

U.S. Department of Justice
Federal Bureau of Prisons



Federal Correctional Institution
Fort Dix, NJ 08640

OPI: Correctional Programs
Number: FTD 5267.08
Date: November 5, 2006
Subject: **VISITING PROCEDURES**

Institution
Supplement

1. **PURPOSE:** To establish visiting procedures at the Federal Correctional Institution and Satellite Camp at Fort Dix, New Jersey.
2. **DIRECTIVES AFFECTED:**
 - A. Directives Rescinded: Institution Supplement FTD 5267.06, Visiting Procedures, dated November 26, 2001.
 - B. Directives Referenced: Program Statements 1315.07, Legal Activities, Inmate, dated November 5, 1999; 5267.08, Visiting Regulations, dated April 11, 2006; 5360.09, Religious Beliefs and Practices, dated December 31, 2004; and 5510.09, Searching, Detaining, or Arresting Persons Other than Inmates, dated March 6, 1998.
3. **STANDARDS REFERENCED:** American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4267, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501 and 4-4502, 4-4503, 4-4504.
4. **PROCEDURES:** The following procedures are in effect at the Federal Correctional Institution and Satellite Camp located at Fort Dix, New Jersey.

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

Phone: 609-723-1100

- A. Regular visiting hours will be from 8:30 a.m. to 3:00 p.m. on Sunday, Monday, Thursday, Friday, and Saturday of each week to include Federal holidays. There will be no visiting on Tuesdays or Wednesdays. At 3:00 p.m. on visiting days, visitors and inmates

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will be required to separate and the visitors will be processed out of the visiting room in groups of 10 or less. It is expected that all visitors will be out of the institution by 3:30 p.m. Visitors arriving after 2:00 p.m. will not be processed into the visiting room for that day.

B. Visitors will continue to be processed into the visiting room during counts. Inmates will not be called to report to the visiting room from 30 minutes prior to a count until the count has been cleared by the control center. The duty Officer (or Operations Lieutenant if the Duty Officer is not available) will be consulted prior to the denial of any visit and will make the final decision regarding the denial.

 C. Location of the Institution: The directions to the Federal Correctional Institution, are as follows:

From Philadelphia Crossing Ben Franklin Bridge:
Cross bridge and follow 30 East to 38 East. Follow 38 East approximately 20 miles, turn left onto Route 616 (Pemberton). Go two stop lights and turn right onto Route 630. This will change to Pointville Road, continue until Checkpoint.

From Northern New Jersey From Turnpike:
Follow Turnpike to exit 7, follow 206 South until you reach Route 630 (Woodlane Road). Turn left and continue through two stop lights. This will change into Pointville Road, continue until Checkpoint.

From Delaware, Virginia or Maryland:
Follow 95 North to 295 North. Take Exit 40 (38 East). Follow 38 East approximately 20 miles, turn left onto Route 616 (Pemberton). Go two stop lights and turn right onto Route 630. This will change to Pointville Road, continue until Checkpoint.

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- D. Transportation to and from the institution may be gained by calling any of the following TAXICAB Services:

Transportation Service	Phone Number
AM/PM Cabs	856-833-1702
Antonio's Taxi	877-541-8294
VIP Taxi Service	609-386-9099
A-1 Action Taxi	609-871-8294
Melennium Cab	856-435-3820

5. **FREQUENCY OF VISITS:** The number of visits an inmate may receive will be restricted in order to prevent overcrowding. Each inmate will be allotted four (4) points at the beginning of each month to be used as follows:
1. Each day or fraction of a day visited on a weekend or holiday will count as 1 point.
 2. No points will be used for week days.
 3. When the Unit Team receives an inmate request for additional visiting points, a memorandum though the Associate Warden (Programs) to the Warden shall be submitted by the Unit Team. The memorandum shall detail the need for the additional visiting points and state the Unit Team's recommendation. Copies of the approved memorandum will be provided to the Operations Lieutenant, Control Center, Visiting Room, and Front Lobby.

A record of points will be documented by staff assigned to the visiting room. Once an inmate has used his four points, his visiting will cease until the beginning of a new month. Law enforcement officers and attorney visits will not be counted on the point system.

