



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Safford, Arizona

**INSTITUTION
SUPPLEMENT**

NUMBER: SAF 5267.09A
DATE: January 18, 2022
SUBJECT: Visiting Regulations

1. **PURPOSE AND SCOPE:**

To implement local procedures regarding visiting regulations at FCI Safford. This institution supplement must be read in conjunction with the National Program Statement.

2. **DIRECTIVES AFFECTED:**

- A. Directives Referenced:
PS 5267.08D, Visiting Regulations. (09/27/2019)
- B. Directives Rescinded:
SAF 5267.08E, Visiting Regulations. (03/09/2020)

3. **CORRECTIONAL STANDARDS REFERENCED:**

American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, 4-4504.

4. **VISITING FACILITIES:**

An indoor Visiting Room is provided. Except for the use of restroom facilities, inmates and visitors will remain within the designated area for the visit. Inmates will be called to greet their visitors after each visitor has registered and entered the area. Upon conclusion of the visit (visitors have departed), inmates will remain in the Visiting Room until they are identified by picture cards and have had a visual body search.

5. ACCEPTABLE IDENTIFICATION:

All visitors, with the exception of children under sixteen years, must present a state or government issued photo identification prior to being admitted for a visit. Acceptable forms of identification are a valid driver's license, a passport or other government issued photo identification. Any identification which is altered, forged, or expired is not a valid form of identification and will not be accepted.

6. PRECAUTIONARY PROCEDURES:

As precautionary procedures to prevent potential escapes by inmates during visiting, the Federal Correctional Institution (FCI) Safford will utilize the following five (5) procedures to assist with identification of visitors and inmates and prevent potential escapes by inmates during visiting.

- A. Sign In/Out Log. One log will be maintained. The log will be located in the Front Lobby. All visitors, 16 years of age or older, must sign the log prior to admittance and departure. The log must include the visitor's printed name and signature, time of arrival and departure, and the name and register number of the inmate being visited.
- B. Hand Stamps/Black Light Procedures. A hand stamp will be selected and rotated on a daily basis. Additionally, the hand stamp location will be periodically changed. All visitors will be required to show the proper hand stamp on the proper hand prior to departure.
- C. Identification for all visitors will be maintained by the Visiting Room Officer. Identification will be returned to the visitors after the visit has been completed and the visitor has signed out in the log book in the Front Lobby.
- D. All inmates will be accounted for and identified via Commissary card or picture card prior to any visitor departing.
- E. The staff member identifying the visitor into the institution should be the same staff member identifying the visitor out of the institution.

7. VISITING HOURS:

Regular visiting will be between the hours of 8:00 a.m. and 3:00 p.m., Saturday, Sunday, and all designated Federal Holidays.

To ensure a prospective visitor the opportunity to visit, they must arrive in the lobby no earlier than 8:00 a.m. and no later than 2:00 p.m. Visitors will not be processed between 9:30 a.m. and until the Control Center Officer has received a good verbal count for the 10:00 a.m. count. Inmates will not be called to the Visiting Room until the count has cleared.

A Visitor's Handbook (Attachment B) is posted on-line and Rules and Regulations are posted in the Front Lobby. Inmates are advised to let their family and friends know where the handbook is located during Admission and Orientation.

8. AUTHORIZED VISITORS:

All prospective visitors, including confirmed inmate immediate family members, are subject to a background check and approval. All visits must have prior approval for immediate family, relatives, and friends.

Immediate family is defined as a mother, father, step-parents, foster parents, brothers, sisters, wife, common law wife, and children. All visitors must be on the inmate's approved visiting list. Children under the age of sixteen (16) must be accompanied by their parent or legal guardian who must be on the approved visiting list. Children ages sixteen (16) and seventeen (17) must be on the approved visiting list and also accompanied by their parent or legal guardian who must be on the approved visiting list.

In the event of the failure of the visiting computer system, a backup system will be utilized. This requires the Front Lobby Officer to notify a member of Unit Team when a visitor arrives for a specific inmate. The Unit Team member will then review Section 3 of the inmate's Central File for approved visitors and notify the Front Lobby Officer whether or not the visitor is authorized.

The following procedures shall be in effect regarding visiting lists: Inmates are encouraged not to schedule social visits within the first four (4) days of incarceration at Safford. This procedure will allow time for staff to review and to complete all visiting lists. During initial orientation, each inmate will complete a visiting list which will be forwarded to the appropriate Correctional Counselor for verification. The Warden may limit visits to the immediate family during the Admission and Orientation period where there is neither a visiting list from a transferring institution, nor other verification of visitors.

The Correctional Counselor is responsible for preparing the official Inmate Visiting List (Attachment A). An approved list of visitors will be placed in the Central File (Section 3), and maintained on the computer program.

