

Institution
Supplement

Office of
Responsibility: Correctional Services
Number: BEC-5267.08g
Date: December 31, 2011
Subject: Visiting Regulations

1. **PURPOSE AND SCOPE:** To encourage social visiting so an inmate can develop and maintain healthy family and community relationships. Visits are an important factor in maintaining the morale of an inmate and motivating him toward positive goals. This Supplement provides local procedures for implementation of applicable Bureau of Prisons policy governing inmate visitation.
2. **PROGRAM OBJECTIVES:** To describe specific visiting procedures at the FCI and FPC.
3. **DIRECTIVES AFFECTED:**
 - a. **Directives Rescinded**
BEC-5267.08f Visiting Regulations (08-31-09)
 - b. **Directives Referenced**
P.S. 5267.08 Visiting Regulations (05-11-06)
P.S. 5510.12 Searching, Detaining, or Arresting Persons Other than Inmates (01-15-08)
P.S. 1315.07 Legal Activities, Inmate (11-05-99)
P.S. 5522.01 ION Spectrometry Device Program (02-24-05)
BEC 5518.01n Entrance Procedures (LOU) (12-31-11)
4. **DESCRIPTION OF RULES OR PROCEDURES:**
 - a. **Visiting Schedule:**
FCI: Social visits are from 8:00 a.m. to 3:00 p.m. on Saturday, Sunday, Monday, and federal holidays. Visitors will not be processed into the FCI after 2:00 p.m.

SHU: All inmates in Administrative Detention and Disciplinary Segregation will conduct visiting on Tuesdays only, by appointment. Inmates will be required to submit an Inmate Request to Staff form (cop-out), to the SHU Lieutenant, requesting a visit. Visits will be conducted in the non-contact room, in visiting. The following time slots will be available for scheduling: 8:15 a.m. to 10:15 a.m., 10:35 a.m. to 12:35 p.m., and 12:55 p.m. to 2:55 p.m. This request needs to be made as far in advance as possible for adequate scheduling.

Camp: Visiting hours are 8:00 a.m. to 3:00 p.m. on Saturday, Sunday, Monday, and federal holidays. Visitors will not be processed into the Camp after 1:30 p.m. The processing of visitors during visiting hours is temporarily suspended during counts at both locations.

b. **Number of Visitors:**

Inmates will be allowed a maximum of five (5) visitors at one time (including children). Exceptions will be requested through the Unit Manager. Split visiting can be used at the discretion of the Visiting Room Officer-in-Charge (OIC). A split visit is defined as a visit when an inmate has five visitors in the Visiting Room and one or more visitors leave the Visiting Room and are replaced by the same number, or fewer, of authorized visitors. On split visits, only one exchange of visitors for that inmate will normally be approved.

c. **Visiting Restrictions:**

Visiting privileges are normally curtailed or terminated because of an emergency, improper conduct on the part of the inmate or visitor(s), or when the Visiting Room becomes congested.

When the Visiting Room exceeds the posted safe occupancy level determined by the Safety Officer, the Visiting Room Officer, in conjunction with the Operations Lieutenant and/or the Institution Duty Officer (IDO), will refer to the visiting records of the inmates present in the Visiting Room and begin to terminate the visits of those inmates who have accumulated the most visiting point totals for that month.

The Maximum Capacity at the FCI is 180 persons within the Visiting Room at any one time. The Maximum Capacity at the FPC is 120 persons within the Visiting Room at any one time.

Consideration will be given to factors such as whether the visitor lives in the local area, frequency of visits, and the distance traveled by the visitor.

If it becomes necessary to terminate a visit due to improper conduct on the part of an inmate and/or visitor(s), the Visiting Room Officer will consult the Operations Lieutenant and/or the Institution Duty Officer prior to taking such action.

d. Frequency of Visits:

Staff will maintain a record of all inmate visits through the use of a point system. Each inmate is allotted eight(8)visiting points per month. One point will be assessed for each visit during the weekdays. Two points will be assessed for each visit on the weekends and Federal Holidays.

Under unusual circumstances, additional visiting points may be recommended by the inmate's Unit Manager with the approval of the Associate Warden of Programs for visitors who travel long distances and visit infrequently, or to meet special needs. In such cases, the Unit Manager, prior to the visit, must notify the Visiting Room Officer by memorandum of the number of additional points to be granted to the inmate.

At the Camp, the point system will not be used unless the visiting volume dictates that it be implemented.

e. Visiting Lists:

The inmate will compile a visiting list using Attachment A, FCI Beckley, Immediate Family Visitation List. Non-immediate family members may be included. Inmates requesting that no visitors be added to their visiting list will sign Attachment A indicating "no visitors requested." This does not prevent the inmate from having approved visitors at a later date.

