

- \* Camouflage or Athletic Wear
- \* Hats or caps (May 1 thru October 31)
- \* Opened toed shoes (i.e., sandals for both male & female)
- \* Shorts that are more than one inch above the knee
- \* Skirts that are not touching the top of knee when standing

**It is necessary for all visitors to wear shoes. No attire with questionable wording, i.e., gang affiliation, profanity, etc. No shirts that hang less than 3 inches below the belt line. Jackets, coats, or sweaters will only be allowed during the months of November 1 through April 30. Any questionable clothing will be cleared through the Institution Duty Officer or the Operations Lieutenant before being allowed into the Visiting Room. Officers have discretion when dealing with children's clothing.**

Questionable attire will be referred to the Operations Lieutenant or Institution Duty Officer and an in-person check will be made by the one of them prior to denial of a visit.

- Any individual with signs of alcohol on his/her breathe, or appears to be under the influence, will not be permitted to enter the facility.
- You as a visitor, **may not** give anything to an inmate. Any item that an inmate departs the visiting room with shall be declared as contraband. The inmate will receive disciplinary action for this violation and your visiting privileges will be suspended.
- At no time will an inmate be allowed to visit other inmates, during social visiting. If this rule is violated, termination of his visit may occur.
- Visitors should ensure they have been approved for visiting prior to their arrival for visiting. During unit team work hours, the teams will be available to assist with visiting concerns. Immediate family member should be handled in accordance with Program Statement 5267.09.
- Inmates will be allowed a total of five (5) visitors. The total of five (5) cannot exceed three (3) adults at any given time.
- Handshaking, embracing and kissing by visitors may be permitted within the bounds of good taste at the start and finish of a visit. If an inmate or visitor continues kissing one another, a warning will be issued. If this keeps occurring, termination of the visit will be conducted, and the inmate will receive disciplinary action for this violation. Visitors will not visit with other inmates they are not signed in to visit with.
- FCI Milan reserves the right to refuse admittance to anyone who fails to comply with our policies. Violation of these rules can result in a suspension of the inmate's visiting privileges.
- In the event transportation is needed: Yellow Cab (Detroit) (313) 961-333, Ann Arbor Taxi (Ann Arbor) (734) 214-9999, and Black and White cab (Toledo) (419)536-8294, may be contacted.

Note: If it is determined that your clothing is inappropriate, after changing or getting new clothing, you will be required to start the process all over again and get a new number to be processed.

All carry-in items such as hats and coats **WILL** be searched before you enter the visiting room. Hats are not to be worn in the visiting room.

Visitors are not allowed to bring into the visiting room any type of weapon, ammunition, food item, chewing gum, newspaper, magazine, photo album, photo, luggage, package, tape player, tape recorder, camera, pager, cellular phone, cosmetics, Lotion, Paperwork, Wallets, Lipstick/Chapstick, Toys, Greeting Cards, Umbrellas, Baby Strollers, Infant Carriers or Tobacco Products.

Non- Emergent prescription medications must be secured in your vehicle.

Medications of a necessary or emergency nature, such as asthma inhalants or nitroglycerine, are allowed to be brought in; however, these medications **MUST BE DECLARED** to the front lobby Officer.

Visitation is provided to enhance and continue family relationships and staff will ensure a family atmosphere is present in the visiting room. Therefore, appropriate dress is required of all visitors. Visitors will dress appropriately and avoid clothing styles that are sexually suggestive. Clothing which may be inappropriate and result in a visitor being denied entrance into the visiting room includes see through garments, stretch or form fitting garments, strapless garments, garments which expose private parts of the body, and military clothing, (i.e., field jackets, camouflage, tan colored khaki, or green fatigues), garments which display profane, sexually explicit, or illegal material. Female visitors wearing shorts or skirts must ensure the bottom of the skirt or shorts fall no less than one inch above the knee, and no slits less than above 1" from one inch above the knee. Culottes will be permitted. Shirts and blouses must be waist length with a sleeve. Tank-tops, tube-tops and sleeveless shirts and blouses are not permitted. A jacket is considered outwear, a visitor will not be permitted to wear a sleeveless top and cover it with a jacket. Male visitors will wear shirts, full length pants, or knee length shorts. Undergarments must be worn by all visitors. Jackets, hats or headbands, other than religious head wear, are allowed November 1 through April 30. However, staff will be sensitive to weather conditions, elderly, etc. prior to denial of entry based on dress. All visitors will wear shoes. A visit may be terminated in order to maintain good taste and consideration for others.

The following visiting attire will not be allowed:

- \* Tight clothing
- \* Transparent clothing
- \* Spandex clothing
- \* Tank tops
- \* Halter tops/sleeveless shirts
- \* Holes in clothing
- \* Plunging necklines
- \* Wrap-around skirts
- \* Hooded shirts/sweatshirts
- \* Khaki colored pants or shirts

**VISITOR REGULATIONS**  
**FEDERAL CORRECTIONAL**  
**INSTITUTION Milan, MI**  
**Attachment 2**

The following information is provided to describe our visiting schedule and program. We want you to understand our procedures so your visiting experience will be as pleasant as possible.