In order for an inmate to receive a visit or to have a name added to the visiting list, the inmate must send a visiting form letter to his prospective visitor for response. This request will provide pertinent information for the Correctional Counselor in regards to legal name, address, occupation, relationship to individual, etc.

After the prospective visitor returns the Visitor Information Form, the Correctional Counselor will investigate and verify the name or names submitted by the inmates for their approved visiting list. All questions on the Visitor Information Form must be completely filled out by the visitor.

If the Unit Manager believes a proposed visitor is a security risk based upon their criminal history, a memo recommending disapproval will be routed to the Warden. If disapproved by the Warden, the inmate will be notified that the visitor was disapproved for security reasons. Due to Privacy Act guidelines, the inmate will not be provided any additional information. A copy of the disapproval memo will be attached to the visitor's background check and filed in the FOI exempt section of the inmate's Central File.

Inmates may modify their visiting list every thirty days by submitting an Inmate Request to his Correctional Counselor. A written response from the Unit Team on the Inmate Request Form will be provided on all cases.

Inmates will normally receive an answer within four (4) working days.

9. PRIOR RELATIONSHIP HISTORY:

Ordinarily, a prior relationship is required in order to be an approved visitor. 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. Upon receiving the Visitor Information Form (BP-629) from the visitor, the Correctional Counselor will review the form. Candidates for exception must be forwarded to the Warden for approval.

10. NUMBER OF VISITORS FOR EACH VISIT:

Each inmate will be ordinarily limited to four (4) visitors who occupy a seat in the visiting area at any one time, including children. Infants who do not occupy a seat and are held by an adult do not count toward the four-visitor limitation. An Inmate Request to Staff Form (cop out) to Unit Team, is to be submitted for approval of additional visitors. Due to the institution only having visitation two (2) days a week and during Federal Holiday's, frequency of visits is not limited but based on availability of space.

11. SPECIAL VISITS:

Except in cases of emergency or demonstrated need, visits will be restricted to visiting hours. Other special visits may be approved by the Associate Warden where it is evident the visit cannot occur during visiting hours. Special visits must be approved at least 24 hours in advance. Special visits will ordinarily be supervised by Unit Team staff.

12. ATTORNEY VISITS:

Inmates desiring visits with their Attorneys will make prior arrangements with Unit Team. Attorney Visits will be encouraged to take place during normal inmate visiting hours. However, every effort will be made to accommodate Attorney Visits. Attorneys will be screened upon arrival at the institution, and will be required to submit proper identification along with a current State Bar Card.

Attorney Visits on non-visiting days, will be supervised by Unit Team staff.

13. RELIGIOUS VISITS:

Although the Minister of Record is added to the inmate's visiting list, each visit by the Minister of Record must be approved in advance. An inmate may only have one (1) Minister of Record on his visiting list at a time. Minister of Record Visits are not social visits and should not be counted against the total number of regular visits allowed. Religious Visits from faith representatives other than the Minister of Record may be approved by the Chaplain, with the concurrence of the Associate Warden. An "Authorization to Enter Institution" will be generated by the Chaplain, through the Captain and the Associate Warden to the Lobby Officer and Control. This memorandum will specify the date, time, and place of the Religious Visit, as well as the name of the clergy person(s) and the inmate(s) to be visited. These visits will take place during normal visiting hours in accordance with the general visitor procedures, and will take place in the main Visiting Room and not in the unmonitored side rooms. These visits will count against the total number of regular visits allowed. Religious visitors may bring in two (2) sacred texts which will be taken out of the institution upon their leaving. The inmate is not permitted to receive nor take into the institution any materials from a Religious Visit.

14. NON-CONTACT VISITING:

If not sanctioned by the DHO, only the Warden, acting Warden, or Administrative Duty Officer (ADO) may authorize an inmate visit in the non-contact visiting area. Inmates assigned to the Special Housing Unit (SHU), who are authorized to visit, will have non-contact visits on Fridays only.

Examples of other inmates who may be required to have non-contact visiting are as follows: inmates who pose a threat to the security of the facility, i.e., introduction of drugs into the facility and possibly those inmates who may be allowed a special visit as a one-time option upon losing visiting privileges for an extensive amount of time.

When non-contact visiting is deemed appropriate, non-contact visits will be limited to a duration of two (2) hours. No more than two (2) visitors will be allowed to visit each inmate. Non-contact visits will be limited to two (2) hours a day for a maximum of four (4) hours a month.