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6. **VISITING RESTRICTIONS AND OVERCROWDING:** Visiting may be curtailed or terminated due to an emergency, improper conduct on the part of an inmate and/or his visitor(s), or when the visiting area becomes overcrowded. The maximum occupancy for the East Visiting Room is 250, for the West Visiting Room is 350, and for the Camp Visiting Room is 150. Should it become necessary for the Visiting Room Officer to curtail or terminate visiting due to overcrowding, the Institution Duty Officer (IDO) will be notified. If the IDO is not present, the Operations Lieutenant will make the decision. When determining visits to be terminated due to overcrowding, visitors from the local commuting area (within a 100 mile radius) will be the first to be terminated. If overcrowding continues to be a concern, those visitors who entered the visiting room first based on their sign-in time will have their visits terminated.

7. **NUMBER OF VISITORS:** No more than three adults and three children to visit one inmate at a time without prior approval (See Special Visits Section of this supplement)

8. **ATTORNEY VISITS:** Attorney visits will be conducted in accordance with BOP Program Statement 1315.07, Legal Activities, Inmate. Attorney visits will take place in the Visiting Room. Ordinarily, these visits will be scheduled during normal visiting hours, however if there is an imminent court deadline, they may be scheduled outside of normal visiting hours. If this occurs, the visit will be monitored by Unit Team staff. Attorney visits will be arranged through the inmate's assigned Unit Team. Prior to approval, Unit Team staff shall verify the attorney is in good standing with the State Bar Association. A memorandum will be prepared and forwarded by the Unit Team to the Front Lobby and Checkpoint Officers with a copy filed in Section 3 of the inmate's central file. Attorneys must show a valid bar card or other suitable professional identification before entry will be allowed into the institution. Any act by an attorney which violates Bureau regulations or institution procedures, and which threatens the security, good order or discipline of the institution is good cause for limiting or denying the attorney's privileged visitation and correspondence rights by the Warden.

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9. **IDENTIFICATION OF VISITORS:** Visitors will not be permitted entry without proper identification. All visitors 16 years or older must display photo identification before being permitted into the institution. The Operations Lieutenant or IDO will be notified in cases involving questionable identification. Proper identification includes one of the following:

- Valid Driver's License with photo
- Passport
- State identification card with photo

Black Light Identification: All visitors will have one of their hands marked with a "black light" stamp prior to entry into the institution. Likewise, all visitors will be identified using the "black light" lamp prior to being allowed beyond the inside of the sallyport. Visitors who no longer have the ink stamp, will be held in the sallyport until a Lieutenant arrives to investigate the situation and further identify the visitor. The Lobby Officer will rotate or choose at random the number sequence of the stamps to use each day and the hand to be stamped. Both will be identified and logged.

10. **APPROVED VISITORS:** Visits are permitted to those individuals on the inmate's approved visiting list. The inmate must have known the proposed visitor prior to incarceration. The Warden must approve any exception to this requirement and a background check will be completed prior to placing the visitor on the visiting list. For inmates transferring from other institutions, the approved visiting list from the previous institution will be honored for a period of 30 days, unless unusual circumstances exist. Inmates will be allowed to make changes to their visiting list once every six month period. If the Unit Team discovers missing documentation upon their review of the visiting list, the inmate will be advised by the counselor to forward the necessary forms to the visitor(s). This will allow the proper updating and processing of the visit request for non-immediate family members. The Unit Team will be responsible for establishing an inmate's approved visiting list. It is the responsibility of the inmate to mail the Visitor Information form, BP-S629.052, to prospective visitors. It is the responsibility of the inmate to advise his visitors not to visit prior to receiving notification that they have been authorized as

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visitors. It is the inmate's responsibility to notify the visitor once approval has been granted. Those listed in one of the following categories of visitors should be placed on the approved list after suitable investigation from the usual sources, (i.e., Presentence Report, U.S. Probation Officer, local law enforcement agencies, individual concerned, etc.). Except for immediate family, visitors will not ordinarily be placed on more than one inmate's approved visiting list. If a visitor is not on the inmate's approved visiting list, the Unit staff will be notified and they will verify if the visitor is authorized to visit. If a Unit Team member is not available, the IDO will make the final decision. A hard copy of each inmate's visiting list will be maintained by the Front Entrance Officer. The inmate's unit team staff will be responsible for keeping the hard copy updated. A bound ledger documenting inmate visitors will be maintained by the Front Entrance Officer.

- A. Member of Immediate Family: This includes mother, father, step-parents, foster parents, brothers and sisters, spouse and children. The word "spouse" includes a common-law relationship which has previously been established in a state which recognizes such a status.

