U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS
FEDERAL CORRECTIONAL INSTITUTION
FORT WORTH, TEXAS 76119

NUMBER:	**FTW 5267.08 (E)**
DATE:	**October 27, 2015**
SUBJECT:	**Visiting Regulations**

INSTITUTION SUPPLEMENT

1. **PURPOSE AND SCOPE:** The purpose of this supplement is to implement the Program Statement regarding visiting regulations. This institution supplement should be read in conjunction with the governing program statement for a complete understanding of all applicable regulations.

2. **SUMMARY OF CHANGES**:

- Section 5.A.1 – Updated main visiting room hours
- Section 5.H.7 – Added "gray" T-Shirt
- Section 5.H.9 – Added "Camouflage clothing of any type is not permitted"
- Section 5.L – Added "to include the outside visiting area"
- Attachment C, Page 1- Updated main visiting room hours

3. **DIRECTIVES AFFECTED:**

A. **Directive Referenced**:

Program Statement 5267.08, Visiting Regulations, dated May 11, 2006

Program Statement 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, dated July 17, 2013

B. **Directive Rescinded**:

Institution Supplement FTW 5267.08(D), Visiting Regulations, dated August 10, 2015

4. **CORRECTIONAL STANDARDS REFERENCED**: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499-1, 4-4500, 4-4501, 4-4503, 4-4504, 4-ALDF-2A-61, 4-ALDF-5B-01, 4-ALDF-5B-02, 4-ALDF-5B-03, 4-ALDF-5B-04, 4-ALDF-7E-05

5. **DESCRIPTION OF PROCEDURES:**

A. **Visiting Schedule**:

1) Main Visiting Room: Regular visiting hours for the main Visiting Room are 8:00 a.m. to 3:00 p.m. on Saturday, Sunday, Monday, and Federal holidays.

In an effort to accommodate the high volume of visitors, an even and odd rotation for each day of the weekend and holidays will be utilized. The rotation is based on the fifth digit of the Register Number, and will be conducted as follows:

April 15 thru October 14		**October 15 thru April 14**	
Schedule:		Schedule:	
Saturday:	Odd	Saturday:	Even
Sunday:	Even	Sunday:	Odd
Holiday:	AM – Odd PM – Even	Holiday:	AM – Odd PM – Even

Every April 15 and October 15, the weekend schedule will be alternated as noted above. This will allow for fair and equitable visitation access throughout the year. Please note the schedule for federal holidays **will not** alternate, it will remain the same all year.

2) Jail Unit: Visiting hours for inmates assigned to the Jail Unit are scheduled on a rotating basis according to the fifth digit of the inmates register number. Morning visitation is from 8:00 a.m. to 11:00 a.m. Afternoon visitation is from 12:30 p.m. to 3:30 p.m. The Jail Unit visiting schedule is as follows:

Sunday	Odd - morning	Even - afternoon
Monday	Even - morning	Odd - afternoon
Tuesday	No Visitation	
Wednesday	No Visitation	
Thursday	Odd - morning	Even - afternoon
Friday	Even - morning	Odd - afternoon
Saturday	Even - morning	Odd – afternoon

Visiting for inmates assigned to the Jail Unit is limited to members of the immediate family. Immediate family is defined as: mother, father, step-parents, foster parents, brothers, sisters, children, and spouse, to include same-sex marriages. A visitor may not visit with two inmates at the same time. Also, an inmate may not have more than two adult visitors at one time. An infant child may accompany the adults as long as the child does not occupy a seat. At the time of intake screening, all commitments will complete a visiting form which will be subsequently reviewed by the Jail Unit Manager. The visiting list will ordinarily be loaded into the computer system on the first regular workday following the day of commitment. Jail Unit inmates may receive three visits each week. Due to limited space in the Jail Unit Visiting Room, only 15 visitors will be allowed inside the room at one time.

Jail Attorney Visits: Attorneys may visit inmates assigned to the Jail Unit seven days a week from 8:00 a.m. - 8:00 p.m. Visits will be conducted in the Jail visiting legal rooms. If both rooms are in use the jail visiting area will be utilized. Refer to the Institution Supplements for Pretrial Inmates and Legal Activities, Inmate, for further information.

3) Lubbock Unit: The visiting hours for inmates assigned to the Lubbock Unit are as follows:

Sunday	8:00 a.m. to 10:00 a.m.
	1:00 p.m. to 3:00 p.m.
Monday	8:00 a.m. to 10:00 a.m.
	1:00 p.m. to 3:00 p.m.
Saturday	8:00 a.m. to 10:00 a.m.
	1:00 p.m. to 3:00 p.m.

