



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Prison Camp  
Seymour Johnson  
North Carolina

Office of  
Responsibility: Correctional Services  
Number: SEY 5267.07G  
Date: November 7, 2004  
Subject: Inmate Visiting Regulations

## Institution Supplement

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1. **PURPOSE AND SCOPE.** To implement inmate visiting regulations at the Federal Prison Camp, Seymour Johnson, North Carolina.

\* 2. **DIRECTIVES AFFECTED.** Program Statement 5267.07, Visiting Regulations, dated April 14, 2003, is referenced. Institution Supplement 5267.07F, Inmate Visiting Regulations, dated June 29, is rescinded.

3. **STANDARDS REFERENCED.** ACA 4-4156, 4-4267, 4-498, 4-4499, 4-4500, 4-4501, 4-4503, and 4-4504, are referenced.

4. **DESCRIPTION OF RULES OR PROCEDURES.**

\* A. **VISITING FACILITIES:** The Visiting Room has a rated capacity of 300 persons. This has been determined to ensure the safety and security of visitors, staff, and inmates. An outside visiting area (patio) is also available. The Visiting Room is designated as a nonsmoking area.

B. **INMATE VISITING SCHEDULE:** Exceptions to this schedule may be made by the Warden or Administrative Duty Officer when indicated by special circumstances. The institution maintains a weekend and holiday schedule to meet the needs of other institutional activities, such as educational programs, throughout the week.

Saturday and Sunday	8:00 a.m.	-	3:00 p.m.
National Holidays	8:00 a.m.	-	3:00 p.m.
Monday thru Friday	No Visiting		

C. **FREQUENCY OF AND NUMBER OF VISITORS:** There is no monthly limitation on the number of visits per inmate. Each inmate is permitted no more than four adult visitors at one time during a visit. The inmate will have to obtain prior approval from his Unit Manager if he wants to receive a visit with more than four adults at one time. There are no limits to the number of children, 16 years of age and under, that may accompany an approved adult visitor.

**D. TYPES OF VISITS:**

1. **Regular Visits:** Inmates desiring visits must submit a proposed visiting list to their Unit Counselor. The counselor will compile an inmate's Approved Visiting List for each inmate.
  - a. All potential visitors will be investigated, including immediate family members. Potential visitors must return the "Request for Conviction Information" (BP-629) and an "Authorization for Release" (Visitor) BP-311 form prior to the visitor being approved for visits.
  - b. An NCIC check must be completed on all visitors.
  - c. Visitors under the age of 16 years old must be accompanied by a parent, legal guardian, or immediate family member of at least 18 years of age.
2. **Other Visits:** Inmates will submit a request to their respective Unit Manager for approval. Visits from community groups and special visits will be approved by the Warden. Unit management will supervise the visit if it occurs at other than regular visiting times. If the visit occurs during regular visiting time, unit staff will initiate a memorandum and forward a copy of the approved memorandum to the Visiting Room Officer and Operations Lieutenant.
3. **Law enforcement or investigative visits:** Any requests to visit an inmate from a State or Federal Law Enforcement Agency, must be approved by the Captain or SIS Lieutenant prior to the visit. The visit will normally occur during regular duty hours.
  - a. Visits from law enforcement officials will be arranged and supervised by the SIS Lieutenant. If the SIS Lieutenant is not available, a SIS designee will supervise the visit.
  - b. The visiting official(s) will report to the Control Center Officer who will notify the SIS Lieutenant or SIS designee. Proper identification and credentials will be required.
  - c. No record of this visit is required for the central file unless deemed necessary by the SIS Lieutenant or Unit management.

