



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

## Institution Supplement

OPI: Correctional Services  
Number: BEC-5267.09a  
Date: May 12, 2017

### Visiting Regulations

1. **PURPOSE AND SCOPE:** This supplement provides local procedures and guidelines for inmate visitation at the Federal Correctional Institution (FCI) Beckley and the satellite camp (FPC).
  
2. **DIRECTIVES AFFECTED:**
  - A. Directives Rescinded:

|              |                      |            |
|--------------|----------------------|------------|
| BEC-5267.08g | Visiting Regulations | (02-14-12) |
|--------------|----------------------|------------|
  
  - B. Directives Referenced:

|               |   |            |
|---------------|---|------------|
| P.S. 5267.09  | Visiting Regulations  | (12-10-15) |
| P.S. 5510.15  | Searching Detaining<br>or Arresting Visitors<br>to Bureau Grounds and<br>Facilities | (07-17-13) |
| P.S. 1315.07  | Legal Activities, Inmate  | (11-05-99) |
| P.S. 5522.01  | ION Spectrometry Device<br>Program  | (04-01-15) |
| P.S. 5518.01n | Entrance Procedures (LOU)   | (12-31-11) |
  
3. **DESCRIPTION OF RULES OR PROCEDURES:**
  - A. Visiting Schedule:

FCI: Social visits are from 8:00 a.m. to 3:00 p.m. on Saturday, Sunday, Monday, and federal holidays.

Visitors will not be processed into the FCI after 2:00 p.m.

FPC: Social visits are 8:00 a.m. to 3:00 p.m. on Saturday, Sunday, Monday, and federal holidays. Visitors will not be processed into the FPC after 2:00 p.m.

The processing of visitors during visiting hours is temporarily suspended during counts at both locations.

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

B. Number of Visitors:

Inmates are allowed a maximum of five (5) visitors, including children, at one time. Exceptions may be granted upon written request to the Unit Manager.

The Visiting Room Officer-in-Charge (OIC) may authorize split visits. A split visit is a visit where an inmate has five visitors in the Visiting Room and one or more visitors leave the Visiting Room and are replaced by the same number, or fewer, authorized visitors. Only one exchange of visitors per inmate per day is ordinarily allowed.

C. Visiting Restrictions:

Visiting privileges may be curtailed or terminated for varying reasons, including but not limited to an emergency, improper conduct on the part of an inmate or visitor, and when the Visiting Room becomes congested.

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

The Maximum Capacity at the FCI is 160 persons within the Visiting Room at one time. The Maximum Capacity at the FPC is 120 persons within the Visiting Room at one time.

When the Visiting Room exceeds the posted safe occupancy level determined by the Safety Officer, the Visiting Room Officer, ordinarily in conjunction with the Operations Lieutenant and/or the Institution Duty Officer (IDO), will refer to the visiting records of the inmates present in the Visiting Room and will ordinarily terminate the visits of those inmates who have utilized the most visiting point for that month first, although consideration will be given to factors such as whether the visitor lives in the local area, the frequency of visits, and the distance traveled by the visitor.

D. Frequency of Visits:

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

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

The point system is not ordinarily utilized at the FPC, unless the volume at it to be implemented.

E. Visiting List:

An inmate creates or modifies his visiting list by completing Attachment A, FCI Beckley, Immediate Family Visitation List.

An inmate not desiring visits must sign Attachment A indicating "no visitors requested." This does not prevent the inmate from having approved visitors at a later date.

Inmates who request to have a visitor added to their approved visiting list may do so provided the requested visitor is not already on another inmate's approved list. Any exception must be approved by the Warden.

There is no specific limit for General Population and Holdover inmates on how many times an inmate may change his visiting list. However, requests for approval for visitors should be made to the Counselor at least three weeks in advance of the intended visit.

The BOP Website (bop.gov) provides written visiting guidelines which are available to the general public and inmate visitors.

