



## U.S. Department of Justice

### Federal Bureau of Prisons

#### *Federal Correctional Complex*

*Beaumont, Texas 77720-6015*

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## COMPLEX SUPPLEMENT

OPI: CPD/CSB  
NUMBER: BMX 5267.08A  
DATE: October 9, 2008  
SUBJECT: Visiting  
Regulations  
Distribution: General

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1. **PURPOSE AND SCOPE.** To establish local procedures for inmate visiting operations at the Federal Correctional Complex (FCC), Beaumont, Texas. Visiting helps maintain the morale of inmates, while strengthening relationships between inmates and family members and others in the community.
2. **PROGRAM OBJECTIVES.** The expected results of this Complex Supplement are to:
  - a. Establish visiting schedules for the Complex;
  - b. Establish visiting procedures for any holdovers;
  - c. Establish procedures to monitor all visiting areas to prevent the passage of contraband and ensure the security and good order of the institution;
  - d. Establish guidelines to make information pertaining to visitation available to the inmates and visitors;
  - e. Provide guidelines concerning the limits of available space in the visiting areas, and procedures to follow in the event of excessive overcrowding;
  - f. Provide guidelines concerning the time and administrative expense incidental to arranging and supervising visits;
  - g. Provide guidelines which expresses the need to maintain other institutional activities without unnecessary or

extended interference.

3. **DIRECTIVES AFFECTED.**

- a. Directives Rescinded: BML 5267.08B (6/15/06),  
BMP 5267.08A (11/9/06), and BMM 5267.08A (10/25/06)
  
- b. Directives Referenced:
  - P1280.11 JUST, NCIC, and NLETS Telecommunication  
Systems (Management and Use) (1/7/00)
  - P1315.07 Legal Activities, Inmate (11/5/99)
  - P1490.06 Victim and Witness Notification Program  
(5/23/02)
  - P4500.05 Trust Fund/Deposit Fund Manual (01/22/07)
  - P5100.08 Inmate Security Designation and Custody  
Classification Manual (9/12/06)
  - P5180.04 Central Inmate Monitoring System Manual  
(8/16/96)
  - P5270.07 Inmate Discipline and Special Housing Units  
(3/20/06)
  - P5280.08 Furloughs (2/4/98)
  - P5360.09 Religious Beliefs and Practices (12/31/04)
  - P5500.12 Correctional Services Procedures Manuel  
(10/10/03)
  - P5510.12 Searching, Detaining, or Arresting Visitors  
To Bureau Grounds and Facilities (1/15/08)
  - P5520.01 Ion Spectrometry Device Program (2/24/05)
  - P5521.05 Searches of Housing Units, Inmates and Inmate  
Work Areas (6/30/97)
  - P7331.04 Pretrial Inmates (1/31/03)

4. **STANDARDS REFERENCED.** American Correctional Association  
4<sup>th</sup> Edition Standards for Adult Correctional Institutions:  
4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500,  
4-4501, 4-4503, and 4-4504

5. **RESPONSIBILITY.** The visiting program is an important part  
of an inmate's incarceration and successful re-entry into  
society. Use of this privilege allows inmates to maintain  
family ties, community relationships, and plan for release.  
It is the inmate's responsibility to take advantage of the  
visiting program and follow the rules that govern it.

6. **VISITING HOURS.** Processing of visitors will begin at 8:30 a.m. (visitors are not allowed into the front lobby area until this time). No visitors will be processed after 9:30 a.m., on weekends and holidays, in preparation for the 10:00 a.m. count. Additionally, no visitors will be processed after 2:00 p.m. in preparation for the 4:00 p.m. count.

**Satellite Prison Camp (SPC):**

Social visits are scheduled on Saturday, Sunday, and federal holidays from 8:30 a.m. to 3:00 p.m.

**Low Security Institution:**

Social visits are scheduled on Thursday, Friday, Saturday, Sunday, Monday and federal holidays from 8:30 a.m. to 3:00 p.m.

Visitation on Saturdays and Sundays will be based on an **odd/even** schedule. Inmates having an odd register number will visit on odd weekend days. Inmates having an even register number will visit on even weekend days. The odd and even number is determined by the fifth digit in the register number.

**EXAMPLE:**

Inmate John Doe, Reg No. 1234"5" - 678, would visit on odd number weekend dates.

Inmate John Doe, Reg No. 4321"0" - 072, would visit on even number weekend dates.

Odd numbers are: 1, 3, 5, 7, 9 (may visit on all odd weekend dates).

Even numbers are: 0, 2, 4, 6, 8 (may visit on all even weekend dates).

**Medium Security Institution/United States Penitentiary:**

Social visits are scheduled on Thursday, Friday, Saturday, Sunday, Monday and federal holidays from 8:30 a.m. to 3:00 p.m.

7. **NUMBER OF VISITORS.** At FCC Beaumont, a limit of five visitors, including children, are permitted to visit at one time. Infants who are required to be carried by an adult visitor will not be included in the total of five visitors. Each child able to walk without assistance from the adult

visitor will be considered as one of the five authorized

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visitors.

Individuals under the age of 18 must have written consent of a parent or legal guardian to visit, and those visitors under 16 years of age must be accompanied by a responsible adult. Visitors under the age of 16 are not required to be related to the inmate being visited.

If for any reason a visitor has to leave the visiting room, the visit will be terminated for the day. Restroom facilities are available for visitors inside the visiting room.

