



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Medical Center, Carswell  
Fort Worth, Texas 76127

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# Institutional Supplement

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OPI: Correction Services  
NUMBER: CRW 5267.08e  
DATE: October 28, 2016  
SUBJECT: Visiting Regulations

## 1. PURPOSE

To establish visiting regulations for the inmates.

## 2. DIRECTIVES REFERENCED

- A. Program Statement 1315.07, Legal Activities, Inmate, dated November 5, 1999, is referenced.
- B. Program Statement 5267.09, Visiting Regulations, dated December 10, 2015, is referenced.
- C. Program Statement 5360.09 CN-1, Religious Beliefs and Practices, dated June 12, 2015, is referenced.
- D. Program Statement 5500.11 CN-3, Correctional Services Manual, dated June 2, 2016, is referenced.
- E. Program Statement 5500.14 CN-1, Correctional Services Procedures Manual, dated August 1, 2016, is referenced.
- F. Program Statement 5580.08, Inmate Personal Property, dated August 22, 2011, is referenced.
- G. Program Statement 5510.15, Searching, Detaining, or Arresting Visitors, dated July 17, 2013, is referenced.
- H. Institution Supplement CRW 5267.08d, Visiting Regulations, dated July 26, 2010, is rescinded.

## 3. CORRECTIONAL STANDARDS REFERENCED

American Correctional Association Standards for Adult Correctional Institutions, Fourth Edition, referenced: 4-4255, 4-4272, 4-4440, 4-4441, 4-4442, 4-4445, and 4-4446.

#### 4. PROCEDURES

- a. Visiting Area Visits for Federal Medical Center (FMC), Federal Prison Camp (Camp), and Administrative Unit inmates will be held in the designated FMC, Camp, and Administrative Unit visiting rooms. All areas for inmates and visitors are non-smoking areas. Cigarettes and tobacco products are prohibited.
- b. Visiting Hours Ordinarily, the visiting rooms at the FMC and Satellite Camp will be open for visits Saturdays, Sundays, and Federal holidays from 8:00 a.m. until 3:00 p.m. Visiting within the Administrative Unit will be conducted from 8:00 a.m. until 3:00 p.m., on Saturdays and Sundays only. No additional visitors will be allowed in the visiting room after 2:00 p.m. on visiting days.

Inmates will be allowed 6 adult (16 yoa+) visitors with unlimited children per visit. However, due to limited space available in the visiting room, it may become necessary to terminate some visits to permit others the opportunity to visit. The following guidelines will be used when overcrowding occurs:

- \* No more than 140 FMC and 120 Camp people in the visiting room. Minimum visiting times should not be less than one hour for frequent and/or local visitors, and two hours for infrequent or out-of-state visitors.
- \* Local and/or frequent visitors will be terminated before infrequent and/or out-of-state visitors. These minimum time guidelines will commence upon the inmate's arrival to the visiting room.
- \* Questions or concerns should be referred to the Institution Duty Officer (IDO) or Operations Lieutenant.

#### c. Approval of Visitors

Normally, all members of an inmate's immediate family will be approved as visitors. Immediate family includes mother, father, brothers, sisters, spouse, and children. If established in the PSI or PSR, common-law and step relations will be considered as immediate family.

A computerized approved visiting list will be created and maintained for each inmate who requests visits. Each unit manager is responsible for ensuring visiting lists are created. This will normally be accomplished within five working days of the inmate's arrival. A hard copy of the approved visiting list will be placed in section three of the inmate's central file. In addition, a hard copy will be provided to the Visiting Room Officer to be maintained in the visiting room for use when the computerized system is not operational and/or cannot be accessed. The unit team will be responsible for ensuring the hard copy list is current and/or updated once per quarter. The Visiting Room Officer will access the list of approved visitors via the computerized visiting program. The list should include all approved members of an inmate's immediate family. In all cases, the Visiting List

(Attachment A) shall be completed and received by the unit team before friends will be added to the visiting list.

Ordinarily, an inmate's visiting list will be limited to twenty visitors, including immediate family. Of this total, inmates will be limited to eight approved friends or associates having an established relationship prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. Any exception to the prior relationship requirement must be approved by the Warden.

The unit staff will inform the inmate when an approved visitor is added to her visiting list so the prospective visitor may be informed.

An inmate's visiting list, once approved, may only be changed after the inmate has submitted a Visiting List Request (Attachment B) to the unit team. The request will normally be considered at an inmate's team review. Any newly committed inmate, an inmate returning as a Residential Reentry Center program failure, or recommitted parole or mandatory release violator will be required to submit a new visiting list.

Visitors under 16 years of age must be accompanied by an adult on the approved visiting list. Visitors who are 16 or 17 years of age and 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 immediate family member at least 18 years of age prior to visitation.

Visitors may not normally be placed on more than one inmate's visiting list without approval from the unit manager. If there are two or more members of the same immediate family (as defined in Section 4c) confined at Carswell, the unit manager may, upon the inmate's request, place the same visitor on the inmate's visiting lists.