- B. Other Relatives: This includes grandparents, aunts, uncles, in-laws and cousins. Individuals in this category will ordinarily be granted visiting privileges. Visiting will not be approved until an appropriate background investigation is concluded, including NCIC checks.

- C. Friends and Associates: Visiting privileges may be extended to friends and other non-relatives if it can be ascertained that the association or friendship is a genuinely constructive one and the inmate would benefit from such continued contact. The relationship must have been established prior to the inmate's incarceration. In the majority of these cases, a review will be necessary prior to approval by the Unit Manager. Staff (Unit Team) may request background information for potential visitors who are not

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immediate family members. Ordinarily, an inmate's visiting list should not have more than ten friends, associates and other relatives. An amount above ten requires the approval of the Associate Warden (Programs). Visiting will not be approved until an appropriate background investigation is completed, including NCIC checks.

- D. 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 conducted considering 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. For those individuals on probation, parole, or supervised release, written approval must be obtained from the appropriate Federal or State Probation/Parole official prior to considering/granting visitation. Documentation is to be filed in Section 2 of the Privacy folder in the inmate's central file.
- E. Minor Children: Under no circumstances will children under 16 years of age be permitted to visit unaccompanied by an adult without specific approval from the Warden or his/her designee.

11 **VISITS TO INMATES NOT IN GENERAL POPULATION:**

- A. Admission & Holdover Status: When an approved visiting list is not available, visits for new commitments and/or holdover status inmates will be limited to members of their immediate family. Visitors must have the same last name and proper identification which would indicate they are members of the inmate's immediate family. A check of the inmate's Presentence Investigation Report, if one is available, may be required. A list of immediate family members will be

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provided to the Unit Team by the inmate as soon as possible after arrival to this institution. Additional family members or friends may be added following the completion of an appropriate background investigation.

- B. Hospital Patients: If a determination is made by the Captain, in consultation with the Chief Medical Officer or in his absence, the Health Services Administration (HSA), that a visit is to be held in the institution's health services area, such visits will be subject to availability of staff. The visit will be limited to one hour. The Chief Medical Officer may restrict visits if 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 Chief Medical Officer recommends against a visit for medical or psychiatric reasons, the visitor will be notified by an appropriate Unit Team member. The Chief Medical Officer or IDO will prepare a memorandum for the inmate's Central File, through the Unit Manager, outlining the circumstances under which the visit was denied. Visits to inmates hospitalized in the community will be restricted to members of the immediate family with prior written approval from the Warden. All visitors are subject to the visiting policy of the outside community hospital and those procedures as outlined in the Hospital and Escorted Trip Post Orders.
- C. Special Housing Unit (SHU) inmates: Providing that the inmate's visiting privileges have not been denied, inmates assigned to SHU will ordinarily be permitted to visit in the institution's visiting room. Visiting for SHU inmates will be restricted to Thursdays and be authorized to visit for two hours. There may only be five (5) SHU inmates at one time. As the two hours expire for those inmates in the visiting room, they may be rotated with other inmates waiting to visit. Prior to SHU inmates receiving visits, the SHU Officer-In-Charge will first ensure there are no special concerns about the inmate, such as a separatee in general population who may also be in the visiting room. The following

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procedures will be used when escorting SHU inmates to and from the visiting room:

- Prior to the movement, the slow down fences located on the east and west sides of the compound will be secured. All inmate movement will stop in the area between the slow down fences, and the inmates will be secured inside the gym.
- Recreation staff will secure the outside handball/basketball courts, all inmates will be secured inside the gymnasium.
- Food Service 5840 will be contacted and instructed to clear the rear dock of all inmates and secure the Food Service rear dock doors.
- SHU inmate(s) will be properly restrained (handcuffed behind his back or in front with a martin chain) prior to movement. After receiving confirmation that the route is secured, the inmate(s) will be escorted through the secure walkway located behind Food Service 5840, down the walkway between recreation and the west side of the compound slow down gate into the Visiting Room.
- All escorts to and from the SHU will be conducted by the compound officers.
- To move the SHU inmate(s) back to the Special Housing Unit, the same procedures will be used in securing the compound before the movement.
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SHU inmates will be processed and seated in a location directly in front of the Officer's desk. SHU inmates will only wear the orange jumpsuit that is standard issue in the SHU. Staff will closely monitor the inmates and visitors.