A notation will be placed in the visiting program by Unit Team, indicating the inmate has been approved for a non-contact visit. Upon arrival, the visitor will again be notified by the Front Lobby Officer of the visiting restriction and will go through the normal screening procedures. The visitor will be escorted into the Visiting Room to an area arranged for non-contact visits, and the visit will be subject to video monitoring. The Operations Lieutenant will be notified by the Visiting Room Officer of the visit in order to have the inmate escorted from SHU to the Visiting Room for the non-contact visit.

Inmates will be escorted from SHU to the Visiting Room in handcuffs. Inmates will be secured in the non-contact room throughout the visit. Nearing the completion of the visit, staff will advise the visitor of the time expiration and notify Control Center Staff and the Operations Lieutenant of the termination. All rules of conduct will apply, and any early termination of the visit due to misconduct will be made by the Institution Duty Officer (IDO).

15. SUPERVISION OF VISITORS:

The Visiting Room Officer will supervise all regular visits.

- A. It is the responsibility of the Visiting Room Officer to monitor behavior, maintain order, and supervise visits. Inappropriate behavior, misconduct, or failure to comply with regulations will be brought to the attention of the inmate and their visitor(s), and warnings will be documented in the Warning Log Book.
- B. The IDO or Operations Lieutenant will have the authority to terminate visits due to inappropriate conduct. Misconduct may result in disqualification of the visitor and/or disciplinary action against the

inmate.

- C. The introduction or attempted introduction of contraband will be subject to Federal Law and Federal Prison System guidelines. To ensure contraband items are not brought into the institution, all inmates will be pat searched upon entry to the Visiting Room and a visual body search will be conducted on the inmate upon leaving the Visiting Room.

Inmates are not permitted to take any items into the Visiting Room, except legal papers (approved in advance by Unit Team).

Contraband will be confiscated and the Operations Lieutenant will be notified immediately by the Visiting Room Officer who confiscates the contraband. Any visitor who introduces or attempts to introduce contraband will be subject to having their visiting privileges suspended/terminated, as well as possible prosecution.

16. VISITS FOR PERSONS NOT IN GENERAL POPULATION:

A. Detention or Segregation Status:

- 1) Inmates assigned to the SHU, who are authorized to visit, will have non-contact visits on Fridays only. The Operations Lieutenant and IDO will be contacted for approval of the visit. The Operations Lieutenant will notify SHU staff of the visit in order to have the inmate escorted from SHU to the Visiting Room for the non-contact visit. Inmates will be escorted from SHU to the Visiting Room in handcuffs. Inmates will be secured in the non-contact room throughout the visit.
- 2) No more than one (1) inmate from SHU will be allowed in the Visiting Room at one time.
- 3) SHU inmates will receive a visual search prior to leaving SHU and once again at the conclusion of their visit. SHU inmates will wear the orange jumpsuit during their entire visit.

B. Hospital Patients:

There will be no visits unless recommended by the Unit Manager through the Health Services Administrator and Captain. The visit will be approved by the Associate Warden and restrictions will be determined when considering the request. The visiting guidelines of the local hospital must be followed. The same procedure will apply to inmates hospitalized. The Captain will notify the staff providing security for the inmate of the approval of any visit.

C. Holdover Inmates:

Inmates on holdover status will not be allowed to visit at the same time as inmates in the general population. Visiting for inmates on holdover status will be conducted on Thursday evenings, between the hours of 5:00 p.m. and 8:30 p.m. Visits for holdover inmates must be arranged in advance and only two (2) members of the inmate's immediate family will be allowed to visit at one time. The visits will be supervised by Unit Team staff and all policies and regulations will be adhered to.

17. TERMINATION OF VISITS:

Normally, there will be no restrictions on the length of visits during visiting hours. Terminations of visits may occur due to overcrowding. If termination of a visit occurs, those inmates approved for extra visitors will be the first terminated, followed by the first visitors processed in for visiting after they have visited for three (3) hours. Additional consideration will be given to visitors who rarely have the opportunity to visit, or to those visitors who have traveled a significant distance for a visit. Should a visit be terminated, a written report will be submitted by the IDO to the Warden documenting the reason and describing the circumstances which led to the decision. Should a visit be terminated due to misconduct, an incident report will be written against the inmate(s) involved and a letter to the visitor informing them of the termination of their visiting privileges if it is determined visitor

misconduct also occurred.

18. PENALTY FOR VIOLATION OF VISITING REGULATIONS:

Any act or effort to violate the visiting guidelines of FCI Safford, will result in disciplinary action against the inmate.

- A. A listing containing rules and regulations as they pertain to visitation is posted in the Front Lobby area for review by inmate visitors. Upon request, staff will provide visitors with copies of the rules for their retention and review.

19. CONDUCT IN THE VISITING ROOM:

- A. Physical contact between the inmate and his visitor(s) will be limited to a brief embrace and kiss at the initial arrival, and again at the completion of the visit. No other contact between the inmate and his visitor(s) should occur at any time, with the exception of an infant child sitting on the inmate's lap.