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

- (1) Immediate Family Members: The inmate is responsible for completing a Visitor Information Form (BP-629), which may include the inmate's immediate family members, which is defined as: mother, father, brother, sister, step-parent, spouse, foster parents, and children. The inmate's counselor will review the form and key the approved visitors into the computerized visiting program (BOP WARE).
- (2) Friends and Associates: Before friends and associates are added to an inmate's approved visit list, they must complete and return the Visitor Information Form back to Unit Team. After the forms have been processed, the inmate will verify with his Unit Team that a potential visitor has been approved. Only then will the visitor be allowed to visit. Friends and associates not having an established relationship prior to confinement will not ordinarily be approved to visit, any exceptions must be approved by the Unit Manager.
- (3) Ex-Inmates or Relatives of Ex-Inmates: Rarely will individuals in these categories be permitted to visit. Such visits will require prior approval of the Warden.

(4) Number of Visitors on Visiting List: There is no limit on the number of immediate family members that may be on an inmate's approved visiting list.

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

A maximum of ten (10) friends and/or associates may be placed on the inmate's approved visiting list.

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

F. Business Visitors, Consular Visitors and Visits From Representatives of Community Groups:

These types of visits will be conducted in accordance with the Program Statement on Visiting Regulations.

G. Special Visits:

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

To request a clergy visit, an inmate submits an Inmate Request to Staff Member to the Chaplain. The institution's Chaplain will verify the necessary credentials. Generally, there are no visiting points charged if the Clergy of Record visit has been pre-

arranged by the Chaplain in advance.

H. Attorney Visits:

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

- (1) Attorney visits are to be coordinated with the inmate's assigned Unit Manager in advance of the visit, unless emergency circumstances exist. Generally there are no visiting points charged if the attorney visit has been pre-arranged by the Unit Manager in advance.
- (2) Attorneys will be required to provide proper identification to the Front Lobby Officer. All attorneys will present and "Admittance to the Bar; card of other documentation verifying the attorney is licensed to practice, and a valid driver's license (with photograph) before they are permitted to enter the institution.
- (3) When entering or exiting the institution in an official capacity, attorneys shall be required to sign the Official Visitors' Log located in the Front Lobby. Attorneys must also complete and sign a Visiting Attorney Statement (BP-S241.013). A paralegal or legal assistant, acting on behalf of an attorney, will be admitted provided a complete Paralegal or Legal Assistant Confirmation Form (BPS242.013) and Application to Enter Institution as Representative (BPS243.013) has been received and reviewed by the Unit Team.
- (4) An attorney who wishes to visit as a social visitor must be on an inmate's approved visiting list. During this time, the attorney is considered a social visitor, and the standard entrance procedures are to be followed. When an inmate's attorney visits as a social visitor, he/she does not have to sign the Official Visitors' Log, nor do they have to complete and sign a Visiting Attorney form. Points are assessed for attorneys who visit as social visitors.

I. Visits to Inmates not in Regular Population Status:

- (1) Admission and Orientation/Holdover status:

Visits during the Admission and Orientation (A&O) period or for Holdovers are limited to immediate

family which can be verified in the Pre-Sentence Investigation (PSI) Report.

(2) Hospitalized Inmates:

- (a) FCI and FPC inmates hospitalized in the community will not receive visitors unless authorized by the Warden, Acting Warden or Administrative Duty Office.
- (b) Visitors seeking approval to visit an inmate hospitalized in the community must be a member of the inmate's immediate family and on the inmate's approved visiting list.
- (c) Before the visit takes place, a memorandum detailing the specifics of the visit will be signed by the Unit Manager, Captain, Associate Warden, and the Warden, with the Warden having the final approving authority. The memorandum will then be routed to the local hospital for the staff on duty, with a copy routed to the Lieutenant's Office for retention.
- (d) All other visiting regulations will ordinarily apply during this visit.

