



**U.S. Department of Justice**  
Federal Bureau of Prisons  
Federal Correctional Institution

*P.O. Box 280  
Fairton, New Jersey 08320*

Institution  
Supplement

OPI: CAPTAIN  
NUMBER: FAI 5267.09F  
DATE: May 14, 2025  
SUBJECT: VISITING REGULATIONS

1. PURPOSE: The purpose of this Institution Supplement is to implement visiting procedures at the Federal Correctional Institution and Satellite Camp, Fairton, New Jersey.
2. DIRECTIVES AFFECTED:
  - A. Directives Referenced: Program Statement 5267.09 CN-1, Visiting Regulations, dated August 1, 2023; Program Statement 5500.14, CN-1, Correctional Services Procedures Manual, dated August 1, 2016; Program Statement 5500.15, Correctional Services Manual, dated January 2, 2018, Program Statement 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, dated July 17, 2013; and Program Statement 7331.04, Pretrial Inmates, dated January 31, 2003.
  - B. Directives Rescinded: Institution Supplement 5267.10 CN-1, Visiting Regulations, dated October 09, 2024.
  - C. CORRECTIONAL STANDARDS REFERENCED: 4-4156, 4-4267, 4-4498 to 4-4504.
3. PROCEDURES:
  - A. Visiting Facilities: The Captain is responsible for training Correctional Officers to supervise Visiting Room facilities. The Captain will provide staff coverage for the Visiting Room on regularly scheduled visiting days. On non-visiting days, the Unit Team will be responsible for providing staff coverage.

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- B. Visiting Times: Regular visiting for the FCI will be conducted Saturday, Sunday, and holidays, 6:30 A.M. through 1:00 P.M. Camp visiting hours are Saturday, Sunday, and holidays from 6:30 A.M. through 1:00 P.M., utilizing a point system. All visitors shall be out of the visiting room by 1:00 P.M. No inmate visitors will be allowed entry to the Front Entrance/Camp until visiting hours begin. No inmate visitors will be allowed to enter the facility to begin a visit after 12:00 P.M. All visitors for inmates in the Special Housing Unit (SHU) will be conducted on Sunday from 11:00 a.m. to 1:00 p.m. All visitors must send a request to the visiting mailbox at [FCIFairtonVisiting@bop.gov](mailto:FCIFairtonVisiting@bop.gov) by the Thursday the week of the visit. All visits must be approved by the Captain. The Unit Team will send an e-mail to the visiting room and Lieutenants on the Friday before that weekend to notify them of the visit. If there are no requests for a SHU visit on that Sunday, normal visits will remain for general population. No inmate visitor will be allowed to enter the institution after 11:30 A.M. when the inmate is in the Special Housing Unit.
- C. Visitor Forms: All visitors will check in at the Front Lobby where the officer will provide them with the appropriate number of Visitor Notification Forms (Attachment #3). The Front Lobby Officer will assign each visitor a number. Each visitor will complete the forms and present them to the Front Lobby Officer for processing. Visitors will be processed in numerical order based upon the number they receive from the Front Entrance Officer. Visitor Notification Forms translated into Spanish will be made available.
- D. Frequency of Visits:
1. Designated Inmates: Social visits may be on consecutive days, or they may be spread throughout the month. The point system will be used to account for the number of visits and visitors. Inmates will be allowed a total of (10) ten points a month. Visits on a weekday will count as (1) one point for each day visited. Visits on weekends and holidays

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will count as (2) two points for each day visited.

The Front Lobby Officer shall access all information regarding inmate visiting records through the automated Inmate Visiting Program. Names of approved visitors, dates of visits and total visiting points available for the month are maintained on this program. If the Inmate Visiting Program is not functioning properly, the Unit Team will be contacted to review a hard copy visiting list in the inmate central file.

2. Camp: Social visits may be on consecutive days, or they may be spread out throughout the month. The point system will be used to account for the number of visits and visitors. Camp inmates will be allowed a total of (10) ten points a month. Each camp visit will count as (2) two points for the weekends and holidays (a point system will not be established for weekday visits since these visits are not authorized). Only (2) two points will be processed for visits as long as the inmate does not leave the visiting room. The Camp Visiting Room Officer shall access all information regarding inmate visiting records through the automated Inmate Visiting Program. Names of approved visitors, dates of visits and total visiting points available for the month, are maintained in this program. If the Inmate Visiting Program is not functioning properly, the Unit Team will be contacted to review a hard copy visiting list in the inmate's central file.

- E. Regular Visitors: The Case Manager or Correctional Counselor will be responsible for implementing this section as outlined in the Program Statement. (See #4 for Exception to Qualifications).

