



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Prison Camp  
Alderson, WV 24910

OPI: CPD/CSB  
Number: ALD 5267.09E  
Date: August 23, 2022  
Subject: Visiting  
Regulations

## INSTITUTION SUPPLEMENT

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1. **PURPOSE:** To establish local procedures and further clarify visiting regulations.
2. **POLICY:** It is the policy of the Bureau of Prisons and FPC Alderson that visiting privileges are an integral part of an inmate's institutional program. However, the number of visitors must be kept within reasonable limits due to space limitations.
  - a. Provide guidelines for keeping a record of visitors for all inmates.
  - b. Ensure all visiting areas are monitored to prevent the passage of contraband.
  - c. Provide for training to staff and volunteers.
3. **DIRECTIVES AFFECTED:**
  - a. Program Statement 5267.09, Visiting Regulations, dated December 10, 2015, is referenced.
  - b. Program Statement 5360.09, Religious Beliefs and Practices of Committed Offenders, dated December 31, 2004, is referenced.
  - c. Program Statement 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, dated July 17, 2013, is referenced.
  - d. ALD 5580.08B, Inmate Personal Property, dated August 12, 2013, is referenced.
  - e. ALD 5267.08D, Visiting Regulations, dated April 4, 2022, is superseded.
  - f. ACA Standards for Adult Correctional Institutions, 4<sup>th</sup> Edition: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4500, 4-4501, 4-4503, and 4-4504, are referenced.
4. **VICTIM/WITNESS CASES:** Refer to Program Statement 1490.06, Victim and Witness Notification Program, for procedures

when a Victim/Witness Program (VWP) inmate requests to place a victim or witness on her visiting list.

5. **VISITING FACILITIES:**

- a. The maximum capacity rating assigned to the visiting room is 131 people: Children's Center - 42, Supplemental Visiting Area (middle room) - 45, Main Visiting Room - 44; this does not include outdoor areas. When this number has been reached, the termination of some visits may occur. Every consideration will be given as to the frequency of visits and the distance traveled.
- b. The Visiting Room will be arranged so as to provide adequate supervision, in all of the visiting areas. The chairs and tables will be arranged to provide a comfortable environment.
- c. A section of the visiting building will be equipped and set up to provide facilities for the children of visitors. Inmates are allowed inside the Children's Center with their approved children.
- d. Reasonable accommodations have been made to ensure that all parts of the visiting area accessible to the public are also accessible to visitors and inmates with disabilities.
- e. In the event an infant will need to nurse in the Visiting Room, the nursery area of the Children's Center will be the designated area. A privacy screen will be available if requested.
- f. Non-contact visiting areas are not available at this facility.

6. **VISITING TIMES:**

- a. Saturday, Sunday and Monday: 8:15 a.m. to 3:15 p.m.
- b. Federal Holidays: 8:15 a.m. to 3:15 p.m.
- c. Inmates assigned to the jail do not receive visits.

d. Inmate visitors will continue to be processed during count time and will only be delayed while the Visiting Room Officers are performing the count. After the Visiting Room Officers complete the count in the Visiting Room, they will again continue to process in new visitors and will call for the inmates when the official count has cleared through Control.

7. **FREQUENCY OF VISITS AND NUMBER OF VISITORS:**

a. Individuals approved to Visit:

- (1) During initial orientation, each inmate will receive a copy of this supplement including "Immediate Family Visiting List" (Attachment 1). Each inmate must complete the form and give it to their Counselor within forty-eight (48) hours of issuance whether or not she anticipates visits.
- (2) All inmates will be allowed a minimum of four hours visiting time per month. The Warden may limit the length or frequency of visits to avoid chronic overcrowding.
- (3) The Warden may also authorize special visits to accommodate unique circumstances (e.g., a person traveling a long distance to visit, a person visiting a hospitalized inmate, etc.)
- (4) All potential visitors, except immediate family members documented in the inmate's Pre-Sentence Investigation Report (PSI), must complete a Visitor Information form (BP-A0629), and clear a background check, prior to being placed on the inmate's visiting list.

b. Number of Regular Visitors:

- (1) Inmates will be allowed a maximum of four visitors at one time (not including children). Exceptions will be requested through the Unit Manager for regular visiting days, and from the Associate Warden for holidays. Inmates are not limited in the number of times they may receive visits.



