



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution  
JBMDL, NJ 08640

**OPI:** Correctional Services  
**Number:** FTD 5267.09K  
**Date:** April 24, 2023  
**Subject:** Visiting Regulations

# Institution Supplement

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1. **PURPOSE:** To establish visiting procedures at the Federal Correctional Institution and Satellite Camp at Fort Dix, New Jersey. This supplement will be made available to all visitors on the BOP public website.
2. **DIRECTIVES AFFECTED:**
  - A. **Directives Rescinded:**  
Institution Supplement FTD 5267.09J *Visiting Procedures*, December 11, 2019
  - B. **Directives Referenced:**  
Program Statement 1315.07 *Legal Activities*, Inmate, November 5, 1999  
Program Statement 4500.12 *Trust Fund/Deposit Fund Manual*, March 14, 2018  
Program Statement 5100.08 CN-1 *Inmate Security and Custody Classification*, September 4, 2019  
Program Statement 5267.09 *Visiting Regulations*, December 10, 2015  
Program Statement 5270.09 CN-1 *Inmate Discipline Program*, November 18, 2020  
Program Statement 5270.11 *Special Housing Units*, November 23, 2016  
Program Statement 5280.09 *Inmate Furloughs*, January 20, 2011  
Program Statement 5360.10 CN-1 *Religious Beliefs and Practices*, October 24, 2022  
Program Statement 5500.14 *Correctional Services Manual*, January 2, 2018  
Program Statement 5510.15 *Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities*, July 17, 2013  
Program Statement 5521.06 *Searches of Housing Units. Inmates and Inmate Work Areas*, June 4, 2015  
Program Statement 5522.02 *Ion Spectrometry Device Program*, April 1, 2015  
Program Statement 7331.04 *Pre-Trial Inmates*, January 31, 2003
3. **STANDARDS REFERENCED:** American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, and 4-4504.
4. **FACILITY ADDRESS/PHONE NUMBER:** The institution address and phone number are as listed below.  
**Address:** FCI Fort Dix  
P.O. Box 38  
Hartford Road  
JBMDL, NJ 08640  
**Phone:** 609-723-1100

5. **DIRECTIONS & TRANSPORTATION TO THE INSTITUTION:**

**From Philadelphia Crossing Ben Franklin Bridge:**

Cross bridge and follow 30 East to 38 East. Follow 38 East approximately 20 miles, turn left onto Route 616 (Pemberton). Go two stop lights and turn right onto Route 630. This will change to Pointville Road, continue until the institution check point is reached.

**From Northern New Jersey from Turnpike:**

Follow Turnpike to exit 7, follow 206 South until you reach Route 630 (Woodlane Road). Turn left and continue through two stop lights. This will change into Pointville Road, continue until the institution check point is reached.

**From Delaware, Virginia or Maryland:**

Follow 95 North to 295 North. Take Exit 40 (38 East). Follow 38 East approximately 20 miles, turn left onto Route 616 (Pemberton). Go two stop lights and turn right onto Route 630. This will change to Pointville Road, continue until the institution check point is reached.

Transportation to and from the institution may be gained by calling:

Burlington, NJ	VIP Taxi Service	609-386-9099
Pemberton, NJ	Airport Taxi Service	856-308-3030
Mount Holly, NJ	Bordentown Taxi & Limo	609-800-3500
Bordentown, NJ	Bordentown Taxi Service	609-372-7171

6. **PROCEDURES:**

**Visiting Schedule:** The following procedures are in effect at the Federal Correctional Institution (FCI) and Satellite Camp located at Fort Dix, New Jersey. [Visiting schedule has been temporarily modified. Please see Attachment D for more information.]

The Federal Prison Camp will have visits from 8:30 a.m., to 3:00 p.m., on Saturdays, Sundays, Mondays and Federal holidays.

The East and West Compound will have visits from 8:30 a.m. to 3:00 p.m., Sunday, Friday, and Saturday of each week to include Federal holidays. Visits on Monday will be held from 8:30 a.m. to 12:00 p.m., on the East and West Compound.

SHU visits will be held from 12:00 p.m. to 3:00 p.m. on Mondays, to include Federal holidays that fall on Mondays. Legal visits will be permitted to continue throughout the day.

There will be no visiting on Tuesdays, Wednesdays, or Thursdays unless a Federal holiday falls on one of these days.