The directions to the Federal Correctional Institution, Milan is as follows: Take U.S. 23 north from Toledo or south from Ann Arbor to Milan, exit at Carpenter Road, Exit 27: turn onto Arkona Road; make your first right and park. The address to the Federal Correctional Institution is: 4004 East Arkona Road, Milan, MI. 48160, Telephone number: (734) 439-1511.

The regularly scheduled visiting hours are:

Friday (Special Housing Unit inmates only)	8:15 AM to 11:15 AM
Friday (general population inmates)	11:30 AM to 3:00 PM
Saturday & Sunday	8:15 AM to 3:00 PM
Holidays	8:15 AM to 3:00 PM

Note- you will not be allowed to enter the Front Lobby until 8:00 a.m. (or until 11:15 a.m. on Fridays for general population inmates.) No visitors will be processed after 2:00 p.m. on Friday, Saturday, Sunday, and Federal holidays.

All adults must have with them a valid picture identification, (i.e., Passport, State Driver's License, State ID Card). This will be presented to the Front Lobby Officer at the time of processing. Children less than 16 years of age are not required to have an ID but must be accompanied by an adult who has been approved to visit.

Visitors above the age of 16 will be allowed to bring in a maximum of \$20.00. This money is for use in the vending machines only and may not be given to the inmate. Visitors may not leave money with the inmate or the Visiting Room Officer for deposit into an inmate's account.

A small see-through purse may be brought into the Visiting Room. Tobacco products are not permitted, as this is a non-smoking facility. Visitors are not allowed to take any unapproved items into the visiting room.

A visitor may take into the visiting room, small clear change purse, keys, coat, life-sustaining equipment, and identification. Visitors with infants may carry in one small see through diaper bag, one change of infant clothing, four extra diapers, baby wipes, two clear plastic bottles with formula, and infant food which will be placed into a plastic container in front of the front lobby Officer. Glass containers are not allowed in the visiting room. A blanket for an infant is authorized but should be a seasonal blanket only. These items must be opened and inspected prior to being allowed inside. Visitors are not allowed to exit the visiting room and retrieve items from their vehicles and then re-enter for that visit. Infant carrier seats are not authorized. No other items will be permitted inside unless approved by the Operations Lieutenant.

- Any individual with signs of alcohol on his/her breathe, or appears to be under the influence, will not be permitted to enter the facility.
- You as a visitor, **may not** give anything to an inmate. Any item that an inmate departs the visiting room with shall be declared as contraband. The inmate will receive disciplinary action for this violation and your visiting privileges will be suspended.
- At no time will an inmate be allowed to visit other inmates during social visiting. If this rule is violated, termination of his visit may occur.
- Visitors should ensure they have been approved for visiting prior to their arrival for visiting. During unit team work hours, the teams will be available to assist with visiting concerns. Immediate family member should be handled in accordance with Program Statement 5267.09.
- Inmates will be allowed a total of five (5) visitors. The total of the five (5) cannot exceed three (3) adults at any given time.
- Handshaking, embracing and kissing by visitors may be permitted within the bounds of good taste at the start and finish of a visit. If an inmate or visitor continues kissing one another, a warning will be issued. If this keeps occurring, termination of the visit will be conducted, and the inmate will receive disciplinary action for this violation. Visitors will not visit with other inmates they are not signed in to visit with.
- FCI Milan reserves the right to refuse admittance to anyone who fails to comply with our policies. Violation of these rules can result in a suspension of the inmate's visiting privileges.
- In the event transportation is needed: Yellow Cab (Detroit) (313) 961-333, Ann Arbor Taxi (Ann Arbor) (734) 214-9999, and Black and White cab (Toledo) (419)536-8294, may be contacted.

Note: If it is determined that your clothing is inappropriate, after changing or getting new clothing, you will be required to start the process all over again and get a new number to be processed.

Non- Emergent prescription medications must be secured in your vehicle.

Medications of a necessary or emergency nature, such as asthma inhalants or nitroglycerine, are allowed to be brought in; however, these medications **MUST BE DECLARED** to the front lobby Officer.