- D. Pretrial/Detainee Procedures: The procedures specified in this institutional supplement apply to all inmates housed at FCI Fort Dix.
- E. Victim / Witness Cases: Refer to the Program Statement on Victim and Witness Notification for procedures when

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

- F. Witsec Inmate: Refer to the Central Inmate Monitoring System Operations Manual (Limited Official Use) for procedures when an inmate in the Witness Security Program (WITSEC) requests to place an individual on his or her visiting list.

12. **PREPARATION OF THE LIST OF VISITORS:**

- A. Each new inmate will be provided a copy of the Admission & Orientation Booklet, which includes the local visiting guidelines, and the Inmate Request of Immediate Family to Visiting List form (Attachment 1), during the intake screening process.
- B. Amendments to the visiting list will be processed by the inmate's assigned counselor. Inmates desiring a change will submit an Inmate Request to Staff form, with the appropriate information, through their counselor. Approved changes will be added to the visiting list. Only the most current copy of the visiting list is maintained in section 3 of the inmate's visiting central file.
- C. 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. The inmate is responsible for sending the Visitor Information form, BP-S629.052 to a potential visitor. The form is to be completed in its entirety and returned to the inmate's counselor only by regular mail. Faxed copies will not be accepted.
- D. 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

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provide the approved visitor with a copy of the visiting guidelines and directions for transportation to and from the institution.

13. **SPECIAL VISITS:**

- A. Consular Visitors: Whenever it is determined that an inmate is a citizen of a foreign country, the Consular representative of that country shall be permitted to visit on matters of legitimate business. This privilege shall not be withheld even if the inmate is in disciplinary segregation. A relationship prior to incarceration is not required. These visits are arranged and approved by the Executive Assistant or his/her designee. The Mexican Consular Identification Cards (matricular consular cards) are no longer accepted as a valid form of identification.

- B. Law Enforcement Interviews: Ordinarily, the SIA will approve and coordinate all interviews between law enforcement agencies and inmates. However, in the absence of the SIA, the SIS Lieutenant, the Captain or the Operations Lieutenant will assume this function.

- C. Minister of Record: Any inmate who desires a visit from his Minister of Record must submit a written request to the Chaplain. Once approved, the inmate's assigned counselor will add this individual and title to the visiting list. Only one Minister of Record is allowed on an inmate's visiting list. This individual will not count against the total number of authorized visitors on the list or against the total number of permitted social visits.

- D. Clergy: Visits from a member of the Clergy will be in accordance with general visitor procedures and will count against the total number of regular visits allowed. Ordinarily, the inmate must request a Clergy

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visit or it will not be accommodated. In certain circumstances, the Chaplain may approve a Clergy visit if the inmates wants to visit with the Clergy member. A relationship prior to incarceration is not required. Clergy and Minister of Record visits will be held in the visiting room during normal visiting hours, and when practical, in an area which is somewhat separate from other visitors.

- E. Prison Visitation and Support (PVS): The PVS program will be coordinated through the Volunteer Program Coordinator. Visits will be ordinarily arranged 15 days prior to the visit and will be conducted in the visiting room during regular visiting hours. PVS visitors are also required to read and sign a Notification to Visitors Form BP-S224.022, concerning the introduction of contraband. PVS visitors may generally carry paper and writing implements into the visiting room. PVS visitors will not be charged points for visiting.
- F. All other special visits must be approved by the Associate Warden (Programs) through recommendation by the inmate's respective unit team.
- G. All Special Visits will be arranged and supervised by the staff member or department requesting the visit.

14. **VIOLATION OF REGULATIONS AND/OR INTRODUCTION OF CONTRABAND**

- A. The right to have future visits may be denied to anyone who tries to circumvent or evade regulations. It may also require additional action, including possible prosecution. Introduction of contraband to a Federal Penal Institution is a violation of Title 18, U.S. Code, Chapter 87, Section 1791. In order to ensure that a visitor is aware of the above policy, the Front Lobby Officer will have each adult visitor, 16 years of age and older, complete and sign a Notification to Visitor form, BP-S224.022, acknowledging his/her awareness and understanding of the possible penalties for the violation of the Visiting Room regulations and/or introduction of contraband into the institution. At the completion of each visiting day, these forms will

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be sent to the Operations Lieutenant, where they will remain on file for one year.

- B. If a visit is terminated due to a violation of a regulation, the officer identifying the violation will prepare and submit an incident report on the inmate(s) involved.
- C. Visitors are precluded from bringing animals on institutional grounds except in cases where the animal assists persons with disabilities. Visitors requiring use animals because of disability reasons will have prior approval of the Warden.