(3) Administrative Detention/Disciplinary Segregation Status:

Inmates in Administrative Detention and Disciplinary Segregation visit through the use of the video visiting room. To request a visit, an inmate submits a cop-out to the SHU Lieutenant. The visits will be conducted, one at a time, in the following time slots: 8:15 a.m. to 10:15 a.m., 10:35 a.m. to 12:35 p.m., and 12:55 p.m. to 2:55 p.m. on Tuesdays only.

The Visiting Room Officer will notify SHU when the visitors arrive. SHU staff will note the condition of the video visiting room in Truscope and then escort the inmate to the room.

Inmates wear SHU institution issued clothing in the video visiting room, consisting of orange outerwear, t-shirt, socks, underwear, and shoes. The inmate will be secured in the room and restraints will be removed.

Upon completion of the visit, the inmate will be

restrained and moved back to his assigned cell. The video visiting room will be inspected again.

Any damage to monitoring equipment or the room will be documented by memorandum and an incident report written.

The Visiting Room Officer will process the visitors in accordance with established guidelines, and then escort the visitors to the video visiting room located in the General Population Visiting Room. Prior to placing the visitors in the assigned video visiting room, escorting staff will perform a visual inspections, if the area is damaged it should be noted in a memorandum. Upon completion of the visit, any damage to monitoring equipment or the assigned room will be documented by memorandum, and appropriate action will be taken.

(4) Non-Contact Visiting:

Non-contact visiting will be utilized for inmates in Administrative Detention and Disciplinary Segregation, only when the video visiting system is not operational.

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

J. Preparation of Visiting List:

(1) Approval/Disapproval of Visitors:

When the Visitor Information Forms are sent directly to the Unit Counselor from the potential visitor, they will be reviewed to ensure they are completely filled out and signed by the requesting visitor.

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

The Unit Counselor will then notify the inmate of each approved or disapproved visitor, and give



the inmate a printed copy of his visiting list and place a signed copy of the inmate's visiting list in his Central File. Once the inmate has a copy of his updated visiting list and a copy of Attachment B, he may then notify his approved visitors that they may visit him.

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

K. Visitors to the Institution:

- (1) Title 18 Form: ALL VISITORS except employees of the Department of Justice, members of Congress, officials of the United States Courts, employees of the United States Public Health Services, state and local law enforcement officers, volunteers and certain contract employees will be required to read and sign a Title 18 form. The purpose of the visit of all visitors must be known before they are allowed to pass beyond the Front Lobby desk.
- (2) Storage:

Visitors may store non-hazardous items in the visitor lockers located in the Front Lobby.

If a visitor prefers, items may be locked in their personal vehicle. When a visitor is assigned a locker, the Front Lobby Officer will inform the visitor that the locker is not to be used for storing high dollar valued items or money. If it becomes necessary to store a high dollar valued item over \$100.00, the visitor will describe the item(s) in detail and the Front Lobby Officer will verify the contents. The Front Lobby Officer will ensure that all visitors using the storage lockers complete the Visitors Property Inventory Sheet (Attachment F) and check to see if any high dollar valued items are

listed.

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

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

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

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

(3) Handbags:

Handbags must be returned to the visitor's vehicle. When it is necessary to allow an item from the purse to be taken to the Visiting Room (such as a diaper for a baby), the item will be inspected by the Front Lobby Officer before it is allowed in the Visiting Room.

(4) Searching Visitors:

Visitors will be subjected to a search of their person and personal effects as a condition of allowing or continuing a visit. The daily method of random selection will be determined by the SIS Lieutenant or in his/her absence, the Operations Lieutenant.

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

- (a) Visitors are required to clear a walk-through metal detector before being allowed to visit. If the visitor fails to clear a walk through detector he or she will be

screened with a hand-held metal detector. If at any time the screening staff member believes the visitor is in possession of contraband, The Operations Lieutenant will be notified and dispatched to the lobby area to assess the situation.

If a visitor has a medical implant that may set off the metal detector, they must provide a medical card to the lobby officer as proof of the implant.

