



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Big Spring, Texas 79720

Institution Temporary Visitation Plan

OPI: Command Center
Number:
Date: September 18, 2020
SUBJECT: Temporary Social
Visiting Plan

- PURPOSE AND SCOPE:** The purpose of this Institution temporary supplement is to provide local instructions to implement procedures as outlined in the Program Statement and COVID-19 guidelines regarding Inmate Visiting. This supplement should be read in conjunction with the governing program statements and CDC guidelines for a complete understanding of all applicable regulations.
- Cleaning/Screening Procedures/PPE:** Sanitation will be conducted in between visits. Plexiglass partitions will be available to secure visitors on one side and inmates on the other side. It is our highest priority to continue to do everything we can to mitigate the spread of COVID-19 in our facility; therefore, the Centers for Disease Control (CDC) recommended precautions will be incorporated. Visitors will be required to sign the Title 18 form and the COVID-19 Screening form. Once processing is completed, visitors will be stamped with a ultra-violet stamp on the top of the right or left hand. The visitor's hand will be checked with a ultra-violet light upon entering and leaving the institution to assist in verifying their identity. The daily visitor stamp shall be clean and sanitized between visitors.

All visitors must clear the walk thru metal detector and all personal belongings must go through the x-ray machine. Visitors may also be required to submit to a search utilizing an ION Spectrometry Device. Additionally, staff may require a visitor to submit to a pat search, including a search of any items of personal property, as a condition of allowing or continuing a visit.

Visitors refusing to submit to or comply with authorized search procedures will be denied entry to Bureau grounds and facilities, or required to leave. Except for emergencies, as authorized by the Warden, visual searches must be conducted by staff of the same sex as the person being searched. If an inmate or visitor does not pass the screening process, the visit will not take place. Visitors will be required to have their own CDC approved facemasks. The mask must be securely covering all areas of the nose and mouth. Bandanas will not be allowed.

Masks will NOT display illicit or vulgar images and/or wording. Special, one-time visits, during regular visiting hours, will be completed by the Unit Team and must be approved in advance by the Warden or designee.

- 3. FCI Visiting Room Capacity and Procedures:** Visits will be conducted for one (1) hour. Only two (2) visitors per inmate will be approved per visit. All visitors will be on the inmate's approved visitation list. Adding a new visitor to an existing approved visiting list may take up to one (1) month for approval. The FCI will be able to accommodate 30 visitors and 15 inmates for five intervals. This translates to a total of 150 visitors and 75 inmates daily. Please plan accordingly, especially if visitors will be coming in from out of town. There will be 15 available tables for visitation. Due to any potential future COVID 19 developments, the visitation schedule is subject to change. Any updates or revisions to our visiting procedures will be made available as soon as time permits.
- 4. FCI Visiting Days:** Visitation will be held on Mondays and Tuesdays at the FCI and at the Satellite Camp from 8:00 a.m. to 3:00 p.m.
- 5. Unit Rotation:** The FCI schedule for inmates housed in Unit Sunrise will visit on Mondays and the inmates housed in Unit Sunset will visit on Tuesdays. It is the Unit Team's responsibility to update the visiting computer system, provide a printout of the inmate's approved visiting list and place it in the inmate's central file and in the hard files maintained in the control center sally port. The hard files maintained in the control center sally port will be the backup system to the computer visiting program.

6. FCI Visiting Schedule:

Timeslot SR/SS	8:00 a.m. - 9:00 a.m.
	9:30 a.m. - 10:30 a.m.
	11:00 a.m. - 12:00 p.m.
	12:30 p.m. - 1:30 p.m.
	2:00 p.m. - 3:00 p.m.