When a visitor is placed on an inmate's approved visiting list, the unit staff will ensure the inmate receives the Visiting Regulations for Visitors form (Attachment C). It is the responsibility of the inmate to forward the form to her visitor(s).

The Front Lobby Officer will maintain a log book with columns indicating Date, Name of Visitor, Signature, Inmate Visited, Inmate Register Number, Number of Children, Time In, and Time Out.

All visitors 16 years and older are required to complete Form BP-224, Notification to Visitors, which will be maintained for one-year.

### Persons Not on the Approved List Who Arrive at the Institution to Visit

Occasionally, visitors who are not on the approved visiting list may arrive at the institution to visit an inmate. Immediate family members (as defined in Section 4c) who are not on the approved visiting list may be approved to visit by the unit manager or the IDO. Unit staff will assist the IDO if the unit manager is absent. All other visitors who are not on the approved visiting list or the inmate's Presentence Investigation Report (PSI) may be approved on a case-by-case basis.

### Holdover Inmates/New Commitments

When an approved visiting list is not available, visits for new commitments and inmates in holdover status are limited to members of the immediate family. Immediate family verification is conducted by utilizing a Pre-Sentence Report (PSR) for relationship(s) verification through another federal law enforcement agency, usually the United States Probation Office. The unit team will approve/disapprove visits for all holdovers. Visiting forms for approved holdover inmate visitors will be given an expiration date of no more than 60 days from the date of issuance. This date of approval and date of expiration will be clearly noted on the visiting form so the Front Lobby Officer knows when to purge the files. These visits will occur in the inmate visiting room during normal visitation hours, unless otherwise directed.

### Denial of Visitors

On occasion, an inmate visitor's application or a subsequent NCIC check may reveal information that would cause disapproval of the request. If such information is found, the original request, NCIC printout, and memorandum explaining the request for denial will be forwarded through the appropriate unit manager, Captain, SIS, Associate Warden, to the Warden for review and final decision. After the final decision is made, the packet will be placed into the inmate's Central File, and the inmate will be told the visitor will not be placed on their visiting list. No information from the application or subsequent decision can be revealed to the inmate.

### Attorney Visits

The unit team will be responsible for scheduling all attorney visits. Attorneys will request their visits in advance in writing; however, a phone call or FAX message will suffice in unusual situations. Visits can be approved and scheduled during non-visiting days according to the availability of unit staff. However, attorneys should visit during regular visiting hours on visiting days if possible. If a visit is approved on a non-visiting day, the unit manager will distribute the Special Visit form (Attachment D) with details of the visit (name of attorney/visitor, inmate's name, register number, and relationship to inmate).

Upon arrival, the attorney will sign in and show proper identification. An attorney's bar association card is required. The staff escort will search any articles (i.e., briefcase, papers, etc.)

for contraband. Unit staff will escort the attorney to the designated attorney visiting area, and provide constant visual supervision during the visit. Following completion of the visit, the inmate will be visually searched and returned to her assigned housing unit. The attorney will be processed out by the escorting staff member. Attorneys should not be placed on an inmate's visiting list unless they are approved as regular visitors, and do not wish to visit as an attorney. Ordinarily, the inmate's counselor is responsible for arranging and supervising special visits.

#### Clergy/Religious Based Visits

The Chaplain is the delegated authority for arranging these visits. The Associate Warden will approve all special visits of ordained ministers and spiritual guides. The Associate Warden will approve all visiting, in writing, after normal visiting hours. If a minister visits an inmate as a friend rather than in an official capacity, they must be on the inmate's approved visiting list. Ministers appearing on an inmate's regular visiting list will not be permitted to attend volunteer religious programs. No religious volunteers will be permitted on an inmate's approved visiting list. If a clergyman or religious representative on an inmate's visiting list requests to serve communion or observe a religious rite of the inmate's faith while in the visiting room, the Captain will be contacted. Visiting clergymen will arrange for his or her visit to the chapel prior to arrival, in order for necessary notification to be completed.

#### Qualifications as Special Visitors

Persons in the categories listed in this section may qualify as special visitors rather than as regular visitors. Visits by special visitors ordinarily are for a specific purpose and ordinarily are not of a recurring nature. All special visits will be conducted on non-visiting days and supervised by the inmate's counselor. Requests for special visits are approved by the Associate Warden. Except as specified, the conditions of visiting for special visitors are the same as for regular visitors.

#### Frequency of Visits

There will be unlimited visiting permitted, except as provided under Section 4b.

#### Volunteers

Persons who are approved as community volunteers may not be approved as regular visitors. Prisoner Visitation and Support (PVS) is an interfaith coalition which provides visitation services to persons confined in the Bureau of Prisons. PVS visitors are approved through the Religious Services department and the Captain. PVS visitors are not on inmate visiting lists.

#### Consulate Visits

If the inmate is not a naturalized citizen, a visit with the consulate representative of her nation is appropriate. Usually, consulate officials notify the institution prior to visiting.

