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Mailing this to someone inside? Print one side only, black ink, plain white paper. No staples or clips. Put their full name and number on the envelope. Some facilities limit pages per envelope: check their mail rules first.

FEDERAL PRISON GUIDE

VISIT PACKET: FCI BECKLEY

Federal Correctional Institution · Beaver, WV · Phone 304-252-9758

VISIT CARD · CUT OUT AND KEEP IN THE CAR

WHEN

Saturday, Sunday and federal holidays

The visiting rules list no regular visiting days except Saturday, Sunday and federal holidays...[1]

HOURS

8:00 a.m. to 3:00 p.m.

Visitors are not processed into the FCI after 2:00 p.m.[1]

VISITS

8 points a month

Each person gets 8 points a month.[1]

WHO CAN COME

5 visitors at one time, children included

No more than 5 visitors at one time, children included.[1]

BRING

government-issued photo ID

Everyone needs government-issued photo ID: a valid driver's license or state ID card.[1]

CALL FIRST

304-252-9758

Call before you drive, every time.

THE BOP'S OWN PAPERS DISAGREE. Both Beckley papers are old. The visiting rules (BEC-5267.09c) are dated **April 23, 2020**. The handbook was updated **August 2021**. The handbook says visiting is **8:15 a.m. to 3:15 p.m. on Saturday, Sunday, Monday and federal holidays**, with camp visitors not processed after **1:30 p.m.** The visiting rules say 8:00 a.m. to 3:00 p.m. on Saturday, Sunday and federal holidays, with no Monday. **Call 304-252-9758 before you drive, especially for a Monday visit.**[1]

BEFORE YOU GO: GET ON THE LIST

1. For **immediate family** (mother, father, step-parents, foster parents, brothers, sisters, spouse, children), your loved one lists you on **"Attachment A, FCI Beckley, Immediate Family Visitation List."** There is no limit on immediate family.
2. For friends and others, their counselor gives them a **Visitor Information Form (BP-629)**. They fill in the top and **mail it to you**. You complete it and send it back to the Unit Team.
3. If a background check is needed, staff use the Request for Conviction Information form (BP-311.52).
4. The Unit Counselor tells them who is approved. **They** tell you. Do not drive until you are approved. People who are not on the computer list are not allowed to visit.
5. The list can hold no more than **10 friends and associates**. They must have known you before prison unless the Unit Manager makes an exception. Ex-inmates and relatives of ex-inmates rarely get in and need the Warden's approval.
6. Ask the counselor at least **three weeks** before the visit. For general population there is no set limit on how often the list can change.
7. Transferred from another prison? The old list can ordinarily be used if it fits Beckley's rules and the paperwork is there. In the admission period or on holdover, only immediate family confirmed in the pre-sentence report may visit.[1]

AT THE DOOR

SCREENING	Everyone must clear the **walk-through metal detector**. If you do not, you are checked with a hand-held detector. Metal in your body? Bring a medical card as proof. Keys go in a box at the lobby desk, and you get a numbered chit. Lockers are in the front lobby. Everything you bring is searched.[1]
WHAT YOU CAN CARRY	Only these: a **clear plastic purse 8 inches or less in height and width**, money (a reasonable amount for the number of visitors), a comb, baby bottles, baby food, two diapers, one change of baby clothes, sweaters, heart medication, and jewelry you normally wear. Medicine must be approved ahead of time by the lobby officer and the Operations Lieutenant.[1]
MONEY FOR VENDING MACHINES	Visitors buy food from the vending machines. They cannot take money to deposit in their loved one's account during a visit. Everything bought must be eaten in the visiting room. Your loved one stays in their seat and cannot go to the machines.[1]
NOT ALLOWED IN	Food of any kind, packages and gifts, written messages and photographs, cameras and recorders, radios, cell phones, pagers, wrist watches, tobacco. Papers cannot be signed in the visiting room.[1]
WHAT NOT TO WEAR	No camouflage, tight or revealing clothes, miniskirts, shorts, halter tops, strapless dresses or tops, spandex, sleeveless shirts, hats, bandanas, sweat pants, hooded jackets or scarves. No bare feet, open-toe shoes, flip-flops, slip-ons with no back, or sandals. **Do not wear khaki to the FCI or green to the camp**, and no medical scrubs.[1]
TOUCHING	A handshake, hug and kiss are allowed only when the visit starts and when it ends.[1]
CHILDREN	Children sit with the visitors and must not disturb other visits. There is a toy room at the FCI and at the camp. Baby carriers are ordinarily allowed in the camp visiting room if they can be searched.[1]
WHEN IT GETS CROWDED	The FCI visiting room holds **180** people and the camp room holds **120**. When it is full, visits end first for people who have used the most points that month. Staff also consider whether the visitor lives nearby, how often they visit, and **how far they traveled**.[1]