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SPLIT VISITS: Should more than the authorized number of visitors arrive at the same time for an inmate, a split visit may be arranged at the discretion of the Operations Lieutenant. A split visit is defined as a visit where one or more of these visitors leave the visiting room and be replaced by other authorized visitors. The visitors ending the visit must leave the institution grounds. They are not permitted to wait in the front lobby or parking lot. During split visits, only one interchange of visitors will be permitted (e.g., individuals leaving the visiting room to permit other members of the party to visit may not subsequently return for further visiting that same day).

8. **FREQUENCY OF VISITS**. At FCC Beaumont, law enforcement interviews or attorney visits will not be counted on the point system. All visits with law enforcement agencies will be coordinated through the Special Investigative Supervisor (SIS). Inmates requesting additional visiting points must obtain approval in writing from the SIS and the Unit Manager through a recommendation by the unit team and the Complex/Deputy Captain. A copy of this approval must be in the front lobby prior to the visit.

**Satellite Prison Camp (SPC):**

Inmates assigned to the SPC are permitted to visit on Saturday, Sunday and federal holidays only from 8:30 a.m. to 3:00 p.m.

**Low Security Institution:**

Inmates are restricted to the number of visits they may receive. Each inmate will be allotted 15 points at the beginning of each month to be used as follows:

The inmate will be charged one point for each weekday visit and two points for each weekend or holiday visit.

**Medium Security Institution:**

Inmates are restricted to the number of visits they may receive. Each inmate will be allotted 12 points at the beginning of each month to be used as follows:

The inmate will be charged one point for each weekday visit and two points for each weekend or holiday visit.

**United States Penitentiary (USP):**

Inmates are restricted to the number of visits they may receive. Each inmate will be allotted eight points at the beginning of each month to be used as follows:

The inmate will be charged one point for each weekday visit and two points for each weekend or holiday visit.

9. **APPROVED VISITORS.** Visits are permitted to only those individuals appearing on an inmate's approved visiting list. It is the responsibility of the inmate to provide his approved visitors with information regarding policy governing their visits. If a visitor does not appear on an inmate's approved visiting list, the Front Lobby Officer will contact the respective unit team to verify if the visitor is authorized to visit. If a unit team member is not available, the Operations Lieutenant and/or Institution Duty Officer (IDO) will determine if the visit is approved or denied based on the review of the inmate's central file and other pertinent information. Persons attempting to visit who are not on the inmate's approved visiting list will be denied entrance into the institution.

**Definitions:**

- **Immediate Family Members:** Immediate family members are defined as mother, father, stepparents, foster parents, brothers, sisters, wife, and children. Inclusion of a common-law wife will require verification of the

relationship. Regardless of the security level, staff

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should obtain background information on potential visitors.

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- Other Relatives, Friends and Associates: Relatives, friends, and associates are defined as grandparents, aunts, uncles, in-laws, and cousins. Those individuals in this category will ordinarily be granted visiting privileges. With prior approval from their respective Unit Manager, inmates will be permitted 10 relatives, friends, and associates on their approved visiting list. Visiting privileges may be extended to friends and non-relatives as long as the relationship with the inmate was established prior to the inmate's incarceration.

Exceptions to the prior relationship requirement may be made in rare instances when inmates have no other approved visitors. These exceptions are only permitted with the written authorization of the Warden.

When it has been determined by staff the proposed visitor poses no threat to the security and/or orderly running of the institution, the National Crime Information Center (NCIC) will be used to check the proposed visitor's criminal history. It will be the requesting inmate's responsibility to submit the request for the exception to his unit team, and to supply the proposed visitor with the Visitor Information Form (BP-A629).

- Persons with Criminal Records: The existence of a criminal record or arrest history does not automatically deny visiting privileges. The unit team will review all pertinent information regarding the proposed visitor's criminal record, criminal history, and any recent criminal activity. This process is used to determine if allowing the proposed visitor access to the visiting room would be detrimental to the security of the institution.
- Ex-Inmates: Rarely will individuals in this category be permitted to visit. In those instances necessitating such visits, the Warden must give prior approval with a recommendation from the unit team.

- New Commitments: When an approved visiting list is not available, visits for new commitments will be limited to members of their immediate family. A list of immediate family members will be provided to the unit team by the inmate, following their arrival to the institution. Ordinarily, members of the immediate family are approved by the unit team, once the relationship is verified. Visitors must provide proper identification indicating they are members of the inmate's immediate family. A check of the inmate's Presentence Investigation Report, if one is available, may be required.

Upon their arrival, each inmate will be provided copies of the local Visiting Guidelines (Admission & Orientation Handbook (A&O)) and Visiting List Request form. The unit team is responsible for the preparation of the "Official Visiting List" to be filed in the inmate's central file and a copy will be maintained in the visiting room file cabinet located in the visiting room.

Inmates wishing to add or remove visitors from their approved visiting list will submit an Inmate Request to Staff Member form to their respective Correctional Counselor who will review the request and make the necessary changes once approved.

- Denied Visitors: The unit team will notify the inmate of the approval or disapproval of a requested person for his visiting list. The inmate is responsible for notifying the visitor of the approval or disapproval to visit. The unit team is responsible for providing the approved visitor with directions to and from the institution.

If a visitor is denied visiting privileges, the unit team will provide written notice to the inmate with a brief description of why the visitor was denied. A copy of the notice, with a more detailed summary as to why the visitor was denied, will be placed in the inmate's Central File, FOIA Exempt Section, for future reference.

