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FEDERAL PRISON GUIDE

VISIT PACKET: FCI MILAN

Federal Correctional Institution · Milan, MI · Phone 734-439-1511

VISITING

VISITING HOURS AND DAYS

WHO	DAYS	HOURS
FCI (general population)	Friday, Saturday, Sunday and federal holidays. Friday is 11:30 a.m. to 3:00 p.m.	Sat, Sun and holidays: 8:15 a.m. to 3:00 p.m.
FCI Special Housing Unit (SHU)	Friday morning only	8:15 a.m. to 11:15 a.m.
FDC West Unit	Friday and Sunday	8:30 a.m. to 3:00 p.m.
FDC East Unit	Saturday and Monday	8:30 a.m. to 3:00 p.m.
FDC on national holidays	East Unit 8:30 a.m. to 11:30 a.m. West Unit 12:00 p.m. to 3:00 p.m.	

No visitors are processed into the visiting room after 2:00 p.m. The front lobby opens at 8:00 a.m. and processing starts at 8:15 a.m. Do not crowd the lobby door before it opens. FDC visits are two hours, and can run longer if no one is waiting.

No regular FCI visiting Monday through Thursday. The FDC has Friday through Monday as listed. Check bop.gov, where lockdowns and changes are posted. [1]

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

HOW MANY VISITS	At the FCI, each inmate gets **12 visiting points at the start of each month**. Every visit costs **2 points**, so that is **6 visits a month**. Legal visits do not cost points. Minister of record visits are not counted either. They get one trip to the visiting room per day. FDC inmates can visit only on their unit's days. [1]
HOW MANY PEOPLE	No more than **5 visitors** at a time, and no more than **3 of them adults**. An adult is anyone over 16. [1]
ID	Adults 16 and older need one valid state or federal government photo ID, preferably a driver's license. **Mexican consulate ID cards are not accepted.** Children under 16 need no ID but must come with an approved adult. [1]

SCREENING	Everyone clears the **metal detector**, and bags and shoes go through the X-ray. Visitors are randomly tested for drugs. A positive test means visiting is suspended for **48 hours** the first time, **30 days** the second, **90 days** the third and **180 days** the fourth. Your hand gets an ultraviolet ink stamp. Metal implants: carry a medical card. [1]
MONEY FOR VENDING MACHINES	Up to **$20.00 for each visitor 16 or older**. It cannot be put on their account or left with staff. Food goes on a paper plate, and visitors may share it from the plate. [1]
BABIES	One small see-through diaper bag, 1 change of clothes, 3 diapers, wipes, 2 clear plastic bottles, and a seasonal blanket. Mix formula in front of the front-lobby officer. No glass jars or bottles, and no infant carrier seats. [1]
NOT ALLOWED IN	Handbags, electronics and watches, toys, food, candy and gum, umbrellas, infant carriers, lotion, lipstick and lip balm, newspapers, magazines, strollers, cell phones, paperwork, packages, greeting cards, photographs, pagers and tobacco. Take them back to your car. Only life-sustaining medicine such as heart pills or inhalers is allowed. No prescription narcotics. [1]
WHAT TO WEAR	No tight, see-through or spandex clothing, tank tops, halter tops, sleeveless shirts, plunging necklines, wrap-around skirts, hooded shirts or sweatshirts, shorts, holes in clothing, khaki pants, camouflage shirts or open-toed shoes. Skirts must be knee length. Shirts may not hang more than 3 inches below the belt line. Jackets and sweaters are allowed only from November 1 to April 30, and stay on the coat rack in the lobby. No gang or profane wording. [1]
CONTACT	Inmates and visitors may embrace and kiss, in good taste, in a watched area next to the officer's desk. Extended displays of affection are not allowed. [1]
WHEN IT GETS CROWDED	Visits end first in, first out. Visitors who traveled a long way or rarely get to visit are ended last. [1]
NURSING MOTHERS	A discreet room with a privacy curtain, out of view of inmates. [1]

HOW TO GET ON THE VISITING LIST

1. When they arrive, your loved one gets the visiting guidelines and a visiting list request form. They send the form and the visiting rules to you.
2. The list holds **15 adult visitors** (16 and older). They can update it at any time.
3. Immediate family is added after the counselor verifies the relationship and runs an NCIC background check. Everyone else gets a background check too.
4. They must have known you before prison. If they did not, the Warden has to approve it.
5. Except for immediate family, a visitor cannot be on more than one inmate's list without the Warden's approval. Michigan does not recognize common-law marriage.
6. Someone with a prior criminal history who is not on probation can be added only with the Warden's approval.
7. Do not drive until your loved one tells you that you are approved. It is **their** job to tell you.

Fill out the visiting form for Milan

[1]

DRIVING DIRECTIONS (FROM THE BOP)

FROM THE SOUTH	Take U.S. 23 northbound and exit on Carpenter Road, Exit 27. Turn east onto Arkona Road, drive about a quarter mile, and turn right into the institution parking lot.
FROM THE NORTH	Take U.S. 23 southbound and exit on Carpenter Road, Exit 27. Turn left, drive over the overpass, then follow the signs toward the Federal Prison. Follow the signs for Inmate Visitor Parking.

