



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Forrest City, Arkansas 72335

Institution Temporary Visitation Plan

OPI: Command Center
Number:
Date: September 22, 2020
SUBJECT: Temporary Social
Visiting Plan

1. PURPOSE AND SCOPE:

The Federal Correctional Complex at Forrest City, Arkansas has prepared a plan of action and made modifications to resume social visiting as outlined on the memorandum, Modification of Coronavirus (COVID-19) Phase Nine Action Plan dated August 31, 2020.

2. Cleaning/Screening Procedures/PPE:

Front entrance, control sally-ports and visiting room areas will have hand sanitizer available for staff and visitors before and after the visit.

Visitors and inmate restrooms will have hand soap available.

A cadre of orderlies are assigned at each component to sanitize all areas after each visiting time slot is completed.

Camp inmates will be assigned to clean/sanitize the front lobby waiting areas after each group is processed.

The front lobby officer will sanitize the bins and countertops during the screening process of staff/visitors. There will be orderlies assigned to clean/sanitize the visiting room before and after each visiting period.

Temperature checks and COVID-19 screening of all visitors will be conducted at the complex's screening-site located at the main entrance road of the complex.

Visitors refusing to be screened or not able to pass the screening will be denied access to the institution. The Duty Officer and/or

Lieutenant will be contacted on visitors denied entry and will make the final decision to deny a visitor from visiting.

Staff will be wearing masks, gloves, and face shields, with gloves changed frequently. Additional PPE will be available in the front lobby, visiting room, and Lieutenant's office.

3. FCC Forrest City Visiting Room Capacity and Procedures:

Visitors will be allowed on institutional grounds for processing at 7:30 a.m., and visiting will promptly begin at 8:00 a.m. In an effort to ensure all inmates are afforded an opportunity to visit, the time slots must be strictly adhered to.

No more than ten visitors will be allowed to wait inside the institution waiting area.

The Lobby Officer will process ten visitors as a group and have them escorted to the visiting room before the next group is processed. The escorting officer will escort no more than ten visitors at a time to the visiting room.

Markings have been put in place outside where visitors will be required to wait to be processed.

A total of (15) fifteen inmates at the Medium component, (15) fifteen inmates at the Low component and (10) ten inmates at the Camp component will be permitted into the visiting room at one time to visit, beginning at 8:00 a.m. These numbers may vary.

The remaining visitors will be provided a pager and will return to their vehicles. The purpose of the pagers are to eliminate visitors from congregating in the front lobby and to mitigate the spread of the virus. Once the visitor's pager sounds, they will enter the front lobby area to be processed in for their visit.

A Notification to Visitor Form (BP-224) will be completed by the visitor and submitted to the Front Lobby Officer. The Front Lobby Officer will verify each visitor's identity by a photo identification (e.g., driver's license, passport, etc.). If a visitor has no photo identification he/she will not be admitted into the institution. The visitor will sign the Inmate Visitor Log Book. The visitor will submit to a metal detector scan and a search of personal items being brought into the institution. Prior to entering the institution each visitor will have their hand stamped with ultra violet ink. This stamp will be checked by the Control Center Officer and a Visiting Room Officer upon entering and exiting the institution. All inmate Visitors will be escorted to and from the Visiting Room by institution staff.

Children under the age of 16 must be accompanied by a parent, legal guardian or immediate family member of at least 18 years of age.

Proposed visitors who are 16 years of age and are not accompanied by a parent, legal guardian, or an immediate family member of at least 18 years of age, must have the written approval of a parent or legal guardian prior to visiting. All documentation will be processed through the Unit Team prior to the visit.

Any visitor who enters the institution must advise the Front Lobby Officer of any communicable diseases carried by any particular individual, e.g., measles, chicken pox, body lice, etc. Failure to do so may result in termination of the visit.

4. FCC Forrest City Visiting Days (Medium and Low):

Visiting is permitted on Saturdays, Sundays, Mondays and all federal holidays. Visits are scheduled from 8:00 a.m. to 11:00 a.m., and 12:00 p.m. to 3:00 p.m. Visitors are not permitted on institution property prior to 7:30 a.m. Each housing unit will have specific time period for visitation.

5. FCC Forrest City Visiting Schedule Unit Rotation:

Medium Component Visiting Schedule - Week One

Saturday

C-1 8:00 a.m. - 11:00 a.m.

C-2 12:00 p.m. - 3:00 p.m.

Sunday

C-3 8:00 a.m. - 11:00 a.m.

C-4 12:00 p.m. - 3:00 p.m.

Monday

A-3 8:00 a.m. - 11:00 a.m.

 12:00 p.m. - 3:00 p.m.

Medium Component Visiting Schedule - Week Two

Saturday

B-1 8:00 a.m. - 11:00 a.m.

B-2 12:00 p.m. - 3:00 p.m.

Sunday

B-3 8:00 a.m. - 11:00 a.m.

B-4 12:00 p.m. - 3:00 p.m.

Monday

SHU 8:00 a.m. - 11:00 a.m.

12:00 p.m. - 3:00 p.m.

By appointment

Low Component Visiting Schedule - Week One

Low Schedule (Rotating by Pods)

Saturday

Wynne A 8:00 a.m. - 11:00 a.m.

Wynne B 12:00 p.m. - 3:00 p.m.

