



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

Office of Res: Correctional Services
Number: MIL-5267.09.h
Date: December 16, 2024
Subject: Visiting Regulations

Institution Supplement

1. **PURPOSE:** PURPOSE AND SCOPE: To implement procedures for Visiting. This should be read in conjunction with P.S. 5267.09 CN-1, Visiting Regulations.

2. **DIRECTIVES AFFECTED:**

A. **Directives Referenced:**

P.S. 5267.09 CN-1, Visiting Regulations, dated August 1, 2023; P.S. 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, dated July 17, 2013.

B. **Directives Rescinded:**

Institution Supplement MIL-5267.09. g, Visiting Regulations, dated October 21, 2022.

3. **STANDARDS REFERENCED:** 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.

4. **PROCEDURES:** The following procedures are established 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.

NOTE—Visitors will not be allowed to enter the Front Lobby prior to 8:00 AM. Visitors will not be allowed to congregate around the entrance of the Front Lobby. 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 visitation is for Special Housing Unit (SHU) inmates and Prison Visiting System (PVS) visitors.

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

The Front Lobby Officer at the FCI and FDC have the authority to inform visitors they will not be allowed entry due to inability to pass the security procedures, inappropriate or unauthorized attire.

If the visitor(s) become agitated to a point of disrespect or unprofessionalism, a memorandum will be submitted to recommend suspension/termination of visiting privileges. Either the Operations Lieutenant or the Institution Duty Officer (IDO) will be responsible for terminating the individual's entry. In the event of an institutional emergency/modified operations/lockdown which impacts visiting, a notification will be posted on the institution's public webpage: <http://www.bop.gov/institutions/mil>. Additionally, in the event of an institutional disturbance which prevents visitation, the Jail Administrator

or Consolidated Legal Center Attorney will prepare and send a notice via electronic mail to the local Federal Public Defender Office(s), the local United States District Court(s), and the local United States Attorney's Office(s).

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 only)	11:30 AM to 3:00 PM
Saturday	8:15 AM to 3:00 PM
Sunday	8:15 AM to 3:00 PM
Holidays	8:15 AM to 3:00 PM

*****No visitors will be processed into the Visiting Room after 2:00 PM*****

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. Visits may be terminated if the children become unruly and disrupt the orderly running of the Visiting Room. No inmate is allowed in the children's area for any reason.

c. Inmate Visiting Points: Inmates at the FCI will receive twelve (12) visiting points at the beginning of each month. Each visit will count as two (2) points. Inmates are limited to one (1) trip to the visiting room per day.

FEDERAL DETENTION CENTER (FDC)

d. Visiting Days/Hours:

Friday and Sunday	(West Unit inmates only)	8:30 AM to 3:00 PM
Saturday and Monday	(East Unit inmates only)	8:30 AM to 3:00 PM

e. National Holidays:

East Unit 8:30 AM to 11:30 AM

West Unit 12:00 PM to 3:00 PM

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.

5. **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 due to overcrowding will be on "first in/first out" basis. Visitors who have traveled a long distance or rarely have the opportunity to visit will be terminated last.

6. **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. For the purpose of this supplement, an “adult” is any individual over the age of 16 years old. 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.

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 only 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 (1) inmate’s visiting list without the approval of the Warden. 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 only. Inmates will be limited to a total of fifteen (15) adult (sixteen years or older) visitors on their visiting list. Inmates may update their visiting list at any time. Inmates housed in the Federal Detention Center (FDC) shall be limited to immediate, verified family members only. Common Law marriage is not recognized in the state of Michigan. When there is no immediate family to bring the detainee’s child/children for a social visit, the mother of the child/children or the legal guardian may be allowed to bring the child/children 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.

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 familiar status and NCIC background check. 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 (Attachment 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 history 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 may appeal this rejection through the Administrative Remedy Process. The inmate is responsible for notifying the visitor of the approval or disapproval to visit.