This schedule allows medically assigned inmates who are approved to visit in the Lubbock Unit ample visiting opportunities while addressing the medical concerns of the inmate and ensuring the orderly operation of the unit. The safety and security of the institution takes precedence over the visiting program. The visiting program and visiting schedule may be adjusted and/or terminated at any time to ensure the secure, safe, and orderly running of the institution. Due to limited space and security concerns in the Lubbock Unit, only two adult visitors will be allowed to visit at one time.

B. Frequency of Visits:

Inmate social visiting will be conducted on a point system. On the first day of each month, every inmate will be given nine visiting points. One point will be deducted for each weekday visit and two points will be deducted for weekend or holiday visits. No points may be carried over to the next month. The Visiting Room #1 officer is responsible for documenting the time each inmate visit begins and ends. The visiting time begins when the inmate arrives in the Visiting Room. The Visiting Room #1 officer must monitor the number of points each inmate currently has and disallow visits when the maximum point total is reached for the month. Extra visiting points may be awarded with the approval of the Associate Warden (Programs). The inmates' Minister of Record will not count against the total number social visits allowed. In the main institution Visiting Room, each inmate may not have more than six visitors at one time, to include adults and children.

C. Responsibility:

1) Staffing: The Captain is responsible for the maintenance and assignment of officers to the Visiting Room.

2) Preparation of Visitor List:

a) The inmate's assigned correctional counselor will be responsible for evaluating the proposed visiting list submitted by the inmate. Inmates will complete a Visiting List (Attachment A), upon arrival at FCI Fort Worth. Inmates may have up to 20 approved adult visitors. An inmate may only have one 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 visitors. Persons 18 years of age or older are considered adults. Persons ages 16 and 17 may visit in accordance with the governing program statement. Visitors who are 16 or 17 years of age and not accompanied by a parent or legal guardian must have the written approval of a parent or legal guardian prior to visitation. Children under 16 years of age must be accompanied by their parent or legal guardian to be allowed into the institution.

b) Any addition to the visiting list requires preparation of a new list containing the names of all approved visitors. Updates are automatically stored in the Visiting Program available to Visiting Room staff. The correctional counselor will make visiting list

forms available to each inmate. The counselor will notify the inmate of those visitors who have been approved or disapproved within one week after the inmate submits his visiting list. Inmates must submit a request to their assigned counselor to make any changes to their visiting list. Inmates may request changes at any time.

c) It is necessary to request information for all potential visitors to include members of the inmate's immediate family, using a Visitor Information form (BP-A629), prior to approval of a visit. This form also serves as an authorization to release information. It is the inmate's responsibility to mail the Visitor Information form to the prospective visitor. These forms must be filled out and mailed back to the inmate's assigned correctional counselor. Completed forms will not be accepted from any source except official U.S. mail (i.e. faxes or forms hand delivered by an inmate or visitor will not be accepted). The correctional counselor will ensure the initial visiting list (or a notation of "No Visitors Requested" on the visiting list) is entered into the computerized visiting program, normally within five workdays after the inmate's arrival.

d) The correctional counselor will provide each inmate with a copy of the visitor guidelines and directions for transportation to and from the institution. Visiting lists are maintained in the inmate's central file and a copy is provided to the inmate. The retainment of the initial visiting list in the central file will serve as a backup system to the computerized visiting program. When the visiting program is not accessible by the visiting room officers, the unit team will be contacted to verify the approval of each inmate visitor from the inmate's approved visiting list. The Visiting Room Officer will be responsible for maintaining an accurate record of all visitors entering and exiting the institution from the Inmate Visitors logbook for entry into the visiting program at a later time.

e) Visiting privilege will ordinarily be extended to friends and associates having an established relationship prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution. Exception to the "prior relationship" rule may be made by the Warden, particularly for inmates without other visitors, unless such visits could reasonably create a threat to the security and good order of the institution.

f) The unit manager will initiate a recommendation to the Warden for any exception to the "prior relationship" rule. Approval for proposed visitors will be consistent with court-imposed sentences which carry stipulations that an inmate may not communicate with specific individuals. Approval for proposed visitors with criminal convictions will be reviewed by the unit manager and Warden.