4. Visits for admission and orientation inmates: Visits for inmates assigned to Admission and Orientation, including immediate family, shall not be approved until the visitor returns the "Request for Conviction Information", (BP629) and an "Authorization for Release" (Visitor), BP-311 form and staff completes the investigation. Visiting list for transferring inmates may be immediately approved with verification that conviction information is located in the inmate central file.
5. **Visits for hospital patients:** Visits are restricted to only the immediate family and are subject to the general visiting policy of the hospital. The Clinical Director or (on his/her absence) Health Service Administrator, in consultation with the Captain, will determine if a visit will occur.
  - a. Unit management will submit a memorandum through the Captain to the Associate Warden for approval or disapproval.
  - b. The guard service will be contacted and informed of the persons authorized to visit the inmate. A copy of the memorandum will be faxed or delivered to the guard service. The memorandum shall entail basic security directives such as no items may be given to the inmate, physical contact is limited and visitors are subject to discretionary searches of purses and items brought into the room.
  - c. If institution staff are utilized to provide security, a copy of the inmate's approved visiting list will be delivered.
6. **Visits for holdover inmates:** FPC Seymour Johnson does not ordinarily house holdover status inmates. In the event that a holdover inmate is assigned, they will submit a proposed visiting list upon arrival.

**E. STAFF RESPONSIBILITIES:**

1. Unit management is responsible for maintaining and updating the inmates' visiting lists. They are also responsible for delivering the lists to the Control Center for filing.
2. The Visiting Room Officers are responsible for enforcing all rules and regulations concerning visiting.
  - a. The Visiting Room Officers will, at random and irregular times, patrol the room and the outside patio area and to be diligent in detecting any suspicious activity.

**F. PREPARATION OF THE APPROVED VISITING LIST:**

1. When an inmate submits a proposed visiting list, the inmate is responsible for sending copies of "Request for Conviction Information" and an "Authorization for Release" (Visitor), BP-311 to all non-immediate family visitors. These forms must be returned to the inmate's unit team prior to the visitors being approved for visits.
2. Approval exceptions to these requirements will be determined by the Unit Manager in consultation with the Warden.

**G. IDENTIFICATION OF VISITORS:** If proper identification cannot be provided, the officer will advise the visitor that entry will not be allowed. Visitor identification will be verified at the Visiting Center post and at the institution Front Lobby post. Any identification concerns should be immediately reported to the assigned Institutional Duty Officer.

**H. PROCESSING TIMES:**

1. Visiting in-processing will begin at 8:00 a.m. at the Visiting Center located at the military base entrance at Slocumb gate. Processing will cease at 2:15 p.m.
2. Inmates will not be allowed into the Visiting Room from 9:30 a.m. until after a clear, institutional 10:00 a.m. stand up count.

**I. DEPARTURES OF VISITORS:** Once a visitor has been processed into the Visiting Room, he or she will not be permitted to exit and re-enter the institution. Once a visitor has departed, he or she will not be permitted to remain on the institution grounds. Visitors dropped off by private transportation, will be permitted to remain in the Front Lobby until their transportation arrives.

**J. TERMINATION OF A VISIT:** The Institution Duty Officer and Operations Lieutenant will confer before terminating a visit. Terminations of visits may result in the event of overcrowding, or if conduct of the visitor, an inmate, or a child, interferes with the orderly operation of visitation.

1. If overcrowded conditions are incurred in the Visiting Room, the termination of visits may be invoked. The assigned Visiting Room Officers will assist the

Institution Duty Officer in identifying the frequent and/or local resident visitors. The general guidelines for termination of visiting due to overcrowding are as follows:

- a. Ask for volunteers.
  - b. Visitors who visit twice or more per week and live within a 50 mile radius.
  - c. Visitors who visit once per week and live within a 50 mile radius.
  - d. Visitors who live within a 100 mile radius.
  - e. Visitors who live outside of a 100 mile radius.
2. If a visit is terminated for an infraction in the rules set forth, a Termination of Visit Form (Attachment D) will be completed. For violations regarding Conduct/Behavior Disruptive to the Orderly Running of the Institution and Illegal Contraband, notifications will be immediately made to the Captain, Administrative Duty Officer, and the Warden.
  3. The inmate is responsible for the supervision of children accompanying their visitor(s). The inmate is required to directly supervise and accompany the child in the designated play area at all times. The area was designated and developed to promote parenting skills of offenders to encourage positive interaction with their children. If staff determine that adequate supervision is not provided for a child within the Visiting Room, the visit may be subject to termination.