15. **SEARCHING OF VISITORS:**

- A. Right to Refusal: A visitor who objects to any of the searches, tests or entrance procedures has the option of refusing and leaving the institution grounds, unless there is a reason to detain or arrest the visitor. Staff will deny admission to the institution to any visitor who refuses to be screened by a metal detector or who refuses to undergo a search of person and/or effects as dictated by this supplement.
- B. Termination of Visit: The IDO or Operations Lieutenant will terminate a visit upon determining that a visitor(s) is in possession of, or is passing or attempting to pass contraband not previously detected, or is engaging in any conduct or behavior which poses a threat to the secure and orderly running of the institution. A denial/termination memorandum describing the basis for this action will be prepared by the staff member terminating the visit.
- C. Metal Detectors: All visitors entering the institution are required to pass through the metal detector located in the Front Lobby. All personal effects will be searched. Any unauthorized item(s) will be secured in their vehicles or in designated visitors lockers. Visitors who fail the metal detector screening will not be allowed into the institution. Occasionally, a visitor will be equipped with a prosthesis containing

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metal. In such cases, a search will be conducted to include a thorough examination of the prosthetic device. This search will be conducted out of view of visitors and in privacy before a visitor enters the institution. Visitors may have surgically implanted pins and/or plates that will not clear the metal detector. The hand held metal detector must be used in these cases. Careful examination will also be required of those in wheelchairs, including a complete search of the chair.

- D. Searches: A person of the same sex as the visitor will conduct all pat searches. All searches will be conducted out of the view of other visitors and inmates. A pat search or visual search of a visitor may only be authorized by the Warden, Acting Warden, or Administrative Duty Officer.

16. **CONTROLLED VISITING - DENYING VISITS:**

- A. Visiting Restrictions: Visiting may be restricted to controlled situations or to more closely supervised visits when there is a suspicion that the visitor is introducing or attempting to introduce contraband, or when there has been a prior incident of such introduction or attempted introduction, or when there is any concern, based upon sound correctional judgement, about the visitor presenting a risk to the secure and orderly running of the institution. These restrictions must be approved by the Warden or Acting Warden.
- B. Visiting privileges may be denied when a controlled or closely supervised visit is not possible. This denial must be approved by the Warden or Acting Warden. Visitation by the Prisoner Visitation and Support Group, inmate legal visits and religious visits are not restricted when an inmate is placed on visiting restriction for disciplinary reasons.
- C. This institution has the right to assign specific seating locations for visitors and inmates, and the Visiting Room Officer will assign specific seating assignments to those inmates and visitors that are suspected of or have displayed problems with obeying the

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procedures contained in this supplement. These arrangements must be approved by the Operations Lieutenant.

D. Fondling and indiscreet contact is not permitted. Kissing and embracing is briefly permitted only when the visitor(s) and inmate meet at the beginning of a visit and just prior to terminating a visit. At no time will inappropriate and/or unbecoming displays of affection by personal contact be permitted. Such violations will be cause for termination of the visit and disciplinary action taken against the concerned inmate. Repeated violations of the personal contact regulations may result in removal of a particular visitor from the inmate's approved visiting list.

E. Dress Code:

Clothing identified as inappropriate will be as follows:

- ◆ See through clothing
- ◆ Tight stretch shorts and pants (biker shorts/spandex)
- ◆ Halter tops, tank tops, tube tops of any type
- ◆ Skirts, shorts, and dresses that are more than four inches above the knees
- ◆ Khaki-colored or military clothing

A visitor wearing any of these items will be denied entrance and instructed to leave the institutional grounds and return when the appropriate clothing is worn. If a visitor's apparel is in question, the IDO will be notified and will make the final decision. If the IDO is not in the institution, the Operations Lieutenant will make this decision.

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- F. Visitors who display inappropriate or rude behavior shall not be permitted to visit or remain on institution grounds. Loud, boisterous talk or profane language will not be tolerated inside the Front Lobby or the Visiting Room. Such conduct could result in termination of the visit and removal of the visitor from the visiting list for a predetermined amount of time.

17. **DETAINING VISITORS:**

- A. Staff may detain a visitor in accordance with P.S. 5510.09, Searching and Detaining or Arresting Persons

Other than Inmates. Should this situation occur, the Warden or Acting Warden should be notified immediately. Staff are to consult Regional Counsel when detention approaches 2 hours. Institution staff should not attempt to interrogate suspects unless immediate questioning is necessary to protect the security of the institution or the life or safety of any person.