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

Bureau policy does not require the higher degree of reasonable suspicion before searching religious headwear. However, such searches may only occur on authority of the Warden, after considering the factors outlined in P.S. 5510.15, and must be documented. Searches of religious headwear should be conducted out of the view of other visitors and inmates.

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

(5) Inmate Visiting Regulations:

The Front Lobby Officer must be thoroughly familiar with the Institution Supplement on Visiting Regulations.

Any questions regarding visiting privileges, extended visiting time, special visits, or visits by investigative officials, must be handled by the Visiting Room Officer, Operations Lieutenant, Institution Duty Officer, Unit Team, or Special

Investigative Supervisor (SIS), as appropriate, in compliance with the procedural rules governing visiting.

L. Visiting Room Procedures:

(1) Supervising of Visits:

Visits not conducted in the appropriate manner may be terminated by the Visiting Room Officer with prior approval of the Operations Lieutenant and/or IDO.

Visitors who exhibit signs of recent use of alcohol or drugs (i.e., odor, confusion, loss of balance) or otherwise display inappropriate behavior shall not be permitted to visit. The use of a breathalyzer to test a visitor requires the approval of the Warden, Acting Warden, or the Administrative Duty Officer.

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

(2) Temporary Suspension of Visiting Privileges:

The following procedures should be followed when notifying an inmate and his visitor that their visit has been terminated due to misconduct in the Visiting Room:

- (a) A staff member should immediately verbally notify the inmate that his visiting privileges with the visitor have been temporarily suspended pending final disposition of administrative action taken against him.
- (b) The Unit Team should prepare a letter (Attachment C) for the Associate Warden of Programs' (AWP) signature to the visitor notifying the visitor that visiting privileges have been temporarily suspended.
- (c) The Unit Team should prepare a memorandum (Attachment D) to the inmate for the AWP's signature which notifies him that his visiting privileges with the visitor have been temporarily suspended.

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

(3) Reinstatement of Visiting Privileges:

Only the Warden can reinstate an individual to an inmate's visiting list. The Unit Manager will prepare a memorandum through the AWP to the Warden listing the specific reasons for reinstating the individual to the approved visiting list.

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

M. Miscellaneous Visiting Room Regulations:

- (1) Inmates are required to wear institution issued clothing (pants, shirts, belt (optional), black safety shoes or medically issued shoes) during visitation. The uniform shirt will be tucked into the pants and only the top two buttons from the top of the shirt may be open. No other clothing is permitted. Institution clothing must be neat and clean in appearance.
- (2) Authorized religious headgear may be worn in the Visiting Room. All religious headgear will be inspected prior to and following a visit. Any questions regarding the propriety of religious headgear in the Visiting Room will be directed to the Chaplain and the Operations Lieutenant.
- (3) Visits will not be permitted for those inmates who are not properly groomed.
- (4) Inmates will not take anything to a visit except a comb, handkerchief, wedding band, prescription eye glasses (except sun-glasses) and authorized religious jewelry (i.e., a single chain medallion). All items authorized in the Visiting

Room will be documented on the Visiting Room Property Sheet, (Attachment F). If an inmate has other property in his possession, he will be instructed to return to his unit and secure the property in question. No items of personal property will be stored in the shakedown area.

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

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

- (5) Both FCI and Camp inmates will remain in their seats and may not accompany their visitors to the vending machine area or designated toy areas for children. Furthermore, inmates and visitors are not allowed to remove any vending items from the Visiting Room. All vending items purchased in the Visiting Room are to be consumed during the visit.
- (6) No food items may be brought into the institution by a visitor.
- (7) Legal material belonging to an inmate and needed for a visit with an attorney will be brought to the Visiting Room by the inmate's Case Manager or Correctional Counselor. The material will be searched for contraband prior to and after the visit. Attorneys are not permitted to give inmates legal papers without the Unit Manager's prior approval, rather, legal papers should be mailed into the institution.
- (8) There are no provisions for visitors to deposit money in an inmate's trust fund account during a visit.
- (9) Socially acceptable gestures of communication and affection, such as shaking hands, kissing, and embracing, are allowed within the limits of good taste and then only at the beginning and at the end of a visit. Indecent and excessive contact will not be tolerated.