1. There will be no more than four (4) visitors per inmate unless permission is granted in advance by the Captain.

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2. Ordinarily, staff will provide visiting forms to inmates within seven days of receiving the inmate at the institution.
3. There will be no limit on the number of immediate family members on an inmate's approved visiting list.
4. Exception to Qualifications: the visiting privileges of friends and associates, without an established relationship with the inmate prior to confinement must be approved by the Warden.
5. Children under the age of 16 will not be allowed to visit unless they are accompanied by a parent or legal guardian. Children age 16 or 17 will only be authorized to visit alone if they have written consent of a parent or legal guardian.
6. Up to ten (10) social visitors can be placed on an inmate's visiting list. These individuals are in addition to immediate family. Only the Warden may make exceptions to this provision.
7. Children shall be kept under supervision of a responsible, approved adult visitor. Any child not kept under control in the visiting room will be cause for termination of the visit. Only inmates who are participating in the Education Department's Parenting Program are authorized to utilize the parenting room with children. Only one inmate and his visitors will be permitted in the parenting room for a one-hour period. No other inmates or their visitors will be allowed to enter the parenting room during this time. The inmate is responsible for securing a designated time to utilize the parenting room by signing up through the Education Department's Parenting program.
8. 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

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comments section: "This inmate was convicted of a sex offense involving a minor." Any inmate identified as having a Walsh Act assignment involving a minor will have his/her visits closely monitored. All individuals convicted of a Walsh Act offense involving a minor will not be allowed to utilize the parenting room during a visit. Specifically, those inmates while visiting a minor will be required to sit at the closet table to the Officer Station and will be required to remain there during the duration of the visit. They will be closely supervised to ensure no inappropriate contact is made. At no time are children permitted to sit on the lap of an individual convicted of this offense.

9. Contract employees, volunteers, and former staff will not be allowed on an inmate's visiting list unless approved by the Regional Director, even if a contract employee or volunteer has terminated their employment or contract with the Bureau of Prisons.

- F. Special Visits: The Case Manager or Counselor, in conjunction with the Unit Manager, is responsible for investigating all requests for special visits and determining the appropriateness of the request. Inmates desiring a special visit shall submit to their unit team an Inmate Request to Staff Member (cop-out) at least four weeks prior to the anticipated visit. The inmate should give the name and address of the individual with whom he desires a visit, their relationship, and other pertinent information which will assist the Captain in reaching a decision. The inmate's Correctional Counselor will notify the inmate of the Captain's decision at least 24 hours prior to the expected visit. A copy of the Unit team's decision will be maintained in the inmate's Central File.

All special visits approved will be turned into the Control Center 24 hours prior to the visit for distribution to the appropriate Visiting Room Officer. All visits considered as Special Visits at the FCI will count against the inmate's monthly (10) ten-point quota.

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- G. Business, Consular & Community Group Representatives: For purpose of this supplement, these areas will also be considered as special visits. Approval of the visits in these areas will require the Case Manager or Counselor to investigate the request and if warranted, prepare a memorandum for the Warden's approval. A memorandum regarding special visits will be distributed as described in Section E, Special Visits. All visits considered as Special Visits will count against the inmates monthly (10) ten-point quota for FCI inmates.
- H. Clergy or Minister of Record Visits: An inmate may have one Clergy or Minister of Record on their approved visiting list at any one time. An inmate must submit a written request to the Chaplain for approval. Clergy or Minister of Record visits approved by the Chaplain and approved by the Warden will not count against the total number of authorized visitors on an inmate's visiting list. Visits with the Clergy or Minister of Record will not be charged against the inmate's monthly visiting points.
- I. Attorney Visits: Attorneys wishing to visit inmates at the FCI or the Camp should contact the inmate's Case Manager or Counselor at least 24 hours in advance of their requested visit. If an attorney arrives without having made an appointment, an effort will be made to accommodate the visit. The assignment of the private office areas in the FCI visiting room will be on a first come, first served basis. The Camp will have an area in the visiting room that is removed from the other visitors as much as possible. If all the private visiting areas are in use, the attorney and the inmate may reschedule their visit or use whatever space is available in the visiting room.
1. Attorney Visit Approval: The Case Manager or Counselor will prepare a Legal Visit Checklist and Authorization Form (Attachment #4) advising the appropriate Visiting Room Officer of the proposed visit. Copies will be forwarded to the Control Center officer, Front Lobby, Lieutenant's Office.

