



U.S. Department of Justice

Federal Bureau of Prisons

Federal Correctional Complex

Beaumont, Texas 77720-6045

INSTITUTION SUPPLEMENT

OPI: CPD

NUMBER: BMM 5267.08A

DATE: October 25, 2006

SUBJECT: Visiting Regulations
(Medium Security)

1. PURPOSE AND SCOPE: To establish local procedures for inmate visitation operations at the Medium Security Institution, Beaumont, Texas. Visitation helps maintain the morale of inmates, while strengthening relationships between inmates and family members, and others in the community.

2. PROGRAM OBJECTIVES: The expected results of this supplement are:
 - a. Meaningful visits between inmates, family, relatives, friends, and community groups shall be conducted in an efficient and courteous manner.
 - b. The safety of visitors, inmates, and staff shall be maintained.
 - c. Visits which interfere with the security and good order of the institution shall be terminated or denied.

3. DIRECTIVES AFFECTED:
 - a. Directives Rescinded: BMM 5267.07B, Visiting Regulations, dated June 20, 2005.

 - b. Directives Referenced:
 - P.S. 5267.08 Visiting Regulations (05/11/06)
 - P.S. 5270.07 Inmate Discipline and Special Housing Units (12/29/87)
 - P.S. 5500.11 Correctional Services Manual (10/10/03)
 - P.S. 5510.09 Searching, Detaining, or Arresting Persons Other Than Inmates (03/06/98)
 - P.S. 5521.05 Searches of Housing Units, Inmates, and Inmate Work Areas (06/30/97)

P.S. 1315.07 Inmate Legal Activities (11/05/99)

P.S. 5520.01 Ion Spectrometry Device Program (02/24/05)

P.S. 5500.12 Correctional Services Procedures Manual (10/10/03)

4. STANDARDS REFERENCED: American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4261, 4-4448, 4-4499-1, 4-4500, 4-4285, 4-4503, and 4-4504.
5. VISITING HOURS: Social visits are to be scheduled on Thursday, Friday, Saturday, Sunday, Monday, and holidays from 8:00 a.m. to 3:00 p.m. Processing of visitors will begin at 8:00 a.m. To ensure adequate visiting time, no visitors will be processed into the institution after 2:00 p.m.
6. NUMBER OF VISITORS: A limit of four (4) adults are permitted to visit an inmate at one time. Visitors under 16 years of age must be accompanied by a responsible parent or guardian. Visitors under the age of 16 are not required to be related to the inmate being visited.

If for any reason a visitor has to leave the Visiting Room, the visit will be terminated for the day. Any exception to this, must be approved by the Operations Lieutenant or Institution Duty Officer.

Except for immediate family members, visitors will not be allowed to appear on more than one inmate's approved visiting list.

7. FREQUENCY OF VISITS: Inmates are restricted to the number of visits they may receive. Each inmate will be allotted twelve (12) points at the beginning of each month to be used as follows:

The inmate will be charged one (1) point for each weekday visit and two (2) points for each weekend or holiday visit.

- a. Law enforcement interviews or attorney visits will not be counted on the point system. The Special Investigative Supervisor (SIS) will be notified of visits to inmates by law enforcement authorities.
 - b. Inmates requesting additional points beyond 12 must obtain approval from the Associate Warden, through a recommendation by the Unit Team.
8. APPROVED VISITORS: Visits are permitted to only those individuals appearing on an inmate's approved visiting list. It is the responsibility of the inmate to provide his approved visitors with information regarding policy and procedures governing their visit. If a visitor does not appear on an inmate's approved visiting list, the Front Lobby Officer will contact the respective Unit Team to verify if the visitor is authorized to visit. If a

Unit Team member is not available, the Operations Lieutenant will determine if the visit is approved or denied based on the review of the inmate's central file and other pertinent information.

a. Definitions:

- Immediate Family Members: Immediate family members are defined as mother, father, step-parents, foster parents, brothers, sisters, wife, and children. Inclusion of a common-law wife will require verification of the relationship.
- Other Relatives, Friends and Associates: Relatives, friends, and associates are defined as grandparents, aunts, uncles, in-laws, and cousins. Those individuals in this category will ordinarily be granted visiting privileges. With prior approval from their respective Unit Manager, inmates will be permitted ten (10) relatives, friends, and associates on their approved visiting list. Visiting privileges may be extended to friends and non-relatives as long as the relationship with the inmate was established prior to the inmate's incarceration. Exceptions to the prior relationship requirement may be made in rare instances when inmates have no other approved visitors. These exceptions are only permitted with the written authorization of the Warden. When it has been determined by staff the proposed visitor poses no threat to the security and/or orderly running of the institution, the National Crime Information Center (NCIC), will be used to check the proposed visitor's criminal history. It will be the requesting inmate's responsibility to submit the request for the exception to his unit team, and to supply the proposed visitor with the Visitor Information Form (BP-A629).
- Persons with Criminal Records: The existence of a criminal record or arrest history does not automatically deny visiting privileges. The Unit Team will review all pertinent information regarding the proposed visitor's criminal record, criminal history, and any recent criminal activity to determine if approved, would allowing the proposed visitor access to the visiting room be detrimental to the security of the institution.
- Ex-Inmates: Rarely will individuals in this category be permitted to visit. In those instances necessitating such visits, the Warden must give prior approval with recommendation from the Unit Team.

b. New Commitments: When an approved visiting list is not available, visits for new commitments will be limited to members of their immediate family. A list of immediate family members will be provided to the Unit Team by the inmate, following their arrival to the institution. Ordinarily, members of the immediate family are approved by the Unit Team, once the relationship is verified. Visitors must provide proper identification indicating they are members of the inmate's immediate family. A check of the inmate's Pre-sentence Investigation Report, if

one is available, may be required.

Upon their arrival, each inmate will be provided copies of the local Visiting Guidelines (Admission & Orientation Handbook) and Visiting List Request form. The Unit Team is responsible for the preparation of the "Official Visiting List" to be filed in the inmate visiting folder filed and maintained in the Visiting Room file cabinet located in the visiting room. Inmates wishing to add or remove visitors from their approved visiting list will submit an Inmate Request to Staff Member form to their respective Correctional Counselor who will review the request and make the necessary changes once approved.

The Unit Team will request information from "potential visitors" who are not members of the inmate's immediate family, prior to placing the potential visitors on the inmate's approved visiting list. When a background investigation is necessary, the inmate will be responsible for sending and obtaining a release authorization form from the prospective visitor. The inmate will be responsible for postage costs incurred when mailing the Visitor Information Form (BP-A629) and Authorization to Release Information Form (BP-A673).

- The top section of the BP-A629 and the BP-A673 must be completed and signed by the inmate who is making the request. The two forms are submitted to the inmate's Unit Team for processing.
- The BP-A629, along with a Request for Conviction Information Form (BP-A311) must be signed and returned to the Unit Team by the proposed visitor prior to any further action concerning the visit. Upon receipt of the authorization form, the Unit Team may then forward the Request for Conviction Information form, along with the release authorization to the appropriate law enforcement agency. The Unit Team will prepare in duplicate, a list of all visitors approved for regular visiting.

The Unit Team will notify the inmate of the approval or disapproval of a requested person for his visiting list. The inmate is responsible for notifying the visitor of the approval or disapproval to visit. The Unit Team is responsible for providing the approved visitor with directions to and from the institution.

If a visitor is denied visiting privileges, the unit team will provide written notice to the inmate with a brief description of why the visitor was denied. A copy of the notice, with a more detailed summary as to why the visitor was denied, will be placed in the inmate's Central File, FOIA exempt section for future reference.

9. IDENTIFICATION OF VISITORS: Visitors will not be permitted entry without proper identification. Proper identification is defined as a valid state or government issued photo identification card:

- Valid driver's license;
- Passport; or
- State or government issued photograph identification card.

The Operations Lieutenant will be notified in cases involving questionable identification. Proper identification of visitors is required for any visitor 16 years of age or older.

All visitors entering the Medium institution will have one hand marked with a "black light" stamp prior to entering the institution. At the beginning of each visiting day, the visiting room staff will designate which hand will be stamped, then notify the Control Center Officer and Front Lobby Officer of their selection. The Front Lobby Officer will stamp the identified hand for identification purposes during visitation that day. The Control Center Officer will visually check all visitors for the appropriate stamp using the "black light" lamp prior to their being allowed beyond the inside of the Control Center Sallyport. At the conclusion of the visit, all will be checked for the appropriate hand stamps with the "black light" prior to allowing them to depart the Visiting Room. The Control Center Officer will check all hand stamps with the "black light" prior to allowing inmate visitors to depart from the Control Center Sallyport. The Ion Track Narcotics Detection System will be used randomly on visitors prior to entering the secure confines of the institution.