**K. SECURITY PROCEDURES RELATING TO INMATES:**

1. Inmate in-processing: When an inmate is notified of his visit, the inmate will report to the compound side door of the Visiting Room. The inmate will knock or utilize the light system button and wait until the Visiting Room Officer gives him permission to enter.
  - a. Inmates will not have any form of contact, verbal or physical, with any visitor until they have been properly processed by the Visiting Room Officer.
  - b. The Visiting Room Officer will identify the inmate by his inmate ID card, or picture card, perform a pat search, and annotate the approved items and inmate information on the Inmate Visiting Property Log form (Attachment B).

- c. Allowable inmate property items are one each: Comb, wedding band (plain, no stones), handkerchief (white in color), religious medal with chain, authorized religious headgear, prescription eyeglasses, and one dose of medication (asthma inhaler, nitroglycerin).
  - d. Legal materials and documents will not be permitted without prior written approval from the Associate Warden.
  - e. Inmates will wear the full uniform in the Visiting Room. They will be clean and neat in appearance. Trousers with torn or missing pockets will not be allowed in the Visiting Room. Undergarments must be worn. The standard institution issued shoes, personally owned authorized tennis shoes, and casual shoes sold in the commissary are authorized for visiting. Socks must be worn at all times. Inmates are not permitted to wear any hats, bandanas, etc. except for authorized religious headgear.
2. Official and Special Counts: During institutional counts all inmates will be brought to a centralized area of the Visiting Room patio or outside the Visiting Room for the count.
    - a. Out count forms will be delivered to the Control Center Officer at approximately 9:30 a.m. It is the Visiting Room Officer's responsibility to verify inmates' quarters assignment prior to submission of the out count.
    - b. The Visiting Room Officers will count the inmates using their ID card or picture card and the institution out count form. The officer conducting the count will call out the inmate's name, and the inmate will state his register number. The officer will then compare the inmate with the ID card or picture card photograph to ensure they match.
  3. Out-processing of inmates: Prior to out-processing the inmate from the Visiting Room to the compound, the inmate will be identified by his ID card or picture card.
    - a. Once the visit has been completed, the inmate will not have any further contact with his visitors and will return to the shakedown room for out-processing.

- b. The Visiting Room Officer will compare the items in the inmate's possession with the items listed on the property form to ensure these are the same items. Any discrepancies will result in the confiscation of the property until a disposition has been made.
- c. The Visiting Room Officers will conduct pat searches on all inmates departing and perform visual searches on randomly selected inmates throughout the day. Hand held metal detectors will be utilized when conducting visual searches. All visual searches are to be documented in the Visiting Room Visual Search Log.
- d. Out-processing will cease fifteen (15) minutes prior to the end of visiting hours and will not resume until all visitors have departed the Visiting Room. Inmates are required to remain in the Visiting Room until all visitors have departed. At the conclusion of visiting hours, all inmates will be separated from visitors in a centralized area in the visiting room while the visitors are departing.

**L. SECURITY PROCEDURES RELATING TO VISITORS:**

- 1. Visiting Regulations (Attachment A) defines the rules of conduct for visitors.
- 2. If the Visiting Center Officer and/or the Visiting Room Officer assigned to the Front Lobby determine a visitor's attire is inappropriate for the institution, the Institution Duty Officer is to be summoned to make a final determination to allow or disallow a visitor to enter. (Attachment C).
- 3. Photo tickets can be purchased from the commissary by the inmate prior to visiting. Photos will be taken only in designated areas by the authorized inmate photographer. Photographs taken by the inmate photographer will be in good taste and will not violate any sections of this supplement.
- 4. Staff may require a visitor to submit to a personal search, and a search of personal property, as a condition of allowing or continuing a visit. Only the Warden, Acting Warden or Administrative Duty Officer may authorize a pat search, breathalyser and/or urine surveillance test. It is permissible to disallow or terminate a visit when the visitor's behavior or condition is deemed to pose a threat to the security or orderly running of the institution.