- (2) Inmates may make changes to their visiting lists by completing a "Requested Change in Visiting List" form (Attachment 2). Inmates can obtain this form from their Counselor. Once completed, inmates will return the form to their Counselor for processing. The form will be filed in the inmate's visiting file following approval or disapproval of the visitor.

c. Immediate Family Members:

- (1) Members of the immediate family will ordinarily be placed on the approved list of visitors upon the inmate's admission to the institution. Immediate family includes: father, mother, stepparents, foster parents, sisters, brothers, legally-recognized spouse, children, step-children, or foster children. Immediate family members mentioned in the PSI are usually not required to complete a Visitor Information form (BP-A0629). If they are not mentioned, or if the PSI indicates they may have a criminal record, the Visitor Information for (BP-A0629) must be completed in its entirety.
- (2) Visitors may visit only one inmate at a time, except for those inmates who are members of the same family. Inmates within the institution who are related as an immediate family member will be allowed to conduct their visits together with any of their immediate family members who are on both inmates' approved visiting list.

d. Other Relatives:

These persons include grandparents, uncles, aunts, in-laws, and cousins. They may be placed on the approved list after completion of a Visitor Information form (CP-A0629), and clearing a background check.

e. Friends and Associates:

- (1) The visiting list may include up to six (6) friends or associates. Unit Managers may make exceptions to this provision by issuing a memorandum to the Visiting Room Officers for

specific dates and events. The inmate must have known the proposed visitor(s) prior to incarceration. Approval of visitors with no prior relationship to the inmate must be reviewed by the Warden, with a recommendation provided by the Unit Team. Approval of visiting for friends and associates will be made in accordance with this supplement and Program Statement 5267.09, Visiting Regulations.

- (2) Ordinarily, an inmate's visiting list should not list more than 6 friends and associates. The Warden may make an exception to this provision when warranted.

f. Persons with Prior Criminal Convictions:

- (1) Inmates who have been released from FPC Alderson may return to visit an inmate provided the inmate is an immediate family member. In such cases, the inmate must have approval in writing from the Warden at least two weeks in advance of the planned visit. The Counselor of the incarcerated inmate must prepare the letter for the Warden's signature and provide the Visiting Room with a copy of the approval, including the inmate's committed name, if a name change has been made. If the inmate's visitor is in the community, and is still under supervision, she must obtain written approval of her U.S. Probation/Parole Officer.
- (2) Visitors who are on probation/parole or supervised release status must have approval from the Probation/Parole Officer prior to institutional approval being granted. A copy of this authorization must be maintained in Section Two of the FOI Exempt portion of the inmate's Central File. Each request must be reviewed by the appropriate Unit Manager, and the review must be documented.
- (3) The existence of a criminal conviction alone does not preclude visits. Staff shall give consideration to the nature, extent and the date of convictions, as weighed against the security



considerations of the institution. Specific approval from the Warden will be required before such visits take place.

g. Children Under Sixteen:

- (1) An adult visitor is considered to be 18 years of age and older. Pursuant to Program Statement 5267.09, Visiting Regulations: Children under the age of 16 years may not visit unless accompanied by a responsible adult. The signature of a parent or guardian on the Visitor Information Form is necessary to process a request for an applicant under 18 years of age. For further definition, signature authority is solely assigned to a parent or guardian that is not incarcerated at the time of application. Policy invokes a procedural modification through age distinction as a person between age 16 years and less than 18 years is not an adult by lawful definition; therefore, such individual is strictly precluded from accompanying or supervising a minor during visitation.
- (2) Children over the age of sixteen but under the legal age of 18 years of age must be on the Approved Visiting List and have an ID.  
**Identification is defined as a Driver's License or a valid state or government-issued photo identification.**

8. **VISITS TO INMATES NOT IN REGULAR POPULATION STATUS:**

- a. Admission and Holdover status: FPC Alderson does not house pretrial, holdover, or detainee inmates; therefore, visiting for these category inmates does not occur at this institution. Any inmates received at this facility in pretrial, holdover, or detainee status will be transferred to the local jail until re-designated. Inmates will be expected to abide by the jail's policy on visiting.
- b. Hospital/Medical Observation Patients:
  - (1) When visitors request to see an inmate who is hospitalized in the institution, the Chief

Medical Officer (or, in his/her absence, the Health Services Administrator), in consultation with the Captain, shall determine whether a visit may occur. The Warden must approve all requests for visits.