3) Identification of Visitors and Inmates:

a) Official visitors are defined as visitors from the Department of Justice, Department of State, and local law enforcement agencies, members of Congress, and the Judiciary. After the Front Lobby officer has determined these visitors do not have in their possession any weapons, narcotics, ammunition, knives, or other contraband, they will be escorted by staff through the sallyport. Upon the conclusion of the visit, staff will escort visitors through the front entrance sallyport and sign them out of the institution. These official visitors are not required to be stamped for identification by use of a black light; however, they will be issued a visitor badge to be worn while visiting in the institution.

b) Official visitors not requiring a staff escort are properly identified FBI agents, DEA agents, U.S. Marshals' Service (USMS) officials, U.S. Probation officers, U.S. Parole Commission officials, Bureau of Immigration and Customs Enforcement agents, and Bureau of Prisons employees on official business. The Front Lobby officer will maintain a record of official visitors to each inmate. The log will include the visitor's signature, the name and register number of the inmate visited, and arrival and departure times.

c) The Front Lobby officer is responsible for identifying visitors, age 16 and above, by use of a valid proof of identity such as a valid driver's license, state-issued identification card, military identification, passport, or other valid government-issued picture identification. Additionally, Mexican Consulate Identification Cards (Matricula Consular) will not be accepted as a form of identification for visitors to enter into the institution. Each visitor, except official visitors, will be required to complete the BP-A224, Notification to Visitor form. All visitors, with the exception of children under 16 years of age, must display photo identification before being permitted into the institution. Attorneys will be requested to present a bar card in addition to a valid state driver's

license. The Front Lobby officer will stamp each visitor's hand with the black light stamp prior to his/her entrance into the institution.

d) Visitors will surrender a valid driver's license or valid photo identification to the Front Lobby officer prior to entering the institution. The surrendered identification will be collected by the Front Lobby officer. The officer will give the identification to the Control Center officer, who will keep it until the visitor is identified by the Control Center officer and released from the institution.

e) All inmates called to the Visiting Room for a visit will be required to present their Commissary ID card upon arrival at the Visiting Room. The Visiting Room officer will maintain possession of the ID card until completion of the visit. When the inmate terminates his visit, the Visiting Room officer will identify the inmate using the ID card prior to allowing the visitor to leave the Administration Building lobby.

f) The Jail Unit inmates will be identified in the Jail Unit utilizing the bed book identification cards maintained in the Jail Unit. The Jail Visiting officer identifies the inmates utilizing the inmate's identification photograph affixed to the inmate's visiting folder maintained in the Jail Visiting Room.

g) During visitor processing, visitors may be presented a pager and asked to remain in their vehicles or under the pavilion in the parking lot. The Front Lobby officer will activate the paging system upon the visitor's turn for processing.

4) Special Visits: An inmate may receive a special visit with prior approval from the unit manager. Ordinarily, justification for approval of such a visit would be for a relative living a great distance (in excess of a 300-mile radius) from the institution who would only visit once or twice during an inmate's incarceration. Special visits will only occur once every 90 days per inmate.

During normal visiting hours, the Visiting Room officer will monitor the visit. During non-visiting hours, these visits will be monitored by a member of the organizing department. Minister of Record, Clergy, former or prospective employers, sponsors, and parole advisors who are visiting in this capacity will require approval by the Warden.

5) Persons with Prior Criminal Convictions: Requests to have a special or regular visiting approval with persons with prior criminal convictions will be evaluated on an individual basis. If an inmate's unit team believes such visits would be beneficial and constructive, the following procedures will be taken:

   a) Consult with the proposed visitor's parole/probation officer, if under supervision

   b) Submit memorandum with information justifying visit through the Associate Warden (Programs) to the Warden for approval

   c) If approved, place person on the approved visiting list

6) Volunteers: Community volunteers provide an extra or needed service to groups of inmates. They may not, however, be placed on an individual inmate's visiting list.

7) Inmates in AD/DS Status: General population inmates housed in Administrative Detention (AD) or Disciplinary Segregation (DS) will visit in the Special Housing Unit (SHU) non-contact visiting room. These visits are ordinarily restricted to immediate family members only. The Front Lobby officer will process the visitor in the same manner as if the visitor was visiting an inmate in general population. Once the visitor has been cleared to visit they will be escorted to the Special Housing Unit multipurpose room. The visitors will have one hour to visit. After completion of their visit, the will be escorted back to the Front Lobby.

8) Inmates in Admission and Holdover Status: Visitors for these inmates will be limited to immediate family only. These inmates may not have an active visiting list; therefore, a member of the inmate's unit team should be contacted for visitor verification and approval. At the time of intake screening, all holdovers will complete a visiting form which will be subsequently reviewed by the unit manager. The visiting list will ordinarily be loaded into the computer system on the first regular workday following the day of commitment.

9) Inmates in Local Hospital:

   a) Visits will not normally be allowed while an inmate is in a community hospital. Exceptions may be made on a case-by-case basis but will usually only be considered if an inmate is seriously/critically ill or if the inmate has extensive hospitalization.

