



U.S. Department of Justice  
Federal Bureau of Prisons  
FCI Texarkana, Texas

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# Institution Supplement

**OPI:** Correctional Services  
**NUMBER:** TEX-5267.07B  
**DATE:** December 20, 2004  
**SUBJECT:** Visiting Regulations

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1. **PURPOSE AND SCOPE:** The purpose of this supplement is to establish procedures for inmate visiting at the Federal Correctional Institution (FCI) and Federal Prison Camp (FPC), Texarkana, Texas.
  2. **PROGRAM OBJECTIVE:** To ensure wholesome and meaningful visits are provided to inmates and their relatives, friends, or others in the community, yet maintain the security and orderly operation of the institution. Any visit, which in the opinion of the Warden or his designee, interferes with the security and orderly operation of the institution, may be denied.
  3. **DIRECTIVES AFFECTED:**
    - A. **Directives Rescinded:** Institutional Supplement TEX-5267.07A, Visiting Regulations, dated 08/20/04.
    - B. **Directives Referenced:** Program Statement 5510.09A, Searching, Detaining or Arresting Persons Other than Inmates (06/22/04)  
Program Statement 5267.07, Visiting Regulations. (04/14/03), Program Statement 5270.07, Inmate Discipline and Special Housing Units. (12/29/87)
  4. **CORRECTIONAL STANDARDS REFERENCED:** American Correctional Association, 4<sup>th</sup> Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4498, 4-4499, 4-4500, 4-4501, 4-4502, 4-4503, and 4-4504.
  5. **PROCEDURES:**
    - A. **Directions to the Institution:** The bus station and airport have easy access to the institution. Take I-30 Exit 220, to the Lake Drive/Leopard Drive Exit. Remain in the middle lane, go through the intersection, and move in the right lane. Take a right at the stop sign (Leopard Drive) and continue South on Leopard Drive to the institution (approximately one quarter mile).

- B. Visiting Schedule:** Visiting hours for the FCI and FPC are established as follows: Saturday, Sunday, and all Federal holidays from 8:00 A.M. until 3:00 P.M. The processing of potential visitors at the respective entrances will ordinarily begin no earlier than 15 minutes prior to the beginning of visiting hours, and will terminate no later than one (1) hour prior to the end of visiting hours.
- C. Frequency of Visits:** Social and special visits (legal or religious) for each inmate will be unlimited in accordance with the institution visiting hours and days.

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**Point System:** Each inmate will be afforded five (5) visiting points per month.

Any time an inmate comes to the visiting room, one point will be deducted on regular visiting days, and two points on holidays.

Five points can be used on five consecutive visiting days, or one visiting day per week, or one holiday and three other days, or any combination that adds up to five points.

Inmates will be allowed five points each month, with no points being carried over.

At the discretion of the Warden, points may be waived for major holiday periods.