At 3:00 p.m. on visiting days, visitors and inmates will be required to separate and the visitors will be processed out of the visiting room in groups of 10 or less. It is expected that all visitors will be out of the institution by 3:30 p.m. visitor processing in the front lobby ceases at 2:00 p.m.

Visitors must leave the institution grounds once their visit has been completed.

**Limitations of the Institution:** Each inmate will be allotted eight (8) points at the beginning of each month to be used as follows:

- A. Number of Visits/Frequency of Visits will be based on a point system. On the first day of each month, inmates on the East and West Compounds will be credited 8 points. East and West Compound inmates will be charged two points for visits on the weekend and one point for visits during the weekday. No points will be deducted for legal visits and Federal Holidays. Visiting points are automatically deducted by the Computer Visiting Program. When inmates have exhausted their points, visiting privileges will be discontinued until the first day of the upcoming month. Points will not carry over from one month to the next.

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

- B. No more than three adults and three children will be allowed to visit one inmate at a time without prior approval. Visitors and inmates will sit facing each other while in the visiting room. Inmates and visitors will not be permitted to sit side by side.
- C. Visiting may be curtailed or terminated due to an emergency, improper conduct on the part of an inmate and/or his visitor(s), or when the visiting room becomes overcrowded. The maximum occupancy for each visiting room is as follows: East 250; West 350; Camp 150.
- D. Should it become necessary for the Visiting Room Officer to curtail or terminate visiting due to overcrowding, the Institution Duty Officer (IDO) will be notified. If the IDO is not present, the Operations Lieutenant will make the decision. When determining visits to be terminated due to overcrowding, visitors from the local commuting area (within a 100 mile radius) will be the first to be terminated. If overcrowding continues to be a concern, those visitors who entered the visiting room first based on their sign-in time will have their visits terminated.
- E. Due to the time and administrative costs involved, most visits must be scheduled during regular visiting hours. When a visit cannot be scheduled during regular visiting hours, it is the responsibility of the respective unit team to provide supervision.
7. **VISITING LIST REQUIREMENTS:** For inmates transferring from other institutions, the approved visiting list from the previous institution will be honored for a period of 30 days, unless unusual circumstances exist. If the unit team discovers missing documentation upon their review of the visiting list, the inmate will be advised by the counselor to forward the necessary forms to the visitor(s). This will allow the proper updating and processing of the visit request for non-immediate family members. Inmates will be allowed to make changes to their visiting list once every six month period. The unit team will be responsible for establishing an inmate's approved visiting list. The inmate is responsible for sending the Visitor Information form

(BP-S629.052) to a potential visitor. The form is to be completed in its entirety and returned to the inmate's counselor only by regular mail. Faxed copies will not be accepted. The inmate's respective unit team will make the final decision for approval or disapproval and will notify the inmate of each approval or disapproval of a requested person for his visiting list. Except for immediate family, visitors will not ordinarily be placed on more than one inmate's approved visiting list. If a visitor is denied entrance due to a documented restriction, the Operations Lieutenant and IDO will be the final deciding factor in a visitor's denial, and responsible for explaining the reason for denial.

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. 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."

8. **EXCEPTION TO PRIOR RELATIONSHIP REQUIREMENT:** Visits are permitted to those individuals on the inmate's approved visiting list. The inmate must have known the proposed visitor prior to incarceration. The Warden must approve any exception to this requirement and a background check will be completed prior to placing the visitor on the visiting list.
9. **SPECIAL VISITORS:** Special visits are defined as authorized visits on days other than the inmate's designated visiting day. All special visits must be approved by the Associate Warden over unit management through recommendation by the inmate's respective unit team. All special visits will be arranged and supervised by the staff member or department requesting the visit.
10. **CONSULATE VISITS:** Whenever it has been determined an inmate is a citizen of a foreign country, the Consulate of that country will be permitted to visit on matters of legitimate business. This privilege will not be withheld even though the inmate may have had visits suspended through the discipline process or be confined in the SHU. The requirement for the existence of an established relationship prior to incarceration does not apply to consular visitors.
11. **ATTORNEY VISITS:** Visits by retained, appointed, or prospective attorneys or by an attorney who wishes to interview an inmate as a witness will be permitted. Attorneys may be placed on the inmate's visiting lists and visit during normal visiting hours without prior notice. If an attorney is not on the inmate's visiting list, the attorney must make prior arrangements through the inmate's Unit Team. A memorandum shall be prepared by a member of the Unit Team to the Associate Warden advising him/her that an attorney visit has been arranged. Copies of the memo shall be forwarded to the Front Lobby, Control Center, and Checkpoint Officers. In special circumstances where an advance appointment is not practical an effort shall be made to accommodate the attorney. The attorney at that time must produce a bar card or other proof of licensure as detailed below. For attorney visits, papers or gifts are not to be exchanged. A reasonable amount of legal papers (normally what can fit inside a brief case) may be brought into the visiting room by an inmate's attorney.
  - A. Attorney visits will ordinarily take place during regular visiting hours. The unit team will be responsible for providing adequate supervision for attorney visits during non-visiting periods. Prior to approving each visit or placing the attorney on an inmate's visiting list, attorneys are required to identify themselves (an American Bar Association identification card is considered a standard form of identification) and confirm that they wish to visit an inmate.