Inmates who request to have a visitor added to their approved visiting list may do so provided the requested visitor is not already on another inmate's approved list. Any exception must be approved by the Warden. There is no specific limit for General Population and Holdover inmates on how many times an inmate may change his visiting list, however, requests for approval for visitors should be made to the Counselor at least three weeks in advance of the intended visit. The BOP Website (bop.gov) provides written

guidelines which are available to the general public and inmate visitors.

A person is not approved for visitation until the Unit Team has completed processing the forms and has entered the clearance into the computerized visiting program (BOPWare). The inmate must verify with his Unit Team that a potential visitor has been approved. People arriving for visitation that are not in the computer and have not been processed will not be allowed to visit.

(1) Immediate Family Members: The inmate is responsible for completing a Request for Visitation Form (BP-629), which will include the inmate's immediate family members: mother, father, brothers, sisters, step-parents, wife, and children. The inmate's Counselor will review the form and key the approved visitors into the computerized visiting program (BOP WARE).

(2) Friends and Associates: Before friends and associates are added to an inmate's approved visiting list, they must complete and return the Request for Visitation Form back to the Unit Team. After the forms have been processed, the inmate will verify with his Unit Team that a potential visitor has been approved. Only then will the visitor be allowed to visit. Friends and associates not having an established relationship prior to confinement will not be approved to visit. The final approval authority is the Unit Manager.

(3) Ex-Inmates of this Institution or Relatives of Ex-Inmates or Other Inmates: Rarely will individuals in these categories be permitted to visit. Such visits will require prior approval of the Warden.

(4) Number of Visitors on Visiting List: There is no limit to the number of immediate family members that can be on an inmate's approved visiting list. A maximum of ten (10) friends or associates can be placed on the inmate's approved visiting list.

(5) An inmate who transfers from another Federal facility may continue to use his previously approved visiting list providing it conforms to FCI Beckley's policy and appropriate documentation is present for all approved visitors.

- f. Business Visitors, Consular Visitors and Visits from Representatives of Community Groups: These types of visits will be conducted in accordance with the Program Statement on Visiting Regulations.

- g. Special Visits: People not on the approved visiting list will not be permitted to visit unless they have received prior approval from the respective Unit Team and Warden. The respective Unit Team or Chaplain will be responsible for supervising special visits when conducted outside of the regularly scheduled visiting times. Special visits of a social nature will be charged against the visiting allowance of eight (8) points per calendar month. There will be no points charged for visits from attorneys, ministers of record as reflected in inmate's file and documented in SENTRY or other authorized special visitors concerned solely with release planning. Special visits will have prior approval of the Unit Manager and Warden, and will be recorded on the computer showing approval for a special visit and a memorandum approving a special visit will be placed in the inmate's Central File.

Inmates must submit an Inmate Request to Staff Member to request a clergy visit. The institution's Chaplain will verify the necessary credentials. Generally, there are no visiting points charged if the Clergy of Record visit has been pre-arranged by the Chaplain in advance.

- h. Attorney Visits: Attorney visits will be conducted in accordance with the Program Statement on Legal Activities, Inmate.

(1) Attorney visits are to be coordinated with the inmate's assigned Unit Manager in advance of the visit, unless emergency circumstances exist. Generally, there are no visiting points charged if the attorney visit has been pre-arranged by the Unit Manager in advance.

(2) Attorneys will be required to provide proper identification to the Front Lobby Officer. All attorneys will present an "Admittance to the Bar" card or other documentation verifying the attorney is licensed to practice, and a valid driver's license (with photograph) before they are permitted to enter the institution.

(3) When entering or exiting the institution in an official capacity, attorneys shall be required to sign the Official Visitors' Log located in the Front Lobby. Attorneys must also complete and sign a Visiting Attorney Statement (BP-S241.013). A paralegal or legal assistant, acting on behalf of an attorney, will be admitted provided a completed Paralegal or Legal Assistant Confirmation Form (BPS242.013) has been received and reviewed by the Supervisory Attorney.

(4) An attorney who wishes to visit as a social visitor must be on an inmate's approved visiting list. During this time, the attorney is considered a social visitor, and the standard entrance procedures are to be followed. When an inmate's attorney visits as a social visitor, he/she does not have to sign the Official Visitors' Log, nor do they have to complete and sign a Visiting Attorney form. Points are assessed for attorneys who visit as social visitors.

I. Visits to Inmates not in Regular Population Status:

(1) Admission and Orientation/Holdover Status: Visits during the Admission and Orientation (A&O) period or for Holdovers are limited to immediate family which can be verified in the Pre-Sentence Investigation (PSI) Report.

(2) Hospitalized Inmates:

(a) FCI and FPC inmates hospitalized in the community will not receive visitors unless authorized by the Warden, Acting Warden or Administrative Duty Officer.