### Identification of Visitors

All visitors 16 years of age and over entering the Visiting Room will be required to provide the Visiting Room Officer with a government issued photo identification (i.e., valid driver's license, State I.D. card).

### Community Hospital Patients

#### (1) During Normal Duty Hours

Special family visitation at the contract community hospital is usually done only in cases as defined by the clinical director. If such a case develops, visitation must be approved through the appropriate unit manager prior to any visits taking place. A member of the unit team assigned to the inmate will verify that those persons wishing to visit the inmate are on the approved visiting list. If so, a memorandum will be generated by unit management, with the assistance of the medical social worker/on-call social worker, indicating who is approved to visit, on what date, and for what duration.

This memorandum is then faxed to the contract hospital.

Once a visit has been approved by unit management, a copy of the memorandum will be forwarded to the Lieutenants' Office for their information. The medical social worker/on-call social worker will then coordinate the visit with the inmate's family, unit team, and contract community hospital staff. If an inmate is in critical condition for an extended amount of time, visitation approval will be re-evaluated by unit management or the medical social worker/on-call social worker at the beginning of each week, and amended as appropriate.

#### (2) After Normal Duty Hours

Occasionally a situation may arise which necessitates an after normal duty hours visit. This visit can be approved verbally by the unit team in conjunction with the IDO and the medical social worker/on-call social worker. A verbally approved visit would normally occur after normal duty hours and when there is concern regarding the possible death of an inmate. The necessity for an after-hours visit would usually be initiated by medical staff at the contract community hospital. This type of visit would only occur in a situation when an inmate's condition deteriorates to the point the attending medical clinician determines death could be imminent. In a situation such as this occurs, a Supervisor from the contract local hospital should contact the FMC Carswell Control Center. Once a recommendation has been made to have the family arrive at the hospital, the medical social worker/on-call social worker will contact the IDO to inform him/her of the situation and to seek further authorization for the visit to occur. At this time the IDO will make any other notifications as he/she feels appropriate to inform staff of the situation, and

the impending visit. Once authorization is granted, the medical social worker/on-call social worker will contact:

- a. The inmate's next-of-kin to inform them of the request for the family to make immediate arrangements for a bedside visit. If an emergency visit has been approved, only immediate family will be allowed to visit until further investigation of the inmate's visiting list and PSR. If there is a question or concern regarding who would like to visit, the IDO should be the determining factor. If the inmate lives through the night and the visit is extended to the next day or days, the unit team will be responsible for verifying approved visitors and completing the normal memorandum and procedure regarding visitation.
- b. The medical social worker/on-call social worker will contact the Shift Supervisor at the contract community hospital to inform him/her of the impending visit, the name of the IDO who has given authorization for the visit, the name(s) of approved visitor(s), the approximate time the visitors will arrive, and whether or not a representative from the institution (usually Social Work Services staff) will meet the family to facilitate the initial visit.

Initially, the approved visitor(s) will report to the contract community hospital unit nursing station. Hospital staff at the nursing station will then direct the visitor(s) to the officer on duty. The officer on duty will then properly identify the visitor(s).

If there are any concerns, the hospital staff or officer on duty will notify the FMC Carswell Control Center, who in turn will page the on-call social worker.

If a visitor attempts to interfere with medical staff at a contract community hospital, the Liaison from the community hospital will contact the IDO immediately, who will then notify the Captain. During this time, the officer on duty is authorized to instruct the family to stand by in the waiting area until the situation can be resolved. The medical social worker/on-call social worker will be contacted, and informed of the situation and the reason(s) for the visit to be terminated. The Social Worker will contact the Captain and the IDO after normal duty hours to inform him/her of the situation, requesting input as to whether the visit will resume and under what conditions. At no time will visitors be allowed to behave inappropriately, or interfere with the custody and care of the patient/inmate.

In the absence of a Bureau staff member, the contract guard service officer, Social Worker or House Supervisor can initially temporarily terminate the visit. The Social Worker will be immediately notified of the situation and will in turn notify the Captain.

The Social Worker will evaluate the situation to either terminate the visit or set conditions under which the visit may continue.

### (3) Family Interaction

It is important that approved family members be given crucial medical information upon arrival. At this time, it is appropriate for the contract community hospital staff to communicate with the family as deemed appropriate. If for any reason, contract local hospital personnel are not comfortable sharing medical information with the family (per HIPAA), communication may occur through the medical social worker/on-call social worker.

Normally, detailed information will be given by the attending physician at the contract community hospital or the Clinical Director/designee. Correctional staff, contract guard service staff, nor non-designated FMC Carswell staff may relay any information regarding the inmate to the visitor(s). This is crucial to ensure information given to the visitor(s) is not inaccurate or compromised.

If family members ask questions of the officer on duty, guard service staff, or non-designated FMC Carswell staff, they are to respond that they are not qualified or authorized to discuss the inmate's information.