- D. Number of Visitors:** The number of persons allowed, and seats used, while visiting one (1) inmate will be limited to four (4) adult visitors, and four (4) minor children. Visitors are prohibited to visit more than one inmate at any one time, regardless of relationship to the inmate, without the written approval of the Captain or the AW(P). Children are not necessarily guaranteed seating, depending on overcrowding of the Visiting Room. The Visiting Room Officers will monitor the maximum amount of visitors (150 maximum capacity) allowed in the Visiting Room at all times to ensure consistent safety compliance. The Visiting Room #1 Officer will be responsible to record the following information in the **Visiting Room Log** for each inmate entering the visiting room: visitor's name; number of visitors; time of arrival; inmate's name, register number, unit and time in and out of the visiting room.
- E. Split Visits:** Should more than four (4) authorized visitors arrive at the same time, a split visit may be arranged. A split visit is defined as a visit where one or more of these visitors leave the Visiting Room to be replaced by other authorized visitors. Those visitors departing the Visiting Room must leave the institution. Visitors are not allowed to sit/wait in the parking lot, in vehicles, or the front lobby area while another visitor completes their visit. On split visits, only one (1) interchange of visitors will be permitted; i.e., individuals leaving the Visiting Room to permit other members of the party to visit may not subsequently return for further visiting the same day.
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- F. Termination of Visits:** Visiting may be terminated because of an emergency, improper conduct on the part of an inmate or his visitor(s) or when the visiting areas become overcrowded. Should it become necessary to terminate visiting because of overcrowding, the Operations Lieutenant and Institution Duty Officer (IDO) will be notified. The IDO will make the final decision. At this time, a two (2) hour maximum visiting time limit will go into effect. The officers will apply this action first to those who reside within a two hundred (200) mile radius of FCI Texarkana. If the condition still exists, those who have visited most frequently and for the longest period will be terminated next.
- G. Identification of Visitors:** Visitors over the age of sixteen (16) must have valid proof of their identity with them such as a drivers license, state issued identification card, INS card, military identification, or passport. Any form of unofficial photo identification (credit cards, store cards, school identification, birth certificates, Social Security card, bank cards, etc.) is an **invalid** form of identification. **If a visitor does not present a current identification with a photograph, they will not be authorized to visit.** (Foreign drivers licenses are considered valid proof of identification.) Children under the age of 16 may not visit unless accompanied by a responsible adult. Children shall be kept under supervision of a responsible adult or children's program. **Exceptions in unusual circumstances may be made by special approval of the Warden. In unusual circumstances, the IDO will contact the ADO, who will gain approval/disapproval from the Warden to allow entry into the institution.**
- H. Approved Visitors:** Visits are permitted to those individuals on the inmate's approved visiting list as authorized by the inmate's Unit Team. It is the responsibility of the inmate to advise his friends and family not to visit prior to the inmate receiving notification from the Unit Team that they have been authorized as visitors. Each inmate will be authorized no more than 20 visitors on their visiting list. This includes children. Except for immediate family, visitors will not ordinarily be placed on more than one inmate's approved visiting list. Inmates requesting to have visitors placed on their visiting lists need to submit a **List of Visitors Form (Attachment A)** to their unit team. These visitors will be placed on the approved list after suitable investigation from the usual sources, i.e., Presentence Report, U.S. Probation Officer, local law enforcement agencies, individual concerned, etc. In the event an inmate should receive a visit prior to an approved list being initiated, the Operations Lieutenant will be notified. The Operations Lieutenant will consult with the unit staff and review the inmate central file (PSI Report). The Operations Lieutenant will make the decision of approval/disapproval and in the absence of the Operations Lieutenant, the IDO will be the deciding authority. This approval should be limited to immediate family members only and will be documented on the **Authorization for Special Visit Form (Attachment B)**. The form will be retained in the inmate's visiting folder for future reference. Telephonic approval/disapproval may occur with the officer denoting on the form who is the approving staff member. **At the first opportunity that day, the form will be signed by the approving staff member.**

- I. **Holdovers and New Commitments:** Holdover and new commitment inmates must submit a **List of Visitors Form (Attachment A)** to their Unit Team prior to any visit. Visitors will be placed on the approved list after suitable clearance. When an approved visiting list is not available, visits will only be approved by the Operations Lieutenant. The Operations Lieutenant will consult with the unit staff and review approve the visit if the immediate family can be verified from an inmate's Pre-Sentence Report. These persons include father, mother, stepparents, foster parents, brother, sister, spouse, and children.

Such visitors as grandparents, uncles, aunts, nephews, nieces, in-laws, and cousins are **not considered** as immediate family and will be **denied** a visit if they are not on the inmate's approved visiting list. The only exception is a written approval from the Operations Lieutenant or IDO.

- J. **Visits to Inmates Not In General Population:** Visits for inmates in Administrative Detention, Disciplinary Segregation, or Medical Isolation will be conducted in accordance with national policy, Program Statement 5270.07, Inmate Discipline and Special Housing Units, dated 10-11-00, and Program Statement 5267.07, Visiting Regulations, dated 04-14-03.
- K. **Special Housing Units:** Visiting privileges ordinarily will not be denied because of violation of institution regulations, unless restricted visiting is a formal sanction imposed through formal discipline proceedings. However, inmates in the Special Housing Unit may have their visits denied or restricted if in the opinion of the Warden, or his designee, the visit interferes with the security and orderly operation of the institution, is a threat to other inmates, visitors or staff, or causes disruption inside the Visiting Room. The Operations Lieutenant will be consulted to determine if visitation should be conducted in the Receiving and Discharge (R&D) area , or the Visiting Room. SHU inmates will be seated separately from general population inmates at all times during the visit. Due to security issues, the processing of a potential visitor wishing to visit a SHU inmate will be denied after 1:00 p.m., at the front entrance on Saturdays, Sundays, and all Federal holidays. The only exception will be by written approval from the Captain. The number of Special Housing Unit inmates allowed in the visiting room at any given time will be limited to no more than four (4) inmates. In the event that visitors arrive and request to visit other inmates housed in Special Housing Unit then the first inmate to visit will be the first to return to Special Housing Unit after he has had a minimum of two (2) hours to visit. SHU inmates wanting to take photos with their visitors must get the approval of the Visiting #1 Officer. SHU inmates will be required to sit as close to the officer's station as possible and will not be allowed to move from their assigned seats inside the Visiting Room. In addition, SHU inmates will remain under direct staff supervision at all times and are not allowed to converse with other visitors and inmates.