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2. Attorney Identifications: Attorneys will be required to state on the visiting form in which state(s) they are licensed to practice law and provide proof of that licenser. Attorneys will also be required to show normal identification and to state the inmate who they are representing or interviewing.
  3. Legal Materials: All legal materials brought into the Visiting Room by the inmate must first be examined by the Visiting Room Officer. This search is to detect any contraband or unauthorized materials and will be conducted prior to those materials entering the Visiting Room. Once a legal visit has been concluded, the Visiting Room Officer will again search all legal material to ensure it is free from contraband. Once the search is completed, the legal materials will be returned to the inmate. Items cannot be exchanged during a legal visit. If any contraband is discovered, the Operations Lieutenant will immediately be notified.
  4. Attorney visits for all inmates [FCI and Camp] will be conducted without deducting points from the inmate's visiting time.
  5. Staff will make every effort to afford inmates legal visits. There may be times when security and emergency situations arise. In these instances, final determination regarding denial of the visit will be made by the Warden. The attorney and any other party will be contacted by Unit Team by e-mail or phone to reschedule for the next day. In event, the issue or disruption lasts for multiple days, the visitors will be offered the use of a phone or via video connection. If no staff are available due to the seriousness of the disruption, the visit will be conducted the next available date and time.
- J. Visits To Inmates Not in General Population Status:
1. Administrative Detention and Disciplinary

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Segregation Status: Special Housing Unit inmates will ordinarily be afforded the same privileges as those in general population. However, any Camp inmate, placed in the Special Housing unit, will be afforded visiting privileges only on Saturdays, Sundays, and holidays, in order to follow the Camp's visiting schedule (refer to Page 2, Procedures, Section B). Special Housing Unit inmates will be required to visit in the area immediately in front of the officer's station. There are 3 designated areas for Special Housing inmate visiting in front of the Staff observation room marked for non-contact visiting. At NO TIME will any Special Housing Unit inmate be allowed out of his seat to go to the vending machine or to walk around. Special Housing Unit inmates needing access to restroom facilities will be escorted to and from the area by the Visiting Room Officer. Cases involving unusual supervision or security needs will be discussed with the Captain in conjunction with the ADO prior to approval. The Institution Duty Officer or Operation's Lieutenant may deny or terminate a visit if it appears that it would disrupt the security and orderly operation of the institution.

2. Holdover Inmates: Holdover inmates will ordinarily be afforded the same privileges as those in general population.

Holdover inmates will be required to visit in the area immediately in front of the officer's station, or as close as possible, to facilitate observation of the visit. At NO TIME will any Holdover inmate be allowed out of his seat to go to the vending machine or to walk around.

3. Visits for Inmates In Medical Status: Requests for visits to an inmate in an outside hospital will be reviewed by the Unit Team and limited only to immediate family members.

The Unit Team's recommendation shall be forwarded

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to the Warden for a written decision. Only the Warden, or his/her designee, may approve visits for inmates in an outside hospital. Approved outside hospital visits shall be under direct supervision by the officers on duty at the hospital.

4. Visit Termination: Any infraction by visitors of inmates noted by the Visiting Room Officers will be reported to the Operations Lieutenant and the Institution Duty Officer for possible termination of the visit. Only the Operations Lieutenant, in conjunction with the IDO, may terminate a visit. Any visit that is terminated will require a memorandum explaining the incident which caused termination of the visit. Visits may also be terminated when the visiting room is at full capacity (see section L).

K. Visiting Room Procedures:

1. Responsibility: The Captain is responsible for assigning appropriate supervision for the Visiting Rooms. The Case Manager or Counselor will be responsible for producing and verifying all approved inmate visiting lists.
2. Preparation of the Visiting List: Every inmate will have a visiting list compiled, even if no visitors are requested. All visitors, including immediate family, will be checked for any prior or current criminal convictions. This may determine whether the person is appropriate for the approved visiting list.

Procedures for disapproving propose visitors: In the event staff propose to disapprove a visitor, the respective unit team will route the request for disapproval through the AW(P) and Warden (Attachment #7). The Counselor will notify the inmate of the approval or disapproval of a requested person on the visiting list. The inmate is responsible for notifying the visitor of the approval or disapproval.

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It is the Correctional Counselors' responsibility to inform inmates of all final visiting list determinations. Inmates may be provided a copy of their visiting list upon request. It will be the inmate's responsibility to inform his visitors of the approval or disapproval to visit, and to provide his visitors with a copy of the Visiting Instructions (Attachment #1) and directions for transportation to the institution.

The inmate shall be provided a copy of the visiting regulations by his Counselor during the Admission and Orientation period, and the inmate shall be responsible for mailing all approved visitors a copy of such regulations.

Inmates requesting deletions or additions to their visiting lists will do so by submitting an Inmate Request to Staff Member to their Unit Team. Deletions requested by inmates will remain off the approved visiting list for a minimum of (90) ninety days. Visiting restrictions will be entered into the automated visiting system by the Correctional Counselor within 24 hours after the restriction is imposed.

