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U.S. Department of Justice  
Federal Prison System  
Federal Correctional Institution  
Joint Base MDL, NJ 08640

## Institution Supplement

OPI: Correctional Services  
Number: FTD 5267.09G  
Date: June 22, 2016  
Subject: Visiting Regulations

1. **PURPOSE:** To establish visiting procedures at the Federal Correctional Institution and Satellite Camp at Fort Dix, New Jersey. This supplement will be made available to all visitors on the BOP public website.
2. **DIRECTIVES AFFECTED:**
  - A. Directives Rescinded: Institution Supplement FTD 5267.08F Visiting Procedures, dated November 21, 2014.
  - B. Directives Referenced: Program Statements 1315.07, Legal Activities, Inmate, dated November 5, 1999; 5267.09, Visiting Regulations, dated December 10, 2015; 5360.09, Religious Beliefs and Practices, dated June 12, 2015; and 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, dated July 17, 2013.
3. **STANDARDS REFERENCED:** American Correctional Association <sup>4th</sup> 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 (FCI) and Satellite Camp located at Fort Dix, New Jersey.

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

Holidays.

The FCI (east and west compounds) will have visits 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 and Wednesdays unless a holiday falls on one of these days. At 3:00 p.m. on visiting days, visitors and inmate 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 must arrive at the front entrance gate before 1:45 p.m. No visitors arriving at the front entrance after this time will be allowed to visit. Additionally, visitor processing in the front lobby ceases at 2:00 p.m.

Visitors must leave the reservation once their visit has been completed.

- 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  
JBMDL, 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 the institution check point is reached.

From Northern New Jersey from Turnpike:

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

From Delaware, Virginia or Maryland:

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

Transportation to and from the institution may be gained by calling 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 Millennium 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 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, attorneys, 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 room becomes overcrowded. The maximum occupancy for each visiting room follows: East 250; West 350; Camp 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 denied entrance due to a documented restriction, the operations lieutenant and IDO will be the final deciding factor in a visitor's denial, and responsible for explaining the reason for denial.

The Unit Team will evaluate all inmates on their caseload and all incoming inmates to determine if they have an inmate who has been convicted of a sex offense involving a minor.

Any inmate fitting this criterion will have the following annotation placed in the visiting program under the comments section: "this inmate was convicted of a sex offense involving a minor."

- 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.
- Consulate Visits:** Whenever it has been determined an inmate is a citizen of a foreign country, the Consulate of that country will be permitted to visit on matters of legitimate business. This privilege will not be withheld even though the inmate may have had visits suspended through the discipline process or be confined in the SHU. The requirement for the

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

**Attorney Visits:** Visits by retained, appointed, or prospective attorneys or by an attorney who wishes to interview an inmate as a witness will be permitted. Attorneys may be placed on the inmate's visiting lists and visit during normal visiting hours without prior notice. If an attorney is not on the inmate's visiting list, the attorney must make prior arrangements through the inmate's Unit Team. A memorandum shall be prepared by a member of the Unit Team to the Associate Warden advising him/her that an attorney visit has been arranged. Copies of the memo shall be forwarded to the Front Lobby, Control Center, and Checkpoint Officers. In special circumstances where an advance appointment is not practical an effort shall be made to accommodate the attorney. The attorney at that time must produce a bar card or other proof of licensure as detailed below.

Attorney visits will ordinarily take place during regular visiting hours. The unit team will be responsible for providing adequate supervision for attorney visits during non-visiting periods. Prior to approving each visit or placing the attorney on an inmate's visiting list, attorneys are required to identify themselves (an American Bar Association identification card is considered a standard form of identification) and confirm that they wish to visit an inmate.

The institution reserves the right to refuse or limit admission to those who fail to comply with regulations. If there is a question about identity of the attorney or his/her qualifications as an attorney, the matter should be referred to the FCI Fort Dix Attorney.

Visiting attorneys will be subject to a search of their person and belongings for the purpose of ascertaining if contraband is present. They will also be required to read and sign a Notification to Visitor Form (BP-S24.022), concerning the introduction of contraband.

