



**U. S. Department of Justice**  
**Federal Bureau of Prisons**

**INSTITUTION SUPPLEMENT**

OPI: Correctional Services/Unit Management  
NUMBER: WAS-5267-09d  
DATE: February 7, 2025

**Visiting Regulations**

/s/  
Approved: L. S. Davis, Acting Warden  
FCI Waseca

- I. **PURPOSE AND SCOPE.** To establish specific local guidelines at the Federal Correctional Institution (FCI), Waseca, Minnesota, and to develop activities from which close family ties and good community contacts can be fostered and maintained. Visits will be conducted and supervised to maintain good public relations in a relaxed atmosphere while maintaining the security of the institution.
- II. **DIRECTIVES AFFECTED.**
- A. **Directives Rescinded.**
- |                  |                                   |
|------------------|-----------------------------------|
| WAS-5267-09c     | Visiting Regulations (06/04/21)   |
| PS 5200.02, CN-1 | Female Offender Manual (01/02/18) |
| PS 5267.09, CN-1 | Visiting Regulations (12/10/15)   |
- B. **Directives Referenced.**
- |                   |   |
|-------------------|---|
| PS 1280.11        | JUST, NCIC, AND NLETS, Telecommunication Systems (Management and Use) (01/07/00)        |
| PS 5200.07, CN-1  | Female Offender Manual (07/08/22)   |
| PS 5267-09, CN-1  | Visiting Regulations (08/01/23)   |
| PS 5500.15        | Correctional Services Manual (01/02/18)   |
| PS 5500.14, CN-1  | Correctional Services Procedures Manual (08/01/16)                                      |
| PS 5510.15        | Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities (07/17/13) |
| PS 5522.02        | Ion Spectrometry Device Program (04/01/15)  |
| IS WAS-5510.15    | Entrance Procedures (06/03/20)  |
| IS WAS-4500.12-14 | Trust Fund Limited Inmate Computer System (TRULINCS) 06/04/21)                          |
- C. **Standards Referenced.**
- American Correctional Association 5<sup>th</sup> Edition Standards for Adult Correctional Institutions:  
5-ACI-4A-21, 5-ACI-5A-01, 5-ACI-7D-14, 5-ACI-7D-16, 5-ACI-7D-17, 5-ACI-7D-21, and 5-ACI-7D-22.
- III. **DESCRIPTION OF RULES AND PROCEDURES.**
- A. **VISITING FACILITIES:** Visiting will be permitted only within the secure perimeter, primarily within the Visiting Room; however unique situations allow visiting to occur in areas other than the Visiting Room.

B. **VISITING SCHEDULE:**

Sunday	8:30 a.m. – 3:00 p.m.	Friday	4:30 p.m. – 8:30 p.m.
Monday	<b>No Visiting</b>	Saturday	8:30 a.m. – 3:00 p.m.
Tuesday	<b>No Visiting</b>	<b>Holidays</b>	8:30 a.m. – 3:00 p.m.
Wednesday	<b>No Visiting</b>		
Thursday	<b>No Visiting</b>		

Visitors are not allowed inside the Front Lobby of the institution prior to 4:15 p.m. on Fridays and 8:15 a.m. on Saturdays, Sundays, and Federal Holidays.

Inmates and visitors will be processed into the Visiting Room until 7:30 p.m. on Fridays and 2:00 p.m. Saturday, Sunday, and Federal Holidays. Inmate visitors arriving after 7:30 p.m. on Fridays or after 2:00 p.m. on Saturday, Sunday, and Federal Holidays, will be informed the inmate will not be available for a visit on these days. Inmate visitors will NOT be processed from 9:15 a.m., until approximately 10:30 a.m., or until the 10:00 a.m. count clears on weekends and Federal Holidays.

C. **NUMBER OF VISITORS:** The number of visitors allowed to visit an inmate at one time is limited to five (5) people (any combination of adults/children).

D. **VISITING RESTRICTIONS AND OVERCROWDING:** Visiting may be curtailed or terminated because of an emergency, improper conduct on the part of the inmate or visitor(s), or when the Visiting Room becomes crowded. If the Visiting Room becomes overcrowded, the Institution Duty Officer will be notified and be responsible for asking for volunteers to complete their visits with inmates who have visitors that reside within a 100-mile radius of Waseca. If the condition still exists, visits will be terminated on a first-in, first-out basis.