3. Identification of Visitors: Front Lobby staff shall access the automated Inmate Visiting Program to ensure visitors are listed on the inmate's approved visiting list. If the automated Inmate Visiting Program is inoperable, the Front Lobby Officer must contact the inmate's Unit Team to verify the visitor is on the inmate's current visiting list. The identification of each visitor will be verified (through valid state or government issued photo identification such as driver's license, passport, etc.) prior to admitting the visitor into the institution. At the conclusion of the visiting day, no groups larger than 10 at one time will be allowed to leave the visiting room. The institution duty officer will be present at the screening site during initial morning screening,

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after the clear 10:00 a.m. count and as needed.

All inmates in the visiting room will remain in the visiting room until all visitors are cleared out of the A building. Therefore, the two remaining officers can start the process of removing inmates from the visiting room. This will allow for the positive identification of all inmate visitors, making it much harder for inmates to possibly portray a visitor and effectuate an escape from the secure perimeter.

4. Black Light Stamp Procedures at the FCI: The Front Lobby Officer will stamp each approved visitor with the black light stamp before the visitor proceeds from the reception area of the Front Entrance at the FCI. More critically, it will be the responsibility of the Visiting Room Escort Officer to ensure the presence of the black light stamp prior to the visitor's entrance into the Visiting Room. The Control Center Officer and the Escort Officer will check each visitor for a stamp prior to departure from the Control Center. The Escort Officer will again check for the proper hand stamp at J-3 prior to any visitor entering the J-Building sallyport.
5. Searching Visitors: Visitors are subject to search and, under certain circumstances, may be detained and/or arrested, in accordance with the Program Statement on Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities. The Camp Visiting Room Officer is responsible for all searches of items at the Camp during screening site.

At the FCI, it is the responsibility of the Front Lobby Officer to search items of personal property prior to admittance to the Institution and to ensure all visitors pass through the metal detector. If an individual fails to clear a Walk-Through Metal Detector (WTMD), a hand-held metal detector is to be used after the visitor makes

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another attempt to clear the detected area alarming through the Walk-Through Metal Detector.

Failure to clear the hand-held metal detector requires the individual to submit to a pat search before entering the institution. Upon completion of a pat search, it should be apparent whether or not the individual has contraband on their person. If it is determined the individual does not possess contraband, they should be permitted entrance. This procedure applies to all visitors, not just inmate visitors. The hand-held metal detector should be used to identify the area which has metal, and then a pat search of this specific area can be performed in a private area that cannot be viewed by others. If a pat search fails to identify the source of the metal, a visual search should be considered, as provided by policy.

Inmates and Visitors are not permitted to exit the visiting room with any items that were not brought into the institution.

6. Notification to Visitors: The Front Lobby Officer and the Camp Visiting Room Officer will be responsible for making written guidelines available to the visitor via the Visitor Notification Form (Attachment #3). The Front Lobby Officer and the Camp Unit Officer shall ensure all visitors read, complete, and sign the Visitor Notification Form. Spanish speaking visitors shall complete the Spanish Notification to Visitors form. All visitors will sign and note the time in the Visitor's Log before entering the Visiting Room and again at the front entrance before leaving the institution.
7. Issuance of Inmate Visitor Pass at the FCI: Upon completion of processing through visiting procedures, including metal detectors, the Front Lobby Officer shall issue an Inmate Visitor Pass (Attachment #2) to the escorting officer. One pass shall be issued per inmate visitor (or group of

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visitors seeing the same inmate) as they arrive. The pass must be complete to include information on all visitors in the specific group. A sequential number shall be placed in the space provided on the pass. Each day the numbering system will start from 001. The escorting officer shall escort the visitor(s) to the Visiting Room and shall leave the inmate visitors pass with the Visiting Room Officer. The Visiting Room Officer shall log the time visitors enter and leave the Visiting Room on the pass. This information will also be recorded on the Visiting Room Daily Record (Attachment #6).

The escorting officer will pick up the pass upon completion of the visit and take it with the visitor to the front entrance. The escorting officer is responsible for ensuring only the number of visitors indicated on the pass are escorted to and from the Visiting Room. The inmate visitor's pass will be attached to the visitors record form for filing.

8. Visitor Transportation: Individuals are not permitted to remain in the Parking Lot to wait for approved visitors to finish their visit. Unauthorized visitors will be required to leave the institution grounds.
9. Authorized Items in Visiting Rooms: Visitors will be allowed one clear change purse no larger than 10 inches in length or width, \$40.00 in currency per adult visitor, infant necessities (10 diapers, 3 bottles w/formula, 4 jars of food, 1 spoon), Sanitary (i.e. feminine hygiene) products, and only lifesaving medication which will be placed at the Visiting Officer's desk for distribution. Any other questionable items must have the Operation's Lieutenant and the Institution Duty Officer's approval. No visitor will be prohibited from visiting an inmate due to the use of sanitary products.
10. Unauthorized Items in the Visiting Room: Visitors

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will not be allowed to bring into the institution cameras, photos, documents of any sort, recording equipment, cellular phones, electronic car locking devices, large purses, strollers, baby carriers, toys, billfolds/wallets, or extra clothing. Any visitor in possession of an unauthorized item will have the option to secure the item in a locker located in the Front Lobby or secure the item in their vehicle. Any visitor arriving at the FCI with a cane, walker, crutches or wheelchair, will have that item replaced at the Front Entrance with an institution cane, walker, crutches, or wheelchair. These must be exchanged with the Front Lobby Officer prior to the visitor leaving the institution. Only those personal wheelchairs with life support equipment attached to them will be allowed into the visiting room.