If a situation arises where family members demand an audience with the Physician or interfering with medical care or security, the visit can be temporarily terminated at any time.

In the absence of a Bureau staff member, the contract guard service officer, or House Supervisor can initially temporarily terminate the visit. The medical social worker/on-call social worker will be immediately notified of the situation.

The medical social worker/on-call social worker will evaluate the situation and either terminate the visit, or set conditions under which the visit may continue.

If staff are contacted by family members or interested parties regarding an inmate's medical condition at the contract community hospital, they will contact the medical social worker/on-call social worker, appropriate Unit Management, Health Services Administrator (HSA) or designee, or the Associate Warden (Medical), who will then handle those inquiries or pass them onto the appropriate parties (Clinical Director, Executive Assistant, etc.).

- (4) Once an inmate has been at the hospital for a minimum of 15 days, or as otherwise deemed appropriate, the unit manager, social worker, or IDO can approve the inmate to make a telephone call to an approved person on the inmate's established telephone list. This call can be approved by the following means:
- a. The unit manager, medical social worker/on-call social worker, or IDO can call the officer/contract guard service officer on duty and give verbal approval for the telephone call along with other pertinent information, or allow the inmate to place a telephone call to an approved person during rounds at the contract hospital.
  - b. In certain situations, at the Social Worker's discretion, a phone call can be made to an approved person on the inmate's telephone list, based on clinical need, discharge planning needs, or for infant placement issues.
- (5) When approval for a telephone call is received, the officer will document in the escort log book the name of the approved individual to be called, the telephone number, the frequency/duration of the telephone call, plus the name and title of the staff member authorizing the telephone call. Prior to the call, the inmate will be informed that if she mentions where she is located, the call will be terminated immediately. If this occurs, the supervising officer should contact the Lieutenant's Office at FMC Carswell for further instructions. When placing the telephone call, please note:
- a. The supervising officer will initiate the collect call by dialing the number and confirming the party on the other end of the line is the individual whom the patient has permission to call.
  - b. The medical social worker/on-call social worker can initiate a telephone call with her telephone calling card.

#### Persons with Criminal Records

The existence of a criminal record does not in itself constitute a barrier to prospective visits. Consideration will be given to the nature and extent of the criminal record and a history of recent criminal activities, as weighted against the value of the relationship. Each case involving a criminal record must have the specific approval of the Warden.

#### Food

Vending machines are located in the visiting room for purchasing sandwiches, candy, coffee, etc. The vending machines are to be utilized by visitors only. No food or beverages may be brought into the visiting room from outside by visitors.

### Religious Services

Visitors may attend Camp and Hospital religious services only on special occasions approved by the Warden. Religious visitors approved by the unit staff and by the Chaplain will be authorized to conduct individual pastoral visits with an inmate under the provisions of this policy. Such visits must be approved in advance, in writing, by the unit manager, and will normally be limited to one visit per month.

Dress Code for Visitors All visitors coming into the visiting room are expected to use good judgment and taste in their dress. No see-through, provocative garments or plunging necklines will be allowed. Hems of dresses will be no more than two inches above the knee. No shorts higher than two inches above the knee will be permitted. Closed toe Footwear is required. Halter tops or strapless tops will not be permitted. It will be the responsibility of the Front Lobby Officers to make sure the visitor is dressed appropriately (no khaki clothing on visitors and no green clothing for camp visitors) and in compliance with the dress code. If there are any questions, the IDO should be contacted. If the IDO is not available, the Lieutenant's Office will be notified.

Visitor(s) and their Personal Effects will randomly searched pursuant to Program Statement 5510.12, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, and Program Statement 5522.01, Ion Spectrometry Device Program, visitors who do not agree to the random search will be denied access until they submit to the search.

Visitors will only be allowed to carry a clear plastic change purse, not to exceed 8"x10", with change to use in the vending machine(s). Any other item in the visitor's possession that is not authorized to be brought in will be secured in the visitor's vehicle. If the visitor was dropped off at the institution, they will obtain a key from the Front Lobby Officer for a locker and all unauthorized items (cell phones, keys, handbags, etc.) will be secured in a locker.

If they are required to take medication, they will only be allowed to bring in the amount needed for the duration of the visit. Cigarettes and tobacco items are prohibited. Smart watch devices are prohibited due to the camera and cell phone capabilities.

Visitors with small infants will be limited to the following items and amounts:

- Diapers = 5
- Plastic Baby Bottles, Empty = 4
- Handy Wipes in Small Container
- Unopened Baby Food/Formula (enough for the duration of the visit, factory sealed and premixed upon arrival)

All items must be in clear containers, no exceptions; authorized items that visitors may bring to give to the inmate, if applicable, must be approved prior to the visit in writing by the Associate Warden.