Sunday

Wynne C 8:00 a.m. - 11:00 a.m.

Wynne D 12:00 p.m. - 3:00 p.m.

Monday

Marianna A 8:00 a.m. - 11:00 a.m.

Marianna B 12:00 p.m. - 3:00 p.m.

Low Component Visiting Schedule - Week Two

Saturday

Marianna C 8:00 a.m. - 11:00 a.m.

Marianna D 12:00 p.m. - 3:00 p.m.

Sunday

Helena A 8:00 a.m. - 11:00 a.m.

Helena B 12:00 p.m. - 3:00 p.m.

Monday

Helena C 8:00 a.m. - 11:00 a.m.

Helena D 12:00 p.m. - 3:00 p.m.

Monday

SHU 8:00 a.m. - 11:00 a.m.

12:00 p.m. - 3:00 p.m.

By appointment

Satellite Camp Visiting Days:

Visiting is permitted on Saturdays, Sundays, and all federal holidays.

6. Satellite Camp Visiting Schedule:

Visits are scheduled from 8:00 a.m. to 11:00 a.m., and 12:00 p.m. to 3:00 p.m. Visitors are not permitted on institution property prior to 7:30 a.m. Each housing unit will have specific time period for visitation.

Camp Visiting Schedule

Saturday

Ozark 8:00 a.m. - 11:00 a.m.

Delta 12:00 p.m. - 3:00 p.m.

Sunday

Delta 8:00 a.m. - 11:00 a.m.

Ozark 12:00 p.m. - 3:00 p.m.

7. Special Housing Visitation:

Low Component will have visiting every second Monday, in the visiting room between the hours of 8:00 a.m. and 3:00 p.m. The Medium Component will have visiting every second Monday, in the visiting room between the hours of 8:00 a.m. and 3:00 p.m. All SHU visits will be scheduled by appointments only.

8. Inmate Responsibilities and Expectations:

Visitation will be **non-contact**. Visitor will be required to maintain at least six feet of distance while visiting at all times. No food or drinks will be authorized. All visits are supervised visually. Any apparent violation of institution regulations by the visitor and/or inmate may result in the termination of the visit.

The visiting room and outside visiting patio areas are designated as "No Smoking" areas. Patio areas will not be open during visiting periods at any of the components.

The Duty Officer or Operations Lieutenant is authorized to terminate visits due to overcrowding to remain in compliance with social distancing practices or for improper conduct, including the violation of any rule or regulation by the inmate or his visitors. Prior to terminating visits due to overcrowding a request for volunteers to leave will be made. The frequency of visits and distance traveled will be considered when terminating a visit due to overcrowding. Should all factors equate, visits will be terminated on a basis of first to enter, first to leave.

9. Visitor Expectations:

Visitors will be required to wear CDC approved face coverings, excluding bandanas. Face coverings with vulgar language or art are prohibited.

Inmates and visitors will be required to wear face coverings at all times during visits and maintain at least six feet of distance while visiting.

Visitors will be required to identify themselves by removing their face coverings at the screening site, front lobbies, and control areas.

Visitors entering the institution are required to be appropriately attired. All visitors must adhere to the following dress code. Casual attire is permissible, but clothing must be worn in a conservative manner. Absolutely no suggestive or revealing clothing will be

permitted in the institution. Admittance of the visitors is up to the discretion of the Front Lobby Officer, Lieutenants, and/or the Institution Duty Officer. The following is a list of clothing that is NOT permissible:

- No clothing made from "see-through" material; including lace;
- No sleeveless shirts, blouses, or dresses;
- No shirts, blouses, or dresses that reveal the stomach, back, or thigh. To include tank tops, halter tops, crop tops, etc.;
- No skirts, split skirts, dresses, or shorts more than three inches above the middle bend of the knee;
- No tight fitting shorts or pants. To include stretch pants, Spandex, etc.;
- No swim suits;
- No hats. Exceptions will be made for traditional religious head wear, i.e., kufi, yarmalac, tam, etc.;
- No camouflage clothing;
- No khaki colored clothing;
- No sweat suits, warm-up suits, or athletic wear;
- No sunglasses;
- No open toe shoes, sandals

10. Vending and Personal Belongings:

Personal Items: A small see-through clear plastic purse/bag will be utilized to carry authorized items into the institution. Items not authorized to be carried into the institution can be secured in the provided lockers. The following items are authorized to be carried:

- Diapers, formula, baby food (commercially sealed), and one (1) blanket, necessary for an infant, but, only in an amount which can be used during the length of the visit;
- Life sustaining medications, i.e., Nitroglycerin tablets, inhalers, etc.

The following items will **NOT** be permitted to enter the institution:

- Strollers or baby carriers
- Baby powder or creams

- Food or drinks
- Candy
- Tobacco products
- Matches or lighters
- Toys or games
- Photographs
- Personal or business papers
- Electronic communication devices (cellphones, watches, tablets, etc. > e.g., Apple, Samsung)
- Writing implements
- Medications - Except as noted above
- Animals. Animals are not authorized on institution grounds. Exception: Animals trained to assist disabled persons, e.g., seeing eye dogs for the blind, will be authorize

Approved by:

DeWayne Hendrix 9/22/20

DeWayne Hendrix, Complex Warden

DISTRIBUTION:

Warden

Associate Wardens

Executive Assistant/Satellite Operations Administrator

Department Heads