- Multiple Visiting Lists: Except for immediate family, visitors will not ordinarily be placed on more than one inmate's approved visiting list. This request will require the Unit Manager's approval.
- Special Visits: Ordinarily, special visits will be approved by the Unit Manager or his/her designee. For cost effectiveness, staff should encourage any visit to take place during scheduled visiting hours. However, there will be occasions in which this cannot be accomplished. It is extremely important that advance notice be received when possible in order to ensure each visit can be adequately supervised and monitored, with minimal time and administrative expense incurred. The Chaplain will be responsible for investigation and approval of requests for clergy visits.

Unit staff will supervise special visits, to include Attorney and Support Staff visits, Minister of Record, and clergy visits (Attachment D). Clergy visits will be conducted in the visiting room and supervised by Religious Services staff. During non-visiting hours, staff responsible for supervising special visits will also be responsible for escorting the visitors to and from the visiting room.

10. **PRETRIAL INMATES**. FCC Beaumont does not ordinarily house holdovers or pretrial inmates. However, in the event this should occur, those visits would take place in the Special Housing Unit under the direct supervision of available staff.
11. **OVERCROWDED CONDITIONS**. Only the Operations Lieutenant, in consultation with the IDO, will have the authority to terminate a visit. Should the visiting room become overcrowded, the Visiting Room Officer will inform the Operations Lieutenant and the IDO.

Initially, visits will normally be terminated on a voluntary basis. Should this not alleviate the overcrowded conditions, the following measures may be taken in sequential order.

- a. Visits will be terminated based on the frequency of visitors received by the inmate.

- b. Visitors from the local area, within a 100-mile radius, will be asked to terminate their visits.
- c. As a last resort, visits will be terminated on a first-in, first-out basis.

Unusual circumstances which might warrant exceptions to these criteria should be determined by the Operations Lieutenant, in consultation with the IDO.

- 12. **HOLDOVERS**. The Warden may limit the number of visitors for an inmate in holdover status to the immediate family where there is neither a visiting list from the transferring institution nor other verification of proposed visitors. Inmates in holdover status will be allowed to visit for one hour following a thorough review of the Presentence Investigation Report by the respective unit team to verify immediate family members. If no unit team has been designated, approval must be obtained by the Operations Lieutenant and/or the IDO. All other requirements of a new commitment will be followed.
- 13. **HOSPITAL PATIENTS**. If a determination is made that a visit is to be held in the institution Health Services area, such visits will be subject to availability of staff. The visit will be limited to one hour, and no more than two persons may visit at any one time. The Warden may restrict visits if the inmate is suffering from an infectious disease, is in a psychotic or emotional state which makes a visit inadvisable, or is otherwise not in a condition to see visitors. When the Health Systems Specialist (HSS) recommends denial for a visit for medical or psychiatric reasons, the visitor will be notified by an appropriate unit team member, the HSS or IDO.

The HSS 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. Ordinarily, inmates in the physical custody of the Texas Department of Criminal Justice (TDCJ), receiving treatment at the local hospital, or receiving treatment at the University of Texas Medical Branch (UTMB) Galveston, may not receive visits from persons in the community. Any exceptions must be coordinated through the unit team with approval from the Complex/Deputy Captain prior to the visits.

14. **VISITING LISTS.** Ordinarily, staff will ensure inmates are advised of local visiting procedures within 24 hours after their initial commitment to the institution. Inmates may submit an initial visiting list to their assigned unit team for the purpose of gaining authorization for immediate family members. The inmate may request other relatives, friends, and associates by completing a Visitor Information Form (BP-S629.052) and providing it to their assigned unit team. Visiting lists may include immediate family members, and up to 10 other relatives, friends, and associates. The approved visiting list will list the names of all visitors, regardless of age. Parental or legal guardian approval must be obtained prior to placing anyone under the age of 18 on the visiting list.

Inmates will be responsible for obtaining Visitor Information Forms from their unit staff and mailing them to each prospective visitor. The proposed visitor will complete the form and return it directly to unit staff responsible for the inmate. Unit staff will then complete a National Crime Information Center (NCIC) check. NCIC checks will be completed on all friends and associates. Immediate family can be verified through the Presentence Investigation Report and/or contact with the U.S. Probation Office. A NCIC check is not precluded for immediate family. Should other information need to be requested from other official sources, the Request for Conviction Information Form (BP-S311.052) would be utilized. The list will be compiled by the Unit Counselor after verifying that all listed persons are acceptable. Ordinarily, visitors already identified as approved for inmates transferring from one institution to another will not need to be re-approved.

The Correctional Counselor will enter visiting list data on the computerized Access Control Entry/Exit System. An initial visiting list of immediate family members or a negative (no visitors requested) visiting list should be keyed ordinarily within seven days after an inmate's arrival at this facility.

Additions and/or deletions will be keyed as soon as possible following the completion of any background checks. Inmates may request changes to their visiting lists during team. The Unit Counselor will provide a paper copy of the visiting list to the inmate and place a copy of all updates in the

inmate's central file. Each time a visitor is approved and placed on the list, the inmate will be provided a copy of written guidelines pertaining to Visiting Rules and Regulations (Attachment E); Directions to and from the Complex (Attachment B); and methods of available transportation (Attachment C); will also be provided for the approved visitor(s). The inmate is responsible for ensuring this information is provided to the approved visitor(s). Additionally, the Visiting Rules and Regulations will be posted in the Front Lobby/Administration Building. A listing of local transportation services will also be available for the convenience of visitors. All visitors 16 years of age or older will document their receipt and understanding of visiting rules, regulations, and procedures prior to their entrance into the facility. A copy of each visiting list will be placed in the inmate's central file and in the visiting room file cabinet located in the visiting room. This copy will be utilized for backup in the event the computerized Access Control Entrance/Exit System is inoperable. The inmate may request changes to his visiting list as the need arises (i.e., the submission of the Inmate Request to Staff (BP-A148)).