Visitation is provided to enhance and continue family relationships and staff will ensure a family atmosphere is present in the visiting room. Therefore, appropriate dress is required of all visitors. Visitors will dress appropriately and avoid clothing styles that are sexually suggestive. Clothing which may be inappropriate and result in a visitor being denied entrance into the visiting room includes see through garments, stretch or form fitting garments, strapless garments, garments which expose private parts of the body, and military clothing, (i.e., field jackets, camouflage, tan colored khaki, or green fatigues), garments which display profane, sexually explicit, or illegal material. Female visitors wearing shorts or skirts must ensure the bottom of the skirt or shorts fall no less than one inch above the knee, and no slits less than above 1" from one inch above the knee. Culottes will be permitted. Shirts and blouses must be waist length with a sleeve. Tank-tops, tube-tops and sleeveless shirts and blouses are not permitted. A jacket is considered outwear, a visitor will not be permitted to wear a sleeveless top and cover it with a jacket. Male visitors will wear shirts, full length pants, or knee length shorts. Undergarments must be worn by all visitors. Jackets, hats or headbands, other than religious head wear, are allowed November 1 through April 30. However, staff will be sensitive to weather conditions, elderly, etc. prior to denial of entry based on dress. All visitors will wear shoes. A visit may be terminated in order to maintain good taste and consideration for others.

The following visiting attire will not be allowed:

- \* Tight clothing
- \* Transparent clothing
- \* Spandex clothing
- \* Tank tops
- \* Halter tops/sleeveless shirts
- \* Holes in clothing
- \* Plunging necklines
- \* Wrap-around skirts
- \* Hooded shirts/sweatshirts
- \* Khaki colored pants or shirts
- \* Camouflage, or Athletic Wear
- \* Hats or caps (May 1 thru October 31)
- \* Opened toed shoes (i.e., sandals for both male & female)
- \* Shorts that are more than one inch above the knee.
- \* Skirts that are not touching the top of knee when standing.

**It is necessary for all visitors to wear shoes. No attire with questionable wording, i.e., gang affiliation, profanity, etc. No shirts that hang less than 3 inches below the belt line. Jackets, coats, or sweaters will only be allowed during the months of November 1 through April 30. Any questionable clothing will be cleared through the Institution Duty Officer or the Operations Lieutenant before being allowed into the Visiting Room. Officers have discretion when dealing with children's clothing.**

Questionable attire will be referred to the Operations Lieutenant or Institution Duty Officer and an in-person check will be made by the one of them prior to denial of a visit.

**VISITOR REGULATIONS**  
**FEDERAL DETENTION CENTER**  
Milan, MI  
Attachment 1

The following information is provided to describe our visiting schedule and program. We want you to understand our program so your visiting experience will be as pleasant as possible. The directions to the Federal Detention Center, Milan, are as follows: Take U.S. 23 north from Toledo or south from Ann Arbor to Milan, exit at Carpenter Road, Exit 27; turn onto Arkona Road; follow the signs to the Detention Center parking area. The address to the Federal Detention Center is: 4004 East Arkona Road, Milan, MI. 48160, Telephone number: (734) 439-1511.

The regularly scheduled visiting hours are:

Friday and Sunday's (West Unit Inmates only)	8:30 a.m. to 3:00 p.m.
Saturday and Monday's (East Unit Inmates only)	8:30 a.m. to 3:00 p.m.

On Federal Holidays, East Unit inmates will visit from 8:30 a.m. to 11:30 a.m. and West Unit inmates will visit from 12:00 p.m. to 3:00 p.m.

All adult visitors 16 years or older must have with them a valid picture identification, (i.e., Passport, State Driver's License, or State ID Card), which are to be presented to the Front Lobby Officer at the time of processing into the institution. Children less than 16 years of age are not required to have ID with them but must be accompanied by an adult who has been approved to visit.

Visitors above the age of 16 will be allowed to bring in a maximum of \$20.00. This money is for use in the vending machines only and may not be given to the inmate. Visitors may not leave money with the inmate or the Visiting Room Officer for deposit into an inmate's account.

A small see-through purse may be brought into the Visiting Room. Tobacco products are not permitted, as this is a non-smoking facility. Visitors are not allowed to take any unapproved items into the visiting room.

A visitor may take into the visiting room, small clear change purse, keys, coat, life-sustaining equipment, and identification. Visitors with infants may carry in one small see through diaper bag, one change of infant clothing, four extra diapers, baby wipes, two clear plastic bottles with formula, and infant food which will be placed into a plastic container in front of the front lobby Officer. Glass containers are not allowed in the visiting room. A blanket for an infant is authorized but should be a seasonal blanket only. These items must be opened and inspected prior to being allowed inside. Visitors are not allowed to exit the visiting room and retrieve items from their vehicles and then re-enter for that visit. Infant carrier seats are not authorized. No other items will be permitted inside unless approved by the Operations Lieutenant.

All carry-in items such as hats and coats **WILL** be searched before you enter the visiting room. Hats are not to be worn in the visiting room.

Visitors are not allowed to bring into the visiting room any type of weapon, ammunition, food item, chewing gum, newspaper, magazine, photo album, photo, luggage, package, tape player, tape recorder, camera, pager, cellular phone, cosmetics, Lotion, Paperwork, Lipstick/Chapstick, Toys, Greeting Cards, Umbrellas, Baby Strollers, Infant Carriers or Tobacco Products,

infant carrier seats, will be permitted inside unless approved by the Operations Lieutenant. Visitors are not authorized to leave any money with Bureau staff for placement into an inmate's account.