All seating in the Visiting Room will be assigned by the Visiting Room Officer. Inmates and Visitors will be seated across from one another. It is the responsibility of the inmate to ensure all visits are conducted in a quiet, orderly, and dignified manner. Inmates entering the Visiting Room will report to the Visiting Room Officer and check in. Inmates and visitors are not allowed to move freely inside the visiting area.

- B. Visitor Dress: Visiting dress rules apply equally to male and female visitors.

- 1) Anyone wearing clothing considered to be too revealing will not be allowed to visit. This may include sun dresses, leotards, miniskirts, backless tops, any sleeveless garment, crop tops, low cut necklines, sheer fabric, see through lace, and clothing of spandex material. No sweat suits or athletic wear, bib overalls, any hooded shirts, hooded jackets or hooded sweaters, gloves, open-toed shoes or sandals of any kind are allowed.

- 2) Any clothing more than three (3) inches above the knee will be considered too short and will not be permitted to enter the institution. This includes shorts, dresses, sun dresses, miniskirts, culottes, and any dress or skirt with a high cut split, in back, front of side, etc. This applies to all visitors regardless of age.
- 3) Any type of gang insignia, i.e., gang art work of any type on a visitor's clothing, design in their hair, displaying affiliation with gangs, will be brought to the attention of the Operation's Lieutenant.
- 4) Any clothing similar to inmate clothing such as khaki colors will not be permitted. Any type of camouflage clothing will not be allowed.
- 5) No headwear will be permitted in visitation, except Visitors wearing religious headwear. Visitors wearing religious headwear may be asked to provide the headwear for a search if first authorized by the Warden. Once approval for the search of the headwear is received by the Warden, a staff member of the same sex as the visitor wearing the religious headwear should ask the visitor if they would consent to a visual inspection of their headwear. If the visitor refuses, the visitor will not be allowed to enter the institution. If the visitor consents to the search, the staff member should escort the visitor to a private place. The visitor then should be instructed to remove the religious headwear to allow the staff member to conduct a search of the headwear.
- 6) No watches or other electronic wristbands, no jewelry other than 1 wedding band, 1 pair of studded ear rings, and no necklace other than one religious necklace.
- 7) No hair pins, or bobby pins. Only an elastic hair band will be permitted to be worn in visitation.
- 8) If it is determined the visitor is dressed inappropriately, the visitor will not be allowed

entrance. Visitors will be given the option to visit the inmate only after appropriate dress has been obtained.

- 9) Clothing questionable for a correctional setting will be referred to the IDO who will make the final decision to approve or deny the visit.
- C. Meals: Vending machines and microwave ovens are available for visitors use in the Visiting Room. Inmates are not allowed access to this area, and will remain seated until their visitor returns to their seat. Visitors may not bring food items into the institution with the exception of sealed, baby food and individual baby formulas for infants.
- D. Beverages: Visitors may not bring beverage items into the institution. No alcoholic beverages are permitted within the institution or on institution grounds, i.e., parking lot.
- E. Visitors may not bring photos or any written materials (newspapers, books, magazines, newspaper clippings, or other periodicals) into the institution. This restriction also applies to games, playing cards, etc.
- F. Visitors may not give any items to inmates without being coordinated from Unit Team and final approval through the Captain.
- G. Cameras, radios, DVD's, I-Pads or cassette players/recorders are not authorized within the institution. Recording equipment for legal visits must be authorized by the Warden. The use of photographic equipment of any kind by visitors is not permitted.
- H. Personal toys and games for children's amusement are not permitted. The only toys permitted are those provided by the institution.
- I. A female visitor may breastfeed her child while in the Visiting Room. Legal Room 1 will be utilized to provide privacy for female visitors who are breastfeeding. It is expected that the female visitor will use appropriate discretion while breastfeeding her

child in the Visiting Room. At a minimum, the female visitor will drape her child and chest with a suitable item to minimize the chance of exposing her breast. If the breastfeeding is conducted in a manner that is disruptive to inmates or other visitors, or is facilitating conduct prohibited under the Bureau of Prison's disciplinary code, the visit will be terminated and further actions may be taken.

- J. Children must be supervised by the visitor/inmate at all times. If the child is unruly the visitor/inmate will be given one (1) warning by the Visiting Room Officer. After that the visit may be terminated.
- K. Large purses, flight or travel bags, briefcases, parcels, etc., will not be allowed. All see-through coin purses (8" x 8" x 2") may be taken into the visiting area; however, they will be inspected by the Front Lobby Officer prior to admittance. Any items which cannot be completely searched will be processed via the x-ray machine located in the Front Lobby. Any items in question for the visiting area will be referred to the Operations Lieutenant or Institution Duty Officer (IDO).