At a minimum, unit staff will purge inmate information maintained in the computerized system on a monthly basis. In the event the system is inoperable, the Receptionist/Front Lobby Officer will contact unit staff to access the inmate's central file copy to verify approved visitors. The Receptionist/Front Lobby Officer will then document the date of the visit, number of points used, and the name(s) of visitors on a separate form which is maintained in the inmate's back-up paper file. The information will be transferred to the computerized Access Control Entry/Exit System as soon as the computer is operational.

15. **OTHER AUTHORIZED VISITORS.**

- Official Visitor - Law Enforcement: Ordinarily, the SIS will approve and coordinate interviews between law enforcement agencies and inmates. However, in the absence of the SIS, the Complex/Deputy Captain or designee will coordinate and have approved interviews coordinated by the appropriate Unit Manager. All telephone calls regarding law enforcement visits will

be directed to the SIS Office.

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The SIS Office will verify the information pertaining to the visit with the appropriate law enforcement office.

All visits by law enforcement officials will be conducted in an area designated by the Complex/Deputy Captain. Staff designated by the Captain will provide visual supervision for law enforcement official visits with inmates. The SIS Office will supervise only those visits for which he/she has been specifically requested. Inmates should be advised of their rights, when necessary, prior to the interview. The Legal Department may be consulted if legal questions arise. Inmates may refuse to speak with law enforcement officials if they so choose.

Examples of law enforcement visitors are as follows:

- U.S. Attorneys
- Law Enforcement Officers (U.S. Marshals, DEA, FBI, etc.)
- U.S. Probation Officers
- State and Local Law Enforcement Officials

Law enforcement visitors need only one form of identification which includes a current photo, signature, and name of the represented agency. Law enforcement visitors will be escorted by staff to the interview location.

- Official Visitor - Consular Visits: Inmates who are citizens of foreign countries may receive visits from that respective Consular Office on matters of legitimate business. Ordinarily, Consular visits are arranged in advance and coordinated under the auspices of the Complex Executive Assistant. These visits are usually conducted in the visiting room under the supervision of the visiting room or unit staff. This privilege will not be withheld even though the inmate may have visiting privileges suspended as a result of disciplinary infractions.
- Prisoner Visitation Support Staff (PVS): The Prisoner Visitation and Support Program will be coordinated through the Volunteer Coordinator. Visits are

ordinarily arranged in advance and conducted in the

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visiting room during regular visiting hours. PVS volunteers are required to complete the Notification to Visitor form (BP-S224.022). PVS visitors may ordinarily be allowed to carry paper and writing implements into the visiting room.

- Attorneys and Support Staff: Attorneys and support staff are required to complete the Notification to Visitor form (BP-S224.022) and Visiting Attorney Statement (BP-A241.013) prior to being authorized entrance into the institution. During non-visiting hours, approved attorneys, paralegals, sponsors, investigators, or others who request admission to the facility to conduct interviews, will be processed as regular visitors and allowed entrance under escort by unit staff supervising the visit to a designated visiting area. Upon completion of business, these visitors will again be escorted to the Administration Building. Unit staff will provide visual supervision of attorney and support staff/client visits. Upon conclusion of the visit, staff will conduct a visual search of the inmate in accordance with established procedures. Ordinarily, prior notice from the attorney's firm/office should be forwarded at least 72 hours in advance of the requested legal visit.

If requested in advance, the attorney should identify his/her State or Federal Attorney Bar Affiliation in the letter in order to allow for follow-up verification by unit staff. Unit staff will forward an informational memorandum to the Receptionist/Front Lobby Officer, advising of the approved visit.

The unit staff will also coordinate visits for legal support staff (paralegals, investigators, interpreters, etc.). When an attorney requests a student or legal assistant be allowed to correspond or visit an inmate, staff ordinarily should confirm the request by completing the Paralegal or Legal Assistant Confirmation (BP-A242.013). This confirmation should be given or sent to the supervising attorney, along with the Application to Enter Institution as Representative (BP-A243.013).

The exchange of legal material(s) between the inmate and attorney/legal representative is generally permitted with prior approval by the respective unit team. Upon arriving for the visit, both inmate and visitor shall indicate to staff those legal materials, if any, to be exchanged during the visit. Staff will identify the documents as legal materials and examine them for contraband. In accordance with normal procedures, the inmate's person and property shall be searched before returning to the compound. It is the inmate's responsibility to ensure material exchanged is in furtherance of their legal relationship. Violations of this rule may result in disciplinary action.

All incoming telephone calls regarding legal support staff visitation should be forwarded to the appropriate unit team in order for staff to forward appropriate forms and follow-up on the background investigation, etc. Unit staff will forward an informational memorandum to the Receptionist/Front Lobby Officer advising of the approved visit.

If any suspicious activity occurs during the course of any Attorney/Support Staff visit, supervising staff should contact the Operations Lieutenant and the Unit Manager. Examples of suspicious activity are as follows: 1) excessive physical contact; 2) suspected passage of contraband; and 3) intoxication. Attorneys are expected to display a professional demeanor while in the institution.

