



Change Notice

SUPPLEMENT AFFECTED: **BMP 5267.08A
Visiting
Regulations**
CHANGE NOTICE NUMBER: **1**
DATE: **11/09/06**

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1. **PURPOSE AND SCOPE.** To update Institution Supplement **BMP 5267.08A, Visiting Regulations**, English and Spanish versions.
 2. **SUMMARY OF CHANGES.** This Change Notice incorporates the following issues:
 - a. Procedures for a backup system to the computer visiting program (Page 4, First Paragraph).
 - b. The facility address, phone number, directions to the facility, and information about local transportation (Attachments F and G).
 - c. The size and quantity of any clear plastic container/bag used to carry authorized items into the visiting room (Page 6, under Personal Property and Money).
 - d. In Section 18, the South Central Regional Correctional Programs Administrator will review the supplement.

3. **CHANGES:**

Page 4, First Paragraph

A copy of each visiting list will be placed in the inmate's central file. This copy will be utilized for backup in the event the computerized Access Control Entrance/Exit System is inoperable. Unit staff will purge inmate information maintained in the computerized system on a monthly basis, at a minimum.

_____ **Added Attachment F**

Directions to FCC Beaumont (USP)

Added Attachment G

Local Taxicab Telephone Numbers

Page 6, Second Paragraph (Personal Property)

These items may be carried in one clear, see-through type bag (standard size diaper bag).

Page 6, Fourth Paragraph (Money)

Change purses that are a clear see-through type (standard size change purse), money (\$20.00 maximum), comb, heart medication, and jewelry normally worn are allowed.

4. **ACTION.** File this Change Notice in front of Institution Supplement **BMP 5267.08A, Visiting Regulations**, English and Spanish versions.



U. S. Department of Justice

Federal Bureau of Prisons

United States Penitentiary

Beaumont, Texas 77720-6035

INSTITUTION SUPPLEMENT

OPI: Correctional Programs

NUMBER: **BMP 5267.08A**
DATE: May 10, 2006
SUBJECT: Visiting Regulations
(USP/SPC)

1. **PURPOSE AND SCOPE:** To establish local procedures for inmate visiting operations at the United States Penitentiary (USP), and Satellite Prison Camp (SPC), Beaumont, Texas. Visiting 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 will be conducted in an efficient and courteous manner.
 - b. The safety of visitors, inmates, and staff will be maintained.
 - c. Visits which interfere with the security and good order of the institution will be terminated or denied.

3. **DIRECTIVES AFFECTED:**
 - a. **Directives Rescinded:** BMP 5267.07B, Visiting Regulations, dated April 29, 2005.
 - b. **Directives Referenced:**
 - P.S. 5267.08 Visiting Regulations (05/11/06)
 - P.S. 5270.07 Inmate Discipline and Special Housing Units (03/20/06)
 - P.S. 5500.11 Correctional Services Manual (10/10/03)
 - P.S. 5510.09 Searching and 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)

4. **STANDARDS REFERENCED:** American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4498, 4-4499-1, 4-4500, 4-4501, 4-4503, and 4-4504.
5. **VISITING HOURS:** Social visits are to be scheduled on Thursday, Friday, Saturday, Sunday, and Monday at the USP and Saturday, Sunday and Federal Holidays at the SPC from 8:00 a.m. to 3:00 p.m. Processing of visitors will begin immediately and conclude at 9:30 a.m. (in preparation for 10:00 a.m. count during weekends and holidays) and 2:00 p.m. The holiday schedule will be the same as regular visiting days.
6. **NUMBER OF VISITORS:** A limit of five visitors, including children, are permitted to visit an inmate at one time. Visitors under 16 years of age must be accompanied by a responsible parent or guardian. It is not required that the visitor under the age of 16 be related to the inmate being visited. Infants who are required to be carried by the adult visitor will not be included in the total of five visitors. Each child able to walk without assistance from the adult visitor will be considered as one of the five authorized visitors.

If for any reason a visitor has to leave the Visiting Room area, the visitor terminates their visiting for the day. Restroom facilities for visitors are located inside the Visiting Room.

- **SPLIT VISITS:** Should more than five authorized visitors arrive at the same time, a split visit may be arranged at the discretion of the Operations Lieutenant. A split visit is defined as a visit where one or more of these visitors leaves the Visiting Room to be replaced by other authorized visitors. Those visitors ending the visit must leave the institution grounds. They are not permitted to wait in the Front Lobby or in the parking lot. During split visits, only one interchange of visitors will be permitted (e.g., individuals leaving the Visiting Room to permit other members of the party to visit may not subsequently return for further visiting that same day).
7. **FREQUENCY OF VISITS:** Inmates are restricted to the number of visits they may receive. Each inmate will be allotted 8 points at the beginning of each month to be used as follows:
 - a. Each day, or fraction of a day, used on Thursday, Friday, and Monday counts as one point.
 - b. Each day, or fraction of a day, used Saturday, Sunday, or a Federal holiday will count as two points. Points are counted when the inmate enters the Visiting Room.

