

# Institution Supplement

Number: FOX 5267.09  
Date: April 17, 2017  
Subject: Visiting  
Regulations

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## 1. PURPOSE AND SCOPE

The purpose of this Complex Supplement is to establish local procedures for inmate visiting procedures at the Federal Correctional Complex, Forrest City, Arkansas.

## 2. PROGRAM OBJECTIVES

- a. To establish clear procedures for the establishment of inmate visiting lists, times, guidelines and procedures.
- b. Establish procedures for denial or termination of inmate visiting.
- c. Ensure the safety of staff, visitors and inmates are maintained.

## 3. DIRECTIVES AFFECTED

### a. **Directives Rescinded:**

FOX 5267.08-02a, Visiting Regulations, dated Nov. 24, 2014.

### b. **Directives Referenced:**

- PS 5267.09, Visiting Regulations, dated December 10, 2015.
- PS 5270.09, Inmate Discipline Program, dated July 8, 2011.
- PS 5270.11, Special Housing Units, dated November 23, 2016.
- PS 5500.14, Correctional Services Procedures Manual, dated October 19, 2012.
- PS 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, dated July 17, 2013.
- PS 5521.06, Searches of Housing Units, Inmates, and Inmate Work Areas, dated June 4, 2015.
- PS 5522.02, ION Spectrometry Device Program, dated April 1, 2015.

## 4. STANDARDS REFERENCED

American Correctional Association Standards for Adult Correctional Institutions 4<sup>th</sup> Editions: 4-4156, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, and 4-4504.

## 5. VISITING FACILITIES

### a. **FCC MEDIUM Visiting Room:**

- (1) An area within the secure perimeter of the FCC Medium has been designated as the Visiting Room. This area has a rated capacity of 364 persons.
- (2) The Visiting Room and all adjacent areas are designated as "No Smoking" areas.
- (3) Vending machines are available in the visiting area. Visitors are allowed to purchase items for their self, and also for the inmates to consume. However, no inmate will be allowed inside the vending room, or to remain outside to "shop". There will be no sharing of food or drinks between visitor and inmate. The visitor must purchase the item and hand it to the inmate unopened. Visitors must dispose of their trash when finished. When the vending machines are being replenished no visitor traffic to the vending area is permitted.
- (4) Parenting Room is authorized for use through Education. If approved through Education, Education will monitor. Education Staff must have times approved through the Complex Captain before any parenting activity is scheduled.

### b. **FCC LOW Visiting Room:**

- (1) An area within the secure perimeter of the FCC Low has been designated as the Visiting Room. This area has a rated capacity of 259 persons.
- (2) The Visiting Room and all adjacent areas are designated as "No Smoking" areas.
- (3) Vending machines are available in the visiting area. Visitors are allowed to purchase items for their self, and also for the inmates to consume. However, no inmate will be allowed inside the vending room, or to

remain outside to "shop". There will be no sharing of food or drinks between visitor and inmate. The visitor must purchase the item and hand it to the inmate unopened. Visitors must dispose of their trash when finished. When the vending machines are being replenished no visitor traffic to the vending area is permitted.

- (4) Parenting Room is authorized for use through Education. If approved through Education, Education will monitor. Education Staff must have times approved through the Complex Captain before any parenting activity is scheduled.

**c. FCC CAMP Visiting Room:**

- (1) An area within the FPC has been designated as the Visiting Room. This area has a rated capacity of 156 persons. The area provides access to vending machines.
- (2) The Visiting Room and all adjacent areas are designated as "No Smoking" areas.
- (3) Vending machines are available in the visiting area for visitor's use. Inmates may consume vending machine items; however, they are not permitted in the immediate area of the machines. The visitor must purchase the item and hand it to the inmate unopened. When vending machines are being replenished no visitor traffic to the vending area is permitted.
- (4) Parenting Room is authorized for use through Education. If approved through Education, Education will monitor. Education Staff must have times approved through the Complex Captain before any parenting activity is scheduled.

**d. Special Housing Units (SHU) MEDIUM and LOW Components:**

- (1) Inmates assigned to the Special Housing Unit will visit via telephone/video conference in the designated area within the Special Housing Unit.
- (2) These visits will take place on Mondays only for a one (1) hour duration.

- (3) Inmates are to submit an Inmate Request to Staff (Cop-Out) to the Special Housing Unit (SHU) Lieutenant requesting the date the visit is requested, a time frame (one hour duration), and who their visitors will be.

**6. VISITING TIMES, FREQUENCY, AND NUMBER OF VISITORS**

**a. FCC MEDIUM Visiting Hours:**

- (1) Visiting is permitted on Saturdays, Sundays, and all federal holidays. Saturdays, Sundays, and federal holiday visiting is scheduled from 8:00 a.m. to 3:00 p.m. Visitors are not permitted on institution property prior to 7:45 a.m. on any visiting day.
- (2) Each inmate will be permitted five (5) visiting points per month. One (1) point will be assessed for each visit, i.e., should an inmate receive a visit in the morning and then receive another visit in the afternoon, he will be charged two (2) visiting points for the day.
- (3) Each inmate is limited to four (4) adult visitors; five (5) children. Prior approval for additional children must be approved thru Unit Team. However, both the visitor and the inmate are held responsible for the control and conduct of all children while visiting the institution.
- (4) Visitor processing will cease one (1) hour prior to the count and one (1) hour prior to the close of visiting hours, in order to allow proper processing and so the visitor has a reasonable amount of time to visit.
- (5) Visitors entering the institution are subject to random ION Spectrometry Device testing.

**b. FCC LOW Visiting Hours:**

- (1) Visiting is permitted on Saturdays, Sundays, and all federal holidays. Saturdays, Sundays, and federal holiday visiting is scheduled from 8:00 a.m. to 3:00 p.m. Visitors are not permitted on institution

property prior to 7:45 a.m. on any visiting day.

