

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



OPI: Correctional Programs
Number: FTD 5267.08D
Date: January 3, 2011
Subject: **VISITING PROCEDURES**

Institution
Supplement

1. **PURPOSE:** To establish visiting procedures at the Federal Correctional Institution and Satellite Camp at Fort Dix, New Jersey.
2. **DIRECTIVES AFFECTED:**
 - A. Directives Rescinded: Institution Supplement FTD 5267.07C Visiting Procedures, dated March 9, 2009.
 - B. Directives Referenced: Program Statements 1315.07, Legal Activities, Inmate, dated November 5, 1999; 5267.08, Visiting Regulations, dated May 11, 2006; 5360.09, Religious Beliefs and Practices, dated December 31, 2004; and 5510.12, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, dated January 15, 2008.
3. **STANDARDS REFERENCED:** American Correctional Association ^{4th} Edition Standards for Adult Correctional Institutions: 4-4267, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501 and 4-4502, 4-4503, 4-4504.
4. **PROCEDURES:**
 - A. Visiting Schedule: The following procedures are in effect at the Federal Correctional Institution and Satellite Camp located at Fort Dix, New Jersey.

Visiting hours are from 8:30 a.m. to 3:00 p.m., Sunday, Monday, Thursday, Friday, and Saturday of each week to include Federal holidays. There will be no visiting on Tuesdays or Wednesdays unless the 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. Visitors arriving after 2:00 p.m., will not be processed into the visiting room for that day. Visitors must leave the reservation once their visit has been completed.

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- B. Facility Address/Phone Number: The institution address and phone number are as listed below.

Address: FCI Fort Dix
P.O. Box 38
Hartford Road
Fort Dix, NJ 08640

Phone: 609-723-1100

- C. 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 military checkpoint / Pemberton Gate.

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 military checkpoint / Pemberton Gate.

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 military checkpoint / Pemberton Gate.

Transportation to and from the institution may be gained by calling AM/PM Cabs at 856-833-1702, Antonio's Taxi at 877-541-8294, VIP Taxi Service at 609-386-9099, A-1 Action Taxi at 609-871-8294 or Melennium Cab at 856-435-3820. Other taxi companies are available in the local yellow pages.

- D. Limitations of the Institution: Each inmate will be allotted four (4) points at the beginning of each month to be used as follows. Each day or fraction of a day visited on a weekend or holiday will count as 1 point. No points will be used for week days. When the Unit

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Team receives an inmate request for additional visiting points, a memorandum through the respective Associate Warden, to the Warden, shall be submitted by the Unit Team. The memorandum shall detail the need for the additional visiting points and state the Unit Team's recommendation. Copies of the approved memorandum will be provided to the Operations Lieutenant, Control Center, Visiting Room, and Front Lobby. A record of points will be documented in the BOPWARE Visiting Program. Once an inmate has used his four points, his visiting will cease until the beginning of a new month. Law enforcement officers, attorney, and Minister of Record visits will not be counted on the point system.

The number of visits an inmate may receive will be restricted in order to prevent overcrowding. No more than three adults and three children will be allowed to visit one inmate at a time without prior approval.

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 area becomes overcrowded. The maximum occupancy for the East Visiting Room is 250, for the West Visiting Room is 350, and for the Camp Visiting Room is 150. 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.

All regular visits will be held in the visiting room of the FCI and FPC for those inmates, respectively. Attorney visits are also held in the visiting room. If an Attorney requests additional privacy, private rooms are available in the visiting room for this purpose.

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.

- E. 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. Inmates will be allowed to make changes to their visiting list once every six month period. 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. 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 not approved for any reason, other than documented restriction, the duty Lieutenant/Correctional Supervisor will be notified along with the Institution Duty Officer. They will be notified of the infraction and will be the responsible party for explaining the reason for denial. They will also be the final deciding factor in a visitors denial.
- F. 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.

- G. Special Visitors: 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.

Any inmate who desires a visit from his Minister of Record must submit a written request to the Chaplain. Once approved, the inmate's assigned Counselor will add this individual and title to the visiting list. Only one Minister of Record is allowed on an inmate's visiting list. This individual will not count against the total number of authorized visitors on the list or against the total number of permitted social visits.

