



U.S. Department of Justice
Federal Prison System
Federal Correctional Institution
Joint Base MDL, NJ 08640

Institution Supplement

OPI: Correctional Services
Number: FTD 5267.09I
Date: February 13, 2018
Subject: Visiting Regulations

1. **PURPOSE:** To establish visiting procedures at the Federal Correctional Institution and Satellite Camp at Fort Dix, New Jersey. This supplement will be made available to all visitors on the BOP public website.
2. **DIRECTIVES AFFECTED:**
 - A. Directives Rescinded: Institution Supplement FTD 5267.09H Visiting Procedures, dated March 30, 2017.
 - B. Directives Referenced: Program Statements 1315.07, Legal Activities, Inmate, dated November 5, 1999; 5267.09, Visiting Regulations, dated December 10, 2015; 5360.09, Religious Beliefs and Practices, dated June 12, 2015; and 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, dated July 17, 2013.
3. **STANDARDS REFERENCED:** American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4267, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501 and 4-4502, 4-4503, 4-4504.
4. **Facility Address/Phone Number:** The institution address and phone number are as listed below.

Address:
FCI Fort Dix
P.O. Box 38
Hartford Road
JBMDL, NJ 08640

Phone: 609-723-1100

5. **Directions & Transportation to the Institution:**

From Philadelphia Crossing Ben Franklin Bridge:

Cross bridge and follow 30 East to 38 East. Follow 38 East approximately 20 miles, turn left onto Route 616 (Pemberton). Go two stop lights and turn right onto Route 630. This will change to Pointville Road, continue until the institution check point is reached.

From Northern New Jersey from Turnpike:

Follow Turnpike to exit 7, follow 206 South until you reach Route 630 (Woodlane Road). Turn left and continue through two stop lights. This will change into Pointville Road, continue until the institution check point is reached.

From Delaware, Virginia or Maryland:

Follow 95 North to 295 North. Take Exit 40 (38 East). Follow 38 East approximately 20 miles, turn left onto Route 616 (Pemberton). Go two stop lights and turn right onto Route 630. This will change to Pointville Road, continue until the institution check point is reached.

Transportation to and from the institution may be gained by calling AM/PM Cabs at 856-833-1702, Antonio's Taxi at 877-541-8294, VIP Taxi Service at 609-386-9099, A-1 Action Taxi at 609-871-8294 or Millennium Cab at 856-435-3820. Other taxi companies are available in the local yellow pages.

6. **PROCEDURES:**

Visiting Schedule: The following procedures are in effect at the Federal Correctional Institution (FCI) and Satellite Camp located at Fort Dix, New Jersey.

The Federal Prison Camp will have visits from 8:30 a.m., to 3:00 p.m., on Saturdays, Sundays, Mondays and Federal holidays.

The East and West Compound will have visits from 8:30 a.m. to 3:00 p.m., Sunday, Friday, and Saturday of each week to include Federal holidays. Visits on Monday will be held from 8:30 a.m. to 12:00 p.m., on the East and West Compound.

SHU visits will be held from 12:00 p.m. to 3:00 p.m. on Mondays, to include Federal holidays that fall on Mondays. Legal visits will be permitted to continue throughout the day.

There will be no visiting on Tuesdays, Wednesdays, or Thursdays

unless a Federal holiday falls on one of these days.

At 3:00 p.m. on visiting days, visitors and inmates will be required to separate and the visitors will be processed out of the visiting room in groups of 10 or less. It is expected that all visitors will be out of the institution by 3:30 p.m. Visitors must arrive at the front entrance gate before 1:45 p.m. Visitors arriving at the front entrance after this time will not be allowed to visit. Additionally, visitor processing in the front lobby ceases at 2:00 p.m.

Visitors must leave the institution grounds once their visit has been completed.