- B. Institution staff shall use only the minimum amount of force necessary to detain a visitor in accordance with P.S. 5510.09, Searching and Detaining or Arresting Persons Other than Inmates. Staff shall forward through the Warden, to the Regional Director, a report describing the circumstances requiring the use of force.

18. **VISITOR'S CONDUCT:** Each inmate having a visit must assume reasonable responsibility for his visitor's conduct. Children should be controlled to the extent of consideration for 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. T.V. / play rooms are available for small children. Inmates are not permitted in these rooms.

19. **RECORDS:**

- A. Lobby Officer and Unit Teams: When an inmate receives

a visit, the Lobby Officer will identify the visitor(s) and enter the date and time the visitor(s) arrived, and

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sign under the Officer's Name block on the Notification to Visitor form. The visitor's identification card will be kept with the BP-S224-022, Notification to Visitor Form and taken from the Lobby to the Visiting Room Officer who will maintain the visitor's paperwork while the visit is being conducted. Upon completion of visiting, staff will conduct a count of inmates using the inmate commissary picture cards. Once all inmates are accounted for, staff will start releasing visitors. Visitors will be properly identified by using their identification card which will be attached to the BP-S224.022, Notification to Visitor form, and by checking their hand stamp with the ultra violet light located in the Control Center sallyport. Visitors will be released in groups of no more than 10 at a time. Once inside the sallyport, the visitor identification cards and the hand stamps are again verified by the Control Room Officer before the visitors are allowed to exit through the front lobby. Upon completion of their tour of duty, the Front Lobby Officer will turn their daily paperwork into the Operations Lieutenant for review.

- B. Visiting Room Officers: The Visiting Room Officer will process all visitors who have completed initial processing. The Daily Visiting Log will be forwarded to the Operations Lieutenant at the conclusion of each visiting day where it will be maintained in a file for one year.
- C. Inmate Visitor's Sign-In Logs: The Front Lobby Officer will maintain the inmate visitor sign-in logs which will contain the following: date, visitor's name, time of arrival, time of departure, inmate's name, inmate's register number and signature.
- D. Notification to Visitor Form: The Notification to Visitor form (BP-S224.022), shall be completed by each visitor 16 years and older prior to each visit. The Lobby Officer will advise all visitors of the prohibition against giving to or receiving anything from an inmate without approval. The Front Lobby Officer will ensure that they are completed properly and forwarded to the Operations Lieutenant's Office at

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the end of each visiting day. The completed forms will be maintained in a file for one year.

20. **SUPERVISION**

- A. It is the responsibility of the Visiting Room Officer to ensure that the Visiting Room regulations are followed as outlined in this supplement and national policy and that visits are conducted in a quiet, orderly and dignified manner. Direct observation of visits is not required at all times. The Visiting Room Officer-In-Charge is responsible for the computer processing in/out of inmates entering the visiting area. The #2 Officer will be responsible for in/out processing of inmates prior to and upon completion of the visit. Pat searches will be conducted on all inmates entering, and visual searches will be conducted on all inmates departing the visiting area. The Visiting #3 Officer will move about constantly, observing the general visiting areas. Continual observation should determine that visits are being conducted in an acceptable manner.
- B. The Visiting Room Officer-In-Charge or the Visiting #1 Officer should be aware of any article passed between an inmate and his visitor. If there is substantial basis to conclude that materials are being passed which constitute contraband or are otherwise in violation of the law or regulations, the Visiting Room Officer-In-Charge or the Visiting #1 Officer may examine the materials. The Operations Lieutenant or the IDO will be consulted in questionable cases.
- C. All inmates will be identified by their I.D. card (commissary card) prior to entering and exiting the Visiting Room. If an inmate does not have an I.D. card (commissary card) a picture card from Control will be obtained to identify the inmate. This card will be returned to Control at the end of visiting.
- D. Searches and shakedowns will be conducted out of view of visitors and in privacy.