(3) Administrative Detention/Disciplinary Segregation Status: All inmates in Administrative Detention and Disciplinary Segregation will visit in the non-contact visiting room. To receive a visit, the inmates will make an appointment, through the SHU Lieutenant, with a cop-out. The visits will be conducted, one at a time, in the following time slots: 8:15 a.m. to 10:15 a.m., 10:35 a.m. to 12:35 p.m., and 12:55 p.m. to 2:55 p.m. The Visiting Room Officer will notify SHU when the visitors arrive. SHU staff will escort the inmate to the visiting room. The inmate will be locked in the non-contact room, in visiting, and the restraints will be removed. The Visiting Room Officer will escort the visitors to the visiting room and supervise the visit.

(4) Non-Contact Visiting:

Non-contact visiting will be utilized for inmates in Administrative Detention and Disciplinary Segregation. Non-contact visiting may be utilized for inmates currently assigned to General Population when necessary to maintain the security of the institution. The use of non-contact visiting for inmates in General Population will be approved by the Warden or Acting Warden.

J. Preparation of Visiting List:

(1) General Population: When an inmate desires to have a non-immediate family member added to his list, he shall obtain a Visitor Information Form (BP-629) from his counselor, complete the top section, and mail it out.

(2) Approval/Disapproval of Visitors: When the Visitor Information Forms are sent directly to the Unit Counselor from the potential visitor, they will be reviewed to ensure they are completely filled out and signed by the requesting visitor.

A Request For Conviction Information Form, (BP-311.52), will be completed if a background investigation is necessary. After a potential visitor's form has been processed and cleared, the Unit Counselor will add the visitor to the inmate's computerized visiting list.

The Unit Counselor will then notify the inmate of each approved or disapproved visitor, and give the inmate a printed copy of his visiting list and place a signed copy of the inmate's visiting list in his Central File. Once the inmate has a copy of his updated visiting list and a copy of Attachment B and C, he may then notify his approved visitors that they may visit him.

(3) On occasion, individuals come to the institution to visit an inmate without prior approval or notification to staff. The requested visit will normally be denied. Visits may be recommended for approval to the Associate Warden of Programs by the Unit Team in rare cases where there are extenuating circumstances. When Unit Staff are not available, the Institution Duty Officer, (IDO) and/or the Operations Lieutenant will be contacted to render the final decision. When this occurs, it will be the responsibility of the Institution Duty Officer (IDO) or Operations Lieutenant to notify the inmate of the decision.

k. Visitors to the Institution:

(1) Contraband and Property Storage: **ALL VISITORS** except employees of the Department of Justice, members of Congress, officials of the United States Courts, employees of the United States Public Health Service, state and local law enforcement officers, volunteers and certain contract employees will be required to read and sign a Title 18 form.

Visitors may store non-hazardous items in the visitors' lockers provided in the Front Lobby. The purpose of the visit of all visitors

must be known before they are allowed to pass beyond the Front Lobby desk.

(2) **Storage Lockers:** All inmate visitors will be advised as to the availability of individual lockers for storage of personal articles which they may not wish and/or may not be permitted to take into the Visiting Room. If they prefer, these items may be locked in their personal vehicle. When a visitor is assigned a locker, the Front Lobby Officer will inform the visitor that the locker is not to be used for storing high dollar valued items or money. If it becomes necessary to store a high dollar valued item over \$100.00, the visitor will describe the item(s) in detail and the Front Lobby Officer will verify the contents. The Front Lobby Officer will ensure that all visitors using the storage lockers complete the Visitors Property Inventory Sheet (Attachment C) and check to see if any high dollar valued items are listed.

The Front Lobby Officer will ensure that items which cannot be searched are not placed in these lockers. The Front Lobby Officer will ensure that all items placed in the lockers are removed by the visitor when departing the institution.

If a visitor (excluding law enforcement officers) has a firearm or ammunition in his/her possession, he/she will be requested to remove these items from the institution grounds.

Under no circumstances will these items be placed in the gun depository nor will these items be permitted to remain in the visitor's vehicle while parked on institution property.

Staff are to use extreme caution when searching all property and all safeguards should be observed when handling unclaimed or abandoned items.

(3) **Handbags:** Handbags must be returned to the visitor's vehicle. When it is necessary to allow an item from the purse to be taken to the Visiting Room (such as a diaper for a baby), the visitor will be required to submit it for an inspection by the Front Lobby Officer prior to being admitted to the Visiting Room.

(4) **Searching Visitors:** Visitors will be subjected to a search of their persons or personal effects, including personal property in their possession as a condition of allowing or continuing a visit. The daily method of random selection will be determined by the SIS Lieutenant or in his/her absence, the Operations Lieutenant.

Per the program statement regarding searching/detaining or arresting persons other than inmates, only the Warden, Acting Warden or Administrative Duty Officer can authorize staff to conduct a visual search of a visitor.

a. Visitors are required to clear a walk-through metal detector before being allowed to visit. If the visitor fails to clear a walk through detector he or she will be screened with a hand-held metal detector. If at any time the screening staff member is in question as to whether or not the visitor is in possession of contraband, the Operations Lieutenant will be notified and dispatched to the lobby area to assess the situation. If a visitor has a medical implant that may set off the metal detector, they must provide a medical card to the lobby officer as proof of the implant.

b. Religious headwear is not considered part of a visitor's belongings, but rather their person. Random pat searches should NOT ordinarily include removal and inspection of religious headwear. Except in emergencies, warden authorization is required before staff pat or visually search religious headwear.