**L. Hospital Patients:** If a determination is made that a visit is to be held in the Institution Hospital, such visits will be subject to availability of staff to supervise the visit. The visit will be limited to one (1) hour. The Health Services Administrator (HSA) is authorized to restrict visits because the inmate is suffering from an infectious disease, is in a psychotic or emotional episode which makes a visit inadvisable, or is otherwise not in a condition to see visitors. When the HSA recommends against a visit for medical or psychiatric reasons, the situation will be carefully and sensitively interpreted to the proposed visitor by the HSA, Psychologist, or the IDO. The HSA, Psychologist, or IDO will prepare a memorandum for the inmate's central file through the Unit Manager, outlining the circumstances under which the visit was denied.

**M. Local Hospital:** Authorized visits to inmates hospitalized in the community will be restricted to members of the immediate family and are subject to the visiting policy of the community hospital and those procedures as outlined in the "Escort Officer" Post Orders.

**Prior to any outside hospital visits, authorization will be made from the inmates unit team through the Captain and AW(P), to the Warden for approval.**

**N. Preparation of the List of Visitors:** Each new inmate will be provided information concerning the local visiting guidelines within 24 hours after their arrival, during their Unit Admissions & Orientation (A&O) Program. The Unit Team, ordinarily the Counselor, will be responsible for the timely completion of each inmate's visiting list. All pertinent visiting data and information will be entered into the computerized Access Control Entry/Exit System in order to ensure each approved visitor can be positively identified. A hard copy of the Visiting List will be placed on top of Section 3 in each inmate's Central File.

When no visits are requested, that information will be recorded in the visiting program and maintained in the central file. Each inmate will be authorized no more than 20 visitors on their visiting list.

Amendments to the visiting list will ordinarily be processed by the inmate's Counselor. An inmate desiring a change of visitors to his official list will submit a request to his Counselor with the appropriate information.

The Counselor will request information from potential visitors who are not members of the inmate's immediate family, prior to placing the potential visitors on the inmate's approved visiting list. The requested information will include a **Visitor Information and Authorization for Release (Visitor) Form BP-629.052 (Attachment C)**. Each inmate is responsible for mailing Attachment C to all prospective visitors. The forms must be completed in their entirety, signed, and mailed directly to the Counselor by the proposed visitor prior to any further action

concerning their approval to visit. The Counselor will notify the inmate in writing of any changes or adjustments to the visiting list. This is accomplished by providing the inmate a copy of the revised list. During Unit A&O, the Counselor will provide the inmate with a copy of the visiting guidelines. The inmate is responsible for notifying all visitors of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the **Visiting Regulations, (Attachment D)**.

**O. Special Visits:**

**Prisoner Visitation and Support (PVS):** The PVS program will be coordinated through the Volunteer Program Coordinator. When necessary, further coordination will be provided by the Chaplain. Visits will be ordinarily arranged 15 days prior to the visit and will be conducted in the visiting room during regular visiting hours. PVS visitors are also required to read and sign a **Notification to Visitors Form BP-S224.022, (Attachment E)**, concerning the introduction of contraband. PVS visitors may generally carry paper and writing implements into the visiting room.

**Non-Visiting Days:** Limited visiting (nonlegal visit) may be authorized at other than normal visiting times in unusual circumstances upon recommendation of the Unit Manager and approval of the Captain or Warden. When this occurs, the Unit Manager will be responsible for providing the staff to process and supervise the visit.

**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 Special Housing Unit.

**Attorney Visits:** Visits by retained, 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 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 the identity of the attorney or his/her qualifications as an attorney, the matter should be referred to the Paralegal Specialist or Regional Counsel.

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 Visitors Form BP-S224.022, (Attachment E)**, 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. Visits between attorneys and inmates will not be subject to auditory supervision. If the attorney does not wish to meet in the regular Visiting Room, he or she 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.

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 Paralegal Specialist, 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 AW(P).

Inmates are prohibited from bringing papers or legal material into the Visiting Room unless prior permission from the Warden or Paralegal has been obtained. In these instances, a member of the inmate's unit team is responsible for searching papers/material for contraband prior to the inmate bringing them into the Visiting Room. An attorney may be permitted to take from the institution or leave with the inmate legal documents with prior permission of the Warden or Paralegal. 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.

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**Clergy 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, (Attachment E)**, concerning the introduction of contraband.

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

- P. Violations of Regulation 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 BP-S224.022, (Attachment E)**, 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. The Operations Lieutenant on duty at the time of the violation will ordinarily interview the outside visitor(s) involved and obtain a written, signed statement to be included in the investigation information on the incident report. 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.

- Q. Searching of Visitors:** A visitor who exercises his or her option of refusal by objecting to any search, tests, or entrance procedures must leave the institution grounds. Staff will deny admission to any visitor who refuses to be screened by a metal detector or who refuses to undergo a search of personal items; i.e., purse, coats, bags, briefcases, etc. Visitors, who refuse any such search or procedure and elect to leave the institution, will not be permitted to return for a visit without prior approval of the Captain.