The Front Lobby Officer will maintain a record of the approved visitor/visiting list, utilizing BOPWare, under the Visiting Program. Unit Team will update the visiting list and maintain a hard copy in the inmate's Central File. The Captain's Secretary will download the approved visitor list every Thursday, excluding holidays, and will save the list to the shared network.

10. SPECIAL VISITS: The following examples constitute a "Special Visit."

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 a regularly scheduled visiting day. No appointment is required, although the attorney must have his/her valid Bar Card for identification purposes. Legal visits shall not count against an inmate's monthly visiting points.

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 and Computer Services Manager must authorize the use of laptops, recording devices, or electronics by Attorneys during the course of the visit. The "FDC Milan Computer, Laptop, Tablet and External Memory Device Agreement" (Attachment 3), must be completed and provided to the FDC Front Entrance Officer by any attorney (or authorized legal assistant) needing to bring in a laptop or external memory device in the course of their representation. Power cords for such device's shall not exceed six feet. Inmates and attorneys are permitted to bring legal paperwork and material into the visiting room. Staff will allow the exchange of legal materials.

In the event of an institution disturbance requiring modified operations or a lockdown lasting beyond twenty-four (24) hours, the Warden may authorize extended visiting hours at the FCI and FDC for the purpose of facilitating legal visits. This includes allowing legal visits on non-visiting days as well as evening visits, as deemed appropriate by the Warden after consultation with the Captain, Unit Management, and the Attorney.

c. Attorney Visits for FDC: Normal visiting hours for legal visits are Monday through Friday, 8:30 AM to 3:00 PM. Special arrangements must be made in advance with FDC Unit Team to visit on any day or times other than the detainees scheduled visiting days, as outlined under Section 3(d) of this supplement. 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 it to those institution staff affected. Supervision will be provided by the Detention Center staff. SIS staff will be responsible for coordinating Law Enforcement visits at the FCI.

e. Minister of Record, Clergy Visits: Clergy visits are not conducted as Minister of Record (see Program Statement 5360.10, Religious Beliefs and Practices). Minister of Record visits shall not count toward the inmate's allotted visiting points each 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 any time. The addition of Minister of Record will not count toward the total number of approved adults on the inmate's visitor list. Visits from Clergy will be in accordance with the general visitor procedures and will count against the inmate's monthly visiting points. Clergy visits and Minister or Record visits must take place during regular visiting hours.

f. Other Visits:

- i. 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.
- ii. Voluntary and Contract Personnel: Written approval from the Warden is required for any items which volunteer or contract personnel request to bring into the institution.
- iii. 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.
- iv. Outside Hospital: The Warden, in consultation with the Chief Medical Officer (or in his/her absence, the Health Services Administrator), the Chaplain, and 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 patient visiting 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 visiting inadvisable or is otherwise not in a condition to see visitors, the situation is to be carefully and sensitively explained to the approved visitor.
- v. Detention and Segregation Inmates: Unless restricted by the Disciplinary Hearing Officer (DHO) or otherwise limited by the Warden, inmates placed in Restrictive Housing under Administrative Detention (AD), or Disciplinary Segregation (DS) will visit Friday mornings only. Visiting may be restricted or disallowed when an inmate, while on AD or DS, 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 orderly running or security of the Visiting Room.

11. VIOLATIONS OF REGULATIONS 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 for 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 (UDC) or the Disciplinary Hearing Officer (DHO). Visitors introducing controlled substances and/or contraband are subject to indefinite suspension of their visiting privilege.

12. SEARCHING OF VISITORS:

a. Right of Refusal: Visitors who refuse any 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 granted access into the institution. Personal belongings (bags, shoes, outerwear, etc.) will be searched with an x-ray machine. Any personal effects not allowed into the visiting room must remain in or be returned to the visitor's vehicle. Occasionally, a visitor will be equipped with a prosthesis containing metal. In such cases, a personal, thorough search of the device will be conducted in a private area. 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 required by a visitor, one will be provided by Health Services. At no time will a visual search 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 may be restricted to controlled or closely monitored visits when: there is any suspicion that 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 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. The denial must be approved by the Operations Lieutenant.

c. 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 will take place in the non-contact 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, person(s) involved, and the reason for the termination.