- (2) Each inmate will be permitted five (5) visiting points per month. One (1) point will be assessed for each visit, i.e., should an inmate receive a visit in the morning and then receive another visit in the afternoon, he will be charged two (2) visiting points for the day
- (3) Each inmate is limited to four (4) adult visitors; five (5) children. Prior approval for additional children must be approved thru Unit Team. However, both the visitor and the inmate are held responsible for the control and conduct of all children while visiting the institution.
- (4) Visitor processing will cease one (1) hour prior to the count and one (1) hour prior to the close of visiting hours, in order to allow proper processing and so the visitor has a reasonable amount of time to visit.
- (5) Visitors entering the institution are subject to random ION Spectrometry Device testing.

**c. FPC (CAMP) Visiting Hours:**

- (1) Visiting is permitted on Saturdays, Sundays, and all federal holidays. Saturdays, Sundays, and federal holiday visiting is scheduled from 8:00 a.m. to 3:00 p.m. Visitors are not permitted on institution property prior to 7:45 a.m.
- (2) Each inmate is limited to four (4) adult visitors; five (5) children. Prior approval for additional children must be approved by the Unit Team. However, both the visitor and the inmate are held responsible for the control and conduct of all children while visiting the institution.
- (3) Visitor processing will cease one (1) hour prior to the count and one (1) hour prior to the close of visiting hours, in order to allow proper processing and so the visitor has a reasonable amount of time to visit.

## 7. REGULAR VISITORS

Refer to Program Statement 5267.09, Visiting Regulations, dated December 10, 2015 for approval of regular visitors.

- a. Staff may request background information from potential visitors who are not members of the inmate's immediate family, before placing them on the inmate's approved visiting list. When little or no information is available on the inmate's potential visitor, visiting may be denied, pending receipt and review of necessary information, including information which is available about the inmate and/or the inmate's offense, including alleged offenses.

Ordinarily, when an inmate transfers from one institution to another, staff need not re-approve the visitors already contained on the inmate's visiting list. However, staff should ensure an NCIC is in the file for those visitors that are non-immediate family. When possible, the Unit Team should be consulted prior to approval of a visitor not on the inmate's approved visiting list

- b. Visitors are not permitted to be on more than one inmate's visiting list. The exception to this would be for immediate family members only.
- c. The Unit Team will notify an inmate of approval or disapproval of a requested person for the inmate's visiting list. The inmate is responsible for notifying the visitor of approval or disapproval to visit.

## 8. SPECIAL VISITS

- a. **Regular Special Visits/Exception to Prior Relationship:**  
Special visits from members of the general public that are not on the inmate's approved visiting list may be approved in advance and in writing by the Warden. 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.

**b. Special Religious Visits:**

- (1) Minister of Record. An inmate wanting to receive visits from his/her minister of record must submit a written request to the Chaplain. Upon approval, unit staff add the name and title (minister of record) to the inmate's visitor list.

An inmate may only have one minister of record on his/her 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/her visiting list, and will not count against the total number of social visits allowed.

- (2) Clergy. 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.

Ordinarily, clergy visits will not be accommodated unless requested by the inmate. However, the Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy.

Clergy/minister of record visits will be accommodated in the visiting room during regularly scheduled visiting hours and, to the extent practicable, in an area of the visiting room that provides a degree of separation from other visitors. If a private area is not available, the visit may be rescheduled.

- c. Attorney Visits:** Special attorney visits will be coordinated through unit staff. Unit staff will schedule and provide supervision of attorney visits during non-visiting hours. Legal documents must be approved by the unit staff member prior to the legal visit. A unit staff member will count, inspect for contraband, and hand carry all legal documents into the Visiting Room. The documents will also be counted and inspected by a unit staff member at the conclusion of the visit. Visiting points will not be deducted.

d. **Consular Visits:** Special Visits from members of an inmate's Consulate must be pre-approved through the Unit Team and signed by the Warden. The visit will normally be set for non-visiting hours and will be supervised by a member of the Unit Team.

e. A special visit, which occurs during other than regularly scheduled visiting hours, may be limited to one (1) hour and will be supervised by unit staff.

f. Hospitalized Inmates:

- (1) **Inmates housed in the Health Services Unit:** Inmates who are housed in the Health Services Unit may be granted visiting after consultation with the Clinical Director, Health Services Administrator, and the Captain. The visit may be limited to a specific time frame as well as location.

When a visit is denied 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, the situation is to be carefully and sensitively explained to the approved visitor. Documentation is to be maintained in section 2 of the Privacy Folder in the Inmate Central File.

- (2) **Inmates hospitalized in outside medical facilities:** Inmates who are hospitalized in outside medical facilities may receive visits. The visit will be pre-approved by the Warden. Visiting will be limited to the inmate's immediate family and will be subject to the medical center's visiting policies. Escorting staff shall supervise the visit.

g. **Holdover and New Commitments:**

When an approved visiting list is not available, visits will be limited to members of the inmate's 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. This procedure will be initiated by the inmate and completed by the Unit Team for approval

ordinarily within the first two (2) weeks of the inmate's request.

## 9. VISITING RULES

### a. **Visitors:**

#### (1) **Entrance Procedures:**

- (a) A Notification to Visitor Form (BP-A0224) will be completed by the visitor and submitted to the Front Lobby Officer.
- (b) The Front Lobby Officer will verify each visitor's state or government issued identity by a photo identification (e.g., driver's license, passport, etc.).
- (c) If a visitor has no photo identification he/she will not be admitted into the institution.
- (d) The visitor will submit to a metal detector scan and a search of personal items being brought into the institution. The visitor will sign the Inmate Visitor Log Book. Prior to entering the institution each visitor will have their hand stamped with ultra violet ink. This stamp will be checked by the Control Center Officer and a Visiting Room Officer upon entering and exiting the institution.
- (e) Visitors entering the institution are subject to random ION Spectrometry Device testing.
- (f) All inmate visitors will be escorted to and from the visiting room by institutional staff. Lockers for inmate visitors will be provided to store unauthorized items, only if the visitor arrived in a cab or was dropped off. If the visitor has a vehicle parked outside, unauthorized items must be returned to the vehicle.
- (g) Children 16 years of age and under must be accompanied by a parent, legal guardian or immediate family member of at least 18 years of

age.