Inmate/attorney visits will take place in a private conference room located within the visiting room. If all the rooms are in use, the visit may take place within the regular visiting room or the inmate and attorney will be offered the opportunity to reschedule the visit when a private conference room is available. The Warden must authorize the use of tape/video recording devices by attorneys during the course of the visit. The attorney must stipulate in writing in advance of the visit that the only purpose of the recording is to facilitate the attorney/client relationship.

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 over Correctional Services. An attorney may be permitted to take from the institution or give the inmate legal documents with prior written permission of the Associate Warden or his/her designee. The approval memorandum should be forwarded to the visiting room officer. Ordinarily, this material is not to be read by a staff member except with the consent of the attorney and/or the inmate.

Inmates will not participate in legal or attorney visits against their will.

**Deposition and Video conference:** These will be approved through the Legal Department and the Warden, and then forwarded to the Unit Team for processing.

**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 consulate 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.

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

- 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:** Computer services will back-up the visiting program to the hard drive of the front lobby computer once a week. In the event the visiting program cannot be accessed on the computer, Unit Team will review the visiting list in the inmate's central file to determine if the visitor is approved to enter the institution. The inmate's unit team staff will be responsible for updating the visiting program.
- J. **Approved Dress Code:** Clothing identified as inappropriate to be worn by visitors includes any type of see-through clothing, sandals, or any type of open toe shoes, no ripped pants or pants above the knee, tight stretch shorts and pants (biker shorts/spandex), halter tops, tank tops, tube tops of any type; skirts, shorts, and khaki-colored clothing for the FCI visitors only. If a visitor chooses to wear a dress, the length of the dress will not be shorter than the natural break of the wearer's leg, at the back of the knee. This requirement includes any type of slit or cut in the dress whether the slit is on the back, front, or side. 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.
- 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 will positively identify the visitor and log the date, visitor's name, and time the visitor(s) arrive in the visiting room. The time of their departure from the visiting room will also be logged. The visiting room #3 officer will also be responsible for logging in the time the inmate enters and leaves the visiting room. The visiting room #2 officer will maintain supervision of the inmates and their visitors at all times. This officer will accomplish this by continuous roving throughout the visiting room.

The front entrance officer #1 will ensure all visitors are accurately loaded into the web visiting program, maintaining an accurate count of visitors and inmates in the visiting rooms at all times. The Visitor Sign-in Log will be a bound ledger and the assigned officers will ensure it is completed properly and maintained on the post.

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

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

**Inmate Property Authorized:** The inmate will not take anything to the visit except necessary items identifiable as: one (1) pair of prescription glasses, one (1) plain wedding band, one (1) religious medallion and one (1) white handkerchief. Necessary legal papers will be permitted during a visit with an attorney if approved in advance as noted in this supplement.

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 sally port. Visitors, who no longer have the ink stamp, will be held in the sally port until a lieutenant arrives to investigate the situation and further identify the visitor. The lobby officer will rotate or choose at random the number sequence of the stamps to use each day and the hand to be stamped. Both will be identified and logged.

- O. **Violations of regulations and/or Introduction of Contraband:** In order to ensure a visitor is aware of the above policy, each adult visitor, sixteen (16) years of age and older, will complete and sign a Notification to Visitor Form (BPS224.022), acknowledging his or her awareness and understanding of the possible penalties for violation of the visiting room regulations and/or introduction of contraband into the institution. At the completion of each visiting day, these forms will be sent to the Captain's Office, where they will remain on file for one (1) year. If a visit is terminated because of a violation of regulations, the officer identifying the violation will ordinarily prepare and submit an incident report on the inmate(s) involved. Refusal by the visitor to cooperate in the interview and to provide a written statement will be documented and submitted to the captain.

If it becomes necessary to warn an inmate concerning violations of visiting regulations, the visiting room officer will document the warning in writing in a log book. This log book will remain in the visiting room. Inmates who violate the institution visiting regulations may be subject to disciplinary action and loss of their visiting privileges.

- 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 over Correctional Services.