Diaper bags are not permitted into the institution. Four (4) individual diapers, will be allowed after they have been searched.

- L. All visitors must successfully pass the metal detector. A visitor who fails to pass inspection utilizing the walk-through metal detector and subsequently fails inspection with a hand-held metal detector, will be denied entrance into the institution. Visitors who fail to clear the metal detector may leave and attempt to re-enter later on that same day; however, must arrive in the Front Lobby no later than 2:00 p.m.

Visitors with surgically implanted metal plates, pins, or pacemakers, etc., will need to supply medical documentation of these items prior to entering the institution. This would include a signed document on letter head from a licensed physician with the reason or explanation you are unable to clear a metal detector. If a visitor has appropriate documentation of a medical condition which would prevent him/her from

clearing the metal detection device, the Operations Lieutenant and the IDO will be notified. The visitor will still be screened with the hand-held metal detector to check other areas of the body.

Visitors may be subject to the following type of searches: electronic, pat search or visual search and searches of belongings and vehicles. The type or extent of searches is determined by staff on a case by case basis. Visual searches must be approved by the Warden.

Visitors will be tested randomly for the presence of illegal substances. (See Institution Supplement SAF 5522.02E, Ion Spectrometry Device Program.)

- M. The following are the only items authorized in the Visiting Room. No other items are authorized.
- 1) One (1) wallet or one (1) transparent change purse no larger than 8" x 8" x 2"
 - 2) Four (4) diapers
 - 3) Two (2) plastic jars of baby food, unopened
 - 4) One (1) clear and empty baby bottle or sippy cup
 - 5) Three (3) individual packaged baby formulas
 - 6) One (1) baby blanket
 - 7) Two (2) sanitary napkins or tampons
 - 8) One (1) wedding band, one (1) pair of studded earrings, and a religious necklace.
 - 9) Medication: Only nitroglycerin pills, insulin and prescribed inhalers will be allowed and must be left at the Visiting Room Officer's desk until the conclusion of the visit.
 - 10) No more than \$25.00 in change (quarters, dimes and nickels) will be allowed for use in the vending machines per family. Paper currency is not authorized to be brought into the institution.
- N. All keys will be hung on the key board in the Front Lobby and a numbered chit will be issued to the

visitor for retrieval of the keys upon completion of the visit.

- O. The children's television viewing area is off limits to all inmates. Adult visitors should only enter the area when supervision of their children is needed.
- P. Absolutely no tobacco products will be allowed in the Visiting Room.
- Q. No currency, checks, or money orders, will be accepted from a visitor for deposit to an inmate's account.
- R. Out of bounds areas for inmates have been marked in the Visiting Room area. There is a sign posted near the visitor restrooms and there is a yellow line near the vending machines.
- S. Any items not allowed in the institution must be taken back to visitor's vehicle. No items will be left with the Front Lobby Officer.

20. INMATE DRESS REGULATIONS:

All inmates will be required to wear a clean and neat pair of khaki pants and a khaki shirt tucked in while in the Visiting Room or during any special visits. Inmates must wear institution issued shoes only. Inmates will not be allowed to wear any other type of shoes into the Visiting Room, unless the inmate has been issued such due to medical requirements.

During winter months, jackets worn by inmates from the Compound to the Visiting Room will be secured by staff prior to entering the Visiting Room area and will be returned to the inmate upon completion of his visit. Only inmates with a diagnosed eye problem will be allowed to have prescription sunglasses in the Visiting Room.

21. CONTROLLED VISITING - DENYING VISITS:

- A. Visiting Restrictions: Visiting may be restricted to control situations, or to more closely supervise visits when there is any suspicion that the visitor is introducing or attempting to introduce contraband, or when there has been a prior incident of such

introduction, or attempted introduction or when there is any concern based upon sound correctional judgment about the inmate or visitors presenting a risk to the orderly running of the Visiting Room. These restrictions must be approved by the Captain or the IDO after consultation with the Operations Lieutenant.

- B. Visiting privileges may be denied when controlled or closely supervised visiting is not possible. This denial must be approved by the Warden.
- C. Staff shall deny admission to a visitor who refuses to be screened by a metal detector or refuses to undergo a search of person and/or effects.

22. REPORTING FOR VISITS:

Inmates will report to the Visiting Room Officer after they have been called to report to the visiting area. They may greet visitors in the Visiting Room after identification, check-in, and clearance from the Visiting Room Officer.

- A. Every inmate reporting to the Visiting Room for a visit will present their Commissary ID card. This identification card will be used by the Visiting Room Officer as a method for proper identification of the inmate for the visit.

