



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

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P.O. Box 1029  
Welch, West Virginia 24801

October 1, 2020

**MEMORANDUM FOR ALL STAFF**

FROM:

*K. Johnson*  
C. Maruka, Warden  
FCI McDowell

SUBJECT:

Inmate Visitation

Inmate visitation will begin on Saturday, October 3, 2020. Attached is a copy of the information that will be forwarded to the inmate population detailing the procedures put in place for current COVID-19 restrictions. It is not required, but encouraged for anyone whom will be serving as Institutional Duty Officer to receive training and certification in screening procedures in case of medical emergencies or circumstances which limit medical staff from being at the facility. Inmate visitors will be screened prior to entering the institution. After the medical screening inmate visitors will complete the required paperwork, complete entrance procedures, and ION detection or pat-search. Inmates will be screened prior to entering the visitation room.

Unit Team will be responsible for scheduling the visits and an email will be forwarded to MCD/Lieutenants, MCD/SIS, MCD/Dept. Heads and MCD/Medical no later than Friday at 3:00 p.m. before each respective weekend: i.e. (Friday 10/02 before Saturday 10/03). Visiting room staff can obtain the emails from one of the above staff members (Lieutenants, SIS Staff, Department Heads, or Medical Staff).

Special Housing Unit Visiting will be conducted on Mondays in the non-contact visiting area. The same screening process will be used as on the weekends. The Special Housing Unit Lieutenant will schedule these inmates and the times of the visits.

FCI

Weekend Visitation Schedule (Saturday and Sunday)

Processing will begin at 8:00 a.m.

Visit Block #1 - 8:30 a.m. - Completion of Count

Count Time - 10:00 a.m.

Disinfecting - 12:00 p.m. - 12:30 p.m. **ASSIGNED CAMP INMATES  
SUPERVISED BY VISITING STAFF**

Visit Block #2 - 1:00 p.m. - 3:00 p.m.

Disinfecting - **To be supervised by Evening Watch Staff at the  
directive of the Operations Lieutenant. ASSIGNED  
CAMP INMATES**

Weekend day of month	Block #1 AM	Block #2 PM
First Saturday	A-1	A-3
First Sunday	A-2	A-4
Second Saturday	B-1	B-3
Second Sunday	B-2	B-4
Third Saturday	A-4	A-2
Third Sunday	A-3	A-1
Fourth Saturday	B-4	B-2
Fourth Sunday	B-3	B-1

- Adverse weather, etc. is a possibility. Therefore, prepare for visiting to be delayed and/or canceled, if necessary.

**Unit Team will conduct Town Halls in every housing unit to address any questions you may have. In addition, this memo will be available for review on TRULINCS.**

FPC

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directive of the Camp Officer.

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