If a inmate has one point left he will not be allowed to visit on Saturday, Sunday, or a Federal holiday. He will only be allowed to visit on a weekday.
 - c. Law enforcement interviews or attorney visits will not be counted on the point system. All visits with law enforcement agencies will be coordinated through the Special Investigative Agent (SIA).
 - d. Inmates requesting additional visiting points must obtain approval in writing from the Associate Warden (Custody) through a recommendation by the Unit Team and the Captain. A copy of this approval must be in the Front Lobby prior to the visit.

- e. Inmates assigned to the SPC are permitted to visit on Saturday, Sunday, and Federal Holidays only from 8:00 a.m. - 3:00 p.m.

8. **APPROVED VISITORS:** Visits are permitted to those individuals on the inmate's approved visiting list as authorized by the Unit Team. It is the responsibility of the inmate to notify the visitor once approval has been granted but not to visit prior to receiving notification they have been authorized as visitors. Persons attempting to visit who are not on the inmate's approved visiting list will be denied entrance into the institution.

a. **Definitions:**

- **Immediate Family Members:** Immediate family members are defined as mother, father, step-parents, foster parents, brothers, sisters, wife, and children. The word "spouse" includes a common-law relationship which has been previously established in a state that recognizes such a status. In states that do not, a common-law relationship is not considered "immediate family."
- **Other Relatives:** This includes grandparents, aunts, uncles, in-laws, and cousins. Individuals in this category will ordinarily be granted visiting privileges.
- **Friends and Associates:** Visiting by friends and associates provides a positive and constructive relationship for an inmate. Visiting privileges may be extended to friends and other non-relatives provided the visit does not threaten the safety of the inmate or the security of the institution. The relationship must have been established prior to the inmate's incarceration. A review will be necessary prior to approval by the Unit Manager. Any exception to this rule must be approved by the Warden.
- **Persons with Criminal Records:** The existence of an arrest history or criminal record(s) does not necessarily preclude visiting privileges. A careful evaluation should be given as to the nature and extent of the criminal record and history in relation to recent criminal activity. These factors should be weighed against the value of the relationship and security of the institution. The Warden will approve or deny these visits.
- **Multiple Visiting Lists:** Except for immediate family, visitors will not ordinarily be placed on more than one inmate's approved visiting list.

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 as soon as possible after arrival to this institution. Ordinarily, members of the immediate family are approved by the Unit Team after the relationship is verified by the Unit Team. These visitors must have proper identification that would indicate they are members of the inmate's immediate family. A check of the inmate's Pre-sentence Investigation Report (PSI), if one is available, may be required.

Each new inmate will be provided copies of the local Visiting Guidelines (Admission & Orientation (A&O) Handbook) and Visiting List Request form during their first Unit Counselor lecture. The Unit Team is responsible for preparing and logging in the Visiting Program the inmate visiting list. Maintenance of the Visiting Program files is the responsibility of the Unit Team.

A copy of each visiting list will be placed in the inmate's central file. This copy will be utilized for backup in the event the computerized Access Control Entrance/Exit System is inoperable. Unit staff will purge inmate information maintained in the computerized system on a monthly basis, at a minimum.

Amendments to the visiting list will be processed by the Unit Counselors. Inmates desiring a change will submit an Inmate Request to Staff Member form with the appropriate information. Approved changes will be added to the visiting list.

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 before approving a visitor, the inmate will be held responsible for having the release authorization form forwarded to the proposed visitor. The inmate is responsible for postage costs for mailing the BP-629.

- The Visiting Information Form (BP-629) must be completed and signed by the inmate who is making the request. The form is then submitted to the inmate's Unit Team for processing.
- The BP-629, along with a Request for Conviction Information Form (BP-S311), 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 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 the regular visiting.

The Unit Team will notify the inmate of each 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 and is expected to provide the approved visitor with directions for transportation to and from the institution. This information is included in the A&O Handbook.

9. **IDENTIFICATION OF VISITORS:** Visitors will not be permitted entry without proper identification. Proper identification may include the following:

- Valid U. S. driver's license;
- Passport;
- State identification card.

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

All visitors will have their left hand stamped with a "black light" stamp prior to entry into the institution. Likewise, all visitors will have their hand identified using the "black light" lamp prior to being allowed beyond the inside of the sallyport. Hand stamps will be verified by Visiting Room staff prior to departing the Visiting Room and the Control Room Officer prior to departing the Control Center Sallyport. The Operations/Activities Lieutenant, Control Center Officer, Front Lobby Officers, Visiting Room Officers and Rear Gate Officer will know the stamp of the day.