11. Inmate Dress Code: Inmates must wear institution clothing consisting of the tan khaki shirt, tan khaki pants, and institution-issued shoes or shoes purchased in the commissary (Rockport style).

Inmates housed in Special Housing will wear an orange jumpsuit with a white institution issued T-shirt underneath. Inmates will dress in clean clothing in good repair and in good taste. Religious headgear and prescription glasses will be permitted in the visiting room. During inclement weather, an inmate may wear his tan khaki coat which will be secured in the strip room and not allowed into the Visiting Room. Wedding bands, prescription eyeglasses and approved religious medallions are the only jewelry inmates are permitted to wear into the Visiting Room. Watches will be secured in the inmate's unit before leaving for the Visiting Room.

Inmates arriving at the Visiting Room with items not authorized will be sent back to their unit to secure those items prior to entrance to the Visiting Room. All inmates will be required to have

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their Identification cards with them for identification purposes at the time they check in for their visit. Visiting Room staff will keep all inmate identification cards throughout the inmate visit. Inmate Identification cards will be returned to the inmate at the end of their visit.

Any items brought into the Visiting Room by an inmate shall be logged on the Visiting Room Checklist (Attachment #5) by the Visiting Room Officer.

On weekends and holidays, an official count will be conducted at 10:00 a.m. Therefore, in preparation of the count, inmates will not be called for visits between 9:30 a.m. and the time the official count clears.

12. Visitor's Dress Code: The Front Lobby Officer and the Camp Visiting Officer will ensure all visitors are dressed appropriately. Visitors are expected to wear clothing which is neither provocative nor revealing. The following attire is prohibited: transparent clothing, bathing suits, swimming wear, sleeveless garments, halter or tube tops, low cut blouses/dresses (revealing the chest area), revealing front/backless clothing, shorts (must be no higher than 3 inches above the knee), large metal belt buckles, watches, sweat pants/sweat shirts, shirts or pants with holes on the garment, khaki clothing (orange, tan, beige, or green military type clothing) similar to inmate attire, spandex pants, skirts, tights, or leotards, hooded shirts of any kind, hats or head covering (other than those worn for religious purposes), shower shoes, flip flops, and beach shoes. At no time are visitor pants authorized to be tucked inside any shoes or boots. If any of these items are worn by a visitor, the visitor will be instructed to leave the institution grounds and return only when the appropriate clothing is worn. If a visitor's apparel is in question, the Operation's Lieutenant and the Institution Duty Officer will be notified,

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and they will make the final decision. If the visitor is not allowed to visit, the Front Lobby Officer will submit a memorandum explaining the circumstances of the denial to the Captain.

13. Vending Machines: Inmates will not be permitted to use or be near the vending machines in the visiting rooms. Vending machines in the visiting room are for visitor's access only. Visitors may purchase items from the vending machines for inmates, but neither visitors nor inmates may take those items from the Visiting Room. All food items will be opened and placed on a paper plate. At no time will food or drinks be passed between inmate and visitors. Inmates can accept unopened drinks and food which has been opened in front of staff and placed on plates. Inmates are to remain seated at all times except when taking pictures and/or utilizing the bathroom while they are in the Visiting Room.

At no time are inmates to visit with other inmates and/or their visitors while being in the visiting room.

14. Nursing Room: The room next to the children's room in the visitation room will be utilized in the event a nursing infant and mother require access to a private area.

- L. Termination of Visits Due to Overcrowding: If visiting has to be terminated due to overcrowding, the Institution Duty Officer or Operation's Lieutenant will begin with those visitors who are considered to be local (definition: local visitors from within 50 miles radius of the institution). It is important that those visitors arriving from long distances and who have had infrequent visits are terminated last.

All questions regarding visit termination should be directed to the Operation's Lieutenant and/or Institution Duty Officer.

- M. Penalty for Visiting Room Violations: The Unit Team will issue a copy of the rules and regulations to the inmate for each approved visitor so that all potential

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visitors are aware of the rules and regulations. It will be the inmate's responsibility to mail a copy of the rules and regulations to his approved visitors.