Limitations of the Institution: Each inmate will be allotted eight (8) points at the beginning of each month to be used as follows:

- A. Number of Visits/Frequency of Visits will be based on a point system. On the first day of each month, inmates on the East and West Compounds will be credited 8 points. East and West Compound inmates will be charged two points for visits on the weekend and one point for visits during the weekday. No points will be deducted for legal visits and Federal Holidays. Visiting points are automatically deducted by the Computer Visiting Program. When inmates have exhausted their points, visiting privileges will be discontinued until the first day of the upcoming month. Points will not carry over from one month to the next.

The Duty Officer or Operations Lieutenant is authorized to terminate visits due to overcrowding, or for improper conduct, including the violation of any rule or regulation by the inmate or his visitors. Prior to terminating visits for overcrowding, a request for volunteers to leave should be made. The frequency of visits and distance traveled should be considered when terminating a visit due to overcrowding. Should all factors equate, visits should be terminated on a basis of first to enter, first to leave.

- B. No more than three adults and three children will be allowed to visit one inmate at a time without prior approval. Visitors and inmates will sit facing each other while in the visiting room. Inmates and visitors will not be permitted to sit side by side.
- C. Visiting may be curtailed or terminated due to an emergency, improper conduct on the part of an inmate and/or his visitor(s), or when the visiting room becomes overcrowded. The maximum occupancy for each visiting room is as follows: East 250; West 350; Camp 150.

- D. Should it become necessary for the Visiting Room Officer to curtail or terminate visiting due to overcrowding, the Institution Duty Officer (IDO) will be notified. If the IDO is not present, the Operations Lieutenant will make the decision. When determining visits to be terminated due to overcrowding, visitors from the local commuting area (within a 100 mile radius) will be the first to be terminated. If overcrowding continues to be a concern, those visitors who entered the visiting room first based on their sign-in time will have their visits terminated.
- E. Due to the time and administrative costs involved, most visits must be scheduled during regular visiting hours. When a visit cannot be scheduled during regular visiting hours, it is the responsibility of the respective unit team to provide supervision.
7. **Visiting List Requirements:** For inmates transferring from other institutions, the approved visiting list from the previous institution will be honored for a period of 30 days, unless unusual circumstances exist. If the unit team discovers missing documentation upon their review of the visiting list, the inmate will be advised by the counselor to forward the necessary forms to the visitor(s). This will allow the proper updating and processing of the visit request for non-immediate family members. Inmates will be allowed to make changes to their visiting list once every six month period. The unit team will be responsible for establishing an inmate's approved visiting list. The inmate is responsible for sending the Visitor Information form (BP-S629.052) to a potential visitor. The form is to be completed in its entirety and returned to the inmate's counselor only by regular mail. Faxed copies will not be accepted. The inmate's respective unit team will make the final decision for approval or disapproval and will notify the inmate of each approval or disapproval of a requested person for his visiting list. Except for immediate family, visitors will not ordinarily be placed on more than one inmate's approved visiting list. If a visitor is denied entrance due to a documented restriction, the Operations Lieutenant and IDO will be the final deciding factor in a visitor's denial, and responsible for explaining the reason for denial.

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. 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."

8. **Exception to Prior Relationship Requirement:** Visits are permitted to those individuals on the inmate's approved visiting list. The inmate must have known the proposed visitor prior to incarceration. The Warden must approve any exception to this requirement and a background check will be completed prior to placing the visitor on the visiting list.

