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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 ELKTON

Federal Correctional Institution · Lisbon, OH · Phone 330-420-6200

VISITING

VISITING HOURS AND DAYS

WHO	DAYS	HOURS
FCI and FSL, weekends	Saturday and Sunday, on odd/even weekends. They visit one weekend if the 5th digit of their register number is odd, and the next weekend if it is even (zero counts as even). Federal holidays too.	8:00 a.m. to 3:00 p.m.
FCI and FSL, Friday evening	Fridays. Open to all inmates. This is in the 2018 rules only; the 2022 handbook does not list it.	5:00 p.m. to 9:00 p.m.
Special Housing Unit (SHU)	Same days as everyone. SHU visits end 30 minutes before regular visiting ends. Expect a delay.	Ends 30 minutes early

Visitors are not processed after 2:00 p.m. on weekends, or after 8:00 p.m. on Friday evenings. Do not arrive before 8:00 a.m. (or 5:00 p.m. on Friday): you will not be processed before then.

No visiting Monday through Thursday. The rules give no other days. [1]

The BOP's own papers disagree. Both Elkton papers are old, and they differ. The visiting rules (August 30, 2018) add **Friday evening visits, 5:00 to 9:00 p.m.**, and say you may bring a clear container. The handbook (June 1, 2022) lists only **Saturday, Sunday and federal holidays, 8:00 a.m. to 3:00 p.m.**, says visitors are denied entry after 2:00 p.m., and says visitors **cannot bring money in**: they buy a debit card from a machine in the front lobby for the vending machines. **Call 330-420-6200 before you drive** and ask about Friday evenings, which weekend is theirs, and the debit card.

THE RULES AT THE DOOR: ID, POINTS, WHAT YOU CAN BRING

HOW MANY VISITS	There is **no point system**. Weekend visits depend on the odd/even rule above, plus Friday evenings (2018 rules) and federal holidays. [2]

HOW MANY PEOPLE	No more than **6 visitors** in the visiting room at one time, children included. If more than 6 come, staff arrange a **split visit**: some leave the grounds (not in the parking lot) and others come in. Only one swap is allowed, and no one who left can come back that day. [1]
ID	Everyone **16 or older** needs valid photo ID: a driver's license, state ID, INS card, military ID or passport. Foreign driver's licenses count. Not valid: credit or store cards, school ID, birth certificates, Social Security cards or bank cards. Children under 16 need a responsible adult. [1]
SCREENING	Visitors are searched before they enter, with a walk-through or hand-held metal detector. Anyone who cannot pass the walk-through because of surgical pins or plates gets a hand-held detector and a visual check. Refuse a search and you are not let in. The prison does not store your things; leave them in your car. [1]
MONEY	The handbook (2022) says **no money goes into the visiting room**. Visitors buy a debit card from a machine in the front lobby to use in the vending machines. The 2018 rules say you may carry a clear plastic container the size of a wallet or small change purse. You cannot leave money for their account. [2]
FOR A BABY	Three clear nursing bottles, four diapers, wet wipes and one small blanket. No baby powder, ointments, creams, bowls or cups. The diaper bag must be clear plastic and only for visitors with small infants. Mothers who breastfeed may do so. [1]
NOT ALLOWED IN	Cell phones and pagers, food, chewing gum, medicine (nitroglycerin may be allowed if the Health Services Administrator authorizes it), watches, sunglasses (except prescription), luggage, packages, tape players and recorders. Tobacco. Pets, except service animals with certification. [1]
WHEN IT GETS CROWDED	Visits can be ended for overcrowding. **Local visitors (within 75 miles) are ended first**, to make room for out-of-town visitors. [1]

HOW TO GET ON THE VISITING LIST

1. Your loved one's unit team gives them the Visiting Guidelines (Attachment A) and a temporary list for immediate family. They mail the guidelines to everyone on it.
2. Anyone who is not immediate family gets the **Visitor Information Form (BP-A0629)**. You fill it out completely, sign it and **mail it directly to their counselor**.
3. The unit team runs an NCIC (criminal record) check before anyone who is not immediate family is added.
4. The counselor tells them in writing who was approved. **They** tell you. Do not drive until you are approved.
5. The list holds **20 visitors in all, children included**. Everyone must have known your loved one **before prison**, unless the Warden makes an exception.
6. A visitor can be denied if information is missing, if a person with a criminal record cannot get written approval from their probation or parole officer, or if a relationship before prison cannot be shown.
7. The list can be changed once a quarter, with an Inmate Request to Staff form. Holdovers and new arrivals with no list: immediate family only.

Fill out the visiting form for Elkton

[1]

DRIVING DIRECTIONS (FROM THE BOP)

TO FCI ELKTON, 8730 SCROGGS ROAD, ELKTON, OHIO 44415	From I-80, take the exit for Route 11 South. Take the Lisbon exit and turn left on Route 154. Take a left on Scroggs Road. The driveway to the institution is on the right. Phone (330) 420-6200. Taxis in Lisbon, Salem and East Liverpool can take visitors to the prison.