5. Religious headgear worn by visitors are not subject to routine search, unless a reasonable suspicion of a conveyance of contraband is determined. Only the Warden, Acting Warden or Administrative Duty Officer may authorize a search of these items.

**M. VISITORS WITH DISABILITIES:**

1. Visitors with disabilities who have provided staff with valid certification indicating a trained assistance dog is used in their daily functions, may bring the dog onto the institution grounds. All other pets are not authorized inside the institution, and will not be left in the visitor's vehicle unattended.

5. **OFFICE OF RESPONSIBILITY.** Correctional Services.
6. **EFFECTIVE DATE.** This supplement is effective upon issuance.

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Gary L. Winkler  
Warden

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DISTRIBUTION:    Department Heads                      Lieutenants                      MARO Corr Svcs  
                         Institution Duty Officer                      Inmate Law Library                      MARO Legal  
                         AFGE Union



**Federal Prison Camp, Seymour Johnson Air Force Base, NC  
Visitation Instructions**

**GENERAL INFORMATION:**

The Federal Prison Camp is located at Seymour Johnson Air Force Base in Goldsboro, North Carolina. Goldsboro is approximately 52 miles east of Raleigh, North Carolina and approximately 30 miles west of Kinston, North Carolina, off U.S. Highway 70. Take U.S. 70 to the U.S. 70 Bypass in Goldsboro. Exit on Berkeley Boulevard. Take Berkeley Boulevard south to the Air Force Base Main Gate. At the stop light, make a right on Elm Street. Stay on Elm Street until you come to Slocumb Street. Make a left on Slocumb. Stay on Slocumb Street and you will approach the Federal Prison Camp visitor's processing area. Proof of insurance and a driver's license will be required to enter the military installation. All persons, vehicles, and packages are subject to search by the Military Police.

All visitors are required to check in with the officer based at the Slocumb gate, then with the officer in the Front Lobby. Visitors must have in their possession some form of valid picture identification, such as a driver's license, passport, etc. Failure to provide valid picture identification may result in the disallowance of visiting privileges. All visitors must immediately exit Seymour Johnson Air Force Base by departing through the Slocumb gate at the conclusion of their visit.

Commercial airports are located in Raleigh, North Carolina, and Kinston, North Carolina. Goldsboro is served by Greyhound and Trailways Bus Lines. Taxi and shuttle services are also available.

**Designated Parking:** Once you arrive at the institution, you must park in the designated visitors parking. Vehicles must be locked and once the visit has started you will not be permitted to return to the vehicle and reenter the Visiting room. Under no circumstances will anyone or pets be allowed to wait in a vehicle during visitation.

**Visiting Schedule:** Visiting hours are 8:00 a.m. - 3:00 p.m. Saturdays, Sundays and observed national holidays. Visitors will begin processing at 8:00 a.m. Processing onto the Air Force Base will stop at 2:15 p.m.

**Visiting List and Identification:** Adult visitors, defined as eighteen (18) years of age or older, that are not on the approved visitation list will not be permitted to visit. The inmate is responsible for initiating this process. Approved adults are required to show current state or government issued picture identification, such as a driver's license or a passport. Children, defined as sixteen (16) years of age and younger, do not require identification, but must be escorted by an adult that is eighteen (18) years of age or older.

**Number of Visitors:** Each inmate is permitted no more than four adult visitors at one time during a visit. There are no limits to the number of children, 16 years of age and under, that may accompany an approved adult visitor.

**Visiting Rules:** Anyone appearing to be intoxicated or displaying inappropriate behavior will not be permitted to visit. Abusive or vulgar language will not be tolerated and will be cause to terminate the visit. Visitors are responsible for the behavior of their children and disruptive child behavior will be cause to terminate the visit. If the visiting room begins to become overcrowded, it may be necessary to shorten visits.

### **Visitation Instructions**

**Notification to Visitor:** All visitors, 18 years of age and older, are required to read, complete and sign the Notification to Visitor form. This form is provided at the Front Lobby and must be filled out entirely by the visitor prior to entering the institution.

