



US Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Ray Brook NY 12977

**INSTITUTION
SUPPLEMENT**

NUMBER: RBK 5267.09D
DATE: SEPTEMBER 30, 2020
SUBJECT: VISITING REGULATIONS
OPI: CHIEF CORRECTIONAL SERVICES

1. PURPOSE AND SCOPE:

To implement local procedures necessary to comply with Program Statement 5267.09, Visiting Regulations, dated December 10, 2015. This supplement should be read in conjunction with Program Statement 5267.09.

Federal Correctional Institution, Ray Brook encourages visiting by family, friends, and community groups to maintain the morale of inmates and to develop closer relationships between inmates, their family members, and others in the community.

The Warden has the authority to restrict or suspend an inmate's regular visiting privileges temporarily when there is reasonable suspicion an inmate has acted in a way that poses a threat to the good order or security of the institution. Ordinarily, the duration of the restriction or suspension should be limited to the time required to investigate and initiate the discipline process.

2. DIRECTIVES AFFECTED:

A. Directives Referenced:

Program Statement 1280.11, JUST, NCIC and NLETS Telecommunication Systems (Management and Use), dated January 7, 2000;
Program Statement 1315.07, Legal Activities, Inmate, dated November 5, 1999;
Program Statement 1490.06 CN-1, Victim and Witness Notification Program, dated October 20, 2016;
Program Statement 4500.12, Trust Fund/Deposit Fund Manual, dated March 15, 2018;
Program Statement 5100.08 CN-1, Inmate Security Designation and Custody Classification, dated September 4, 2019;
Program Statement 5180.05, Central Inmate Monitoring System, dated December 31, 2007;
Program Statement 5267.09, Visiting Regulations, dated December 10, 2015;
Program Statement 5270.09, Inmate Discipline Program, dated July 8, 2011;
Program Statement 5280.09, Furloughs, dated January 20, 2011;
Program Statement 5360.09 CN-1, Religious Beliefs and Practices; dated June 12, 2015;
Program Statement 5500.14 CN-1, Correctional Services Procedures Manual, dated August 01, 2016;
Program Statement 5510.15, Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities, dated July 17, 2013;
Program Statement 5521.06, Searches of Housing Units, Inmates and Inmate Work Areas, dated June 04, 2015;
Program Statement 5522.02, Ion Spectrometry Device Program, dated April 1, 2015;
Program Statement 7331.04, Pretrial Inmates, dated January 31, 2003.

B. Directives Rescinded: Institution Supplement RBK 5267.09C, Visiting Regulations, dated August 8, 2019.

3. CORRECTIONAL STANDARDS REFERENCED: Standards for Adult Correctional Institutions: 4th Edition 4-4498, 4-4499, 4-4500, 4-4501, 4-4503, 4-4504.

4. IMPLEMENTATION:

A. Location: FCI Ray Brook is located at 128 Ray Brook Road, Ray Brook, New York. It is located off State Route 86, 5.06 miles from Saranac Lake and 6.46 miles from Lake Placid, New York. Ray Brook can be accessed by The Adirondack Regional Airport, approximately 10 miles from the institution. Taxi and bus services are available within the area. Individuals with questions regarding visiting hours, directions to the facility, or visiting regulations may contact staff at (518)897-4000.

B. Visiting Hours:

DAY OF THE WEEK	VISITOR PROCESS BEGINS	VISITING BEGINS	VISITING ENDS
Saturday	8:00 a.m.	8:30 a.m.	2:30 p.m.
Sunday	8:00 a.m.	8:30 a.m.	2:30 p.m.
Holiday	8:00 a.m.	8:30 a.m.	2:30 p.m.

Visitors arriving at the Entrance Building after 1:30 p.m. will not be processed into the visiting room.

C. Visiting Limitations: Visiting is a privilege that is extended to all inmates at FCI Ray Brook. However, due to the limited space available, restrictions must be placed on the number of visits, duration, frequency, and number of occupants in the visiting room at any one time. To accomplish this goal, the number of visitors per inmate is limited to five (5) adults. Children, under age 16, are not limited. Inmates and their adult visitors are responsible for the actions and conduct of children visitors.

D. Approved Visitors:

Unit staff will establish a list of approved visitors (Attachment A) and prepare visiting folders to be maintained in the visiting room filing cabinet.

A *Visiting List Request Form* (Attachment B) will be completed by each inmate and submitted to the Unit Team for approval.

Inmates may have members of their immediate family, as defined in Program Statement 5267.09, and friends placed on the approved visiting list after review by unit staff.

1. To ensure the security and orderly running of the institution, staff may request all proposed visitors complete the visiting questionnaire, and an investigation will be conducted before placing them on the inmate's approved visiting list.

2. If the immediate family relationship is not documented within the Pre-Sentence Investigation Report, a completed visiting questionnaire and investigation must be completed before the individual is placed on the inmate's approved visiting list.

Inmates may have a maximum of twelve (12) friends and associates placed on their visiting list. This visiting privilege will be extended to friends and associates having an established relationship with the inmate prior to confinement, unless such visits could reasonably create a threat. In

extraordinary cases, exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown the proposed visitor is reliable and poses no threat to the security or good order of the institution. The placement of friends and associates affects only designated inmates.

- a. When requesting placement of a visitor other than immediate family on the visiting list, a *Visitor Information Form* (BP-S629), along with an *Institution Request for Visitor Information Form* (Attachment C), must be completed by the potential visitor.
- b. The top section of the *Visitor Information Form* (BP-S629) and the top section of the *Institution Request for Visitor Information Form* will be completed by the inmate who is making the request. The inmate is responsible for mailing these forms to his potential visitor.
- c. The forms must be completed by the visitor and sent directly to the unit staff member (Correctional Counselor) responsible for the inmate's case.
- d. The signature of a parent or guardian on the *Visitor Information Form* (BP-S629) is necessary to process a request for an applicant under 16 years of age.
- e. On occasion, an inmate visitor's application, or a subsequent NCIC check, may reveal information which 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 through the appropriate unit manager 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, FOI Exempt section, and the inmate will be told the visitor will not be placed on the inmate's visiting list. No information from the application or subsequent checks can be revealed to the inmate.