- (h) Proposed visitors who are 16 years of age and are not accompanied by a parent, legal guardian, or an immediate family member of at least 18 years of age, must have the written approval of a parent or legal guardian prior to visiting. All documentation will be processed through the Unit Team prior to the visit.
  - (i) During times of visitation, it is the visitor's responsibility to ensure small children are continuously supervised. Children will not be permitted to go to the vending machines areas unescorted or run and play throughout the visiting area. There are designated children areas located at the Low and Camp visiting sites. These areas can be utilized by inmates and their children with prior approval and authorization from the Education Department. Inmates who wish to utilize these areas must be enrolled or participated in a Parenting Program or Reading is Fundamental Program (RIF). Both programs are offered by the Education Department.
  - (j) Any visitor who enters the institution must advise the Front Lobby Officer of any communicable diseases carried by any particular individual, e.g., measles, chicken pox, body lice, etc. Failure to do so may result in termination of the visit.
- (2) **Entering/Exiting Procedures for Inmate Visitors and Identification (Medium and Low components)**
- (a) Upon completion of a Notification to Visitor Form (BP-A0224) and processing of an inmate visitor, the escorting staff will provide the Control Center with the valid identification card along with the Notification to Visitor Form (BP-A0224) prior to the entrance of the inmate visitor(s) into the sally port.
  - (b) Upon verification of the BP-A0224(s) and identification(s), a hand stamp will be placed on the inmate visitor's hand.

- (c) The escorting staff will retrieve the BP-A0224(s) and identification(s) from the Control Center and proceed into the sally port area with the visitor(s) for the hand stamp check by the Control Center and escorting staff.
- (d) Upon entering the visiting room, the Visiting #1 officer will retain the visitor's identification card(s) and the BP-A0224(s) until completion of the approved visit.
- (e) Upon exiting of the Visiting Room the escorting staff, will retrieve identification(s) from the Visiting #1 officer, escort the visitor(s) to the Control Center and relinquish identification(s) to the Control Center prior to the visitors entering the sally port.
- (f) Once re-identification has been completed, the Control Center will give the escorting staff identification(s) of the visitor(s) and proceed into the sally port area with the visitor(s) for the hand stamp check by the Control Center and escorting staff. Once completed, the escorting staff will give the visitor(s) back their identification. The visitor will sign out in the Inmate Visitor Log Book prior to exiting the institution.
- (g) The BP-A0224(s) and other related visitation documentation will be delivered to the Lieutenant's office by the Visiting #1 prior to the end of their shift.

(3) **Visitor Attire:**

Visitors entering the institution are required to wear appropriate attire. All visitors must adhere to the following dress code. Casual attire is permissible, but clothing must be worn in a conservative manner. Absolutely no suggestive or revealing clothing will be permitted in the institution. Admittance of the visitors is up to the discretion of the Front Lobby Officer, Control Center Officer, Visiting Room Officers, Lieutenants, and/or the Institution Duty

Officer.

The following is a list of clothing that is **NOT** permissible:

- (a) No clothing made from "see through" material; including revealing lace, and holes in clothing.
- (b) Sleeveless shirts may not be worn.
- (c) No shirts, blouses, or dresses that reveal the stomach, back, underarms, or thigh. To include tank tops, halter tops, crop tops, etc. No semi-short sleeve shirts/blouses; no formfitting shirts, blouses, dresses, skirts, etc.
- (d) Skirts must not be form fitting and all skirts must be below the knee in a standing and seated position. Splits in skirts cannot be higher than knee length.
- (e) No formfitting pants or shorts. To include stretch pants, Spandex for adult visitors.
- (f) No swim suits
- (g) No hats. Exceptions will be made for traditional religious head wear, i.e., kufi, Yarmulkes, tam, etc.
- (h) No camouflage clothing
- (i) At the Medium and Low components, no khaki or shirt and pant combination, and no see through clothing.
- (j) No sweat suits or hooded sweat shirts, i.e. cotton type warm-up suits, or jogging suit, no athletic jerseys.
- (k) No sunglasses;
- (l) No backless outfits
- (m) No profanity or obscene clothing
- (n) No open toe footwear, flip flops, etc.
- (o) No purses/men's wallets
- (p) No jackets or coats, no gloves or scarfs, a light sweater will be permitted as long as it does not have a hood or pockets.
- (q) No wrist watches
- (r) No pajama clothing

(4) **Personal Items:**

A small clear plastic purse, no longer than 8"x 8" will be utilized to carry authorized items into the institution. Items not authorized to be carried into

the institution can be secured in the provided lockers for visitors who have been dropped off, otherwise in the visitor's vehicle when available. The following items are authorized to be carried:

- (a) Currency - American dollars in denominations of five (5) and one (1) dollar bills and change, not to exceed \$20.00. These can be used in the vending machines;
- (b) Diapers, formula, baby food (commercially sealed), and one (1) blanket, necessary for an infant, but, only in an amount which can be used during the length of the visit; Formula will only be mixed in front of the Front Lobby Officer;
- (c) Life sustaining medications, i.e., Nitroglycerin tablets, inhalers, etc. These items must be maintained at the visiting room officer's station during the visit.
- (d) A ledger/log will be maintained by the Front Lobby officer upon issuing and retrieving locker keys from approved inmate visitors. This ledger/log will be completed in its entirety daily during visiting hours at the Medium and Low components.

This ledger/log will be retained for 30 days.

Once the key is issued, the Front Lobby officer will make required annotation on the ledger/log and also annotate on the top area of the Title 18-Visitor Form (BP-A0224) the appropriate chit number for the issued key ring.

Visitors are required to return issued keys upon exiting the institution.

Any apparent violation of this institution regulation by the visitor may result in the termination of future visits.

The Front Lobby officer will submit a memorandum to the Operations Lieutenant of any violations.

The following items will **NOT** be permitted to enter the institution:

- Strollers or baby carriers;
- Baby powder or creams;
- Food or drinks;
- Candy; Gum
- Tobacco products;
- Matches or lighters;
- Toys or games;
- Photographs;
- Personal or business papers;
- Writing implements;
- Medications. (Except as noted above)
- Animals. Animals are not authorized on institution grounds. Exception: Animals trained to assist disabled persons, e.g., Seeing Eye dogs for the blind, will be authorized.
- No personal keys; only one (1) key to the car door will be permitted;
- Controlled substances to include illegal narcotics;
- Weapons
- Electronic devices, i.e., electronic keys, cell phones, etc.
- Cosmetic items.