- (10) Inmates who repeatedly violate visiting regulations may have their visit terminated or be placed under closer supervision at the discretion of the Visiting Room Officer-in-Charge.
- (11) All areas of the Visiting Room may be monitored to prevent the passage of contraband and to ensure the security and welfare of all concerned.
- (12) Inmates should inform prospective visitors that their dress should be within the bounds of good taste and should not present possible disrespect to others who may be present in the Visiting Room.

All visitors must be appropriately attired. No bare feet (including babies), open toe shoes, flip flops, slip on shoes with no back, or sandals, are allowed in the institution. Adult visitors are to refrain from wearing apparel that is overly-revealing or suggestive. Inappropriate dress includes, but is not limited to, camouflaged attire, excessively tight-fitting or revealing slacks, miniskirts, shorts, halter tops, strapless dresses/tops, spandex clothing, sleeveless shirts, hats, bandanas, sweat pants, hooded jackets and scarves. Visitors may be denied a visit if supervisory staff (i.e., Lieutenant, Institution Duty Officer, etc.) determine a visitor's dress is inappropriate for the institution setting.

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

Visitors may wear khaki or green clothing as long as it does not resemble the inmate uniform.

Any visitor wearing an item of clothing resembling the inmate uniform, including boots or shoes, will be denied entry into the institution.

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

- (14) The Visiting Room (inside and out) has been designated as a NO SMOKING area. This includes staff, inmates and the public.
- (15) Baby carriers are ordinarily allowed in the Camp Visiting Room, provided the carrier can be searched.
- (16) Inmates and visitors are responsible for the conduct of their children. Children will be seated with the visitors. Children will not be allowed to disrupt other visits. In the event an inmate and/or his visitors cannot control the behavior of their children, and a disruption is being caused due to their behavior, the Visiting Room OIC may terminate the visit after notification is made to the Operations Lieutenant and/or the Institutional Duty Officer (IDO). Normally, a warning will be given to the inmate concerning the misconduct of the children, and a notice that any further misconduct will result in the termination of the visit will occur before the visit is terminated. A toy/book cart will be available for children at the FCI.

A toy room is available at the Satellite Camp. The toy room will remain secured. An adult visitor may retrieve a toy or book from the cart for the child. All items removed shall be replaced by the visitors before they depart. At the Satellite Camp, an adult visitor may retrieve toys from the toy room. The toys will be returned to the toy room before the visitors depart.

- (17) All inmates and visitors will be assigned a seat by the Visiting Room OIC.
- (18) No devices, including pagers, cellular phones, PDA's, wrist watches, pocket watches or video games will be permitted in the visiting room.

N. Interview of Inmates by Federal and State Law Enforcement Agencies:

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



O. Visitor Transportation/Directions to the Institution and Camp:

Attachment B provides information regarding Public Transportation to and within the Beckley area, directions to the institution, and available accommodations in the Beckley area.

P. The limitations of Visiting Space:

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

Q. Emergency Visiting Backup:

In the event the visiting computer system is inoperable, available Unit Team staff will review the inmate's Central File to verify the visitor's authorization to visit.

R. Walsh Act Offenders:

Those inmates who have been convicted of a sex offense with a minor ordinarily, will not be seated within close proximity of minor children, the toy room, or toy/book cart. Visiting room staff closely monitor these inmates.