E. **IDENTIFICATION OF VISITORS:** Visitors will not be permitted entry without proper identification. Each visitor, age 16 and above is required to present a valid form of governmental identification. Each visitor's identity will be checked through reliable means, (i.e., driver's license, passport, or other state or federally issued photo identification). A picture may be taken of any visitor whose official identification picture does not depict accurately an appropriate representation of them. This picture may not be used in place of the official identification required above. Visitors under the age of 16 who are accompanied by a parent or legal guardian are exempt from this provision.

F. **APPROVED VISITOR:** Visits are permitted for those on the inmate's approved visiting list as authorized by the Unit Team. It is the responsibility of the inmate to advise their visitors that they have been approved to visit. An individual should be placed on the approved list after investigation from the usual sources, i.e., Presentence Investigation Report, U.S. Probation Officer, Local Law Enforcement Agencies, and individuals concerned, etc. Except for immediate family, visitors will not ordinarily be placed on more than one inmate's approved visiting list.

1. **Members of Immediate Family:** These persons include mother, father, stepparents, foster parents, brothers and sisters, spouse, and children. These individuals are placed on the visiting list, absent strong circumstances which preclude visiting. The word "spouse" includes a common-law relationship which has been previously established in a state that recognizes such a status. In states that do not, a common-law relationship is not considered "immediate family." For determination of applicable state laws, the Regional Counsel should be consulted. Failure to obtain acknowledgment of parent or legal guardian may preclude the addition of children to the visiting list. When deemed appropriate, background checks may also be completed on immediate family members. Identical and fraternal twins will be scrutinized and may be considered under Special Visit caveat.

2. **Other Relatives:** These persons include grandparents, uncles, aunts, in-laws, and cousins. They may be placed on the approved list if the inmate wishes to have visits from them regularly and if there exists no reason to exclude them.

3. **Friends and Associates:** The visiting privilege ordinarily 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 to the security and good order of the institution. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution. The Warden must approve any exception to this requirement. Ordinarily, an inmate's visiting list should not list more than 10 friends and associates. The

Warden may make an exception to this provision when warranted. Consultation with the Regional Counsel may be necessary to determine this provision's applicability to a specific case(s).

4. **Persons with Criminal Records:** While the history of an arrest or criminal record does not necessarily preclude visiting privileges, careful evaluation and consideration will be given to the nature and extent of the criminal record. History of recent criminal activity is weighed against the value of the relationship and the security of the institution. The Warden is responsible for approving potential visitors with a history of convictions. The Warden may delegate this approving authority to the Associate Warden.

5. **Former Inmates of the Institution and Relative of Other Inmates:** Rarely will individuals in these categories be permitted to visit. In those instances, necessitating such visits, the Unit Manager must give prior approval.

6. **Holdover and New Commitments:** When an approved visiting list is not available, visits for new commitments and inmates in holdover status are limited to members of the immediate family. A birth certificate or some form of valid identification that would indicate they are members of the same family is required, including a check of the inmate's Presentence Investigation Report. An approved visiting list will be created within five (5) working days for those immediate family members absent strong circumstances which would preclude their placement.

G. **SPECIAL VISITORS:** On occasion, inmates may receive special visits. Special visits ordinarily are for a specific purpose and ordinarily not of a recurring nature. Examples of special visitors include, but not necessarily limited to attorneys, clergy, members of the media, and consular representatives. Perspective special visitors will be required to contact the facility and complete all required procedures prior to the requested visit. The Unit Team or Religious Services will be responsible for arranging and supervising special visits.

1. **Business Visitors:** No inmate will be permitted to actively engage in a business or profession. An inmate who has engaged in a business or profession prior to commitment is required to delegate or assign authority for the operation of such business or profession to a person in the community. There may be occasions where a decision has to be made which substantially affects the assets or prospects of the business. In such case, the Warden may permit a special visit.

2. **Consular Visits:** Whenever it has been determined that an inmate is a citizen of a foreign country, the Consulate representative of that country will be permitted to visit.

3. **Attorney Visits:** Attorney visits will be conducted in accordance with the Program Statement regarding **Inmate Legal Activities**. The attorney must display positive identification they are a licensed attorney, i.e., both a current bar membership and a valid driver's license. Attorneys will be required to sign the Attorney's Visitor Logbook in the front entrance. Attorneys not able to visit during regular established hours are required to make an appointment for the visit with Unit Team to ensure staff coverage is available. Ordinarily, supervision will be provided by the appropriate Unit Team.