9. **Special Visitors:** All special visits must be approved by the Associate Warden over unit management through recommendation by the inmate's respective unit team. All special visits will be arranged and supervised by the staff member or department requesting the visit.
10. **Consulate Visits:** Whenever it has been determined an inmate is a citizen of a foreign country, the Consulate of that country will be permitted to visit on matters of legitimate business. This privilege will not be withheld even though the inmate may have had visits suspended through the discipline process or be confined in the SHU. The requirement for the existence of an established relationship prior to incarceration does not apply to consular visitors.
11. **Attorney Visits:** Visits by retained, appointed, or prospective attorneys or by an attorney who wishes to interview an inmate as a witness will be permitted. Attorneys may be placed on the inmate's visiting lists and visit during normal visiting hours without prior notice. If an attorney is not on the inmate's visiting list, the attorney must make prior arrangements through the inmate's Unit Team. A memorandum shall be prepared by a member of the Unit Team to the Associate Warden advising him/her that an attorney visit has been arranged. Copies of the memo shall be forwarded to the Front Lobby, Control Center, and Checkpoint Officers. In special circumstances where an advance appointment is not practical an effort shall be made to accommodate the attorney. The attorney at that time must produce a bar card or other proof of licensure as detailed below. For attorney visits, papers or gifts are not to be exchanged. A reasonable amount of legal papers (normally what can fit inside a brief case) may be brought into the visiting room by an inmate's attorney.
- A. Attorney visits will ordinarily take place during regular visiting hours. The unit team will be responsible for providing adequate supervision for attorney visits during non-visiting periods. Prior to approving each visit or placing the attorney on an inmate's visiting list, attorneys are required to identify themselves (an American Bar Association identification card is considered a standard form of identification) and confirm that they wish to visit an inmate.
- B. The institution reserves the right to refuse or limit admission to those who fail to comply with regulations. If there is a question about identity of the attorney or his/her qualifications as an attorney, the matter should be referred to the FCI Fort Dix Attorney.
- C. Visiting attorneys will be subject to a search of their person and belongings for the purpose of ascertaining if contraband is

present. They will also be required to read and sign a Notification to Visitor Form (BP-S24.022), concerning the introduction of contraband.

- D. Inmate/attorney visits will take place in a private conference room located within the visiting room. If all the rooms are in use, the visit may take place within the regular visiting room or the inmate and attorney will be offered the opportunity to reschedule the visit when a private conference room is available. The Warden must authorize the use of tape/video recording devices by attorneys during the course of the visit. The attorney must stipulate in writing in advance of the visit that the only purpose of the recording is to facilitate the attorney/client relationship.
 - E. Any immediate grievance or concerns an attorney may have concerning his client which are deemed appropriate for response during the visit are to be referred to the appropriate Unit Manager or IDO.
 - F. Attorneys will normally visit only one (1) inmate at a time unless prior written approval has been obtained from the Captain or the Associate Warden over Correctional Services. An attorney may be permitted to take from the institution or give the inmate legal documents with prior written permission of the Associate Warden or his/her designee. The approval memorandum should be forwarded to the visiting room officer. Ordinarily, this material is not to be read by a staff member except with the consent of the attorney and/or the inmate.
 - G. Inmates will not participate in legal or attorney visits against their will.
12. **Deposition and Video conference:** These will be approved through the Legal Department and the Warden, and then forwarded to the Unit Team for processing.
13. **Minister of Record/Clergy Visits:** An inmate may receive visits from his Minister of Record. However, a written request must be submitted to the Chaplain. Upon approval, unit staff will add the name and title (Minister of Record) to the inmate's visitor list. An inmate may only have one (1) 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, and will not count against the total number of social visits.

Special clergy visits may occur if they are approved in advance by the Chaplain and unit manager and if they meet an inmate's specific religious needs that are unavailable at this institution, or to assist the inmate in counseling and discussion of family problems. These

visits will take place within the regular Visiting Room. If the need is such that a private area is recommended by the Chaplain for the visit, then the Chaplain will arrange for the area where the visit takes place. In conjunction with the Unit Manager, the Chaplain will arrange for staff supervision of the visit. Clergy will also be required to read and sign a Notification of Visitors Form BP-S224.022, concerning the introduction of contraband. The requirement for the existence of an established relationship prior to incarceration does not apply to consulate visitors.

Clergies are permitted to bring religious materials (Bible, pamphlets, paper, etc.) into the institution but are prohibited from leaving these materials with an inmate.

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.

