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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 POLLOCK

Federal Correctional Institution · Pollock, LA · Phone 318-765-4400

VISIT CARD · CUT OUT AND KEEP IN THE CAR

WHEN
Saturday, Sunday and approved holidays
The handbook lists visiting only on Saturday, Sunday and approved holidays.[1]

HOURS
8:00 a.m. to 3:00 p.m.
The last visitor is processed into the visiting room at 2:00 p.m.[1]

WHO CAN COME
5 visitors
No more than 5 visitors at a time.[1]

BRING
Photo ID
Visitors must show valid state or federal government photo ID.[1]

CALL FIRST
318-765-4400
Call before you drive, every time.

BEFORE YOU GO: GET ON THE LIST

1. During Admission and Orientation, staff give them Visitor Information Forms. **They** mail a form to each person they want on the list.
2. The visitor fills it out and mails it back to the **unit team**, who run a background check (NCIC).
3. The handbook says a visitor may be turned down for: wrong or missing information, not signing the background-check form, false information, a conviction or time in prison in the past 5 years, being on probation or parole without the supervising officer's approval, or no relationship with the inmate before prison. Exceptions need the Warden's approval, usually only for people with no other visitors.
4. A person who was turned down can apply again after 1 year.
5. The handbook does not say how many people can be on the list, how often it can change, or how many visits they get a month. Ask the unit team.[1]

AT THE DOOR

SCREENING	Everyone must clear the **metal detector**. A visitor who cannot clear it is not let in. A hand-held detector is used only to find where metal is, and only with current medical papers. Some visitors are picked at random for the **ION drug scanner**. Refusing a search means you are turned away.[1]
MONEY FOR VENDING MACHINES	Up to **$20.00 in coins only**. The inmate must eat anything bought in the visiting room before leaving. Visitors may not bring in items to give to the inmate.[1]
WHAT YOU CAN CARRY	For a baby: two diapers, one baby blanket, two baby food containers and two clear, full baby bottles, in a clear container or case.[1]
WHAT NOT TO WEAR	No hats, open-toe sandals or shoes, low-cut shirts or blouses, halter tops, see-through or sheer clothing, overalls, sleeveless tops or dresses, shorts, miniskirts, culottes, Capri pants or spandex. Dresses no shorter than the top of the knee. No skirts with slits above the knee. No clothing with insulting, sexually suggestive or gang-related logos. Everyone wears underwear; women must wear a bra. No bare feet (babies excepted). Nothing that looks like inmate clothing, such as **khaki or grey sweats**. Children under 12 may be allowed to wear shorts.[1]
TOUCHING	Staff may limit physical contact to keep out contraband. Once seated, the inmate stays seated, and staff may assign special seats.[1]
WHAT THEY WEAR	Khaki, or a yellow jumpsuit. They may take in only a wedding band, religious headwear, a religious medallion and prescription eyeglasses.[1]
WHEN IT GETS CROWDED	Staff first ask for volunteers to leave, and for visitors who traveled shorter distances. If it is still crowded, it is **first in, first out**.[1]
TURNED AWAY AT THE FRONT	Not properly dressed, not on the approved list, cannot clear the metal detector, fails the ION scan, refuses a search, no valid ID, bad behavior, or breaking federal or prison rules.[1]

ALL VISITING DAYS AND HOURS

WHERE	DAYS	HOURS
USP, FCI and satellite camp	Saturday, Sunday and approved holidays	8:00 a.m. to 3:00 p.m.

The last visitor is processed into the visiting room at 2:00 p.m. Visits end at 3:00 p.m. Staff may ask people to leave early if the room is crowded.[1]

The handbook lists visiting only on Saturday, Sunday and approved holidays. It does not say which holidays. Call the prison and ask whether a holiday is a visiting day.

GETTING THERE

From the south	Go north on Highway 165. After passing the town of Ball, watch for the FCC Pollock and Airport signs. Turn left on Airbase Road. Go about 2 miles to the front entrance of FCC Pollock.
From the north	Go south on Highway 165. After passing the town of Pollock, watch for the FCC Pollock and Airport signs. Turn right on Airbase Road. Go about 2 miles to the front entrance.
Taxis (from the handbook)	Express Taxi Cab 318-403-1004 (24/7), Cenla Taxi Cab 318-448-1417 (24/7), Brown's Cab and Shuttle 318-787-2371, Magic City Taxi 318-640-2768, Broadway Cab Service 318-443-1278 (24 hours).