Bureau policy does not require the higher degree of reasonable suspicion before searching religious headwear. However, such searches may only occur on authority of the Warden, after considering the factors outlined in P.S. 5510.12, and must be documented. Searches of religious headwear should be conducted out of the view of other visitors and inmates.

Religious headwear that obscures a visitor's face must be removed sufficiently to reveal the face for identification upon entering and leaving facilities, and does not require the heightened conditions described above or documentation. In these cases, the entire headwear need not be removed if partial removal will reveal the face for identification.

- (5) Inmate Visiting Regulations: The Front Lobby Officer must be thoroughly familiar with the Institution Supplement on Visiting Regulations.

Any questions regarding visiting privileges, extended visiting time, special visits, or visits by investigative officials, must be handled by the Visiting Room Officer, Operations Lieutenant, Institution Duty Officer, Unit Team, or Special Investigative Supervisor (SIS), as appropriate, in compliance with the procedural rules governing visiting.

I. Visiting Room Procedures:

(1) Supervision of Visits: It is the responsibility of the inmate to ensure that all visits are conducted in a quiet, orderly and dignified manner. Visits not conducted in the appropriate manner may be terminated by the Visiting Room Officer with prior approval of the Operations Lieutenant and/or IDO. Visitors who exhibit signs of recent use of alcohol (i.e., odor, confusion, loss of balance) or otherwise display inappropriate behavior shall not be permitted to visit. The use of a breathalyzer to test a visitor requires the approval of the Warden, Acting Warden, or the Administrative Duty Officer.

(2) Temporary Suspension of Visiting Privileges: The following procedures should be followed when notifying an inmate and his visitor that their visit has been terminated due to misconduct in the Visiting Room:

(a) A full time staff member should immediately verbally notify the inmate that his visiting privileges with the visitor have been temporarily suspended pending final disposition of administrative action taken against him.

(b) The Unit Team should prepare a letter (Attachment D) for the Associate Warden of Programs' (AWP) signature to the visitor notifying the visitor that visiting privileges have been temporarily suspended.

(c) The Unit Team should prepare a memorandum (Attachment E) to the inmate for the Associate Warden of Programs' (AWP) signature which notifies him that his visiting privileges with the visitor have been temporarily suspended.

(d) The Unit Team will prepare a memo (Attachment F) to the Warden, with a courtesy copy to the Regional Director upon the Warden's review, to include the date, the time the visit began, the time efforts to terminate the visit began, the time the visit was terminated, the visitor and inmate involved, and the reason the visit was terminated.

(3) Reinstatement of Visiting Privileges: Only the Warden can reinstate an individual to an inmate's visiting list. The Unit Manager will prepare a memorandum through the Associate Warden of Programs to the Warden listing the specific reasons for reinstating the individual to the approved visiting list.

Under no circumstances will special visits be permitted to individuals who have been removed from the approved visiting list without a thorough investigation and approval by the Warden.

m. Miscellaneous Visiting Room Regulations:

(1) Inmates are required to wear institution issued clothing (pants, shirts, belt (optional), black safety shoes or medically issued shoes) during visitation. Khaki uniforms will be worn by inmates assigned to the FCI, and green uniforms will be worn by inmates assigned to the Camp. The uniform shirt will be tucked into the pants and only the top two buttons from the top of the shirt may be open. No other clothing is permitted. Institution clothing must be neat and clean in appearance.

(2) Authorized religious headgear may be worn in the Visiting Room. All religious headgear will be inspected prior to and following a visit. Any questions regarding the propriety of religious headgear in the Visiting Room will be directed to the Chaplain and the Operations Lieutenant.

(3) Visits will not be permitted for those inmates who are not properly groomed.

(4) Inmates will not take anything to a visit except a comb, handkerchief, wedding band, prescription eye glasses (except sun-glasses) and authorized religious jewelry (i.e., a single chain medallion). All items authorized in the Visiting Room will be documented on the Visiting Room Property Sheet, (Attachment G). If an inmate has other property in his possession, he will be instructed to return to his Unit and secure the property in question. **No** items of personal property will be stored in the shakedown area.

Medication may be permitted, but only when authorized in advance by the Health Services Administrator. When authorized, a notation to this effect should be made in the ACES Program on the specific inmate's record. The Officer conducting the shakedown should document any authorized medication and hand deliver this medication to the Visiting Room #1 Officer.

The Medical Department should be contacted when there is a question as to whether the medication is authorized.