All requests to visit while an inmate is in the community hospital will be forwarded to the Health Services social worker. The social worker will communicate with the community liaisons to determine the nature of the hospitalization.

b) If the inmate meets the appropriate medical criteria, the social worker will forward the request to the Captain to address correctional concerns. All visitors must be on the inmate's approved visiting list or must be verifiable through the Presentence Investigation Report. Only immediate family members or designated next of kin will be considered for visitation. If the inmate meets both the medical and correctional criteria, the request will be routed from the social worker through the Captain, the Associate Warden (Programs), and to the Warden for final approval.

c) During off-duty hours, the social worker will be paged to verify the medical information and any previous visiting considerations. The Institution Duty Officer (IDO) will contact the Captain for guidance and/or approval. Since all community hospital visitation should be approved in advance, this should only occur when the inmate is hospitalized as a medical emergency.

d) Once a community hospital visit is approved, the Operations Lieutenant, Front Lobby officer, Control Center officer, and the officers supervising the inmate will be notified. Additionally, the social worker will notify the appropriate hospital liaison, and will supervise the visit.

e) After the visit is approved, the visitors must report to the institution for proper processing. The Front Lobby officer or Control Center officer will identify the visitors and ensure that proper forms are completed. The Notification to Visitor form will then be hand-carried by the visitor to the local hospital.

f) The Operations Lieutenant will notify the officer- in-charge (OIC) at the hospital of the visitor's approval and pending arrival. The visitor(s) will present the Notification to Visitor Form to the OIC at the hospital upon arrival and the form will be placed in the Local Hospital Post Orders along with the daily log. Any USMS prisoners assigned to the Jail Unit are not permitted to have visits while under USMS supervision or supervision of their contract guard agency.

10) Lubbock Unit Visitation: The Visiting Room officer will notify the Lubbock Unit officer when an inmate quartered in the unit has a visit. The officer will contact the nursing supervisor in charge to determine if the inmate is medically cleared to visit in the institution Visiting Room. If no medical reasons restrict/prevent the inmate from visiting in the main institution Visiting Room, the visit will take place in the Visiting Room during regular visiting hours.

If the Chief Medical Officer or in his/her absence, the Health Services Administrator determines the inmate cannot visit in the Visiting Room due to medical restrictions, the visit will take place in the unit as outlined below:

a) The visits will take place in the Lubbock Unit lobby during the visiting hours previously listed in Section 5.A of this supplement. The lobby will be secured so that inmates without visitors are not in the visiting areas during a visit. The duration of visits is determined on a case-by-case basis depending on the inmate's medical condition, staff limitations, etc. Ordinarily, visits will be no more than two hours in length.

b) The Visiting Room officer will notify the Operations Lieutenant that a Lubbock Unit inmate has a visit and the visit is to take place in the Lubbock Unit lobby.

c) The Operations Lieutenant will coordinate the visitor escort to/from the unit. The visits will be supervised by staff (i.e., a correctional officer, unit team, social worker, nurses, the IDO, or other available staff members). In the event there are no available staff to supervise the visit, the Operations Lieutenant or IDO will make the determination whether to proceed with or terminate the visit.

d) A total of two individuals on the inmate's approved visiting list may visit at any one visit. Visitors under the age of 16 will not ordinarily be allowed inside the Lubbock Unit. Any visitors under the age of 16 must be pre-screened by the social worker and approved by the Associate Warden (Programs). Points will be accumulated and deducted as outlined in this supplement.

e) Bedside visits may be permitted for all inmates on the serious/critically ill list or those requiring extended hospitalization. Any exceptions must be screened by the social worker and approved by the Associate Warden (Programs).

f) Visits will normally be scheduled at least one day in advance by the inmate's unit team or social worker. Bedside visits will be limited to immediate family (parents, siblings, children and spouse, to include same-sex marriages); any exceptions will be approved by the Associate Warden (Programs). A memorandum announcing the visits will be distributed to the Front Lobby officer, Visiting Room officer, Lubbock Unit officer, Operations Lieutenant, and Captain. Such visits will be supervised by Health Services staff.

11) Legal Visits: The Warden will permit visits by an inmate's retained, appointed, or prospective attorney or by an attorney who wishes to interview an inmate as a witness. The Warden generally may not limit the frequency of attorney visits as the number of visits depends on the nature/urgency of the legal issues involved.

a) Legal visits will be conducted in the attorney room located in the visiting area. When the attorney room is in use, the Visiting Room general area or other areas designated by the unit staff or the shift lieutenant will be utilized. Attorneys or their representatives will conduct legal visits during regular visiting hours or Monday through Friday, 7:30 a.m. to 3:30 p.m. Staff assigned to the inmate's unit team will supervise legal visits taking place during non-regular visiting hours.