7. Satellite Camp Capacity: The requirements and restrictions for visiting inmates at the Satellite Camp will be the same as those for the FCI, with the exception that a hand stamp and metal detector is not necessary for Camp visitors. Visitors for the Satellite Camp will be processed by the Camp Visiting Room Officer. Visits will be conducted for one (1) hour. Only two (2) visitors per inmate will be approved per visit. All visitors will be on the inmate's approved visitation list. Adding a new visitor to an existing approved visiting list may take up to one (1) month for approval. Please plan accordingly, especially if visitors will be coming in from out of town. The SCP will be able to accommodate 20 visitors and 10 inmates for five intervals. This translates to a total of 100 visitors and 50 inmates daily. We have also accounted time for sanitation in between visits. These numbers reflect the greatest number of visitors/inmates we may accommodate with the square footage. Visitation will be contactless and will adhere to 6ft. social distancing guidelines.

8. Satellite Camp Visiting Days: Visitation will be held on Mondays and Tuesdays at the FCI from 8:00 a.m. to 3:00 p.m.

9. Satellite Camp Visiting Schedule:

Timeslot A	8:00 a.m. - 9:00 a.m.
Timeslot B	9:30 a.m. - 10:30 a.m.
Timeslot C	11:00 a.m. - 12:00 p.m.
Timeslot D	12:30 p.m. - 1:30 p.m.
Timeslot E	2:00 p.m. - 3:00 p.m.

Special Housing Visitation: An inmate in administrative detention and disciplinary segregation status will continue with video visiting, with inmates only permitted two video visits per month.

10. Inmate Responsibilities and Expectations: All SCP inmates will be required to submit an electronic request to the **InmateToCampAdmin** mailbox at least two weeks prior to the visit. The requests will be processed on a first come first serve basis. List your preferred timeslot in order of preference from A to E. "A" being the most preferred and "E" being the least preferred. Please review the timeframes listed below. **(Example of your email request: My requested timeslots are E, B, D, C and A).** In this example, your most desired timeframe listed is "E" 2:00 p.m. to 3:00 p.m. Your least desired timeframe is "A" from 8:00 a.m. to 9:00 a.m. If you don't provide 5 timeslots, you will be scheduled for whatever is available.

In your email, please only provide the letter that correspond with the timeframe(s) and not the actual timeframe(s). Due to social distancing, there will be 10 available tables for each of the five (5) time slots. We will notify you via email of the specific timeframe you will be scheduled to visit. If you do not receive an email notification, this means your request is still pending. Please do not resend your request to visit until you have been scheduled for a visit. Once you have been scheduled you may submit another request for a future visit. The requests will be printed and processed utilizing the dates they were received.

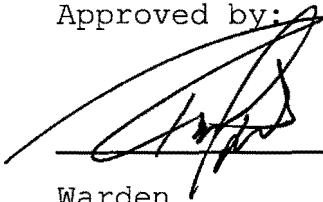
11. Visitor Expectations: All visitors will be properly attired when coming into the institution to visit. If the Front Lobby or Visiting Room Officer determines that a visitor is improperly attired, he/she will contact the Operations Lieutenant and/or IDO to determine whether to deny or terminate the visit. Visitors at the FCI/SCP will be required to sign the Title 18 form and the COVID 19 Screening form. If an inmate or visitor does not pass the screening process, the visit will not take place. Visitors will be required to have their own CDC approved facemasks.

The mask must be securely covering all areas of the nose and mouth. Bandanas will not be allowed. Masks will NOT display illicit or vulgar images and/or wording. Visitation will be contactless and will adhere to 6ft social distancing guidelines. There will be no embrace or kiss with visitors, to include children.

Visitors with children will be required to maintain control of children at all times. Children are required to have supervision while in the visiting room. Visit may be cancelled if inmates/visitors are not abiding by the no contact rule. If you or your visitor violate the no contact rule, you may receive an incident report and be placed in quarantine status for a period of 14 days.

12. Vending and Personal Belongings: Picture taking program is suspended until further notice. Vending machines will **NOT** be available for use. No personal belongings besides baby bottles with pre-mixed milk or formula sealed in original container.

Approved by:



Warden

DISTRIBUTION:

Warden

Associate Wardens

Executive Assistant/Satellite Operations Administrator

Department Heads