



U.S. Department of Justice

Federal Bureau of Prisons

Federal Correctional Institution
Phoenix, Arizona 85086

**Office of Res: CORRECTIONAL
SERVICES**

Number: PHX C5267.07f
Date: February 21, 2008
Subject: VISITING REGULATIONS (FPC)

Institution Supplement

1. PURPOSE To establish guidelines and procedures for visiting at the Federal Prison Camp(FPC), Phoenix, Arizona.
2. DIRECTIVES AFFECTED
 - A. Bureau of Prisons Program Statement 5267.08, Visiting Regulations, dated October 11, 2006, is referenced.
 - B. Bureau of Prisons Program Statement 1315.07, Legal Activities Inmate, dated November 5, 1999, is referenced.
 - C. Institution Supplement PHX C5267.07c, Camp Visiting Regulations, dated October 11, 2006, is rescinded.
3. STANDARDS REFERENCED American Correctional Association, 4th Edition, Standards for Adult Correctional Institutions, Standards: 4-4267, 4-4285, 4-4498, 4-4499-1, 4-4500, 4-4503, and 4-4504
4. PROCEDURES
 - A. Regular Visits. Regular visits will be conducted in the Camp Visiting Room. All inmates are responsible for notifying their approved visitors of the visiting regulations. Inmates will be provided with visiting regulations upon their arrival at the Camp. (Attachment A) A copy of the regulations will be posted at the Camp Visitation Room and inmates may mail a copy of the visitation regulations (Attachment A) to their proposed visitors.
 - B. Visiting Hours. Visits will be conducted between 8:00 a.m. and 3:00 p.m. on Saturday, Sunday, and Federal holidays. Visitors must arrive no less than sixty (60) minutes before the end of visiting to be processed.
 - C. Number of Visitors. There is no limit on the number of visits per inmate. However, due to area constraints, it is necessary to limit the number of adult visitors to six (6) per visit for one (1) inmate. When there are more visitors than the Visiting Room can safely accommodate, visits may have to be terminated. The Camp Visiting Room Officer must consult with the Operations Lieutenant and gain the approval of the Institution Duty Officer (IDO) prior to terminating any visit.
 - D. Approval / Disapproval of Visitors. Inmates will be responsible for submitting a list of proposed visitors to their Correctional Counselor. Normally, immediate family members will be approved, provided verification can be made. Immediate family is defined as mother, father, brothers, sisters, spouse and children. Those visitors not classified as immediate family will be considered for approval after the completion and review of Visitor Information Form.

DISTRIBUTION: Warden, Associate Wardens, Camp Administrator, Executive Assistant, All Department Heads, AFGE Local, Master File, P.S. File.

Once approved by staff, the approved record of visitor's form will be produced in triplicate. One copy will be maintained in Section 3, of the inmate's Central File, a copy given to the inmate, and a copy will be placed in a 3 ring binder in the Visitation Room. The Visitation Room Binder will maintain an approved record of visitors for each inmate and will serve as a back up record for the visiting computer program. Inmates may submit a new Bp-A629.052, Visitation Form, requesting changes to the approved visiting list on an as-needed basis.

All visitors under 16 years of age must be accompanied by an approved visitor who is the parent, guardian or immediate family member. Visitors 16 years to 18 years old should be accompanied by an approved visitor who is a guardian, parent, or immediate family member. However, if unaccompanied, the person between these ages must be approved on the list and have a written document by a guardian, parent or immediate family member to visit on that particular day. The Correctional Counselor will advise the inmate of those visitors approved. Inmates may appeal disapproved visitor decisions through the administrative remedy process. Inmates must have known the proposed visitors prior to incarceration. The Warden's approval must be obtained for an exception to this rule.

Visitors may not normally be placed on more than one inmate's Visiting List. A maximum of twenty (20) visitors will be authorized on the approved Visiting List.