- N. Cancellation of Visits Due to any other reason: Should the need arise to cancel visitation due to emergency situations, or any other reason, the institution visitation website will be updated stating that inmate visitations are canceled. The institution will make every effort to provide a date that visitation will resume, and a time frame of cancellation, as soon as possible.

5. ATTACHMENT:

- |               |   |  |
|---------------|---|--|
| Attachment #1 | - | Visiting Instructions                        |
| Attachment #2 | - | Inmate Visitor Pass                          |
| Attachment #3 | - | Visitor Notification Form                    |
| Attachment #4 | - | Legal Visit Checklist and Authorization Form |
| Attachment #5 | - | Visiting Room Checklist                      |
| Attachment #6 | - | Visiting Room Daily Record                   |
| Attachment #7 | - | Visitor's Request Denial                     |

Approved By:

  
\_\_\_\_\_  
L.B. Kelly, Warden

Distribution: Master File  
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Attachment #1

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FEDERAL CORRECTIONAL INSTITUTION  
and  
SATELLITE CAMP  
655 Fairton-Millville Road, Fairton, New Jersey 08320  
1-856-453-1177

VISITING INSTRUCTIONS

Visiting is permitted Saturday and Sunday and on all federal holidays between the hours of 6:30 a.m. and 1:00 p.m. at FCI Fairton. There will be no visiting on Monday, Tuesday, Wednesday, Thursday, and Friday unless a Federal holiday falls on one of these days. Visiting is permitted on Saturdays, Sundays, and Federal holidays at the SCP Fairton.

Except in unusual cases, members of the immediate family (father, mother, stepparents, foster parents, brothers, sisters, wife, and children) are placed on the inmate's visiting list. Other relatives, such as grandparents, uncles, aunts, in-laws, and cousins may be placed on the approved list if the inmate wishes to have them visit regularly. The visiting privilege may be extended to friends and other non-relatives if the inmate established, he would benefit from continued contact. While there is no minimum length of time the inmate must have known a proposed visitor, the team will not usually approve visiting for casual acquaintances developed during confinement. Special visits may be authorized by the Warden and may include clergymen, former or prospective employers, and parole sponsors or advisors. Visits of this nature are for purposes of release planning, counseling, and discussion of acute family problems and must be approved at least 24 hours prior to the visit.

Inmate visiting is based upon a ten (10) point system for both the FCI and SCP. At the FCI, each visit conducted on a weekday is recorded as one (1) point, while weekend and holiday visits are recorded as two (2) points. At the SCP, each visit conducted on a weekend or holiday is recorded as (2) points.

A maximum of four (4) individuals may visit anyone (1) inmate during the approved visiting hours. All children under the age of 16 must be accompanied by an approved parent or legal guardian. Children ages 16 and 17 may visit alone with written consent of a parent or legal guardian. Visitors will be responsible for keeping children in their company and within reach at all times and will be responsible for their conduct and behavior. Any visitor not keeping their children under control will have their visit terminated.

Visitors are expected to use good taste in their dress. Clothing worn by visitors considered to be too revealing, provocative or indiscreet, such as see-through blouses, halter tops, short shorts, bike shorts, stretch (spandex-type)

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shorts/pants, short skirts (no more than 3 inches above the knee), or khaki/orange clothing (similar to inmate attire) will result in the visit not being allowed until a change into appropriate clothing is made. At no time will any visitors pants be tucked into shoes, boots or any other footwear. The Operations Lieutenant and Institution Duty Officer have the authority to make a final determination to the appropriateness of the visitor's dress.

Handshaking and a brief kiss and embrace may be exchanged by inmates and their visitors at the beginning and at the end of each visit and only at the Visiting Room Officer's desk. During the visit, crossing legs with each other, kissing, fondling, and other actions that would bring embarrassment to others will result in termination of the visit. At no time should children be permitted to sit on an inmate's lap. A review will be made by the inmate's Unit Team and the Warden regarding the status of future visits.

Inmates are furnished all necessities and visitors will not bring any inmate any article or gift. Cameras and tape recorders are not permitted in the visiting area or on institution grounds. Inmates will not be permitted to sign or exchange any papers during the visit; therefore, visitors will not be permitted to bring such papers to the visiting area. Any papers or documents requiring an inmate's signature will be sent to the Warden through the postal system.

Visitors are not allowed to bring food into the visiting area (except baby food for infants). There are coin-operated vending machines in the Visiting Room for your convenience. You may purchase items from these machines for yourself and the inmate you are visiting. Any food items purchased will be opened and placed on a plate. Beverages and food items are not authorized to be shared between visitor and inmate. Any purchased drink will be opened by the inmate and stay in the inmate's possession until fully consumed. At no time will the visitor and inmate share any food or beverage item. The items purchased for the inmate must be consumed in the Visiting Room, as inmates are not allowed to take anything from the visiting area to their units. Inmates will not be allowed access to any vending machines at any time. Visitors may bring small clear coin purses into the visiting area; large purses, bags, etc., are not permitted in the visiting area and may be stored in the lockers in the reception area or left in your locked car. Pocket knives or other sharp objects are not permitted in the Visiting Room.