18. **TRANSPORTATION ASSISTANCE:** (See attachment 1 and attachment 2 for directions)

Unit staff shall provide inmates with written directions for transportation to and from the institution. Similarly, the inmate will be provided with a narration which will identify routes which are commonly used for traveling to and from the institution. It will be the responsibility of the inmate to forward these too approved visitors.

19. **PARKING:** All visitors must park in the designated area of the institution parking lot except for those visitors who have a current handicap pass.

20. **RESPONSIBLE DEPARTMENT:** Correctional Services.

21. **ATTACHMENTS:**

Two (2)

Attachment 1 - FDC Visitor Regulations (visitors copy)

Attachment 2 - FCI Visitor Regulations (visitors copy)



Jonathan Hemingway, Warden

- \* Khaki colored pants or shirts
- \* Camouflage, or Athletic Wear
- \* Hats or caps (May 1 thru October 31)
- \* Opened toed shoes (i.e., sandals for both male & female)
- \* Shorts that are more than one inch above the knee
- \* Skirts that are not touching the top of knee when standing

**It is necessary for all visitors to wear shoes. No attire with questionable wording, i.e., gang affiliation, profanity, etc. No shirts that hang less than 3 inches below the belt line. Jackets, coats, or sweaters will only be allowed during the months of November 1 through April 30. Any questionable clothing will be cleared through the Institution Duty Officer or the Operations Lieutenant before being allowed into the Visiting Room. Officers have discretion when dealing with children's clothing.**

17. **OTHER APPLICABLE REGULATIONS:**

a. Inmate Attire: Inmates are required to wear khaki shirts and trousers during visiting. The shirt must be tucked into the pants. Inmates will be allowed to have the following items in their possession upon entry into the Visiting Room: comb, eyeglasses, handkerchief, wedding band, institution issued shoes, religious medallion, and approved religious head gear. Only visitors may make purchases from the vending machines. Inmates are not permitted to possess money. The Logbook is used to record those items brought into the Visiting Room by each inmate, and again to verify those items in the inmate's possession upon completion of the visit. Authorized footwear for the FCI Visiting Room is institution issued composite toe black/shoes provided by the laundry or medical. Personal shoes will not be authorized in the visiting room. At no time are tennis shoes permitted. Additionally, FDC inmates are only authorized to wear Bus Shoes (Orange or Blue).

b. Inmate Property: The inmate shall not take anything to the visit except necessary items identifiable as: legal papers which will be permitted during a visit with an attorney. Authorized medication, such as nitroglycerine tablets, may be permitted when authorized by the medical staff. All medication will be held at the Visiting Room Officer's desk during the duration of the visit.

c. Signatures and Documentation: During a legal visit, papers may be exchanged. Signatures on legal papers are permitted.

d. Money: Money will not be placed on an inmate's account through the Visiting Room.

e. Visitor's Property: Visitors are not allowed to take any unapproved items into the Visiting Room. Visitors 16 years of age and older may take in up to \$20.00 U.S. funds per person. Visitors with infants may carry in one small see through diaper bag, one change of infant clothing, four extra diapers, baby wipes, and two clear plastic bottles with formula, and infant food that will be placed into a plastic container in front of the Front Lobby Officer, glass jars or containers are not permitted in the Visiting Room.

A blanket for an infant is authorized but should be a seasonal blanket only. These items must be opened and inspected prior to being allowed inside. No other items, including



other inmates. The visual searches will be logged by the officer conducting each search.

c. Restroom facilities for visitors are located inside the Visiting Room. Inmates, under the direct visual supervision of the Visiting Room Officer, will utilize the restroom designated for inmates located in the Visiting Room.

**WALSH ACT REQUIREMENTS:** The Unit Team will evaluate all inmates on their caseload and all incoming inmates to determine if they have an inmate who has been convicted of a sex offense involving a minor (WA W CONV). Any inmate fitting this criterion will have the following annotation placed in the visiting program under the comments section: "this inmate was convicted of a sex offense involving a minor." Any inmate identified as having a Walsh Act assignment involving a minor will have his/her visits closely monitored. Specific procedures will be determined locally by the Warden.