#### Dress Code for Inmates

All inmates must be properly dressed in full prescribed uniform. Hospital inmates will only be allowed to wear a khaki-colored button down top with t-shirt tucked into the waistband of the khaki pants. Camp inmates are to wear the spruce-green colored button down top and t-shirt tucked into the waistband of the green pants. T-shirts may not be dyed any other color. Inmates must wear the full uniform to the visiting room; t-shirts alone will not be permitted. FMC Inmates may wear the khaki dress to visitation. Hospital patients will wear pajamas and a robe.

#### Inmate Personal Effects

Inmates will be allowed to enter the visiting room with one plain wedding ring, prescription eyeglasses, one plain chain with religious medallion, authorized religious items, hair ornaments, authorized medication, commissary card, and five photo tickets. If an inmate must retain possession of prescribed medication, only the amount needed for the duration of the visit will be allowed. No other items are authorized.

#### Visiting Room Regulations

Upon entering the visiting room, the inmate will present her picture identification card to the Visiting Room Officer, who will retain the card for accountability purposes. At the conclusion of the visit, the card will be returned to the inmate. Authorized religious headdress may be worn in the visiting room. Medication may be permitted if authorized by the HSA, and the Captain. When a medication is authorized, a notation will be made in the inmate's visiting file and signed by the HSA and the Captain. Any Health Services authorized medication(s) which must be readily available to the inmate (i.e., nitroglycerin pills, inhaler) will be kept in the possession of the inmate after inspection by the Visiting Room Officer. Upon the inmate's departure, unauthorized items will be considered contraband and confiscated.

Physical Contact - Inmates will be allowed a single kiss and one embrace with their adult visitor(s) at the initiation, and, upon the conclusion of the visit. Inmates will not be permitted any other touching or massaging with their adult visitor(s) during the visit. No hand holding of any kind will be allowed. A warning will be issued for the first infraction, and the visit will be terminated after a second infraction. This rule does not pertain to inmates and their children less than 12 years of age. Inmates may hold children under 12 years of age in their lap.

- (2) Inmates will be responsible for the behavior of their children. Visiting room staff will advise the inmate of this rule upon her entrance to the visiting room. This will constitute a warning, and if control is not maintained, the visit will be terminated.

There will be one visiting adult for every five children present for visitation.

- (3) Inmates will not be allowed in the alcove where the vending machines are located. This will be considered out-of-bounds, and the inmate will receive an incident report for any violation of this regulation.
- (4) Inmates will be allowed to enter the children's room with their own children. Inmates and visitors without children will not be allowed in the children's room, and the inmate will receive an incident report for any violation of this regulation.
- (5) Visitors will not be permitted to leave and then return to the visiting area on the same day, except under circumstances approved by the Operations Lieutenant. If a visitor leaves the visiting area the visit will be considered terminated.

#### Camp/FMC Outdoor Visiting

The outside visiting areas at the Camp and Hospital may be opened at the discretion of the Shift Lieutenant on designated holidays for visitors who may wish to visit outside. Note, **smoking is not permitted** on institution grounds, with exception of the staff designated areas, which are out of bounds for inmates and visitors.

#### Administrative Maximum Unit (Admin Unit)

All visiting in the Admin Unit must be pre-approved through the unit team and will be limited to four-hour increments on official visiting days. Inmate designated to the Admin Unit may be limited to non-contact visits.

Visiting in the Administrative Unit will be from 8:00 a.m. - 3:00 p.m. on Saturday and Sunday only. No visits will be allowed to commence after 2:00 p.m. on visiting days. Inmates are allowed one four-hour visit per month to permit a greater number of inmates an opportunity to visit. A maximum of four (4) people can visit at one time. The inmate will submit an Inmate Request to Staff to the unit manager, requesting a visit with individuals from her Approved Visitor List at least 21 working days in advance of the dates requested.

The unit manager will notify the inmate of approval of the visit, in writing, within 15 working days after receipt of the Inmate Request to Staff. Visits are scheduled on a first come, first serve basis. The unit manager will post a listing of scheduled visits on the bulletin board.

Visitors under the age of 18 years of age must be accompanied by a parent or legal guardian listed as an approved visitor on the inmate's Approved Visitor List.

For non-contact visiting, the inmate will be given a pat search prior to and visual search after the visit, placed in restraints, and

escorted to the non-contact visiting area. Once inside the non-contact visiting area, the door will be secured and staff shall remove the hand restraints through the slot in the door. The Visiting Room Officer will maintain visual observation of the inmate at all times through the window located in the cell wall. Visitation for inmate who were sentenced to death and have no execution date will receive non-contact visiting in the Administrative Unit. Visitation for inmates who are sentenced to death and have received an execution date by the court will be conducted face-to-face via video from the Satellite Camp.

#### Equipment or Cameras

Recording equipment or cameras are not allowed in the visiting room without permission of the Warden. An inmate photographer is available for pictures in the visiting room.