All visitors will be required to sign the Institution Visitors' Log upon arrival. Visitors must present photographic identification (driver's license, etc.) prior to admittance into the institution. All visitors will sign out before leaving the institution. Unauthorized visitors will not be allowed to wait or loiter in the institution parking lot or on institution grounds.

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The Federal Correctional Institution, Fairton, New Jersey, would like to make your visit as pleasant as possible. Should you have any questions regarding visiting, please feel free to contact the inmate's Unit Manager, Counselor, or Case Manager.

Any effort to circumvent or evade the visiting regulations of the Federal Correctional Institution may result in termination of the visit and denial of future visits. Additionally, it may lead to disciplinary action or court proceedings against the inmate and/or visitor in accordance with Title 18 US Code, Section 1791, C. 87, which states:

"WHOEVER, CONTRARY TO ANY RULE OR REGULATION PROMULGATED BY THE ATTORNEY GENERAL, INTRODUCES OR ATTEMPTS TO INTRODUCE INTO OR UPON THE GROUNDS OF ANY FEDERAL PENAL OR CORRECTIONAL INSTITUTION OR TAKES OR ATTEMPTS TO TAKE OR SEND THEREFROM ANYTHING WHATSOEVER, SHALL BE IMPRISONED NOT MORE THAN TEN (10) YEARS."

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**Directions:**

NEW YORK

(North of the institution)

Take NJ Turnpike to exit 3 (Route 168), to 295 south, follow 295 to Highway 42 (Atlantic city) upon entry of this highway proceed to your right lane and merge on 55 south, proceed to Exit 27, this is route 47, follow route 47 south to the second light merge to your right which will become (Sharp Str), make a right on sharp str. When you get to the second light that will be route 49 west (a right turn) continue on this road until you see (Beech Street), make a left on this road. Federal Correctional Institution Fairton, will be five miles down this road on the left- hand side.

PHILADELPHIA, PA

(West of the institution)

Take the Walt Whitman bridge to highway 676 east, follow this road approximately three miles, this will change over to highway 42 south, upon entry of this highway proceed to your right lane and merge on 55 highway proceed to exit 27, this is route 47, follow route 47 south to the second light merge to your right which will become (sharp str), make a right on sharp str. When you get to the second light that will be route 49 west (a right turn) continue on this road until you see (Beech Street), make a left on this road. Federal Correctional Institution Fairton, will be five miles down this road on the left- hand side.

WASHINGTON, D.C./ DELAWARE

(South of the institution)

From the Southern parts of the Institution take 95 from Washington, D.C. through Baltimore, through Delaware, over the Delaware Memorial bridge, as soon as, you get off the bridge your first exit will be route 49 east, take this road to the city of Bridgeton, NJ. When you arrive in Bridgeton continue on routes 49 until you come to the State Building on (Broad and Pearl) make right at light stay on that road until you reach a Sunoco gas station, make a left stay on road about three to four miles and the institution will be on your right.

ATLANTIC CITY, NJ

(East of the institution)

From the Easterly parts of the Institution in include but not limited to Pleasantville route 40 and Absecon route 30 take these roadways to Mays Landing, NJ. On arriving in Mays Landing get on highway 552 (west) continue on this road to Wade Blvd. You will make a left, take this route 49 and make right, you will proceed (west) to beech street., make a left on this road. Federal Correctional Institution Fairton, will be five miles down this road on the left- hand side.

For your convenience, telephone numbers for taxi service in the Millville area are provided. Visitors who need to call for a taxi at the end of their visit may use the pay telephone located in the Front Lobby

Jaylene Taxi Cab 457-9741  
Millville Yellow Cab 825-2100  
Vineland Yellow Cab 692-5555

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Attachment #2

**INMATE VISITOR PASS**

Pass No. \_\_\_\_\_

\_\_\_\_\_ MALE ADULT \_\_\_\_\_ AGES  
\_\_\_\_\_ FEMALE ADULT \_\_\_\_\_ AGES  
\_\_\_\_\_ CHILDREN \_\_\_\_\_ AGES  
\_\_\_\_\_ INFANTS

REMARKS (i.e., wheelchair, diaper bag, medication, etc.):

TIME ENTERING  
VISITING ROOM

TIME LEAVING  
VISITING ROOM

\_\_\_\_\_

\_\_\_\_\_

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Attachment #3

VISITOR NOTIFICATION FORM

TIME OF FORM PICK UP

TIME In

VISITING HOURS

Main Institution: Saturday, Sunday and Holidays 6:30 a.m. - 1:00 p.m.