- B. The institution reserves the right to refuse or limit admission to those who fail to comply with regulations. If there is a question about identity of the attorney or his/her qualifications as an attorney, the matter should be referred to the FCI Fort Dix Attorney.
  - C. Visiting attorneys will be subject to a search of their person and belongings for the purpose of ascertaining if contraband is present. They will also be required to read and sign a Notification to Visitor Form (BP-S24.022), concerning the introduction of contraband.
  - D. Inmate/attorney visits will take place in a private conference room located within the visiting room. If all the rooms are in use, the visit may take place within the regular visiting room or the inmate and attorney will be offered the opportunity to reschedule the visit when a private conference room is available. The Warden must authorize the use of tape/video recording devices by attorneys during the course of the visit. The attorney must stipulate in writing in advance of the visit that the only purpose of the recording is to facilitate the attorney/client relationship.
  - E. Any immediate grievance or concerns an attorney may have concerning his client which are deemed appropriate for response during the visit are to be referred to the appropriate Unit Manager or IDO.
  - F. Attorneys will normally visit only one (1) inmate at a time unless prior written approval has been obtained from the Captain or the Associate Warden over Correctional Services. An attorney may be permitted to take from the institution or give the inmate legal documents with prior written permission of the Associate Warden or his/her designee. The approval memorandum should be forwarded to the visiting room officer. Ordinarily, this material is not to be read by a staff member except with the consent of the attorney and/or the inmate.
  - G. Inmates will not participate in legal or attorney visits against their will.
12. **DEPOSITION AND VIDEO CONFERENCE:** These will be approved through the Legal Department and the Warden, and then forwarded to the Unit Team for processing.
13. **MINISTER OF RECORD/CLERGY VISITS:** An inmate may receive visits from his Minister of Record. However, a written request must be submitted to the Chaplain. Upon approval, unit staff will add the name and title (Minister of Record) to the inmate's visitor list. An inmate may only have one (1) Minister of Record on his visiting list at a time. The addition of the Minister of Record will not count against the total number of authorized regular visitors an inmate is allowed to have on his visiting list, and will not count against the total number of social visits.

Special clergy visits may occur if they are approved in advance by the Chaplain and unit manager and if they meet an inmate's specific religious needs that are unavailable at this institution, or to assist the inmate in counseling and discussion of family problems. These visits will take place within the regular Visiting Room. If the need is such that a private area is recommended by the Chaplain for the visit, then the Chaplain will arrange for the area where the visit takes place. In conjunction with the Unit Manager, the Chaplain will arrange for staff supervision of the visit. Clergy will also be required to read and sign a Notification of Visitors Form BP-S224.022, concerning the introduction of contraband. The requirement for the

existence of an established relationship prior to incarceration does not apply to visitors of this category.

Clergies are permitted to bring religious materials (Bible, pamphlets, paper, etc.) into the institution but are prohibited from leaving these materials with an inmate.

Visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures, and will count against the total number of regular visits allowed.

14. **RECORD OF VISITORS:** All visiting records will be forwarded to the Captain's Office at the close of each visiting period, where they must be maintained for review purposes. The Visiting Room Officer will maintain a daily log of all visits. The Visiting Room computerized program will be utilized to record all visits received by the inmate documenting time of entry and departure. Should the computerized system be inoperable, the Computer Services Manager will be contacted immediately. However, if problems persist, and the program is not working, the Unit Team staff will review inmate files for the prescribed inmate to ascertain who is authorized to visit the inmate. The Front Lobby officer will ensure visitors log their time of arrival and departure in the Inmate Visiting Log Book. Front Lobby staff will document visits which have been denied for any reason followed by verification for the Operations Lieutenant. In addition, a Visitor denial memorandum will be completed and sent to the Captain.
  