b) An inmate, attorney, or legal representative may arrange for a legal visit by contacting the assigned unit team at least 48 hours in advance of the visit. If it is not possible for the attorney or legal representative to arrange for the visit 48 hours in advance, another unit staff member will attempt to arrange for the visit whenever possible. The inmate and the attorney are responsible for supplying the case manager or assigned unit staff with all information concerning the visit in order to complete an Attorney Agreement Form (Attachment B).

c) If video and/or audio equipment is necessary during the legal visit, written approval must be obtained from the Warden. If additional persons are needed to assist the attorney or legal representative, this information must be included on the Attorney Agreement Form. Once the Attorney Agreement Form is completed, the counselor will sign the form and forward it to the unit manager for approval.

d) Upon approval, the form will be forwarded to the Front Lobby officer as approval for the visit. The Front Lobby officer will ensure the attorney understands and signs the form. The attorney/legal

representative is required to sign the Attorney's Visitors Log maintained by the Front Lobby officer.

D. **Behavior**: Visitors with children will be required to maintain control of children at all times. Children are required to have supervision while outside and in the Visiting Room. Failure to do so may result in termination of a visit. Visitors may not occupy more than one seat in the visiting area and will not place belongings on seats in order to reserve them when not occupied. Inmates and visitors will be advised when behavior is inappropriate. If inappropriate behavior continues, the Operations Lieutenant or IDO will be contacted for authorization to terminate the visit. A memorandum will be submitted by the Visiting Room officer to the Captain with a copy to the unit manager. The Visiting Regulations (Attachment C) are posted in the Front Lobby as well as in the Visiting Room.

E. **Exchange of Items**: The Visiting Room officer is not authorized to accept money for an inmate. Inmates are not authorized to receive money or any other items (clothing, jewelry, newspapers, magazines, etc.) from a visitor. Inmates will not be allowed to maintain possession of any money while visiting. Visitors will make all purchases for inmates. Inmates will not give visitors any items to be taken out of the institution. Inmates will only be allowed to carry an inmate ID card, comb, handkerchief, plain wedding band, and/or a religious medal with a chain inside the Visiting Room. Medication should be limited to nitroglycerin tablets and asthma inhalers only. Other types of medication needed by an inmate during the course of the visit must be left with the Visiting Room officer.

F. **Supervision of the Visiting Room:** The Visiting Room will be supervised at all times utilizing direct supervision as well as closed circuit television monitoring.

1) Direct Supervision: Where contact visiting is provided, handshaking, embracing, and kissing are ordinarily permitted within the bounds of good taste and only at the beginning and at the end of the visit. The Visiting Room officers may limit physical contact to minimize opportunity for the introduction of contraband and to maintain the orderly operation of the visiting area. Visiting Room staff will supervise each inmate visit to prevent the passage of contraband and to ensure the security and good order of the institution.

Visiting Room officers will ensure that all visits are conducted in a quiet, orderly, and dignified manner. The Visiting Room officer may, upon authorization from the Operations Lieutenant or IDO, terminate visits that are not conducted in an appropriate manner. The Visiting Room officers will supervise any articles passed between the inmate and the visitor. If there is any reasonable basis to believe that any item is being passed which

constitutes contraband or is otherwise in violation of the law or Bureau regulations, the Visiting Room officer may examine the item. Inmates and their visitors should remain in the approved visiting areas (Visiting Room or Visiting Yard). Visitors are not permitted on the compound. The institution provides an area for children's activities in the main Visiting Room. The Visiting Room officer will maintain supervision of the designated areas and will only allow inmates with their children and approve visitors access to the areas.

2) Closed Circuit Television Monitoring: In addition to the direct supervision of the Visiting Room by staff, the Visiting Room, Visiting Yard, and hallway will be monitored via closed circuit television. This procedure provides documentation of any prohibited act committed in the Visiting Room. Inmates and visitors will be made aware of closed-circuit television monitoring in the Visiting Room and all Visiting Room Rules by posted signs in the Visiting Room and Front Lobby. The closed-circuit television monitoring is not intended to monitor staff, but is utilized to prevent the introduction of contraband.

G. **Inmate Dress Code**: The Visiting Room officer will ensure all inmates are dressed appropriately in institution issued clothing (khakis). Shower shoes or house slippers are not permitted to be worn in the Visiting Room. Only institution issue shoes or boots will be allowed to be worn in the Visiting Room. No personal tennis shoes are permitted unless the inmate has a documented medical reason which prevents him from wearing institution shoes. No sunglasses or hats will be allowed to be worn in the Visiting Room.