14. **Record of Visitors:** All visiting records will be forwarded to the Captain's Office at the close of each visiting period, where they must be maintained for review purposes. The Visiting Room Officer will maintain a daily log of all visits. The Visiting Room computerized program will be utilized to record all visits received by the inmate documenting time of entry and departure. Should the computerized system be inoperable, the Computer Services Manager will be contacted immediately. However, if problems persist, and the program is not working, the Unit Team staff will review inmate files for the prescribed inmate to ascertain who is authorized to visit the inmate. The Front Lobby officer will ensure visitors log their time of arrival and departure in the Inmate Visiting Log Book. Front Lobby staff will document visits which have been denied for any reason followed by verification for the Operations Lieutenant. In addition, a Visitor denial memorandum will be completed and sent to the Captain.

15. **Approved Dress Code:** Inmates are responsible for informing their prospective visitors of the dress attire permitted in the visiting room. Visitors are expected to wear clothing which is neither provocative nor enticing to the extent that a disruption to the orderly running of the institution could ensue. Clothing which is similar to and resembles the style or color of that issued to inmates (for example, khaki colored clothing with plain white or khaki shirt at the FCI or dark green trousers with plain white or dark green shirt at the FPC) is not allowed to be worn inside the Visiting Room. Clothing which is sexually suggestive or revealing is prohibited. No bare feet will be allowed except for infants.

16. **Prohibited Attire:**

- a. Shorts of any kind (except for small children under age of 10)
- b. Transparent garments of any kind
- c. Sleeveless blouses (shirts must cover entire shoulder)
- d. Bathing suits
- e. Crop tops
- f. Sun dresses
- g. Halter tops
- h. Backless tops
- i. Hats or head coverings (other than those worn for religious purposes)
- j. Wrap around skirts, shirts or dresses
- k. Spandex pants, tights or Leotards
- l. Sweat pants/sweat shirts
- m. Shirts or jeans with holes
- n. Low cut blouses/dresses
- o. Hooded clothing of any kind, i.e. Coats, jackets, shirts, etc.
- p. Skirts/dresses more than 2 inches above knee level
- q. Open toe Shoes
- r. Flip-flop style beach shoes
- s. Camouflage clothing

17. **Holdover Procedures:** The procedures specified in this supplement apply to all inmates housed at this institution.

18. **Front Lobby Officer:** When an inmate receives a visit, the front lobby officer will identify the visitor, have him or her sign the visiting log, and fill out a Notification to Visitor Form (BP-S224.022). The officer will ensure the visitor is on the inmate's approved visitation list. The officer will ensure the visitor and his and/or her personal effects are thoroughly searched and his and/or her hand is stamped appropriately. The front lobby officer #1 will ensure all visitors are accurately loaded into the web visiting program, maintaining an accurate count of visitors and inmates in the visiting rooms at all times. The Visitor Sign-in Log will be a bound ledger and the assigned officers will ensure it is completed properly and maintained on the post.

19. **Visiting Room Officer:** The visiting room #1 officer will positively identify the visitor and log the date, visitor's name, and time the visitor(s) arrive in the visiting room. The time of their departure from the visiting room will also be logged. The visiting room #3 officer will also be responsible for logging in the time the inmate enters and leaves the visiting room. The visiting room #2 officer will maintain supervision of the inmates and their visitors at all times. This officer will accomplish this by continuous roving throughout the visiting room.

20. **Supervision:** It is the responsibility of all visiting room officers to ensure the visiting room regulations are followed as outlined in this supplement and that visits are conducted in a quiet, orderly, and dignified manner. Direct observation of visits is not required at all times, but officers will constantly observe the general visiting areas. Inspections should determine that visits are being conducted in an acceptable manner.

At no time will the visiting room officer be allowed to accept articles or gifts of any kind from an inmate or visitor. No items will be given to visitors by an inmate without the prior written approval as noted in this supplement.

The visiting room officers should be aware of any article(s) passed between the inmate and his visitor. If there is substantial basis to conclude that materials are being passed which constitute contraband, or are otherwise in violation of the law or regulations, the visiting room staff may examine the materials. The Operations Lieutenant will be consulted in questionable cases.