- (2) When a visit is denied because the inmate is suffering from an infectious disease, is in a psychotic or emotional episode which makes a visit inadvisable, or is otherwise not in a condition to see visitors, the situation is to be carefully and sensitively explained to the approved visitor. The visitor will be notified in writing and by telephone by the Unit Team, if possible, a date and time when the inmate can receive a visit will be provided. Documentation is to be maintained in Section 2 of the Privacy Folder of the Inmate's Central File.
- (3) Inmates with medical conditions will be reviewed by the Chief Medical Officer or in his/her absence, the Health Services Administrator, in consultation with the Captain, to determine whether visiting will be permitted. All visits will be in the Visiting Room unless the Warden decides another location will be appropriate.
- (4) Visits to inmates hospitalized in the community may be restricted to only the immediate family and are subject to the general visiting policy of that hospital and will be approved by the Warden.

c. Detention or Segregation Status: FPC Alderson does not have inmates in detention or segregation status; however, inmates who are being temporarily housed in the Receiving and Discharge holding cells may be allowed to visit. If a visit is allowed, restrictions will be in place so the inmate will be seated with the visitor directly in front of the Visiting Room Officers and will not be permitted to move about the area.

9. **QUALIFICATION AS A SPECIAL VISITOR:** Requests for special visits will be coordinated through the inmate's Unit Team. Any law enforcement visits will be coordinated through the Captain. Staff setting up special visits will be responsible for supervision of the visits.



- a. Business Visitor: An inmate at this facility is not permitted to engage actively in a business or profession. An inmate who was engaged in a business or profession prior to commitment is expected to assign authority for the operation of such business or profession to a person in the community. In those instances where an inmate has turned over the operation of a business or profession to another person, there still may be an occasion where a decision must be made which will substantially affect the assets or prospects of the business. The Warden, accordingly, may permit a special business visit in such cases. The Warden may waive the requirement for the existence of an established relationship prior to confinement for visitors approved under this paragraph.
- b. Consular Visitor: When it has been determined that an inmate is a citizen of a foreign country, the consular representative of that country will be permitted to visit on matters of legitimate business. Inmates who have had their visiting privileges suspended will be allowed a consular visit. This requirement for the existence of an established relationship prior to confinement does not apply to consular visitors.
- c. Representative of Community Groups: Prisoner Visitation and Support Group (PVS) visits will normally take place at the Visiting Room during regular visiting hours. Upon arrival, the PVS volunteer will present the Visiting Room Officer with proper identification and the names of the inmates she/he wishes to visit. PVS volunteers are not required to be on the visiting lists of the inmates they wish to visit and may bring writing materials (i.e., notebooks, paper, etc.) with them. An updated PVS list is maintained in the SHARED OC file.
- d. Clergy, former or prospective employers, Sponsors, and Parole Advisors.
  - (1) Minister of Record: Inmates may receive visits from their Minister of Record. When this happens, the Clergy or Religious representative will not be counted in addition to the normal number of visitors authorized.



(2) Clergy:

- (a) 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.
- (b) 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.
- (c) 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 which provides a degree of separation from other visitors. If a private area is not available, the visit may be rescheduled.
- (d) There is no limit to the number of Minister of Record and clergy visits and inmate receives each month. During times of personal or family emergencies, an inmate will be authorized a visit from his or her Minister of Record during regular visiting hours as practical.

10. **ATTORNEY VISITS:** Visits by attorneys are not subject to auditory supervision. Tape recorders may be used where the attorney agrees, in writing, in advance of the interview that the only purpose of the recording is to facilitate the attorney-client relationship. Normally, attorney-client visits will be conducted in the Visiting Room; however, if the Visiting Room is crowded and the attorney requests privacy, the Unit Team will be contacted by the Visiting Room Officer. The Lieutenant/Unit Team will make all necessary arrangements with consideration for use of the Children's Center area, if not already in use. The Unit Team will supervise all attorney visits.

11. **MEDIA VISITS:** All news media visits will be approved by the Warden. A media representative who wishes to visit outside his or her official duties, must qualify as a regular visitor or, if applicable, a special visitor.