(5) Both FCI and Camp inmates will remain in their seats and may not accompany their visitors to the vending machine area or designated toy areas for children. Furthermore, inmates and visitors are not allowed to remove any vending items from the

Visiting Room. All vending items purchased in the Visiting Room are to be consumed during the visit.

(6) There are vending machines in the Visiting Room for use by visitors. Therefore, no food items may be brought into the institution by a visitor.

(7) Legal material belonging to an inmate and needed for a visit with an attorney will be brought to the Visiting Room by the inmate's Case Manager or Correctional Counselor. The material will be searched for contraband prior to and after the visit. Attorneys are not permitted to give inmates legal papers without the Unit Manager's prior approval, rather, legal papers should be mailed into the institution.

(8) There are no provisions for visitors to deposit money in an inmate's trust fund account during a visit.

(9) Socially acceptable gestures of communication and affection, such as shaking hands, kissing, and embracing, are allowed within the limits of good taste and then only at the beginning and at the end of a visit. Indecent and excessive contact will not be tolerated.

(10) Inmates who repeatedly violate visiting regulations may have their visit terminated or be placed under closer supervision at the discretion of the Visiting Room Officer-in-Charge.

(11) All areas of the Visiting Room may be monitored to prevent the passage of contraband, and to ensure the security and welfare of all concerned.

(12) Inmates should inform prospective visitors that their dress should be within the bounds of good taste and should not present possible disrespect to others who may be present in the Visiting Room.

All visitors must be appropriately attired including shoes. Adult visitors are to refrain from wearing apparel that is overly-revealing or suggestive (i.e., any camouflaged attire, grey sweat shirts or pants, excessively tight-fitting or revealing slacks, miniskirts, shorts, halter tops, strapless dresses/tops, spandex clothing, sleeveless shirts). Hats, bandanas, and scarves are not authorized. Visitors may be denied a visit if supervisory staff (i.e., Lieutenant, Institution Duty Officer, etc.) determine a visitor's dress is inappropriate for the institution setting.

Visitors are to refrain from wearing clothing which resembles the inmate uniform; khaki pants and shirts if visiting inmates at the FCI,

and green pants and shirts if visiting inmates at the Camp. Visitors may wear khaki or green clothing as long as it does not resemble the inmate uniform. Any visitor wearing an item of clothing resembling the inmate uniform, including boots or shoes, will be denied entry into the institution.

(13) Papers, packages and/or gifts are not to be brought into the institution or exchanged.

(14) The Visiting Room (inside and out) has been designated as a NO SMOKING area. This includes staff, inmates and the public.

(15) Baby carriers will be allowed in the Camp Visiting Room, provided the carrier can be searched.

(16) Inmates and visitors are responsible for the conduct of their children. Children will be seated with the visitors. Children will not be allowed to disrupt other visits. In the event an inmate and/or his visitors cannot control the behavior of their children, and a disruption is being caused due to their behavior, the Visiting Room OIC may terminate the visit after notification is made to the Operations Lieutenant and/or the Institutional Duty Officer (IDO). Normally, a warning will be given to the inmate concerning the misconduct of the children, and a notice that any further misconduct will result in the termination of the visit will occur before the visit is terminated. A toy/book cart will be available for children at the FCI. A toy room is available at the Satellite Camp. The toy room will remain secured. An adult visitor may retrieve a toy or book from the cart, for the child. All items removed shall be replaced by the visitors before they depart. At the Satellite Camp, an adult visitor may retrieve toys from the toy room. The toys will be returned to the toy room before the visitors depart.

(17) All inmates and visitors will be assigned a seat by the Visiting Room OIC.

(18) No devices, including pagers, cellular phones, PDA's or video games will be permitted in the visiting room.

PENALTY FOR VIOLATIONS: Future visiting privileges may be denied to any person who tries to circumvent visiting regulations.

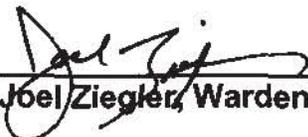
n. **Interview of Inmates by Federal and State Law Enforcement Agencies:** Requests for interviews with inmates by recognized law enforcement agencies must be approved by the Special Investigative Supervisor (SIS). SIS Staff from the SIS office will escort the law enforcement officials and supervise the interview in an area other than the Visiting Room if regular visiting is in progress or for security reasons.

o. Visitor Transportation/Directions To The Institution and Camp: Attachment C provides information regarding Public Transportation to and within the Beckley area, directions to the institution, and available accommodations in the Beckley area.

p. The limitations of Visiting Space: The Maximum Capacity at the FCI is 180 persons within the Visiting Room at any one time. The Maximum Capacity at the FPC is 120 persons within the Visiting Room at any one time.

q. Emergency Visiting Backup: As a back-up to the computerized system, an Emergency Visiting Backup icon can be located on the computer desktop, (i.e., Front Lobby and Visitation). This program is only to be utilized in the event that BOPWare is down. This program will be used to verify the visitors that are on the inmate's approved visiting list. After verifying each approved visitor, the established procedures in this supplement will be adhered to for any inmate visitor prior to their entrance.

