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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 EL RENO

Federal Correctional Institution · El Reno, OK · Phone 405-262-4875

VISITING

VISITING HOURS AND DAYS

WHO	DAYS	HOURS
Main prison (FCI)	Friday, Saturday, Sunday, Monday and federal holidays	8:00 a.m. to 3:00 p.m.
Satellite camp	Friday, Saturday, Sunday, Monday and federal holidays	8:00 a.m. to 3:00 p.m.
Special Housing Unit (SHU)	By video, from the visiting room. One hour. Up to two adults and one child, or one adult and two children.	During visiting hours

Visitors cannot enter the prison after 2:00 p.m. On weekends and holidays, visitors cannot enter the main prison between 9:15 a.m. and 10:45 a.m. At the camp that closed time is 9:00 a.m. to 11:00 a.m., or longer if a count is going on. No one is let onto the grounds during a count.

No visiting on Tuesday, Wednesday or Thursday, unless a federal holiday falls on one of those days. Both El Reno papers are old. The visiting rules are from October 19, 2017 and the handbook is from November 12, 2017. They agree on the days and hours, but rules may have changed since. Call 405-262-4875 before you drive. [1]

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

HOW MANY VISITS	Each person starts every month with **32 points**. A weekday visit costs **1 point** for each hour. A weekend or holiday visit costs **2 points** for each hour. No more than **20 points** can be used on weekends and holidays. Part of an hour counts as a full hour. Points do not carry over to the next month. [1]
EXTRA POINTS	They can ask for up to **ten** extra points a month for special reasons. More than that needs extra approval. [1]
HOW MANY PEOPLE	No more than **five adults** and **five children** for each inmate each day. [1]
ID	Everyone **16 or older** needs valid government photo ID: driver's license, state ID card, military ID or passport. Credit cards, store cards and school IDs do not count. Children under 16 may visit only with a parent or guardian and must stay with them. [1]

SCREENING	You must walk through the **metal detector**. If you set it off, you will be checked with a hand-held wand and may be patted down. If you refuse, you cannot visit. Your hand is stamped, and checked under a black light when you come in and when you leave. [1]
MONEY	Do not bring more than **$20.00**. The only food allowed in the visiting room is from the vending machines. [1]
WHAT YOU CAN CARRY	One see-through coin purse, no bigger than about 9 by 9 inches. For a baby: two diapers and one baby bottle per baby, and store-bought baby food in its sealed container. No strollers or child carriers. Keys go on a board at the front entrance. Hats, phones, electronic devices, gum, candy, toys, cosmetics, sunglasses and bags are not allowed in. [1]
WHAT TO WEAR	No open-toed shoes or high heels. No miniskirts, halter tops, sleeveless shirts, tank tops, backless clothes, body suits, sweat suits or sweatpants, form-fitting or see-through clothes, or clothes that end at the knee or above. Do not wear khaki, which can look like inmate clothing. Women must wear a bra and other undergarments. [1]
TOUCHING	A hug and a kiss are allowed only at the start and end of the visit. [1]
WHEN IT GETS CROWDED	Staff first ask local visitors (within a fifty mile radius) to volunteer to leave. If that is not enough, they end visits by how close you live and how often you visit. The main visiting room holds **133** people. The camp room holds **57**. You cannot wait in your car. [1]

HOW TO GET ON THE VISITING LIST

1. Your loved one gets you the visitor information form (**BP-629**) and fills out their visiting list with their counselor.
2. The unit team runs a background check (NCIC) and decides who goes on the list.
3. Do not visit until your loved one tells you that you are approved. **They** tell you.
4. The list holds immediate family (mother, father, step-parents, foster parents, brothers, sisters, spouse and children) plus no more than **ten friends**. They must have known you before prison unless the warden makes an exception.
5. Grandparents, aunts, uncles, cousins, in-laws and the mother of their child are not immediate family. They need to be on the approved list before they can visit.
6. They can change the list at any time through their unit team. Someone who was taken off the list can be added back after **six months**.
7. Transferred from another prison? The old approved list is recognized.

Fill out the visiting form for El Reno

[1]

DRIVING DIRECTIONS (FROM THE BOP)

FROM I-40	Take exit 123, Country Club Road. Go north to Highway 66. Turn west and go about one and one-half miles to the prison. At the entrance, stop at the intercom and tell the tower officer who you are. You will be sent to the visiting parking lot. There is no local transportation in the area.