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 POLLOCK

Rules dated **January 2023** (3 years old) · from the prisoners' handbook; no visiting rules posted

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

Skirts and dresses	Dresses no shorter than top of knee (0 inches); no miniskirts or slits above knee.
Shorts	No shorts (children under 12 may at staff discretion).
Colors to avoid	No khakis resembling inmate clothing. No grey sweats. No clothing resembling inmate clothing style or color.
Leggings, spandex	No spandex.
Bras and metal	Female visitors must wear a bra.
Camouflage, military	Not in the written rules. Many prisons ban both; leave them home.
Shoes	No open-toe sandals.
Children	Children under 12 may wear shorts at staff discretion.

ALL 23 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- Dresses no shorter than top of knee (0 inches); no miniskirts or slits above knee.
  BOP wording: "Dresses will not be shorter than the top of the knee."
- No shorts (children under 12 may at staff discretion).
  BOP wording: "sleeveless tops/dresses, shorts, miniskirts,"
- No sleeveless tops or dresses.
  BOP wording: "overalls, sleeveless tops/dresses, shorts,"
- No low-cut shirts or blouses.
  BOP wording: "low cut shirts & blouses, halter-tops,"
- No garments revealing the mid-section.
  BOP wording: "garments which reveal the mid-section,"
- No halter tops.
  BOP wording: "low cut shirts & blouses, halter-tops, transparent or"
- No transparent or sheer clothing.
  BOP wording: "transparent or sheer clothing,"
- No spandex.
  BOP wording: "Capri-pants, or spandex."
- No grey sweats.
  BOP wording: "khakis, grey sweats)"

COLORS AND UNIFORMS

- No khakis resembling inmate clothing.
  BOP wording: "resembles the style or color of inmate clothing (i.e., khakis, grey sweats)"
- No grey sweats.
  BOP wording: "(i.e., khakis, grey sweats) will not be allowed into the institution."
- No clothing resembling inmate clothing style or color.
  BOP wording: "resembles the style or color of inmate clothing"

BRAS, UNDERWEAR AND METAL

- Female visitors must wear a bra.
  BOP wording: "Female visitors are required to wear a bra."
- All visitors must wear undergarments.
  BOP wording: "All visitors will wear under garments."

SHOES

- No open-toe sandals.
  BOP wording: "hats, open-toe sandals, shoes, low cut shirts & blouses,"
- No open-toe sandals.
  BOP wording: "open-toe sandals, shoes,"

HATS, HOODS AND COATS

- No hats.
  BOP wording: "The following items are NOT allowed: hats, open-toe sandals, shoes,"

CHILDREN

- Children under 12 may wear shorts at staff discretion.
  BOP wording: "children under the age of twelve may be allowed to wear shorts."

EVERYTHING ELSE

- No derogatory, sexually suggestive or gang-related logos.
  BOP wording: "Clothing with derogatory, sexually suggestive, or gang-related logos will not be allowed."
- No overalls.
  BOP wording: "sheer clothing, overalls, sleeveless tops/dresses,"
- No culottes or capri pants.
  BOP wording: "miniskirts, culottes, Capri-pants, or spandex."
- No bare feet except babies; footwear required.
  BOP wording: "No bare feet will be permitted {excluding babies}."

IF THEY SAY NO

- Ops Lieutenant/IDO decide on inmate-like clothing and children's shorts.
  BOP wording: "At the discretion of the Operations Lieutenant or Institution Duty Officer,"

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 Pollock
P.O. Box 4050
Pollock, LA 71467

The envelope, filled in. Their name and number must match the BOP Inmate Locator exactly.[1]

The BOP lists the FCI's inmate mail address as **P.O. Box 4050, Pollock, LA 71467**. Put their full name and full register number on the envelope. The handbook says mail without the full name and number is slow, and nicknames and religious names are not recognized.[1]

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

THE MAIL RULES

POSTAL SERVICE ONLY	Only mail from the United States Postal Service is accepted. There is no mail service on weekends or holidays. Mail is delivered Monday to Friday, usually after the 4:15 p.m. count.[1]
MAIL IS OPENED	All incoming general mail is opened and inspected before they get it.[1]
NOTHING ON IT	Lipstick, stickers, perfume or any other odor, hair, fluids, smeared wet ink or any other foreign substance on or in the mail: not allowed.[1]
PACKAGES	Every package needs approval first, except items the BOP allows without it (magazines, paperback books, educational or legal materials). Those must be marked "Authorized by Bureau Policy."[1]
OUTGOING MAIL	Outgoing general mail must stay **unsealed**, with their name, register number and return address (with the institution spelled out) in the upper left corner, and a TRULINCS mailing label. Staff may read it.[1]
LEGAL MAIL	Special mail (attorneys, courts, Congress and others) may be sealed.[1]
MONEY	Never put money in a letter. Use the lockbox in Des Moines (see the Money tab).[1]

Sources

1. FCC Pollock Admission and Orientation Handbook (revised January 2023) bop.gov/locations/institutions/pom/pom_ao-handbook.pdf