#### Inmates Confined to Medical Unit

Medical/Surgical inmates who are unable to visit in the visiting room due to medical restrictions will conduct their visits on the Medical/Surgical Unit. The unit team is responsible for scheduling and monitoring the visit. These visiting hours shall coincide with the hospital visiting room when unit staff is available to monitor the visit. The number of visitors will be limited to two persons and the visit will be limited to two hours. No children will be allowed to visit on the Medical/Surgical Unit. Special consideration shall be afforded to Hospice patients. Each case will be considered individually. A written proposal will be submitted by the unit team, with input by the Attending Physician and the Clinical Social Worker, to the Warden for consideration.

#### Inmates Housed in the Special Housing Unit (SHU)

Inmates housed in SHU will not be restricted from visitation, unless as sanctioned by the UDC or DHO. Inmates housed in SHU will receive visits via video visiting. Inmates will be afforded an opportunity to have two consecutive sessions for a total of one hour of visitation. Inmate visitors will be scheduled in the system on a first come first serve basis. Staff will need access to TRULINCS Video and Schedule SHU Visit "rights" to schedule inmates in SHU for a visit. Once a SHU inmate visitor arrives and is processed at the front lobby, staff must login into TRUNET and launch TRULINCS Video to schedule a time for the visitation to begin.

The scheduling staff member must consider the time of scheduling, the visitor's movement to the Camp, and the inmate's movement to the SHU Law Library. When scheduling the visit, all items marked in red must be filled in for the next step in the process. Once two consecutive sessions are scheduled and saved, print and give the visitor's report to the inmate's visitor so they can go to the Camp and login at the Camp Attorney room.

The Camp Visitation Officer will process the visitor in and allow them access to the Attorney room to logon to conduct video visitation. The visitors will logout and login again for the second session.

Once the SHU inmate visitor is logged in the Camp Visitation Officer will coordinate with SHU staff so the Inmate can log in for the visit. The video visit process is the same as regular video visiting we currently offer to compound inmates.

If the video system is inoperable or the inmate receives and contact visit the inmate will be escorted to the visiting room. Contact visits will receive approval from the Captain. While visiting, inmates housed in Special Housing will sit in an area designated for Special Housing inmates. Normally, this area will be in front of the Visiting Room Officer's station. The Visiting Room officers must be able to have visual supervision of these inmates at all times. While in the visiting room, inmates housed in Special Housing will not be allowed to leave their seats, except to be escorted to the restroom. After the visit is complete, the inmate will be escorted back to the SHU. During the escort to and from the visiting room, restraints (handcuffs and martin chain) will be utilized on inmates housed in SHU. Restraints will not be worn by the inmate during the visit.

Walsh Act Inmates The Unit Team will evaluate all inmates on their caseload and all incoming inmates to determine if they have an inmate who has been convicted of a sex offense involving a minor (WA W CONV). Any inmate fitting this criterion will have the following annotation placed in the visiting program under the comments section: "this inmate was convicted of a sex offense involving a minor."

While visiting, inmates with this designation will sit in front of the Visiting Room Officer's station. The Visiting Room officers must be able to have visual supervision of these inmates at all times.

#### Prisoner Visitation and Support (PVS)

This provides information and guidance to Bureau of Prisons (BOP) staff about prisoner support programs that provide visitation services to inmates. The BOP recognizes the value and importance of outside organizations that provide support services to our inmate population. One volunteer organization that frequently visits our facility is the Prisoner Visitation and Support (PVS) program, but this guidance applies to any volunteer organization seeking to provide support and visitation services to inmates.

To facilitate and ensure an effective visitation program, the following guidelines apply in all institutions unless security concerns warrant alternative procedures:

- 1) Inmates who request a visit should ordinarily be accommodated.
- 2) Requests for visitor approval, including pertinent biographical data, are sent to the Warden by the volunteer organization. Prior

to approval, visitors shall have appropriate visitor screening, including law enforcement checks and a NCIC clearance.

- 3) Ordinarily, visits are held in the visiting room. When this is the case, the Warden may waive the requirement for volunteer training. If circumstances create the necessity, the Warden may approve visits in other areas of the institution. In these instances, the visitor must have attended the institutions volunteer training. When visits are scheduled inside the institution instead of the visiting room, the requirement for constant staff supervision applies. Scheduling multiple visits on one day may be impacted by this regulation.
- 4) Renewal of visitor status will be conducted every five years and will include an updated Letter of Endorsement from the organization, an updated NCIC check, and a review of file material to ensure all information is current and accurate.
- 5) Monthly visits are ordinarily arranged in the visiting room during visiting hours. Volunteer organizations may notify inmate of scheduled visits in advance by postcard, and may also send appropriate postcard greetings for holidays and birthdays to the inmates they are currently visiting. When necessary, further coordination will be provided by a designee of the Warden.
- 6) Volunteers may be badged in order to simplify entrance procedures and eliminate the need for authorization memoranda, if they have completed the required volunteer training. Volunteers may be placed on the inmate's visiting list, but are not required to be placed on the visiting list, nor are their visits charged against allowable prisoner visits.
- 7) Program Statement 5267.08, Visiting Regulations, and each accompanying Institution Supplement, establish the admissible level of interaction between inmates and visitors.
- 8) Visitors who participate in prisoner support programs are generally permitted to carry a pen or pencil and paper into the visiting room for the purpose of taking notes unless the Warden has established local procedures prohibiting this practice. If this procedure cannot be accommodated at particular institutions because of threats to safety or security, volunteers should be notified in advance so as to avoid inconveniencing them.