- E. Special Visits. Special visits may be approved by the Camp Administrator or IDO. Special visits may be authorized for an inmate's relative not on the pre-approved visiting list on a one time only basis. A Special Visit Authorization Form (Attachment B) must be completed, signed by the Camp Administrator and distributed prior to any special visit. The Camp Administrator and/or approving Official will designate the staff member responsible for arranging and supervising the special visit.
- F. Legal Visits. Legal visits as defined in Program Statement 1315.07, will normally be scheduled between 8:00 am and 3:00 pm, Monday through Friday. The legal visits will occur in the Visiting Room. A legal visit may also be approved on days when the Visiting Room is scheduled for social visiting (Saturdays, Sundays and Federal holidays). However, legal visits scheduled on these days will occur in the open area of the Visiting Room, in an area selected to provide a degree of privacy. Legal visit requests will be processed using the Special Visit Authorization Form. Attorneys requesting visits with inmates at other times not addressed in this paragraph may be accommodated as time, security and manpower constraints permit. Special legal visits involving more than one inmate must be scheduled in advance and approved by the Unit Team. The Visiting Room Officer will contact the Shift Lieutenant and the Duty Officer prior to denying an attorney visit.
- Staff shall not place an attorney on an inmate's visiting list unless the attorney is approved as a regular visitor and does not wish to visit with the inmate in the capacity of an attorney legal visit.
- G. Visitor Identification. The Visiting Room Officer will be responsible for checking the identification of all adult visitors. A driver's license with a picture, or other picture identification will be required. If a picture ID is not available, the Institution Duty Officer will be notified for authorization. All visitors will be required to complete the Notification of Visitor Form (BPs224.022) prior to visiting.
- H. Visitor Conduct. All visitors are expected to conduct themselves in an appropriate manner at all times. All visitors and inmates must remain in the designated visiting areas. Visitors with children must maintain control of the children at all times. Failure to do so may result in the termination of the visit.

Inmates and visitors will be warned of inappropriate conduct and if the behavior continues, the visit may be terminated with the approval of the Institution Duty Officer, after consultation with the Operations Lieutenant.

- I. Visitor Dress Code. Visitors should dress in an appropriate manner. Visitors arriving at the institution dressed in an inappropriate manner shall not be allowed to visit. Types of clothing that are not considered appropriate to wear in the Visiting Room are as follows:

- a. Topless
- b. Backless Outfits
- c. Bare Midriffs
- d. Halter Tops
- e. Shorts (Except on children 12 and under)
- f. Bathing Suits
- g. Mini-Skirts (all skirts and dresses must be knee length or lower)
- h. See-Through Blouses or Pants (if skin tone can be seen through the garment, it is defined as "see-through")
- i. No Bare Feet
- j. No skirts/dresses with slits up the sides
- k. No Sweat Pants

Final determination of appropriate dress, should there be a question, will be made by the Operations Lieutenant or the Institution Duty Officer.

- J. Inmate Dress Code. Inmates will wear the institution issued uniform clothing, including standard issued jacket during the winter months. Inmates may also wear sweatshirts they purchased from the commissary (green, or grey) under their uniform shirts for warmth. Inmates must wear the standard issued boots or other issued footwear. Shoes purchased from the commissary are not authorized. Inmates may not wear their visitor's jewelry, clothes, or shoes during the visit. Inmates will be permitted to carry the following items into the Visiting Room:

- 1) One (1) comb or brush.
- 2) I.D. card.
- 3) Plain wedding band.
- 4) One (1) religious medallion and chain.
- 5) Hair combs or barrettes.
- 6) One (1) pair of earrings (no stones).

Any medication, other than nitroglycerin, must be left with the Visiting Room Officer. Inmates are not authorized to handle money at any time.

- K. Smoking Policy Visiting Room is a smoke free environment.

- L. Hospital Patients. Inmates housed in outside hospitals must have prior approval of the Camp Administrator for a visit. The inmate will make the request known to the escorting staff member. Inmates on furlough status will telephone the Camp Unit Team for approval.

- M. Contract Jail Facility. Visiting at a contract facility will only be conducted with the prior approval of the Camp Administrator.

- N. Supervision of Visits: The Visiting Officers will supervise all regular visits to ensure strict compliance with all rules and regulations. One officer must remain in the visiting area at all times. The Visiting Room Officers will provide constant supervision by moving around through the visiting area. Consistent with available resources, such as space limitations and staff availability, and with concerns of institution safety, the Warden may limit the visiting period.

When conditions such as overcrowding exist, the number of visitors may be further limited to allow each visitor adequate space and time to conduct their visit. The Camp Visiting Room Officer must consult with the Operations Lieutenant and gain the approval of the Institution Duty Officer (IDO) prior to terminating any visit.