**b. Inmates:**

(1) **FCC Low/Medium entrance procedures**

- (a) Once an inmate has been identified as receiving a visit, the Visiting Room Officer is to contact the Unit Officer to inform the inmate of the visit. During normal work hours the Visiting Room Officer is to contact the Detail Supervisor to notify him of the visit. The Detail Supervisor will contact the Unit Officer prior to releasing an inmate to return to his unit to prepare for a visit. Should either the Unit Officer or the Detail Supervisor be unable to notify the inmate, the Visiting Room Officer is to have the inmate paged. Visiting Room staff are to attempt to notify the inmate as soon as possible; however, ultimately the inmate is responsible for making himself available for visiting.

- (b) Inmates are to report to the Visiting Room's Compound door. Once Visiting Room Staff have verified the inmate is awaiting a visit he will be allowed to enter the Visiting Room's Search Area. Inmates will be identified with his Commissary Card. Inmates will be pat searched at a minimum prior to entry. The inmate will report the Visiting Room Officer's desk and surrender his Commissary card.
- (c) Inmates will be identified prior to their visitors exit with the Commissary Card and escorted to the Visiting Room Search area. Inmates will be visually searched prior to departing the Visiting Room.

(2) **FPC entrance procedures**

- (a) Once an inmate has been identified as receiving a visit, the Visiting Room Officer is to contact the Unit Officer to inform the inmate of the visit. Should the Unit Officer be unable to notify the inmate, the Visiting Room Officer will page the inmate. Visiting Room staff are to attempt to notify the inmate as soon as possible; however, ultimately the inmate is responsible for making himself available for visiting.
- (b) Inmates are to report to the Visiting Room's Compound door. Once Visiting Room Staff have verified the inmate is awaiting a visit he will be allowed to enter the Visiting Room's Search Area. Inmates will be identified with his Commissary card. Inmates will be pat searched prior to entry. The inmate will report the Visiting Room Officer's desk and surrender his Commissary card.
- (c) Inmates will be identified prior to their visitors exit with the Commissary card and escorted to the Visiting Room Search area. Inmates will be pat searched prior to departing the Visiting Room, with random visual searches of inmates being conducted.

(3) **Inmate Attire:**

- (a) Inmates at the Low and Camp components will be dressed in an institution issued khaki uniform. Shirts will be tucked at the waist at all times while in the visiting room.
- (b) All inmates entering the Medium Visiting Room will be dressed out in the institution issued khaki uniform. Shirts will be tucked in, at the waist, at all times. No boots (institution issued or commissary purchased) will be authorized in visitation. Tennis shoes only will be worn in visitation.

(4) **Personal Items:**

Inmates may enter the Visiting Room with only the following personal property:

- (a) plain wedding band;
- (b) religious medallion;
- (c) eyeglasses;
- (d) handkerchief;
- (e) comb;
- (f) life sustaining medication;
- (g) approved religious head wear.

Institution coats maybe worn to the Visiting Room, however, they will be stored in the search area.

No personal items are to be held in the search area for inmates during visiting hours. Inmates are to return all unauthorized items to their unit prior to entry.

An inmate may not return to the compound with property which was not declared prior to entry and recorded by the Visiting Room Officer.

(5) **Visiting room rules.**

- (a) A kiss and embrace at the beginning and at the end of a visit, is authorized. No other physical contact is authorized. The inmate's hands must remain in plain view of Visiting Room staff at all times.

- (b) All visits are supervised visually. Any apparent violation of institution regulations by the visitor and/or inmate may result in the termination of the visit.
- (c) The Visiting Room and all adjacent areas are designated as "No Smoking" areas.
- (d) Once a visitor departs the visiting room, the visit is terminated. The visitor cannot leave and return to the visiting room for any reason.
- (e) The Institutional Duty Officer or Operations Lieutenant is authorized to terminate visits due to overcrowding, or for improper conduct, including the violation of any rule or regulation by the inmate or his visitors. Prior to terminating visits for overcrowding a request for volunteers to leave should be made. The frequency of visits and distance traveled should be considered when terminating a visit due to overcrowding. Should all factors equate, visits should be terminated on a basis of first to enter, first to leave.

10. **VISITS TO INMATES NOT IN GENERAL POPULATION STATUS**

- a. Special Housing Unit (SHU): Inmates assigned to the Special Housing Unit will visit via Closed Circuit Television (CCTV) in the designated area within the Special Housing Unit. Visits are conducted by telephone/video conference and are restricted to one hour only. The visit has to be requested by the inmate and approved by the Special Housing Lieutenant in advance of the visit. Only one Special Housing Unit visit can take place at a time.
- b. Loss of an inmate's visiting privileges for any reason may not occur unless the inmate is provided a hearing before the Discipline Hearing Officer (DHO) in accordance with the provisions of §541.17 of this chapter, following those provisions which are appropriate to the circumstances, which results in a finding by the DHO that the inmate committed a prohibited act and that there is a lack of other appropriate sanctions or that imposition of an appropriate sanction previously has been ineffective. During on-going investigations for security purposes inmates visiting privileges may be restricted with the approval from the Warden.

- c. The Unit Discipline Committee (UDC) may not impose a loss of visiting privileges for inmates in detention or segregation status. The provisions of this paragraph do not interrupt or delay a loss of visiting sanction imposed by the DHO prior to the inmate's placement in detention or segregation status.

