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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 LORETTO

Federal Correctional Institution · Loretto, PA · Phone 814-472-4140

VISIT CARD · CUT OUT AND KEEP IN THE CAR

**WHEN**
**Friday, Saturday, Sunday and federal ho...**
The papers list no regular visiting Monday through Thursday.[1]

**HOURS**
**8:15 a.m. to 2:15 p.m.**
Visitors must be processed one hour before visiting ends, so arrive early.[1]

**VISITS**
**8 points a month**
They get 8 points a month.[1]

**WHO CAN COME**
**4 adults**
No more than 4 adults at one time.[1]

**BRING**
**16 or older**
Everyone 16 or older needs a government photo ID, such as a driver's license or passport.[1]

**CALL FIRST**
**814-472-4140**
Call before you drive, every time.

## BEFORE YOU GO: GET ON THE LIST

1. At admission they give the counselor a list of people they want to visit. Only **immediate family** is allowed at first. To add friends or other relatives, they send a request ("cop-out") to their counselor.
2. The counselor does a background check (NCIC) on everyone. If you are turned down, you are not told why, and they hear from the counselor.
3. They tell you if you are approved. Anyone who arrives before being approved is turned away. Do not drive until you are approved.
4. The list holds immediate family plus up to **10 friends and associates** (other relatives count here). Friends must have known them before prison unless the warden approves an exception in writing.
5. To remove someone, they send a cop-out. A removed visitor cannot be added back for **six months**.
6. Transferred from another prison? Visitors cannot visit until the counselor reviews the list.
7. The visiting form is not named in the Loretto papers. The BOP national visitor form is BP-A0629 (unconfirmed for Loretto).[1]

## AT THE DOOR

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|---|---|
| **CHILDREN** | Under 16 must come with an adult. Ages 16 and 17 may come alone only with written approval from a parent or guardian, sent through the Unit Team beforehand.[1] |
| **SCREENING** | You must clear the **metal detector**. If you have a medical implant such as a hip or knee replacement, bring a medical note before you arrive. You may also get a random pat search or an ION scanner test for drugs. If you refuse the test, you must leave.[2] |
| **MONEY FOR VENDING MACHINES** | Up to **$20.00 per adult**. You cannot hand them anything, and you cannot take vending items out with you.[1] |
| **WHAT YOU CAN CARRY** | Only a small clear plastic purse no bigger than 5 inches by 8 inches. For a baby: one small diaper bag with diapers, pre-mixed formula, 3 clear baby bottles and baby food, and wipes in a clear bag. **No strollers or baby carriers. No toys.**[1] |
| **LEAVE IN THE CAR** | Handbags, wallets, hygiene items, tobacco, umbrellas and all electronics (phones, smart watches, recorders). No food and no photographs. Only two medicines may go in: nitroglycerin for the heart and inhalers for asthma. Any other personal medicine must be declared at the front and approved by the Operations Lieutenant.[1] |
| **TOUCHING** | A kiss and hug at the start and again at the end. Hand holding is allowed, but their hands must stay in plain view.[1] |
| **SEATING** | You sit across from each other. Children under 16 of the inmate may sit beside them.[1] |
| **DRESS CODE** | No shorts, skirts (except for approved religious reasons), sweat pants or yoga pants, tight or stretch clothes, tank or halter tops, crop tops, see-through or low-cut clothes, hats, sandals or open-toe shoes, sunglasses, watches, gloves or scarves. No camouflage, and no khaki (main prison) or yellow (camp) that looks like inmate clothing. Everyone must wear shoes.[1] |
| **WHEN IT GETS CROWDED** | Staff first ask for volunteers to leave. Then they look at how often the inmate gets visits and **how far you traveled**.[1] |

## ALL VISITING DAYS AND HOURS

| WHERE | DAYS | HOURS |
|---|---|---|
| **Main prison (general population)** | Friday, Saturday, Sunday and federal holidays | 8:15 a.m. to 2:15 p.m. |
| **Satellite camp** | Saturday, Sunday and federal holidays | 8:15 a.m. to 2:15 p.m. |
| **Special Housing Unit (SHU)** | Friday, Saturday or Sunday, by video, no longer than 2 hours. They must ask the Captain at least two weeks ahead. | Within 8:15 a.m. to 2:15 p.m. |

**Visitors must be processed one hour before visiting ends, so arrive early.** Visiting ends at 2:15 p.m. You may not enter the grounds before visiting starts. On Saturdays, Sundays and federal holidays there is a stand-up count at 10:00 a.m.; people keep being processed up to 9:15 a.m., and then everything stops until the count clears.[1]

The papers list no regular visiting Monday through Thursday. The camp has no Friday visiting.

## GETTING THERE

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|---|---|
| **From Johnstown Cambria County Airport** | Leave the airport and turn right. At the stop sign (about 1 mile) turn left. After 1/8 mile turn left onto Route 219 North. Go 15 miles to the Route 22 East exit (Ebensburg). Go 5 miles on Route 22 East to the Route 164 exit (Munster/Portage). Turn left and go 1/8 mile to the light. Turn right and go about 3 miles. Mount Aloysius College is on your right. Take the road to the left right after the college (sign: Loretto 4 miles). Go about 3 miles. FCI Loretto is on a hill on your left. |
| **From Altoona Airport** | Turn right and take Route 866 North to Route 164 in Martinsburg. Turn left onto 164 West toward Roaring Spring. At Roaring Spring routes 164 West and 36 North join: turn right on 164/36. After about 3 miles take Route 220 North toward Altoona (a short distance, turn right). Go about 5 miles on 220 North to the Route 22/764 sign and turn right onto Route 22 West toward Ebensburg. Go about 9 miles to the Cresson Summit exit and turn right at the stop sign. Go straight through the next light. After about 1 mile turn right at the sign Loretto 4 miles. After about 3 miles FCI Loretto is on a hill on your left. |