Supervision of the Visiting Room: The following items are not permitted in the Visiting Room:

Handbags (Purses)	Lotion	Paperwork
Electronics	Lipstick/Chapstick	Packages
Toys	Newspapers	Greeting Cards
Food/Candy/Gum	Magazines	Photographs
Umbrellas	Baby Strollers	Pagers
Infant Carriers	Cellular Phones	Tobacco Products

Visitors will be instructed to leave items of this type in their automobiles. Staff will use sound correctional judgment when allowing visitors to bring in medication. Ordinarily, only medicine which is necessary to sustain life, such as heart medication and asthma inhalers, will be allowed into the Visiting Room. No prescribed narcotic substances. During visiting, medication will be maintained by the Visiting Room #1 Officer. Items for infant needs (i.e., small receiving blanket, diapers, baby food, baby bottles) are permitted but must be inspected for contraband prior to permitting them into the Visiting Room. Visitors refusing to have these items inspected must return them to their automobiles. Visitors failing to comply with either of these options will be denied entrance into the institution. Any infant food product that has been opened, will not be allowed to enter the institution. Pre-mixed bottles of infant formula will be allowed in the Visiting Room.

Due to the diverse types of visitors and the fact that the Visiting Room is not a public facility, certain restrictions must be placed on visitors' clothing.

The following visiting attire will not be allowed:

- \* Tight clothing
- \* Transparent clothing
- \* Spandex clothing
- \* Tank tops
- \* Halter tops/sleeveless shirts
- \* Holes in clothing
- \* Plunging necklines
- \* Wrap-around skirts
- \* Hooded shirts/sweatshirts

area. These restrictions must be approved by the SIS Lieutenant or Operations Lieutenant.

b. Visiting privileges may be denied when a controlled or closely supervised visit is not possible. This denial must be approved by the Operations Lieutenant.

c. Non-Contact Visiting: Under special circumstances the Warden may determine an inmate may receive a "Non-Contact" visit. The purpose of this visit is to limit the physical contact an inmate has with his visitor. These visits will be coordinated with the Correctional Services Department, or Detention Center Administrator, and take place in the non-contact visiting room at the FDC. These visits will be directly supervised by the inmate's Unit Team.

14. **TERMINATION OF A VISIT**

The Operations Lieutenant and/or the Institution Duty Officer will be notified prior to the termination of a visit. The staff member terminating the visit will prepare a written memorandum describing the basis for this action. The required documentation will include the date, time visit began, time of termination, persons involved, and the reasons for the termination.

15. **PROCEDURES:**

a. Front Lobby Officer: Processing will begin 15 minutes prior to the scheduled visiting hours. When a visitor arrives at the institution to visit an inmate, the Front Lobby Officer will identify the visitor, have them sign the visiting log, fill out a Visitor Notification form, and check the institution roster to ensure compliance with screening site procedures. The Front Lobby Officer will make the written guidelines (attachment 1 or 2), available to all inmate visitors.

b. Visiting Room Officer: When the Visiting Room is opened, the Visiting Room Officer is responsible for contacting the inmate's assigned work detail and/or housing unit to notify the inmate of his visit. If the inmate has not arrived in the Visiting Room within a reasonable amount of time, he will be paged, and the Lieutenants' Office notified.

c. All inmates will be identified by an inmate ID card before their visitor(s) departs the Visiting Room. Visitor processing into the Visiting Room will cease one hour prior to the count and resume upon a clear institution count. Visitors should not arrive earlier than 15 minutes prior to scheduled visiting hours.

16. **SUPERVISION:**

a. The Visiting Room Officers will assign the inmate and visitor seating locations. The Officers will make frequent rounds of all visiting areas in order to prevent the passage of contraband and to ensure the orderly running of the institution.

b. Visual searches will be conducted on all inmates entering the Visiting Room. All inmates will be visually searched exiting the Visiting Room. A handheld metal detector will be used during the visual search. Searches will be conducted in private, out of sight of visitors and

an inmate, while in DS or AD, is charged with, or has been found to have committed, a prohibited act having to do with visiting guidelines or has acted in a way that would reasonably indicate he would be a threat to the orderliness or security of the Visiting Room.

11. **VIOLATIONS OF REGULATION AND/OR INTRODUCTION OF CONTRABAND:**

If a visit is terminated because of an alleged violation of regulations, the officer identifying the violation will prepare and submit an incident report on the inmate(s) involved. The Operations Lieutenant may prepare a Temporary Restriction of Visitation memorandum and forward it to the Warden. Visiting will be restricted pending the Warden's review of the incident until final disposition of the charges by the Unit Discipline Committee or the Discipline Hearing Officer. Visitors introducing controlled substances and/or contraband are subject to an indefinite suspension of their visiting privilege.