**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 effects 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 to be responsible for any missing items.

Visitors who fail the metal detector screening will not be allowed entrance into the institution. Occasionally, a visitor will be equipped with a prosthesis containing metal. In such cases, a personal search will be conducted in the restroom located in the front entrance, including a thorough examination of the prosthetic device. Visitors may also have surgically implanted pins and plates that will not clear the metal detector. The hand-held metal detector may be used in these cases.

Visitors requiring wheelchairs will usually be supplied an institution wheelchair. Any personal wheelchair will not be permitted entry into the institution without the consent of the Captain and AW(P).

**R. 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 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.

**Visitor Attire:** Visitors will dress appropriately and avoid clothing styles that are sexually suggestive or could easily be confused with inmate clothing (i.e., khaki). A visit may be terminated in order to maintain good taste and consideration for others. Questionable attire will be referred to the Operations Lieutenant and/or IDO prior to denial of the visit.

**Visitor Conduct:** Visitors who give evidence of recent use of alcoholic beverages, drugs or narcotics, or who display inappropriate behavior will not be permitted to visit or remain on the institution grounds.

**Profanity:** No loud, boisterous talk, or profane language will be allowed while visitors are being processed, escorted, or during the visit inside the Visiting Room.

**Visitors' Children:** Each inmate having a visit must assume reasonable responsibility for proper conduct during the visit, including control of his visitor(s). Children should be controlled to the extent of consideration for other visiting groups and not be permitted to wander from the immediate area of the visit, run about the Visiting Room, or create noise that disturbs other visits. Failure to control children will result in termination of the visit. Visitors should not lay down or sleep anywhere in the visiting areas. Children under the age of 16 years old may not visit unless accompanied by a responsible adult. Exceptions in unusual circumstances may be made through special approval by the Warden.

- S. 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.
- T. 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, (Attachment E)**. The officer will ensure the visitor is on the inmate's approved visitation list. The officer will ensure the visitor and his or her personal effects are thoroughly searched and his or her hand is stamped appropriately. The visitor will be escorted by Visiting Room staff to the Visiting Room. The escorting staff will ensure each visitor is stamped appropriately upon their arrival in the Visiting Room. **NOTE: No more than six (6) visitors, including children will be escorted in or out of the visiting area at any one time.**
- U. Visiting Room Officer:** The Visiting Room #1 Officer/Camp Visiting #1 Officer will positively identify the visitor(s), 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 #1 Officer will also be responsible for logging in the time the inmate enters and leaves the Visiting Room.

The Front Entrance Officer/Camp Visiting Room #1 Officer will ensure all visitors are accurately loaded into the web based 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 post.

- V. **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 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(s). 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.

**Inmate Searches:** At the FCI, a pat search of each inmate is required prior to the inmate being allowed to visit. A visual 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 search. All searches will be conducted in private, out of sight of visitors and other inmates. Camp inmates will be pat searched, with visual searches being conducted on a random basis.

**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. Camp visiting restrooms will remain locked. Visiting Room staff will unlock each restroom upon request from a visitor, and lock it again after each use. Camp inmates, only under the direct visual supervision of Visiting Room staff, will be authorized to utilize the restroom located in the Visiting Room.

- W. **Other Applicable Regulations:**

**Inmate Dress Code:** All inmates must wear issued khaki clothing that is clean and in neat condition. Shirts must be worn and must be tucked in. Socks must also be worn. Unless medically exempted, institution issued black safety toe shoes will be worn. Shoes must be clean and presentable manner. Tennis shoes, sneakers, or any other type of shoe will not be permitted during visitation. Inmates with soft shoe permits will have a current copy of the permit with them and present it to the Visiting Room Officer prior to entering the Visiting Room. **Inmates will then be provided with a pair of bus shoes or other Institution**

**issue/approved shoes. Upon the completion of the visit the inmate will exchange the bus shoes for his own soft shoes.** Inmates with special made medical shoes, will have a current permit from the hospital stating these are the only type of shoes this inmate can/must wear. 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 Visiting Room except necessary items identifiable as: one pair of prescription glasses, one comb, one plain wedding band, one religious medallion and one white handkerchief. Necessary legal papers will be permitted during a visit with an attorney if approved in advance as noted in this supplement. Medications for inmates, such as inhalers for asthma patients, nitroglycerine, or other required drugs needed on an emergency basis, may be brought into the Visiting Room and will remain at the officer's desk. Oxygen tanks will be permitted once they have been checked by Visiting Room staff. All items will be logged into the **Visiting Room Inmate Property Log** maintained by the Visiting Room #3 Officer.

