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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 MARIANNA

Federal Correctional Institution · Marianna, FL · Phone 850-526-2313

VISITING

VISITING HOURS AND DAYS

WHO	DAYS	HOURS
FCI and camp	Weekends and federal holidays	8:15 a.m. to 3:15 p.m.
FCI extra day	Monday, to ease weekend crowding	8:15 a.m. to 3:15 p.m.

The handbook calls 8:15 a.m. to 3:15 p.m. the "regular visiting/processing hours." It gives **no separate last-entry time**, so ask the prison when processing stops.

The handbook lists no regular visiting Tuesday through Friday. Special Housing Unit (SHU) visits and any changes are not described, so call to confirm. [1]

The BOP's own papers disagree. The only visiting paper for Marianna is the handbook, which is from October 2014. The BOP has posted no newer visiting rules. Call the prison before you drive.

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

HOW MANY VISITS	At the FCI, visits run on a point system: **10 points a month**. Saturday costs **2 points**, Sunday **3 points**, a federal holiday **3 points** and Monday **1 point**. A SHU visit costs 3 points. The camp does not use points. [1]
HOW MANY PEOPLE	No more than **5 visitors** at once at the FCI, children included. Also 5 (children included) at the camp. [1]
ID	A valid current photo ID: a state driver's license or state ID card, or two other forms of ID (credit cards, Social Security card) with full name and signature. Birth certificates and high school photo IDs do not count. [1]
CHILDREN	Children under 16 cannot visit unless a responsible adult comes with them. Children must be on the visiting list. [1]

SCREENING	Visitors may be searched and are checked with a metal detector. Underwire bras, jewelry, hair pins and other metal can delay or stop you. Bring a doctor's note for metal implants or a pacemaker. Other belongings go in lockers in the institution or back in your vehicle. [1]
WHAT YOU CAN BRING	Money for the vending machines, and a reasonable amount of diapers and other baby items. No food or drink. Coins or money cannot go on their account, and nothing is passed between visitors and inmates. [1]
WHAT TO WEAR	No see-through or sleeveless blouses, sleeveless T-shirts, sleeveless dresses, skirts more than 1 inch above the knee, wrap-around skirts, spandex, hair pieces or wigs (unless medically approved), caps, hats, shorts, or offensive logos. No plain white T-shirts and nothing khaki, brown, camouflage or hunter green. [1]
CONTACT	One brief kiss, one embrace and a handshake, only on arrival and when leaving. Visits start and end in the visiting room. [1]
WHEN IT GETS CROWDED	Visits may be limited so everyone gets a turn. Local visitors are ended first, and out-of-state and infrequent visitors after at least 2 hours. Points are not given back when a visit is ended. [1]

HOW TO GET ON THE VISITING LIST

1. They hand a visiting list to their counselor for approval.
2. Immediate family, other relatives and friends can be approved after the paperwork is done and an NCIC background check is complete. Children must be on the list too.
3. To add a visitor, they ask their counselor **at least one week** before the visit.
4. Do not drive until your loved one tells you that you are approved. All visitors must be on the approved list.
5. Clergy and attorney visits are special visits set up by the right department and approved by the Warden or a designee.

Fill out the visiting form for Marianna

[1]

DRIVING DIRECTIONS (FROM THE BOP)

I-10 FROM TALLAHASSEE	Take the first Marianna exit, Route 71. Right off the ramp onto Hwy. 71. Go about four miles to Hwy. 90. Left on 90 for about two miles. Look for a plaza on your right and turn right past the plaza on Hwy. 71 North. Go to Hwy 166 (about 3 to 4 miles) and turn left on 166 for about 1 mile. You will see an old train display on your right. That is the entrance. Go about one and a quarter mile. The FPC is on the left and the FCI is straight ahead. Park in the Visitors Parking Lot.
I-10 FROM PENSACOLA	Take the second Marianna exit, Route 71. Right off the ramp, about four miles to Hwy. 90, left on 90 for about two miles, then right past the plaza on Hwy. 71 North. At Hwy 166 turn left for about one mile to the old train display on the right. Follow the entrance road about one and a quarter mile.