Staff will notify the inmate of each approval or disapproval of a requested person for their visiting list. The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the *Instructions for Visiting* (Attachment F).

- f. The *Instructions for Visiting* form includes specific directions for reaching the institution and cites 18 U.S.C. 1791, which provides a penalty of imprisonment for not more than twenty years, a fine, or both, for providing or attempting to provide to an inmate anything whatsoever without the knowledge and consent of the Warden.
- g. Prospective visitors are not to be permitted to visit until they have been approved and added to an inmate's list of approved visitors. Special exceptions may be made by the unit manager on a case-by-case basis.
- h. An inmate's visiting list may be amended at any time in accordance with the procedures of this section.

Normally, visitors may not be on more than one inmate's visiting list, except where inmates have the same immediate family members. In these rare cases, the visitor may visit each inmate, either separately or together.

E. Special Visits:

Special visits may be permitted under the following circumstances: Family emergencies, pre-release planning interviews, attorney, business, court appointed investigation, interpreters, consular, or community group representatives.

Any inmate visit by an individual who is not associated with the Department of Justice on official business, or who is not on the inmate's approved visiting list, is considered a special visit. A special visit must be arranged through unit staff. Unit staff will prepare a special visit memorandum (Attachment D) to the Captain, with copies routed to: the visiting room, control center, lieutenants' office, Institution Duty Officer, and the C-building officer. Unit staff will also provide supervision for the visit.

The Institution Duty Officer or Operations Lieutenant may approve an immediate family member's request to visit during normal visiting hours if no approved visiting list has been established for the inmate. This authority is for one visit and only after conferring with unit staff or reviewing the pre-sentence investigation report. This authorization should be noted and maintained in the visiting file located in the visiting room.

1. Attorney Visits: Refer to Program Statement 1315.07, Inmate Legal Activities. Attorney visits may occur at any time during regularly scheduled visiting hours and on weekdays during regular business hours, with an appointment prearranged with the inmate's unit team.
 - a. When an attorney must visit during regular visiting hours, the television room adjacent to the visiting room will be used for privacy. If this room is not available, the inmate and his attorney may visit in the visiting room, provided they have a degree of separation from other visitors for privacy.
 - b. Attorneys must show a valid bar card or other suitable professional identification, and are subject to normal procedures for entrance into the institution, including passing through the metal detector, before entry will be allowed into the institution.
 - c. Attorneys may bring legal papers and writing material with them while visiting inmates. However, all briefcases, file folders, etc., are subject to inspection for security purposes. With regard to the exchange of legal material in the visiting room, an inmate may not bring legal material into the visiting room, nor remove legal material obtained from his attorney from the visiting room without prior approval from unit staff.
2. Ministerial Visits: Special visits to an inmate from an area clergyman or religious leader will be arranged by the Chaplain. The Chaplain will prepare a special visit memorandum (Attachment D) to the Captain, with copies routed to: the visiting room, control center, lieutenant's office, Institution Duty Officer, and the C-building officer. All ministerial visitors must comply with the visiting rules, applicable policies and meet entrance requirements.
3. Minister of Record: An inmate wanting to receive visits from his minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the name and title of the minister of record to the inmate's visiting list.

An inmate may have only one minister of record on his visiting list at a time. The addition of the minister of record will **not** count against the total number of authorized regular visitors an inmate is allowed to have on his visiting list.

4. Clergy: Visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures, and will count against the total number of regular visits allowed.

Ordinarily, clergy visits will not be accommodated unless requested by the inmate. However, the Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy.

Clergy/minister of record visits will be accommodated in the visiting room during regularly scheduled visiting hours and, to the extent practicable, in an area of the visiting room that provides a degree of separation from other visitors. If a private area is not available, the visit may be rescheduled.

The Warden may establish a limit to the number of minister of record and clergy visits an inmate receives each month, consistent with available resources. However, during times of personal or family emergencies, an inmate will be authorized a visit from his/her minister of record. Refer to Program Statement 5360.09, Religious Beliefs and Practices, for additional information regarding minister of record and clergy.

F. Visits to Inmates Not in Program Population Status:

1. Pretrial/Holdover Inmates: Pre-trial/holdover inmates may only have immediate family members and attorneys on their visiting list, once it is established and reviewed by unit staff.
2. Inmates housed in the Special Housing Unit (SHU) will visit in accordance with procedures listed in Section N, Special Housing Unit, Video Visiting.
3. When visitors arrive to see an inmate who is under strict medical care, the situation shall be carefully and sensitively interpreted to the proposed visitor and documented in the inmate's central file. In such cases, the Clinical Director or HSA, in conjunction with the Captain, will determine whether a visit may take place, and if so, the location where it will be conducted and the conditions of the visit.

Inmates admitted to outside medical facilities for treatment will not be allowed social visits unless authorized, in advance, by the Warden. When approved by the Warden, visitation will occur in accord with the medical facility's visiting rules, and visitors will be limited to immediate family members and attorneys only. Escorting staff must be present during the entire visit.

G. Visitor Entrance and Exit Procedures:

Visitors should not arrive on the institution grounds before 8:00 a.m. Visitors arriving at the entrance building after 1:30 P.M. will not be processed into the visiting room.

1. Identification of Visitors: Staff shall verify the identity of each visitor age 16 and older, through a driver's license or other state or governmental issued photo identification, prior to admission of the visitor to the institution. Visitors under the age of 16, accompanied

by a parent or legal guardian, are exempt from the identification provision.

All visitors, age 16 and older must be listed on the approved inmate visiting list before entry. Children under the age of 16 may not visit unless accompanied by a responsible adult. Exceptions for unusual circumstances require special approval from the Warden.