Visits from a member of the Clergy will be in accordance with general visiting procedures and will count against the total number of regular visits allowed. Ordinarily, the inmate must request a Clergy visit or it will not be accommodated. In certain circumstances, the Chaplain may approve a Clergy visit if the inmate wants to visit with the Clergy member. A relationship prior to incarceration is not required. Clergy and Minister of Record visits will be held in the visiting room during normal visiting hours, and when practical, in an area which is somewhat separate from other visitors.

Consulate Visits: Whenever it has been determined that 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.

Attorney Visits: Visits by retained and appointed attorneys and by attorneys requested by an inmate or his family in contemplation of prospective legal representation will be permitted.

Attorney visits will ordinarily take place during regular visiting hours. However, dependent upon the

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nature and urgency of the legal issue (i.e., court deadlines, etc.) such visits will not be limited by normal visiting procedures. Legal visits are subject to approval in advance by the Unit Team. The Unit Team will be responsible for providing adequate supervision for attorney visits during non-visiting periods. An attorney will normally make an advance appointment for a visit through the Unit Manager prior to each visit. Every effort should be made to accommodate an attorney's visit where prior notification was not practical. Prior to approving each visit, 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. This may be confirmed by proper identification, showing a letter from the inmate or his family requesting the visit, or other information that would identify them as an attorney of record for the inmate they have requested to see.

The institution reserves the right to refuse 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 Northeast Regional Counsel.

Visiting attorneys will be subject to a search of their person and belonging 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.

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

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recording is to facilitate the attorney/client relationship.

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.

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 of Programs. An attorney may be permitted to take from the institution or leave with the inmate legal documents with prior permission of the Warden or his designee. Ordinarily, this material is not to be read by a staff member except with the consent of the attorney and / or the inmate. Inmates will not participate in legal or attorney visits against their will.

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 consular visitors.

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

- H. Holdover Procedures: FCI Fort Dix does not house holdover inmates. However, in the event a holdover inmate is housed in FCI Fort Dix, the following will apply. Holdover inmates may receive (1) one-hour social visit per week. The inmate's visitor who travels a great distance may be allowed one additional hour. Any additional time granted will occur on the scheduled visiting day, and will not exceed scheduled visiting hours. The inmate may request an extended visit through unit team using an "Inmate Request to Staff" (BP Form 70). He must submit this request to the unit team 48 hours before the visit. The unit team will review the request and approve or deny it. In cases where the request is denied, the unit team will notify the inmate. Correctional supervisors and visiting room officers will monitor activities in the visiting rooms.

- I. Record of Visitors: Updates to the computerized visiting program will be conducted by the inmate's Unit Team. A hard copy of each inmate's visiting list will be maintained by the Front Entrance Officer. The inmate's Unit Team staff will be responsible for keeping the hard copy updated. A bound ledger documenting inmate visitors will be maintained by the Front Entrance Officer and will be used as a backup system to the computer visiting program.

- J. Approved Dress Code: Clothing identified as inappropriate to be worn by visitors are any type of see through clothing, tight stretch shorts and pants (biker shorts/spandex), halter tops, tank tops, tube tops of any type; Skirts, shorts, and dresses that are more than four inches above the knees, and khaki-colored clothing for the FCI Visitors only. A visitor wearing any of these items will be denied

entrance, instructed to leave the institutional grounds, and will be allowed to return when the appropriate clothing is worn. If a visitor's apparel is in question, the IDO will be notified and will make the final decision. If the IDO is not in the institution, the Operations Lieutenant will make this decision. The Duty Officer (or Operations Lieutenant if the Duty Officer is not available) will be consulted prior to the denial of any visit and will make the final decision regarding the denial.

- K. **RECORDS:** 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.

Front Entrance Officer: When an inmate receives a visit, the Front Entrance Officer will identify the visitor, have him or her sign the visiting log, and fill out a **Notification to Visitor Form BP-S224.022**. 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.

Visiting Room Officer: The Visiting Room 1 Officer/ FSL 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/FSL 3 Officer will also be responsible for logging in the time the inmate enters and leaves the Visiting Room.