21. **Visual/Strip:** At the FCI a pat search of each inmate is required prior to the inmate being allowed to visit. A visual/strip search will be conducted on every inmate returning from a visit in the FCI. Additionally, every inmate will be screened with a handheld metal detector during the visual/strip search. All searches will be conducted in private, out of the sight of visitors and other inmates. Camp inmates will be pat searched, with visual/strip searches being conducted at the end of the visit.

22. **Restroom:** Restroom facilities for visitors are located inside the visiting room. Inmates, only under the direct visual supervision of visiting room staff, will be authorized to utilize the restroom located in the search/shakedown area. The following schedule will ordinarily be followed for inmate bathroom breaks: 10:00 a.m., 12:00 p.m., and 2:00 p.m. Inmates will randomly receive a visual search prior to being allowed to use this restroom.

23. **Inmate Dress Code:** All inmates must wear issued khaki uniforms at the FCI and dark green uniforms at the FPC. Inmates in the SHU will wear an issued orange jumpsuit. Socks must also be worn. Inmates will wear their issued black work boots, the tan colored "Timberland boot" or medical shoes if they have a soft shoe pass from Health Services. Inmates must be properly groomed and no inmate will be allowed admittance to the visiting area if his neglect of the ordinary requirements of personal hygiene would offend others.

24. **Inmate Property Authorized:** The inmate will not take anything to the visit except necessary items identifiable as: one (1) pair of prescription glasses, one (1) plain wedding band, one (1) religious medallion and one (1) white handkerchief. Necessary legal papers will be permitted during a visit with an attorney if approved in advance as noted in this supplement.
- A. Medication, such as nitroglycerin tablets, may be permitted when authorized by the HSA. Other types of medications, such as inhalers for asthma patients or required drugs needed on a daily basis may be brought into the Visiting Room and remain at the officer's desk. Oxygen tanks will be permitted once they have been checked by the visiting 1 officer prior to being brought into the visiting room. All items will be logged into the Visiting Room Inmate Property Log, and maintained by the visiting room 3 officer.
25. **Identification Requirements:** Visitors will not be permitted entry without proper identification. All visitors 16 years or older must display photo identification before being permitted into the institution. The Operations Lieutenant or IDO will be notified in cases involving questionable identification. Proper identification is identified as a valid driver's license with photo, passport, a state identification card with photo or any other government issued identification card with a photo. All visitors will have one of their hands marked with a "black light" stamp and be identified using the "black light" lamp prior to being allowed beyond the inside of the sally port. Visitors, who do not have the ink stamp, will be held in the sally port until a lieutenant arrives to investigate the situation and further identify the visitor. The lobby officer will rotate or choose at random the number sequence of the stamps to use each day and the hand to be stamped. Both will be identified and logged.
26. **Violations of regulations and/or Introduction of Contraband:** In order to ensure a visitor is aware of the above policy, each adult visitor, sixteen (16) years of age and older, will complete and sign a Notification to Visitor Form (BPS224.022), acknowledging his or her awareness and understanding of the possible penalties for violation of the visiting room regulations and/or introduction of contraband into the institution. At the completion of each visiting day, these forms will be sent to the Captain's Office, where they will remain on file for one (1) year. If a visit is terminated because of a violation of regulations, the officer identifying the violation will ordinarily prepare and submit an incident report on the inmate(s) involved. Refusal by the visitor to cooperate in the interview and to provide a written statement will be documented and submitted to the Captain. If it becomes necessary to warn an inmate concerning violations of visiting regulations, the visiting room officer will document the warning in writing in a log book. This log book will remain in the visiting room. Inmates who violate the institution visiting regulations may be subject

to disciplinary action and loss of their visiting privileges.

27. **Searching Of Visitors:** A visitor who exercises his or her option of refusal by objecting to any search, test or entrance procedures must leave the institution grounds. Staff will deny admission to any visitor who refuses to be screened by a metal detector, ION Scanner, pat search or who refuses to undergo a search of personal items (i.e.: purse, coats, bags, briefcases, etc.). Visitors, who refuse any such search or procedures and elect to leave the institution, will not be permitted to return for a visit without prior approval of the Associate Warden over Correctional Services.