16. **ENTRY PROCEDURES AND GUIDELINES.**

- Identification: Visitors age 16 or older arriving at the institution without photo identification, will not be allowed access into the institution. The Receptionist/Front Lobby Officer will be responsible for checking the identification of all adult visitors.

Inmate visitors must have in their possession a State or U.S. government issued photo identification (e.g., passport or driver license). Visitors under the age of 16 who are accompanied by a parent or legal guardian are exempt from the provision. If the photo appears to be altered, forged, or otherwise not sufficient to

provide positive identification, the Operations

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Lieutenant and/or IDO will be notified for authorization. All visitors will be required to complete the Notification to Visitor Form (BP-S224.022) of governing Program Statement 5267.08, Visiting Regulations, prior to visiting.

- Processing Requirements: After the visitor has signed in and completed the Notification to Visitor Form, the Receptionist/Front Lobby Officer shall verify the visitor has proper identification, and the requested inmate is confined at FCC Beaumont. Once proper verifications have been completed, appropriate data regarding the visit will be keyed into the Computerized Access Control Entrance/Exit System. The Visiting Room #1 Officer will notify the inmate's Housing Unit Officer or Detail Supervisor that the inmate has a visit. In addition, the Visiting Room Officer will notify the Control Center Officer who will page the inmate via the public address system.

If the inmate cannot be located by the Unit Officer or the Detail Supervisor within (30) thirty minutes, the Visiting Room #1 Officer will advise the Operations Lieutenant.

All inmate visitors, with the exception of children under the age of 16, will sign the log book at the Front Lobby. The Receptionist/Front Lobby Officer will ensure he/she processes all visitors in accordance with established procedures.

The Receptionist/Front Lobby Officer will instruct all inmate visitors to complete the Notification to Visitor Form. All sections will be thoroughly completed. Federal, State, and local law enforcement officials, Consular representatives, members of Congress and the Judiciary, are exempt from completing the Notification to Visitor Form. After completing the Notification to Visitor Form, processing of inmate visitor(s) shall proceed through use of the walk-through metal detector and stamping the visitor's hand. Use of the various ink stamps will be rotated randomly. The same stamp should not be utilized for two consecutive visiting days. The Control Center Officer will verify the stamp is visible via the black light prior to authorizing

entrance of the visitor(s) into the secure perimeter.

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Once the visitor(s) has been processed, the visitor(s) will be escorted to the visiting room. The visiting room staff will verify each visitor's stamp and visually monitor visitors as they walk into the visiting room. Upon completion of the visit, the visitor(s) will be escorted by visiting room staff directly to the Outside Administration Building. The stamp of all visitors will be verified by both the visiting room staff and the Control Center Officer before authorizing their exit from the secure sallyport area.

17. **DETENTION OR DISCIPLINARY SEGREGATION STATUS.** Ordinarily, an inmate retains visiting privileges while in Administrative Detention (AD) or Disciplinary Segregation (DS) status. However, the following restrictions during their visitation will apply at the Low, Medium and USP facilities:

Inmate visitors will be escorted by Visiting Room Officers to the designated video visiting booths located in the General Population Visiting Room at each facility. Prior to placing the inmate visitors in their assigned visiting area, escorting staff will perform a visual inspection of the video visitation booths noting the condition of the area. Any damages to monitoring equipment or the visiting room will be documented via a written memorandum and appropriate action will be taken.

The Special Housing Unit (SHU) staff will escort the requested inmate to the assigned video visiting area within the SHU in hand and leg restraints, including a belly chain, and secured in the video visitation cell. Prior to placing the inmate in his assigned visiting area, escorting staff will perform a visual inspection of the visiting area noting the condition of the area. Any damages to monitoring equipment or visiting room will be documented via a written memorandum and incident report.

Non-contact video visiting will be allowed for all inmates in the unit with the exception of inmates on visiting restriction. Visits will ordinarily be authorized for a one hour period per inmate on Monday and Friday only.

Attorney visits for SHU inmates will be conducted in the visiting room in one of the Attorney/client rooms.

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It is the responsibility of the Visiting Room Officer to ensure that the visiting area regulations are followed as outlined by Bureau of Prisons policy, and visits are conducted in a quiet, orderly, and a dignified manner. Direct observation of the video visits is not required at all times, but the officer will move about and constantly observe the general visiting areas.

**Inmate Dress:** All inmates must wear institution issued clothing in the visiting cell consisting of an orange jumpsuit, t-shirt, socks, underwear and institution approved shoes.

At the conclusion of the visit, inmates will be escorted back to their assigned cell in the SHU and the inmate visitors will be escorted to the lobby area.

18. **SECURITY.** All visitors will be required to pass through the metal detector and are subject to random pat searches according to Program Statement 5510.12, Searching, Detaining, or Arresting Visitors To Bureau Grounds and Facilities.

Any visitor registering a positive reading will be screened using a portable transfrisker. If this scan proves positive, the visitor will be given the opportunity to produce the metal object. Failure to produce the object creating the positive reading will be just cause for denial of a visit. Only the Operations Lieutenant or IDO can deny a visit.

If probable cause exists that the visitor is attempting to introduce contraband into the institution, Program Statement 5510.12, Searching, Detaining, or Arresting Visitors To Bureau Grounds and Facilities, may be implemented.

Visitors lockers are placed in the Outside Administration Building for storage of visitors handbags, purses, shopping bags, packages, etc.

If all lockers are occupied, the visitor(s) may elect to wait for an available locker or place these items in their vehicle.