/s/ D.L. Young  
D. L. Young, Warden

## FCI BECKLEY, IMMEDIATE FAMILY VISITATION LIST

List **only immediate family members**. Immediate family is limited to the following: Mother, Father, Step-Parents, Foster Parents, Brothers, Sisters, Spouse, and Children. Any other relatives or friends submitted will not be added to your visiting list. All other requests for visits must be requested through the Request for Visitation process.

| Print your name below | Register Number | Unit | Date |
|-----------------------|-----------------|------|------|
|                       |                 |      |      |
|                       |                 |      |      |

| Visitor's Full Name | Relationship | Age | Married Yes/No | Address | City | State | Zip Code | Race W/B/O |
|---------------------|--------------|-----|----------------|---------|------|-------|----------|------------|
|                     |              |     |                |         |      |       |          |            |
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|   |   |
|---|---|
| <b>I have read and understand the above and submit the listed immediate family members.</b> | <b>I have read and understand the above and request no immediate family members on my visiting list at this time.</b> |
| <b>Inmate's signature:</b>  | <b>Inmate's signature:</b>  |

**VISITING REGULATIONS**

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

**IDENTIFICATION.** The Front Lobby Officer will require approved government issued photo identification of visitors. Acceptable forms of identification are a valid driver's license or State Identification Cards. Other official identification cards may be accepted at the discretion of the supervisory staff (i.e., Lieutenant, Institution Duty Officer, etc.).

**VISITING HOURS.** Regular visiting hours at the FCI and FPC are from 8:00 a.m. to 3:00 p.m. on Saturday, Sunday, Monday, and all Federal Holidays. Visitors will not be processed into the FCI or FPC prior to 8 a.m. or after 2:00 p.m. Visitor processing at both the FCI and Camp during visiting hours is temporarily suspended during counts. . When a visit is over, all visitors must leave the institution grounds immediately. Visits for Special Housing Unit inmates will be conducted on Tuesday in the Video Visiting room located in the General Population visiting room. If the video visiting system is inoperable, the non-contact room in the main visiting room will be utilized. The following time slots will be available for scheduling: 8:15 a.m. to 10:15 a.m., 10:35 a.m. to 12:35 p.m., and 12:55 p.m. to 2:55 p.m.

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

Inmates are allowed a maximum of five visitors, including children, at one time in the visiting room. In some instances a split visit may be allowed. A split visit is defined as a visit when an inmate has five visitors in the Visiting Room and one or more visitors leave the Visiting Room and are replaced by the same number, or fewer, of authorized visitors. On split visits, only one exchange of visitors for that inmate will ordinarily be approved.

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

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

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

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

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

The Visiting Room Officer may terminate a visit because of overcrowded conditions or improper conduct of the visitor, including children and/or the inmate.

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

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

Keys and key chains will be secured in the box located at the Lobby Officer's desk. A numbered chit will be provided for return of the keys after the visit is completed. Clothing items that contain metal, i.e. underwire bras, cannot be removed before passing through the metal detector.

The use of a camera or recording equipment without written consent of the warden is strictly prohibited.

All radios, tape players or recorders, cellular telephones, wrist watches, pocket watches, or other electronic equipment must remain in the lockers provided in the front lobby or stored in the visitor's vehicle.

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

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

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

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

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

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

**DO NOT BRING FOOD OF ANY KIND** into the institution. Sandwiches, soups, beverages, etc., are available from vending machines. All food items purchased in the Visiting Room must be consumed during the visit. Food items will not be permitted to be retained by the visitor or the inmate at the conclusion of the visit. No lunch packages or thermos bottles will be allowed. Vending machines are provided.

No gifts or clothing may be left for an inmate

**MONEY CANNOT BE ACCEPTED FOR DEPOSIT TO THE INMATE'S TRUST FUND ACCOUNT.** This should be handled by mail, using **POSTAL MONEY ORDERS** made out to the inmate. The money orders should be mailed to: Federal Bureau of Prisons, Inmate Register Number, Inmate Name, Post Office Box 474701, Des Moines, Iowa 50947-0001

Below are general instructions governing visits at this institution:

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

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

**OTHER:**

All areas of the Visiting Room have been designated as tobacco-free. Cigarettes are not permitted in the institution.