The Commissary ID card will be maintained throughout the visit by the Visiting Room Officer for accountability purposes, and will be returned to the respective inmate when the visit has been completed. If an inmate reports for a visit and is unable to produce his Commissary ID card as a result of loss or other explainable reasons, the quarters cards (bed book) will be used for positive identification.

- B. Authorized items allowed into the Visiting Room:
The only authorized items that inmates reporting to the Visiting Room are allowed to bring with them are as follows:

- One (1) Religious Medal or Pendant (no rosaries or prayer beads)
- One (1) Eyeglasses
- One (1) Religious head wear (authorized)

- One (1) plain wedding band
- One (1) Inmate identification card

These items will be checked into and out of the Visiting Room with strict accountability being maintained in the visual search log. No other items will be allowed for entry into the Visiting Room.

23. **WALSH ACT REQUIREMENTS:**

The Unit Team will evaluate all inmates on their caseload and all incoming inmates to determine if they have inmates who have been convicted of a sex offense involving a minor. Any inmate fitting this criteria will have the following comment entered in the visiting program under the comments section: "This inmate was convicted of a sex offense involving a minor." This comment will be entered by the Correctional Counselor who manages the inmate's visiting list. Any inmate with this comment in the visiting program will require Visiting Room staff closely monitor visiting involving minors.

The Visiting Room Officer in-charge will determine high visibility areas where the Walsh Act inmates will be rotated based upon the Visiting Room numbers that day.

24. **VEHICLES:**

All visitors' vehicles will be parked in the institution parking lot in the designated areas. Vehicles will be locked and windows closed. All visitors will register their vehicles, including make, model, and license plate number, with the Front Lobby Officer. This will be indicated on the front of the visiting form. No pets will be permitted in the parking lot, visiting area, or in the vehicles.

25. **PETS:**

Inmate visitors are not allowed to bring pets onto the institution grounds. The only exception is a trained and certified service animal, such as a Seeing Eye dog. The visitor must show proof of the need for the assistance of a service animal and the certification of successful training for the animal and the handler. Prior authorization from the Warden is required. In emergency situations, the IDO has the authority to allow the visit

after a review of certification documents.

26. TRANSPORTATION:

Due to the remote location of FCI Safford, there is no public or commercial transportation available from the City of Safford to the institution. Transportation instructions and directions will be made available to inmates during the admission and orientation process, so they may relay that information to their prospective visitors.

27. DIRECTIONS:

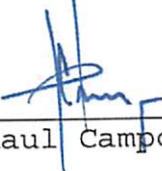
From Tucson go East on Interstate 10 to US Hwy 191, travel North to Hwy 366, turn left go one (1) mile to institution.

From Phoenix go East on Hwy 60 to Globe, take Hwy 70 East to Safford, take South Hwy 191 to Hwy 366, turn right go one (1) mile to institution.

Physical address and phone number of the institution:
1529 W. Highway 366
Safford, AZ 85546
(928) 428-6600

28. EFFECTIVE DATE: This supplement is effective upon issuance.

29. OPI: Correctional Services



Raul Campos, Jr., Warden

FEDERAL CORRECTIONAL INSTITUTION
 Safford, Arizona
 INMATE VISITING LIST

NAME: _____ REGISTER NUMBER: _____ DATE: _____

All information must be completed in order to process your visiting list. Only persons who are named in your PSI or who have been approved at prior Federal institutions can be approved using this form. After verification of the information, the names will be placed on your visiting list. Persons who cannot be placed on your list must complete and return a "visitor information" form to you counselor All "Special Visits" must be approved in advance.

1. Name	Relationship	Sex M/F (circle one)	Race:
Complete Address City, State, Zip Code		Date of Birth:	Phone: ()
2. Name	Relationship	Sex M/F (circle one)	Race:
Complete Address City, State, Zip Code		Date of Birth:	Phone: ()
3. Name	Relationship	Sex M/F (circle one)	Race:
Complete Address City, State, Zip Code		Date of Birth:	Phone: ()
4. Name	Relationship	Sex M/F (circle one)	Race:
Complete Address City, State, Zip Code		Date of Birth:	Phone: ()
5. Name	Relationship	Sex M/F (circle one)	Race:
Complete Address City, State, Zip Code		Date of Birth:	Phone: ()
6. Name	Relationship	Sex M/F (circle one)	Race:
Complete Address City, State, Zip Code		Date of Birth:	Phone: ()
7. Name	Relationship	Sex M/F (circle one)	Race:
Complete Address City, State, Zip Code		Date of Birth:	Phone: ()
8. Name	Relationship	Sex M/F (circle one)	Race:
Complete Address City, State, Zip Code		Date of Birth:	Phone: ()
9. Name	Relationship	Sex M/F (circle one)	Race:
Complete Address City, State, Zip Code		Date of Birth:	Phone: ()
10. Name	Relationship	Sex M/F (circle one)	Race:
Complete Address City, State, Zip Code		Date of Birth:	Phone: ()



VISITOR'S HANDBOOK

FCI SAFFORD

November 2021

INTRODUCTION

The Warden and Staff at FCI Safford welcome you. To alleviate concerns generally associated with visiting, this pamphlet has been prepared for inmates and their visitors. This booklet will familiarize you with procedures and regulations.