11. **ADDITIONAL PROCEDURES**

- a. Inmates are allowed to request to add or delete visitors on their approved visiting list at any time by submitting requests to their respective Unit Teams. It is the inmate's responsibility to provide the required documents including directions to the institution, dress code, and allowed items in the visiting room to a proposed visitor for submission for approval.
- b. 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 inmate is responsible for providing the approved visitor with directions and written guidelines to the institution. This information can be obtained by the inmate from the Unit Team.
- c. Visiting computer program Web Visiting is utilized to maintain a record of approved visitors for each inmate and dates and times of each visit is recorded and can be referenced by searching by the visitor's name or the inmate's name or register number. Each unit team is responsible for updating hard copies of approved visiting list located at the Front Lobby of each institution for use in the event the Web Visiting program is not functioning. Unit Team members may also cross-reference the inmate's central file in the event of a failure with the program.
- d. All written guidelines for visitors will be available on [www.bop.gov](http://www.bop.gov). Also all inmates will receive written rules that will be mailed by the inmates to their proposed visitors.
- e. No visitor is authorized to bring an inmate anything unless approved by the Warden in writing.

f. Inmates who meet Walsh Act criteria will be monitored closely in the visiting room. Unit Team staff will note in the Visiting Program, "This inmate has a Walsh Act assignment." Every effort will be made to seat inmates with this assignment within close view of the Officer's Station and not near the designated children's area.

12. **DIRECTIONS**

Federal Correctional Complex  
Forrest City, Arkansas  
Visiting Information

This attachment is provided as a general guideline for inmate visitors to the Federal Correctional Complex in Forrest City, Arkansas. This attachment does not cover all situations or rules, but, does issue general regulations which must be adhered to. All visitors to the institution are subject to the Rules and Regulations as provided for under Title 18, U.S. Code, Section 1001.

Phone Numbers: Medium- (870) 494-4200  
Low-Camp (870) 630-6000

Address:

Low: 1400 Dale Bumpers Road, Forrest City, AR  
Camp: 1340 Dale Bumpers Road, Forrest City, AR  
Medium: 1301 Dale Bumpers Road, Forrest City, AR

The Federal Correctional Complex in Forrest City, Arkansas is located approximately three (3) miles from the town. Directions to the institution:

From Interstate 40

Exit at Exit 239 South on Highway 101 and left on Dale Bumpers Road. The Low institution is at the first parking lot on the left. Visitors park on the right portion of the lot. For the Satellite Prison Camp (SPC) -Minimum, continue straight toward camp administration building. Parking lot is just before the building. The Medium institution is on the far right of the grounds. Visitors park on the right portion of the lot.

From State Highway 1 (South going North)

Proceed into Forrest City. Once you pass over the railroad tracks, the first stoplight will be Broadway Street /

Highway 70. There is a small vacant lot / park on the left corner. Turn left. Follow street around S curve (under railroad crossing) and continue westerly. Slow down at large flag pole with U.S. Flag at Boarshead Meat Company (right side of street). You will come to a green road sign on the right stating "Federal Correctional Institution". This is a T intersection. Follow road to Dale Bumpers Road. The Low institution is at the first parking lot on the left. Visitors park on the right portion of the lot. For the Satellite Prison Camp (SPC) -Minimum, continue straight toward camp administration building. Parking lot is just before the building. The Medium institution is on the far right of the grounds. Visitors park on the right portion of the lot.

From State Highway 1 (South going North)

Traveling south, go under I 40 and proceed into Forrest City to Broadway Street /Highway 70 (stoplight). First National Bank of Eastern Arkansas is on the right corner. Turn right onto Broadway. Follow street around S curve (under railroad crossing) and continue westerly. Slow down at large flag pole with U.S. Flag at Boarshead Meat Company (right side of street). You will come to a green road sign on the right stating "Federal Correctional Institution". This is a T intersection. Follow road to Dale Bumpers Road. The Low institution is at the first parking lot on the left. Visitors park on the right portion of the lot. For the Satellite Prison Camp (SPC) Minimum, continue straight toward camp administration building. Parking lot is just before the building. The Medium institution is on the far right of the grounds. Visitors park on the right portion of the lot.

From Saint Louis, Missouri

Travel I 55 South to West Memphis, Arkansas, and exit at I 40 West towards Little Rock, Arkansas. Memphis is approximately 35 miles east of Forrest City.

From Little Rock, Arkansas

The Institution is approximately 90 miles west of Forrest City on I 40.

The area is served by two International Airports, one in Little Rock, Arkansas, approximately 90 miles from Forrest City, and Memphis, Tennessee, approximately 45 miles.

Greyhound Bus Lines provides service to the city and two taxi cab companies operate locally.

Brook Cab Company, phone number 870-633-9822  
Hill Taxi Company, phone 870-633-8670.

Visitors are to utilize the designated visitor parking areas. Vehicles must remain locked at all times. Non-visitors may not remain in a vehicle and must leave the institution grounds. Walking about institution grounds is prohibited by visitors. Return trips to a vehicle after completion of a Notification to Visitor form is prohibited and returning to a vehicle will constitute the termination of the visit.

The FCC visiting room is located within the secure perimeter of the institution. The FPC visiting room is located just inside of the main entrance. The FCC has rated occupancy of 259 people. This limit includes the outside patio area and the Parenting Room. The FPC's rated capacity is 156, to include the parenting room. Both, the FCC and the FPC's visiting rooms and all adjacent areas are designated as "No Smoking".

Vending machines are available in the visiting area. Visitors are allowed to purchase items for their self, and also for the inmates to consume. However, no inmate will be allowed inside the vending room, or to remain outside to "shop". There will be no sharing of food or drinks between visitor and inmate. The visitor must purchase the item and hand it to the inmate unopened. Visitors must dispose of their trash when finished. When the vending machines are being replenished no visitor traffic to the vending area is permitted. The Operations Lieutenant will be notified of any violations.

Visiting is permitted on Saturdays, Sundays, and all federal holidays. Saturdays, Sundays, and federal holiday visiting is scheduled from 8:00 a.m. to 3:00 p.m. Visitors are not permitted on institution property prior to 7:45 a.m. on any visiting day.

Each inmate will be permitted five (5) visiting points per month. One (1) point will be assessed for each visit.

Each inmate is limited to four (4) adults visitors and (5)

children. However, both the visitor and the inmate are held responsible for the control and conduct of all children while visiting the institution.

Visitor processing will cease one (1) hour prior to the count and again one (1) hour prior to the close of visiting hours, in order to allow proper processing and so the visitor has a reasonable amount of time to visit.

All Visitors 16 years of age and older must present a photo identification, e.g., driver's license, passport, etc., upon their arrival. If a visitor has no photo identification he/she will not be admitted into the institution.