Only medication that is medically necessary may be taken into the visiting room and it must be pre-approved by the on-duty Operations Lieutenant and the Front Lobby Officer.

Persons not approved to visit, but who accompany approved visitors, are not permitted to remain in the institution parking lot and must leave the grounds.

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

Inmate's Name and Register Number  
Federal Correctional Institution  
Post Office Box 350

Inmate's Name and Register Number  
Federal Prison Camp  
P.O. Box 350

**INSTITUTION PHONE NUMBER**

304-252-9758

**LOCATION**

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

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

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

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

**PUBLIC TRANSPORTATION TO THE BECKLEY AREA**

1. There is a Greyhound Bus Station on Prince Street in Beckley. The toll free ticketing number is 1-800-231-2222.
2. Charleston Yeager Airport services the following airlines: Delta, United, and American. Rental car information is available from the Yeager Airport through Avis, Budget, Hertz, and National Rental Car Companies by calling telephone number (304) 344-1159. Flight information can be received by calling your travel agent or local airport. The phone number for the Yeager Airport is (304) 344-8033. The Raleigh County Memorial Airport also provides flights directly into Beckley with limited service available. The phone number for the Beckley Airport is (304) 255-0476.
3. The "AAA" Travel service can also be contacted for travel information. Their toll free number is 1-800-924-1180. The local "AAA" phone number is (304) 255-4147.

**4. Accommodations in the Beckley Area:**

Quality Inn  
1924 Harper Rd  
Beckley, WV  
(304) 255-1511

Sleep Inn  
1124 Airport Rd  
Beckley, WV  
(304) 255-4222

Knights Inn  
Ghent, WV  
(304) 787-3250

Comfort Inn  
1909 Harper Rd  
Beckley, WV  
(304) 255-2161

Best Western/Four Seasons Inn  
1939 Harper Rd  
Beckley, WV  
(304) 252-0671

Fairfield Inn  
125 Hylton Lane  
Beckley, WV  
(304) 252-8661

**Super 8 Motel**  
2014 Harper Road  
Beckley, WV  
(304) 253-0802

**Country Inn & Suite**  
2120 Harper Road  
Beckley, WV  
(304) 252-5100

**Courtyard Marriot**  
124 Hylton Lane  
Beckley, WV  
(304) 252-9800

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

# U.S. Department of Justice

## Federal Bureau of Prisons

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

(DATE)

(NAME)  
(ADDRESS)

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

Dear (Name):

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

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

Sincerely,

Associate Warden of Programs

cc: Central File





**U.S. Department of Justice**

Federal Bureau of Prisons

Federal Correctional Institution

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*Beckley, West Virginia 25813*

[DATE]

MEMORANDUM FOR (INMATE'S NAME & REGISTER NUMBER)

FROM: Associate Warden of Programs

SUBJECT: Visiting Privileges

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

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



**U.S. Department of Justice**

Federal Bureau of Prisons

Federal Correctional Institution

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*Beckley, West Virginia 25813*

[DATE]

MEMORANDUM FOR WARDEN

FROM:

SUBJECT: Visiting Privileges

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

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

cc: Regional Director, Mid-Atlantic Region

### VISITING ROOM PROPERTY SHEET

#### FEDERAL CORRECTIONAL INSTITUTION Beckley, West Virginia

| NAME | REG. NO. | ITEM # | TIME IN | TIME OUT | DESCRIPTION<br>(Be Specific) |
|------|----------|--------|---------|----------|------------------------------|
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|      |          |        |         |          |                              |

- (1) Comb
- (2) Handkerchief (White Only)
- (3) Religious Medal
- (4) Prescription Eyeglasses
- (5) Wedding Band
- (6) Black Boots

Only religious medallions or headgear may be worn. Anything other than the above approved items will be returned to the housing unit by the responsible inmate before entering the Visiting Room.

\_\_\_\_\_   
Visiting Room #3 Officer

\_\_\_\_\_   
Date