4. **Clergy, Minister of Record, and Pastoral Visits:** Visits must be approved by the Chaplain. These visits will occur in the Visiting Room during regular visiting hours. Request for Pastoral visits must be made at least seven working days in advance of the visit. Visitor applications for individuals involved in Religious Services based programs, i.e., Threshold Program, Prisoner Visitation Service (PVS), etc., will be submitted to the Chaplain for processing and, if appropriate, entry into the visitation program. Prayer is allowed in the Visiting Room only insofar as it can be conducted consistent with the decorum otherwise observed in the Visiting Room, i.e., while seated in a chair and at a volume comparable to other inmates and their visitors.

5. **Transitional Volunteers:** Volunteers must be processed as Level II. They may be engaged to concentrate on services and resources inmates will need in preparation for and during their transition back to the community. These volunteers may work with inmates and their families on post-release planning services such as transportation, housing assistance, employment, benefits, faith-based support, and other reentry-related needs. They must document any external contacts using the Transitional/Mentor Volunteer Contact Form {BP-A1068}. Volunteers may work with multiple inmates.

6. **Mentor Volunteers:** Volunteers must be processed as Level II. They concentrate on personal development of individual inmates. This usually occurs one-on-one; however, due to the geographic isolation of

some facilities, the availability of mentors is limited. If a sufficient number of mentors is not available for one-on-one mentoring, one mentor may provide mentorship to a group of inmates with the program manager's and Warden's approval. Mentor relationships ordinarily begin while an inmate is incarcerated and continue following release.

a. Sessions for mentors and assigned inmates are scheduled in conjunction with the program manager and in a manner that does not conflict with authorized visiting procedures. Days, times, and locations of mentoring sessions are at the Warden's discretion, as appropriate for the institution's security level.

7. **Prisoner Visitation and Support (PVS)**: Prisoner Visitation and Support is an interfaith coalition of 35 national bodies and allied groups which provide a visitation service to persons confined in U.S. Federal Prisons. PVS visitors are approved by the Warden and the Regional Director. PVS visitors do not impose any particular philosophy or religion on those they visit. They simply make informal one-on-one visits to offer friendship, help and moral support. When appropriate, and within policy parameters, PVS volunteers provide supportive services to inmates.

#### H. **VISITS TO INMATES NOT IN GENERAL POPULATION**

1. **Special Housing Unit**: Inmates in the Special Housing Unit, regardless of status, will only be authorized visits through Video Sessions. In-person visits ordinarily will not be authorized.

a. **Non-Contact Visits**: Under extraordinary circumstances, an in-person visit may be approved in the Non-Contact Visiting Room located within the Special Housing Unit Sallyport.

2. **Hospitalization**: Inmates will ordinarily not be allowed visitors while hospitalized in the community. Inmates who are gravely ill and/or inmates who are hospitalized for the birth of a child may be considered to receive visitors at the hospital if approved in advance. If approved, the number of visitors will be limited, as appropriate for the situation and in accordance with the visitation policies of the hospital. Additionally, visitors must be on the inmate's Approved Visiting List and prior arrangements will be made as to the time and duration of the visit. Visitors will be properly identified. At least one staff member will be present at all times during the visit.

#### I. **MAINTENANCE OF VISITING LISTS**

1. **Initial Visiting List**: The list will be prepared by the Unit Staff (Correctional Counselor) after discussing the proposed list with the inmate and receiving necessary documents for verification.

a. Each newly committed inmate will be provided with a copy of the Visiting Guidelines and an Immediate Family Visiting Request form in the Admission and Orientation Handbook.

b. Immediate family members will ordinarily be approved immediately if there is adequate supporting documentation in the inmate's Pre-Sentence Report.

c. Inmates will send a Visitor Information Form (BP-A0629) to their family, friends, and associates the inmate desires to have added to their visiting list. The form must be returned from the visitor directly to the unit staff. Unit staff will review the form and verify the inmate must have known the proposed visitor(s) prior to incarceration. The visiting privilege ordinarily will be extended to other relatives, friends, and associates having an established relationship with the inmate prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. The inmate will be responsible for having the proposed visitor mail proof of a prior relationship to the Unit Team which may include co-signed leases, utility bills, dated and signed letters, etc. 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 Unit Manager will review such documentation and will approve or deny the visitor. The Warden must approve any exception to this requirement.

Potential visitors who are not members of the inmate's immediate family will be subject to an NCIC check. The check will be completed prior to any visiting. The Wardens approval must be obtained for exception to this rule. This rule applies to all inmates regardless of the institution's security level.

d. Ordinarily, approved visitors and visiting lists of inmates who transfer to FCI Waseca from other BOP facilities will be approved. It will be the responsibility of the Unit Team to review the visiting lists of each inmate at each team meeting.

e. **Notification of Guidelines for Visitors:** The inmate is responsible for providing their visitors with the visiting guidelines and directions (Attachment A).