Street address for your GPS: 3625 Fci Road, Marianna, Fl 32446. [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 MARIANNA

Rules dated **October 2014** (12 years old) · from the prisoners' handbook; no visiting rules posted

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

Skirts and dresses	No skirts more than 1 inch above the knee.
Shorts	No shorts.
Colors to avoid	No khaki or brown clothing. No hunter green clothing.
Leggings, spandex	No spandex.
Bras and metal	Underwire bras, jewelry, hair pins may delay or block entry.
Camouflage, military	No camouflage clothing.
Shoes	Not in the written rules.
Children	Not in the written rules.

ALL 14 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- No skirts more than 1 inch above the knee.
  BOP wording: "skirts more than 1" above the knee,"
- No shorts.
  BOP wording: "caps, hats, shorts, and clothing with logos"
- No sleeveless blouses, tee shirts or dresses.
  BOP wording: "See-through or sleeveless blouses, sleeveless tee shirts,"
- No see-through blouses.
  BOP wording: "See-through or sleeveless blouses, sleeveless tee shirts,"
- No spandex.
  BOP wording: "wrap-around skirts, sleeveless dresses, spandex,"

COLORS AND UNIFORMS

- No khaki or brown clothing.
  BOP wording: "clothes colored in khaki, brown, camouflage or hunter green"
- No hunter green clothing.
  BOP wording: "clothes colored in khaki, brown, camouflage or hunter green"
- No camouflage clothing.
  BOP wording: "clothes colored in khaki, brown, camouflage or hunter green"

BRAS, UNDERWEAR AND METAL

- Underwire bras, jewelry, hair pins may delay or block entry.
  BOP wording: "Items such as underwire bras, jewelry, hair pins, and other metal items may delay or prevent visitors from entering the institution"
- Jewelry may delay or prevent entry if it sets off the detector.
  BOP wording: "jewelry, hair pins, and other metal items may delay or prevent visitors from entering"

HATS, HOODS AND COATS

- No caps or hats.
  BOP wording: "caps, hats, shorts, and clothing with logos"
- No easily removed hairpieces or wigs unless medically approved.
  BOP wording: "easily-removed hair pieces or wigs (unless medically approved),"

EVERYTHING ELSE

- No clothing with logos that may be offensive.
  BOP wording: "clothing with logos that may be offensive in any way."
- No wrap-around skirts or plain white t-shirts.
  BOP wording: "Visitors wearing plain white t-shirts or clothes colored in khaki, brown, camouflage or hunter green are also not allowed."

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 Marianna
P.O. Box 7007
Marianna, Fl 32447

The handbook gives two mailing addresses. FCI: **name and register number, Federal Correctional Institution, P.O. Box 7007, Marianna, FL 32447-7007**. Camp: the same, with **P.O. Box 7006**. [2]

Use the P.O. Box only. Never mail to the street address (3625 Fci Road, Marianna, Fl 32446).

SPECIAL MAIL	Incoming special mail must name the sender and be marked "Special Mail - Open Only in the Presence of the Inmate." It is opened in front of them and not read. Without that marking, staff may open and read it as general mail. [2]
MONEY	Send money orders, government checks and other negotiable items to the BOP lockbox: Federal Bureau of Prisons, inmate name, register number, Post Office Box 474701, Des Moines, Iowa 50947-0001. Anything else in that envelope, such as letters and pictures, is thrown away. They can also receive funds by Western Union Quick Collect. [2]
REJECTED MAIL	The Warden gives the sender written notice of a rejection. The sender can appeal. [2]
AFTER THEY MOVE	General mail is forwarded for 30 days to their release address. After that it is returned. [2]
OUTGOING SPECIAL MAIL	Received at the FCI mail room during the 2:00 p.m. move, Monday through Friday. At the camp, at 3:30 p.m., Monday through Friday. [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. FCI/FPC Marianna Admission and Orientation Handbook, Visiting section (updated October 2014). The BOP has not posted a visiting-rules supplement for Marianna. bop.gov/locations/institutions/mna/mna_ao-handbook.pdf
2. FCI/FPC Marianna Admission and Orientation Handbook (updated October 2014) bop.gov/locations/institutions/mna/mna_ao-handbook.pdf