2. Visitor Declaration of Contraband: Prior to all visits, visitors age 16 and older will be required to sign a *Notification to Visitor Form* (BP-224), declaring any contraband in their possession or in the possession of their children. In addition, each visitor age 16 and older will be required to sign the visitation log prior to each visit.
3. Metal Detector: All visitors entering the institution are required to pass through the metal detector located in the front lobby. Any visitor refusing to submit to this procedure or who fails to successfully pass the metal detector(s) will be denied access to the institution.
4. Ion Spectrometry: All visitors are subject to random testing. Random selection of visitors is impartial and non-discriminatory. This testing is to deter and prevent the introduction of prohibited substances. If selected, a visitor must successfully pass the ion spectrometry screening. At the discretion of the Warden, or his/her designee, if a visitor tests positive for a prohibited substance, they may be denied entrance to the facility.
5. Electronic Search: All approved items must be scanned via an electronic search (x-ray) before being brought into the secure perimeter of the institution (beyond C-building). This includes, but is not limited to shoes, coats, jackets, diapers, and any item failing the metal detector search.
6. Pat Searches: All visitors will be subject to random pat searches. Random selection of visitors is impartial and non-discriminatory. Except in an emergency situation, this search will be conducted by a staff member of the same sex. A pat search of a visitor entails a staff member pressing his/her hands on the outer clothing of the visitor, and outer surface of their belongings to determine whether prohibited objects are present.
7. Black Light: The hand of all visitors admitted into the institution will receive a hand stamp. Each visitor will be identified via the "black light" and will place their stamped hand under a "black light" at the control center window before entrance to the visiting room will be permitted and again inside the visiting room. At the completion of the visit, before departure is permitted, each visitor will again show their stamp in the visiting room and the control center window.
8. Visitor Personal Property: Lockers are located in the front lobby for storing visitors' handbags, shopping bags, etc. Visitors will be required to place all packages, items, and purses in these lockers before going to the visiting room. The only exceptions are small, clear billfolds or change purses, and actual baby needs. No medication will be permitted inside the institution unless authorized by the Operations Lieutenant or Institution Duty Officer. FCI Ray Brook is not responsible for items left or lost inside the facility.

The following items are the only items outside of personal clothing, allowed to enter the visiting room:

- a. A clear wallet or change purse (no larger than 5"x8"x4") containing money and identification only, four baby diapers, two containers of processed baby food (commercially sealed), three baby bottles (with milk, formula or juice), one baby blanket (crib size) and one small diaper bag (paper or plastic) for baby items or female hygiene items.

- b. Several other items specifically prohibited are: balloons, gum, candy, food, toys (including dolls and toy weapons), newspapers, magazines, books, legal material (unless pre-approved by memorandum), baby carriers, regular diaper bags, cosmetics, writing instruments, tobacco products, photographs, pagers, cell phones, and remote control door lock devices.
9. Proper Dress in the Visiting Room: It is necessary to uphold standards of appropriate dress in the visiting room. Visitors wearing transparent clothing will not be admitted into the institution. Tank tops, muscle shirts, halter tops, short shorts, mini-skirts, culottes, or excessively tight fitting clothing will not be allowed (i.e., shoulders must be covered and no exposed cleavage).
- Shorts and skirts will be no more than six inches above the knee. Persons wearing clothing of a suggestive or revealing nature will be denied admittance. Furthermore, any male visitor dressed in attire similar to inmate clothing (i.e., khaki pants or shirts) will not be allowed to visit. Excluding babies, no bare feet will be permitted. No open toed footwear will be allowed in the visiting room (e.g., flip flops/sandals) at any time. Furthermore, ball caps, hats, bandanas, or any other headwear will not be authorized, with the exception of authorized religious headwear. All visitation rules and regulations at FCI Ray Brook apply to both male and female visitors. Visitors may be denied admittance based on attire. Any questions regarding attire will be directed to the Operations Lieutenant or the Institution Duty Officer.
10. Escort of Visitors: All visitors will be escorted from the entrance building to the visiting room by staff. Visitors will be escorted to the visiting room one group at a time. Visitors will be instructed to wait at the red line, located outside of door 5, until the Escorting Officer opens the door. Visitors exiting the visiting room will be escorted back to the entrance building by visiting room staff. Visitors will be instructed to wait at the red line, located outside of door 4, until the Escorting Officer opens the door. No visitor will be permitted unescorted movement between the entrance building and visiting room.
11. Video Monitoring: All areas of the institution, including the visiting room, will be monitored by video surveillance.
12. One Visit per Day: Visitors may not leave and return to visit on the same day unless authorized, in advance, by the Warden.
13. Vehicle Searches: Vehicle searches will be conducted only with the approval of the Warden or when scheduled on a random basis established by the Operations Lieutenant. When random vehicle searches are conducted, a lieutenant will be present. Reasonable suspicion searches (not random) will be conducted only with the approval of the Warden.

Search procedures will require a minimum of two staff, supervised by a lieutenant. Except in extenuating circumstances, visiting room officers will not be utilized to conduct these searches. The driver of the vehicle must be present, but at least 20 feet from the vehicle and remain under constant supervision of one staff member. The other staff member will visually search areas of the car that are reasonably accessible (i.e., engine compartment, under seats, interior compartments, trunk, and inside any containers inside the vehicle). Staff may not pry, force, or break open any areas to obtain access.

14. Detaining Visitors: Staff may detain any person who is found to be introducing or attempting to introduce contraband such as narcotics, guns, explosives, gases, knives, chemicals, or other unauthorized contraband. A

person may be briefly detained, pending an investigation, or advised from appropriate law enforcement officials (i.e., FBI, U.S. Marshals Service, or New York State Police), to confirm or dispel a suspicion the individual may have committed a felony or misdemeanor. Staff must have probable cause in order to detain a visitor, and should not detain an individual for conduct which poses little or no threat to the good order of the institution. The IDO and ADO must be advised immediately following the detention of any visitor.

Staff is not to question a detained person unless immediate questioning is necessary to preserve the security of the institution. Visitors will be detained in an area where contact with other visitors or inmates is not feasible - normally the great room of the training center. Only the minimum force needed to detain a visitor is authorized. Questions pertaining to the detention of a visitor should be directed to the ADO, Captain, or Warden. A report giving a full account of the incident will be submitted through the Captain to the Warden.

15. Handling of Evidence: The FBI and/or New York State Police will be notified of hard contraband (e.g., guns, explosives, narcotics, etc.) found while searching a visitor, visitor's vehicle, or a visitor's possessions. Contraband found in an attempt to likely aid an escape will also be referred to the FBI and/or the New York State Police.
16. Arresting Visitors: Staff must have probable cause to arrest a visitor and may only exercise their arrest authority in those situations as forth in Program Statement 5510.12, Section 12c.