5. OFFICE OF PRIMARY RESPONSIBILITY: Correctional Services



Joel Ziegler, Warden

DISTRIBUTION: Executive Staff
Department Heads
Lieutenants' Office
Control Center
AFGE Local 404
Master File
Inmate Law Library
MARO

FEDERAL CORRECTIONAL INSTITUTION, BECKLEY, WEST VIRGINIA, 25813

VISITING REGULATIONS

_____ (Visitor's Name), has been approved to visit you during your stay at Beckley. In addition to your assuming reasonable responsibility for the proper conduct of a visit, you are also responsible for forwarding this form to the above visitor so that she/he will be aware of our visiting regulations.

IDENTIFICATION. The Front Lobby Officer will require positive photo identification of visitors. Acceptable forms of identification are valid driver's license or State Identification Cards, and other official identification cards.

VISITING HOURS. Regular visiting hours at the FCI are from 8:00 a.m. to 3:00 p.m. on Saturday, Sunday, Monday, and all Federal Holidays. Regular visiting hours at the Camp are from 8:00 a.m. to 3:00 p.m. on Saturday, Sunday, Monday, and all Federal Holidays. Visitors will not be processed into the FCI after 2:00 p.m. Visitors will not be processed into the Camp Visiting Room after 1:30 p.m. Visitor processing at both the FCI and Camp during visiting hours is temporarily suspended during counts. Please refrain from arriving on the institution grounds before the scheduled visiting periods. When a visit is over, all visitors must leave the institution grounds immediately. The Visiting Room Officer may terminate a visit because of overcrowded conditions or improper conduct of the visitor, including children and/or the inmate. Visits for Special Housing Unit inmates will be conducted on Tuesday in the non-contact room in visiting. The following time slots will be available for scheduling: 8:15 a.m. to 10:15 a.m., 10:35 a.m. to 12:35 p.m., and 12:55 p.m. to 2:55 p.m.

WHO MAY VISIT. Inmates will be permitted to visit with Authorized visitors only. We will notify persons authorized to visit, as we are doing in your case. Children under 16 years must be accompanied by an adult member of the family. Children between the ages of 16 and 17 years of age who are not accompanied by a parent, legal guardian, or immediate family member at least 18 years of age must have the written approval of a parent, legal guardian, or family member at least 18 years of age prior to visitation. Other persons not approved who wish to visit an inmate for either personal or business reasons must write the institution at least two weeks in advance of the visit and explain the circumstances. If a visit is approved, an authorization will be sent for presentation on arrival.

Inmates are allowed a maximum of five visitors, including children, at one time in the visiting room.

A split visit is defined as a visit when an inmate has five visitors in the Visiting Room and one or more visitors leave the Visiting Room and are replaced by the same number, or fewer, of authorized visitors. On split visits, only one exchange of visitors for that inmate will normally be approved.

REGULATIONS. The right to make future visits will be denied to anyone who tries to circumvent or evade regulations. The introduction or attempted introduction of contraband into a federal penal institution is in violation of Title 18, U.S. Code Section 1791.

It is illegal for any person to possess contraband. Contraband is defined as the introduction or attempted introduction into or upon the grounds of any federal penal or correctional institution, or the taking or attempt to take or send therefrom anything whatsoever without the knowledge and consent of the Warden or Superintendent of such federal penal or correctional institution.

Contraband items include, but are not limited to guns, knives, tools, ammunition, explosives, hazardous chemicals, gas, narcotics, drugs or intoxicants. Prior to admission, visitors must request and obtain permission of the Warden or her staff representative to bring any item upon the institution grounds. Failure to adhere to this policy, is a federal crime.

ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO ENTERING AND UPON DEPARTING THE INSTITUTION.

All visitors wishing to visit inmates within the FCI, will remove all personal items containing metal, i.e. coins, keys, and must clear the walk-through metal detector prior to being admitted for visiting. Visitors will refrain from wearing clothing which would activate the metal detector.

Keys and key chains will be secured in the box located at the Lobby Officer's desk. A numbered chit will be provided for return of the keys after the visit is completed. Clothing items that contain metal, i.e. underwire bras, cannot be removed before passing through the metal detector. The use of a camera or recording equipment without written consent of the warden is strictly prohibited. No written messages may be exchanged during a visit.

All radios, tape players or recorders, cellular telephones, or other electronic equipment must remain in the lockers provided in the front lobby or stored in the visitors vehicle.

DO NOT BRING FOOD OF ANY KIND into the institution. Sandwiches, soups, beverages, etc., are available from vending machines.