15. PROCEDURES:

a. The Front Lobby Officer will begin the processing of visitors at 8:15 AM. When a visitor arrives at the institution to visit an inmate, the Front Lobby Officer will identify the visitor via government issued photo identification. Each adult visitor will complete a Visitor Notification Form in its entirety, including make, model, and color of vehicle and license plate number. The visitor will sign the Inmate Visitor log, and the Front Lobby Officer will verify the visitor's approval to visit against the inmate's approved visiting list. The Front Lobby Officer will screen each visitor through the walk-through metal detector and x-ray machine, adhering to screening site procedures. The Front Lobby Officer will ensure all written visiting guidelines are available to inmate visitors and will ensure the visitor is wearing appropriate attire. Visitors will be stamped with ultraviolet ink on the back of their hand.

b. The Visiting Room Officer is responsible for contacting the inmate's assigned Housing Unit and/or Work Detail to notify the inmate of their visit. If the inmate has not arrived in the Visiting Room within a reasonable amount of time, the inmate will be paged via public address system, and the Lieutenant's Office will be notified.

c. All inmates will be identified via inmate ID card before their respective visitor(s) departs the Visiting Room. Inmates will not be processed into the Visiting Room from 9:15 AM until a clear count is announced on weekends and holidays without approval of the Operations Lieutenant.

16. SUPERVISION:

a. The Visiting Room Officers will assign the inmate and visitor seating locations. The moving of chairs and/or tables is strictly prohibited and may result in the termination of visit and/or disciplinary action. Officers will make frequent, random rounds in order to prevent the passage of contraband and to ensure the orderly running of the visiting room.

b. Physical contact during a visit is prohibited. Staff will allow inmates and loved ones the opportunity to embrace and kiss—within appropriate taste—in a closely-monitored area adjacent to the Visiting Room Officer's desk. Extended displays of public affection are not permitted.

c. Pat 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 a private area, out of sight of visitors and other inmates. Visual searches will be logged by the officer conducting the search.

d. Restroom facilities for visitors are located inside the Visiting Room. Visitors will request the restroom key from the Visiting Room Officer and will lock the door upon completion. Inmates, under the direct supervision of the Visiting Room Officer, will utilize the restroom during restroom breaks—approximately every two (2) hours.

e. WALSH ACT REQUIREMENTS: Unit Team will evaluate their caseload 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 room program under the comment section: "This inmate was convicted of a sex offense involving a minor." Closer supervision will be considered for these inmates while in the Visiting Room.

17. OTHER APPLICABLE REGULATIONS:

a. Inmate Property and Attire: Inmates are required to wear clean, institution-issued khaki shirt and trousers during visiting. The shirt must be tucked into the pants and must remain tucked throughout the entire visit. Inmates will be allowed to have only the following items in their possession upon entry into the Visiting Room: Prescription eyeglasses, wedding band, institution-issued footwear, religious medallion, required legal materials (during legal visits), and approved religious headwear. Life-saving medication (e.g.: nitroglycerin, asthma inhalers, etc.) is permitted, but must be left at the officer's station. Each item will be logged into the logbook upon entry to the Visiting Room and verified upon completion of the visit. Authorized footwear for the FCI Visiting Room is institution-issued composite toe shoes. Inmates at the FDC must wear Bus Shoes (orange or blue). Personal shoes will not be authorized in either visiting room. Tennis shoes are not authorized. Photographs will only be taken at the designated area inside the visiting room.

b. Vending: Only visitors may make purchases from the vending machines. Inmates are not permitted to possess currency or utilize the vending machines. Visitors are permitted to purchase from the vending machines but must empty the food contents onto a paper plate prior to returning to the table. Food bags and containers are not allowed to be within reach of inmates. Visitors may share food with inmates from a paper plate.

c. Signatures and documentation: During legal visits, papers may be exchanged. Signatures on legal documents are permitted.

d. Visitor Property and Attire: Visitors are not permitted to take any unapproved items into the Visiting Room.