A Notification to Visitor Form (BP-A0224) will be completed by each visitor over the age of 16 and submit it to the Front Lobby Officer. Each visitor will sign the Inmate Visitor Log Book. All visitors will submit to a metal detector scan and a search of personal items being brought into the institution. Visitors entering the institution are subject to random ION Spectrometry Device testing. Prior to entering the institution each visitor will have their hand stamped with ultra violet ink. This stamp will be checked by the Control Center Officer and a Visiting Room Officer upon entering and exiting the institution. All inmate Visitors will be escorted to and from the Visiting Room by institutional staff.

Any visitor who enters the institution must advise the Front Lobby Officer of any communicable diseases carried by any particular individual, e.g., measles, chicken pox, body lice, etc. Failure to do so may result in termination of the visit.

**Entering/Exiting Procedures for Inmate Visitors and Identification (Medium and Low components)**

Upon completion of a Notification to Visitor Form (BP 224) and processing of an inmate visitor, the escorting staff will provide the Control Center with the valid identification card.

Upon verification of the BP-A0224(s) and identification(s), a hand stamp will be placed on the inmate visitor's hand.

The escorting staff will retrieve the BP-A0224(s) and identification(s) from the Control Center and proceed into the sally port area with the visitor(s) for the hand stamp check by the Control Center and escorting staff.

Upon entering the visiting room, the Visiting #1 officer will retain the visitor's identification card(s).

Upon exiting of the visiting room, the escorting staff will again retrieve the identification(s) from the Visiting #1 officer, escort the visitor(s) to the Control Center and relinquish identification(s) to the Control Center prior to the visitors entering the sally port.

Once re-identification has been completed, the Control Center will give the escorting staff the identification(s) of the visitor(s) and proceed into the sally port area with the visitor(s) for the hand stamp check by the Control Center and escorting staff. Once completed, the escorting staff will give the visitor(s) back their identification. The visitor will sign out in the Inmate Visitor Log Book prior to exiting the institution.

Visitors entering the institution are required to be appropriately attired. All visitors must adhere to the following dress code. Casual attire is permissible, but clothing must be worn in a conservative manner. Absolutely no suggestive or revealing clothing will be permitted in the institution. Admittance of the visitors is up to the discretion of the Front Lobby Officer, Control Room Officer(s), Visiting Room Officers, Lieutenants, and/or the Institution Duty Officer.

The following is a list of clothing that is **NOT** permissible:

1. No clothing made from "see through" material; including lace, and holes in clothing.
2. Sleeveless shirts may not be worn.
3. No shirts, blouses, or dresses that reveal the stomach, back, underarms, or thigh. To include tank tops, halter tops, crop tops, etc. No semi-short sleeve shirts/blouses; no tight fitting shirts, blouses, dresses, skirts, etc.
4. No skirts, split shirts, dresses, or shorts shorter

- than knee length. Splits in skirts cannot be higher than knee length.
5. No tight fitting shorts or pants. To include stretch pants, Spandex, skinny jeans, leggings, etc.
  6. No swim suits
  7. No hats. Exceptions will be made for traditional religious head wear, i.e., kufi, Yamalaka, tam, etc.
  8. No camouflage clothing
  9. At the Medium and Low components, no khaki shirt and pant combination; no entirely white outfits.
  10. No sweat suits or hooded sweat shirts, i.e. cotton type warm-up suits, or athletic wear;
  11. No sunglasses;
  12. No backless outfits
  13. No profanity or obscene clothing
  14. No open toe footwear, flip flops, etc.
  15. No purses/men's wallets
  16. No jackets or coats, no gloves or scarfs, a light sweater will be permitted as long as it does not have a hood or pockets.
  17. No wrist watches
  18. No pajama clothing

A small clear plastic purse, no longer than 8"x 8" will be utilized to carry authorized items into the institution. Items not authorized to be carried into the institution can be secured in the provided lockers.

Once the key is issued for provided locker, the Front Lobby officer will place appropriate chit number for the issued key ring.

Visitors are required to return issued keys upon exiting the institution.

Any apparent violation of this institution regulation by the visitor may result in the termination of future visits.

The following items are authorized to be carried:

1. Currency - American dollars in denominations of five (5) and one (1) dollar bills and change with a total of \$20.00 limit. These can be used in the vending machines;

2. Diapers, formula, baby food (commercially sealed), and one (1) blanket, necessary for an infant, but, only in an amount which can be used during the length of the visit;
3. Life sustaining medications, i.e., Nitroglycerin tablets, inhalers, etc.

The following items will **NOT** be permitted to enter the institution:

1. Strollers or baby carriers;
2. Baby powder or creams;
3. Food or drinks;
4. Candy or gum;
5. Tobacco products;
6. Matches or lighters;
7. Toys or games;
8. Photographs;
9. Personal or business papers;
10. Writing implements;
11. Medications (Except as noted above);
12. Animals. Animals are not authorized on institution grounds. Exception: Animals trained to assist disabled persons, e.g., seeing eye dogs for the blind, will be authorized;
13. No personal keys, only (1) key to the car door will be permitted.
14. Controlled substances to include illegal narcotics;
15. Weapons;
16. Electronic devices, i.e., electronic keys, cell phones, etc.
17. Cosmetic items.

A kiss, within the bounds of good taste, and a hug at the beginning and at the end of a visit, is authorized. The inmate's hands must remain in plain view of Visiting Room staff at all times. The inmate will be limited to an embrace of his visitor(s) once, at the beginning of the visit, and once at the conclusion of the visit.

All visits are supervised visually. Any apparent violation of institution regulations by the visitor and/or inmate may result in the termination of the visit.

The Duty Officer or Operations Lieutenant is authorized to terminate visits due to overcrowding, or for improper conduct, including the violation of any rule or regulation by the inmate or his visitors. Prior to terminating visits, for overcrowding, a request for volunteers to leave should be made. The frequency of visits and distance traveled should be considered when terminating a visit due to overcrowding; otherwise, visits will be terminated on a basis of first to enter, first to leave.