12. **SEARCHING OF VISITORS:**

a. **Right of Refusal:** Visitors who refuse any such search or procedure and elect to leave the institution, will not be permitted to return for a visit without prior approval of the Associate Warden. The Operations Lieutenant will prepare a memorandum through the Captain to the Associate Warden when a visitor is denied entrance due to objecting to a search.

b. **Metal Detectors:** All visitors will be required to successfully clear the metal detector, prior to being allowed access into the institution. Personal belongings will be searched. Any personal effects not allowed into the Visiting Room must remain in the visitor's vehicle. Occasionally, a visitor will be equipped with a prosthesis containing metal. In such cases, a personal search will be conducted in the restroom located at the front entrance, including a thorough inspection of the prosthetic device. Visitors with excessive hair pins, etc., will be required to remove them to successfully clear the metal detector. Visitors may have surgically implanted pins and plates that will not clear the metal detector. In such cases, the individual must have documentation/medical card indicating so. The hand-held metal detector must be used in these cases for clearance into the Visiting Room. If a wheelchair is necessary, one will be provided by Health Services. At no time will a visual inspection be used in the visitor admittance process, unless authorized by the Warden.

c. **Electronic Drug Detection:** Staff shall randomly test visitors for traces of drugs during normal visiting hours by means of an electronic drug detection unit in the Front Lobby. Only inmate visitors (excluding attorneys) will be tested. When an inmate's visitor registers a positive result, visiting privileges will be suspended for 48 hours for the first occurrence, 30 days for the second occurrence, 90 days for the third occurrence, and 180 days for the fourth occurrence. The visitor's right of refusal applies for this type of search as well.

13. **CONTROLLED VISITING-DENYING VISITS:**

a. **Visiting Restrictions:** Visiting may be restricted to controlled situations or to more closely supervised visits when: there is any suspicion a visitor is introducing or attempting to introduce contraband; when there has been a prior incident of such introduction or attempted introduction; or when there is any concern, based upon sound correctional judgment, about the visitor presenting a risk to the orderly running of the visiting room or

c. Attorney Visits for FDC: Legal Visiting Hours: Normal visiting hours for legal visits are 8:30 a.m. to 3:00 p.m. Monday - Friday. Special arrangements must be made in advance with FDC Unit Team Staff to visit on any day or times other than the detainees' scheduled visiting days. All legal visitors are encouraged to schedule appointments prior to visiting.

d. Law Enforcement Visitors: The Federal Detention Center Staff arrange for these visits to take place and will be responsible for doing an approval memorandum and distributing to those institution staff affected, all federal, state and local law enforcement personnel who visit inmates. Supervision will be provided by the Federal Detention Center Staff. SIS staff will be responsible for coordinating all law enforcement visits at the FCI.

e. Minister of Record, Clergy Visits: Clergy visits are not conducted as minister of record. See Program Statement 5360.09 Religious Beliefs and Practices. Minister of Record visits shall not be removed from the inmate's allotted amount of visiting days per month. An inmate wanting to receive visits from his minister of record must submit a written request to the Chaplain. Upon approval, Unit Team will add the name and title (Minister of Record) to the inmate's visitor list. An inmate will only have one minister of record on his visiting list at a time. The addition of minister of record will not count against the total number of authorized regular visitors an inmate is allowed to have on his visiting list. These visits will take place during normal visiting hours. Visits from Clergy will be in accordance with the general visitor procedures and will count against the total number of regular visits allowed. Clergy visits will take place during regular visiting hours.

f. Other Visits:

(1) Groups and Other Tours: Once written approval is received from the Administration for groups or tours, a copy of the approval form will be forwarded to the Front Lobby Officer and Control Room Officer. No one under the age of 16 will be permitted to enter the institution past the visiting room for the purposes of touring the institution.

(2) Voluntary and Contract Personnel: Written approval from the Warden is required for any items volunteer or contract personnel request to bring into the institution.

(3) Parole, Consulate, Cuban Review, and Pre-Release: These individuals will be entered through the Case Management Coordinator's Office. In the event of an unscheduled Consular visit, and when it is determined the visit is of legitimate business, the Warden shall permit the visitation. This visit is to occur in the Visiting Room. Mexican consulate identification cards will not be allowed as identification.

(4) Outside Hospital: The Chief Medical Officer (or in his absence, the Health Services Administrator), in consultation with the Captain, shall determine whether a visit may occur. If visiting is permitted, it will be limited to immediate family only, and must comply with the local hospital's policies and procedures. 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.

(5) Detention or Segregation Inmates: Unless otherwise restricted, DS and AD status inmates will visit Friday mornings only. Visiting may be restricted or disallowed when

9. **PREPARATION OF THE LIST OF VISITORS:** Each new inmate will be provided copies of the local visiting guidelines (in the Admission & Orientation Booklet) and a visiting list request form upon their arrival at this institution. Immediate family members will be placed on the approved visiting list following verification of family status. Inmates must have known the proposed visitor(s) prior to incarceration. An inmate desiring to have a visit from an individual whom the inmate did not know prior to incarceration must obtain approval from the Warden. A Request to Staff Member Form must be submitted to the Unit Team and a recommendation for approval or denial will be submitted to the Warden for final decision. An exception to this rule involves Life Connections participants and their assigned program sponsors (these visits will also not count against the inmates' allotted number of social visits per month but will adhere to visiting overcrowding concerns). For all others, prior to visiting the institution, the inmate is responsible for forwarding the visiting request form and visiting regulations (Attachments 1 or 2) to all prospective visitors. Memorandum to the Front Lobby will be kept on file. NCIC background checks will be required in all cases.