2. **Additions to and Deletions from the Visiting Lists.** When an addition or deletion is made to a visiting list, the Correctional Counselor will ensure these changes are entered in the Central File and Visiting Program. The Correctional Counselor will provide an updated copy to the inmate. Changes to the inmates visiting list may occur at any time.

J. **VISITOR SEARCHES.** Inmate adult visitors may be pat searched either randomly or upon suspicion. A pat search of belongings involves a staff member pressing his/her hands on the visitor's outer clothing, or outer surface of their belongings, to determine whether prohibited objects are present.

Some situations may not be remedied by a pat search, thus requiring a limited visual search. For example, a concealed medical device (e.g., knee brace under clothing, or insulin delivery system) may trigger the walk-through and hand-held metal detectors. In such cases, a limited visual search will ordinarily be required to confirm the device's presence and qualification as a permitted object. Similarly, some items of clothing (e.g., underwire bra) may trigger the metal detectors, thus requiring a pat search for the same reason. In both type of cases, it is important that a limited visual search always be performed discreetly, in a private area away from others, and by staff members of the same sex as the visitor being searched. Visual searches conducted by staff members of the opposite sex are only permitted in emergency situations with the Warden's authorization. The situations described above should not rise to the level of such an emergency, but rather simply may cause a processing delay until a same-sex staff member and Warden's authorization are available.

K. **VIOLATION OF REGULATIONS AND/OR INTRODUCTION OF CONTRABAND**

1. The right to have future visits may be denied to anyone who tries to circumvent or evade regulations. Violation of Visiting Regulations requires additional action, including possible prosecution. Introduction of contraband to a Federal Penal Institution is a violation of 18 U.S.C. 1791. In order to ensure that a visitor is aware of the policy, the Front Lobby Officer or Visiting Room Officer will have each adult sign a "Notification to Visitor" form, acknowledging penalties for violation of the Visiting Room regulations and/or introduction of contraband into the institution.

2. If a visit is terminated because of a violation of regulations, the Officer identifying the violation of regulations will prepare and submit an incident report on the inmate involved. The Lieutenant on duty at the time of the violation will interview the outside visitor(s) involved and attempt to obtain a written, signed statement to be included in the investigative information of the incident report. Refusal by the visitor to cooperate in the interview and to provide the written statement will be documented and submitted to the Captain.

L. **TERMINATION OF A VISIT:** The Institution Duty Officer, in conjunction with the Lieutenant, will terminate a visit upon notification by the Visiting Room Officer of the following situations: excessively provocative attire not previously detected by the Front Lobby or Escorting Officer; a visitor is in possession of, or is attempting to pass, contraband; a visitor or inmate is engaging in any conduct or behavior which poses a threat to the orderly or secure running of the institution; or, a visitor or inmate is compromising the safety of any person in the institution, or any breach of rules will be sufficient grounds for the immediate termination of the visit. The staff member terminating the visit will prepare written documentation, describing the basis for this action. The required documentation will include the date, the time the visit began, the time of termination, persons involved, and the reasons for the termination. The original of this report will go to the Warden.

M. **CONTROLLED VISITING – DENYING VISITS**

1. **Visiting Restrictions:** Visiting privileges may be restricted to controlled situations or to more closely supervised visits when there is any suspicion that the visitor is introducing or attempting to introduce contraband. At no time is a visitor permitted to give anything to an inmate, excluding vending machine items. At no time will a visitor and inmate share any item from the vending machine.

2. Individual secured lockers are available to visitors to store unauthorized items. Staff will not hold any items for visitors.

3. Visiting privileges may be denied when a controlled or closely supervised visit is not possible. This denial must be approved by the Warden. Denied visits must be documented on a memo to the Captain.

4. Visitors will not be prohibited from visiting an inmate due to such visitor's use of sanitary (i.e. feminine hygiene) products.

5. Handshaking, embracing and kissing will be permitted ONLY at the beginning and at the end of the visit. Physical contact, to include handholding, is not permitted during the visit. Inmates may hold, carry, and/or have seated on their laps, their children. Specifically, children of infant/toddler age. No food, beverage or any other items considered to be contraband may be brought into the Visiting Room from outside the institution. Any breach of rules will be sufficient grounds for the immediate termination of the visit. Repeated violations of the personal contact regulations may be cause for the removal of a particular visitor from the inmate's approved visiting list.