H. **Visitor Dress Code**: The Front Lobby officer will professionally advise visitors if clothing worn is appropriate and may be denied visits. All visitors are required to successfully clear an electronic search of their person and personal property (walk-through metal detector or hand held metal detector and X-Ray machine for personal property) prior to entering the secure perimeter of the institution. Clothing which interferes with operation of the metal detector or other security devices which cannot be reasonably inspected will not be permitted into the facility, unless medical reasons dictate otherwise. Procedures for searching visitors will be followed in accordance with Program Statement 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities.

The items which may interfere with operation of the metal detector may include underwire bras, garter belts, clothing with costume jewelry, large metal buttons, and more. The Front Lobby officer will professionally advise visitors to leave the institution after the third unsuccessful attempt to clear the electronic search, in an effort to accommodate the high volume of visitors being processed into the institution. It is the inmate's responsibility to mail and ensures the prospective

visitor receives a copy of the instructions, guidelines and policies for the visitor procedures. Questionable items are to be directed to the Operations Lieutenant or Duty Officer.

1) Tops, shirts or blouses must cover the entire upper body at all times, even in movement, including stomach, shoulders, chest/breast, and back. Sleeveless garments with partial sleeves exposing the armpit area, crop tops, tube tops, tank tops, and halter tops are not permitted.

2) Dresses, shirts, or tops that wrap around the body, and/or any dress/skirt with a slit or hemline more than two (2) inches above the top of the knee for persons over 10 years of age will not be permitted.

3) Form fitting or tight pants and dresses such as spandex, bicycle pants, or other form fitting material will not be permitted.

4) Any "pantyhose" type leggings, jeggings, spandex, leotards, etc., or pants with holes, will not be permitted unless the lower body is covered by an appropriate length dress/skirt. Proper undergarments must be worn.

5) Only walking shorts that reach the top of the knee are permitted.

6) Shoes must be worn. All visitors are to wear shoes with a back or strap around back. Beach style footwear such as, flip-flops, open-toe shoes, slip on shoes, shower shoes or slippers are not permitted. Footwear with rolling wheels is not permitted.

7) Clothing accessible to the inmate population through the commissary such as gray sweat pants, gray sweat shirts, as well as plain brown, gray, and white t-shirts are not permitted.

8) Khaki or tan colored pants, shirts, jackets or coats resembling inmate clothing, to include orange or red jump suits is not permitted. Hooded jackets or shirts will not be permitted in the visiting room.

9) Obvious clothing or accessories that suggest association with a gang will not be permitted. Camouflage clothing of any type is not permitted.

10) Additionally, professional uniform attire, i.e., medical, clergy, or military uniforms is not permitted.

11) No head-wear such as hats, visors, head wraps or headbands (with the exception to religious head-wear and when medical reasons dictate, documentation is required) will not be permitted.

12) Umbrellas, gloves, sun glasses, non-prescription glasses, and watches will not be permitted.

13) Any clothing not noted above that is deemed inappropriate for wear in a correctional facility will not be authorized.

14) Provocative and/or excessively revealing attire will not be permitted.

Secure lockers will be provided to visitors which have no other means to secure personal items which are not authorized to enter the institution. The visitor will be assigned a secure locker by the Front Lobby officer.

I. **Allowable Items**: Visitors may bring the following items into the institution:

1) One (1) small (half-gallon size) clear, transparent purse, or a clear bag

2) Cash, up to the amount of $25.00

3) An appropriate amount of child care supplies are permitted, per child, for infant visitors:

- Three (3) diapers
- One (1) package of baby wipes (unopened)
- One (1) change of infant clothing
- Two (2) clear baby bottles with contents of pre-mixed baby formula
- Two (2) small jars of commercially packed baby food (unopened)
- One (1) receiving blanket
- One (1) clear drinking cup
- Medium clear plastic container/bag no larger than 12" x 16"

4) Life sustaining medications, i.e. nitroglycerin tablets, inhalers, etc. will be permitted. However, these items must be maintained at the Visiting Room officer's station during the visit. The Visiting Room officer will not dispense medication.

5) Ordinarily, the only type of keys allowed into the institution will be vehicle keys.

6) Visitors are not allowed to bring any items to be given to an inmate.

J. **Vending Area**: Food items may be purchased from the Visiting Room vending machines for the inmates being visited. However, these items must be consumed in the designated eating area. Items purchased from the vending machines cannot be taken to the living quarters by the inmate upon termination of the visit.

K. **Termination of Visit**: To ensure positive identification of visitors upon termination of visits, a black light will be utilized by the Visiting Room officer to view the invisible stamp on the visitor. The Control Center officer will continue to identify all visitors with the black light. All inmates will be identified by inmate ID card prior to the inmate's visitors being allowed to depart the Visiting Room. Inmates must be visually searched and screened with a hand-held metal detector before departing the Visiting Room.