Staff will not question any arrested person unless the security of the institution or the safety/life of any person is in jeopardy.

Staff, normally the SIS or Operations Lieutenant, will read the *Advisement of Rights Form* to the suspect and, if necessary, allow the suspect to read it. If circumstances do not permit the use of this form, the Miranda warning can be read orally. An oral warning will be promptly documented.

All offenses will be promptly reported to the FBI and New York State Police when sufficient facts are available. Staff will fully cooperate with these agencies during the investigation. The FBI or N.Y. State Police will make the actual arrest of the suspect. If the FBI is unavailable, local New York State Police will be contacted to make the arrest. All individuals arrested may be admitted to this institution as outlined in the Memorandum of Understanding (MOU) with these agencies. Local law enforcement (N.Y. State Police) has concurrent jurisdiction on institution grounds.

- H. Inmate Entrance and Exit Procedures: Before admittance to the visiting room, each inmate processed for visiting will be positively identified by his I.D. card. The inmate I.D. card will be maintained at the officer's desk. If the inmate has altered his appearance by changing his hair style or growing/shaving a beard or mustache, etc., it will be noted so a new picture can be taken.
 1. When an inmate arrives for a visit, a visual search may be conducted by the visiting room officer before entering the visiting room. Inmates will not be allowed to enter the visiting room before their visitor or prior to 8:30 a.m. or after 2:30 p.m. Inmates leaving the area for any reason will be subject to immediate termination of the visit and possible disciplinary action.
 2. Upon completion of an inmate's visit, he will be identified by the picture card in the inmate visiting file and his I.D. card prior to his visitors leaving the visiting room. A visual search of each inmate will be conducted in the shakedown room. Afterward, the inmate will be given his I.D. card and released to the compound.

3. When mass departure of visitors is necessary, such as termination of visiting hours, visiting room officers will announce, "Visiting hours are now over. All visitors please proceed to the front of the visiting room and all inmates move to the rear." The separation of inmates and outside visitors must be maintained while inmates are returned to population and outside visitors are processed in an orderly fashion from the visiting room to the entrance building.
4. Inmate Dress: Only institution-issued, one-piece khaki jumpsuits will be worn in the visiting room. Underwear and socks are required and a plain white t-shirt may be worn. Institution-issued shower shoes/crocs are the only type of footwear allowed and must be worn at all times during a visit.
5. Permissible Inmate Personal Property: Inmates will only be permitted certain personal property items in the visiting room:

One pair of prescription eye glasses, one plain religious neck chain, one plain wedding band, and picture tickets.

No other items will be allowed in the visiting room. Unauthorized items will be confiscated as contraband upon the inmate's entrance to the visiting room. All permissible items will be listed on a *Visiting Room Property Sheet Form* (Attachment E). No item of property, other than coats, will be stored for an inmate in the R&D hallway on a coat hook.

6. Vending machines/Food items:

No inmate may cross the boundary lines marked on the floor in front of vending machines or microwave oven. Only two visitors are allowed inside the boundary simultaneously.

All food items bought from vending machines by a visitor for an inmate will be removed from the original packaging and placed on a paper plate or napkin. This includes microwave food items, chips, candy products, etc. Food to be consumed by the visitor will remain in the original packaging. Visitors and inmates cannot share any food items or drinks.

7. Inmate Scanning: Following the visual search of inmates departing the visiting room, staff will escort the inmates to R&D for processing through the SecurePass before they will be permitted to return to their respective housing units.

I. Conduct in the Visiting Room: Visits will be conducted as informally and as pleasantly as physical conditions permit.

1. Hand shaking, embracing, and kissing within the bounds of good taste and of short duration are permitted at the beginning and at the end of each visit. Physical contact beyond this point will not be permitted.
2. Visitors may not bring into the institution: packages, photographs, papers of any kind, or gifts for inmates.
3. It is not permissible for papers of any kind to be examined or signed during social visits without the expressed approval from the Warden. No visitor may receive any items from the inmate in the visiting room.
4. Visitors are prohibited from passing money to an inmate in the visiting room.
5. Visiting room staff may not accept articles or gifts of any kind for an inmate, except packages which have had prior approval by the Warden or a designated staff member.

6. Visitors may purchase food and drink items from the vending machines located in the visiting room. Items purchased must be consumed or discarded in the visiting room.
 7. The use of telephones, radios, cameras, or recording equipment is strictly prohibited.
 8. Inmates and visitors will be assigned seating by visiting room staff and once seated, may not change seats during the visit unless instructed to move to another location by visiting room staff.
 9. Inmates must remain seated during a visit, unless authorized to use the restroom. Inmates are not permitted to use the vending machines and are not allowed to go the vending machine or microwave oven area.
 10. Inmates will not be processed into the visiting room more than once a day for the same visitor unless otherwise authorized by the Warden. However, an inmate may be admitted a second time for a different visitor arriving the same day.
- J. Staff Supervision: The visiting room will be supervised by staff to ensure all visits are conducted in a quiet, orderly and dignified manner. The visiting room officer cannot accept funds for deposit into an inmate's commissary account.

A copy of this institution supplement will be posted in the visiting room. Any violation of the institution visiting procedures may result in termination of the visit and possible disciplinary action.

- K. Computer-based Visiting Program: Visiting room staff will utilize the computer-based program to properly record inmate visits. Specific information for inclusion are the names and addresses of visitors, their eligibility for visiting, and the total number of visitors, to include children. In the event the computer program is inoperative, visiting room staff will utilize the locally-generated tracking form, and will verify all prospective visitors against inmate visiting files compiled by the unit teams.
- L. Visiting Termination: In the event the visiting room becomes overcrowded, it may be necessary to limit the length of visits or the number of visitors. The decision to terminate the duration of a visit will be made by the Operations Lieutenant or the Duty Officer. Good judgment with regard to terminating visits will be used, to include consideration for the following factors:
1. Visiting room capacity.
 2. Local or frequent visitors.
 3. Distance traveled.