6. Nursing of infants is permitted in the Visiting Room. Privacy screens are available for nursing mothers, and ONLY the nursing mother and infant are to be behind the nursing screen. No other visitor or inmate is to be behind the privacy screen while in the process of nursing. Any violation of this procedure will result in the visit being terminated and the inmate will be held accountable through the Inmate Discipline process.

7. No loud, boisterous talk or profane language will be allowed inside the Visiting Room.

8. Parents must discipline their children without hitting, yelling or other forms of physical or emotional abuse.

9. Inmate and/or inmate visitor(s) may not "inter-mingle" or "inter-visit" with any other inmate(s), unless they are on that inmate approved visiting list.

10. The Children(s) room is available for all inmates who have children with staff(s) approval. One room for kids only and a parenting room. The Children(s) room will close 15 minutes prior to the end of the visiting day.

#### **N. SUPERVISION OF VISITING ROOM**

1. It is the responsibility of the Visiting Room Officers to ensure that the Visiting Room Regulations are followed as outlined in this supplement and that the visits are conducted in a quiet, orderly, and dignified manner.

2. Direct observation of the visits is not required at all times, but the Visiting Room Officers will move about the area and constantly observe activities in the main Visiting Room. All visitors are required to sit across from the inmate being visited. A table will be between the inmate and their visitors.

3. Children should be controlled to the extent of consideration for other visiting groups and not permitted to wander from the immediate area, run about the Visiting Room, or create noise that disturbs other visits. Failure to control children or excessive use of disciplinary measures will result in termination of the visit.

4. A search of each inmate is required at the beginning and at the end of a visit. All inmates entering the Visiting Room will do so through the inmate search room. Staff will complete a Visiting Room Inmate Property Sheet (Attachment C) on each inmate prior to entering the Visiting Room. Inmates will not take property to a visit except one plain wedding band, one plain neck chain with a religious medallion, prescription glasses (no sunglasses), authorized religious head wear and photo tickets. If an inmate has property in his/her possession which is not authorized in the Visiting Room, the inmate will be instructed to return to their housing unit and secure their property before they are authorized to enter the Visiting Room. All inmates will be visually pat searched by a same sex staff member and screened with a handheld metal detector prior to entering the Visiting Room. At no time will an inmate be allowed to enter the Visiting Room through any other entrance, nor will an inmate be allowed to gain entrance to the Visiting Room without being searched. All inmates entering or departing

the Visiting Room will be identified by the use of the inmate identification card. A visual search will be performed on all inmates prior to leaving the Visiting Room.

5. In no instance will the Visiting Room Officer accept articles or gifts of any kind for an inmate. hobby craft, art items, etc., will not be given to visitors by inmates.

6. Restroom facilities for visitors are located in the Visiting Room. Visitors' restrooms will remain locked, and a key issued to visitors upon request. Inmates will not have access to visitor bathrooms. Inmates will be escorted to the restroom in the inmate search room provided, under direct visual supervision of a female Visiting Room Officer. Inmates will receive a thorough pat search prior to being allowed to use this restroom.

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

Any inmate fitting this criterion will have the following annotation placed in the visiting 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 their visits closely monitored and be positioned in the Visiting Room main area near the Officer's station. Inmates having a Walsh Act will not be permitted in the designated Children rooms due to lack of visual observation by the Visiting Room staff.

P. **VISITING REGULATIONS REGARDING PETS:** Visitors are precluded from bringing animals on to institutional grounds, except for animals that assist persons with disabilities. The visitor must provide staff with certification that the animal is trained for that purpose.

Q. **VISITOR AUTHORIZED AND PROHIBITED ITEMS:**

1. Authorized Items:

a. Visitors with small infants will be allowed to retain a small diaper bag (18" x 14" x 8") with one small receiving blanket, two jars of unopened baby food, two bottles of infant milk or formula, one small plastic container of baby wipes, and three diapers to be used during the visit.

b. A clear plastic 5" x 7" coin purse is allowable. Funds totaling \$20.00 per adult spending money, not to exceed \$60.00 per group or one credit card per visiting group for the use of vending machines.

c. Prescribed medications that are life supporting, such as heart medication and asthma inhaler, must be declared at the front entrance and will be kept at the officers' station in the Visiting Room. Staff will use sound correctional judgement when allowing visitors to bring medication.