L. **Capacity**: The seating capacity of the Main Visiting Room is 155 people, to include the outside visiting area. The Front Lobby officer and Visiting Room officer #1 will ensure no more than this are in the Visiting Room when the Visiting Yard is open. Should it become necessary to terminate visits due to overcrowding, the Operations Lieutenant or IDO is responsible for executing the termination, after reviewing the length of visits, the frequency of visits, and the distance traveled.

The Operations Lieutenant or IDO will personally advise the visitors and inmate that the visit is being terminated and the reasons for the termination (e.g., extreme overcrowding, etc.).

M. **Arrival and Parking**: Arrival to institutional grounds will be no sooner than 30 minutes prior to the start of visiting hours. Visitor parking is the first parking lot to the right next to the covered pavilion. Violators will be instructed to depart the facility grounds and may be subject to denial of visiting privileges.

6. **OFFICE OF PRIMARY RESPONSIBILITY**: Correctional Services Department

Rodney W. Chandler
Warden

FEDERAL CORRECTIONAL INSTITUTION
FORT WORTH, TEXAS
VISITING LIST

INSTRUCTIONS: Please check appropriate box of your request, give full name, relationship of visitor to you, and complete address. Submit two copies to your counselor. After staff review, you will receive a copy with action noted.

TO: _____
Unit Staff's Name

FROM: _____ _____
Inmate's Name Register Number

☐ I request the following individual(s) be approved for visits with me:

☐ I request the following individual(s) be removed from my approved visitor list:

NAME	RELATIONSHIP*	ADDRESS

FOR ADDITIONAL SPACES, SEE NEXT PAGE
*IF NOT A MEMBER OF THE FAMILY, EXPLAIN BASIS FOR VISIT:

COMMENTS:
_____
_____

STAFF REVIEW: ☐ Approved ☐ Disapproved

_____
Correctional Counselor (Print and Sign Name)

COMMENTS:
_____
_____
_____

Distribution: Original – Inmate Central File, Copy – Inmate.

FEDERAL CORRECTIONAL INSTITUTION
FORT WORTH, TEXAS
VISITING LIST
Continuation Sheet

NAME	RELATIONSHIP*	ADDRESS

FTW 5267.08 (E)
October 27, 2015
Attachment B

FEDERAL CORRECTIONAL INSTITUTION
FORT WORTH, TEXAS
ATTORNEY AGREEMENT FORM

I, _____, a licensed attorney in the State of _____, with offices at _____ visiting _____ on _____, 20____, agree that my visit with this inmate is for the purpose of facilitating in the attorney-client relation and for no other purpose. I agree that any tape recording or other recording made by me will be used only to facilitate this relationship.

_____ _____
Inmate (Print and Sign Name) Register Number

_____
Attorney (Print and Sign Name)

To Correctional Supervisor:

Please use this form as authority to allow visits in accordance with the Bureau of Prisons Program Statement regarding inmate legal activities.

_____
Case Manager (Print and Sign Name)

_____
Unit Manager (Print and Sign Name)

_____
Associate Warden (Print and Sign Name)

_____
Warden (Print and Sign Name)
(When requesting authorization for video/audio recording equipment)

FEDERAL CORRECTIONAL INSTITUTION
FORT WORTH, TEXAS
VISITING REGULATIONS

This information describes our visiting schedule and programs. We know that much effort, time, and travel may be involved in your visit and we want you to understand our program fully so that your visit may be as pleasant as possible.

VISITING ROOM DAILY SCHEDULE

Regular visiting hours for the main Visiting Room are 8:00 a.m. to 3:00 p.m. on Saturday. Sunday, Monday, and Federal holidays. Visitors will not be processed within one hour of the ending of the visiting period.

In an effort to accommodate the high volume of visitors, an even and odd rotation for each day of the weekend and holidays will be utilized. The rotation is based on the fifth digit of the inmate's register number.

April 15 thru October 14		October 15 thru April 14	
Schedule:		Schedule:	
Saturday:	Odd	Saturday:	Even
Sunday:	Even	Sunday:	Odd
Holiday:	AM - Odd	Holiday:	AM - Odd
	PM - Even		PM - Even

Every April 15 and October 15, the weekend schedule will be alternated as noted above. This will allow for fair and equitable visitation access throughout the year. Please note the schedule for federal holidays **will not** alternate, it will remain the same all year.

****

1. Visiting is permitted during the time stated. Children under 16 must be accompanied by a parent or legal guardian.

2. Visiting is limited to persons inmates place on their visiting lists. Inmate social visiting will be conducted on a point system. On the first day of each month, every inmate will be given nine visiting points. One point will be deducted for each weekday visit. Two points will be deducted for weekend or holiday visits.