10. VISITING RESTRICTIONS AND OVERCROWDING: Visiting may be curtailed or terminated due to an emergency situation, improper conduct of an inmate and/or his visitor(s), or when the visiting area becomes overcrowded. Prior to curtailing or terminating visits due to overcrowding, the Operations Lieutenant will be contacted to assess the overcrowding situation and take appropriate action as necessary.

When the Operations Lieutenant determines overcrowding conditions exist, the Visiting Room Officer will be directed to curtail visits based on the visitor's sign-in time. Exceptions will be made, on an individual basis, for visitors who have traveled more than one hundred miles. Approval must be obtained from the Operations Lieutenant and/or the Institution Duty Officer prior to terminating a visit.

Visiting Restrictions: If necessary, visiting may be restricted to better supervise an inmate's visit when there is reasonable suspicion the visit may interfere with the secure and orderly running of the visiting room. The Operation Lieutenant and/or Institution Duty Officer will be contacted for approval prior to implementing visiting restrictions.

Visitor Clothing: An appropriate dress code will be enforced for visitors entering the FCC Medium Security Institution, Beaumont, Texas. The following types of clothing are inappropriate for the correctional environment, and therefore are not permitted in the visiting room.

1. Garments which reveal portions of the upper torso to include low cut shirts exposing cleavage (i.e., halter, midriffs, deep v-neck shirts).
2. Sleeveless garments (i.e., tank tops, spaghetti strap dresses).
3. Athletic garments (i.e., warm-up suits, sweat pants, sweat shirts).
4. Spandex garments.
5. Shorts.
6. Skirts or dresses above the knee.
7. Khaki colored clothing or variations of khaki.
8. Fatigues.
9. See-through garments to include pants and plain white t-shirts (able to see skin tones or under garments).
10. Hats, caps, ear-muffs, etc.
11. Non-prescription sun glasses.
12. Form-fitting clothing or low-cut/hip hugger pants.
13. Pants which go above the middle of the calf.
14. Flip-flops, slippers or house shoes.

If a visitor's apparel is in question, the Operations Lieutenant will be notified. The Operations Lieutenant will have final decision authority whether to approve or deny the visit based on his sound correctional judgment.

Visitor's Conduct: Each inmate assumes responsibility for his visitor's conduct upon their arrival to the Federal Correctional Complex. Visitors are not permitted to loiter in the parking lot area prior to or following their visit. While on institution grounds, visitors are responsible for their children's actions, behavior, and interactions with other children and visitors. If a visitor fails to control their children's behavior, it may result in the termination of the visit at the discretion of the Operations Lieutenant. Visitors and their children are allowed into the area designated as the children's room only. This area is out of bounds to inmates. Failure to observe this rule will result in the termination of the visit. Once a visitor leaves the Visiting Room area for any reason, it will result in their visiting privileges be terminated for the remainder of that day.

Restroom facilities for visitors are located inside the Visiting Room.

Personal Property: Visitors are precluded from bringing animals on institutional grounds with the exception of a dog used to assist visually impaired and audio challenged visitors. Lockers are provided to store items that are prohibited in the visiting area.

Mothers of infant children will be permitted to enter with one (1) small (receiving type) baby blanket; one (1) formula mix (sealed); two (2) empty baby bottles (plastic); five (5) diapers (per child and baby wipes); one (1) serving spoon (plastic); two (2) jars of baby food (sealed). These items may be carried in a clear, see-through type bag, no larger than 18" X 18" in size. No other food or drink may be brought into the institution by a visitor.

The following items are not permitted in the Visiting Room and must be stored prior to entry:

- Pager and/or cellular phone
- Recording equipment and/or tapes
- Photography equipment
- Radio and/or tape players
- Personal keys
- Food from outside sources
- Newspapers, magazines, books, etc.
- Tobacco products
- Writing implements

Money: Money will not be accepted for deposit into the inmate's account through the Visiting Room. Visitors are allowed to bring a small coin or clutch type purse (clear plastic and no larger than 12"x12") into the visiting area. A maximum of \$20.00 dollars in increments of \$5 and \$1 dollar bills, quarters, dimes, and nickels are authorized in the Visiting Room.