2. Prohibited Items:

a. Visitors may not bring toys, cards, billfolds, wallets, purses, paperwork, keys, food items, gum, mints, candy, beverages, baby carriers, car seats, cradles, lipstick, ChapStick, hairbrushes, combs, lotion, newspapers, magazines, writing instruments, tobacco products, matches, lighters, electronic cigarettes, vaping systems, cellular phones, fitness wristbands, pagers, wrist watches, jewelry, or other items identified by the Front Lobby Officer, into the institution.

b. No items with cellular network capability or actively connect to the internet will be brought into the Visiting Room.

c. The use of cameras or recording equipment without written consent of the Warden is prohibited.

d. Documents or papers will not be brought into the Visiting Room without the approval of the Unit Team.

3. Property that is left in the Front Lobby or the Visiting Room will be considered unclaimed property. The unclaimed property will be stored at FCI Waseca and will be the responsibility of the confiscated

property Lieutenant to maintain. The property will be stored in a secure area. The Visiting Room or Front Lobby Officer will document in memorandum form as to the date the property was left and where the property was discovered. A copy of the memorandum will be forwarded to the SIS Office. The property will be held for 60 days. During this time, the SIS office will attempt to contact the person(s) regarding the property.

If, at the end of the 60-day storage period, the property remains unclaimed, it will be considered "abandoned" and will be processed for disposal. A memorandum will be initiated documenting the property to be destroyed by the confiscated property Lieutenant and a staff witness, to include the date and time the property was destroyed.

R. **VISITOR DRESS CODE**: Visitors who are not in proper attire will be denied a visit. Visitors are not allowed to wear:

- \* Tight clothing
  - \* Transparent clothing
  - \* Spandex clothing
  - \* Tank tops
  - \* Halter tops/sleeveless shirts
  - \* Holes in clothing
  - \* Wrap-around skirts
  - \* Hats or caps
  - \* Camouflage clothing
  - \* Sweatpants, sweatshirts, thermals
  - \* Green, khaki, or orange-colored pants, shirts, or skirts
  - \* Plunging necklines that expose back, cleavage or chest (i.e., V-necks, scoop necks)
  - \* Opened toed or open heeled shoes, (i.e., sandals or slip-ons for both male & female). **It is necessary for all visitors to wear shoes.**
  - \* Shorts and skirts which are higher than the top of the knee when standing
  - \* No attire with questionable wording, (i.e., gang affiliation, profanity, etc.)
  - \* No shirts that hang less than 3 inches below the belt line.
  - \* No hooded sweatshirts/coats, clothing with hoods which conceal one's head/facial area.
  - \* Jackets, coats, or sweaters will only be allowed during the months of October through May.
- Scarves and gloves are not allowed in the Visiting Room.** Hats and/or scarves with wigs utilized for chemotherapy patients or hair-loss diseases must include documentation from a certified physician and the item(s) will require an x-ray examination and be subject to physical search procedures. Younger children will be allowed appropriate outer wear year-round. Upon arrival in the Visiting Room outer wear will be stored in a designated area and will not be worn during the visit.
- \* Any questionable clothing will be cleared through the Institution Duty Officer or the Operations Lieutenant before being allowed into the Visiting Room.

S. **TRULINCS VIDEO SERVICE**: Video visiting is available to the general inmate population. Reference Trust Fund Limited Inmate Computer System (TRULINCS) Institution Supplement for procedures governing this activity.



**FEDERAL CORRECTIONAL INSTITUTION**  
**P. O. BOX 1731**  
**WASECA, MN 56093**  
**(507) 835-8972**

**VISITING ROOM PROCEDURES**

Identification: All visitors over the age of 16 must have a government issued ID (excluding foreign government): current driver's license, current state identification, or current military ID. Under no circumstances will any other forms of ID be allowed. All non-bureau visitors to the institution must have a valid identification to gain entry. The ID scanner, maintained in the Front Lobby, will be utilized to verify the validity of the submitted identification.

Inmate visitors are no longer allowed to wait in the Front Lobby or the institution parking lot for the Inmate Visiting Room to open. Visitors will be prohibited from entering on institution grounds prior to 8:15 A.M. and between the hours of 9:15 A.M. - 10:30 A.M., on weekends and Federal holidays. On Friday's visitors may not enter the institution grounds prior to 4:15 P.M. Visitors failing to adhere to these procedures will be asked to leave until the appropriate designated time.

The Visiting Room will be open Fridays at approximately 4:30 P.M., and will end at 8:30 P.M., and Saturday, Sunday, and all Federal holidays from 8:30 A.M. to 3:00 P.M. each week. Visitors will not be processed in after 7:30 P.M. on Fridays, and after 2:00 P.M. on Saturdays, Sundays, or Federal holidays. You may also call the institution to listen to the visiting hours or for any updates. Please follow the voice prompts.