Visitors will be required to submit to a search before entering the institution by electronic means (i.e. walk-through and/or handheld metal detectors). Their personal items will also be searched and what is determined unauthorized must be returned to the visitor's vehicle. It is not the institution's responsibility to store personal effects or be responsible for any missing items.

28. **Metal Detectors:** All visitors must clear a metal detector. Visitors failing to clear a walk-through metal detector must be searched using a hand-held metal detector. Failure to clear the hand-held metal detector may qualify as reasonable suspicion to perform a pat or visual search. Failure to clear the walk-through metal detector, as well as the hand-held metal detector will result in being denied in the institution. Visitors who cannot pass the walk through metal detector for medical reasons (surgically implanted pins and plates that will not clear the metal detector) must present to the lobby officer a medical certificate stating he or she has metal in his or her body. The certificate must say where the metal is located and be signed by a doctor. The lobby officer may then use the handheld metal detector to screen the visitor, and conduct a visual examination of the area. If the area is of a sensitive nature, the Operations Lieutenant and IDO will be contacted.

A visual search of any visitor will require the Warden's approval. Visitors requiring wheelchairs will keep their personal wheelchair. A thorough search of the wheelchair must be conducted prior to entering the Visiting Room.

29. **Controlled Visiting - Denying Visits / Visiting Restrictions:** Visiting may be terminated early because of an institutional emergency, inappropriate behavior on the part of an inmate or his visitor(s), or when the visiting area becomes overcrowded. Visiting may be restricted to controlled situations or more closely supervised visits when there is a suspicion that a visitor is introducing or attempting to introduce contraband or when there is concern based upon sound correctional judgment about the visitor presenting a risk to the orderly operation of the institution or Visiting Room. Such violations will be cause for termination of the visit and disciplinary action will be taken against

the concerned inmate. Such actions may be cause for removal of a particular visitor from the inmate's approved visiting list.

30. **Authorized Items:** Visitors may not give to or receive any items from an inmate in the visiting room. All authorized items entering the visiting room must be carried in a clear plastic container. Each visitor will only be allowed to bring in one container. The container will not be more than 1 cubic foot (1 foot deep and 1 foot wide). Permitted items for infant children include 3 clear, 3/4 full liquid formula/milk bottles, 2 jars of unopened baby food, 1 pack of baby wipes, 5 extra diapers, 1 blanket, and 1 change of baby clothes. These items must pass a security check via an electronic detection devise and a visual search. No strollers will be authorized. Items prohibited from being brought into the visiting room by visitors are weapons, ammunition, drugs/narcotics, food, newspapers, magazines, pagers, cellular telephones, recording equipment, photography equipment, radios, tape players, PDAs, pictures and tobacco products. Money will not be accepted for deposit to the inmate's account through the visiting room. A maximum amount of \$20.00 may be brought into the institution in small bills, (\$1.00 and \$5.00 bills) for the purchase of food items in the vending machines. Any items not allowed to be brought into the institution may be left in the visitor's vehicle or in one of the lockers provided in the front entrance. Visitors are precluded from bringing animals on institutional grounds, except for dogs which assist persons with disabilities. In such cases, the visitor must provide staff with certification that the dog is trained for that purpose. Paperwork approved for the inmate to take into the visiting room will be searched by unit team staff prior to entry into the visiting room. Signatures or receipt of legal papers are not permitted except by approval of the unit manager or IDO. Legal papers should be mailed to the institution in every other case. Visitors of any type (i.e.: social, lawyer, consulate, etc.) may not leave any money for deposit in the inmate's account. Food items are not permitted to be brought into the institution, except baby bottles as discussed above.

31. **Special Rules for Children and Parent/Children's Area:** Each inmate having a visit must assume reasonable responsibility for his visitor's conduct. Children should be controlled to the extent of consideration for others and not be permitted to wander from the immediate area, run about the visiting room or create noise that disturbs other visits. Failure to control children will result in termination of the visit.