All visitors will be required to give their form of identification to the Front Lobby Officer. He/she will attach the form of identification to the Title 18 and give it to the Visiting Room Escort Officer. He/she will take the form of identification and the Title 18, along with the visitor, and escort them to the Visiting Room. The Visiting Room Officer in Charge will maintain possession of both the form of identification and the Title 18 during the duration of the visit. Upon completion of the visit the Visiting Room Officer in Charge will positively identify the inmate visitor and inmate prior to their departure of the Visiting Room. The Visiting Escort Officer will take possession of the form of identification and escort the visitor to the Front Lobby. After the visitor has been positively identified by the control room officer and the hand stamp has been checked, the identification will be returned and they will be allowed to depart the institution.

10. **VISITING RESTRICTIONS AND OVERCROWDING:** Visiting may be curtailed or terminated because of an emergency, improper conduct on the part of an inmate or his visitor(s), or when the visiting area becomes overcrowded. Should it become necessary to curtail or terminate visiting because of overcrowding, the Operations Lieutenant will inform the Institution Duty Officer prior to terminating any visit. The Lieutenant or Duty Officer will notify the visitor of the termination. The Visiting Room Officer will apply the overcrowding rule to those visitors who entered the visiting room first based on their sign-in time. Exceptions will be made for visitors who traveled more than one hundred fifty miles. In order to properly control and provide a desirable atmosphere in the visiting area, approved friends permitted on the inmates' approved visiting list will be limited to ten.

- **Visiting Restrictions:** Visiting may be restricted to control situations or to more closely supervised visits when there is a reasonable suspicion that the visitor may attempt to introduce contraband, when there has been a prior incident of such introduction or attempted introduction, or when there is any concern, based upon sound correctional judgement, that a visitor presents a risk to the secure and orderly running of the institution. These restrictions must be approved by the Operations Lieutenant and the Institution Duty Officer.
- **Visitor Clothing:** Clothing that is too revealing, or may provoke a negative reaction from any inmate, will not be permitted in the institution. An appropriate dress code will be enforced for visitors entering USP/SPC Beaumont. If a visitor's apparel is in question, the Institution Duty Officer will be notified and will make the final decision. The following items of clothing will not be worn for visiting in the USP or SPC visiting rooms:

1. Shorts (male and female over 12 years of age),
 2. Mini skirts,
 3. Short culottes (above the knees),
 4. Halter tops or other apparel which is see through, low cut or revealing in nature,
 5. Strapless dresses or tops,
 6. Spandex pants,
 7. Sweat pants or jogging suits,
 8. Camouflage clothing,
 9. Bandanas, or clothing with hoods,
 10. Clothing that could be mistaken for clothing issued to inmates,
 11. Muscle Shirts or Tank Tops.
- **Visitor's Conduct:** Each inmate conducting a visit must assume reasonable responsibility for his visitor's conduct. Children should be controlled in consideration of other visiting groups and not be permitted to wander from the immediate area, run about the Visiting Room, or create noise that disturbs other visits. **Failure to control children will result in termination of the visit.** This responsibility extends to the visitor's presence anywhere on the Federal Correctional Complex (FCC) grounds. No one will be permitted to wait on FCC property.
 - **Personal Property:** Visitors are precluded from bringing animals on institution grounds with the exception of a dog used to assist the visitor with a disability. Lockers are provided to secure items prohibited in the visiting area. Mothers of infant children will be permitted to enter with one baby blanket, unopened formula, two milk bottles, a maximum of four diapers and baby wipes. These items may be carried in one clear, see-through type bag (standard size diaper bag). 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 secured 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 or magazines
- **Money:** Money will not be accepted for deposit into the inmate's account through the **Visiting Room**. **Change purses that are a clear see-through type (standard size change purse)**, money (\$20.00 maximum), comb, heart medication, and jewelry normally worn are allowed.
 - **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 the inmate they are visiting. Inmates are not to handle any money or change, or purchase items from the vending machines themselves. Inmates must remain seated while the visitor makes selections in the vending area. An inmate may elect to terminate his visit

to eat during the regularly scheduled meal in the inmate dining room. The visitors will be required to leave the institution property and will not be allowed to return that same day. Inmates in non-contact visiting rooms may have their visitors purchase vending items once during the visit. The vending items will be handed over to a staff member who will inspect the items and issue to the inmate.

- **Medication:** The Visiting room Officer-In-Charge will remain in control of medication belonging to visitors who need access to medication in the Visiting Room.
- **Tobacco:** The Visiting Room is a tobacco free area.

Future visits may be denied and additional action may be required, including possible prosecution, for anyone who violates or attempts to violate regulations. Introduction of contraband to a Federal Penal Institution is a violation of Title 18, U.S. Code, Chapter 87, Section 1791. To ensure each visitor is aware of the law, the Front Lobby Officer will have each adult visitor, 16 years of age and older, complete and sign a Notification to Visitor Form (Attachment B) acknowledging their awareness and understanding of the possible penalties for introduction of contraband into the institution. At the completion of each visiting day, these forms will be forwarded to the Captain's Office for review and retained for one year.