All persons must obtain permission to visit in advance of a planned visit. Once a person's name is placed on the approved list, the requesting party will be notified by the inmate.

Visiting limitations may be imposed due to overcrowding or inclement weather. The number of visitors allowed to visit an inmate at one time is limited to five (5) people (any combination of adults/children). Exceptions must be approved in advance by the inmate's Unit Team.

Consistent with Program Statement Visiting Regulations, restrictions on the visiting period may be imposed to prevent overcrowding. All children under the age of 16 must be accompanied by a responsible adult who is on the inmate's visiting list.

Children: Visitors and inmates are responsible for the actions of their children while visiting. Visits may be terminated and/or sanctions taken if children are not supervised or affect the orderly running of the Visiting Room.

Dress Code: To maintain the morale of inmates and to develop closer relationships between inmates and family members or others in the community, all visitors are expected to display good judgment concerning clothing worn during visits. To implement this, specific consideration and limitations will be recognized and adhered to by all visitors of the inmate population.

It is necessary for all visitors to wear undergarments and shoes in the Visiting Room to ensure their safety. Open toed, or open heeled shoes, i.e., sandals, slip-ons etc. for both male and female will not be allowed in the Visiting Room. All visitors will be expected to wear appropriate clothing for a correctional environment.

Visitors who are not in proper attire will be denied a visit. Visitors are not allowed to wear:

- \* Tight clothing
- \* Transparent clothing
- \* Spandex clothing
- \* Halter tops/sleeveless shirts
- \* Holes in clothing
- \* Wrap-around skirts
- \* Hats or caps

- \* Camouflage clothing
- \* Sweatpants, sweatshirts, thermals
- \* Green, khaki, or orange-colored pants, shirts, or skirts
- \* Plunging necklines that expose back, cleavage or chest (i.e., V-necks, scoop necks)
- \* Opened toed or open heeled shoes, (i.e., sandals or slip-ons for both male & female). **It is necessary for all visitors to wear shoes.**
- \* Shorts and skirts which are higher than the top of the knee when standing
- \* No attire with questionable wording, (i.e., gang affiliation, profanity, etc.)
- \* No shirts that hang less than 3 inches below the belt line.
- \* No hooded sweatshirts/coats, clothing with hoods which conceal one's head/facial area.
- \* Jackets, coats, or sweaters will only be allowed during the months of October through May. **Scarves and gloves are not allowed in the Visiting Room.** Hats and/or scarves with wigs utilized for chemotherapy patients or hair-loss diseases must include documentation from a certified physician and the item(s) will require an x-ray examination and be subject to physical search procedures. Younger children will be allowed appropriate outer wear year-round. Upon arrival in the Visiting Room outer wear will be stored in a designated area and will not be worn during the visit.

**MONEY.** Funds totaling \$20.00 per adult spending money, not to exceed \$60.00 per group or one credit card per visiting group for the use of vending machines. A 5" x 7" clear plastic coin purse is allowed.

The following items are not permitted in the Visiting Room:

Handbags (Purses)  
Wallets  
Baby Carriers  
Baby Strollers  
Toys  
Umbrellas  
Cameras  
Tape Recorders  
Batteries  
Watches  
Fitness Wristbands  
Cards  
Newspapers  
Magazines  
Paperwork  
Food  
Phones/Pagers  
Lipstick/Chapstick  
Comb/Hairbrush  
Lotion  
Tobacco products  
Lighters/Matches  
Electronic Cigarettes/Vaping Systems

No items with cellular network connectivity/capability or that can actively connect to the internet will be brought into the Visiting Room.

**Inmate visitors will leave items of this type in their automobiles. Lockers are available for visitors using public transportation, i.e. bus, taxi, etc.**

Exceptions:

Visitors with small infants will be allowed to retain a small diaper bag (18" x 14" x 8") with the following items but must be inspected for contraband prior to permitting them into the Visiting Room.

1. Small receiving blanket
2. Two jars of un-opened baby food and two bottles of infant milk/pre-mixed formula
3. Three (3) diapers

Handshaking, embracing and kissing will be permitted ONLY at the beginning and at the end of the visit. Physical contact, to include handholding, is not permitted during the visit. Inmates may hold, carry, and/or have seated on their laps, their children. Specifically, children of infant/toddler age. Visiting privileges can be terminated for any improper conduct.