At no time will photographic or any type of recording equipment be allowed onto the institutional grounds without the written consent of the Warden or his/her designee.

Medication will be left in the lockers provided. The only exception to this would be if the medication is life supportive and the visitor will need an exact dosage during the time he/she will be visiting. Prior to allowing the medicine into the institution, the Receptionist/Front Lobby Officer will contact a member of the medical staff to determine if the medicine is indeed life supportive. If the medication must be retained by the visitor, the Visiting Room #1 Officer will be advised that the visitor has authorized medication, specifying it by name and amount.

Money will not be accepted for deposit into the inmate's account through the visiting room. Change purses that are a clear see-through type, money (\$20.00 maximum - \$1.00, \$5.00 and change only), comb, approved heart medication, and jewelry normally worn are allowed. The Front Lobby Officer will first inspect the change purse prior to the visitor taking it into the visiting room. Ordinarily, visitors are prohibited from bringing the inmate items/documents. Inmates with special circumstances should contact their Unit Manager prior to authorizing a visitor to bring items/documents into the institution.

Only those items needed for an infant's stay will be authorized in the visiting room. This includes, but is not limited to:

- one (1) - sealed package of baby wipes
- five(5) - diapers
- one (1) - formula mix (sealed)
- two (2) - plastic jars of baby food (sealed)
- one (1) - empty baby bottle (plastic)
- one (1) - serving spoon (plastic)
- one (1) - small clear plastic tote bag for the above contents

All items entering the visiting room will be thoroughly inspected by the Front Lobby Officer prior to admission.

19. **VISITING ROOM PROCEDURES AND GUIDELINES.**

- Visitor's Attire: All visitors will be dressed

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appropriately. Visitors wearing revealing clothes (halter tops, sleeveless garments, transparent or sheer garments, extremely low-cut dresses or blouses, extremely tight trousers/slacks or skirts/dresses), skirts or dresses two or more inches above the knees, wrap skirts, apparel with slits extending above the knee, or any other item of clothing which is determined by the Operations Lieutenant and/or IDO to be of poor taste, derogatory in nature, or may threaten the security or orderly running of the institution (trousers that sag and drag, etc.) will not be permitted to visit. Additionally, visitors will not be permitted to wear any style of thong-type/opened toe shoes, shorts, tank tops, head wear (with the exception of religious attire) or hooded jackets, non-prescription sunglasses, khaki or camouflage colored clothing. The Receptionist/Front Lobby Officer will contact the Operations Lieutenant and/or IDO whenever questionable situations arise. Ordinarily, the Operations Lieutenant or IDO are the only officials who may disallow a visit under these circumstances.

- Inmate's Attire: Only institution issued clothing will be allowed in the visiting room. Inmates will only be allowed to wear institution issued work shoes.

Inmate Searches: All inmates entering and exiting the visiting room are to utilize the compound entrance door. All inmates are to be pat searched thoroughly upon entry and only the following items are authorized for entry:

- one (1) - comb
- one (1) - religious medal (with chain)
- one (1) - wedding band (plain)
- one (1) - approved religious headgear
- one (1) - pair of glasses (prescription)
- one (1) - handkerchief

The visiting room officer will note any of the above items on the Visiting Room/Inmate Personal Property List, (Attachment A), as the inmate enters the visiting room. In order to control the introduction of contraband, a thorough visual search will be conducted

on all inmates departing the visiting room. All personal items on the inmate will be verified by the officer conducting the search utilizing the Visiting Room/Inmate Personal Property List.

An attempt to take unauthorized items out of the Visiting Room may result in disciplinary action. No personal items will be kept in the shakedown room. Medication, such as nitroglycerin tablets, may be permitted when authorized by the Health Systems Specialist. Hobby crafts, art items, etc., will not be given to visitors by inmates.

- Behavior: Visitors are required to maintain control of children at all times. Failure to do so may result in termination of the visit. All visitors and inmates are expected to conduct themselves in a responsible manner. The visiting areas are subject to being monitored and recorded.

Inmates with visiting children will sit in the designated seating area to supervise their children while using the play area. At no time are toys or other items to be removed from the designated play area. The visiting room staff will give one warning to the inmate regarding inappropriate conduct and/or the lack of supervision of their children. If inappropriate conduct continues, visiting privileges for the day will be terminated.

Conduct which disrupts the orderly atmosphere of visiting or offends other adults or children may be grounds to terminate the visit. Disruptive and/or offensive behavior will be reported to the Operations Lieutenant. The Operations Lieutenant or the IDO is authorized to terminate a visit for disruptive and/or offensive behavior. Such conduct involving an inmate may result in disciplinary action. The visiting room staff maintain the right to assign seating in order to ensure the area continues to operate in an orderly manner. Note: The visiting room is a public place and children are usually present. Inmates are expected to conduct themselves accordingly. Handshaking, embracing, and kissing are permitted only at the

beginning and end of the visit.

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- Notification to Visitor BP-S224.022: It is a federal offense to introduce or attempt to introduce any article into or upon the grounds of this institution without the expressed consent of the Warden or his authorized representative. Visitors are prohibited from introducing narcotics, alcohol, firearms, cellular phones, or explosives onto the federal reservation. Cameras or recording devices may not be introduced without advance written permission from the Warden. Any effort to circumvent or evade these regulations may result in the denial of future visits.

Any violation of federal laws will be referred to the appropriate agency. Also, visitors need to know that persons and packages can be searched at this facility.