ALL VISITING DAYS AND HOURS

WHERE	DAYS	HOURS
FCI (main prison) and satellite camp	Saturday, Sunday and federal holidays	8:00 a.m. to 3:00 p.m.
Special Housing Unit (SHU)	Tuesday only, by appointment, on a video screen. Two-hour slots: 8:15 to 10:15 a.m., 10:35 a.m. to 12:35 p.m., 12:55 to 2:55 p.m.	Tuesday slots above

Visitors are not processed into the FCI after 2:00 p.m. and not before 8:00 a.m. Processing stops during counts. When the visit is over, everyone must leave the grounds right away.[1]

The visiting rules list no regular visiting days except Saturday, Sunday and federal holidays (and Tuesday for the SHU).

GETTING THERE

From Lewisburg (I-64 West)	Take Exit 125B (Airport Road). Turn right onto Industrial Road and follow the signs to the FCI or the Camp.
From Charleston (I-77 South)	Take I-64 East to Exit 125B (Airport Road). Turn right onto Industrial Road and follow the signs to the FCI or the Camp.
From Bluefield (I-77 North)	Take I-77 North to I-64 East. Follow I-64 East to Exit 125B (Airport Road). Turn right onto Industrial Road and follow the signs.
Bus, plane and hotels	Greyhound station on Prince Street in Beckley: 1-800-231-2222. Charleston Yeager Airport: (304) 344-8033. Raleigh County Memorial Airport (Beckley): (304) 255-0476. The visiting rules list nine Beckley-area hotels, for example Quality Inn (304) 255-1511 and Sleep Inn (304) 255-4222. This list is from 2020; call before booking.

WHAT TO WEAR TO A VISIT

The BOP beats to its own drum. The front desk has the final say. Keep a spare outfit in the car.

FCI BECKLEY

Rules dated **April 23, 2020** (6 years old)

Official rules (PDF) (bop.gov/locations/institutions/bec/bec_visit.pdf) No Spanish version posted

6 years old. Ask your loved one to check the copy posted in the unit before you drive.

Skirts and dresses	No miniskirts; no specific length given.
Shorts	No shorts.
Colors to avoid	No khaki pants and shirts when visiting the FCI. No green pants and shirts when visiting the Camp. Khaki or green fine if it doesn't resemble inmate uniform.
Leggings, spandex	No spandex clothing. No excessively tight-fitting or revealing slacks.
Bras and metal	Avoid clothing that sets off metal detector, e.g. underwire bras.
Camouflage, military	No camouflage attire. No medical scrubs or clothing resembling staff uniforms.
Shoes	No bare feet (including babies), open-toe or backless slip-on shoes. No flip-flops or sandals.
Children	Not in the written rules.

ALL 22 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- No miniskirts; no specific length given.
  BOP wording: "slacks, miniskirts, shorts, halter tops, strapless"
- No shorts.
  BOP wording: "slacks, miniskirts, shorts, halter tops, strapless"
- No sleeveless shirts.
  BOP wording: "spandex clothing, sleeveless shirts,"
- No halter tops or strapless dresses/tops.
  BOP wording: "halter tops, strapless dresses/tops,"
- No excessively tight-fitting or revealing slacks.
  BOP wording: "excessively tight-fitting or revealing slacks,"
- No spandex clothing.
  BOP wording: "spandex clothing, sleeveless shirts,"
- No sweat pants.
  BOP wording: "hats, bandanas, sweat pants, hooded jackets and scarves."

COLORS AND UNIFORMS

- No khaki pants and shirts when visiting the FCI.