Street address for your GPS: 4205 Highway 66 West, El Reno, Ok 73036. [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 EL RENO

Rules dated **October 19, 2017** (9 years old)

Official rules (PDF) (bop.gov/locations/institutions/ere/ere_visit.pdf) En español (PDF) (bop.gov/locations/institutions/ere/ere_visit_sp.pdf)

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

Skirts and dresses	No miniskirts or clothing ending at or above the knee.
Shorts	No clothing ending at the knee or above, so no shorts.
Colors to avoid	Avoid clothing that could be confused with inmate khaki.
Leggings, spandex	No hip huggers (FCI visitor handout). No form-fitting clothing or body suits.
Bras and metal	Female visitors must wear a bra, no exceptions.
Camouflage, military	Not in the written rules. Many prisons ban both; leave them home.
Shoes	No open-toed shoes or high heels.
Children	Dress rules apply to minors over age ten.

ALL 17 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- No miniskirts or clothing ending at or above the knee.
  BOP wording: "or clothing which ends at the knee or above."
- No clothing ending at the knee or above, so no shorts.
  BOP wording: "see-through clothing, or clothing which ends at the knee or above."
- No sleeveless shirts or tank tops.
  BOP wording: "halter tops, sleeveless shirts, tank tops,"
- No halter tops or backless shirts/dresses.
  BOP wording: "Visitors may not wear miniskirts, halter tops, sleeveless shirts, tank tops, backless shirts/dresses, body suits,"
- No see-through clothing.
  BOP wording: "form fitting, see-through clothing,"
- No form-fitting clothing or body suits.
  BOP wording: "body suits, sweat-suits or sweatpants, form fitting,"
- No hip huggers (FCI visitor handout).
  BOP wording: "body suits, hip huggers, see-through clothing,"
- No clothing with holes that show skin.
  BOP wording: "Any clothing with holes in the material that allows the viewing of flesh-tones will not be allowed."
- No sweat-suits or sweatpants.
  BOP wording: "suits, sweat-suits or sweatpants, form fitting,"

COLORS AND UNIFORMS

- Avoid clothing that could be confused with inmate khaki.
  BOP wording: "could easily be confused with inmate clothing (i.e., khaki)."

BRAS, UNDERWEAR AND METAL

- Female visitors must wear a bra, no exceptions.
  BOP wording: "Female visitors must wear a brassiere and other undergarments without any exception."
- Female visitors must wear undergarments.
  BOP wording: "Female visitors must wear a brassiere and other undergarments without any exception."

SHOES

- No open-toed shoes or high heels.
  BOP wording: "It is prohibited for a visitor to wear open-toed shoes or high heels, for visitor safety."

CHILDREN

- Dress rules apply to minors over age ten.
  BOP wording: "Visitors, including minors over age ten, will dress appropriately"

EVERYTHING ELSE

- No sexually provocative clothing, including minors.
  BOP wording: "Visitors (including minors) wearing sexually provocative clothing will be prohibited from admission to the institution visiting room."

IF THEY SAY NO

- A visit may be terminated to maintain good taste.
  BOP wording: "A visit may be terminated in order to maintain good taste and consideration for others."
- Questionable attire referred to IDO and/or Operations Lieutenant.
  BOP wording: "Any questionable attire will be referred to the Institution Duty Officer and/or the Operations Lieutenant prior to denial of the visit."

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 El Reno
P.O. Box 1500
El Reno, Ok 73036

Put their committed name and register number on the envelope. Mail goes to the P.O. Box on the Mail tab. Ask your loved one if they also have a unit or quarters line. [2]

Use the P.O. Box only. Never mail to the street address (4205 Highway 66 West, El Reno, Ok 73036).

WHITE ONLY	All envelopes and paper must be **white**. Other colors are returned to the sender. [2]
NOTHING ON IT	Glitter, stickers or other items in the letter: rejected. Perfume or cologne on the mail: rejected. [2]
NO STAMPS	Stamps cannot be mailed in. They buy stamps in the commissary. [2]
MAIL DAYS	Mail is processed Monday through Friday, except federal holidays. Incoming mail is not handed out on Saturday, Sunday or holidays. [2]
LEGAL MAIL	Must be marked "LEGAL MAIL - OPEN ONLY IN PRESENCE OF INMATE" and come from a clearly identifiable sender with legal mail privileges. [2]
THEIR LETTERS TO YOU	At a medium-security prison they cannot seal their outgoing letters (except special mail). Staff may read them. [2]
MONEY	Never put money in a letter. Send it to the BOP lockbox in Des Moines (see the Money tab), made out to their full committed name and eight-digit register number. [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. ERE 5267.09B, Visiting Regulations (October 19, 2017) bop.gov/locations/institutions/ere/ere_visit.pdf
2. FCI El Reno Admission and Orientation Handbook (updated November 12, 2017) bop.gov/locations/institutions/ere/ere_ao-handbook.pdf