Visitors who car pool with other visitors or utilize a form of bus service will not be exempt from this policy. Those visitors will be responsible for obtaining transportation from the institution and making the necessary arrangements. Visitors departing the visiting room will not be allowed to return on the same day.

M. Visitors with Disabilities Which Require the Use of Animals as Aides:

1. Visitors are precluded from bringing animals into institutional grounds, except for service dogs for persons with disabilities.
2. Service animals used as aides for persons with disabilities will be allowed to enter the institution when the visitor can provide documentation certifying the animal's training and its required use. Documentation as to the animal's vaccination status will also be required.

3. Normal entrance procedures for such visitors will be followed and a visual search of the animal and its associated equipment will be conducted. The animal will also be checked using a hand held metal detector. The animal's demeanor will be such as to not cause a disturbance to the normal visiting procedures.
4. Persons requiring animal aides will, to the extent possible, visit separately from the general population, to minimize the animal's contact with other visitors and inmates. The animal will be restrained with a leash at all times.
5. Should the animal need to be walked, the area in front of the control center and adjacent to R&D will be utilized. The visitor, along with a staff escort, will walk the pet. Feces are considered "Hot Trash," will be picked up and bagged by the visitor, and disposed of accordingly by visiting room staff. At no time, will an inmate be allowed to walk or control the animal.

N. Walsh Act Procedures:

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 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 visits closely monitored. Inmates will be seated as close to the officer's station as possible.

O. Special Housing Unit (SHU) Visiting/Video Visiting Procedures:

Inmates housed in the SHU will be granted visits via video visit only. Legal visits may take place inside the visiting room after appropriate review and approval by the Captain.

Two systems are available for video visiting between inmates and their families. The following procedures pertain to video visiting for inmates housed in the SHU:

Video visiting is a closed circuit video camera system, designed to permit no-contact visiting and avoid removing inmates from the SHU. Specifically, visitors view a video monitor in the visiting room and talk to the inmate on a closed telephone system. The inmate, simultaneously, views the visitors and talks from a secure area within the SHU and will remain in the secure area throughout the visit. Inmates assigned to the SHU will be escorted with hand restraints applied from behind to the secure area in the SHU. During the visit, the hand restraints may be removed for the duration of the visit. At the conclusion of the visit, inmates will be escorted to their assigned cells with hand restraints applied from behind.

Visits must be approved in advance by the unit team and Captain. Visits may take place on weekends and holidays only, starting at 8:30 a.m. Visitors for SHU inmates will not be processed after 12:00 p.m. and visitation for the inmates assigned to the SHU will conclude at 2:00 p.m. The duration of such visits will be limited to two (2) hours and no more than two (2) visitors will be allowed to video visit each inmate.

Again, legal visits may take place inside the visiting room after review and approval by the Captain. To facilitate legal visits for inmates in SHU, inmates will be escorted in hand restraints, martin chain, and leg irons. The restraints will be removed for the duration of the legal visit. Upon the completion of the legal visit, the inmate(s) will be escorted to the SHU in hand restraints, martin chain, and leg irons.

The procedures for requesting a video visit are:

Inmate will submit an *Inmate Request Form* (BP-A0148) to his unit manager no later than seven days prior to the requested date. The request will indicate a requested date and time for the visit.

A memorandum will be generated by unit team and approved by the Captain.

Copies of the approved memorandum will be distributed to the areas of concern (front lobby, control center, visiting room, SHU, and the lieutenants' office)

The Captain's Secretary will key the inmate into the video visiting program.

P. COVID-19 Modified Operations:

Notification will be placed on the institutional website, phone messaging system and the inmate Trulincs system identifying whether visiting is operating under normal operations or COVID-19 modified operations. Under COVID-19 modified operations, the following procedures will be adhered to along with all applicable procedures listed above.

1. Hours / Schedule:

Social visits will be conducted on Saturdays and Sundays from 8:30 a.m. to 11:00 a.m. and from 12:00 p.m. to 2:30 p.m. on a rotating basis. Legal and Volunteer visits will be conducted Monday to Friday, excluding holidays, from 8:30 a.m. to 2:30 p.m. and must be scheduled in advance. Processing of inmate visitors will begin approximately 30 minutes prior to the start of visitation and will end once all inmate visitors are processed or the visiting room reaches capacity.

The following schedule will be utilized.

	8:30 a.m.-11:00 a.m.	12:00 p.m. - 2:30 p.m.
First Saturday	Genesee-A	Genesee-B
First Sunday	Genesee-B	Genesee-A
Second Saturday	Niagara-A	Niagara-B
Second Sunday	Niagara-B	Niagara-A
Third Saturday	Delaware-A	Delaware-B
Third Sunday	Delaware-B	Delaware-A
Fourth Saturday	Saranac	Special Housing Unit/Holdover Inmates
Fourth Sunday	Special Housing Unit/Holdover Inmates	Saranac

2. Capacity:

A total of 9 visiting stations will be set up in the visiting room. Visiting stations will accommodate one (1) inmate and up to three (3) visitors not to exceed two (2) adult visitors. At no time will the visiting room be occupied by more than 18 adult visitors.

3. Visitor Screening:

All inmate visitors will be required to wear an appropriate face covering when entering the front lobby. Face coverings must be solid in color (blue or red are not permitted), secure behind the ears, contain no writing and cover the nose and mouth. Bandanas will not be considered an appropriate face covering. Only visitors visiting the same inmate will be permitted into the lobby at a time. All other visitors must remain either in the lobby waiting area or outside. Social distancing must be adhered to. Enhanced screening (Attachment G) is mandatory for all visitors prior to the security screening process. Visitors who are sick and/or symptomatic will be denied entry.

Once visitors have successfully passed the enhanced screening process, they will be directed to the bathroom to conduct hand washing prior to being issued a locker key to store belongings. Only car keys will be permitted to be stored in the visitor lockers. All other belongings must be stored in the visitor's vehicle. Visitors will be permitted to bring items for the care of an infant children (i.e. one clear baby bottle, baby food, and hygiene items etc.). Vending machines will not be available during visits.

All visitors will be subject to security screening prior to entering the secure sallyport area. Visitors must clear the walk through metal detector and all belongings must pass through the x-ray machine. Visitors unable to clear the walkthrough metal detector will be denied access to the institution.