Introduction of contraband of any kind into this institution or on its property is a violation of Federal Law (Title 18, U.S.C., Section 1791) requiring "a penalty of not more than ten years for any person who introduces or attempts to introduce into or upon the grounds of any Federal Correctional Institution or takes or attempts to take or send therefrom anything whatsoever without knowledge and consent of the Chief Executive Officer of the institution." Inmates are furnished all necessities, and visitors should refrain from bringing articles or gifts of any kind. Inmates will not be permitted to sign or exchange any papers during the visit without prior authorization of the inmate's Unit Manager. Visitors will not be allowed to bring food or beverages into the visiting area.

Property that is left in the Front Lobby or the Visiting Room will be considered unclaimed property. The unclaimed property will be stored at FCI Waseca and will be the responsibility of the confiscated property Lieutenant to maintain. The property will be stored in a secure area. The Visiting Room or front lobby officer will document in memorandum form as to the date the property was left and where the property was discovered. A copy of the memorandum will be forwarded to the SIS Office. The property will be held for 60 days. During this time, the SIA office will attempt to contact the person(s) regarding the property.

If, at the end of the 60-day storage period, the property remains unclaimed, it will be considered "abandoned" and will be processed for disposal. A memorandum will be initiated documenting the property to be destroyed by the confiscated property Lieutenant and a staff witness, to include the date and time the property was destroyed.

Ordinarily, only medicine which is necessary to sustain life, such as heart medication and asthma inhalers, will be allowed into the Visiting Room. If a visitor has metal implants through surgical procedures, he or she may present a Medical Implant Alert ID Card from a Certified physician indicating the location and type of implant. Visitors without a Medical Implant Alert ID Card that regularly alarm the metal detector will be screened using a thorough pat search.

If a visitor incurs a name change different than what our visiting list indicates, the visitor will be required to submit a copy of their current government issued ID to the facility to update our records/visiting program.

FCI Waseca's visiting information will be updated when the Visiting Room is closed during regular visiting hours or federal holidays on the automated message system.

### TRANSPORATATION ASSISTANCE

We would like to take this opportunity to welcome you to the Federal Correctional Institution, Waseca, Minnesota. We are located just off of U.S. Highway 14 between Owatonna and Mankato.

FCI Waseca is located at 1000 University Drive, S.W., Waseca, Minnesota 56093. Our telephone number is 507-835-8972. Our inmate mailing address is P.O. Box 1731, Waseca, Minnesota 56093. All correspondence and money orders sent to inmates must include the inmates committed name and register number. All funds being sent to inmates must be sent to the National Lock Box location at: Federal Bureau of Prisons, (Insert Inmate Name and Register Number) P.O. Box 474701, Des Moines, Iowa 50947-0001.

### DIRECTIONS TO THE FEDERAL CORRECTIONAL INSTITUTION, WASECA, MINNESOTA

FROM MINNEAPOLIS: I-35 South to Highway 14 West, turn right on Highway 13 North, follow signs to the Federal Correctional Institution, Waseca, Minnesota.

FROM IOWA: I-35 North to Highway 14 West, turn right on Highway 13 North, follow signs to the Federal Correctional Institution, Waseca, Minnesota.

FROM CHICAGO: 94W to 90W to I-35 North to Highway 14 West, turn right on Highway 13 North and follow signs to the Federal Correctional Institution, Waseca, Minnesota.

### LOCAL TRANSPORTATION

Flying Time Taxi  
Waseca, Minnesota  
(507) 521-6000

Jefferson Bus Lines  
Waseca, Minnesota  
(507) 625-3977

Tonna Taxi Service  
Owatonna, Minnesota  
(507) 451-4215

VISITING ROOM INMATE PROPERTY SHEET  
FEDERAL CORRECTIONAL INSTITUTION  
WASECA, MINNESOTA

DATE: \_\_\_\_\_

	Staff Conducting Search	Inmate Name	Register Number	Housing Unit	Property Item Code/Type	Shoe Type	Time IN	Time OUT
1								
2								
3								
4								
5								
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30								

**Item Code:**

- (1) Plain neck chain with plain religious medallion
- (2) Wedding band (plain)
- (3) Prescription eyeglasses (no sunglasses)

- (4) Approved Religious Head Wear
- (5) Photo tickets

Anything other than the above listed items will NOT be allowed to enter the Visiting Room and will be returned to the housing unit before the inmate will be admitted into the Visiting Room. The Visiting Room Officer will not store unauthorized items in the search room or officer's desk for any reason.