If a visit is terminated because of a violation of a regulation, the officer identifying the violation will submit an incident report on the inmate(s) involved. The Operations Lieutenant on duty at the time of the violation will prepare a written statement to be included in the investigative section of the incident report. Refusal by the visitor to cooperate in the interview will be documented and submitted to the Captain. The Unit Team will also prepare a memo for the Wardens signature to the inmate and visitor removing the visitor from the inmate's visiting list.

11. **INMATE PROCEDURE:** 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 at the beginning and the end of a visit. All inmates will receive a visual search prior to entering and leaving the Visiting Room. SPC inmates will be pat searched prior to entering and prior to leaving the Visiting Room.

Inmates under direct visual supervision of the Visiting Room Officer will use the rest room in an area designed for inmate use. Inmates will receive a thorough pat search prior to being allowed to use this rest room and will be under direct staff supervision.

- **Inmate Dress:** All inmates must wear institution issued khakis that are in clean and neat condition. Shirts must be worn and tucked in at all times in the Visiting Room. Thermal undershirts and sweatshirts may be worn underneath the khaki shirt. Tennis shoes are **not** permitted. Inmates must be properly groomed and no inmate will be allowed into the Visiting Room areas if his neglect of personal hygiene would offend others. Inmates with soft sole shoe slips will wear the proper **boots**.

- **Commissary Cards:** Inmate commissary cards will be presented for identification purposes and maintained in the Visiting Room desk. A Lieutenant will identify all visitors prior to any visitors departing at the completion of Visiting Room hours.
 - **Inmate Property:** The inmate will not take anything to the visit except approved items: one pair of prescription glasses, one comb, one wedding band, religious medallion (no stone), and one handkerchief. These items will be annotated on the Inmate Personal Property in Visiting Room Form (Attachment A). Necessary legal papers approved by the Unit Team through the Captain will be permitted during attorney visits. Legal materials taken into the Visiting Room or received from attorneys will be limited to approved attorney visits only in accordance with P.S. 1315.07, Inmate Legal Activities. No personal items will be kept in the shakedown room. Medication, such as nitroglycerin tablets, may be permitted when authorized by the Health Systems Specialist. Hobby crafts, art items, etc., will not be given to visitors by inmates.
 - **Physical Contact:** Staff will permit limited physical contact at the beginning and end of the visit. Where contact visiting is provided, handshaking, embracing, and kissing are ordinarily permitted within the bounds of good taste. Once the visit is in progress, the inmate and visitor will only be authorized to hold hands. Inmates and their visitors are not authorized to lean on each other, place arms around each other, kiss, cross legs, fondle or caress each other, etc. Physical contact other than what is authorized may result in the termination of the visit and the inmate will receive an incident report for Unauthorized Physical Contact.
 - **Signatures and Documentation:** Documents or gifts are not to be exchanged. If there are legal papers to be discussed, the matter must be cleared with the inmate's Unit Team prior to the visit. Signatures or receipt of legal papers are not permitted except by approval of the Unit Manager or Institution Duty Officer. Legal papers should be mailed to the institution in every other case.
12. **PHOTO PROJECT:** Inmates are permitted to have photographs with visitors during specified times and location arranged by Visiting Room staff. Specific procedures for inmates to pay for photos are detailed in the Commissary/Trust Fund supplement. All photos taken will be reviewed prior to distribution to ensure the privacy of other inmates and visitors is protected, are done in good taste, and the security of the institution is not compromised. Photos depicting sexual acts, gang signs, or any other inappropriate activity will be confiscated by staff.
13. **VISITS BY ATTORNEYS, PARALEGALS, CLERKS, AND LEGAL ASSISTANTS:**
Inmates may receive visits by attorneys, paralegals, clerks, and legal assistants pursuant to P.S. 1315.07.15 through 1315.07.17, Legal Activities, Inmate, and P.S. 5267.07, Visiting Regulations.

- a. The Unit Manager, or designee, is responsible for scheduling legal visits. Scheduling of legal visits will ordinarily occur 72 hours before the visit to insure availability of a visiting room. Legal visits will ordinarily be scheduled only during regular visiting hours. Exceptions may be authorized only when the inmate establishes a need exists which cannot be satisfied by other means (e.g., regular or unmonitored telephone call, overnight special mail or courier service). The Warden or Institution Duty Officer must approve such exceptions.
- b. The Unit Manager, or designee, is responsible for verifying the legal visitor's attorney/legal representative status. Legal Department staff may be contacted for assistance, if necessary.
 - (1) The visiting attorney is responsible for indicating where he/she is licensed and how that fact may be verified by the Unit Manager.
 - (2) Upon arrival for a legal visit, the attorney must fill out the Visiting Attorney Statement Form (Attachment C to P.S. 1315.07).
 - (3) If the legal visitor is a paralegal or legal assistant, the Unit Manager is responsible for having the Application To Enter Institution As Representative form completed (Attachments D and E to P.S. 1315.07).
- c. The 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 scheduled legal visit.
- d. Legal visits will ordinarily take place in the private rooms within the visiting room. Unit Management staff are responsible for monitoring legal visits during non-normal visiting hours.
- e. The exchange of legal material between the inmate and attorney/legal representative is generally permitted. Upon arriving for the visit, both inmate and visitor will indicate to staff which material, if any, will be exchanged during the visit. Staff will examine all material for contraband and to insure its status as legal material. In accordance with normal procedures, the inmate's person and property will be searched before returning to the compound. It is the inmate's responsibility to insure any material exchanged is in furtherance of the 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 any suspicious activity occurs during the course of a visit, supervising staff will contact the Operations Lieutenant, Institution Duty Officer, and Unit Manager. Examples of suspicious activity include, but are not limited to, excessive physical contact, suspected passage of contraband, and intoxication.