15. **APPROVED VISITOR DRESS CODE:** Inmates are responsible for informing their prospective visitors of the dress attire permitted in the visiting room. Visitors are expected to wear clothing which is neither provocative nor enticing to the extent that a disruption to the orderly running of the institution could ensue. Clothing which is similar to and resembles the style or color of that issued to inmates (for example, khaki colored clothing with plain white or khaki shirt at the FCI or dark green trousers with plain white or dark green shirt at the FPC) is not allowed to be worn inside the Visiting Room. Clothing which is sexually suggestive or revealing is prohibited. No bare feet will be allowed except for infants.
  
16. **PROHIBITED ATTIRE:**
  - A. Shorts of any kind (except for small children under age of 10)
  - B. Transparent garments of any kind (made of sheer, net, mesh or transparent material).
  - C. Sleeveless blouses (shirts must cover entire shoulder)
  - D. Bathing suits
  - E. Crop tops
  - F. Sun dresses
  - G. Halter tops or tops which expose the shoulders or mid-section
  - H. Backless tops
  - I. Hats or head coverings (other than those worn for religious purposes)
  - J. Wrap around skirts, shirts or dresses
  - K. Spandex pants, tights or Leotards
  - L. Sweat pants/sweat shirts
  - M. Shirts or jeans with holes
  - N. Low cut blouses/dresses which expose the chest or midriff
  - O. Hooded clothing of any kind, i.e. Coats, jackets, shirts, etc.
  - P. Skirts/dresses more than 2 inches above knee level

- Q. Open toe Shoes
- R. Flip-flop style beach shoes
- S. Camouflage clothing

17. **HOLDOVER PROCEDURES:** The procedures specified in this supplement apply to all inmates housed at this institution.
18. **FRONT LOBBY OFFICER:** When an inmate receives a visit, the front lobby officer will identify the visitor, have him or her sign the visiting log, and fill out a Notification to Visitor Form (BP-224), dated June 10. The officer will ensure the visitor is on the inmate's approved visitation list. The officer will ensure the visitor and his and/or her personal effects are thoroughly searched and his and/or her hand is stamped appropriately. The front lobby officer #1 will ensure all visitors are accurately loaded into the web visiting program, maintaining an accurate count of visitors and inmates in the visiting rooms at all times. The Visitor Sign-in Log will be a bound ledger and the assigned officers will ensure it is completed properly and maintained on the post.
19. **VISITING ROOM OFFICER:** The visiting room #1 officer will positively identify the visitor and log the date, visitor's name, and time the visitor(s) arrive in the visiting room. The time of their departure from the visiting room will also be logged. The visiting room #3 officer will also be responsible for logging in the time the inmate enters and leaves the visiting room. The visiting room #2 officer will maintain supervision of the inmates and their visitors at all times. This officer will accomplish this by continuous roving throughout the visiting room.
20. **SUPERVISION:** It is the responsibility of all visiting room officers to ensure the visiting room regulations are followed as outlined in this supplement and that visits are conducted in a quiet, orderly, and dignified manner. Direct observation of visits is not required at all times, but officers will constantly observe the general visiting areas. Inspections should determine that visits are being conducted in an acceptable manner.

At no time will the visiting room officer be allowed to accept articles or gifts of any kind from an inmate or visitor. No items will be given to visitors by an inmate without the prior written approval as noted in this supplement.

The visiting room officers should be aware of any article(s) passed between the inmate and his visitor. If there is substantial basis to conclude that materials are being passed which constitute contraband, or are otherwise in violation of the law or regulations, the visiting room staff may examine the materials. The Operations Lieutenant will be consulted in questionable cases.

21. **VISUAL/STRIP:** At the FCI a pat search of each inmate is required prior to the inmate being allowed to visit. A visual/strip search will be conducted on every inmate returning from a visit in the FCI. Additionally, every inmate will be screened with a handheld metal detector during the visual/strip search. All searches will be conducted in private, out of the sight of visitors and other inmates. Camp inmates will be pat searched, with visual/strip searches being conducted at the end of the visit.
22. **RESTROOM:** Restroom facilities for visitors are located inside the visiting room. Inmates, only under the direct visual supervision of visiting room staff, will be authorized to utilize the restroom

located in the search/shakedown area. The following schedule will ordinarily be followed for inmate bathroom breaks: 10:00 a.m., 12:00 p.m., and 2:00 p.m. Inmates will randomly receive a visual search prior to being allowed to use this restroom.