Satellite Camp: Saturday, Sunday and Holidays 6:30 a.m. - 1:00 p.m.

\*\* No processing will take place after 12:00 p.m.\*\*

\*\*All visitors will be out of the Visiting Room by 1:00 p.m.\*\*



Visitors are not to be at the institution prior to 6:30 a.m. A maximum of four (4) individuals may visit anyone (1) inmate during the approved visiting hours.

All visitors are reminded that the supervision of your children is your responsibility. Children are not permitted to run in the waiting area, Visiting Room, or parking lot.

No visitor dressed in what is viewed as "provocative clothing" will be permitted inside the main institution or Camp. Provocative clothing is defined as: see through blouses; miniskirts; tight/revealing clothing (i.e., spandex); severely low-cut tops; extremely high cut skirts; halter tops; tube tops or other inappropriate attire, including khaki/orange colored clothing (similar to inmate attire). AT NO TIME WILL A VISITOR'S PANTS BE TUCKED INSIDE ANY BOOT OR SHOE DURING ANY VISIT. Watches of any kind are not authorized. There is no smoking in either the main institution or the Visiting Room.

No individuals will be permitted to remain in the institution parking lot to wait for authorized visitors to complete their visits. Any unauthorized visitors will be required to leave the institution grounds. In the event termination of visits is necessary, visitors who have traveled via car pool or van will not be exempted. Drivers of these multi-passenger vehicles are required to provide a means of contact so visitors may be retrieved throughout the day.

At the end of the visiting period, all visitors and inmates will be separated for security and accountability purposes.

Failure to comply with institution visiting regulations may result in your being denied entrance into the institution and a revocation of visiting privileges.



Person to be Visited

Visitor's Name

**Legal visit Checklist and Authorization Form**

Staff completing form: \_\_\_\_\_ Date: \_\_\_\_\_

1. Date & time of visit: \_\_\_\_\_
2. Inmate Name: \_\_\_\_\_ Reg. No.: \_\_\_\_\_
3. Visitor Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Title: \_\_\_\_\_

State(s) in which attorney is (are) licensed to practice law: \_\_\_\_\_  
(Explain to the attorney that proof of the license must be provided at the time of the visit)

Khaki colored pants are not allowed into the visiting room

4. *Non visiting days:* Advise the attorney they must call if they are more than 45 minutes late.
5. *Non visiting days:* Person supervising visit \_\_\_\_\_
6. **Ask the following questions for all legal visits:**

1. Does the attorney plan to review any recorded tapes during the visit? \_\_\_\_\_  
If yes, type of tape? \_\_\_\_\_
2. Will any electronic equipment be used during this visit?
3. Will anyone be accompanying the attorney on the visit? \_\_\_\_\_  
If yes, obtain the following information:
  - a. Name of the person: \_\_\_\_\_
  - b. Is the person on the inmate's visiting list? \_\_\_\_\_
  - c. Reason the person will accompany the attorney: \_\_\_\_\_

**If any of the questions 1 through 3 are answered with a YES, this form MUST be routed to the AW(P) for approval prior to the visit.**

Approval: \_\_\_\_\_  
Associate Warden, Programs

If the attorney will visit alone and without electronic equipment, no special approval is required. This form may be copied and distributed to the following as notice of the visit:

cc: Front Lobby Officer, Control Center, Institution Duty Officer, Visiting Roo





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ATTACHMENT #7

**U.S. Department of Justice**  
Federal Bureau of Prisons  
Federal Correctional Institution

Fairton, New Jersey 08320

Date:

**MEMORANDUM FOR \_\_\_\_\_, WARDEN**

**FROM:** \_\_\_\_\_, Associate Warden (P)

**THRU:** \_\_\_\_\_, Unit Manager

**SUBJECT: VISITOR'S REQUEST DENIAL**  
**Inmate Name, Register Number \_\_\_\_\_**

Upon review of the above inmate's visitor request form, the unit team is recommending \_\_\_\_\_ be denied visiting privileges at this institution. This recommendation is being made due to the following reason(s).

1. \_\_\_\_\_ Social Security Number is missing
2. \_\_\_\_\_ Date of birth is missing
3. \_\_\_\_\_ Signature for authorization to release information is missing.
4. \_\_\_\_\_ Visitors address is missing or incomplete
5. \_\_\_\_\_ Visitor lied on application
6. \_\_\_\_\_ Visitor indicates no relationship prior to incarceration.
7. \_\_\_\_\_ Visitor is currently on probation/supervision (supervision/probation expires on unknown)
8. \_\_\_\_\_ Visitors background check is not clear, see explanation below

Approved Visitor \_\_\_\_\_ Disapproved Visitor \_\_\_\_\_