BOP wording: "khaki pants and shirts if visiting inmates at the FCI,"

- No green pants and shirts when visiting the Camp.
  BOP wording: "green pants and shirts if visiting inmates at the Camp."
- Khaki or green fine if it doesn't resemble inmate uniform.
  BOP wording: "Visitors may wear khaki or green clothing as long as it does not resemble the inmate uniform."
- No camouflage attire.
  BOP wording: "camouflaged attire, excessively tight-fitting"
- No medical scrubs or clothing resembling staff uniforms.
  BOP wording: "Visitors may not wear medical scrubs or clothing resembling staff uniforms."

BRAS, UNDERWEAR AND METAL

- Avoid clothing that sets off metal detector, e.g. underwire bras.
  BOP wording: "Visitors will refrain from wearing clothing which would activate the metal detector."
- Jewelry normally worn is on the list of allowed items.
  BOP wording: "10. Jewelry Normally Worn"

SHOES

- No bare feet (including babies), open-toe or backless slip-on shoes.
  BOP wording: "No bare feet (including babies), open toe shoes, flip flops, slip on shoes with no back, or sandals are allowed in the institution."
- No flip-flops or sandals.
  BOP wording: "open toe shoes, flip flops, slip on shoes with no back, or sandals"

HATS, HOODS AND COATS

- No hats or bandanas.
  BOP wording: "hats, bandanas, sweat pants, hooded jackets and scarves."
- Religious headwear obscuring the face must be partly removed for ID.
  BOP wording: "Religious headwear that obscures a visitor's face must be removed sufficiently to reveal the face for identification"
- No hooded jackets.
  BOP wording: "sweat pants, hooded jackets and scarves."

EVERYTHING ELSE

- No scarves; no overly revealing or suggestive apparel.
  BOP wording: "Adult visitors are to refrain from wearing apparel that is overly- revealing or suggestive."

IF THEY SAY NO

- Wearing inmate-like clothing, including boots or shoes, means denied entry.
  BOP wording: "Any visitor wearing an item of clothing resembling the inmate uniform, including boots or shoes, will be denied entry into the institution."
- Supervisory staff may deny a visit for inappropriate dress.
  BOP wording: "Visitors may be denied a visit if supervisory staff (i.e., Lieutenant, Institution Duty Officer, etc.) determine a visitor's dress is inappropriate for the institution setting."

MAIL AND THE MAILING ADDRESS

Your full name
Your street address
City, State ZIP

STAMP

Their committed name, exactly as the BOP Inmate Locator shows it
Reg. No. _____-___
FCI Beckley
P.O. Box 350
General & Legal Mail
Beaver, WV 25813

The envelope, filled in. Their name and number must match the BOP Inmate Locator exactly.[2]

Put their name and register number on the envelope. The handbook also asks senders to put the **housing unit** on the envelope to speed up delivery. Do not abbreviate "Federal Correctional Institution Beckley" in the return address.[2]

> **USE THE P.O. BOX ONLY.** Never mail to the street address.

THE MAIL RULES

MAIL DAYS	First-class mail is handed out Monday through Friday, except holidays, by the unit officer on the evening shift. There is no mail service on weekends and holidays.[2]
PACKAGES	Every package needs approval first. Ordinarily only release clothing is approved.[2]
BOOKS AND MAGAZINES	Books, magazines and newspapers must come **straight from the publisher, a book club or a bookstore**. Do not mail them yourself.[2]
THEIR LETTERS TO YOU	Outgoing mail is inspected by staff and must be left **unsealed**. They are responsible for what is in their letters.[2]
LEGAL MAIL	Opened only in front of them. The front of the envelope must say "Special Mail - Open only in the presence of the inmate" and name the sender. Without that, staff may open and read it like ordinary mail.[2]
AFTER A TRANSFER OR RELEASE	General mail that arrives more than 30 days after they leave is returned to the sender.[2]
REJECTED MAIL	The Warden can reject mail that threatens security or could help a crime. The sender gets written notice and can appeal.[2]
MONEY	Never put money in a letter. The visiting rules say to send postal money orders to the BOP lockbox in Des Moines, Iowa (see the Money tab).[1]

Sources

1. BEC-5267.09c, Visiting Regulations (April 23, 2020) bop.gov/locations/institutions/bec/bec_visit.pdf
2. FCI/FPC Beckley Admission and Orientation Handbook (updated August 2021) bop.gov/locations/institutions/bec/bec_ao-handbook.pdf