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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 RAY BROOK

Federal Correctional Institution · Ray Brook, NY · Phone 518-897-4000

VISIT CARD · CUT OUT AND KEEP IN THE CAR

WHEN **Saturday, Sunday and federal holidays.** No visiting Monday through Friday except federal holidays.[1]	HOURS **Visiting 8:30 a.m. to 2:30 p.m.** Visitors who reach the entrance building after 1:30 p.m.[1]	WHO CAN COME **5 adult visitors** No more than 5 adult visitors per inmate.[1]
BRING **16 or older** Everyone 16 or older needs a driver's license or other state or government photo ID, and must be on the appro...[1]	CALL FIRST **518-897-4000** Call before you drive, every time.	

THE BOP'S OWN PAPERS DISAGREE. The Ray Brook handbook (**September 1, 2013**) says visiting is Saturday, Sunday and holidays from **8:30 a.m. to 3:00 p.m.** and is limited on an hourly point basis. The newer visiting rules (**September 30, 2020**) end visiting at **2:30 p.m.** and mention no points. The 2020 rules also have a COVID-19 modified plan (a rotation by unit, 2 adult visitors per inmate, 18 adult visitors in the room, masks, no vending machines). Go by the newer rules and call 518-897-4000 before you drive to ask which plan is in use.[1]

BEFORE YOU GO: GET ON THE LIST

1. After arrival they give their Correctional Counselor a list of proposed visitors. Unless there is good cause, **immediate family** (the handbook lists parents, grandparents, step-parents, foster parents, brothers, sisters, spouse and children) goes on the list.
2. Other relatives and friends are added only after a background check. The visitor fills out the Visitor Information form (printed in the rules as BP-S629) and an Institution Request for Visitor Information form. **They** mail them to you. You mail them back directly to their Correctional Counselor. A visitor under 16 needs a parent or guardian to sign.
3. The list holds a maximum of **12 friends and associates** (this applies only to designated inmates). They must have known you before prison, unless the Warden makes an exception.
4. Staff tell them yes or no, and **they** tell you. Do not drive until you are approved. Normally a visitor cannot be on more than one inmate's list unless the inmates share the same immediate family.
5. Pretrial and holdover inmates may have only immediate family and attorneys on the list.
6. The list can be changed at any time following these steps.[1]

AT THE DOOR

CHILDREN	Children under 16 may not visit unless with a responsible adult. Children under 16 do not need to be on the list (2013 handbook) but visitors 16 and older do.[1]
SCREENING	Everyone clears the **walk-through metal detector**. Anyone who fails or refuses is turned away. Visitors are picked at random for the **ion scanner** and for pat searches. A positive ion test can mean being denied entry. Belongings, shoes, coats and diapers go through an x-ray. Each visitor gets a hand stamp that is checked under a black light going in and again leaving.[1]
MONEY FOR VENDING MACHINES	The 2020 rules say visitors may buy food and drink from the vending machines in the visiting room, and the 2013 handbook says money is allowed for them. **Neither gives an amount.** Visitors may not pass money to the inmate, and the visiting room staff cannot take money for their account.[1]
WHAT YOU CAN CARRY	A clear wallet or change purse no bigger than 5 by 8 by 4 inches with **money and ID only**. For a baby: four diapers, two sealed jars of baby food, three bottles, one crib-size blanket and one small diaper bag (paper or plastic) for baby or female hygiene items. Lockers in the front lobby hold everything else. **No medicine** unless the Operations Lieutenant or Duty Officer approves.[1]
NOT ALLOWED IN	Balloons, gum, candy, food, toys (dolls and toy weapons too), newspapers, magazines, books, legal papers, baby carriers, regular diaper bags, cosmetics, writing instruments, tobacco, photographs, pagers, cell phones, remote door-lock devices, papers or gifts for the inmate.[1]
WHAT NOT TO WEAR	No see-through clothing. No tank tops, muscle shirts, halter tops, short shorts, mini-skirts, culottes or tight clothing (shoulders covered, no exposed cleavage). Shorts and skirts no more than 6 inches above the knee. No bare feet (babies excepted) and no open-toed shoes or flip-flops. No ball caps, hats, bandanas or other headwear except religious headwear. **Men may not wear khaki**, which looks like inmate clothing.[1]
TOUCHING	Hand shaking, embracing and kissing within good taste and of short duration at the start and end of the visit only. Staff assign seats and no one may change seats. The inmate stays seated.[1]
WHAT THEY WEAR	An institution-issued one-piece khaki jumpsuit, underwear and socks, and a plain white T-shirt, with issued shower shoes or crocs. They may take in one pair of prescription eyeglasses, one plain religious neck chain, one plain wedding band and picture tickets.[1]
WHEN IT GETS CROWDED	The Operations Lieutenant or Duty Officer may shorten visits or limit visitors, thinking about room capacity, local or frequent visitors and distance traveled. A visitor who leaves cannot come back the same day.[1]
ONE VISIT A DAY	An inmate is processed in once a day for the same visitor. Visitors may not leave and return the same day unless the Warden approves ahead of time.[1]
SEX OFFENSE INVOLVING A MINOR	An inmate convicted of a sex offense involving a minor has the visits closely monitored and sits as close to the officer's station as possible.[1]