All visitors must be appropriately attired including shoes. Adult visitors are to refrain from wearing apparel that is overly-revealing or suggestive (i.e., excessively tight-fitting or revealing slacks, miniskirts, shorts, halter tops, strapless dresses/tops, spandex clothing, sleeveless shirts). Hats, bandanas, and scarves are not authorized. Visitors may be denied a visit if supervisory staff (i.e., Lieutenant, Institution Duty Officer, etc.) determine a visitor's dress is inappropriate for the institution setting.

Socially acceptable gestures of communication and affection, such as shaking hands, kissing and embraces are allowed within in the limits of good taste, and only at the at the beginning and at the end of a visit. Indecent, annoying or excessive contact will not be tolerated. Inmates or visitors who violate visiting regulations may have their visit terminated or be placed under closer supervision at the discretion of the Visiting Room Officer.

All areas of the Visiting Room, including restrooms, may be monitored to prevent the passage of contraband, and ensure the security and welfare of all concerned.

Children are expected to remain near to and be controlled by the adults bringing them.

IT IS NOT PERMISSIBLE TO BRING PACKAGES OR GIFTS OF ANY KIND.

No written messages or photographs may be exchanged during a visit. Documents or papers may not be examined or signed in the Visiting Room. The latter should be handled by correspondence (as a matter of record).

All food items purchased in the Visiting Room must be consumed during the visit. Food items will not be permitted to be retained by the visitor or the inmate at the conclusion of the visit. No lunch packages or thermos bottles will be allowed. Vending machines have been provided.

No gifts or clothing may be left for an Inmate

MONEY CANNOT BE ACCEPTED FOR DEPOSIT TO THE INMATE'S TRUST FUND ACCOUNT. This should be handled by mail, using **POSTAL MONEY ORDERS** made out to the inmate.

IT IS A FEDERAL CRIME TO BRING UPON THESE PREMISES ANY WEAPONS, AMMUNITION, INTOXICANTS, DRUGS OR CONTRABAND.

It is illegal for any person to introduce or attempt to introduce into or upon the grounds of any federal penal institution, to take, or attempt to take or send therefrom anything whatsoever without the knowledge or consent of the Warden. The law provides that violators may receive 20 years or a \$250,000 fine and/or both. It is a federal crime to bring upon these premises weapons, ammunition, intoxicating drugs or contraband. All persons and packages are subject to search (Title 18, U.S. Code, Sections 1791 and 1792).

Below are general instructions governing visits at this institution:

ONLY THOSE ITEMS LISTED BELOW ARE AUTHORIZED TO BE TAKEN INTO THE VISITING ROOM

- | | |
|--|--|
| 1. Clear Plastic Purse
(eight inches or less in height and width) | 6. Two Diapers |
| 2. Money (reasonable amounts based on
number of visitors) | 7. Baby Clothes (one change of clothing) |
| 3. Comb (no long/sharp handles) | 8. Sweaters |
| 4. Baby Bottles | 9. Heart Medication |
| 5. Baby Food | 10. Jewelry Normally Worn |

OTHER:

All areas of the Visiting Room have been designated as non-smoking. Cigarettes will not be permitted to be brought into the visiting area.

All medication must be approved by the on duty operations Lieutenant and the Front Lobby Officer.

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.

All books, magazines and newspapers must be mailed into the institution from the publishing company. Send to:

Inmate's Name and Register Number	Inmate's Name and Register Number
Federal Correctional Institution	Federal Prison Camp
Post Office Box 350	P.O. Box 350
Beaver, West Virginia 25813	Beaver, West Virginia 25813

INSTITUTION PHONE NUMBER

604-252-9758

LOCATION.

Federal Correctional Institution
1600 Industrial Park Rd.
Beaver, WV 25813

From Lewisburg on I/64 West, take Exit 125B (Airport Road Exit). Take a right onto Industrial Road and follow the signs to the Institution or the Camp.

From Charleston on I/77 South, take I/64 East to Exit 125B (Airport Road Exit). Take a right onto Industrial road and follow the signs to the Institution or the Camp.

From Bluefield Take I/77 North to I/64 East. Follow I/64 East to Exit 125B (Airport Road Exit). Take a right onto Industrial Road and follow the signs to the Institution or the Camp.



PUBLIC TRANSPORTATION TO THE BECKLEY AREA

There is a Greyhound stop at the corner of 3rd Avenue and Neville Street in Beckley. The local ticketing number is (304) 253-8333, and the toll free ticketing number is 1-800-231-2222. Tickets may be purchased at Dias Florist at 3013 Robert C. Byrd Drive in Beckley. Their hours of operations are 9:00 a.m. – 5:00 p.m., Mon. – Fri. and 9:00 a.m. -12:00 noon on Sat.

Charleston Yeager Airport services the following airlines: U.S. Air, Delta Connection, United Express, and Northwest Airlines. Rental car information is available from the Yeager Airport through Avis, Budget, Hertz, and National Rental Car Companies by calling telephone number (304) 344-1159. Flight information can be received by calling your travel agent or local airport. The phone number for the Yeager Airport is (304) 345-0661. The Raleigh County Memorial Airport also provides flights directly into Beckley with limited service available. The phone number for the Beckley Airport is (304) 255-0476.