   For the main visitation room the total number of visitors is limited to six, to include any combination of adults and/or children. Jail Unit inmates are only allowed two adult visitors at one time. An infant child may accompany the adults as long as the child does not occupy a seat. There are no facilities for private visits and regular visiting space is limited. The visiting area is functionally furnished and conducive to family visiting. In

order to maintain a wholesome, family visiting area with as few disruptions as possible, visitors with children will be required to maintain control of their children at all times. Do not allow the children to interfere with the visiting rights of others by being noisy and running about the visiting area. All visitors' property and packages are subject to search upon entering the institution grounds.

3. For identification purposes, visitors will be required to present a valid driver's license or other form of government-issued picture identification prior to entering the institution. This may include a valid passport.

4. Appropriate dress will be worn by all visitors. Transparent and see-through material is unacceptable. Shirts or blouses must cover the entire torso at all times, even in movement. Strapless dresses without jackets are not permitted. Crop-tops, tube-tops, tank-tops, and halters are not acceptable. The highest hemline of dresses and skirts will be the top of the knee. Form fitting pants such as spandex or bicycle pants worn alone are not acceptable. Walking shorts must reach the top of the knee. Shoes must be worn. Proper undergarments must be worn. Obvious clothing or accessories that suggest association with a gang will not be permitted. Solid color clothing resembling inmate clothing, i.e., khaki pants, khaki shirts, white or gray t-shirts, and gray sweat pants or shirts are not permitted. Additionally, professional uniform attire, i.e., medical, clergy is not permitted during social visitation. Hats are not permitted with the exception of religious headwear.

5. Visitors are not allowed to bring food into the institution. However, visitors with infants are allowed to bring baby food. Only commercially packed foods are allowed. The food is to be consumed by the infant only. Visitors are not permitted to conduct business deals and written messages may not be exchanged during a visit. Visitors may bring no more than $25.00 into the Visiting Room. Inmates may not receive any money in the Visiting Room. All monies intended for an inmate must be handled through the mail. Food may be purchased from the Visiting Room vending machines for the inmate being visited. However, these items must be eaten in the designated eating area. Items purchased from the vending machines cannot be taken to the living quarters by the inmate upon termination of the visit or removed from the institution.

6. Proper conduct is required in the Visiting Room. A kiss and an embrace are only permitted at the beginning and end of each visit. A VISIT MAY BE TERMINATED AT ANYTIME FOR IMPROPER CONDUCT.

7. To prevent overcrowding in the Visiting Room, visitors will not be allowed to occupy seats in one area of the Visiting Room while reserving seats in another area.

8. Items such as radios, cameras, etc., are not permitted in the visiting area except when specifically authorized as in the case of an inmate photographer. Title 18, United States Code, Section 1791, provides a penalty of not more than 20 years imprisonment for any person who introduces or attempts to introduce into or upon the grounds of a federal penal institution or takes or sends anything whatsoever without the knowledge and consent of the warden. Additionally, all visitors must sign an agreement that false statements are not being given and that they will abide by the visiting regulations of the institution. ALL PERSONS ENTERING INTO A FEDERAL CORRECTIONAL INSTITUTION ARE SUBJECT TO SEARCH.

9. Inmates quartered in Lubbock Unit will visit in the institution Visiting Room, unless medical reasons restrict/prevent the inmate from visiting in the visiting area. Due to limited space and security concerns only a total of two visitors per inmate are allowed inside the Lubbock Unit at one time, unless otherwise directed by the Warden. These visits will be no more than two hours in length. Duration of the visits are determined on a case-by-case basis, depending on the inmate's medical condition. Visitors under the age of 16 will not ordinarily be allowed in Lubbock Unit.

Institution Address:

FCI Fort Worth
3150 Horton Road
Fort Worth, Texas 76119
Telephone number: (817) 534-5400

Driving Directions:

The institution is located in southeast Fort Worth. From Interstate 20, take the Wichita Street exit and travel north approximately one mile to Horton Road. Turn left on Horton Road and the main entrance will be approximately ¼ mile on the left. All visitors are expected to park in the designated parking spaces which are marked in blue.

Arrival and Parking:

Arrival to institutional grounds will be no sooner than 30 minutes prior to the start of visiting hours. Visitor parking is the first parking lot to the right next to the covered pavilion. Violators will be instructed to depart the facility grounds and may be subject to denial of visiting privileges.

Taxi Services:

Fort Worth Taxi	Yellow Cab	Taxi Cab Service
www.fortworthtaxi.net	www.dallasyellocab.com	www.taxicabservices1.com
(817) 271-3213	(817) 534-5555	(817) 400-4547