Inmates on visiting restrictions will be allowed to visit with Prisoner Visitation and Support (PVS) volunteers as these individuals are not categorized as family or friends. PVS is an integral program that will be supported locally.

Directions to FMC Carswell (BOP) Gate

FMC Carswell is located in the northeast corner of the Naval Air Station, Joint Reserve Base, Fort Worth. Located in North Central Texas, Fort Worth is the major city in the western half of the Dallas/Fort Worth Metroplex. Fort Worth provides regular city bus service, bus service to DFW International Airport, train service via Amtrak, inter-city bus service by Greyhound bus line, and Yellow Cab taxi service.

Turn by Turn Directions

1. Take 183 South
2. Take a LEFT onto Roberts Cut-Off Road
3. Take a LEFT at the traffic island onto Meandering Road.

You will see signs on the right-hand side of Meandering Road that say "Camp Amon Carter" and "Burger's Lake" before you get to the BOP gate. Meandering Road will appear to the right then merge onto it until you see the BOP gate (on the left) across from the entrance to Burger's Lake water park.

Local Transportation

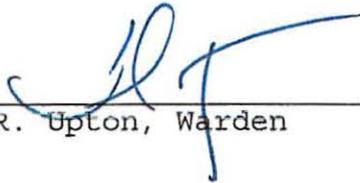
Supershuttle - (800)258-3826

Yellow Cab - (817)426-6262

FMC Carswell Commercial line 817-782-4000

5. EFFECTIVE DATE

This supplement becomes effective upon issuance.

  
\_\_\_\_\_  
Jody R. Upton, Warden

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**FEDERAL MEDICAL CENTER  
CARSWELL  
VISITING LIST REQUEST**

NAME: \_\_\_\_\_ REGISTER NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_ UNIT ASSIGNMENT: \_\_\_\_\_

List below the individual(s) you wish to have added/removed from your visiting list. If you want them added to your visiting list, write **ADD** in the **ADD/RMV** column. If you want them removed from your visiting list, write **RMV** in the **ADD/RMV** column.

Relation	Name	Age	Address	Add/Rmv

If person being added is not a family member, explain basis for visits.

**COMMENTS**

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The overtime was (B-2) for 1.50 and 2.0 hours stating at 6:00 A.M. for scheduled Medical Escorts that were scheduled on the previous Friday.

\_\_\_\_\_  
CORRECTIONAL COUNSELOR

**FEDERAL MEDICAL CENTER  
CARSWELL  
VISITING REGULATIONS**

1. Ordinarily the Hospital, Camp, and Administrative Unit, visiting hours begin at 8:00 A.M. and conclude at 3:00 P.M. on Saturdays, Sundays, and Federal holidays. Visitor in-processing into the visiting rooms cease after 2:00 P.M.
2. Children under 16 years of age must be accompanied by an adult member of the family or guardian and must be on the approved Visiting List for the inmate. The number of visitors per inmate is unlimited. If the Visiting Room becomes crowded, local and/or frequent visitors will be terminated.
3. Any visitor(s) in the institution must be on the inmate's approved Visiting List or be approved in advance for a Special Visit.
4. For identification purposes, visitors 16 years of age and older will be required to present a valid driver's license or other government issued identification (e.g. state I.D. card).
5. Appropriate dress will be worn by all visitors. Due to the general and diverse types of visitors, and the fact that our Visiting Room is not a public facility, certain restrictions must be placed on visitors' clothing. The following restrictions will be used as a guideline for appropriate dress:

No khaki colored clothing is permitted to be worn for hospital visitors and no green colored clothing will be worn for camp visitors.

No see through or provocative garments or plunging necklines will be allowed. Hems of dresses and shorts will be no more than two inches above the knee.

No form fitting clothing will be allowed. Sweatshirts and pants are appropriate if they are not form fitting.

No hats of any type will be allowed inside the Visiting Room. During inclement weather small children will be allowed to wear headgear after it is thoroughly searched.

No halter tops or strapless clothing will be allowed.

Footwear is required. Open toe and Shower shoes are not considered appropriate footwear.

Any questionable clothing will be approved by the Institution Duty Officer or Operations Lieutenant before it will be allowed into the Visiting Room.