Vending Machines: Vending machines are located in the visiting area for use by the visitors. Visitors are permitted to purchase food from the vending machines for themselves and inmates. Inmates will not handle money or purchase items from the vending machines. Neither staff, visitors, nor inmates are permitted to shake or tip vending machines. Inmate visitors will advise the Visiting Room Staff of vending problems encountered with the vending machines. The Visiting Room Staff will document the visitor's name, phone number, time, date, inmate visited, inmate's number, amount lost, and advise the outside vendor for possible reimbursement.

Tobacco Products: FCC Beaumont, Texas, Medium Security Institution is a smoke/tobacco free facility. No form of tobacco products are authorized to be brought in by visitors.

Medication: Visitor's are authorized to bring life supporting medications (as identified on the prescription) for use into the Visiting Room. A small amount of the medication fitting in a small clear bag will be permitted at any one time. Upon entering the Visiting Room, authorized medication will be deposited and maintained at the officer's desk. This excludes heart medication (in a pharmacy labeled prescription bottle) which may remain on the visitors person during the visit.

11. PROCEDURES: It is the responsibility of the Visiting Room Officer to ensure visits are conducted in a quiet, orderly, and dignified manner. Direct observation of visits is required at all times.

Searches: Inmates will be searched prior to and following their visit. A visual search will be performed on all inmates at the conclusion of their visit. Visual searches and pat searches will be conducted by the Visiting Room Shakedown Officer in a designated area out of view from inmate visitors.

During visitation, inmates will be allowed to use the restroom designated for inmates use under the direct supervision of the Visiting Room Officer at all times. Inmates will receive a thorough pat search prior to being allowed to use the restroom.

Inmate Dress: While in the Visiting Room, inmate attire will consist of institution issued khakis that are clean and neat in appearance. The khaki shirts must be worn and tucked in at all times. While in the visiting room, inmates will wear institution issued/authorized footwear. Inmates must be properly groomed at all times. Neglect of personal hygiene will result in the cancellation of their visiting privileges.

Commissary Cards: Upon arrival to the Visiting Room, inmate commissary cards will be presented to the Visiting # 1 Officer and maintained at the officers station for identification purposes. If the inmate does not have a commissary card, he will report to the Lieutenant's Office to obtain a picture ID, prior to reporting to the Visiting Room. The Visiting Room Staff will account for and identify all inmates within the Visiting Room, prior to visitors departing the Visiting Room at the conclusion of visiting hours each day.

Inmate Property: The inmate shall not take anything to the visit except necessary items such as: one pair of prescription glasses, one comb, one wedding band, religious medallion (no stone), authorized religious headgear, and one handkerchief. Necessary legal papers approved by the Unit Team will be permitted only during attorney visits. Legal materials taken into the Visiting Room, or received from attorneys, shall be limited to approved attorney visits only in accordance with P.S. 1315.06, Inmate Legal Activities. Documents received from Attorneys must be first approved by the Unit Team. No personal items will be kept in the shakedown room. Medication, such as nitroglycerin tablets, may be permitted when authorized, in writing, by the Health Systems Specialist. Documents, gifts, or any items are not to be exchanged between the inmate and the visitor.

12. PHOTO PROJECT: When scheduled, inmates are permitted to have photographs taken of themselves with their visitors. The cost and procedures for inmate photos is detailed in the Commissary/Trust Fund Institution Supplement.

All inmate photos will be collected by Recreation Staff and forwarded to the Special Investigative Supervisor (SIS) office for review prior to distributing the pictures to the inmates. Photography equipment will be issued to the inmate photographer by authorized staff. At no time will the inmate photographer be allowed to leave the Visiting Room with photography equipment.

13. SPECIAL VISITS:

Consular Visitors: Normally, if an inmate is a citizen of a foreign country, and the Consular representative of that country requests to visit his constituent regarding matters of legitimate business, the visit will be approved. Approval of a Consular visit will not be withheld due to pending investigations and when disciplinary action is being taken against the inmate. Consular visits are arranged and approved by the Executive Assistant.

Law Enforcement Interviews: Ordinarily, the SIS will approve and coordinate interviews between law enforcement agencies and inmates. However, in the absence of the SIS, the Captain or designee will coordinate and have approving authority for the interview to take place.