**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 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.

All visitors must clear the metal detector. Failure to pass may result in the visit being denied. Visitors who cannot pass the walk through metal detector for medical reasons (surgically implanted pins and plates that will not clear the metal detector) must present to the lobby officer a medical certificate stating he or she has metal in his or her body. The certificate must say where the metal is located. The lobby officer may then use the handheld metal detector to screen the visitor, and conduct a visual examination of the area. If the area is of a sensitive nature, the operations lieutenant and IDO will be contacted. A visual search of any visitor will require the warden's approval. Visitors requiring wheelchairs will keep their personal wheelchair. A thorough search of the wheelchair must be conducted prior to entering the Visiting Room.

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 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.

Visitors departing the institution are required to return the placard that was issued to them at the front entrance. Visitors who fail to return the placard will be suspended from further visits until the placard is returned.

R. **Authorized Items:** Visitors may not give to or receive any items from an inmate in the visiting room. All authorized items entering the visiting room must be carried in a clear plastic container. Each visitor will only be allowed to bring in one container. The container will not be more than 1 cubic foot (1 foot deep and 1 foot wide). Permitted items for infant children include 3 clear, 3/4 full liquid formula/milk bottles, 2 jars of unopened baby food, 1 pack of baby wipes, 5 extra diapers, 1 blanket, and 1 change of baby clothes. These items must pass a security check via an electronic detection device and a visual search. No strollers will be authorized. Items prohibited from being brought into the visiting room by visitors are weapons, ammunition, drugs/narcotics, food, newspapers, magazines, pagers, cellular telephones, recording equipment, photography equipment, radios, tape players, PDAs, pictures and tobacco products. Money will not be accepted for deposit to the inmate's account through the visiting room. A maximum amount of \$20.00 may be brought into the institution in small bills, (\$1.00 and \$5.00 bills) for the purchase of food items in the vending

machines. Any items not allowed to be brought into the institution may be left in the visitor's vehicle or in one of the lockers provided in the front entrance. Visitors are precluded from bringing animals on institutional grounds, except for dogs which assist persons with disabilities. In such cases, the visitor must provide staff with certification that the dog is trained for that purpose. 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. Food items are not permitted to be brought into the institution, except baby bottles as discussed above.

- 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 others and not be permitted to wander from the immediate area, run about the visiting room or create noise that disturbs other visits. Failure to control children will result in termination of the visit. 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 up to two hours each on Thursdays. Ordinarily, 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, the SHU Lieutenant and visiting OIC will communicate to ensure inmates with separatees in the institution are never in the visiting room at the same time. SHU inmates will be restrained when they are taken out of their cells and escorted to the SHU Gate. SHU Staff will meet the compound officers at the SHU Gate and remove the inmate/s restraints once they are on the compound side of the gate. The compound officers will escort the inmates over a closed compound to the Visiting Room. Should the visit be denied for security reasons, the shift lieutenant will carefully explain the reasons for the denial to the visitor. A memorandum to the captain will be prepared explaining the supervisor's denial, with a copy to the warden.

Once the visit is completed, the inmate(s) will be escorted back to the SHU gate over a closed compound. SHU staff will meet the compound officers at the SHU gate and place the inmates in restraints prior to them entering the secure area. The inmate(s) will be escorted to the visual search area on the first floor of R&D, visually searched and escorted to their cells.

- 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.

5. **ATTACHMENTS:**

Attachment 1 - Inmate Request of Immediate Family to Visiting List  
Attachment 2 - Inmate Personal Property Log

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T. Outlaw, Acting Warden

**DISTRIBUTION:**

Associate Wardens  
Department Heads  
Master File  
AFGE Local 2001



ATTACHMENT: 1

INMATE REQUEST OF IMMEDIATE FAMILY TO VISITING LIST

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

REGISTER # \_\_\_\_\_

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

\* - Hispanic is Ethnic Background, not Race

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

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

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



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Date: June 22, 2016

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PROPERTY

1. Authorized Brown Shoes
2. Wedding Band (1)
3. Handkerchief (1)
4. Comb (1)
5. Prescription Glasses (1)
6. Picture Tickets
7. Medication (Approved by HSA)

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Visiting Room Officer