## 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 LORETTO

Rules dated **10/27/2020** (6 years old)

Official rules (PDF) (bop.gov/locations/institutions/lor/lor_visit.pdf) En español (PDF) (bop.gov/locations/institutions/lor/lor_visit_spn.pdf)

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

| | |
|---|---|
| **Skirts and dresses** | No skirts at all, except for approved religious reasons (no inch limit given). |
| **Shorts** | No shorts. |
| **Colors to avoid** | No khaki pants and shirts when visiting the FCI. No yellow pants, shirts or jumpsuits when visiting the Camp. |
| **Leggings, spandex** | No yoga pants or stretch clothing. No tight-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** | No camouflage or utility clothing. |
| **Shoes** | No open-toe shoes. No sandals. |
| **Children** | Not in the written rules. |

### ALL 24 RULES, IN THE BOP'S OWN WORDS

### LENGTH AND FIT

- No skirts at all, except for approved religious reasons (no inch limit given).
  *BOP wording: "*No skirts (with exception of approved religious reasons)"*
- No shorts.
  *BOP wording: "Sweat Pants or Yoga pants) *No shorts"*
- No tank tops; shirts must cover shoulders and backs.
  *BOP wording: "*No tank tops or halter tops - All shirts and blouses must cover"*
- No low-cut shirts/blouses.
  *BOP wording: "*No Low cut shirts/blouses"*
- No crop tops.
  *BOP wording: "*No crop tops"*
- No halter tops or open-back shirts/dresses.
  *BOP wording: "*No shirts/dresses with open backs"*
- No see-through clothing.
  *BOP wording: "*No see-through clothing including tears, rips, or holes"*
- No tight-fitting clothing.
  *BOP wording: "*No tight fitting or stretch clothing"*

- No yoga pants or stretch clothing.
  *BOP wording: "*No tight fitting or stretch clothing"*
- No tears, rips or holes.
  *BOP wording: "*No see-through clothing including tears, rips, or holes"*
- No workout clothing like sweat pants or yoga pants.
  *BOP wording: "*No work out type clothing (Sweat Pants or Yoga pants)"*

## COLORS AND UNIFORMS

- No khaki pants and shirts when visiting the FCI.
  *BOP wording: "(Khaki pants and shirts if visiting"*
- No yellow pants, shirts or jumpsuits when visiting the Camp.
  *BOP wording: "inmates at the FCI or yellow pants and shirts, or yellow jumpsuits, if visiting inmates at the Camp)."*
- No camouflage or utility clothing.
  *BOP wording: "*No utility clothing, camouflage in color, or clothing"*

## BRAS, UNDERWEAR AND METAL

- Visitors 16+ must wear an inner garment covering breast/chest.
  *BOP wording: "will be expected to wear an inner garment covering the breast or chest area."*

## SHOES

- No open-toe shoes.
  *BOP wording: "*No sandals or open toe shoes"*
- No sandals.
  *BOP wording: "*No sandals or open toe shoes"*

## HATS, HOODS AND COATS

- No hats, head gear or scarves.
  *BOP wording: "*No hats or head gear (with exception of approved religious"*
- Approved religious headgear allowed.
  *BOP wording: "(with exception of approved religious headgear)"*

## EVERYTHING ELSE

- No vulgar or obscene language or pictures.
  *BOP wording: "*No clothing with vulgar or obscene language or picture."*
- No sunglasses, watches or gloves.
  *BOP wording: "*No sunglasses *No watches *No gloves"*
- Shoes required in the Visiting Room.
  *BOP wording: "all visitors will wear shoes in the Visiting Room"*

## IF THEY SAY NO

- Denial for dress; covering required if chest area revealing.
  *BOP wording: "Visitors may be denied entry based on their dress attire."*
- Front Entrance Officer and Lieutenant decide admittance.
  *BOP wording: "Admittance of the visitors is up to the discretion of the Front Entrance Officer and the attending Lieutenant."*

## 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 Loretto**
**P.O. Box 1000**
**Cresson, PA 16630**

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

The Loretto handbook puts their **assigned housing unit** on a line under their name and number. Ask your loved one for theirs.[2]

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

## THE MAIL RULES

| | |
|---|---|
| **WHITE ONLY** | Only **white envelopes and white paper**, written in pen or pencil. No card stock.[2] |
| **NO GREETING CARDS OR POSTCARDS** | Greeting cards and postcards are **rejected**. Photocopies of them must follow the same rules.[2] |
| **NOTHING ON IT** | No labels, glitter, stickers, lipstick, crayon or stains. Anything with **perfume or cologne** is rejected.[2] |
| **STAMPS** | Stamps are removed before they get the mail.[2] |
| **PHOTOCOPIES** | Some or all general mail may be photocopied, and they get only the copy. Exceptions are valid legal mail, mail from a court or government office, and mail from a commercial source.[2] |
| **BOOKS AND MAGAZINES** | Only one soft-cover book or magazine a day from anyone other than a publisher, book club or bookstore. Hardcover only from a publisher or bookstore. Magazines must be less than 90 days old.[2] |
| **LEGAL MAIL** | It must be marked "Special Mail - Open Only in the Presence of the Inmate." They are called to the mail room to open it.[2] |
| **MONEY** | Never send money to the prison. Mail it to the BOP lockbox in Des Moines (see the Money tab). The Loretto mail room does not accept money from outside.[2] |

**Sources**

1. LOR 5267.09E, Visiting Regulations (October 27, 2020) bop.gov/locations/institutions/lor/lor_visit.pdf
2. FCI Loretto Admission and Orientation Handbook (August 2023) bop.gov/locations/institutions/lor/lor_ao-handbook.pdf