**Departure of Visitor:** Once a visitor has been processed into the institution, he or she will not be permitted to exit and re-enter the institution. Once a visitor has departed, he or she will not be permitted to remain on the institution grounds. All visitors must immediately exit Seymour Johnson Air Force Base by departing through the Slocumb gate at the conclusion of their visit. If a visitor has authorized vehicle stickers to conduct business on the base, he or she must exit the gate and re-enter.

**Medications:** The Visiting Room Officer is not responsible for dispensing medication. Only medication that is needed to preserve life such as nitroglycerin, asthma inhalers or epileptic medication will be allowed to be retained by the visitor and those inmates requiring such medication. Visitors taking other medication will be instructed to keep the medication secured in their vehicles or assigned locker. The visitor will not be allowed to leave the Visiting Room in order to take their medication and return.

If injectable medication such as insulin is needed, the visitors will be allowed to secure this medication in the Control Center until needed. After use, the syringes will remain in Control until the visitor departs, taking all items with them.

**Termination of a Visit:** The Institution Duty Officer can authorize the termination of visits to allow others to visit in the event of overcrowding, or if conduct interferes with the orderly operation of visitation.

1. **Overcrowding:** Visits will be terminated if the Visiting Room becomes overcrowded. Common sense and understanding must prevail when terminating visits. The general guidelines and order of termination due to overcrowding are as follows: Ask for volunteers, Visitors who visit twice or more per week and live within a 50 mile radius, Visitors who visit once per week and live within a 50 mile radius, Visitors who live within a 100 mile radius and Visitors who live outside of a 100 mile radius.
2. **Conduct:** Visits will be terminated if the conduct of a visitor and/or inmate becomes indecent, loud, profane, disorderly, or threatens the security and orderly running of the institution. There will be no boisterous laughing or talking. Visits will be conducted in a dignified manner. Inmates are not allowed to visit other inmates or the inmate's visitors.
3. **Children Behavior:** The inmate is required to directly supervise and accompany the child in the designated play area at all times. The area was designated and developed to promote parenting skills of offenders to encourage positive interaction with their children. If staff determine that adequate supervision is not provided for a child within the Visiting Room, the visit may be subject to termination.

**Authorized Visitors' Personal Property:** A clear small cosmetic bag or change purse is the only type of purse visitors are allowed to bring into the Visiting Room. The officer assigned in the front lobby will visually view the contents of the bag for contraband. All other types of bags are not allowed into the Visiting Room. If the visitor needs to use a locker, the locker key will be issued to them by the Front Lobby Officer in exchange for some form of photo I.D. The key will be exchanged for their identification at the conclusion of the visit.

### **Visitation Instructions**

1. **Money:** Visitors may bring into the institution up to \$20.00 per person, no bills larger than \$5.00 (for the vending machines) car keys, and a driver's license.
2. **Authorized Infant Items:** Baby needs such as diapers, formula, and feeding bottles are permitted in small, reasonable amounts in a clear 12" x 12" x 6" container. Baby beds, car seats, strollers, and playpens are not allowed, but infant carriers are allowed.
3. **Electronics:** Cameras, radios, tape recorders, cellular phones, electronic devices (games, programmable watches), and pagers will not be permitted in the Visiting Room. The use of cameras or recording equipment without permission of the Warden is strictly prohibited; violators are subject to criminal prosecution.
4. **Food:** Visitors will not be permitted to bring food, drink, and/or gum items into the Visiting Room. Only those items that are purchased in the Visiting Room vending machines are permitted to be consumed.
5. **Papers:** Visitors are not permitted to bring in papers for the inmate to review or sign without written approval from the inmate's unit team.