6. Visitors are not permitted to receive items from inmates, and inmates are not permitted to receive money or any other item that is not approved through proper channels.
7. All inmates are responsible for their own and their visitors conduct while in the visiting room.
8. Pursuant to Program Statement 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, and Program Statement 5522.02, Ion Spectrometry Device Program, all visitors arriving at the institution are subject to random searches and drug testing. Visitor's vehicles, persons, and personal effects are subject to search. Visitors who do not agree to the random search will be denied access until they submit to the search.
9. Visitors are not allowed to bring food, gifts, games, needle-work, pocketbooks, baby strollers, or packages into the Visiting Room. Any item that cannot be thoroughly searched will not be allowed into the institution. Business deals/transactions and written messages may not be exchanged during a visit. Money may not be exchanged between a visitor and an inmate in the Visiting Room. Items purchased in the Visiting Room vending machines must be consumed in the Visiting Room.

NOTE: Baby diapers, baby food, baby bottles, etc., will be allowed, but will be limited in quantity to the amount that will be consumed or used during the visit. Any baby food items will be the types which are factory sealed and premixed. No powdered baby food will be allowed. Also, a baby car seat will be allowed if it is the type that can be thoroughly searched. No large blankets will be allowed in the Visiting Room. Visitors requiring medication will be allowed to bring in only the amount that is needed for the duration of the visit.

10. Physical Contact A single kiss and embrace are permitted at the beginning and later at the conclusion of the visiting period. Heavy petting is prohibited. Filing of nails, braiding of hair, etc., are not appropriate activities in the Visiting Room. Inmates will not be permitted to mingle with the guests of other inmates. Additionally, an inmate's visitors will not be permitted to mix with the visitors of other inmates while inside the Visiting Room.
11. Movement in the Visiting Room Once seated movement by inmates and their visitors should be limited to that which is necessary (going to and from the restrooms, vending machines, and outside visiting area). Unnecessary lingering, walking the aisles, etc., is not only distracting to other visitors, but prevents proper staff supervision.
12. Supervision of Children It is the responsibility of the inmate to control the behavior of their young visitors. Children will not be allowed to move up and down the aisles or come and go from the inside area to the outside area. Children should be under direct supervision of the inmate or adult visitor at all times.
13. Outside Visiting During nice weather, the outside visiting area at the Camp will be opened at the discretion of the Shift Lieutenant.

FMC Carswell and the adjoining camp, is a non-smoking facility and cigarettes and tobacco products are not allowed.

14. A small clear plastic change purse (per page 3 of this supplement), not to exceed 8"x10", with change to use in the vending machine is allowed. Visitors are encouraged to take only limited amounts of cash into the Visiting Room. Visitors will be allowed to use the vending machines located in the institution's Visiting Room.
15. Seating The Visiting Room Officer has the discretion to assign inmates and their visitors seating in more observable sections of the visiting room.
16. Statutory Authority Title 18, USC, 1791, provides a penalty of not more than 25 years imprisonment or a fine of not more than \$250,000 for any person who introduces or attempts to introduce into or upon the grounds of a federal penal institution, or takes or attempts to take or send there from anything whatsoever without the knowledge and consent of the Warden. Additionally, pursuant to Title 18, USC, 1001, visitors shall be required to sign an agreement that false statements are not being given and that they will abide by the visiting guidelines of the institution. All persons entering into a federal correctional institution are subject to search. All articles are likewise subject to search.
17. Location The Federal Medical Center is located on the Carswell NAS/JRB Base, Bldg. 3000 "J" Street, which is within the city limits of Fort Worth, Texas. Institution phone contact is (817)782-4000. Visitors will check-in at the institutions east gate. No weapons may be brought onto the Base and storage facilities are not available for weapons. Two-way communication devices such as cellular telephones, pagers, and Blackberry devices are prohibited inside of the institution and should be left in the visitor's personal vehicle. Storage areas provided are for visitors who have been dropped off and do not have vehicles to leave these items in. Visitors will proceed directly to the Front Lobby for processing into the Visiting Room. Upon completion of their visit, they will proceed directly to the institution's east gate.
18. Commercial Transportation Commercial transportation in the Fort Worth area may be obtained by contacting the following area transportation centers:
  1. Greyhound/Trailways Bus Lines
  2. Yellow Cab
  3. Dallas/Fort Worth International Airport - (214)574-6000
  4. Love Field Airport (Southwest Airlines) - (214)263-1717
19. Parking Visitor's parking is authorized in the far parking lot adjacent to the Camp Visiting Room Building.

ANY VIOLATIONS OF THESE VISITING REGULATIONS COULD RESULT IN DISCIPLINARY ACTION AND/OR LOSS OF VISITING PRIVILEGES AND POSSIBLE CRIMINAL PROSECUTION OF THE VISITOR.

DATE: \_\_\_\_\_

TO: Visiting Room Officer

FROM: \_\_\_\_\_

SUBJECT: Special Visit

Inmate's Name: \_\_\_\_\_ Register No.: \_\_\_\_\_

Visitor: \_\_\_\_\_

Relationship to Inmate: \_\_\_\_\_

The above visitor has been approved for a special visit. Upon completion of this special visit, please forward this form to the appropriate unit manager.

APPROVED BY: \_\_\_\_\_  
Unit Manager

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To be completed by the Visiting Room Officer:

Date of Visit: \_\_\_\_\_

Comments:  
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