- Vending Machines: Visitors are encouraged to bring sufficient change, ordinarily no more than \$20.00 per person, for use of the vending machines. Only visitors are authorized to purchase products from the vending machines. Inmates are not authorized to receive any funds while visiting. Inmates are not authorized in the vending machine area.
- Supervision of Visits: The Visiting Room Officers will make positive identification of each inmate entering the visiting room.

Each inmate will be required to be in possession of their identification card prior to being authorized entrance through the rear door of the visiting room. The Visiting Room Officer working the desk will also positively identify each inmate as they enter the visiting room by use of the inmate's picture identification card.

Inmates will also be positively identified by the use of the inmate's picture identification card prior to his visitor(s) departure from the visiting room. All inmates must present their trust fund account card for identification purposes upon entering the visiting room.

Officers assigned to the visiting room shall supervise inmate visits continuously to prevent the introduction of contraband and to ensure the security and good order of the institution. The Visiting Room Officers will ensure that all visits are conducted in a quiet, orderly, and dignified manner. The visiting room will be arranged in a manner to accommodate the inmates and their visitors. However, the ability to adequately supervise and monitor the area should not be sacrificed. In order to enhance supervision, the Operations Lieutenant, IDO, and unit staff will make periodic checks of the visiting room. Any exchange of legal documents in the visiting room must occur under the direct supervision of unit staff or the Operations Lieutenant.

Visiting Room Officers will maintain constant visual contact with inmates and their visitors. Ordinarily, the visiting room officers will not escort a group of more than ten (10) visitors in or out of the visiting area at any given time. Visitors are not allowed to bring any items in to an inmate.

- Monitoring of the Visiting Room: Visiting room staff will use the video surveillance equipment in the visiting room and direct supervision to prevent the passage of contraband in the visiting room.
  
- Other Information: The physical address of the Complex is: Federal Correctional Complex, 5430 Knauth Road, Beaumont, Texas 77705. The telephone number is: (409) 727-8188, for the USP; (409) 727-0101, for the Medium; and (409) 727-8172, for the Low. The Complex is located approximately eight miles West of State Highway 69 South, exiting to West Port Arthur Road West bound, turning right on Knauth Road to enter the Complex. Follow the posted signs to each institution. For visitors requiring local transportation from the facility, a listing of local taxi companies and their telephone numbers is posted inside the visitor waiting area (Attachments B & C).

20. **ATTACHMENTS:**

Inmate Personal Property in Visiting Room (Attachment A)  
Directions to FCC Beuamont (Attachment B)  
Local Taxicab Telephone Numbers (Attachment C)  
Pastoral Visit Memorandum (Attachment D)  
Visiting Rules and Regulations (Attachment E)

21. **ACTION:** A copy of this supplement will be forwarded to the South Central Regional Correctional Programs Administrator for review. Copies will be maintained by the Visiting Room Staff, Front Lobby Staff, and in the IDO briefcase. A copy will be made available in the inmate Law Library. Additionally, visiting guidelines will be posted in the visiting waiting area and will be effective upon issuance.

<u>//signed//</u>	<u>//signed//</u>	<u>//signed//</u>
John B. Fox Complex Warden	Jody R. Upton Warden	M. Martin Warden



**Federal Correctional Complex - Beaumont**  
**Low Security Institution - 409-727-8172**  
**Medium Security Institution - 409-727-0101**  
**SPC & USP - 409-727-8188**

**DIRECTIONS TO FCC BEAUMONT**

**From Interstate Highway 10 or U. S. Highway 69 from the North:**

Take Highway 69 South to W. Port Arthur Rd./Florida Ave. & Ave. A Exit; (Sign indicating Federal Correctional Complex - Next Exit) Follow service road down to the stop sign; Turn right at the stop sign onto W. Port Arthur Rd.; Follow W. Port Arthur Rd. for approximately 5 miles; You will cross one (1) set of railroad tracks; Turn right, approximately 50 feet past railroad tracks; (Sign indicating Federal Correctional Complex to the right) Follow drive down to main entrance to the Complex property; Drive straight in and follow the drive to the stop sign at the flagpole; Turn clockwise at the stop sign;

Low Security Institution - first drive to the right,  
Medium Security Institution - second drive to the right,  
Satellite Prison Camp (SPC) - third drive to the right,  
United States Penitentiary (USP) - fifth drive to the right;  
Ample parking is available at each institution.

All visitors should proceed to the front entrance of the Administrative Building.

Signs are posted at the front entrance to the property and at each intersection giving directions to the various facilities within our Complex.

**From U. S. Highway 69 from the South or Jefferson County Airport:**

Take Highway 69 North to W. Port Arthur Rd./Florida Ave. & Ave. A Exit; (Sign indicating Federal Correctional Complex - Next Exit) Follow service road down to the stop sign; Turn left at the stop sign onto W. Port Arthur Rd.; Follow W. Port Arthur Rd. for approximately 5 miles; You will cross one (1) set of railroad tracks; Turn right, approximately 50 feet past railroad tracks; (Sign indicating Federal Correctional Complex to the right) Follow drive down to main entrance to the complex property; Drive straight in and follow the drive to the stop sign at the flagpole; Turn clockwise at the stop sign;

Low Security Institution - first drive to the right,  
Medium Security Institution - second drive to the right,  
Satellite Prison Camp (SPC) - third drive to the right,  
United States Penitentiary (USP) - fifth drive to the right;  
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within our Complex.