23. **INMATE DRESS CODE:** All inmates must wear issued khaki uniforms at the FCI and dark green uniforms at the FPC. Inmates in the SHU will wear an issued orange jumpsuit. Socks must also be worn. Inmates will wear their issued black work boots, the tan colored "Timberland boot" or medical shoes if they have a soft shoe pass from Health Services. Inmates must be properly groomed and no inmate will be allowed admittance to the visiting area if his neglect of the ordinary requirements of personal hygiene would offend others.
24. **INMATE PROPERTY AUTHORIZED:** The inmate will not take anything to the visit except necessary items identifiable as: one (1) pair of prescription glasses, one (1) plain wedding band, one (1) religious medallion and one (1) white handkerchief. Necessary legal papers will be permitted during a visit with an attorney if approved in advance as noted in this supplement.
  - A. Medication, such as nitroglycerin tablets, may be permitted when authorized by the HSA. Other types of medications, such as inhalers for asthma patients or required drugs needed on a daily basis may be brought into the Visiting Room and remain at the officer's desk. Oxygen tanks will be permitted once they have been checked by the visiting 1 officer prior to being brought into the visiting room. All items will be logged into the Visiting Room Inmate Property Log, and maintained by the visiting room 3 officer.
25. **IDENTIFICATION REQUIREMENTS:** Visitors will not be permitted entry without proper identification. All visitors 16 years or older must display photo identification before being permitted into the institution. The Operations Lieutenant or IDO will be notified in cases involving questionable identification. Proper identification is identified as a valid driver's license with photo, passport, a state identification card with photo or any other government issued identification card with a photo. All visitors will have one of their hands marked with a "black light" stamp and be identified using the "black light" lamp prior to being allowed beyond the inside of the sally port. Visitors, who do not have the ink stamp, will be held in the sally port until a lieutenant arrives to investigate the situation and further identify the visitor. The lobby officer will rotate or choose at random the number sequence of the stamps to use each day and the hand to be stamped. Both will be identified and logged.
26. **VIOLATIONS OF REGULATIONS AND/OR INTRODUCTION OF CONTRABAND:** In order to ensure a visitor is aware of the above policy, each adult visitor, sixteen (16) years of age and older, will complete and sign a Notification to Visitor Form (BPS224.022), acknowledging his or her awareness and understanding of the possible penalties for violation of the visiting room regulations and/or introduction of contraband into the institution. At the completion of each visiting day, these forms will be sent to the Captain's Office, where they will remain on file for one (1) year. If a visit is terminated because of a violation of regulations, the officer identifying the violation will ordinarily prepare and submit an incident report on the inmate(s) involved. Refusal by the visitor to cooperate in the interview and to provide a written statement will be documented and submitted to the Captain. If it becomes necessary to warn an inmate concerning violations of visiting regulations, the visiting room officer will document the warning in writing in a log book. This log book will remain in the visiting room. Inmates who violate the institution visiting regulations may be subject to disciplinary action and loss of their visiting privileges.



27. **SEARCHING OF VISITORS:** A visitor who exercises his or her option of refusal by objecting to any search, test or entrance procedures must leave the institution grounds. Staff will deny admission to any visitor who refuses to be screened by a metal detector, ION Scanner, pat search or who refuses to undergo a search of personal items (i.e.: purse, coats, bags, briefcases, etc.). Visitors, who refuse any such search or procedures and elect to leave the institution, will not be permitted to return for a visit without prior approval of the Associate Warden over Correctional Services.

Visitors will be required to submit to a search before entering the institution by electronic means (i.e. walk-through and/or handheld metal detectors). Their personal items will also be searched and what is determined unauthorized must be returned to the visitor's vehicle. It is not the institution's responsibility to store personal effects or be responsible for any missing items.

28. **METAL DETECTORS:** All visitors must clear a metal detector. Visitors failing to clear a walk-through metal detector must be searched using a hand-held metal detector. Failure to clear the hand-held metal detector may qualify as reasonable suspicion to perform a pat or visual search. Failure to clear the walk-through metal detector, as well as the hand-held metal detector will result in being denied in the institution. Visitors who cannot pass the walk through metal detector for medical reasons (surgically implanted pins and plates that will not clear the metal detector) must present to the lobby officer a medical certificate stating he or she has metal in his or her body. The certificate must say where the metal is located and be signed by a doctor. The lobby officer may then use the handheld metal detector to screen the visitor, and conduct a visual examination of the area. If the area is of a sensitive nature, the Operations Lieutenant and IDO will be contacted.