Upon entering the Control Room Sallyport area, inmate visitors will utilize the hand sanitation station and remove their face covering to be properly identified.

4. Inmate Screening:

Once all visitors have been processed or all visiting stations are occupied, whichever comes first, inmates will be processed by staff. Inmates will be subject to enhanced screening conducted by the Activities Lieutenant. Any inmate determined to be symptomatic will be immediately Isolated/Quarantined. Inmates who participate in social visiting will be required to wear a face mask for the duration of their visit. Upon completion of the enhanced screening process, inmates will be properly identified, pat searched and required to change into a clean jump suit. Once the inmate has donned the clean jumpsuit, under staff supervision, inmates will be required to sanitize their hands. Once this process is completed, inmates will be instructed to proceed to their visiting station, sit down and begin their visit without making physical contact with their visitor(s). At no time will inmates and inmate visitors be permitted to touch. Visits are non-contact. Should an inmate need to move from the visiting station for any reason, they must raise their hand and wait to be acknowledged by staff. Any violation of this rule will result in the termination of the visit.

Upon completion of the visit, inmates will be directed to the visual search area. Under the supervision of staff, inmates will sanitize their hands prior to a visual search. Once the visual search is completed, inmates will be dressed out in their

original clothes. Inmates will then be subject to a body scan in the receiving and discharge area.

Inmate visitors will remain in their assigned seat until directed by staff to move. Staff will escort inmate visitors in the same group they were escorted in with. The Control Center will properly identify inmate visitors prior to opening door 5. Inmate visitors will be required to remove their face covering for proper identification.

5. Identification:

Inmates and inmate visitors will be required to remove their face covering, at the direction of staff, to be properly identified. Once identified, inmates and inmate visitors will immediately don their face covering.

6. Staff Protective Personal Equipment:

Staff conducting enhanced screening in the front lobby will wear full personal protective equipment (PPE). This consists of a face covering, face shield, gown and gloves.

Staff conducting inmate visitor escorts will be required to wear a face covering and gloves. Gloves will be changed between each escort.

Staff conducting enhanced screening on inmates will be required to wear a face covering and gloves. Gloves will be changed between each inmate screening.

Staff working the visiting room will be required to wear a face covering and gloves. Gloves will be changed frequently throughout the shift.

Hand sanitizer will be available for staff, inmate visitors and inmates. Inmates will utilize hand sanitizer under supervision of staff and will at no time be permitted to be in possession of a hand sanitizer bottle.

PPE will be maintained in the front lobby, visiting officer's station and the visual search area.

7. Sanitation:

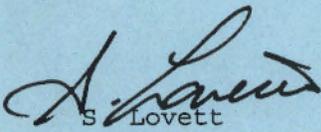
Visiting room sanitation will be conducted prior to visiting starting, between visiting shifts and again at the end of visiting. Once shakedowns are completed, trained inmate orderlies will be called to the visiting room to conduct full sanitation. Backpack sprayers containing HDQC2, SIDEQUAT, OR AVASTAT will be utilized to disinfect. Once all areas are saturated inmates will wipe clean all areas using towels supplied by the laundry department.

8. Termination of Visitation:

Should a visit need to be terminated, the Institutional Duty Officer will be notified immediately. The Institutional Duty Officer and the Operations Lieutenant are the only staff authorized to terminate a visit early.

Visits will be subject to termination if the enhanced visiting guidelines are not followed. Inmates who violate the enhanced visiting guidelines may be subject to disciplinary action and quarantine placement.

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

A handwritten signature in black ink, appearing to read 'S. Lovett', written in a cursive style.

S. Lovett
Warden

INMATE'S APPROVED VISITING LIST

REG.#: _____

NAME: _____

UNIT: _____

APPROVED VISITORS

	LAST NAME	FIRST	RELATIONSHIP	CITY	STATE	ZIP
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____	_____

VERIFIED BY: _____

* INDICATES SPECIAL VISITOR

VISITING LIST REQUEST FORM

INMATE NAME

REGISTER NUMBER

VISITING LIST REQUEST:

List the names of your immediate family only (father, mother, brother(s), sister(s), grandparents(s), wife, children).

1.	LAST NAME	FIRST NAME	RELATIONSHIP		
	ADDRESS	CITY	STATE	ZIP	
	SOCIAL SECURITY #	SEX	TELEPHONE #	DATE OF BIRTH	

2.	LAST NAME	FIRST NAME	RELATIONSHIP		
	ADDRESS	CITY	STATE	ZIP	
	SOCIAL SECURITY #	SEX	TELEPHONE #	DATE OF BIRTH	

3.	LAST NAME	FIRST NAME	RELATIONSHIP		
	ADDRESS	CITY	STATE	ZIP	
	SOCIAL SECURITY #	SEX	TELEPHONE #	DATE OF BIRTH	

4.	LAST NAME	FIRST NAME	RELATIONSHIP		
	ADDRESS	CITY	STATE	ZIP	
	SOCIAL SECURITY #	SEX	TELEPHONE #	DATE OF BIRTH	

5.	LAST NAME	FIRST NAME	RELATIONSHIP		
	ADDRESS	CITY	STATE	ZIP	
	SOCIAL SECURITY #	SEX	TELEPHONE #	DATE OF BIRTH	

ATTORNEY OF RECORD

	LAST NAME	FIRST NAME	TELEPHONE #		
	ADDRESS	CITY	STATE	ZIP	

INMATE'S APPROVED VISITING LIST
FEDERAL CORRECTIONAL INSTITUTION
RAY BROOK, NEW YORK

INMATE'S NAME: _____ REG. NO. _____

YOU ARE REQUESTED TO SUBMIT THE BELOW INFORMATION. THIS INFORMATION WILL BE USED TO ASSIST IN THE PROCESSING OF YOUR APPLICATION IN A TIMELY MANNER.

YOU ARE NOT REQUIRED TO SUPPLY THE INFORMATION REQUESTED. IF YOU DO NOT FURNISH THE INFORMATION REQUESTED, THE PROCESSING OF YOUR REQUEST WILL BE SUSPENDED AND YOU WILL RECEIVE NO FURTHER CONSIDERATION.