Religious Visits: Religious visits will be conducted during regular visiting hours and will be supervised by the Visiting Room Officer. An inmate who requests a pastoral visit with a clergyman will do so by submitting an Inmate Request to Staff Member to the Chaplain. The Chaplain will interview the inmate and explain pastoral visit procedures. Following this interview, the inmate is responsible to provide the Chaplain with a telephone number and address of the Clergy he wishes to visit. Prior to granting approval for the visit, the clergyman must present his/her pastoral credentials to the Chaplain, and provide the necessary information to obtain an NCIC. If there are no background issues, the Chaplain will provide a copy of the "Pastoral Visit Memo" to the Control Center, Front Lobby, Visiting Room Officer, Captain's Office, and the inmate's Unit Team notifying them of the scheduled visit. Upon entering the institution, Clergy will present his/her pastoral credentials to the Front Lobby Officer.

Business Visitors: No inmate is permitted to actively engage in a business or profession while incarcerated. An inmate who engaged in a business or profession prior to his commitment, is expected to assign authority for the operation of such business or profession to a person in the community.

On occasion, even though the inmate has turned over the operation of his business or profession to another person, there may be an occasion where a decision must be made which will substantially affect the assets or prospects of the business. In such cases, the Warden may approve a special visit upon request of the inmate through his Unit Team.

Special visits will be considered when manpower and time permits. Limited visiting may be authorized upon recommendation of the inmate's Unit Manager and approval of the Associate Warden.

14. VISITS TO INMATES NOT IN GENERAL POPULATION:

Hospital Patients: The authorization for an inmate visit in the institution's Health Services area will be subject to the availability of staff. The visit will be limited to one hour and no more than two persons will be allowed to visit at one time. The Warden may restrict visits due to the psychological and/or an existing medical condition of the inmate. When the Health Systems Specialist recommends denial of a visit for medical or psychiatric reasons, the visitor will be notified by an appropriate Unit Team member, the Health Systems Specialist, or Institution Duty Officer. The Health Systems Specialist or Institution Duty Officer will prepare a memorandum for inclusion in the inmate's central file forwarded to the respective Unit Manager, outlining the circumstances under which the visit was denied. Ordinarily, Medium security inmates in physical custody of Texas Department of Criminal Justice (TDCJ) may not receive visits from persons in the community. Exceptions to this procedure must be approved by the Warden.

Detention or Disciplinary Segregation Status: Ordinarily, an inmate retains visiting privileges while in Administrative Detention or Disciplinary Segregation status; however, the following restrictions during their visitation will apply:

All Special Housing Unit (SHU) assigned inmates entering the visiting room will be seated by the Visiting Room Officer in the designated area of the Visiting Room. SHU inmates will be pat searched, restraints removed, and scanned with a metal detector prior to entering the Visiting room. At the conclusion of their visit, SHU inmates will again be visually searched, scanned with a metal detector, restrained, then escorted back to SHU upon completion of their visits. Visual searches and pat searches of inmates will be conducted by an Officer in a designated area out of the view of inmate visitors.

Visiting for inmates housed in SHU will be limited to one hour when other SHU inmate visitors are waiting. Two hours may be granted with prior written approval from the Captain. Visiting for SHU inmates will end 30 minutes prior to the regular scheduled visiting hours. Inmates in Administrative Detention or Disciplinary Segregation status will receive visits on Mondays, Thursdays, Fridays, Saturdays, and Sundays of each week (8:00 a.m. to 2:30 p.m.). The holiday schedule for SHU inmates will be the same as the general population inmates with the exception of departing the Visiting Room 30 minutes prior to the general population inmates.

15. VISITS BY ATTORNEYS, PARALEGALS, CLERKS, AND LEGAL ASSISTANTS:

Inmates may receive visits by attorneys, paralegals, clerks, and legal assistants pursuant to P.S. 1315.06.10. through 1315.06.13, Legal Activities, Inmate, and P.S. 5257.08, Visiting Regulations.