**Visitor's Prohibited Items:** Visitors are not allowed to take any unapproved items into the Visiting Room. All non-permissible items must remain in the visitor's vehicle in the parking lot. Cellular phones, phone watches, two-way pagers and pagers are not authorized. No food items, chewing gum, or medications are permitted in the Visiting Room, with the exception of nitroglycerine tablets. Prohibited items include but are not limited to the following items: large handbags, umbrellas, instant type photos, photo albums, film, cameras, radios, blankets, television sets, pocket knives, electronic games/toys, personal papers or legal documentation, newspapers, magazines, books, chewing gum, pens, pencils, eating and drinking utensils, thermos sports bottles, sunglasses (except prescription sunglasses), luggage, packages, tape players, and tape recorders (*see exceptions for tape recorders under "Attorney Visits"*). A visitor may take a wallet or small, clear change purse with monies for the vending machines. Total funds should be no more than \$20 with no single bill larger than \$5.00.

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**Infant Care Items:** Infant care items for visitors with infant children will be limited for security reasons. Only Premixed formula and other liquids or foods in sealed, original containers will be permitted. Other infant care items will be limited to three (3) clear nursing bottles, three (3) diapers, wet wipes, and one small blanket. Baby powders, ointments, creams, bowls, cups, baby carriers or strollers, etc. are not permitted. All infant care items shall be maintained and issued as needed by Visiting Room staff.

Children may not bring toys, books, cards, dolls, crayons, or games, including electronic devices. Diaper bags will be permitted only for visitors with small infants and must be clear plastic. Mothers who breast-feed must have a small blanket or other type of covering to ensure the breast is not exposed during nursing.

**Pets:** 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.

- X. **Meals:** Food items are not permitted to be brought into the institution, except baby bottles filled with formula or milk and premixed foods in sealed, original containers for consumption by infants. These may be brought in only after having passed a security check with the metal detector and a visual inspection of the contents.
- Y. **Electronic Drug Detection:** An Electronic Drug Detection Machine will be utilized on visitors on a random basis in an effort to detect/trace narcotics. When an inmate visitor tests positive for one of the identifiable substances, the following action is to be taken: **First Occurrence;** Visiting privileges for the inmate visitor are to be suspended for 48 hours. **Second Occurrence;** If within one month of first occurrence, visiting privileges are to be suspended for 30 days. If a visitor tests positive after the one month period, the test result will be treated as a first occurrence. **Third Occurrence;** If an inmate visitor tests positive at any time after a 30 day suspension, the inmate visitor is to be denied visiting for a period of 90 days. **Fourth Occurrence;** If an inmate visitor tests positive at any time after a 90 day suspension, the inmate visitor is to be denied visiting for a period of 180 days.

**Note:** No disciplinary action shall be taken against an inmate when an individual scheduled to visit the inmate tests positive.

6. **MANAGING DEPARTMENT:** Correctional Services.
7. **EFFECTIVE DATE:** This policy is effective upon issuance.

Approved by:

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David G. Justice, Warden



**Federal Correctional Institution  
Texarkana, Texas**

**AUTHORIZATION FOR SPECIAL VISIT**

VISITOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ AGE: \_\_\_\_\_

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The aforementioned visitor is authorized to visit inmate \_\_\_\_\_,  
Reg. No. \_\_\_\_\_, unit \_\_\_\_\_, on \_\_\_\_\_, for one day.

APPROVED

DENIED

\_\_\_\_\_  
WARDEN OR DESIGNEE                      DATE

This form will be retained in the inmate's visiting folder for further reference.

**VISITOR INFORMATION**

TEX-5267.07B

**ATTACHMENT C**

**U.S. DEPARTMENT OF JUSTICE**

**FEDERAL BUREAU OF PRISONS**

Addressee	Institution	Date
Re: (Inmate's Name and Register No.)		

Dear \_\_\_\_\_:

I am requesting that you be included among my approved visitors. In order to establish your suitability as a visitor, it may be necessary for institution officials to send an inquiry to an appropriate law enforcement or crime information agency to ascertain whether or not placing you on my visiting list would present a management problem for the institution, or have other possible adverse effects. The information obtained will be used to determine your acceptability as a visitor. The Bureau of Prisons' authority to request background information on proposed visitors is contained in Title 18 U.S.C. § 4042.

In order for you to be considered for the visiting privilege with me, it will be necessary for you to fill out the questionnaire and release form below and return it to the following address: (Institution address).

You are not required to supply the information requested. However, if you do not furnish the information, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request may be significantly delayed. If the information withheld is found to be essential to the processing of your request, you will be informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized if you do not supply the information requested, failure to supply such information could result in your not being considered for admittance as a visitor. The criminal penalty for making false statements is a fine of not more than \$250,000 or imprisonment for not more than five years or both (See 18 U.S.C. § 1001).