12. **TRANSPORTATION ASSISTANCE:**

- a. For directions to FPC Alderson, see Attachment 3. Visitors are to park vehicles in the parking lot, in marked spaces, adjacent to the institution in the area marked "Visitor Parking." When a visit ends, visitors must leave the institution grounds immediately. Persons not approved to visit, but who accompany approved visitors are not permitted to remain in the institution parking lot, and must leave the grounds. They may return for the transport of the approved visitor at the conclusion of the visit.
- b. Due to the remote location of FPC Alderson, there are no available pay phone services. All visitors are to ensure transportation is arranged prior to the visit.

13. **PROCEDURES:**

- a. Responsibility: The Captain will be responsible for the Visiting Room's appearance/operation and the training of Visiting Room Officers and volunteers.
- b. Preparation of the List of Visitors:
  - (1) Following approval of the visiting list by the inmate's Counselor, a copy of an approved list will be send to the inmate. The original Immediate Family Visiting List (Attachment 1) will be filed in the inmates' Central File. When a change is to be made, a Counselor will update the inmate's Central File and print a visiting list with copies to the inmate and the inmate's Central File. The Visiting Room program will also be updated by the Counselor and/or Unit Staff. The data in this computer program will be kept accurate and complete at all times.



- (2) The inmate is responsible for notifying each approved visitor of visiting procedures and will be given Visiting Information (Attachment 4) during initial orientation.
  - (3) All visitors must be approved before a visit will be granted. The inmate is responsible for submitting the original list for approval and any subsequent changes to her Counselor. There is no limit to the number of changes or updates to the inmate's visiting list, each change may take up to three weeks to complete.
  - (4) Visits from persons not on the Approved Visiting List for routine visiting must be approved on an individual basis, in advance, by the inmate's Unit Manager. These persons must write to the Unit Manager at least two weeks prior to the proposed visit, explaining the circumstances for the request. If the visit is approved, the person will be sent a letter verifying the approval. The Unit Manager will distribute copies of the approval letter to the Lieutenant's Office, Visiting Room, and Institution Duty Officer.
- c. Verification of Special Visitor Credentials: Staff will verify the qualifications of special visitors. Staff may request background information and official assignment documentation from the potential visitor for this purpose.
- d. Identification of Visitors: Staff will verify the identity of each visitor (through driver's license or valid photo identification) prior to admission of the visitor to the institution. **Identification is defined as a Driver's License or a valid state or government-issued photo identification.** If a visitor does not present identification with a photograph, the visitor will not be allowed to visit. In the event that the computer visiting program system fails, staff will verify the visitor is authorized to visit with the documents maintained in the inmate's Central File. Documents maintained by the inmate may also be considered and each inmate must have a copy of her most current visiting list provided by Unit Team.

e. Notification to Visitors:

- (1) Authorized items visitors are allowed to bring in the Visiting Room:

<u>ITEM</u>	<u>QUANTITY</u> (per visitor)
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\*\*Only life-saving and prescription medication is allowed and will be maintained at the Officer's Station: Nitroglycerin, Albuterol Inhaler, and EpiPens ONLY\*\*

Clear plastic purse/bag, no wallets (not to exceed 12" x 12")	1
Baby carrier	1
Diaper Bag (Clear plastic, 12" x 12")	1
Baby food (containers)	1
Baby bottles	1
Baby formula/milk (containers, unopened)	2
Baby lotion	1
Baby powder	1
Small blanket	1
Baby hat	1
Change of clothes, infant/child	1
Diaper rash ointment	1
Baby Diapers	10
Baby wipes (package)	1
Baby toy	1

**No tobacco products of any type will be allowed. No items allowed for visitors to bring to the inmates, unless prior approval received, in writing (i.e., legal documents, religious purposes, etc.)**

Any request for special considerations will be addressed through a member of the Unit Team, and approved prior to the visit. Any unauthorized items must be locked in the visitor's cars (e.g., cell phones, tobacco products, handbags, etc.)

- (2) Inmates may request gifts to approved children on Family Day and during the Inmate's Children's Christmas party.