Street address for your GPS: 8730 Scroggs Road, Lisbon, Oh 44432. [2]

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 ELKTON

Rules dated **August 30, 2018** (8 years old)

Official rules (PDF) (bop.gov/locations/institutions/elk/elk_visit.pdf) En español (PDF) (bop.gov/locations/institutions/elk/elk_visit_sp.pdf)

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

Skirts and dresses	Avoid skirts above the knee (0 inches above knee).
Shorts	Avoid shorts above the knee.
Colors to avoid	No khaki clothing that matches inmate jumpsuits. No orange clothing that matches inmate jumpsuits. No gray sweatshirts or sweatpants. Avoid anything easily confused with inmate clothing.
Leggings, spandex	Avoid form-fitting clothing.
Bras and metal	Not in the written rules. Some prisons ban underwire bras anyway, and the penalty can be more than being sent home. Wear a sports bra or a bra with no wire.
Camouflage, military	Not in the written rules. Many prisons ban both; leave them home.
Shoes	Not in the written rules.
Children	Not in the written rules.

ALL 11 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- Avoid skirts above the knee (0 inches above knee).
  BOP wording: "which are sexually suggestive (i.e., shorts, skirts, above the knee, or form"
- Avoid shorts above the knee.
  BOP wording: "which are sexually suggestive (i.e., shorts, skirts, above the knee, or form"
- Avoid form-fitting clothing.
  BOP wording: "fitting clothing) or could easily be confused with inmate clothing (i.e., gray"
- No gray sweatshirts or sweatpants.
  BOP wording: "sweatshirts or sweatpants, khaki or orange clothing that matches the"

COLORS AND UNIFORMS

- No khaki clothing that matches inmate jumpsuits.
  BOP wording: "sweatshirts or sweatpants, khaki or orange clothing that matches the"
- No orange clothing that matches inmate jumpsuits.
  BOP wording: "sweatshirts or sweatpants, khaki or orange clothing that matches the"
- No gray sweatshirts or sweatpants.

BOP wording: "sweatshirts or sweatpants, khaki or orange clothing that matches the"

- Avoid anything easily confused with inmate clothing.
  BOP wording: "fitting clothing) or could easily be confused with inmate clothing (i.e., gray"

EVERYTHING ELSE

- Avoid sexually suggestive clothing.
  BOP wording: "Visitors will dress appropriately and avoid clothing styles"

IF THEY SAY NO

- Visit may be terminated to maintain good taste.
  BOP wording: "A visit may be terminated in order to maintain good taste and"
- Questionable attire referred to IDO before visit is denied.
  BOP wording: "Questionable attire will be referred to the IDO prior"

MAIL AND THE MAILING ADDRESS

Use their committed name exactly as the BOP Inmate Locator shows it. The name and number below are examples (JOHN ANTHONY SMITH-JONES, 12345-678).

JOHN ANTHONY SMITH-JONES
Reg. No. 12345-678
FCI Elkton
P.O. Box 10
Lisbon, Oh 44432

The handbook gives the mailing address as Federal Correctional Institution, P.O. Box 10, Lisbon, OH 44432. Put their **register number, unit, and "FCI Elkton" or "FSL Elkton"** on the envelope. [2]

Use the P.O. Box only. Never mail to the street address (8730 Scroggs Road, Lisbon, Oh 44432).

WHITE ONLY	Envelopes and paper must be **white**. Anything else is rejected. [2]
NOTHING ON IT	Glitter, stickers, lipstick, stains or oil: rejected. [2]
CARDS	Greeting cards must be **bought in a store** and come in a white envelope. No homemade cards. [2]
STAMPS	Stamps may be removed. [2]
MAIL DAYS	First-class mail is handed out Monday through Friday (not holidays), usually by the evening watch officer. [2]
BOOKS AND MAGAZINES	Soft cover books may come from any source. Hard cover books and newspapers come only from a publisher or a book club. They may keep no more than 5 magazines (not more than 3 months old). [2]
PACKAGES	Packages need prior authorization. It is ordinarily given only for release clothing. [2]
LEGAL MAIL	These procedures do not apply to mail clearly marked as legal or special mail. [2]
MONEY	Never put money in a letter. It goes to the BOP lockbox in Des Moines, Iowa (see the Money tab). [2]

Books and magazines: at a low security prison, soft-cover books and magazines can come from anyone. Hardcovers only from a publisher or bookstore.

Sources

1. ELK 5267.09, Visiting Regulations (August 30, 2018) bop.gov/locations/institutions/elk/elk_visit.pdf
2. FCI Elkton Inmate Information Handbook (updated June 1, 2022) bop.gov/locations/institutions/elk/elk_ao-handbook.pdf