13. **OFFICE OF PRIMARY RESPONSIBILITY**

Correctional Services.

14. **ATTACHMENTS**

Attachment A - Visiting Rules and Regulations

15. **OTHER**

This institution supplement will be translated into Spanish.

16. **EFFECTIVE DATE**

Upon issuance

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Gene Beasley, Complex Warden

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Distribution: Master File  
SCRO

**Federal Correctional Complex                      Attachment A**  
**Forrest City, Arkansas**  
**Visiting Information**

This attachment is provided as a general guideline for inmate visitors to the Federal Correctional Complex in Forrest City, Arkansas. This attachment does not cover all situations or rules, but, does issue general regulations which must be adhered to. All visitors to the institution are subject to the Rules and Regulations as provided for under Title 18, U.S. Code, Section 1001.

Phone Numbers: Medium-       (870) 494-4200  
  Low/Camp- (870) 630-6000

Address: Low:               1400 Dale Bumpers Road, Forrest City, AR  
                  Camp:         1340 Dale Bumpers Road, Forrest City, AR  
                  Medium:       1301 Dale Bumpers Road, Forrest City, AR

The Federal Correctional Complex in Forrest City, Arkansas is located approximately three (3) miles from the town. Directions to the institution:

**From Interstate 40**

Exit at Exit 239 South on Highway 101 and left on Dale Bumpers Road. The Low institution is at the first parking lot on the left. Visitors park on the right portion of the lot. For the Satellite Prison Camp (SPC)-Minimum, continue straight toward Camp administration building. Parking lot is just before the building. The Medium institution is on the far right of the grounds. Visitors park on the right portion of the lot.

**From State Highway 1 (South going North)**

Proceed into Forrest City. Once you pass over the railroad tracks, the first stoplight will be Broadway Street / Highway 70. There is a small vacant lot / park on the left corner. Turn left. Follow street around S curve (under railroad crossing) and continue westerly. Slow down at large flag pole with U.S. Flag at Boarshead Meat Company (right side of street). You will come to a green road sign on the right stating "Federal Correctional Institution". This is a T intersection. Follow road to Dale Bumpers Road. The Low institution is at the first parking lot on the left. Visitors park on the right portion of the lot. For the Satellite Prison Camp (SPC) -Minimum, continue

**Attachment A Cont.**

straight toward Camp administration building. Parking lot is just before the building. The Medium institution is on the far right of the grounds. Visitors park on the right portion of the lot.

**From State Highway 1 (North going South)**

Traveling South, go under I 40 and proceed into Forrest City to Broadway Street /Highway 70 (stoplight). First National Bank of Eastern Arkansas is on the right corner. Turn right onto Broadway. Follow street around S curve (under railroad crossing) and continue westerly. Slow down at large flag pole with U.S. Flag at Boarshead Meat Company (right side of street). You will come to a green road sign on the right stating "Federal Correctional Institution". This is a T intersection. Follow road to Dale Bumpers Road. The Low institution is at the first parking lot on the left. Visitors park on the right portion of the lot. For the Satellite Prison Camp (SPC)-Minimum, continue straight toward Camp administration building. Parking lot is just before the building. The Medium institution is on the far right of the grounds. Visitors park on the right portion of the lot.

**From Saint Louis, Missouri**

Travel I 55 South to West Memphis, Arkansas, and exit at I 40 West towards Little Rock, Arkansas. Memphis is approximately 35 miles east of Forrest City.

Little Rock is approximately 90 miles West of Forrest City on I 40.

The area is served by two International Airports, one in Little Rock, Arkansas, approximately 90 miles from Forrest City, and Memphis, Tennessee, approximately 45 miles.

Greyhound Bus Lines provides service to the city and four taxi cab companies operate locally.

Visitors are to utilize the designated visitor parking areas. Vehicles must remain locked at all times. Non-visitors may not remain in a vehicle and must leave the institution grounds. Walking about institution grounds is prohibited by visitors. Return trips to a vehicle after completion of a Notification to Visitor form is prohibited and returning to a vehicle will

**Attachment A Cont.**

constitutes the termination of the visit.

The FCC Visiting Room is located within the secure perimeter of the institution. The FPC Visiting Room is located just inside of the main entrance. The FCC has rated occupancy of 259 people. This limit includes the Parenting Room. The FPC's rated capacity is 156, to include the parenting room. Both, the FCC and the FPC's visiting rooms and all adjacent areas are designated as "No Smoking".

Vending machines are available in the visiting area at the Camp, Low, and Medium components for visitor's use. Visitors are allowed to purchase items for their self, and also for the inmates to consume. However, no inmate will be allowed inside the vending room, or to remain outside to "shop". There will be no sharing of food or drinks between visitor and inmate. The visitor must purchase the item and hand it to the inmate unopened. Visitors must dispose of their trash when finished. When the vending machines are being replenished no visitor traffic to the vending area is permitted. The Operations Lieutenant will be notified of any violations.

When vending machines are being replenished no visitor traffic to the vending area is permitted. It is the visitor's responsibility to clean up after their self.

Visiting is permitted on Saturdays, Sundays, and all federal holidays. Saturdays, Sundays, and federal holiday visiting is scheduled from 8:00 a.m. to 3:00 p.m. Visitors are not permitted on institution property prior to 7:45 a.m. on any visiting day.

Each inmate will be permitted five (5) visiting points per month. One (1) point will be assessed for each visit.

Each inmate is limited to four (4) adults visitors and (5) children. However, both the visitor and the inmate are held responsible for the control and conduct of all children while visiting the institution.

Visitor processing will cease one (1) hour prior to the count and again one (1) hour prior to the close of visiting hours, in order to allow proper processing and so the visitor has a reasonable amount of time to visit.

**Attachment A Cont.**

All Visitors 16 years of age and older must present a photo identification, e.g., driver's license, passport, etc., upon their arrival. If a visitor has no photo identification he/she will not be admitted into the institution.