DIRECTIONS

FCI Safford is located approximately seven miles south of downtown Safford, Arizona, on Highway 191. It is approximately 120 miles East of Tucson, Arizona, and 180 miles Southeast of Phoenix, Arizona. From Tucson, Arizona, visitors should travel East on Interstate 10 to highway 191 North. They should travel on Highway 191 North to Highway 366 and turn left. Visitors from Phoenix, Arizona, should travel East on Highway 60 to Highway 70, then East on Highway 70 to Highway 191. Turn south on Highway 191 to Highway 366, then turn right.

PARKING AND PETS

Parking is to the immediate right and left of the institution entrance, in the area identified with "Visitor Parking" signs. Please remember to lock your vehicle. Do not leave children unattended. No animals are authorized on the property with the exception of a trained and certified service animal. The visitor must show proof of the need for assistance of a service animal and the handler. Prior authorization from the Warden is required.

VISITING DAYS AND HOURS

Regular visiting will be between the hours of 8:00 a.m. and 3:00 p.m., Saturday, Sunday, and all designated FEDERAL holidays. To ensure a prospective visitor the opportunity to visit, they must arrive in the lobby no later than 2:00 p.m. Visitors will not be processed between 9:30 a.m., and until the Control Center Officer has received a good verbal count for the 10:00 a.m. count. Inmates will not be called to the visiting room until the count has cleared. Visitors are not authorized to be on the property prior to 7:30 a.m.

In the event of overcrowding, it may become necessary to terminate visits. Those visitors who arrive first and have traveled shorter distances will be asked to leave first if termination becomes necessary due to overcrowding in the visiting room.

AUTHORIZED VISITORS

All prospective visitors, including confirmed inmate immediate family members, are subject to a background check and approval. Immediate family is defined as a mother, father, step-parents, foster parents, brothers, sisters, wife, common law wife, and children. All visitors must be approved and on the inmate's approved visiting list prior to visiting. Children under the age of sixteen (16) must be accompanied by their parent or legal guardian who must be on the approved visiting list. Children ages sixteen (16) and seventeen (17) must be on the approved visiting list and also accompanied by their parent or legal guardian who must be on the approved visiting list.

IDENTIFICATION

All visitors, with the exception of children under sixteen years, must present a valid state or government photo identification prior to being admitted for a visit. Acceptable forms of identification are valid driver's license, a passport, or other government issued photo identification.

VISITING POLICY

The Bureau of Prisons encourages visiting by family, friends, and community groups to maintain the morale of the inmate and to develop strong family ties and community relationships.

An inmate desiring to have regular visitors must submit a list of proposed visitors, including family members, to the unit staff. Members of the immediate family (mother, father, step-parents, foster parents, brothers, sisters, wife, common law wife, and children) are placed on the inmate's approved visiting list, unless policy prohibits. Inmates will be notified by staff of each approval or disapproval of a requesting person for the visiting list. The inmate is responsible for notifying the visitor of approval or disapproval to visit. Visitors should ensure they are on the approved visiting list prior to coming to the institution for a visit to avoid any inconvenience. Please note that an inmate's visiting list may be amended at any time.

Visiting dress rules apply equally to male and female visitors.

- Anyone wearing clothing considered to be too revealing will not be allowed to visit. This may include sun dresses, leotards, miniskirts, backless tops, any sleeveless garment, crop tops, low cut necklines, sheer fabric, see through lace, and clothing of spandex material. No sweat suits or athletic wear, Bib overalls, any hooded shirts, hooded jackets or

hooded sweaters, gloves, open-toed shoes or sandals of any kind are allowed.