- (3) The introduction of any unauthorized item is considered contraband and will be considered a violation of 18 U.S.C. §§ 1791 and 3571. This may result in prosecution and/or modification of visiting privileges. A "Notification to Visitor" form (BP-A0224) will be fully completed and signed by each visitor (sixteen years of age and above) upon each visit in the Visiting Room. The form will be completely and accurately filled out, with the visitor answering all questions, printing and signing his/her name, supplying information required by all sections of the form (including a complete address, etc.) before being allowed to visit in the Visiting Room.
- (4) Inmates may embrace and kiss their visitors at the beginning and end of the visit. Inmates and their visitors may hold hands during the visit, but may not place their arms over one another's shoulders or sit on each other.
- (5) All inmates are required to wear undergarments in the Visiting Room.
- (6) Visitors are permitted to wear shorts and sleeveless shirts; however, the shorts, at a minimum, must touch the top of the knee, and the shirt must not be revealing of any undergarments. Tube tops, tank tops, hats, caps, sunglasses (unless prescribed), doo-rags, and muscle shirts are not permitted. Female visitors must wear a bra, and may not wear miniskirts, halter tops, or see-through clothing of any kind. Sun dresses are permitted providing they are not revealing. No visitor, male or female, will wear open-toed shoes. Any clothing that is considered to be revealing or possibly offensive to other visitors will not be allowed into the Visiting Room.
- (7) This supplement is available on the institution's web site for public information. A copy of the written guidelines is also posted in the Visiting Room.
- (8) Inmates are not authorized to receive or give any items to their visitors. Exceptions are food

items the visitors purchase from the Visiting Room's vending machines.

- (9) Termination of visits because of conduct or rule violations will be approved by the Institution Duty Officer (IDO) or the Operations Lieutenant. **The visiting room officer may terminate visits that are not conducted in the appropriate manner. When terminating a visit, visiting room officers will consult with the Lieutenant or Institution Duty Officer.** The IDO or Operations Lieutenant will notify the visitor personally to leave institution grounds.
- (10) Inmates and Visitors are responsible for their children while in the Visiting Room. The inmate will be warned if their children misbehave. If the children continue to misbehave, the visiting may be terminated by the IDO or Operations Lieutenant.

f. Notification to Inmates:

- (1) Inmates may take the following items to the Visiting Room:
  - (a) Commissary Card (required for identification), and for sure in the vending machines
  - (b) One wedding ring and an approved religious medallion may be worn. These items will be listed on the Visiting Room Inventory. Only those items taken into the Visiting Room may be brought out of the Visiting Room.
  - (c) Picture stubs (or tickets). Picture stubs not used during the visit can be taken back into the institution by the inmate.
  - (d) One pair of earrings, plain studs with no stones. Large or hoop earrings will not be allowed.
- (2) Items which are brought to the Visiting Room must be carried in the inmate's hands. No purses or



handbags will be permitted to be taken into the Visiting Room by the inmate. The above-listed items will be checked by the Visiting Room Officer during the check-in process and any questionable item will be returned to the unit by the inmate prior to approval and initiation of the visit.

- (3) Before legal papers or documents can be brought into the Visiting Room by either the inmate or the visitor, the inmate must have obtained pre-approval from a member of her Unit Team. The authorizing team member will notify the Visiting Room Officers of this action.
- (4) Inmates and visitors may purchase and share snack machine items. Visitors may not leave money or money orders for inmates in the Visiting Room. Inmates are at no time allowed to handle money.
- (5) Inmates will only wear institution-issued clothing and will dress in the full prison-issued uniform, consisting of khaki button-up shirt and khaki pants, to include a crew neck T-shirt, bra, under pants, socks, and institutional-issued or athletic shoes, in the Visiting Room. Sleeveless shirts and sandals are not authorized and will not be worn. Institutional-issued brown or grey fleece cold weather jacket may be worn over the button-up shirt.
- (6) Authorized religious headwear may be worn in the Visiting Room. All religious headwear will be inspected prior to leaving the Visiting Room.