- i. Visitors 16 years of age or older may carry up to \$20.00 per person. Money cannot be placed on an inmate's account or left with Bureau staff to place on an inmate's account.
- ii. Visitors with infants may carry one (1) small, see-through diaper bag, one (1) change of infant clothing, (3) diapers, baby wipes, and (2) clear plastic bottles. A blanket for an infant is authorized but should be a seasonal blanket only. All items will be thoroughly searched prior to entrance. Formula must be mixed in the presence of the Front Lobby Officer. Glass jars and bottles are not permitted. Infant carrier seats are not allowed.
- iii. Female visitors may bring feminine hygiene products into the visiting room.
- iv. The following items are not permitted in the visiting room:

Handbags (purses)
Electronics/Watches
Toys
Food/Candy/Gum
Umbrellas
Infant Carriers

Lotion
Lipstick/Chapstick/lip gloss
Newspapers
Magazines
Baby Strollers
Cellular Phones

Paperwork
Packages
Greeting Cards
Photographs
Pagers
Tobacco products

Visitors will be instructed to return items of this type to their automobiles. Staff will use sound correctional judgement 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 narcotics will be allowed. All medication will be left with the Visiting Room Officer.

- v. Visitation is provided to enhance and continue family relationships. Staff will ensure a family-friendly 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:

Excessively tight clothing	Transparent/see-through 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	Skirts that are not knee-length
Open-Toed shoes	Shorts	

All visitors must wear shoes. No attire with questionable wording (i.e.: gang affiliation, profanity, etc.). No shirts that hang lower than 3” below the belt line. Jackets, coats, or sweaters will only be allowed during the months of November 1st through April 30th and must be left on the coat rack in the Front Lobby. FCI Milan is not responsible for any belongings left in the Lobby or waiting area. 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.

e. Nursing Mothers: Female visitors who are nursing infants will be provided the opportunity to nurse in a discreet location out of view of inmates and visitors. Inmates will not be present or be permitted to view nursing mothers. Nursing mothers will be given access to an auxiliary room (typically an attorney room) and will have a privacy curtain behind which to nurse their infant.

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 to the 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 placard.

20. **RESPONSIBLE DEPARTMENT:** Correctional Services

21. **ATTACHMENT (3):**

Attachment 1 – FDC Visitor Regulations (visitor's copy)

Attachment 2 – FCI Visitor Regulations (visitor's copy)

Attachment 3 – FDC Milan Computer Laptop, Tablet, and External Memory Devices Agreement

E. Rardin,
Warden

DISTRIBUTION:
All MIL Staff
AFGE Local Union

**VISITOR REGULATIONS
FEDERAL DETENTION CENTER (FDC)
MILAN, MI**

Attachment 1

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 Institution Supplement can be viewed in its entirety by accessing the FCI Milan webpage on www.bop.gov

DIRECTIONS: From the south, take U.S. 23 northbound, and exit on Carpenter Road, Exit #27. Turn east onto Arkona Road, drive approximately ¼ mile, and turn right into the institution parking lot. From the north, take U.S. 23 southbound, and exit on Carpenter Road, Exit 27. Turn left, drive over the overpass, then follow the sign toward the Federal Prison. The physical address for the Federal Detention Center is: 4004 East Arkona Road, Milan, MI, 48160. The telephone number is: (734) 439-1511.

Visiting Days/Hours:

Friday and Sunday	(West Unit inmates only)	8:30 AM to 3:00 PM
Saturday and Monday	(East Unit inmates only)	8:30 AM to 3:00 PM

National Holidays:

East Unit	8:30 AM to 11:30 AM
West Unit	12:00 AM to 3:00 PM

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

*****No visitors will be processed into the Visiting Room after 2:00 PM*****

All adults must have a valid, government-issued photo identification (i.e.: Passport, Driver's License, State ID Card). This will be presented to the Front Lobby Officer at the time of processing. Children under the age of 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 over 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 an inmate. Visitors may not leave money with the inmate or the Visiting Room Officer for deposit into an inmate's account.