Sincerely,

1. Legal Name	2. Date of Birth	3. Address (Including Zip Code)
4. Telephone Number (Including Area Code)	5. Race and Sex of Visitor	
6. Are you a U.S. Citizen?  ___ Yes ___ No	6a. If yes, provide Social Security No: _____ 6b. If no, provide Alien Registration No: _____ 6c. Provide Passport No: _____	
7. Relationship to above-named inmate	8. Do you desire to visit him/her? ___ Yes ___ No	
9. Did you know this person prior to his/her current incarceration? ___ Yes ___ No		
10. If the answer to #9 is yes, indicate the length of time you have known this person and where the relationship developed.		
11. Have you ever been convicted of a crime? If so, state the number, date, place, and nature of the conviction/s:		
12. Are you currently on probation, parole, or any other type of supervision? If so, state the name of your supervising probation/parole officer and the address and telephone no. where he/she can be contacted:		
13. Do you correspond or visit with other inmates? If so, indicate the individual(s) and their location(s):		
14. Driver's License No. and State of Issuance		



AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize release to the Warden of: \_\_\_\_\_ any record of criminal offenses for which I  
(Institution, Location)  
have been arrested and convicted within the last ten (10) years, and any information related to those convictions.

\_\_\_\_\_  
Signature for Authorization to Release Information (Sign and Print Name) Parent or Guardian

(If applicant is under 18 years of age, signature of parent or guardian indicates consent of minor to visit inmate).

If additional space is required, you may use the back of this form.  
(This form may be replicated via WP)

To be filed in Inmate Central File, FOI Section 2  
Replaces BP-S629 of May 99

**FEDERAL CORRECTIONAL INSTITUTION  
TEXARKANA, TEXAS**

In addition to your assuming reasonable responsibility for the proper conduct of a visit, you are also responsible for forwarding this form to the above visitor so that he/she will be aware of the following visiting regulations and can present this approval on arrival.

**VISITING REGULATIONS**

**IDENTIFICATION:**

Positive photo identification of visitors will be required such as a Driver's License or other state or federal issued forms of photo identification..

**VISITING HOURS:**

Regular visiting hours are from 8:00AM to 3:00PM on Saturdays, Sundays and Federal holidays. Within the above limitations, the length and frequency of visits is regulated to four adults and four minor children at one time. The Visiting Room Officer may terminate a visit because of overcrowded conditions or improper conduct of the visitor or the inmate.

**WHO MAY VISIT:**

Normally, all immediate family members are approved. Children under sixteen years must be accompanied by a responsible adult.

**REGULATION:**

The right to make future visits may be denied to anyone who tries to circumvent or evade regulations. It may also require other action and possible prosecution. The introduction or attempt to introduce contraband into a Federal Penal Institution is a violation of Section 1791 and 3571, Title 18, U.S. Code, Attorney General's Regulations dated 10-12-84, and provides a penalty of not more than twenty years imprisonment and/or \$250,000.00 fine, or both. Contraband is defined as follows: Any item given to or left where accessible to inmates such as narcotics, alcohol, firearms, money or other items in which specific approval of the Penal Institution has not been obtained. **THE USE OF CAMERAS OR RECORDING EQUIPMENT WITHOUT WRITTEN CONSENT OF THE WARDEN IS STRICTLY PROHIBITED.** No written messages may be exchanged during a visit. Visitors entering the institution for the purpose of visiting inmates will not be allowed visiting privileges unless they are properly attired. Visitors are not allowed to sit/wait in the parking lot, in vehicles, or the Front Lobby area while another visitor completes their visit.

Allowable items to be taken to the Visiting Room will be limited to:

1 Clear Change Purse (small)  
Cash totaling no more than \$20.00, with no bill being more than \$5.00  
Feminine Hygiene Items (sealed)  
1 Handkerchief  
1 Comb or Hairbrush  
**Car and House Keys without pictures on the key holder/chain**  
3 Diapers  
3 Bottles of Milk  
2 Sealed Baby Food Jars  
1 Baby Blanket  
1 Diaper Bag (clear plastic)  
Strollers and infant seats are prohibited. Smoking materials are not allowed. Medication must be approved by the Front Lobby Officer or in questionable cases, by the Operations Lieutenant. All excess items will be stored in the visitors vehicle.

The following items are prohibited:

Cellular phones, two-way pagers and pagers;  
Food items, chewing gum, or medication (the only exception is nitroglycerine tablets);  
large handbags, hats, umbrellas, instant photos, photos on key chains-charms-or necklaces, photo albums, film, cameras, radios, blankets, television sets, pocket knives, electronic games/toys, personal papers or legal documentation, newspapers, magazines, books, pens, pencils, eating and drinking utensils, thermos sports bottles, sunglasses (except prescription sunglasses), luggage, packages, tape players, and tape recorders (see exceptions for tape recorders under "Attorney Visits").