PLEASE PRINT

FULL NAME: _____

SS# _____

HEIGHT: _____

WEIGHT: _____

RACE: _____

SEX: () MALE () FEMALE

SIGNATURE: _____

NOTE: PLEASE DO NOT ATTEMPT TO VISIT THE INSTITUTION UNTIL YOU HAVE BEEN NOTIFIED OF YOUR APPROVAL BY THE PERSON REQUESTING YOU TO VISIT.

SPECIAL VISIT MEMORANDUM
FEDERAL CORRECTIONAL INSTITUTION
RAY BROOK, NEW YORK

DATE:

TO: S. Lovett, Warden

FROM: _____, Unit Manager

SUBJECT:

Inmate(s):

The above named inmate has requested to have

_____ Attorney visit

Name of Attorney:

_____ Ministerial visit

Name of Clergyman or Religious Leader:

_____ Inmate has family emergency (death in family, etc.)

Name of Visitors:

_____ Pre-Release Planning Interview

Name of Visitors:

_____ Other:

Approved

Denied

S. Lovett, Warden

cc: Visiting Room Officer
Control Center Officer
Front Entrance Officer
Lieutenants' Office
Institution Duty Officer
Central File

VISITING ROOM PROPERTY SHEET
 FEDERAL CORRECTIONAL INSTITUTION
 RAY BROOK, NEW YORK

NAME	REG #	TIME IN	TIME OUT	1	2	3	4	DESCRIPTION (BE SPECIFIC)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								

1. Prescription Glasses
2. Number of Picture Tickets
3. Religious Medal
4. Wedding Band

No jewelry is allowed other than religious neck chain or plain wedding band. No papers of any kind without expressed written approval. Anything other than the above approved items will be confiscated and returned to the housing unit before entering the Visiting Room.

Instructions for Visiting

The following information is provided for all visitors of inmates at the Federal Correctional Institution, Ray Brook, New York. We trust these instructions and regulations will be informative and of benefit to you, and enable you to adhere to our visiting guidelines. This information is provided as a guideline and is not intended to cover all situations or incidents. If there are any questions, please feel free to contact one of the Visiting Room Officers or the Lieutenant.

The Federal Correctional Institution at Ray Brook, New York, is in the Adirondack Mountain Region of New York. The institution is located at 128 Ray Brook Road in Ray Brook, New York. Ray Brook, is located off State Route 86, 5.06 miles from Saranac Lake, and 6.46 miles from Lake Placid New York. This is a resort area. Motel and restaurant reservations are recommended and may be difficult to obtain during peak tourist seasons. The Adirondack Regional Airport is approximately 10 miles from the institution. Taxi and bus services are available within the area. Individuals with questions regarding visiting hours, directions to the facility, and visiting regulations may contact staff by calling (518) 897 4000.

Visitors are not permitted to enter institution grounds with alcohol, narcotics, weapons or ammunition on their person or in their vehicles. Title 18, United States Code, Section 1791, provides for a penalty of imprisonment for not more than twenty (20) years, a fine of not more than \$250,000.00 or both, to a person who introduces, or attempts to introduce, into or upon the grounds of any Federal Institution, or takes or attempts to send therefrom, anything whatsoever, without the knowledge and consent of the Warden. Furthermore, Title 18, United States Code, Section 1001, states the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than five (5) years, or both. All areas of the institution, including the Visiting Room, may be monitored by video surveillance.

Only approved visitors are permitted to enter the institution grounds prior to, or during visiting hours. No one may wait at the front entrance or in a vehicle in the parking lot. Anyone denied admission must leave the grounds immediately. All vehicles parked in the institution parking lot must be locked and secured. All areas of the institution grounds, except the parking lot, the Entrance Building, and the Visiting Room, are off limits to visitors. Visitors will park their vehicles in the designated Visitor Parking area. All visitors must wear an appropriate face covering (i.e. solid in color (no blue or red), ability to secure behind the ears, contain no writing, and cover the nose and mouth) at all times. Visitors will be subject to COVID-19 screening upon entry to the front lobby. Visitor refusing to wear a face covering, refusing the COVID-19 screening, answering "yes" to any enhanced screening questions or with a forehead temperature, at or above, 100 degrees Fahrenheit will be denied entry into the institution for a minimum of 72 hours. Visitors must utilize the hand sanitation station located in the lobby waiting area, wash their hands after the enhanced screening process, and utilize the hand sanitation station located outside the Control Center window.

Upon commitment, an inmate may submit a list of proposed visitors to his Correctional Counselor for approval. Once the request is submitted, absent good cause, members of the immediate family (parents, grandparents, step parents, foster parents, brothers, sisters, spouse and children) will be placed on the inmate's visiting list. Other relatives and friends may be authorized to visit, but only after a proper background investigation has been completed. Once approved, it is then the inmate's responsibility to inform the visitor of his/her approval to visit. Special visits may be granted in accordance with the established regulations and with written approval of the inmate's Unit Manager. Other relatives and friends authorized to visit is limited to twelve (12). For just cause, a visitor may be removed from the inmate's visiting list, and will not be reinstated without the Warden's approval.

Regular Visiting Hours:

	Visitor Processing Begins	Begin	End
Saturday	8:00 a.m.	8:30 a.m.	2:30 p.m.
Sunday	8:00 a.m.	8:30 a.m.	2:30 p.m.
Holiday	8:00 a.m.	8:30 a.m.	2:30 p.m.

COVID-19 Modified Visiting Hours:

	8:30 a.m.-11:00 a.m.	12:00 p.m. - 2:30 p.m.
First Saturday	Genesee-A	Genesee-B
First Sunday	Genesee-B	Genesee-A
Second Saturday	Niagara-A	Niagara-B
Second Sunday	Niagara-B	Niagara-A
Third Saturday	Delaware-A	Delaware-B
Third Sunday	Delaware-B	Delaware-A
Fourth Saturday	Saranac	Special Housing Unit
Fourth Sunday	Special Housing Unit	Saranac

Federal Holidays are as follows:

New Years' Day
 Martin Luther King Day
 Presidents' Day
 Memorial Day

Independence Day
 Labor Day
 Columbus Day

Veterans' Day
 Thanksgiving Day
 Christmas Day

Visitors will enter the Institution through the Front Entrance Building. Processing will begin approximately 30 minutes prior to the start of visitation. Once all visitors are processed or all visiting stations are occupied, whichever is first, processing will end. After processing by the Front Entrance Officer, the visitor will be escorted directly to the Visiting Room which is located in the Administration Building. All visitors 16 years of age and older must have proper photo identification, preferably a driver's license or a photo identification with full name and signature. Approved visitors under the age of 16 must be accompanied by an approved visiting adult.