14. SPECIAL VISITS:

- **Consular Visitors:** Whenever it has been determined 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. This privilege will not be withheld even though the inmate may be

undergoing disciplinary action. Such visits are arranged and approved by the Case Manager Coordinator.

- **Law Enforcement Interviews:** Ordinarily, the Special Investigative Agent (SIA) or designee will approve and coordinate all interviews between law enforcement agencies and inmates.
- **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 be required to provide the Chaplain with an Inmate Request to Staff Member (Cop-Out). Upon entering the institution, a Clergyman must present his/her pastoral credentials. The Chaplain will provide a memorandum, approved by the Captain and Associate Warden (Custody) to the Control Center, Front Lobby, Visiting Room Officer, Captain's Office, and the inmate's Unit Team. The inmate with whom the clergy wishes to visit will be interviewed by the Chaplain. This gives the inmate an opportunity to accept or decline the visit. An inmate may only have one minister of record on his visiting list at a time.

When an inmate initiates the request for a clergy visit, the Chaplain will contact the clergy person. The inmate is responsible for providing the information needed to make the proper contacts. The visiting clergy must provide basic data for an NCIC check. Once the visit is approved, the procedures as outlined above will be followed.

- **Business Visitors:** No inmate is permitted to actively engage in a business or profession while incarcerated. An inmate who has 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. Even though the inmate has turned over the operation of a 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 permit a special visit.

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

15. **VISITS TO INMATES NOT IN GENERAL POPULATION:**

- **Health Services Patients:** If a determination is made that a visit is to be held in the institution Health Services area, such visits will be subject to availability of staff. The visit will be limited to one hour and no more than two persons may visit at any one time. The Warden may restrict visits because the inmate is suffering from an infectious disease, is in a psychotic or emotional state which makes a visit inadvisable, or is otherwise not in a condition to see visitors. When the Health Systems Specialist recommends against 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 the inmate's central file through the Unit Manager, outlining the circumstances under which the visit was denied. Ordinarily, USP inmates in physical custody of the Texas Department of Criminal

Justice (TDCJ) may not receive visits from persons in the community. Any exceptions must be coordinated with and receive prior approval from the Warden.

- **Administrative Detention or Disciplinary Segregation Status:** Visits for inmates in Administrative Detention or Disciplinary Segregation status must be approved through the Captain or designee. Ordinarily, an inmate retains visiting privileges while in detention or segregation status, however, the following restrictions will be applied.
 - ▶ Inmates in Administrative Detention and Disciplinary Segregation will receive non-contact visits and will be closely supervised by staff in the High Security Visiting Room area designated by the Captain.
 - ▶ Inmates assigned to Administrative Detention or Disciplinary Segregation status will submit to a visual search prior to exiting SHU and escorted directly under staff supervision to the non-contact visiting booth. Upon completion of the visit, the inmate will submit to a visual search and be escorted directly to a cell in SHU. Inmates from SHU will conclude their visits 30 minutes prior to the regular visiting hours. A detail picture card will accompany the escorting staff during the escort process.
 - ▶ Inmates in Administrative Detention or Disciplinary Segregation status will receive visits only on Mondays and Fridays of each week.
- **Holdovers:** The Warden may limit the number of visitors for a holdover to the immediate family where there is neither a visiting list from the transferring institution nor other verification of proposed visitors. All other requirements of a new commitment will be followed.

16. **MONITORING OF THE VISITING ROOM:** Visiting room staff will use the video surveillance equipment in the visiting room and direct supervision to prevent the passage of contraband in the visiting room.

17. **WRITTEN GUIDELINES:** Written guidelines will be posted in the Front Lobby to advise visitors of the rules at this institution.

18. **ACTION:** A copy of this supplement will be forwarded to the South Central Regional Correctional Programs Administrator for review. Copies will be maintained by the Visiting Room, Front Lobby, Lieutenant's Office, Institution Duty Officer, and will be made available in the inmate Law Library. It is effective upon issuance.