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Attachment C

**Federal Correctional Complex  
Beaumont, Texas**

**Local Taxicab Telephone Numbers**

**Beaumont**

Flanagan Taxi Lines 838-1283  
114 Mariposa

Flanagan Transportation Co (FTC) 835-8237  
1535 S. MLK Pkwy

Square Deal Taxi Co 839-4915  
2109 Irving Avenue

Star Cab Co 833-6004  
3004 Blanchette

**Nederland**

Ike's Taxi 722-7552  
125 Sycamore

Mid County Cab Co 724-0105  
3212 Avenue H

Nederland Yellow Cab Co 722-0230  
Airport Blvd Rd

**Orange**

Golden Eagle Transportation 883-7430

**Port Arthur/Groves**

Como Taxi Service 985-5413  
416 West 7<sup>th</sup> Street

Jet Taxi 985-8044  
432 Houston Avenue

**Silsbee**

Wanda's Taxicab Service 385-0007  
Old Evadale Hwy

**Federal Correctional Complex, Beaumont, Texas  
Pastoral Visit Memorandum**

Name of Inmate: \_\_\_\_\_ Register No.: \_\_\_\_\_

Unit: \_\_\_\_\_ Work Assignment: \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Time of Visit: \_\_\_\_\_

Name of Clergy: \_\_\_\_\_

Church Represented: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

This approved Pastoral Visit will take place in the Visiting Room on the regular visitation days and regular hours. No visiting points will be charged to the inmate.

Distribution:

Lt.'s Office  
Visiting Room Lobby  
Visiting Room Officer  
Control  
Unit Team

**FEDERAL CORRECTIONAL COMPLEX - BEAUMONT**  
**Visiting Rules & Regulations**

The visiting privilege is an important part of an inmate's incarceration and successful re-entry into society. Through the visiting privilege, inmates can maintain family ties, community relationships, and plan for release.

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. §18 U.S.C. 1791 and 3571 provides a penalty of imprisonment for not more than twenty (20) 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.

Normally, immediate family members, including father, mother, sister, brother, spouse, and children will be approved for visiting. Children under 16 years of age must be accompanied by an adult on the approved visiting list. Only five (5) visitors including children may visit at one time and must be included on the inmate's visiting list or have prior approval from the Unit Manager.

Visiting is permitted Sunday, Monday, Tuesday, Friday, Saturday, and federal holidays. Visiting will be split into two sessions each day, session one will be 8:00 a.m. - 11:30 a.m., and session two will be 11:30 a.m. - 3:00 p.m. Processing of visitors will be terminated one hour prior to the conclusion of visitation. All times are Central Standard Times.

Inmates will be afforded a total of fifteen (15) points for the opportunity to visit per calendar month. Visiting that occurs on a weekday (non-holiday) from 8:00 a.m. - 11:30 a.m., will be charged one (1) point. A visit that covers two sessions (e.g., 8:00 a.m. - 3:00 p.m.) will be charged two (2) points. On weekends and holidays, two (2) points will be deducted per session. Inmates with the appropriate amount of points will be allowed to visit both sessions.

Visitors arriving at the institution without photo identification will not be allowed access into the institution. Inmate visitors must have a valid photo identification.

All non-official visitors will be required to complete the Notification of Visitor Form prior to visiting. This form can be located in the front lobby.

ALL VISITORS MUST CLEAR THE WALK-THROUGH METAL DETECTOR. THOSE WITH ARTIFICIAL LIMBS OR PINS WILL BE SCANNED WITH A HAND-HELD METAL DETECTOR.

All visitors will be dressed appropriately. The following types of clothing are inappropriate for a correctional environment and therefore are not permitted into the visiting room.

THE OPERATIONS LIEUTENANT AND/OR IDO WILL MAKE THE FINAL DECISION REGARDING QUESTIONABLE APPAREL.

- \* Wired bras
- \* Garments which reveal portions of the upper torso (e.g., halter tops, midriffs)
- \* Sleeveless garments (e.g., tank tops, spaghetti strap dresses)
- \* Transparent garments (e.g., sheer, spandex, see-through)
- \* Athletic apparel (e.g., warm-up suits, sweat pants, sweat shirts, fleece)
- \* Khaki colored clothing
- \* White T-shirts
- \* Medical Scrubs
- \* Short-Shorts (Nothing above the knee to include dresses)
- \* Form-fitting garments (e.g., low-riders, hip huggers)
- \* Fatigues (e.g., camouflage colored)
- \* Head gear (e.g., hats, caps, hoods, scarfs, except religious attire)
- \* Non-prescription sun glasses

Inmate visitors are authorized to bring into the institution certain items. These items are as follows:

- A) 5 diapers
- B) 1 formula mix (sealed)
- C) 2 plastic jars of baby food (sealed)
- D) 1 serving spoon (plastic)
- E) 1 empty baby bottle (plastic)
- F) 1 small clear plastic tote bag for the above contents
- G) 1 container of baby wipes (sealed)

All items entering the visiting room will be thoroughly inspected by the Receptionist/Front Lobby Officer prior to admission.

Only one clear change purse is allowed in the visiting room. All other items will be required to be left in your vehicle. Visitors are encouraged to bring sufficient change, ordinarily no more than \$20.00 per person, for use of the vending machines.

Only visitors are authorized to purchase products from the vending machines. Visitors are required to maintain control of children at all times. Failure to do so may result in termination of the visit. All visitors and inmates are expected to conduct themselves in a responsible manner. Conduct which disrupts the orderly atmosphere of visiting or offends other adults or children may be grounds to terminate the visit.