5. OFFICE OF PRIMARY RESPONSIBILITY. Correctional Services.

//Signed//

Craig Apker
Warden

**FEDERAL PRISON CAMP
Phoenix, Arizona 85086**

VISITING REGULATIONS

VISITING ROOM HOURS: Saturday, Sunday and Federal Holidays from 8:00 a.m. to 3:00 p.m. No visitor admittance between 9:00 a.m. and 10:30 a.m. (time subject to the clearing of the Camp count). Visitors must arrive no later than one hour prior to the end of visitation to allow time for processing.

PROPER ATTIRE FOR VISITORS: No female or male visitor will be allowed to visit if, in the staff's opinion, they are inappropriately and/or provocatively dressed.

All visitors are to wear shirts or tops.

No tube tops, tank (halter) tops, or backless outfits.

No bathing suits or shorts of any kind.

No mini-skirts or dresses.

No sleeveless shirts or blouses.

No see through blouses, pants, skirts or dresses (if skin tone can be seen through the garment it is defined as "see-through").

ALL VISITORS NOT IN COMPLIANCE WILL BE DENIED ADMITTANCE.

(When appropriate, and depending on weather conditions, jackets and/or coats may be worn into the visiting room.)

It is not permissible to bring gifts or packages of any type. Money will not be accepted to credit an inmate's account. All money for an inmate must be mailed. No written messages will be exchanged or signed during the visiting without permission. When a visit is completed, all visitors must leave the institution grounds immediately. No personal items of any kind including money, pictures, gifts, etc., will be given to the inmate.

Visitor purses must be secured in the lockers provided or returned to their vehicle.

AUTHORIZED ITEMS: Visitors are authorized to carry the following items into the visiting room:

1. Wallet/small change clear purse (8" length, 3" deep, 1" thick maximum).
2. \$25.00 (bills no larger than one (1) dollar).
3. Comb.
4. Medication (all medications will be retained by the Visiting Room Officer).
5. Jewelry, worn.
6. Diaper bag (may contain baby food, baby clothing, plastic baby bottles, two of each)
7. One (1) pair of prescription glasses/sunglasses.

Children under the age of sixteen (16) must be accompanied by an adult visitor. Visitors will be responsible for the behavior of the children. Failing to comply with all regulations may result in termination or loss of visit by the Operations Lieutenant or the Institution Duty Officer. Inmates are allowed to enter child areas for the purpose of visiting with children on their approved visitation list unless otherwise directed by the visiting room officer.

Electronic equipment will not be allowed inside the institution and cameras or other types of recording equipment are not allowed on the institution grounds.

Any visitor who departs the visiting area prior to the conclusion of the day will not be authorized re-entry. Once a visitor leaves, the visit is terminated for that day.

At the completion of the visit, all visitors will be required to depart the reservation immediately. If commercial transportation is required, all local transportation should be arranged at local (Phoenix) facilities prior to arrival at the institution. The arrangements should be made to ensure the carrier arrives prior to the completion of visiting hours.

All visitors are provided parking in the Camp parking lot with the exception of authorized handicapped visitors. Handicapped parking spaces are clearly marked handicapped and are available as needed.

The Facility address for visitors is Federal Correctional Institution, 37900 N. 45th Avenue, Phoenix Arizona 85086. A list of directions and accommodations is provided to all inmates in the Inmate Handbook.

As there are no lock boxes available to secure electronic/unauthorized items in the visiting room, the use will be limited to those persons dropped off by cab, family, etc. The procedure for storing electronic/unauthorized items are as follows: A visitor will state the need to the officer and the officer will store the items in the visiting officers desk. Questionable items will be brought to the attention of the Operations Lieutenant and/or Duty Officer. As the visitor departs, the officer will allow the visitor to retrieve their possessions and depart the institution.

FEDERAL PRISON CAMP
Phoenix, Arizona 85086

TO: VISITING ROOM OFFICER
FROM: _____ UNIT STAFF MEMBER
INMATE: _____
REG. NO: _____

The above named inmate has been approved for a Special Visit for the month and day of _____, 20____ with _____
for the following reasons:

- _____ Attorney Visit
- _____ Inmate family emergencies (death in family, etc)
- _____ Pre-release planning interview
- _____ Other:

Explanation:

The visit will be supervised by:_____.

REVIEWED AND APPROVED:

Camp Administrator

cc: Central File
Lieutenant's Office
Camp Visiting Room Officer