A visual search of any visitor will require the Warden's approval. Visitors requiring wheelchairs will keep their personal wheelchair. A thorough search of the wheelchair must be conducted prior to entering the Visiting Room.

29. **CONTROLLED VISITING – DENYING VISITS/VISITING RESTRICTIONS:** Visiting may be terminated early because of an institutional emergency, inappropriate behavior on the part of an inmate or his visitor(s), or when the visiting area becomes overcrowded. Prior to terminating visits due to overcrowding, a request for volunteers to leave should be made. The frequency of visits and distance traveled should be considered when terminating a visit due to overcrowding. Should all factors equate, visits should be terminated on a basis of first to enter, first to leave. Anytime a visit is denied or terminated, the Visit Denial Memorandum Form (Attachment C), will be completed by the respective staff. The form will be signed by a Lieutenant or Duty Officer and forwarded to the Captain. Visiting may be restricted to control situations or more closely supervised visits when there is a suspicion that a visitor is introducing or attempting to introduce contraband or when there is concern based upon sound correctional judgment about the visitor presenting a risk to the orderly operation of the institution or Visiting Room. Such violations will be cause for termination of the visit and disciplinary action will be taken against the concerned inmate. Such actions may be cause for removal of a particular visitor from the inmate's approved visiting list.
30. **AUTHORIZED ITEMS:** Visitors may not give to or receive any items from an inmate in the visiting room. All authorized items entering the visiting room must be carried in a clear plastic container. Each visitor will only be allowed to bring in one container. The container will not be

more than 1 cubic foot (1 foot deep and 1 foot wide). Permitted items for infant children include 3 clear, 3/4 full liquid formula/milk bottles, 2 jars of unopened baby food, 1 pack of baby wipes, 5 extra diapers, 1 blanket, and 1 change of baby clothes. These items must pass a security check via an electronic detection device and a visual search. No strollers will be authorized. Items prohibited from being brought into the visiting room by visitors are weapons, ammunition, drugs/narcotics, food, newspapers, magazines, pagers, cellular telephones, recording equipment, photography equipment, radios, tape players, PDAs, pictures and tobacco products. Money will not be accepted for deposit to the inmate's account through the visiting room. A maximum amount of \$20.00 may be brought into the institution in small bills, (\$1.00 and \$5.00 bills) for the purchase of food items in the vending machines. Any items not allowed to be brought into the institution may be left in the visitor's vehicle or in one of the lockers provided in the front entrance. Visitors are precluded from bringing animals on institutional grounds, except for dogs which assist persons with disabilities. In such cases, the visitor must provide staff with certification that the dog is trained for that purpose. Paperwork approved for the inmate to take into the visiting room will be searched by unit team staff prior to entry into the visiting room. Signatures or receipt of legal papers are not permitted except by approval of the unit manager or IDO. Legal papers should be mailed to the institution in every other case. Visitors of any type (i.e.: social, lawyer, consulate, etc.) may not leave any money for deposit in the inmate's account. Food items are not permitted to be brought into the institution, except baby bottles as discussed above.

31. **SPECIAL RULES FOR CHILDREN AND PARENT/CHILDREN'S AREA:** Each inmate having a visit must assume reasonable responsibility for his visitor's conduct. Children should be controlled to the extent of consideration for others and not be permitted to wander from the immediate area, run about the visiting room or create noise that disturbs other visits. Failure to control children will result in termination of the visit.

Parent/Children's Areas located within each visiting room are for the use of inmates that have completed the Parenting Program. Inmate parents are expected to control the behavior of the children in the Parent/Children's Area. The use of the Parent/Children's Area is for one hour only, per visit. Only the inmate parent and up to two children, 10 years of age and under, are allowed in the Parent/Children's Area. If there are more than two children visiting, the other children will remain in the common area with a guardian. Prior to use of the room, the inmate parent must receive approval from the Parenting Coordinator, Education Department. Only one family will be allowed to use the Parent/Children's Area at a time, unless prior authorization is received. No food or drink is permitted in the Parent/Children's Area and it is the responsibility of the inmate parent to ensure that the room is clean and returned to the way it was found once exiting.

Any inmate with a prior history of Child Sexual Molestation, Child Pornography, Introduction of Contraband, and/or Domestic Violence will not be authorized to use the Parent/Children's Area.