Attachment A: Inmate Personal Property In Visiting Room

Attachment B: Notification To Visitor

Attachment C: Visiting Attorney Statement

Attachment D: Paralegal or Legal Assistant Agreement

Attachment E: Application To Enter Institution As Representative

Attachment F: Directions To FCC Beaumont (USP)

Attachment G: Directions To FCC Beaumont (SPC)

Attachment H: Local Taxicab Telephone Numbers

//signed//
T. C. Outlaw, Warden

OFFICE OF PRIMARY RESPONSIBILITY: Correctional Programs

BP-S224.022 NOTIFICATION TO VISITOR CDFRM
MAY 99

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

Date: _____ Time: _____ Officer's Name: _____
Institution: USP Beaumont / SPC Location: Beaumont, Texas

Name of Inmate To Be Visited: _____ Register No. _____ It is a Federal crime to bring upon the institution grounds any firearm, destructive device, ammunition, other object designed to be used as a weapon, narcotic drug, controlled substance, alcoholic beverage, currency, or any other object that threatens the order, discipline, or security of a prison, or the life, health, or safety of an individual without the knowledge and consent of the Warden. 18 U.S.C. §§ 1791 and 3571 provides a penalty of imprisonment for not more than twenty years, a fine of not more than \$250,000 or both, to a person who provides, or attempts to provide, to an inmate any prohibited object. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages. The Warden, upon reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order, may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyser test, or other comparable test. A visitor has the option to refuse any of the search or test or entrance procedures, with the result that the visitor will not be permitted entry to the institution.

NOTE: Your refusal of these procedures means that you will not be permitted entry to the institution, and you will be allowed to leave the institution property, unless there is a reason to detain and/or arrest you. The use of cameras or recording equipment without permission of the Warden is strictly prohibited; violators are subject to criminal prosecution. Once a visit with an inmate begins, if a visitor leaves the visiting area, the visit will be terminated. Any exception must be approved by the visiting room officer.

PLEASE ANSWER THE FOLLOWING QUESTIONS: Are any of the following items in your possession, or in possession of children in your party under 16 years of age?

Firearms	Yes	___	No	___	Narcotics	Yes	___	No	___
Explosives	Yes	___	No	___	Marijuana	Yes	___	No	___
Weapons	Yes	___	No	___	Camera	Yes	___	No	___
Ammunition	Yes	___	No	___	Food Items	Yes	___	No	___
Metal Cutting tools	Yes	___	No	___	Alcoholic Beverages	Yes	___	No	___
Recording Equipment	Yes	___	No	___	Prescription Drug*	Yes	___	No	___
Cellular Phone	Yes	___	No	___					

*All types of medication carried must be listed in the following space, and must be left at the entry area:

I have read, I understand, and I agree to the above. If I am visiting with an inmate, I also understand and agree to abide by the visiting guidelines provided me by this institution. I declare that I do not have articles in my possession which I know to be a threat to institution safety, security, or good order. I am aware that if I have questions about what is authorized, I should consult with the officer. I am aware that the penalty for making a false statement is a fine of not more than \$250,000 or imprisonment of not more than five years or both (pursuant to 18 U.S.C. § 1001). I am aware that the visiting area, including restrooms in the visiting area, may be monitored to ensure institution security and good order.

Printed Name/Signature: _____

Street Address/City and State: _____

Vehicle License No.: _____ Year, Color, Make and Model of Vehicle: _____

If visiting with an inmate, please complete the following: Names of children under 16 years of age for whom I am responsible: _____

If not visiting with an inmate, please indicate:

Name of Organization: _____ Purpose of Visit: _____

Printed Name/Signature of Staff Witness: _____

(This form may be replicated via WP)

Replaces BP-224(52) of Jul 95

BP-S241.013 VISITING ATTORNEY STATEMENT CDFRM

MAY 94

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

USP Beaumont / SPC
(INSTITUTION)

I, _____,
a licensed attorney in the State of _____,
with offices at _____
visiting _____,
on _____, 20 _____,

hereby certify that my visit with this inmate is for the purpose of facilitating the attorney-client or attorney-witness relationship and for no other purpose. I certify that any tape-recording or other recording made by me of, or during any portion of this visit will be used only to facilitate this relationship.

(Signature)

(Date)

BP-S242.013 **PARALEGAL OR LEGAL ASSISTANT AGREEMENT** CDFRM

MAY 94

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

Dear _____ :

We are in receipt of your request that a person whom you employ or supervise be allowed to visit and correspond, as your representative, in relation to legal matters with _____, an inmate in this institution. In order for such visiting or correspondence to be conducted, we must request that your employee or student complete and sign the enclosed questionnaire and that you execute the Attorney's Statement at the end of the questionnaire. Please return the form to use upon completion. The information supplied on the form may be used for investigative purposes in determining whether to allow this visiting and correspondence. As soon as we make a determination as to whether this person will be allowed to visit or correspond with the above-referenced inmate we will notify you. Should extraordinary circumstances exist which make it necessary for your representative to visit immediately, you may contact _____ at _____ who will be glad to discuss this matter with you.