Visiting is a privilege extended to all inmates at FCI Ray Brook, and may be suspended or revoked as a sanction for committing prohibited acts. Inmates will be processed into the Visiting Room only once per day. Visitors may not leave the institution and return for visiting on the same day unless authorized, in advance, by the Warden. The number of adult visitors per inmate is limited to five (5) during regular operations and two (2) during COVID-19 modified operations, because of the limited available space and social distancing. There is no limit of the number of children allowed to visit during regular operations but is limited to one (1) lap child during COVID-19 modified operations; the inmate and his visitors are responsible for supervising the children at all times. In the event that the Visiting Room becomes overcrowded, it may be necessary to limit the length of visits or the number of visitors. The decision to limit the duration of a visit will be made by the Operations Lieutenant or Duty Officer. In making this decision, they will consider the following factors:

1. Visiting Room Capacity
2. Local or frequent visitors
3. Distance Traveled

The Lieutenant or Duty Officer have the prerogative of terminating visits for reasons of improper conduct on the part of the inmate or his visitor(s). The right to have future visits may be denied as part of an administrative action to an inmate who attempts to circumvent or evade institution regulations.

Prior to all visits, visitors age 16 and older will be required to sign a Notification to Visitors and a Declaration of Contraband/Acknowledgment Form, declaring any contraband in their possession or in the possession of their children (These forms are available in English or Spanish). In addition to the Notification to Visitors and Declaration of Contraband/Acknowledgment Form, each visitor age 16 and older will be required to sign the Inmate Visitors Log prior to each visit.

Normally, Inmates may shake their visitor's hand, embrace and kiss within the bounds of good taste, at the beginning and at the end of the visit, however, during COVID -19 modified operations all visits will be non-contact. Additional physical contact is not permitted and may result in the termination of the visit.

Visitors are held to a dress code before being admitted into the institution. Visitors wearing transparent clothing, dresses, blouses or other apparel of a suggestive or revealing nature, halter tops, short shorts, mini-skirts, culottes, or excessively tight fitting clothing will not be admitted into the institution. Excluding babies, no bare feet will be permitted. Any questions regarding proper attire will be directed to the Institution Duty Officer or the Operations Lieutenant.

No money will be accepted or held by the Front Entrance Officer or the visiting Room Officers. Inmates may receive money through the United States Postal Service, preferably in the form of a United States Postal Money Order bearing the inmate's name and registration number.

Food and beverages may not be brought into the institution. The Visiting Room is equipped with tables, chairs and restroom facilities for visitors and inmates. Vending machines and microwave ovens are available for visitor use. Lockers are located in the Front Lobby for storage of visitors' handbags, shopping bags, etc. Visitors will be required to place all packages and purses in these lockers before going to the Visiting Room. The items may also be stored in the visitors' secured vehicle. Small, clear wallets or change purses, and actual baby needs are permitted in the visiting room. No medication will be allowed inside the institution unless authorized by the Lieutenant or Institution Duty Officer. During COVID-19 modified operations, the vending machines will not be in use. Visitors will only be permitted to store car keys inside the lockers located in the front lobby. All other items must be stored in their car.

Normally, the following items are the only items, other than personal clothing, allowed in the Visiting Room. One clear wallet or change purse, no larger than 5"x8"x4", containing money and identification only, four baby diapers, two containers of processed baby food (commercially sealed), three baby bottles (with milk, formula or juice), one baby blanket (crib size), and one small (paper or plastic) diaper bag for baby items and/or female hygiene items will be allowed to enter the Visiting Room. During COVID-19 modified operation only items for the care of infant children (i.e. once clear baby bottle, baby food, and hygiene items) will be permitted inside the institution.

FCI Ray Brook, New York, is a smoke-free institution.

Cameras are not allowed on institution grounds or in the Visiting Room. However, inmates may purchase photographs through the Inmate Trust Fund. Photographs will be taken in the visiting room by the inmate photographer. Photographs may be taken of just the inmate or the inmate and his visitor(s). Visitors may only be photographed with the inmate they are approved to visit. Only one inmate may be photographed at any one time. During COVID-19 modified operations, photographs will not be permitted.

All visitors entering the institution are required to pass through the metal detector located in the Front Lobby and/or clear the hand-held metal detector. Any visitor refusing to submit to this test or who fails to successfully pass the metal detector(s) will be denied access to the institution.

All visitors admitted into the institution will be required to have their hand stamped for additional security and identification. Each visitor will submit to an identification process via the "black light." Each visitor will place their stamped hand under a "blank light" at the Control Center window before entering the visiting room and again once inside the visiting room. During departure, each visitor will again show their stamp before leaving the visiting room and at the Control Center window before departing the institution.

CORONAVIRUS DISEASE 2020 (COVID-19) ENHANCED INMATE VISITOR SCREENING TOOL

DATE:

1. Forehead Temperature:	
<input type="checkbox"/> Temperature (Forehead) \geq 100°F Then Deny Access for 72 Hours	
2. Signs (Employee Complete)	
Yes No	New On-Set Cough # of Days _____
Yes No	New Onset Trouble Speaking/ Difficulty Breathing
Yes No	Fatigue
Yes No	Muscle or Body Aches
Yes No	Sore Throat
Yes No	New Loss of Taste or Smell
Yes No	Stuffy/Runny Nose
Yes No	Nausea or Vomiting
Yes No	Diarrhea
➤ If Visitor is denied access scan form and email to: Captain, SIS, IDO & Executive Assistant	

Visitor Name(Last,First): _____

Inmate Name being visited (Last, First, Reg.No.) _____