- g. Searching Visitors: Staff may require a visitor to submit to a search, including a search of items of personal property, as a condition of allowing or continuing a visit. The Lieutenant and/or the Duty Officer will refer to Program Statement 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, for additional instructions on this subject.
- h. Record of Visitors: The Visiting Room Officer will ensure that each visitor signs the visiting log. The log books will be maintained in accordance with policy.

i. Supervision of Visits: Introduction of contraband into an institution is often attempted and conducted through the Visiting Room; therefore, it is imperative that Visiting Room Officers conduct frequent rounds of the whole Visiting Room, inside and out, to prevent this behavior.

j. Inmate Picture Project: Inmates that wish to have pictures taken of themselves, and their visitors, may have pictures taken by the inmate photographer. No personal cameras will be permitted in the Visiting Room.

(1) Inmates may purchase picture stubs (or tickets) from the Commissary which will be relinquished to the inmate photographer when a picture is taken.

(2) The Picture Project program maintains a schedule of times when pictures are taken in the Visiting Room. These times are posted in the Visiting Room.

(3) The background for pictures must be shrubbery or a blank wall in the Visiting Room.

(4) No inmates other than the inmate(s) being visited may be include in the pictures.

14. **PENALTY FOR VIOLATION OF VISITING REGULATIONS:**

a. If the circumstances warrant the termination of an inmate's visit, the Institution Duty Officer or Operations Lieutenant may terminate the visit when it is determined that the visit is disruptive to welfare and good order of the institution.

b. Any attempt to circumvent any area of these rules and regulations may result in the termination of the visit, modification of visiting privileges, and/or prosecution.

15. **VISITING REGULATIONS REGARDING PETS:** Visitors are prohibited from bringing animals onto institution grounds except for animals that assist persons with disabilities. The visitor must provide staff with certification that the animal is trained for that purpose.



16. **DISAPPROVAL OF PROPOSED VISITORS:** When an inmate requests a visitor to be placed on her visiting list, she will do so in writing to her Unit Team. If the visitor is not deemed appropriate and disapproved, the inmate will be notified by a member of her Unit Team. The inmate may challenge the Unit Team's decision by appealing to the Warden in writing.
17. **ADDRESS AND LOCATION:** FPC Alderson, Glen Ray Road, P.O. Box A, Alderson, West Virginia 224910. Telephone: (304)445-3300. For directions to FPC Alderson, refer to Attachment 3.
18. **ACTION:** The Regional Correctional Services Administrator was involved in the implementation and annual review of this Institution Supplement.

  
\_\_\_\_\_  
G. Ryle, Warden

PRIMARY REVIEWER: CAPTAIN  
DISTRIBUTION: A & B  
ATTACHMENTS: 4

**Federal Prison Camp**  
Alderson, West Virginia 24910

INMATE NAME: \_\_\_\_\_ REG. NO.: \_\_\_\_\_

UNIT: \_\_\_\_\_ COUNSELOR: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

**IMMEDIATE FAMILY VISITING LIST**

Only verified immediate family members will usually be approved promptly. Immediate family members are identified as follows: parents, step-parents, brothers, sisters, children, step-children and legal spouse. Children under (16) years of age do not have to be included on your list, but will not be permitted to visit unless escorted by an approved adult.

**Inmate Visitor Information****Approved/Denied**

FULL NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_  
 STATE: \_\_\_\_\_ ZIP \_\_\_\_\_ TELEPHONE # ( ) \_\_\_\_\_  
 D.O.B: \_\_\_\_\_ SEX: \_\_\_\_\_ RACE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_  
 STATE: \_\_\_\_\_ ZIP \_\_\_\_\_ TELEPHONE # ( ) \_\_\_\_\_  
 D.O.B: \_\_\_\_\_ SEX: \_\_\_\_\_ RACE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_  
 STATE: \_\_\_\_\_ ZIP \_\_\_\_\_ TELEPHONE # ( ) \_\_\_\_\_  
 D.O.B: \_\_\_\_\_ SEX: \_\_\_\_\_ RACE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_  
 STATE: \_\_\_\_\_ ZIP \_\_\_\_\_ TELEPHONE # ( ) \_\_\_\_\_  
 D.O.B: \_\_\_\_\_ SEX: \_\_\_\_\_ RACE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_  
 STATE: \_\_\_\_\_ ZIP \_\_\_\_\_ TELEPHONE # ( ) \_\_\_\_\_  
 D.O.B: \_\_\_\_\_ SEX: \_\_\_\_\_ RACE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_  
 STATE: \_\_\_\_\_ ZIP \_\_\_\_\_ TELEPHONE # ( ) \_\_\_\_\_  
 D.O.B: \_\_\_\_\_ SEX: \_\_\_\_\_ RACE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_  
 STATE: \_\_\_\_\_ ZIP \_\_\_\_\_ TELEPHONE # ( ) \_\_\_\_\_  
 D.O.B: \_\_\_\_\_ SEX: \_\_\_\_\_ RACE: \_\_\_\_\_

**NOTE:** All information must be completed for each visitor, or the form will be returned to you for completion. Any false information may result in disciplinary action and loss of your visiting privileges. See your unit counselor for information or if you have any questions.