Sign up for use of the Parent/Children's Area will be the responsibility of the Parenting Coordinator, Education Department. Education will furnish the approved inmate parent and child visitor list and schedule to Visiting Room prior to the start of visiting for the week.

32. **SPECIAL HOUSING UNIT (SHU) VISITS:** FCI Fort Dix does not have non-contact visiting areas. Providing the inmate's visiting privileges have not been denied, inmates assigned to the

Special Housing Unit (SHU) will ordinarily be permitted to visit in the institution's visiting room. No more than ten (10) SHU inmates will be allowed to visit at one time. SHU inmates will be processed and seated in a location directly in front of the officer's desk. SHU inmates will only wear the orange/red jumpsuit that is standard issue in the SHU. Staff will closely monitor the inmates and visitors.

The SHU officer-in-charge, the SHU Lieutenant and visiting OIC will communicate to ensure inmates with CMC assignments to include (Separation) are never in the visiting room at the same time. SHU inmates will be restrained when they are taken out of their cells and escorted to the SHU Gate. SHU Staff will restraint SHU inmates with visits, and contact the compound officers for escort. The compound officers will escort the inmates over a closed compound to the Visiting Room. Should the visit be denied for security reasons, the shift lieutenant will carefully explain the reasons for the denial to the visitor. A memorandum to the Captain will be prepared explaining the supervisor's denial, with a copy to the Warden.

Once the visit is completed, the inmate(s) will be escorted back to the SHU over a closed compound. SHU staff will meet the compound officers on the first floor of R&D West. The inmate(s) will be escorted to the visual search area on the first floor of R&D, visually searched and escorted to their cells.

33. **OUTSIDE HOSPITAL VISITS:** Visits to inmates hospitalized in the community will be restricted to members of the immediate family with prior written approval from the Warden. All visitors are subject to the visiting policy of the outside community hospital.
34. **WALSH ACT REQUIREMENTS:** Any inmate identified as having a Walsh Act assignment involving a minor will have his visits closely monitored. Seating arrangements for inmates under this classification will be assigned at areas adjacent to the officers' station in order to facilitate close supervision.

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."

35. **ION SPECTROMETRY DEVICE PROGRAM:** The Ion Spectrometry Device Program is a minimally intrusive method for screening people, their belongings, mail and packages for the presence of illegal substances. A confirmed positive test result for an illegal substance(s) satisfies the reasonable suspicion standard warranting further investigation, searches, controlled visitation, or denied visitation of a visitor.

If an inmate visitor tests positive for the presence of an illegal substance(s) the Warden or his designee possesses the discretion to require a pat/visual search as a prerequisite to visitation, or a complete denial of visitation. A sign posted at the Front Lobby entrance of the institution warns visitors that an electronic contraband detection device is in use at this institution. The sign is available in English and Spanish. If an illegal substance is identified on the visitor's person or belongings, the individual will be denied entry into the institution.

- A. **Visitor Testing:** All visitors, including contractors and volunteers, except as noted below, are subject to testing through the Ion Spectrometry Device Program.

Ordinarily, Department of Justice employees, state and local law enforcement personnel, Members of Congress, and members of the Judicial Branch are not screened by the Ion Spectrometry device. However the Warden reserves the right to test these individuals prior to entering the facility.

- B. **Random Selection Testing:** While all visitors are subject to testing, institution resources and time management will ordinarily make testing every visitor impractical. Consequently, random visitor testing will occur. The random selection testing method will be determined by the Operations Lieutenant.

The following are samples of random selection methods:

- A) "Every third visitor"
- B) "Test four, skip two"
- C) Test two, skip four, test three, skip four"

At no time will disciplinary action be taken against an inmate when an individual scheduled to visit the inmate tests positive for a controlled substance.

Prior to denying visitation, the Warden or his designee will assess each positive confirmed test on its own merit.

1<sup>st</sup> Offense: Visiting privilege suspended for 48 hours.


2<sup>nd</sup> Offense: Visiting privilege suspended for 30 days.

3<sup>rd</sup> Offense: Visiting privilege suspended for 90 days.

4<sup>th</sup> Offense and subsequent Occurrences, Visiting privilege will be suspended for 180 days.

Any visitor that fails to submit to a random drug screening or refuses a pat/visual search will be denied access to the institution.

36. **ORIGNIATOR:** Correctional Services.