Visitors with infants may carry one (1) small, see-through diaper bag, one (1) change of infant clothing, (3) diapers, baby wipes, and (2) clear plastic bottles. A blanket for an infant is authorized but should be a seasonal blanket only. All items will be thoroughly searched prior to entrance. Formula must be mixed in the presence of the Front Lobby Officer. Glass jars and bottles are not permitted. Infant carrier seats are not allowed.

Female visitors may bring feminine hygiene products into the visiting room

The following items are not permitted in the visiting room:

Handbags (purses)	Lotion	Paperwork
Electronics	Lipstick/chapstick/lip gloss	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 return items of this type to their automobiles. Staff will use sound correctional judgement 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 narcotics will be allowed. All medication will be left with the Visiting Room Officer.

Visitation is provided to enhance and continue family relationships. Staff will ensure a family-friendly 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:

Tank tops	Transparent/see-through clothing	Spandex clothing
Plunging necklines	Halter tops/sleeveless shirts	Holes in clothing
Khaki colored pants or shirts	Wrap-around skirts	Hooded shirts/sweatshirts
Open-Toed shoes	Camouflage	Skirts not knee-length
Excessively tight clothing	Shorts	

- Any individual who appears to be under the influence of narcotics, alcohol, or marijuana will not be permitted to enter the facility.
- You, as a visitor, may not give anything to an inmate. Any inmate that receives an item from a visitor will be subject to disciplinary action.
- At no time will an inmate be allowed to visit other inmates during a social visit.
- Visitors should ensure they have been approved for visiting prior to their arrival.
- Inmates will be allowed a total of five (5) visitors, with not more than (3) adults at any time.
- Handshaking, embracing, and kissing by visitors may be permitted within the bounds of good taste at the start and finish of a visit. This will be done in close proximity to the Officer's Station.
- FCI Milan reserves the right to refuse admittance to anyone who fails to comply with our policies. Violation of rules can result in a suspension of the inmate's visiting privileges.

TRANSPORTATION: In the event transportation is needed, Yellow Cab (Detroit): (313) 340-2265; Ann Arbor Cab: (734) 272-8009; Black & White Cab (Toledo): (419) 536-8294

**VISITOR REGULATIONS
FEDERAL CORRECTIONAL INSTITUTION (FCI)
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 Institution Supplement can be viewed in its entirety by accessing the FCI Milan webpage on www.bop.gov

DIRECTIONS: From the south, take U.S. 23 northbound, and exit on Carpenter Road, Exit #27. Turn east onto Arkona Road, drive approximately ¼ mile, and turn right into the institution parking lot. From the north, take U.S. 23 southbound, and exit on Carpenter Road, Exit 27. Turn left, drive over the overpass, then follow the sign toward the Federal Prison. Follow the signs for Inmate Visitor Parking. The physical address for the Federal Correctional Institution is: 4004 East Arkona Road, Milan, MI, 48160. The telephone number is: (734) 439-1511.

Visiting Days/Hours:

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

*****No visitors will be processed into the Visiting Room after 2:00 PM*****

All adults must have a valid, government-issued photo identification (i.e.: Passport, Driver's License, State ID Card). This will be presented to the Front Lobby Officer at the time of processing. Children under the age of 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 over 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 an inmate. Visitors may not leave money with the inmate or the Visiting Room Officer for deposit into an inmate's account.

Visitors with infants may carry one (1) small, see-through diaper bag, one (1) change of infant clothing, (3) diapers, baby wipes, and (2) clear plastic bottles. A blanket for an infant is authorized but should be a seasonal blanket only. All items will be thoroughly searched prior to entrance. Formula must be mixed in the presence of the Front Lobby Officer. Glass jars and bottles are not permitted. Infant carrier seats are not allowed.