FEDERAL PRISON CAMP  
ALDERSON, WEST VIRGINIA

**REQUESTED CHANGE IN VISITING LIST**

To: Counselor \_\_\_\_\_ Date: \_\_\_\_\_

From: Inmate \_\_\_\_\_ Reg. No. \_\_\_\_\_ Unit: \_\_\_\_\_

I would like for the person listed below (check appropriate item):

- 1. To be removed from my approved visiting list.
- 2. To be added to my approved visiting list.
- 3. To have a change in address.

Name \_\_\_\_\_ Relationship to me: \_\_\_\_\_

Complete Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

1. If you want the person's name removed from your visiting list,  
briefly state why:

\_\_\_\_\_  
\_\_\_\_\_

2. Was this person a co-defendant on your present case? \_\_\_\_\_

3. Is this person a relative or friend of any other inmate or ex-  
inmate of FPC Alderson?

\_\_\_\_ no \_\_\_\_\_ yes, specify: \_\_\_\_\_

4. Is the requested visitor a former inmate of FPC Alderson?

\_\_\_\_ no \_\_\_\_\_ yes

5. Did you know this person before coming into the custody of the  
Bureau of Prisons?

\_\_\_\_ no \_\_\_\_\_ yes, specify: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

APPROVED  DISAPPROVED DATE: \_\_\_\_\_

COUNSELOR SIGNATURE: \_\_\_\_\_

TRANSPORTATION TO  
FEDERAL PRISON CAMP  
ALDERSON, WEST VIRGINIA

**AIRLINE**

U.S. Air (Toll free number: 1-800-428-4322) has connecting flights from many major Northeastern & Southeastern cities to the Greenbrier Valley Airport (LWB) in Lewisburg, West Virginia, and the Raleigh County Airport (BKW) in Beaver, West Virginia.

Lewisburg is located approximately twenty (20) miles from FPC ALDERSON. Beaver is located approximately sixty (60) miles from FPC ALDERSON.

**BUS**

Greyhound Bus Lines has connections from all major cities to Bluefield, West Virginia, or Beckley, West Virginia.

**TRAIN**

AMTRAK (Toll free number: 1-800-872-7245) has connections from all major cities to the town of Alderson, West Virginia.

**LIMO**

Greenbrier Valley Limo, White Sulphur Springs, WV. (304)536-1193.  
Reservations are recommended.

**PRIVATE VEHICLE**

**From the Northeast & East:**

Connect with Interstate 64. Exit at Alta (exit 161) and proceed south on Route 12 to Alderson (approximately 12 miles)

**From the South:**

Connect with Interstate 77 to Bluefield, West Virginia.  
Exchange from I-77 to I-64 near Mile Marker 120 around Beckley, WV. Exit I-64 at Alta (exit 161) and proceed south on Route 12 to Alderson (approximately 12 miles)

**From the West:**

Connect from Charleston, West Virginia. Take the West Virginia Turnpike to Beckley, West Virginia. Connect with I-64. Exit at Alta (exit 161) and proceed south on Route 12 to Alderson (approximately 12 miles)

**Address/Telephone Number:**

Box A, Glen Ray Road, Alderson, WV 24910  
(304) 445-3300

**ACCOMMODATIONS**

**HOTELS**

Hotels/motels are available in Alderson (Limited space) and Lewisburg, West Virginia.

**HOSPITALITY HOUSE**

A private home to assist visitors of inmates at FPC ALDERSON. Operates on donations for food and lodging. Local telephone number: (304)445-2980.