**Dress Code for Visitors:** Visitors are not allowed to wear suggestive, provocative or otherwise revealing clothing when visiting an inmate. Inappropriate slogans and/or depictions on clothing are prohibited. The following additional restrictions on clothing will be strictly followed:

Visitors may not wear suggestive, provocative, or revealing clothing. Visitors may not wear halters, tank tops, sleeveless tops (exposing the breast or bra), tight pants, spandex, tight jeans, gang affiliated clothing, shorts or skirts. Dresses and skirts must be knee length or longer. Loose fitting capri, flared, and crop pants may be worn. Children 12 years of age and under are permitted to wear shorts. If a Visiting Officer identifies an article of clothing as being questionable, the Institution Duty Officer will determine if the clothing is acceptable Visiting Room attire, based on the above requirements. If it is determined that the clothing is inappropriate, the visitor will be disallowed from visiting.

**Visitors and Inmates Physical Contact:** Visitors and inmates may briefly, and in good taste, kiss and embrace at the beginning and end of each visit. Inmates will be permitted to hold their small children and infants. Inmates and their adult visitors may hold hands during the visits, but no other type of physical contact is permitted. Unauthorized physical contact may result in loss of privileges for a period of time.

**Authorized Photos:** Photo tickets will be purchased from the Commissary by the inmate prior to the visit. Photos will be taken only in designated areas and only by the authorized inmate photographer. Photographs taken by the inmate photographer will be in good taste and will not violate any sections of this supplement. Visitors may bring in no more than 20 pictures for the inmate to view, but they must be taken back out of the institution at the end of the visit. The pictures are not to be sexually explicit in any manner.

**FPC SEYMOUR JOHNSON  
 INMATE VISITING PROPERTY LOG**

Inspecting staff are to place a check mark for inmate property items brought into the Visiting Room and verify the same items are removed. Note the type of religious medal and medication. This form is to be forwarded to the Captain's Office for review after completion.

	INMATE'S NAME	REG. NO.	UNIT	TIME IN	TIME OUT	Wedding Band G=gold S=silver	White Handkerchief	Rel. medal G=gold S=silver Style	Rel. Headgear	Meds.	Comb	Prescr. Eye Glasses
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

PRINTED NAME / SIGNATURE VISITING OFFICER IN CHARGE

DATE

**FPC SEYMOUR JOHNSON  
VISITOR DISALLOWANCE OR DENIAL FORM**

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On \_\_\_\_\_ at \_\_\_\_\_ ( ) a.m. ( ) p.m., the following individual ( ) Mr. ( ) Mrs. ( ) Ms.  
\_\_\_\_\_ was denied entrance to visit with inmate \_\_\_\_\_,  
registration number \_\_\_\_\_, because of the following reason:

- Not on approved visiting list
- No photo identification
- Under age without Parent/Guardian
- Other

If other is checked then give reason: \_\_\_\_\_  
\_\_\_\_\_

Additional comments: \_\_\_\_\_  
\_\_\_\_\_

Prior to denial, the following unit management staff member was contacted:  
\_\_\_\_\_ Approved  Denied

Prior to denial, the Institution Duty Officer was contacted.  
\_\_\_\_\_ Approved  Denied

\_\_\_\_\_  
Visiting Officer's Printed Name

\_\_\_\_\_  
Signature

cc: Warden's office

**FPC SEYMOUR JOHNSON  
 TERMINATION OF VISITOR FORM**

On \_\_\_\_\_ at \_\_\_\_\_ ( ) a.m. ( ) p.m., request for termination of visit with inmate \_\_\_\_\_, registration number \_\_\_\_\_, was requested because of the following reason:

- Possession/Passing/Receiving contraband
- Conduct/Behavior Disruptive to Orderly Running of the Institution
- Unauthorized physical contact
- Overcrowding
- Violation of visiting guidelines (if used specify in comments)
- Violation of Bureau Inmate Discipline Code: \_\_\_\_\_
- Other: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_

The following visitors were escorted from the visiting room because of the reason annotated: \_\_\_\_\_

Time Visit		Name of Visitor (Last, First)	Relation to Inmate	Reason/ Comments
Began	Terminated			

Operations Lieutenant \_\_\_\_\_ was notified of termination at \_\_\_\_\_ ( ) a.m. ( ) p.m.

\_\_\_\_\_  
 /  
 IDO, Printed Name / Signature

cc: Warden, Unit Team, Lieutenant's office, and Visiting File