Female visitors may bring feminine hygiene products into the visiting room

The following items are not permitted in the visiting room:

Handbags (purses)	Lotion	Paperwork
Electronics	Lipstick/chapstick/lip gloss	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 return items of this type to their automobiles. Staff will use sound correctional judgement 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 narcotics will be allowed. All medication will be left with the Visiting Room Officer.

Visitation is provided to enhance and continue family relationships. Staff will ensure a family-friendly 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:

Tank tops	Transparent/see-through clothing	Spandex clothing
Plunging necklines	Halter tops/sleeveless shirts	Holes in clothing
Khaki colored pants or shirts	Wrap-around skirts	Hooded shirts/sweatshirts
Open-Toed shoes	Camouflage	Skirts not knee-length
Excessively tight clothing	Shorts	

- Any individual who appears to be under the influence of narcotics, alcohol, or marijuana will not be permitted to enter the facility.
- You, as a visitor, may not give anything to an inmate. Any inmate that receives an item from a visitor will be subject to disciplinary action.
- At no time will an inmate be allowed to visit other inmates during a social visit.
- Visitors should ensure they have been approved for visiting prior to their arrival.
- Inmates will be allowed a total of five (5) visitors, with no more than (3) adults at any time.
- Handshaking, embracing, and kissing by visitors may be permitted within the bounds of good taste at the start and finish of a visit. This will be done in close proximity to the Officer's Station.
- FCI Milan reserves the right to refuse admittance to anyone who fails to comply with our policies. Violation of rules can result in a suspension of the inmate's visiting privileges.

TRANSPORTATION: In the event transportation is needed, Yellow Cab (Detroit): (313) 340-2265; Ann Arbor Cab: (734) 272-8009; Black & White Cab (Toledo): (419) 536-8294

FDC Milan Computer Laptop, Tablet, and External Memory Devices Agreement

Attachment 3

As the undersigned attorney/Investigator, I agree to the following conditions in exchange for the privilege of bringing in a laptop computer, tablet, and/or external memory devices into FDC Milan, for the sole purpose of a legal visit.

1. I understand that I must submit any laptop computer, tablet or other external memory device as well as any bag or other case for screening through an x-ray device and/or physical inspection by FDC Milan staff. “Physical inspection” does not include examination of the files, or any other documents stored on the laptop computer, tablet, and/or external memory device.
2. I acknowledge that data contraband is material in electronic form that could cause physical injury or affect the security, safety, or good order of the institution. See 28 C.F.R. § 500.1(h). It includes, but is not limited to, photos, plans, or drawings of the institution; any personal text, audio, video, or photographic messages for the inmate; personal or sexually suggestive photographs; and information regarding other BOP inmates that is not related to the professional reasons for the legal visit.
3. If my electronic equipment has information stored other than the data required for my professional legal visit, I will ensure such data is not revealed or accessed by the inmate I am authorized to visit.
4. The laptop or tablet will not be used for non-legal or entertainment purposes, e.g. playing games, listening to music, etc.
5. I understand that if I chose to bring in a power cord, the power cord shall not exceed 6 feet.
6. I will not make any audio or video recordings with my laptop or tablet.
7. I will disable all wireless communication features and will not access the Internet in any way.
8. At the conclusion of the legal visit, I will remove all equipment that I brought into the legal visiting room.
9. I acknowledge that this privilege may be revoked at any time for any reason. I also acknowledge that misconduct, and/or violation of any BOP policies, may result in termination or restrictions for legal visits pursuant to 28 C.F.R. § 543.14. Additionally, any misconduct or ethical violations may be reported to your respective bar association.
10. I agree to assume the risk and liability of bringing in my laptop, tablet, and/or external memory devices into FDC Milan, and hold harmless the United States and its employees from any liability for any damage or personal injury, which may occur from the use of my laptop, tablet and/or external memory devices inside FDC Milan. The release of liability by me to the United States and its employees shall apply to any right of action that might accrue to my heirs, my personal representatives, or myself.

Attorney Name (print)	Signature:	Bar. No:	Date:
Other: Name/Title	Signature:	For Attorney/Law Office:	Date: