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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 MANCHESTER

Federal Correctional Institution · Manchester, KY · Phone 606-598-1900

VISITING

VISITING HOURS AND DAYS

WHO	DAYS	HOURS
FCI and satellite camp	Saturday, Sunday and federal holidays (holidays "at the discretion of the Warden")	8:00 a.m. to 3:00 p.m.
Special Housing Unit (SHU)	Tuesday, first come first served, in the FCI visiting room. Administrative Detention: 2 hours. Disciplinary Segregation: 1 hour.	8:00 a.m. to 3:00 p.m.

On Saturdays and Sundays no one is let in during the last hour, so be inside before 2:00 p.m. On Tuesdays (SHU) no one is let in after 1:00 p.m. No one may enter the grounds before visiting starts.

The visiting rules list no other regular visiting days. If the schedule changes, the prison says it will post a notice on its webpage. [1]

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

HOW MANY VISITS	They get **8 points a month**. A Saturday or Sunday visit costs **2 points**, so 4 weekend visits a month. **Federal holiday visits cost no points.** Points are charged by the day, not by the number of visitors, and a visit of any length counts as one day. Points do not carry over. Holdovers get four visiting days a month. Lawyer visits are free. [1]
HOW MANY PEOPLE	No more than **5 visitors, children included**, at one time. The Captain can approve more for special reasons such as a long trip. [1]
CHILDREN	Children under 16 must come with an adult on the approved list. A 16 or 17-year-old without a parent or guardian needs written approval from a parent, guardian or immediate family member who is at least 18. [1]
ID	Everyone **16 or older** needs a current government photo ID. The best forms are a driver's license and a photo ID card. [1]

SCREENING	At the FCI you must clear the walk-through metal detector. At the camp you may be screened with a hand-held detector. Everyone may get a random pat search. If you have a pacemaker, prosthesis or other medical equipment, call ahead. You also sign a Notification to Visitor form (BP-A0224) before you go in. [1]
MONEY FOR VENDING MACHINES	Up to **$20 in coins**. No paper money. [1]
WHAT YOU CAN CARRY	One clear plastic container or bag no bigger than 11 by 14 inches, coins, a comb or hair brush, and a reasonable amount of feminine hygiene items. For a baby: 4 baby bottles, 4 diapers, baby food (3 unopened plastic jars and a small plastic spoon), one set of baby clothes and one baby blanket. **No diaper bags or baby carriers.** Only life-maintenance medicine (heart or asthma inhalers) is allowed, and the officer holds it. Diabetic medicine and syringes go in the lockers or your car. [1]
NOT ALLOWED	Gum, candy, tobacco, key fobs, cell phones (lock in your car), watches, and any metal that will not clear the detector, such as piercings, hair pieces or underwire bras. [1]
DRESS CODE	No open-toed shoes, shorts (over age 12), miniskirts or skirts and dresses with long splits, halter tops or dresses, revealing clothes, hooded shirts, strapless or sleeveless dresses and shirts, spandex or lycra (yoga pants, jeggings, leggings), low-cut shirts, tight clothes, athletic clothes (sweat pants, track or jogging suits), camouflage, khaki or dark brown clothes, bandanas or scarves, caps or hats (except religious), or clothes with obscene words or pictures. A sweater or light jacket must come off when you go in. [1]
WHEN IT GETS CROWDED	Visits can be cut to a minimum of one hour. People who visit rarely or traveled a long way are among the **last** to be ended. [1]
ROOM SIZE	The FCI visiting room holds 163, with no outside visiting. The camp room holds 189 (129 inside and 60 outside). [1]

HOW TO GET ON THE VISITING LIST

1. Your loved one asks their counselor or unit officer for the **Visitor Information Form, BP-A0629**, and mails it to you.
2. You fill it out completely and mail it to their **counselor**. Be honest about any record. If the check finds a record you said you did not have, you will usually be denied for a false statement.
3. The counselor runs an NCIC check or asks police for your conviction record. If you have a record you admitted to, the warden decides.
4. They tell you if you are approved. Only approved people can visit. Do not drive until you are approved.
5. Friends must have known them before prison, unless the Captain, the SIS office and the Associate Warden approve an exception.
6. If you are on supervision (probation, parole or pretrial), the counselor gets written permission from your officer first.
7. Holdovers: approval ordinarily does not take more than 30 days.

Fill out the visiting form for Manchester

[1]

DRIVING DIRECTIONS (FROM THE BOP)

FROM INTERSTATE 75	Manchester is about 26 miles east of I-75 exit 41 in London, Kentucky. Take the Hal Rogers Parkway to the Manchester exit. Turn north (left) onto US Highway 421. Go through the town of Manchester (about four miles) to Fox Hollow Road, which is right after the Kentucky Department of Transportation buildings (on the left). Turn left onto Fox Hollow Road and go about one mile to the main entrance. There is no local transportation in Manchester. The address is 805 Fox Hollow Road, Manchester, KY 40962.

Street address for your GPS: 805 Fox Hollow Road, Manchester, Ky 40962. [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 MANCHESTER

Rules dated **December 20, 2024** (2 years old)

Official rules (PDF) (bop.gov/locations/institutions/man/man_visit.pdf) En español (PDF) (bop.gov/locations/institutions/man/man_visit_sp.pdf)

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

Skirts and dresses	No mini skirts or long splits; no inch limit given.
Shorts	No shorts for anyone over age 12.
Colors to avoid	No khaki clothing. No dark brown clothing.
Leggings, spandex	No spandex/Lycra pants or shorts, yoga pants, jeggings, leggings. No excessively tight fitting clothing of any kind.
Bras and metal	No items failing metal detector, including piercings and underwire bras.
Camouflage, military	No camouflage clothing.
Shoes	No open-toed shoes.
Children	Children 12 and under may wear shorts.

ALL 22 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- No mini skirts or long splits; no inch limit given.
  BOP wording: "Mini Skirts or Skirts/Dresses with long side or front splits"
- No shorts for anyone over age 12.
  BOP wording: "Shorts (Male and female over age 12 years)"
- No sleeveless dresses or shirts.
  BOP wording: "• Sleeveless Dresses/Shirts"
- No low cut shirts.
  BOP wording: "• Low cut shirts"
- No halter tops/dresses or strapless dresses/shirts.
  BOP wording: "Halter Tops or Halter Dresses"
- No excessively tight fitting clothing of any kind.
  BOP wording: "Excessively tight fitting clothing of any kind"
- No spandex/Lycra pants or shorts, yoga pants, jeggings, leggings.
  BOP wording: "Spandex/Lycra Pants or Shorts (yoga pants , jeggings , leggings)"
- No athletic attire: sweatpants, track, jogging or wind suits.
  BOP wording: "Athletic Attire (sweatpants , "tracku or running pants , j ogging or wind suits)"

COLORS AND UNIFORMS

- No khaki clothing.
  BOP wording: "Khaki or Dark Brown Clothing"
- No dark brown clothing.
  BOP wording: "Khaki or Dark Brown Clothing"
- No camouflage clothing.
  BOP wording: "• Camouflage Clothing"

BRAS, UNDERWEAR AND METAL

- No items failing metal detector, including piercings and underwire bras.
  BOP wording: "excess metal on clothing , hair accessories & underwire bras"
- No watches; jewelry worn is allowed but none carried in.
  BOP wording: "Jewelry Worn (No jewelry will be carried in)"

SHOES

- No open-toed shoes.
  BOP wording: "• Open-toed shoes"

HATS, HOODS AND COATS

- No bandanas, scarves, caps, or hats.
  BOP wording: "Caps or Hats (with the exception of religious head wear)"
- Religious head wear is allowed.
  BOP wording: "Caps or Hats (with the exception of religious head wear)"
- No shirts with hoods or hoodies.
  BOP wording: "Shirts with Hoods/Hood i es"
- Sweater, light jacket, or coat allowed but removed in visiting room.
  BOP wording: "Sweater , Light Jacket , or Coat (Must remove upon entering Visiting Room)"

CHILDREN

- Children 12 and under may wear shorts.
  BOP wording: "Shorts (Male and female over age 12 years)"

EVERYTHING ELSE

- No clothing with obscene or controversial prints or language.
  BOP wording: "Any clothing item that displays Obscene or Controversial Screen Print/Obscene"
- No blouses or apparel revealing in nature.
  BOP wording: "Blouses and/or Other Apparel Revealing in Nature"

IF THEY SAY NO

- Improper attire is a listed reason for visit denial.
  BOP wording: "under age without parent/guardian, improper attire , other"

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 Manchester
P.O. Box 4000
Manchester, Ky 40962

The handbook gives the address as "Manchester FCI/FPC, P.O. Box 4000, Manchester, KY 40962." Ask your loved one if they are at the FCI or the camp and for their unit. [2]

Use the P.O. Box only. Never mail to the street address (805 Fox Hollow Road, Manchester, Ky 40962).

MONEY	Never put money in a letter to the prison. Mail it to the BOP lockbox in Des Moines, or use Western Union Quick Collect (see the Money tab). [2]
OTHER MAIL RULES	The Manchester handbook we have (2022) does not give envelope, paper or card rules we could read. Ask your loved one or call the prison before you send photos, cards or packages. [2]

Books and magazines: at a medium security prison, books and magazines must come straight from a publisher, book club or bookstore (Amazon, for example), never from home.

Sources

1. MAN-5267.09(f), Inmate Visiting (December 20, 2024) bop.gov/locations/institutions/man/man_visit.pdf
2. FCI Manchester Admission and Orientation Handbook (updated August 19, 2022) bop.gov/locations/institutions/man/man_ao-handbook.pdf