Sincerely, _____

(This form may be replicated via WP)

This form replaces BP-242(13) dated July 1990.

BP-S243.013 APPLICATION TO ENTER INSTITUTION AS REPRESENTATIVE CDFRM

MAY 94

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

GENERAL

This information is provided pursuant to Public Law 93 - 579, the Privacy Act of December 31, 1974.

PURPOSES AND USES

The information you supply may be used as a basis for an investigation regarding your correspondence with _____ and admission to visit this person at USP Beaumont / SPC. In the process of conducting the investigation, the Bureau of Prisons may disclose the information to federal, state, or local law enforcement agencies.

EFFECTS OF NONDISCLOSURE

You are not required to supply the information requested on the attached form. If you do not furnish the information requested, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request will be attempted; however, it may be significantly delayed. If the information withheld is found to be essential to processing your request properly, you will be so informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized for failure to supply the requested information, failure to supply the information could result in your not being considered for or allowed admittance to the institution or correspondence privileges with the inmate in question.

APPLICATION TO ENTER INSTITUTION AS THE REPRESENTATIVE OF A LICENSED ATTORNEY OR TO CORRESPOND WITH A FEDERAL PRISONER AS THE REPRESENTATIVE OF A LICENSED ATTORNEY

This form has three parts:

1. Questionnaire : The questionnaire is to be completed by each paralegal employee, legal assistant, clerk or student who seeks to enter an institution of Federal Bureau of Prisons as the representative of a licensed attorney to visit a federal prisoner or to correspond with a federal prisoner as the attorney's representative.
2. Certification : The person seeking to enter a federal institution or to visit or correspond with a federal prisoner must sign the certification which follows the questionnaire.
3. Attorney's Statement : The licensed attorney must sign this statement.

QUESTIONNAIRE

(NOTE: Answer all questions. If a question does not apply to you, write "Not Applicable" in the space provided for the answer.)

15. Name: _____

2. a. Any alias or other name ever used:

Name: _____ When used: _____

Name: _____ When used: _____

b. Date of Birth: _____

3. a. Present Address: _____

b. How long at this address? _____

c. List all previous addresses (Including Street and Number, City and State) for the last five years and dates you resided at each address:

4. a. Present place of employment: _____

b. Name of immediate supervisor: _____

c. Employer's business address: _____

d. Employer's business phone: _____

e. List all previous employers for the past five years, including employer's addresses and dates of your employment with each employer:

<u>Employer</u>	<u>Address</u>	<u>Dates of Employment</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. List all schools, universities, or other educational institutions attended from grade 10 to present (This should include any and all legal training that you have received):

<u>School</u>	<u>Address</u>	<u>Degree and date received</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Have you ever been convicted of ANY criminal offense? If so, complete the following. You may exclude any convictions for minor traffic violations (fine of \$50 or less).

<u>Offense</u>	<u>Date of Conviction</u>	<u>Name, Location of Court</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Have you ever been confined in any jail, prison or penal institution? If so, complete the following:

Type of Institution
(State, Federal, Municipal, County)

Location

Dates of Confinement

Type of Institution (State, Federal, Municipal, County)	<u>Location</u>	<u>Dates of Confinement</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Have you ever been denied permission to visit or correspond with any inmate by an institution within the Federal Bureau of Prisons? _____ If so, which institutions, with which inmate, and when?

9. Are you a citizen of the United States? _____ If not, give the name of the country of which you are a citizen or subject. _____

STATEMENT OF APPLICANT SEEKING TO ENTER AN INSTITUTION TO VISIT OR TO CORRESPOND WITH A FEDERAL AS THE REPRESENTATIVE OF A LICENSED ATTORNEY

I certify that I am authorized to act as the legal representative of _____, who is a licensed member of the bar of the State of _____. I request that I be allowed to interview and correspond with _____, who is confined at USP Beaumont. I am aware of my responsibility as a representative of the above-named attorney and certify that I am able to meet this responsibility. I am also aware of the Bureau of Prison's Policy on Inmate Legal Activities and certify that I am able to and will adhere to the requirements of this policy. I pledge to abide by Bureau of Prisons regulations and Institution guidelines.

I hereby certify that all of the information contained in this questionnaire is true and correct to the best of my knowledge. Furthermore, I understand that all information contained in this questionnaire may be investigated and verified through the use of federal, state, and local authorities.

Applicant's printed name: _____

Applicant's signature: _____

Date completed: _____

STATEMENT OF SPONSORING ATTORNEY

I hereby certify that I am a licensed member of the bar of the State of _____ and that I employ or supervise _____. I authorize _____ to represent me and request that as my representative he/she be allowed to interview and correspond with _____ who is currently confined at USP Beaumont / SPC. I further certify that _____ is aware of the responsibility of his/her role as my representative and is able to meet this responsibility. I pledge that I will supervise my representative's activities. I accept personal and professional responsibility for all acts of my representative which affect the institution, its inmates or staff.