A Notification to Visitor Form (BP-A0224) will be completed by each visitor over the age of 16 and submit it to the Front Lobby Officer. Each visitor will sign the Inmate Visitor Log Book. All visitors will submit to a metal detector scan and a search of personal items being brought into the institution. Visitors entering the institution are subject to random ION Spectrometry Device testing. Prior to entering the institution each visitor will have their hand stamped with ultra violet ink. This stamp will be checked by the Control Center Officer and a Visiting Room Officer upon entering and exiting the institution. All inmate Visitors will be escorted to and from the Visiting Room by institutional staff.

Any visitor who enters the institution must advise the Front Lobby Officer of any communicable diseases carried by any particular individual, e.g., measles, chicken pox, body lice, etc. Failure to do so may result in termination of the visit.

**Entering/Exiting Procedures for Inmate Visitors and Identification (Medium and Low components)**

Upon completion of a Notification to Visitor Form (BP-A0224) and processing of an inmate visitor, the escorting staff will provide the Control Center with the valid identification card along with the Notification to Visitor Form (BP-A0224) prior to the entrance of the inmate visitor(s) into the sally port. Upon verification of the BP-A0224(s) and identification(s), a hand stamp will be placed on the inmate visitor's hand.

The escorting staff will retrieve the BP-A0224(s) and identification(s) from the Control Center and proceed into the sally port area with the visitor(s) for the hand stamp check by the Control Center and escorting staff.

Upon entering the visiting room, the Visiting #1 officer will retain the visitor's identification card(s) and the BP-A0224(s) until completion of the approved visit.

Upon exiting of the Visiting Room, the escorting staff will again retrieve the identification(s) from the Visiting #1

**Attachment A Cont.**

officer, escort the visitor(s) to the Control Center and relinquish identification(s) to the Control Center prior to the visitors entering the sally port.

Once re-identification has been completed, the Control Center will give the escorting staff identification(s) of the visitor(s) and proceed into the sally port area with the visitor(s) for the hand stamp check by the Control Center and escorting staff. Once completed, the escorting staff will give the visitor(s) back their identification. The visitor will sign out in the Inmate Visitor Log Book prior to exiting the institution.

Visitors entering the institution are required to be appropriately attired. All visitors must adhere to the following dress code. Casual attire is permissible, but clothing must be worn in a conservative manner. Absolutely no suggestive or revealing clothing will be permitted in the institution. Admittance of the visitors is up to the discretion of the Front Lobby Officer, Control Room Officer(s), Visiting Room Officers, Lieutenants, and/or the Institution Duty Officer

The following is a list of clothing that is **NOT** permissible:

- (a) No clothing made from "see through" material; including revealing lace, and holes in clothing.
- (b) Sleeveless shirts may not be worn.
- (c) No shirts, blouses, or dresses that reveal the stomach, back, underarms, or thigh. To include tank tops, halter tops, crop tops, etc. No semi-short sleeve shirts/blouses; no formfitting shirts, blouses, dresses, skirts, etc.
- (d) Skirts must not be form fitting and all skirts must be below the knee in a standing and seated position. Splits in skirts cannot be higher than knee length.
- (e) No tight fitting or no formfitting pants or shorts. To include stretch pants, Spandex for adult visitors.
- (f) No swim suits
- (g) No hats. Exceptions will be made for traditional religious head wear, i.e., kufi, Yarmulkes, tam, etc.
- (h) No camouflage clothing
- (i) At the Medium and Low components, no khaki or shirt and pant combination, and no see through clothing.
- (j) No sweat suits or hooded sweat shirts, i.e. cotton type warm-up suits, or jogging suit; no athletic jerseys
- (k) No sunglasses;

- Attachment A Cont.**
- (l) No backless outfits
  - (m) No profanity or obscene clothing
  - (n) No open toe footwear, flip flops, etc.
  - (o) No purses/men's wallets
  - (p) No jackets or coats, no gloves or scarfs, a light sweater will be permitted as long as it does not have a hood or pockets.
  - (q) No wrist watches
  - (r) No pajama clothing

A small clear plastic purse, no longer than 8"x 8" will be utilized to carry authorized items into the institution. Items not authorized to be carried into the institution can be secured in the provided lockers.

Once the key is issued for provided locker, the Front Lobby officer will place appropriate chit number for the issued key ring.

Visitors are required to return issued keys upon exiting the institution.

Any apparent violation of this institution regulation by the visitor may result in the termination of future visits.

The following items are authorized to be carried:

1. American dollars in denominations of five (5) and one (1) dollar bills and change with a total of \$20.00 limit. These can be used in the vending machines;
2. Diapers, formula, baby food (commercially sealed), and one (1) blanket, necessary for an infant, but, only in an amount which can be used during the length of the visit;
3. Life sustaining medications, i.e., Nitroglycerin tablets, inhalers, etc.

The following items will **NOT** be permitted to enter the institution:

1. Strollers or baby carriers;
2. Baby powder or creams;
3. Food or drinks;
4. Candy or gum;
5. Tobacco products;
6. Matches or lighters;
7. Toys or games;

- Attachment A Cont.**
8. Photographs;
  9. Personal or business papers;
  10. Writing implements;
  11. Medications. Except as noted above;
  12. Animals. Animals are not authorized on institution grounds. Exception: Animals trained to assist disabled persons, e.g., Seeing Eye dogs for the blind, will be authorized;
  13. No personal keys, only (1) key to the car door will be permitted.
  14. Controlled substances to include illegal narcotics;
  15. Weapons;
  16. Electronic devices, i.e., electronic keys, cell phones, etc.
  17. Cosmetic items.

A kiss, within the bounds of good taste, and a hug at the beginning and at the end of a visit, is authorized. The inmate's hands must remain in plain view of Visiting Room staff at all times. The inmate will be limited to an embrace of his visitor(s) once, at the beginning of the visit, and once at the conclusion of the visit.

All visits are supervised visually. Any apparent violation of institution regulations by the visitor and/or inmate may result in the termination of the visit.

The Duty Officer or Operations Lieutenant is authorized to terminate visits due to overcrowding, or for improper conduct, including the violation of any rule or regulation by the inmate or his visitors. Prior to terminating visits for overcrowding a request for volunteers to leave should be made. The frequency of visits and distance traveled should be considered when terminating a visit due to overcrowding; otherwise, visits will be terminated on a basis of first to enter, first to leave.