Street address for your GPS: 4004 East Arkona Road, Milan, Mi 48160. [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 MILAN

Rules dated **December 16, 2024** (2 years old)

Official rules (PDF) (bop.gov/locations/institutions/mil/mil_visit.pdf) En español (PDF) (bop.gov/locations/institutions/mil/mil_visit_sp.pdf)

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

Skirts and dresses	Skirts must be knee-length (0 inches above knee).
Shorts	No shorts.
Colors to avoid	No khaki-colored pants or shirts.
Leggings, spandex	No spandex clothing. No excessively tight 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.
Shoes	No open-toed shoes; all visitors must wear shoes.
Children	Officers have discretion over children's clothing.

ALL 22 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- Skirts must be knee-length (0 inches above knee).
  BOP wording: "Khaki colored pants or Camouflage Skirts that are not knee-length"
- No shorts.
  BOP wording: "Excessively tight clothing Shorts"
- No tank tops or sleeveless shirts.
  BOP wording: "Tank tops Halter tops/sleeveless shirts Holes in clothing"
- No plunging necklines.
  BOP wording: "Plunging necklines Wrap-around skirts Hooded shirts/sweatshirts"
- No halter tops.
  BOP wording: "Tank tops Halter tops/sleeveless shirts Holes in clothing"
- No transparent or see-through clothing.
  BOP wording: "Excessively tight clothing Transparent/see-through clothing Spandex clothing"
- No excessively tight clothing.
  BOP wording: "Excessively tight clothing Transparent/see-through clothing Spandex clothing"
- No spandex clothing.
  BOP wording: "Excessively tight clothing Transparent/see-through clothing Spandex clothing"
- No holes in clothing.

BOP wording: "Tank tops Halter tops/sleeveless shirts Holes in clothing"

COLORS AND UNIFORMS

- No khaki-colored pants or shirts.
  BOP wording: "Khaki colored pants or shirts Wrap-around skirts Hooded shirts/sweatshirts"
- No camouflage.
  BOP wording: "Khaki colored pants or Camouflage Skirts that are not knee-length"

BRAS, UNDERWEAR AND METAL

- No watches or electronics in visiting room.
  BOP wording: "Electronics/Watches Lipstick/Chapstick/lip gloss Packages"

SHOES

- No open-toed shoes; all visitors must wear shoes.
  BOP wording: "Open-Toed shoes Camouflage Skirts not knee-length"

HATS, HOODS AND COATS

- No hooded shirts or sweatshirts.
  BOP wording: "Plunging necklines Wrap-around skirts Hooded shirts/sweatshirts"
- Jackets, coats, sweaters only Nov 1-Apr 30, left on lobby coat rack.
  BOP wording: "Jackets, coats, or sweaters will only be allowed"

CHILDREN

- Officers have discretion over children's clothing.
  BOP wording: "Officers have discretion when dealing with children's clothing."

EVERYTHING ELSE

- No wording showing gang affiliation or profanity.
  BOP wording: "No attire with questionable wording (i.e.: gang affiliation, profanity, etc.)."
- No wrap-around skirts.
  BOP wording: "Plunging necklines Wrap-around skirts Hooded shirts/sweatshirts"
- No shirts hanging more than 3 inches below belt line.
  BOP wording: "No shirts that hang lower than 3" below the belt line."
- Avoid sexually suggestive clothing styles.
  BOP wording: "Visitors will dress appropriately and avoid clothing styles that are"

IF THEY SAY NO

- Inappropriate clothing may result in denied entry.
  BOP wording: "Clothing which may be inappropriate and result in a visitor being denied"
- Questionable clothing cleared by IDO or Operations Lieutenant.
  BOP wording: "clothing will be cleared through the Institution Duty Officer or the Operations Lieutenant before being"

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 Milan
P.O. Box 1000
Milan, Mi 48160

The handbook says to address mail: **inmate name, Federal Correctional Institution, inmate register number, Post Office Box 1000, Milan, Michigan 48160**. Mail without this information is returned. [2]

Use the P.O. Box only. Never mail to the street address (4004 East Arkona Road, Milan, Mi 48160).

MAIL DAYS	Mail is delivered Monday through Friday after the 4:00 p.m. count. There is no delivery on Saturday, Sunday or federal holidays. [2]
THROUGH THE POST OFFICE ONLY	All incoming mail, including packages, must come through the United States Post Office. Incoming mail is opened and inspected. [2]
LEGAL MAIL	Must be clearly marked "Special Mail - Open only in the Presence of the Inmate." [2]
BOOKS AND PAPERS	Hardcover books come from the publisher, a bookstore or a book club, in a package marked "Paperback book enclosed" or "Authorized Reading Material". Newspapers come by subscription only. [2]
STAMPS	Stamps are bought through the commissary and cannot be received by mail. [2]
MONEY	Send funds to the BOP Lockbox or by Western Union, never in a letter to the prison. [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. MIL-5267.09.h, Visiting Regulations (December 16, 2024) bop.gov/locations/institutions/mil/mil_visit.pdf
2. FCI and FDC Milan Admission and Orientation Handbook (updated July 2013) bop.gov/locations/institutions/mil/mil_ao-handbook.pdf