be permitted to enter the institution. Visitors are allowed to carry one small clear change purse.

Visitors will not leave the visiting room with any food items or items that were not originally authorized and brought into the visiting room.

6. SMOKING: Smoking is not permitted on federal property.

7. CHILDREN: It is the responsibility of the inmate and his visitor to control their children

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during the visit. Children will not be allowed to wander through the visiting room. A children's play area is provided, which consists of a small area with a television.

Visitors whose children disrupt or interfere with another inmate's visit may be directed to leave the institution.

8. ANIMALS: Visitors are prohibited from bringing animals on institution grounds unless the animal is a dog that assists disabled persons. Visitors must provide staff with certification and vaccination records showing the dog is specifically trained as an assistance dog. This must have prior approval by the Associate Warden, Captain, and respective Unit Manager.

9. INMATE PHOTOGRAPHER: There will be an inmate photographer in the visiting room who will be available for pictures on Saturday through Monday from 12:00 P.M. to 2:00 P.M. No inmate group photos are allowed and all photos must be appropriate in nature.

The inmate paying for the photo will be the only inmate allowed in the photo.

10. When a visit is over, all visitors must leave the institution grounds promptly.

11. No one is permitted to wait in the parking lot or remain on the grounds for persons visiting an inmate.

12. Visitors are strictly prohibited from taking any pictures or photos on the institutional grounds.

13. If a visitor is found in violation of the rules and guidelines, criminal prosecution maybe initiated in the case of criminal violations. Any act or effort to violate the rules and guidelines of the visiting regulations may result in disciplinary action against the inmate, which may include the denial of future visits over an extended period of time.

This attachment is to be posted in the lobbies and Visiting Rooms.



Attachment C

**U.S. Department of Justice / Federal Bureau of Prisons  
Federal Correctional Institution Sandstone**

**Visitation Denial**

Date: \_\_\_\_\_

Time of Denial: \_\_\_\_\_

Name of Visitor: \_\_\_\_\_

Name of Inmate Visited: \_\_\_\_\_ Reg # \_\_\_\_\_

Reason for Denial:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Steps if any, taken to research this incident prior to denial:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Officer: \_\_\_\_\_

OPS LT: \_\_\_\_\_  
Printed Name / Signature

CC: Captain  
Institutional Duty Officer