The Front Entrance Officer/ FSL 1 Officer 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.

- L. **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.

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. FSL inmates will be pat searched, with visual/strip searches being conducted at the end of the visit.

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. Inmates will randomly receive a visual search prior to being allowed to use this restroom.

M. **OTHER APPLICABLE REGULATIONS:**

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 either their issued black work boot, the tan colored "Timberland boot", or tennis shoes if they have a soft shoe permit from Health Services. Inmates must be properly groomed and no inmate will be allowed admittance to the visiting areas if his neglect of the ordinary requirements of personal hygiene would offend others.

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) comb, 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. 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.

- N. 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 sallyport. Visitors who no longer have the ink stamp, will be held in the sallyport 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.

O. **Violations of regulations and/or Introduction of Contraband:**

In order to ensure that 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 the 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.

P. **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 Programs.

METAL DETECTORS: 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 in the Visiting Room 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.

Visitors who cannot pass the walk through metal detector for medical reasons (surgically implanted pins and plates that will not clear the metal detector) will be subjected to a hand held metal detector and 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.

Q. **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. Visiting may be restricted to controlled 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 judgement 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.

- R. **Authorized Items:** The inmate shall not take anything to the visit except necessary items identifiable as: one pair of prescription glasses, one comb, one wedding band, one handkerchief, and a religious item (i.e. religious head gear). Necessary legal papers will be permitted during a visit with an attorney. The Unit Manager is responsible for this procedure and to approve an inmate's necessary legal papers for an attorney's legal visit. No personal items will be kept in the shakedown room. Medication, such as nitroglycerin tablets may be permitted when authorized by the Health Services Administrator (and documented on Attachment 2, Inmate Personal Property in Visiting Room).

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

larger 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. 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, PDA's, 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 that assist persons with disabilities. In such cases, the visitor must provide staff with certification that the dog is trained for that purpose.

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. 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 with either FCI / FSL Elkton staff or the inmate visited.

Food items are not permitted to be brought into the institution, except baby bottles filled with liquid formula or milk, which can be brought into the visiting area after having passed a security check with the metal detector and a visual inspection of the contents.

- S. Special Rules for Children: Each inmate having a visit must assume reasonable responsibility for his visitor's conduct. Children should be controlled to the extent

of consideration for other visiting groups 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. T.V. / play rooms are available for small children. Inmates are not permitted in these rooms.

- T. 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. Visiting for SHU inmates will be restricted to two hours each on Thursdays. No more than five (5) SHU inmates will be allowed to visit at one time. As the two hours expire for those inmates in the visiting room, they will be rotated with other inmates waiting to visit. 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 and Visiting Room Officer in Charge will communicate to ensure inmates with separatees in the institution are never in the visiting room at the same time. Upon arrival, the inmate will be escorted to the Visiting Room and the visit will be conducted in close proximity of the supervising officers. Inmates will be moved from SHU in restraints, which will be removed before the inmate enters 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.

- U. 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.

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5. **ATTACHMENTS:** Attachment 1 - Inmate Request Of Immediate
Family To Visiting List
Attachment 2 - Inmate Personal Property Log

Donna Zickefoose, Warden

DISTRIBUTION:
Associate Wardens
Department Heads
Master File
AFGE Local 2001

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ATTACHMENT: 1

INMATE REQUEST OF IMMEDIATE FAMILY TO VISITING LIST

INMATE'S NAME/Bldg.# _____

REGISTER # _____

Visitor's LAST NAME	Visitor's FIRST NAME	ADDRESS (House/Bldg.#, Street, Apt. #, City, State and ZIP Code)	RACE	PHONE # (xxx) xxx-xxxx	DATE OF BIRTH mm/dd/yy	

* - Hispanic is Ethnic Background, not Race

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

INMATE'S SIGNATURE _____
 SIGNATURE _____

COUNSELOR'S

Attachment: 2

INMATE PERSONAL PROPERTY IN VISITING ROOM

DATE: _____

NAME	NUMBER	UNIT	TIME IN	TIME OUT	ITEM	CONDITIO N