- a. Attorney visits, to include paralegals, clerks, and legal assistants, will be conducted in accordance with Program Statement 1315.06, Inmate Legal Activities. Attorney visits will take place in the Visiting Room and monitored routinely by the designated Unit Team. Ordinarily, prior notice from the attorney's firm/office should be forwarded at least 72 hours in advance of the requested legal visit. This affords the opportunity to ensure availability of private attorney booths and the arrangement of staff for supervision. Legal visits shall ordinarily be scheduled during regular visiting hours. The Warden or Institution Duty Officer will approve exceptions to this procedure when a need exists which cannot be satisfied by other means (e.g., regular or unmonitored telephone call, overnight special mail or courier service).
- b. The Unit Manager, or designee, is responsible for verifying the legal visitor's attorney/legal representative status. The Legal Department staff will be contacted for assistance, if necessary.
 - (1) The visiting attorney is responsible for indicating where he/she is licensed, and verified by the respective Unit Manager.
 - (2) Upon arrival for a legal visit, the attorney must fill out the Visiting Attorney Statement form (Attachment D to P.S. 1315.06).
 - (3) If the legal visitor is a paralegal or legal assistant, the respective Unit Manager is responsible for having the Application To Enter Institution As Representative form completed (Attachments E and F to P.S. 1315.07).
- c. The respective Unit Manager is responsible for providing the Operations Lieutenant, Control Center, and Front Lobby Officer with a memorandum indicating the identity of the verified legal visitor, as well as the date and time of the scheduled legal visit.
- d. Legal visits shall ordinarily take place in the attorney client room located within the Visiting Room. The respective Unit Management staff will be responsible for monitoring legal visits scheduled not scheduled during normal visiting hours.
- e. The exchange of legal material between the inmate and attorney/legal representative is generally permitted with prior approval by the respective Unit Team. Upon arriving for the visit, both inmate and visitor shall indicate to staff those legal materials, if any, to be exchanged during the visit. Staff will identify the documents as legal materials and examine them for contraband. In accordance with normal procedures, the inmate's person and property shall be searched before returning to the compound. It is the inmate's responsibility to ensure material exchanged is in furtherance of their legal relationship. Violations of this rule may result in disciplinary action.

- f. Attorneys/legal representatives are expected to display a professional demeanor while visiting. If suspicious activity occurs during the course of a visit, supervising staff shall notify the Operations Lieutenant, Institution Duty Officer, and the respective Unit Manager of the suspicious behavior. Examples of suspicious activity include, but are not limited to, excessive physical contact, suspected passage of contraband, and intoxication.
16. RECORDS: The following forms shall be used and maintained in the inmate's visiting folder:
- An Official Inmate Visiting List
 - Inmate Visitor Approval/Denial/Removal Form

Official inmate visiting folders shall be maintained in the Front Lobby file cabinet. The records shall be maintained in alphabetical order by the inmate's last name. It is the responsibility of the Unit Team to establish an original visiting folder for each inmate. The folder will include the Inmate's Official Visiting List, memorandums concerning special visits and/or other documentation affecting an inmate's visits. The Unit Team will maintain and keep these records current at all times. Once the inmate leaves the institution, the Unit Team will purge them from the file. These files will be utilized as a backup records system should the visiting computer database system fail, and until repairs can be effected as required.

17. ACTION: A copy of this supplement will be filed with P.S. 5267.08, Visiting Regulations. Additional copies will be maintained by the Visiting Room, Front Lobby, the Institution Duty Officer's briefcase, and be made available in the inmate Law Library. Additionally, visiting guidelines will be posted in the visiting waiting area and will be effective upon issuance.
18. ELECTRONIC DRUG DETECTION: Refer to P.S. 5520.01, Ion Spectrometry Device Program.
19. INMATES IN HOLDOVER STATUS: Inmates in holdover status will be allowed to visit for one hour following a thorough review of their Pre-sentence Investigation by the respective Unit Team to verify immediate family members. If no Unit Team has been designated, approval must be obtained by the Operations Lieutenant or the Institution Duty Officer.
20. OTHER INFORMATION:

The physical address of the complex is: Federal Correctional Complex, 5430 Knauth Road, Beaumont, Texas 77705. The telephone number is (409) 727-0101. The complex is located approximately eight miles west of state highway 69 South, exiting to West Port Author Road westbound, turning right on Knauth Road to enter the complex. For visitors requiring local transportation from the facility, a listing of local taxi companies and their telephone numbers is posted inside the visitor waiting area.

**Pastoral Visit Memorandum
Medium Security Institution
Beaumont, Texas**

NAME OF INMATE: _____ REGISTER NO.: _____

UNIT: _____ WORK ASSIGNMENT: _____

DATE OF VISIT: _____ TIME OF VISIT: _____

NAME OF CLERGY: _____

CHURCH REPRESENTED: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

APPROVED: _____ DATE: _____

This approved Pastoral Visit will take place in the Visiting Room on the regular visitation days and regular hours. No visiting points will be charged to the inmate.

Distribution: Lt.'s Office; Visiting Room Lobby; Visiting Room Officer; Control; Unit Team