ALL VISITING DAYS AND HOURS

WHERE	DAYS	HOURS
FCI	Saturday, Sunday and federal holidays. Visitor processing begins at 8:00 a.m.	Visiting 8:30 a.m. to 2:30 p.m.
Special Housing Unit (SHU)	Video visits only, on weekends and holidays. Approved ahead by the unit team and the Captain. Up to 2 visitors for 2 hours. Visitors are not processed after 12:00 p.m. and SHU visiting ends at 2:00 p.m.	Starting at 8:30 a.m.

Visitors who reach the entrance building after 1:30 p.m. are not processed into the visiting room. Do not arrive on the grounds before 8:00 a.m. Only approved visitors may be on the grounds before or during visiting. No one may wait at the front entrance or in a car in the parking lot.[1]

No visiting Monday through Friday except federal holidays. Visiting days and times can change. The 2020 rules say a notice goes on the prison's website, the phone message system and TRULINCS when visiting is under COVID-19 modified rules.

GETTING THERE

The address	FCI Ray Brook is at 128 Ray Brook Road, Ray Brook, NY. The 2020 rules say it is off State Route 86, 5.06 miles from Saranac Lake and 6.46 miles from Lake Placid, about 10 miles from the Adirondack Regional Airport. Phone 518-897-4000. Motel and restaurant reservations are recommended in peak tourist seasons.
From the north or south (2013 handbook)	Take I-87 to Exit 30 toward RT-73/Keene Valley. Turn left onto US-9 (2.2 miles). Turn slight left onto NY-73 N (25.9 miles). Turn slight left onto Old Military Rd/CR-35 (3.6 miles). Turn left onto NY-86. Follow NY-86 to the New York State Troopers Barracks (Troop B), directly across from the left turn onto Old Ray Brook Rd.
From the east (2013 handbook)	Take NY-73 N (25.9 miles). Turn slight left onto Old Military Rd/CR-35 (3.6 miles). Turn left onto NY-86 and follow it to the Troop B barracks, across from the left turn onto Old Ray Brook Rd.
Buses and taxis (2013 handbook)	Adirondack Trailways Bus 1-800-858-8555. Rick's Taxi 518-523-4741, Gene's Taxi 800-564-2149, Carrows Taxi 518-523-9091. Wooden signs for FCI Ray Brook are at both entrances of Old Ray Brook Road.

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 RAY BROOK

Rules dated **SEPTEMBER 30, 2020** (6 years old)

Official rules (PDF) (bop.gov/locations/institutions/rbk/rbk_visit.pdf) No Spanish version posted

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

Skirts and dresses	Skirts no more than six inches above the knee; no mini-skirts.
Shorts	No short shorts; shorts no more than six inches above the knee.
Colors to avoid	Male visitors may not wear khaki pants or shirts like inmates.
Leggings, spandex	No excessively 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	Not in the written rules. Many prisons ban both; leave them home.
Shoes	No open-toed footwear at any time. No flip flops or sandals.
Children	Babies may be barefoot.