The Warden has the authority to place a person with a prior criminal conviction that is not on probation on an approved visiting list. Any questions concerning the suitability of an individual will be referred to the Associate Warden/Detention Center Administrator, for final determination. The Counselor shall notify the inmate of each approval or disapproval of a requested person for the visiting list. Upon disapproval of a visitor, the inmate has the right to challenge this rejection through the Administrative Remedy process. The inmate is responsible for notifying the visitor of the approval or disapproval to visit. Unit Team will place all current approved inmates' visitors lists, in each inmate's respective visiting file maintained in the Front Lobby.

The Front Lobby will maintain a record of visitors/visiting list, utilizing BOP Ware under the visiting program. Unit Team will update the visiting list and maintain a hard copy. The Captain's secretary will update the list weekly, and backup/maintain the information on CD.

10. **SPECIAL VISITS:** The following are considered special visits:

a. **Non-Visiting Days:** Visits during non-visiting days and hours are authorized, (i.e., weddings, attorney visits, etc.), upon approval of the Detention Center Administrator, Unit Manager, or Legal Office. When this occurs, the Unit Manager shall be responsible for providing the staff to process and supervise the visit.

b. **Attorney Visits for FCI:** Attorney visits should take place on regularly scheduled visiting days. No appointment is necessary, although the attorney must have his/her valid Bar Card for identification purposes.

There may be occasions where a special visit on a non-visiting day may be requested. Unit Team will coordinate and supervise these visits. Attorneys shall normally visit only one inmate at a time unless prior written approval has been obtained from the Unit Manager through the Legal Department. Attorneys will be processed as they arrive. They will not be required to wait until all social visitors have been processed. The Warden must authorize the use of tape-recording devices by Attorneys during the course of the visit. Inmates and attorneys are permitted to bring papers, or legal material in the Visiting Room for attorney visits. Staff will allow the exchange of legal materials.

the authority to inform visitors they will not be allowed entry due to inability to pass the security procedures, inappropriate or unauthorized attire, et cetera. If the visitor(s) become agitated to a point of disrespect / un-professionalism, a memorandum will be submitted to recommend suspension /termination of visiting privileges, either the Operations Lieutenant or the Institution Duty Officer will report to the Front Lobby to speak with the visitor(s). At this point, the Lieutenant and/or Duty Officer will be responsible for terminating the individual(s) entry. All involved staff will submit a memorandum to the Captain.

4. **VISITING RESTRICTIONS AND OVERCROWDING:** Should it become necessary to curtail or terminate visiting because of overcrowding, the Operations Lieutenant and/or the Institution Duty Officer (when on duty) will be notified prior to the termination. Staff will provide the names of the inmates whose visit was terminated. Termination of visits will be on a first in first out basis for overcrowding. Visitors who have traveled a long distance, or who rarely have the opportunity to visit will be terminated last. Photographs will only be taken at the designated areas inside the visiting room, in accordance with visiting regulations.
5. **NUMBER OF VISITORS:** Inmates will be able to have a maximum of five (5) visitors during a visit. The total of the five (5) cannot exceed three (3) adults at any time. Adults will be defined as 16 years old and above. Parents bringing in minor children, must be the child's parent or a responsible adult with prior approval made through the inmate's Unit Team.
6. **SPLIT VISITS:** Should more than three (3) authorized adult visitors arrive at the same time, a split visit will be arranged. Those visitors participating in split visits that are not visiting will have the option of waiting in the Front Lobby or departing the institution grounds. Individuals leaving the visiting room to permit other members of the party to visit may not subsequently return for further visiting the same day.
7. **IDENTIFICATION OF VISITORS:** Approved adult visitors (sixteen years or older) will be required to provide one valid, government (State, or Federal) issued photo identification, preferably a driver's license. When a visitor cannot produce valid identification, the request to visit will be denied unless authorized by the Institution Duty Officer or Operations Lieutenant. Mexican consulate identification cards will not be allowed as identification.
8. **APPROVED VISITORS:** Visits are permitted to those on the inmate's approved visiting list as authorized by the inmate's Unit Team. Except for immediate family, visitors will not be placed on more than one inmate's approved visiting list. Institution volunteers will not be approved for an inmate's visiting list without the written approval of the Regional Director. When an approved visiting list is not available, visits for new commitments and inmates in holdover status may be authorized by the inmate's Unit Team and will be limited to members of the immediate family. Inmates will be limited to twenty-five (25) adult (16 years and older) visitors total on their visiting list. Inmates may update their visiting list at any time. FDC inmates are limited to immediate, verified family members on their visiting list. Common Law Marriage is not recognized in the state of Michigan. When there is no immediate family to bring the detainee's children for a social visit, the mother of the children or the child's legal guardian may be allowed to bring the child with prior approval. This is an exception only applied when there is no approved immediate family member. Each requesting detainee is responsible for providing proof of relationship (example: a birth certificate) and any other documentation as requested by the Correctional Counselor.