Attorney's printed name: _____

Attorney's signature: _____

Date completed: _____

United States Penitentiary (USP)
6200 Knauth Road
Beaumont, TX 77705
(409) 727-8188

DIRECTIONS TO FCC BEAUMONT (USP):

From Interstate Highway 10 or U. S. Highway 69 from the North:

Take Highway 69 South to W. Port Arthur Rd./Florida Ave. & Ave. A Exit;
(Sign indicating Federal Correctional Complex - Next Exit)

Follow service road down to the stop sign;

Turn right at the stop sign onto W. Port Arthur Rd.;

Follow W. Port Arthur Rd. for approximately 5 miles;

You will cross one (1) set of railroad tracks;

Turn right, approximately 50 feet past railroad tracks;

(Sign indicating Federal Correctional Complex to the right)

Follow drive down to main entrance to the complex property;

Drive straight in and follow the drive to the stop sign at the flagpole;

Turn left at the flagpole;

The entrance to the USP facility is the first drive to the left;

Ample parking is available;

All visitors will be processed in the Front Entrance of the Administrative Building.

Signs are posted at the front entrance to the property and at each intersection giving directions to the various facilities within our complex.

From U. S. Highway 69 from the South or Jefferson County Airport:

Take Highway 69 North to W. Port Arthur Rd./Florida Ave. & Ave. A Exit;
(Sign indicating Federal Correctional Complex - Next Exit)

Follow service road down to the stop sign;

Turn left at the stop sign onto W. Port Arthur Rd.;

Follow W. Port Arthur Rd. for approximately 5 miles;

You will cross one (1) set of railroad tracks;

Turn right, approximately 50 feet past railroad tracks;

(Sign indicating Federal Correctional Complex to the right)

Follow drive down to main entrance to the complex property;

Drive straight in and follow the drive to the stop sign at the flagpole;

Turn left at the flagpole;

The entrance to the USP facility is the first drive to the left;

Ample parking is available;

All visitors will be processed in the Front Entrance of the Administrative Building.

Signs are posted at the front entrance to the property and at each intersection giving directions to the various facilities within our complex.

Satellite Prison Camp (SPC)
5870 Knauth Road
Beaumont, TX 77705
(409) 727-8188

DIRECTIONS TO FCC BEAUMONT (SPC):

From Interstate Highway 10 or U. S. Highway 69 from the North:

Take Highway 69 South to W. Port Arthur Rd./Florida Ave. & Ave. A Exit;
(Sign indicating Federal Correctional Complex - Next Exit)

Follow service road down to the stop sign;

Turn right at the stop sign onto W. Port Arthur Rd.;

Follow W. Port Arthur Rd. for approximately 5 miles;

You will cross one (1) set of railroad tracks;

Turn right, approximately 50 feet past railroad tracks;

(Sign indicating Federal Correctional Complex to the right)

Follow drive down to main entrance to the complex property;

Drive straight in and follow the drive to the stop sign at the flagpole;

Turn left at the flagpole;

The entrance to the SPC facility is the third drive to the left;

Ample parking is available;

All visitors will be processed in the Front Entrance of the Administrative Building.

Signs are posted at the front entrance to the property and at each intersection giving directions to the various facilities within our complex.

From U. S. Highway 69 from the South or Jefferson County Airport:

Take Highway 69 North to W. Port Arthur Rd./Florida Ave. & Ave. A Exit;
(Sign indicating Federal Correctional Complex - Next Exit)

Follow service road down to the stop sign;

Turn left at the stop sign onto W. Port Arthur Rd.;

Follow W. Port Arthur Rd. for approximately 5 miles;

You will cross one (1) set of railroad tracks;

Turn right, approximately 50 feet past railroad tracks;

(Sign indicating Federal Correctional Complex to the right)

Follow drive down to main entrance to the complex property;

Drive straight in and follow the drive to the stop sign at the flagpole;

Turn left at the flagpole;

The entrance to the SPC facility is the third drive to the left;

Ample parking is available;

All visitors will be processed in the Front Entrance of the Administrative Building.

Signs are posted at the front entrance to the property and at each intersection giving directions to the various facilities within our complex.

Local Taxicab Telephone Numbers

Beaumont

Flanagan Taxi Lines 838-1283
114 Mariposa

Flanagan Transportation Co (FTC) 835-8237
1535 S. MLK Pkwy

Square Deal Taxi Co 839-4915
2109 Irving Avenue

Star Cab Co 833-6004
3004 Blanchette

Nederland

Ike's Taxi 722-7552
125 Sycamore PN

Mid County Cab Co 724-0105
3212 Avenue H

Nederland Yellow Cab Co 722-0230
Airport Blvd Rd

Orange

Golden Eagle Transportation 883-7430

Port Arthur/Groves

Como Taxi Service 985-5413
416 West 7th Street

Jet Taxi 985-8044
432 Houston Avenue

Silsbee

Wanda's Taxicab Service 385-0007
Old Evandale Hwy