Parent/Children's Areas located within each visiting room are for the use of inmates that have completed the Parenting Program. Inmate parents are expected to control the behavior of the children in the Parent/Children's Area. The use of the Parent/Children's Area is for one hour only, per visit. Only the inmate parent and up to two children, 10 years of age and under, are allowed in the Parent/Children's Area. If there are more than two children visiting,

the other children will remain in the common area with a guardian. Prior to use of the room, the inmate parent must receive approval from the Parenting Coordinator, Education Department. Only one family will be allowed to use the Parent/Children's Area at a time, unless prior authorization is received. No food or drink is permitted in the Parent/Children's Area and it is the responsibility of the inmate parent to ensure that the room is clean and returned to the way it was found once exiting.

Any inmate with a prior history of Child Sexual Molestation, Child Pornography, Introduction of Contraband, and/or Domestic Violence will not be authorized to use the Parent/Children's Area.

Sign up for use of the Parent/Children's Area will be the responsibility of the Parenting Coordinator, Education Department. Education will furnish the approved inmate parent and child visitor list and schedule to Visiting Room prior to the start of visiting for the week.

32. **Special Housing Unit (SHU) Visits:** FCI Fort Dix does not have non-contact visiting areas. Providing the inmate's visiting privileges have not been denied, inmates assigned to the Special Housing Unit (SHU) will ordinarily be permitted to visit in the institution's visiting room. No more than ten (10) SHU inmates will be allowed to visit at one time. SHU inmates will be processed and seated in a location directly in front of the officer's desk. SHU inmates will only wear the orange/red jumpsuit that is standard issue in the SHU. Staff will closely monitor the inmates and visitors.

The SHU officer-in-charge, the SHU Lieutenant and visiting OIC will communicate to ensure inmates with CMC assignments to include (Separation) are never in the visiting room at the same time. SHU inmates will be restrained when they are taken out of their cells and escorted to the SHU Gate. SHU Staff will meet the compound officers at the SHU Gate and remove the inmate/s restraints once they are on the compound side of the gate. The compound officers will escort the inmates over a closed compound to the Visiting Room. Should the visit be denied for security reasons, the shift lieutenant will carefully explain the reasons for the denial to the visitor. A memorandum to the Captain will be prepared explaining the supervisor's denial, with a copy to the Warden.

Once the visit is completed, the inmate(s) will be escorted back to the SHU gate over a closed compound. SHU staff will meet the compound officers at the SHU gate and place the inmates in restraints prior to them entering the secure area. The inmate(s) will be escorted to the visual search area on the first floor of R&D, visually searched and escorted to their cells.

33. **Outside Hospital Visits:** Visits to inmates hospitalized in the community will be restricted to members of the immediate family with prior written approval from the Warden. All visitors are subject to the visiting policy of the outside community hospital.
34. **Attachments:** Attachment 1 - Inmate Request of Immediate Family to Visiting List Attachment 2 - Inmate Personal Property Log



David E. Ortiz, Warden

DISTRIBUTION:

Associate Wardens
Department Heads
Master File
AFGE Local 2001

INMATE REQUEST OF IMMEDIATE FAMILY TO VISITING LIST

INMATE'S NAME/Bldg. # _____

REGISTER # _____

<i>Visitors Last Name</i>	<i>Visitors First Name</i>	ADDRESS (House/Bldg.#, Street, Apt. #, City, State and ZIP Code)	RACE	PHONE # (xxx) xxx- xxxx	DATE OF BIRTH mm/dd/yy	RELATIONSHIP TO INMATE

* - Hispanic is Ethnic Background, not Race

IMMEDIATE FAMILY TO INCLUDE: MOTHER, FATHER, STEP/FOSTER PARENTS, BROTHERS, SISTERS, SPOUSE, and CHILDREN

INMATES SIGNATURE _____

COUNSELORS SIGNATURE _____