- Any clothing more than three (3) inches above the knee will be considered too short and will not be permitted to enter the institution. This includes shorts, dresses, sun dresses, miniskirts, culottes, and any dress or skirt with a high cut split, in back, front or side, etc. This applies to all visitors regardless of age.
- Any type of gang insignia, i.e., gang art work of any type on a visitor's clothing, design in their hair, displaying affiliation with gangs, will be brought to the attention of the Operation's Lieutenant.
- Any clothing similar to inmate clothing such as khaki colors will not be permitted. Any type of camouflage clothing will not be allowed. Hats or caps will not be permitted inside the visiting room.
- Visitors wearing religious headwear may be asked to provide the headwear for a search if first authorized by the Warden. Once approval for the search of the headwear is received by the Warden, a staff member of the same sex as the visitor wearing the religious headwear should ask the visitor if they would consent to a visual inspection of their headwear. If the visitor refuses, the visitor will not be allowed to enter the institution. If the visitor consents to the search, the staff member should escort the visitor to a private place. The visitor then should be instructed to remove the religious headwear to allow the staff member to conduct a search of the headwear.
- No watches or other electronic wristbands, no jewelry other than 1 wedding band, 1 pair of studded ear rings, and no necklace other than one religious' necklace.
- No hair pins, or bobby pins. Only an elastic hair band will be permitted to be worn in visitation.
- If it is determined the visitor is dressed inappropriately, the visitor will not be allowed entrance. Visitors will be

given the option to visit the inmate only after appropriate dress has been obtained.

- Clothing questionable for a correctional setting will be referred to the IDO who will make the final decision to approve or deny the visit.
- Kissing and embracing are allowed upon arrival and departure of the visiting room. No other contact is permitted during the visit.
- Children's television viewing area is off limits to all adult visitors and inmates except for supervision.
- Absolutely no tobacco products will be allowed in the institution.
- No currency, checks, or money orders, will be accepted from a visitor for deposit to an inmate's account.
- Out of bounds area for inmates has been marked in the visiting room area. There is a sign posted near the visitor restrooms and there is a yellow line near the vending machines.

MEALS

Vending machines and microwave ovens are available for visitors use in the visiting room. Inmates are not allowed access to this area, and will remain seated until their visitor returns to their seat. Visitors may not bring food items into the institution with the exception of sealed, baby food and individual baby formulas for infants.

Visitors may not bring beverage items into the institution. No alcoholic beverages are permitted within the institution or on institution grounds, i.e., parking lot.

ITEMS

Visitors may not bring photos, or any written materials (newspapers, books, magazines, newspaper clippings, or other periodicals) into the institution. This restriction also applies to games, playing cards, etc.

Cameras, cell phones, radios, DVD or cassette players/recorders, tablets, weapons, or illegal substances are not authorized within the institution. The use of photographic equipment of any kind by visitors is not allowed.

Personal toys and games for children's amusement are not permitted. The only toys permitted are those provided by the institution.

Children must be supervised by the visitor/inmate at all times. If the child is unruly the visitor/inmate will be given one warning by the Visiting Room Officer. After that the visit may be terminated.

Large purses, flight or travel bags, briefcases, parcels, etc., will not be allowed. All, see-through coin purses (8" x 8" x 2") may be taken into the visiting area, however, they will be inspected by the Front Lobby Officer prior to admittance. All items will be completely searched and processed via the x-ray machine located in the Front Lobby. Any items in question for the visiting area will be referred to the Operations Lieutenant or Institution Duty Officer (IDO). Diaper bags are not permitted into the institution. Four (4) Individual diapers, will be allowed after they have been searched.

The following are the only items authorized in the Visiting Room. No other items are authorized.

1. One (1) wallet or One (1) transparent change purse no larger than 8" x 8" x 2"
2. Four (4) diapers
3. Two (2) plastic jars of baby food, unopened
4. One (1) clear and empty baby bottle or sippy cup
5. Three (3) individual packaged baby formulas
6. One (1) baby blanket
7. Two (2) sanitary napkins or tampons
8. One (1) Wedding band, One (1) Pair of studded earrings, and a religious necklace.
9. Medication: Only nitroglycerin pills, insulin and prescribed inhalers will be allowed and must be left at the Visiting Room Officer's desk until conclusion of the visit.
10. No more than \$25 in change, quarters, dimes and nickels will be allowed for use in the vending machines per family. Paper currency is not authorized to be brought into the institution.

SEARCHES

All visitors must successfully pass the detector. Visitors who fail to pass inspection thorough the walk-through metal detector and subsequently fails an inspection with a hand-held metal detector, will be denied entrance into the institution. Visitors who failed to clear the metal detectors may leave attempt to re-enter later on the same day, however must arrive in the Front Lobby no later than 2:00 p.m.

Visitors may be subject to the following type of searches: Electronic, pat search or visual search and search of belongings and vehicles. The type or extent of searches is determined by staff on a case by case basis. Visual searches must be approved by the Warden.

Visitors will randomly be tested for the presence of illegal narcotics. (See Institution Supplement, Ion Spectrometry Device Program.)

We strive to provide a safe, secure environment for visits. Your consideration and respect of other visitors and inmates will enhance the visiting experience for everyone.

Enjoy your visit.