The following attire will NOT be permitted:

Skirts, dresses, culottes: 3 or more inches above the knee in the standing position or splits in the material to include wrap around clothes  
Capri pants could be worn but must be no shorter than the calf area  
Khaki clothing (pants, shirt, blouse, etc.)  
Shorts (only children 12 and below may wear shorts)  
Halter, tube, tank or crop tops  
Any shirt/blouse exposing the midriff  
Brassiere-less  
Spandex attire  
See-through clothing to include plain white t-shirts  
Form fitting clothing  
Sweat pants or jogging suits  
Clothing displaying obscene gestures, language or disruptive symbols  
Hats, Any type/form/resemblance of/to a baseball cap, cowboy hat, sombrero, head wrap, or head band.

NOTE: Shoes must be worn by all visitors except infants. Flip flops or any other type of house shoes are not to be worn for visitation.

It is the FRONT LOBBY OFFICER'S responsibility to ensure visitors are appropriately attired. They have the authority to deny a visit should a visitor not be in compliance with dress requirements. They must utilize good judgement in making this determination and seek the advice of the Operations Lieutenant and/or Institution Duty Officer in questionable cases.

NOTIFICATION OF VISITOR

TEX-5267.07B  
ATTACHMENT E

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

DATE:	TIME:	OFFICER'S NAME/SIGNATURE:	
INSTITUTION: FCI TEXARKANA, TEXAS		LOCATION:	
NAME OF INMATE TO BE VISITED:			REGISTER NO.:
If not visiting with an inmate, please indicate:			
NAME OF ORGANIZATION:		PURPOSE OF VISIT:	

It is a Federal crime to bring upon the institution grounds any firearm, destructive device, ammunition, other object designed to be used as a weapon, narcotic drug, controlled substance, alcoholic beverage, currency, or any other object that threatens the order, discipline, or security of a prison, or the life, health, or safety of an individual without the knowledge and consent of the warden. Title 18 U.S.C. 1791 and 3571 provides a penalty of imprisonment for not more than twenty years, a fine of not more than \$250,000 or both, to a person who provides, or attempts to provide, to an inmate any prohibited object. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages. The warden, upon reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order, may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyser test, or other comparable test. A visitor has the option to refuse any of the search or test or entrance procedures, with the result that the visitor will not be permitted entry to the institution.

**NOTE:** *Your refusal of these procedures means that you will not be permitted entry to the institution, and you will be allowed to leave the institution property, unless there is a reason to detain and/or arrest you. The use of cameras or recording equipment without permission of the Warden is strictly prohibited; VIOLATORS ARE SUBJECT TO CRIMINAL PROSECUTION. Once a visit with an inmate begins, if a visitor leaves the visiting area, the visit will be terminated. Any exception must be approved by the visiting room officer.*

**PLEASE ANSWER THE FOLLOWING QUESTIONS:** Are any of the following items in your possession, or in possession of children in your party under 16 years of age?

Firearms	Yes:	No:
Explosives	Yes:	No:
Weapons	Yes:	No:
Ammunition	Yes:	No:
Metal Cutting Tools	Yes:	No:
Recording Equipment	Yes:	No:
Cellular Phones	Yes:	No:

Narcotics	Yes:	No:
Marijuana	Yes:	No:
Camera	Yes:	No:
Food Items	Yes:	No:
Alcoholic Beverages	Yes:	No:
Prescription Drugs*	Yes:	No:

\*All types of medication carried must be listed in the following space, and must be left at the entry area:

I have read, I understand, and I agree to the above. If I am visiting with an inmate, I also understand and agree to abide by the visiting guidelines provided me by this institution. I declare that I do not have articles in my possession which I know to be a threat to institution safety, security, or good order. I am aware that if I have questions about what is authorized, I should consult with the officer. I am aware that the penalty for making a false statement is a fine of not more than \$250,000 or imprisonment of not more than five years or both (pursuant to Title 18, U.S. code, Section 1001). I acknowledge that my visiting privileges and/or all social visiting privileges for this inmate may be revoked for a one (1) to five (5) year period if he is discovered introducing or attempting to introduce any type of narcotics and/or other contraband into the institution on this date. I am aware that the visiting area, including restrooms in the visiting area, may be monitored to ensure institution security and good order.