## **FPC ALDERSON VISITING INFORMATION**

1. Visiting hours on Fridays is from 11:15 a.m. a 6:15 p.m. Visiting hours for Saturdays, Sundays and Mondays is from 8:15 am to 3:15 pm. Visiting hours on Holidays are from 8:15 am to 3:15 pm. Visitors may arrive 15 minutes prior to the start of visiting, but must remain inside their vehicle until visiting is open.
2. There is a count at 10:00 am each Saturday, Sunday, and Holiday.
3. Visitors with infants are permitted to bring in related child care items as outlined in Section e. "Notification to Visitors," of this supplement.
4. Introduction of any unauthorized items is considered contraband and will be considered a violation of Title 18 USC Sections 1791 and 3571. This may result in prosecution and/or modification of visiting privileges. All persons and packages are subject to search in accordance with Title 18. Circumvention attempts may result in prosecution/modification of visiting privileges.
5. Prior approval from the inmate's unit team is required prior to the review of any documents/legal papers brought in by the inmate's visitors to the visiting area.
6. Inmates may have pictures taken of themselves and their visitors by the inmate photographer.
7. Although vending machines are available within the visiting area, inmates are at no time to handle money.
8. The Warden, Associate Warden, Duty Officer, or Operations Lieutenant may terminate a visit.
9. Visitors are prohibited from bringing animals on institution grounds unless the animal is a dog that assists disabled persons. In this circumstance, the visitor must have written documentation the dog is trained for that purpose.
10. Inmates and visitors are responsible for the conduct and behavior of their children. Children will remain with the visitors and will not be left unattended and will not disrupt other visits.
11. No tobacco products of any kind are allowed to be used by visitors or inmates.
12. There will be a limit of four adult visitors per inmate (not to include children) at one time in the Visiting Room unless prior approval is received from the Unit Manager for regular visiting days.
13. All visitors are required to lock their cars and ensure that personal property is secured within the vehicle. Additionally, no one is permitted to wait in the parking lot or remain on institution grounds for persons visiting an inmate. Visitors are responsible for any items left in their vehicles.
14. You are not allowed to converse with the inmates prior to entering or after leaving the Visiting Room. Failure to follow this requirement may lead to cancellation of your visit and possible removal from the inmate's Visiting List.
15. The Visiting Room Officers are responsible for supervising the visits. Visitors should use good taste when choosing their apparel. Examples of inappropriate dress might include: revealing attire, see-through blouses, bathing suits, miniskirts, tube or strapless tops, slacks or jeans slit or cut to reveal buttocks, and a lack of proper undergarments. Any apparel that does not adequately cover or which exposes the primary areas of the body from shoulder height to the upper knee area will result in that visitor being refused entrance into the Visiting Room. Visitors will not dress in a manner that resembles the inmate-issued uniform.

16. Allowable Items in the Visiting Center:

<u>ITEM</u>	<u>QUANTITY</u> (per visitor)
Clear plastic purse/bag, no wallets (not to exceed 12" x 12")	1
Baby carrier	1
Diaper Bag (Clear plastic, 12" x 12")	1
Baby food	1
Baby bottles	1
Baby formula/milk (containers, unopened)	2
Baby lotion	1
Baby powder	1
Small blanket	1
Baby hat	1
Change of clothes, infant/child	1
Diaper rash ointment	1
Baby Diapers	10
Baby wipes	1
Baby toy	1

\*\* Only life-saving and prescription medication is allowed and will be maintained at the Officer's Station: Nitroglycerin, Albuterol Inhaler, and EpiPens\*\*

**No items allowed for visitors to bring to the inmates, unless prior approval received, in writing (i.e., legal documents, religious purposes, etc.)**

Non-allowable Items in the Visiting Center:

Visitor will be asked to return any item listed below to their vehicle. If visitor denies, they will be asked to vacate the institution property.

Playing cards  
Toys (unless 1 baby toy)  
Newspapers  
Magazines  
Lighters  
Matches  
Electronic equipment of any type  
Chewing gum  
Diaper bags (unless clear plastic as indicated above)  
Strollers  
Food items (unless baby food, as indicated)  
Cigarettes  
Any Bluetooth/recording capable watch/wrist application

17. Any visitor who departs the Visiting Room prior to the official conclusion of a visit will **not** be authorized re-entry. **ONCE A VISITOR LEAVES, THE VISIT IS TERMINATED FOR THAT PARTICULAR DAY.**