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- E. Inmates in the Satellite Camp will receive periodic pat searches prior to entrance into the visiting room and prior to departing the visiting room. Random visual searches will be conducted and annotated in the log book.
- F. The Visiting Room Officer shall not accept any articles or gifts of any kind for an inmate. Hobby crafts, art items, etc., will not be given to visitors by inmates.
- G. Restroom facilities for visitors are located inside the Visiting Room. Only one visitor will be allowed entrance to the restroom at a time. If the visitor has small children, they will be allowed to take their children into the restroom. The restroom will remain locked at all times and a key for the restroom will be maintained at the officer's station. Inmates, under direct visual supervision of the Visiting Room Officer, will utilize the restroom in an area designated for inmate use. Inmates will receive a thorough pat search prior to being allowed to use this restroom, with exception at the Satellite Camp.

21. **OTHER APPLICABLE REGULATIONS:**

- A. Inmate Dress: All inmates must wear institution issued clothing that is in a clean and neat condition. Shirts must be worn in accordance with institution policy. Inmates must be properly groomed and no inmates will be allowed into the Visiting Room areas if his neglect of personal hygiene would offend others. The only foot wear authorized in the visiting room will be black shoes, boots, or brown shoes identified for visiting purpose.
- B. No Smoking: The entire visiting area is a non-smoking area and no inmates or visitors are permitted to smoke.
- C. Commissary Cards/ID Cards: Inmate commissary cards will be presented for identification purposes and maintained at the visiting room desk.

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- D. Inmate Property: The inmate shall not take anything to the visit except necessary items identifiable as: one pair of prescription glasses, one comb, one wedding band, one handkerchief and religious item (i.e. religious head gear). Necessary legal papers will be permitted during a visit with an attorney. The Unit Manager is responsible for this procedure and to approve an inmate's necessary legal papers for an attorney's legal visit. No personal items will be kept in the shakedown room. Medication, such as nitroglycerin tablets may be permitted when authorized by the Health Services Administrator (and documented on Attachment 2, Inmate Personal Property in Visiting Room).
- E. Any and all authorized items entering the visiting room must be carried in a clear plastic container. The container will not be larger than 1 cubic foot (1 foot deep and 1 foot wide). Any items not allowed to be brought into the institution may be left in the visitor's vehicle or in one of the lockers provided in the front entrance.
- F. Signatures and Documentation: Papers 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. Any paperwork approved for the inmate will be searched by Unit Team prior to entry into the Visiting Room. Signatures or receipt of legal papers are not permitted except by approval of the Unit Manager or Staff Duty Officer. Legal papers should be mailed to the institution in every other case.
- G. Money: Money will not be accepted for deposit to the inmate's account through the Visiting Room.
- H. Prohibited Items: Food, newspapers, or magazines will not be brought into the Visiting Room by visitors, nor will pagers and/or cellular telephones, recording equipment, photography equipment, cameras, radios, tape players, PDA's, tape recorders, or tapes, pictures, or cigarettes be allowed.

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- I. Minor Children: Minor children (under the age of 16) will not be permitted to wait in the parking lot or Front Lobby. Visitors must leave the reservation once their visit has been completed. Visitors will be responsible for the conduct of their children. Visitors who fail to control their children will be asked to leave the institution.

- J. Infant Children: Permitted items for infant children include 3 clear, 3/4 full formula/milk bottles, 2 jars of unopened baby food, 1 pack of baby wipes, 5 extra diapers, 1 blanket, and 1 change of baby clothes. No strollers will be authorized.

- K. Visiting Room Arrangement: The Captain is responsible for the appearance of the Visiting Room. The Visiting Room will be arranged so as to provide adequate supervision and will be furnished so that it will be as comfortable and pleasant as possible. The Visiting Room Officer will be responsible for the sanitation of the area.

- L. Visitors may not give to or receive any items from an inmate in the visiting room.

22. **MEALS**: No food or drink may be brought into the institution by a visitor. The only exception to this will be items for infant children listed in paragraph I of this supplement after having passed a security check with the metal detector. There are vending machines located in the visiting area for use by the visitors. Visitors will be permitted to purchase food from the vending machines for the inmate they are visiting. Inmates are not allowed to handle change or purchase items from the vending machine. If an inmate elects to terminate his visit, so he may eat the regularly scheduled meal in the inmate dining room, then his visitors will be required to leave the institution property and will not be allowed to return that same day.

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23. **ATTACHMENTS:** Attachment 1 - Inmate Request Of Immediate
Family To Visiting List
Attachment 2 - Inmate Personal Property Log

Charles E. Samuels, Jr., Warden

DISTRIBUTION:

Associate Wardens
Department Heads
NERO
AFGE Local 2001
Master File