ALL 17 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- Skirts no more than six inches above the knee; no mini-skirts.
  BOP wording: "Shorts and skirts will be no more than six inches above the knee."
- No short shorts; shorts no more than six inches above the knee.
  BOP wording: "Shorts and skirts will be no more than six inches above the knee."
- No tank tops or muscle shirts; shoulders must be covered.
  BOP wording: "clothing will not be admitted into the institution. Tank tops, muscle shirts,"
- No exposed cleavage.
  BOP wording: "fitting clothing will not be allowed (i.e., shoulders must be covered and no"
- No halter tops.
  BOP wording: "halter tops, short shorts, mini-skirts, culottes, or excessively tight"
- Visitors in transparent clothing will not be admitted.
  BOP wording: "appropriate dress in the visiting room. Visitors wearing transparent"
- No excessively tight-fitting clothing.
  BOP wording: "halter tops, short shorts, mini-skirts, culottes, or excessively tight"

COLORS AND UNIFORMS

- Male visitors may not wear khaki pants or shirts like inmates.
  BOP wording: "clothing (i.e . , khaki pants or shirts) will not be allowed to visit."

SHOES

- No open-toed footwear at any time.
  BOP wording: "Excluding babies, no bare feet will be permitted. No open toed footwear will"
- No flip flops or sandals.
  BOP wording: "be allowed in the visiting room (e.g., flip flops/sandals) at any time ."

HATS, HOODS AND COATS

- No ball caps, hats, bandanas, or other headwear.
  BOP wording: "Furthermore, ball caps, hats, bandanas, or any other headwear will not be"
- Authorized religious headwear is allowed.
  BOP wording: "authorized, with the exception of authorized religious headwear. All"

CHILDREN

- Babies may be barefoot.
  BOP wording: "Excluding babies, no bare feet will be permitted. No open toed footwear will"

EVERYTHING ELSE

- No culottes.
  BOP wording: "halter tops, short shorts, mini-skirts, culottes, or excessively tight"
- COVID-era face coverings required: solid color, not blue or red, no writing.
  BOP wording: "not permitted), secure behind the ears, contain no writing and cover the nose and"

IF THEY SAY NO

- Suggestive or revealing clothing will be denied admittance.
  BOP wording: "wearing clothing of a suggestive or revealing nature will be denied"
- Attire questions go to the Operations Lieutenant or Institution Duty Officer.
  BOP wording: "questions regarding attire will be directed to the Operations Lieutenant or"

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 Ray Brook

P.O. Box 900

Ray Brook, NY 12977

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

The handbook gives the mailing address as **FCI Ray Brook, P.O. Box 900, Ray Brook, New York 12977**, with their name and register number. The BOP's facility feed lists the same P.O. Box. This is from the 2013 handbook.[2]

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

THE MAIL RULES

MAIL DAYS	First class mail is handed out Monday through Friday, except holidays, by the evening watch officer in each housing unit. There is no limit on the number of incoming letters unless it becomes an unreasonable burden.[2]
OUTGOING MAIL	Outgoing mail must stay **unsealed** (legal mail excepted). It needs their name, register number and return address in the upper left corner and the recipient's address on a TRULINCS label. They drop it in the unit mailbox by 10:15 p.m.[2]
LEGAL MAIL	Legal and special mail is delivered by the unit team within 24 hours of receipt.[2]
PUBLICATIONS	They may get publications without prior approval, but the Warden can reject some (for example ones about weapons, escape or drugs).[2]
MONEY	Never put money in a letter. It goes to the BOP lockbox in Des Moines (see the Money tab).[2]

Sources

1. RBK 5267.09D, Visiting Regulations, Institution Supplement (September 30, 2020) bop.gov/locations/institutions/rbk/rbk_visit.pdf
2. FCI Ray Brook Admission and Orientation Handbook (September 1, 2013) bop.gov/locations/institutions/rbk/rbk_ao-handbook.pdf