NOTE- Visitors will not be allowed to enter the Front Lobby, prior to 8:00 a.m. (or prior to 11:15 a.m. on Fridays-general population inmates only). They will not be allowed to congregate around the entrance to the Front Lobby, and if observed in this area, they will be directed to return to their vehicle(s) until staff has opened the entrance for visitors. Friday morning is for Special Housing Inmates along with PVS visitors: 8:15 a.m. to 11:15 a.m. No visitors will be processed after 2:00 p.m.

Visiting Regulation will be posted in the FCI Front Lobby and FDC Front Lobby. Written guidelines are also provided on the institution website.

**b. Supervision of Children:**

The Visiting Room Officer will ensure all visits are conducted in a quiet, orderly, and dignified manner. It is the responsibility of the inmate to ensure children are properly supervised by his approved visitor. The visiting room is equipped with a children's area and may be utilized in an appropriate manner. The visit may be terminated if the children become unruly and disrupt the orderly running of the Visiting Room. Only the approved visitor may enter the children's area at any given time. No inmate is allowed in the children's area for any reason.

**c. Inmate Visiting Points:**

Inmates at the FCI receive 14 visiting points per month. Each weekday visit will count as one point, while weekend and holiday visits will count as two points each day. However, each inmate is limited to eight (8) weekend/holiday points per month. Inmates are limited to one trip to the visiting room per day. Inmates housed in disciplinary status will be charged two points for each visit.

**FEDERAL DETENTION CENTER (FDC) MILAN (HOLDOVER INMATES)**

**a. Visiting Days/Hours:**

Friday and Sunday's (West Unit Inmates only)	8:30 a.m. to 3:00 p.m.
Saturday and Monday's (East Unit Inmates only)	8:30 a.m. to 3:00 p.m.

NOTE- Visitors will not be allowed to enter the Front Lobby, prior to 8:15 a.m. They will not be allowed to congregate around the entrance to the Front Lobby, and if observed in this area, they will be directed to return to their vehicle(s) until staff has opened the entrance for visitors.

**b. National Holidays:**

East Unit will visit from 8:30 a.m. to 11:30 a.m. and West Unit will visit from 12:00 p.m. to 3:00 p.m. Note – Visitors will not be allowed to enter the Front Lobby prior to 8:15 a.m. (East Unit or prior to 11:45 a.m. (West Unit).

The number of visits for FDC inmates is limited to the days of the week each unit is permitted visiting. Inmates housed at the FDC are limited to two-hour visits, which may be extended when no other visitors are awaiting entrance. Note - The Front Lobby Officer, at the FCI and FDC have



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution  
Milan, Michigan 48160

# Institution Supplement

**Number:** MIL - 5267.09.g

**Date:** October 21, 2022

**Subject:** VISITING REGULATIONS

1. **PURPOSE AND SCOPE:** To implement procedures for visiting. This should be read in conjunction with P5267.09, Visiting Regulations.

2. **DIRECTIVES AFFECTED:**  
Directives Rescinded: Institution Supplement MIL-5267.09.f, Visiting Regulations, dated February 5, 2021.

**DIRECTIVES REFERENCED:** P5267.09, Visiting Regulations dated December 10, 2015, P5510.15 Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities dated July 17, 2013.

**ACA STANDARDS REFERENCED:**

a. American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 5-ACI-2E-02, 5-ACI-4A-21, 5-ACI-5A-01, 5-ACI-7D-14, 5-ACI-7D-15, 5-ACI-7D-16, 5-ACI-7D-17, 5-ACI-7D-19, 5-ACI-7D-21, and 5-ACI-7D-22.

b. American Correctional Association 4th Edition Performance-Based Standards for Adult Local Detention Facilities:  
4-ALDF-2A-61, 4-ALDF-5B-01, 4-ALDF-5B-02, 4-ALDF-5B-03,  
4-ALDF-5B-04 and 4-ALDF-7E-05.

3. **VISITING INFORMATION:**  
The following procedures are set up to avoid unnecessary time and administrative expense incidental to arranging and supervising the visitation program, as well as maintaining regular institutional activities without unnecessary interference.

**FEDERAL CORRECTIONAL INSTITUTION (FCI)**

**a. Visiting Days/Hours:**

Friday (Special Housing Unit inmates only)	8:15 AM to 11:15 AM
Friday (general population inmates)	11:30 AM to 3:00 PM
Saturday & Sunday	8:15 AM to 3:00 PM
Holidays	8:15 AM to 3:00 PM