PRINTED NAME:		SIGNATURE:	
STREET ADDRESS:		CITY:	STATE:
VEHICLE LICENSE NO./STATE:	YEAR:	COLOR:	MAKE/MODEL:
TELEPHONE:	DOB:	SOCIAL SECURITY #:	RELATIONSHIP:

LIST NAMES OF CHILDREN UNDER 16 YEARS OF AGE FOR WHOM YOU ARE RESPONSIBLE:

**AVISO AL VISITANTE**

**U.S. DEPARTMENT OF JUSTICE FEDERAL BUREAU OF PRISONS**

<b>FECHE:</b>	<b>TIEMPO:</b>	<b>NOMBRE DE OFICIAL:</b>	
<b>INSTITUCIÓN: FCI-TEXARKANA, TEXAS</b>		<b>SITIO:</b>	
<b>NOMBRE DEL RECLUSO:</b>		<b>NUMERO DE REGISTRO:</b>	
Si no está visitando a un recluso por favor indique:			
<b>NOMBRE DE LA ORGANIZATION:</b>		<b>PROPOSITO DE VISITA:</b>	

Es un crimen federal traer al terreno de la institución cualquier clase de armas, artefactos destructivos, munición, o cualquier otro objeto que pueda ser usado como arma, drogas, substancias controladas por la ley, bebidas alcohólicas, dinero, o otro objeto que ponga en riesgo el orden, disciplina, seguridad de una prision, la vida ó salud de un individuo sin el conocimiento y la aprobación del alcaide. El código de los EE.UU.V 18 Secciones 1791 y 3571 (18 U.S.C. 1791 and 3571) decreta castigo por encarcelamiento de no mas de veinte años, una multa maxima de \$250,000.00, o ambos, a cualquier persona que facilite o intente facilitar a un recluso cualquier cosa prohibida. Toda persona que entre a los predios de la institución puede ser sujeto de una requiza sobre su persona, sus pertenencias (incluyendo vehículos), y paquetes. En caso que exista la sospecha que alguien pretenda introducir contrabando, o que alguien demuestre acciones que pongan en peligro la seguridad o el orden de la institución, el alcaide puede pedir que se le practique requiza visual o fisica, examen de orina o de aliento, o cualquier otro examen parecido, antes de admitirle a la institución. El visitante tiene la opción de rehusar cualquier requiza o examen. En caso que la persona rechase un examen o requiza, no se le permitira entrar.

**POR FAVOR CONTESTE LA SIGUIENTES PREGUNTAS:** ¿Tiene usted, o cualquier persona menor de 16 años que lo acompañe, cualquier articulo descrito en adelante?

Armas de fuego	Si:	No:		Nárcoticos	Si:	No:
Explosivos	Si:	No:		Marijuana	Si:	No:
Armas	Si:	No:		Camara Fotografica	Si:	No:
Municion	Si:	No:		Comida	Si:	No:
Herramientas cortantes	Si:	No:		Bebidas alcohólicas	Si:	No:
Equipo de grabacion	Si:	No:		Droqas de prescripción	Si:	No:
Telephono celular	Si:	No:				

\*Toda medicación debe ser declarada en el espacio que sigue, y debe dejarse en el area de entrada:

Yo he leído, entendido, y estoy en acuerdo con lo escrito sobre éstas letras. Si estoy visitando a un recluso, declaro entender y estar dispuesto/a a seguir los reglamentos de visita los cuales se me han entregado por el personal de la institución. Declaro no tener en mi posesión articulos que se consideren peligrosos para la seguridad o el orden de la institución. Entiendo que en caso de dedita sobre lo que es autorizando debo consultar con el oficial encargado de visitas. Entiendo que la pena por hacer una declaración falsa puede ser una multa de no mas de \$250,000.00 y/o encarcelamiento por no mas de cinco años (Según el código de los EE.UU. bajo titulo 18, sección 1001 - 18 U.S.C. 1001). Yo reconosco que me han informado que mis privilegios de visitas/que todos los privilegios de visita sociale para el interno pueden ser revocados por hasta un (1) ano hasta cinco (5) anos si el interno es descubierto introduciendo o atentando introducir cualquier tipo de narcoticos y/o otro contrabando a la institución en esta fecha. Entiendo que en el area de visita, incluyendo los baños, puede haber vigilancia mecerceria para mantener la seguridad y orden de la institución.

<b>NOMBRE EN LETRA DE MOLDE:</b>		<b>FIRMA:</b>		
<b>DIRECCIÓN/CALLE:</b>		<b>CIUDAD:</b>		<b>ESTADO:</b>
<b>NÚMERO DE PLACA DEL VEHÍCULO:</b>	<b>AÑO:</b>	<b>COLOR:</b>	<b>MARCA Y MODELO:</b>	
<b>FECHA DE SU NACIMIENTO:</b>		<b>NUMERO DE SU SEGURO SOCIAL:</b>		
<b>NUMERO DE SU TELEFONO:</b>		<b>RELACION AL RECLUSO:</b>		

**NOMBRES DE LOS NIÑOS MENORES DE 16 AÑOS POR QUIÉN ME HAGO RESPONSABLE:**