The Beckley Cab Company at 201 South Heber Street services the Beckley area. Their telephone number is (304) 253-2323. The No-Way Cab Company at 517 Canterbury Drive also services the Beckley area. Their telephone number is 253-3301.

The "AAA" Travel service can also be contacted for travel information. Their toll free number is 1-800-924-1180. The local "AAA" phone number is (304) 255-4147.

Accommodations in the Beckley Area:

Best Western Hotel 1939 Harper Road Beckley, WV (304) 252-0671	Holiday Inn 1924 Harper Rd Beckley, WV (304) 255-1511	Sleep Inn 1124 Airport Rd Beckley, WV (304) 255-4222	Econ Lodge Ghent, WV (304) 787-3250
Howard Johnson 1907 Harper Rd Beckley, WV (304) 255-5900	Comfort Inn 1909 Harper Rd Beckley, WV (304) 255-2161	Pagoda Motel 1114 Harper Rd Beckley, WV (304) 253-7373	Best Western/Four Seasons Inn 1939 Harper Rd Beckley, WV (304) 252-0671
Beckley Hampton Inn 110 Harper Park Drive Beckley, WV (304) 252-2121	Honey in the Rock Motel 2315 South Fayette Beckley, WV (304) 252-7391	Fairfield Inn 125 Hylton Lane Beckley, WV (304) 252-8661	Appalachian Resort Flat Top Mountain Rd Ghent, WV (304) 787-5559
Days Inn Motel 1909 Harper Rd Beckley, WV (304) 255-5291	Pinecrest Motel 230 N Eisenhower Dr. Beckley, WV (304) 255-1577	Super 8 Motel 2014 Harper Road Beckley, WV (304) 253-0802	Green Bank Motel Eisenhower Drive Beckley, WV (304) 253-3355
Budget Inn Neville St. & Heber St. Beckley, WV (304) 253-8318	Patriot Motor Inn Rt 19 & Rt 3 Beckley, WV (304) 253-3395	Country Inn & Suites 2120 Harper Rd Beckley, WV (304) 252-5100	Courtyard Marriot 124 Hylton Lane Beckley, WV (304) 252-9800

To travel to the institution by a privately owned vehicle; take I-64 to Exit 125B, Airport Road. Take Airport Road North to Industrial Park Road. Make a right onto Industrial Park Road to the end while watching for the signs which mark the entrance areas to the Camp and the main institution. From I-77; take I-64 East to Exit 125B, Airport Road. Take Airport Road North to Industrial Park Road. Make a right onto Industrial Park Road to the end while watching for the signs which mark the entrance areas to the Camp and the main institution.

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

*P. O. Box 1280
Beaver, West Virginia 25813
Telephone: (304) 252-9758*

(DATE)

(NAME)
(ADDRESS)

RE: Visiting Privileges with (Inmate's Name and Register Number)

Dear (Name):

You are temporarily suspended from visiting (Inmate's Name) pending final disposition of administrative action stemming from your visit on (Date).

This action will remain in effect until further notice. (Inmate's Name) has been notified of this decision. It will be his responsibility to inform you of the final disposition taken in this matter.

Sincerely,

Associate Warden of Programs

cc: Central File



U.S. Department of Justice

Federal Bureau of Prisons

Federal Correctional Institution

Beckley, West Virginia 25813

[DATE]

MEMORANDUM FOR (INMATE'S NAME & REGISTER NUMBER)

FROM: Associate Warden of Programs

SUBJECT: Visiting Privileges

Your visiting privileges with (Visitor's Name) have been temporarily suspended pending final disposition of administrative action stemming from your visit on (Date) with (Visitor's Name). You have already been verbally notified of this action which will remain in effect until further notice.

cc: Central File
Unit Manager, _____ Unit
Visiting Room Officer
Front Lobby Officer



U.S. Department of Justice

Federal Bureau of Prisons

Federal Correctional Institution

Beckley, West Virginia 25813

[DATE]

MEMORANDUM FOR WARDEN

FROM:

SUBJECT: Visiting Privileges

On (DATE), at approximately (TIME) a.m./p.m., visitor(s) (NAME) arrived at the institution to visit with inmate (NAME) (REG NO). At approximately (TIME) a.m./p.m., I approached inmate (NAME) and his visitor (NAME) with Lieutenant (NAME), and we informed them their visitation privileges were temporarily suspended pending final disposition of administrative action stemming from (DESCRIBE THE REASONS FOR TERMINATION).

At approximately (TIME) a.m./p.m., inmate (NAME) was escorted to the Visiting Room shakedown area by Officer (NAME) while Counselor (NAME) escorted visitor (NAME) to the front entrance of the institution.

cc: Regional Director, Mid-Atlantic Region