  
Stevie M. Knight  
Warden

DISTRIBUTION:  
Associate Wardens  
Department Heads  
AFGE Local 2001  
Master File

Attachment A - Inmate Request of Immediate Family to Visiting List

Attachment B - Inmate Personal Property Log

Attachment C - Termination of Visit/Visit denial memorandum

Attachment D - Modified Visiting Schedule - June 15-August 26, 2024

ATTACHMENT A

INMATE REQUEST OF IMMEDIATE FAMILY TO VISITING LIST

INMATE'S NAME/Bldg. # \_\_\_\_\_ REGISTER # \_\_\_\_\_

<i>Visitors Last Name</i>	<i>Visitors First Name</i>	<b>ADDRESS (House/Bldg.#, Street, Apt. #, City, State and ZIP Code)</b>	<b>RACE</b>	<b>PHONE # (xxx) xxx- xxxx</b>	<b>DATE OF BIRTH mm/dd/yy</b>	<b>RELATIONSHIP TO INMATE</b>

\* - Hispanic is Ethnic Background, not Race

**IMMEDIATE FAMILY TO INCLUDE: MOTHER, FATHER, STEP/FOSTER PARENTS, BROTHERS, SISTERS, SPOUSE, and CHILDREN**

INMATES SIGNATURE \_\_\_\_\_

COUNSELORS SIGNATURE \_\_\_\_\_



Attachment C



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution  
JBMDL, NJ 08640

MEMORANDUM FOR ERIC WALTERS, CAPTAIN

THRU: \_\_\_\_\_, Deputy Captain

FROM: \_\_\_\_\_, (Staff initiating termination/denial)

SUBJECT: Termination of visit/Visit denial.

The below listed visitor(s) was/were denied visiting or had their visit terminated for the following reason(s):

- \_\_\_\_\_ 1. Improper Dress
- \_\_\_\_\_ 2. Not on Visiting List
- \_\_\_\_\_ 3. Wrong Visiting Day
- \_\_\_\_\_ 4. Second visit on the Same Day
- \_\_\_\_\_ 5. Other/Overcrowding (explain) \_\_\_\_\_

Visitor's Name: \_\_\_\_\_

Inmate's Name: \_\_\_\_\_

Inmate's Reg. No.: \_\_\_\_\_

Notification/Approved: \_\_\_\_\_

Lieutenant or Duty Officer Printed Name/Signature:

\_\_\_\_\_



# Attachment D



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

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*P.O. Box 38*  
*Joint Base MDL, NJ 08640*

June 10, 2024

**MEMORANDUM FOR ALL CONCERNED**

**FROM:** *R. Thompson*  
R. Thompson, Warden  
FCI Fort Dix

**SUBJECT:** Temporary Visiting Schedule

Effective immediately, the visiting schedule will be modified as outlined below. This schedule is temporary.

June 15 <sup>th</sup>	East Side
June 16 <sup>th</sup>	West Side/Camp
June 17 <sup>th</sup>	SHU Only
June 19 <sup>th</sup> (Holiday)	West Side/Camp
June 22 <sup>nd</sup> - 23 <sup>rd</sup>	West Side/Camp
June 24 <sup>th</sup>	West Side/Camp/SHU
June 29 <sup>th</sup> - July 1 <sup>st</sup>	East Side
July 4 <sup>th</sup> (Holiday)	East Side
July 6 <sup>th</sup> - 7 <sup>th</sup>	West Side/Camp
July 8 <sup>th</sup>	West Side/Camp/SHU
July 13 <sup>th</sup> - 15 <sup>th</sup>	East Side
July 20 <sup>th</sup> - 21 <sup>st</sup>	West Side/Camp
July 22 <sup>nd</sup>	West Side/Camp/SHU
July 27 <sup>th</sup> - 29 <sup>th</sup>	East Side
August 3 <sup>rd</sup> - 4 <sup>th</sup>	West Side/Camp
August 5 <sup>th</sup>	West Side/Camp/SHU
August 10 <sup>th</sup> - 12 <sup>th</sup>	East Side
August 17 <sup>th</sup> - 18 <sup>th</sup>	West Side/Camp
August 19 <sup>th</sup>	West Side/Camp/SHU
August 24 <sup>th</sup> - 26 <sup>th</sup>	East Side

Saturdays/Sundays/Holidays: 8:30 a.m. - 3:00 p.m.

Mondays: 8:30 a.m. - 12:00 p.m. (GP), 12:00 p.m. - 3:00 p.m. (SHU)