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# Institution Supplement

OPI : Correctional Services  
Number : FLF - 5267.08a  
Date : August 13, 2008  
Subject : Visiting Regulations

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1. PURPOSE: To establish guidelines and procedures for visiting at the Federal Correctional Institution, Florence, Colorado.
  2. DIRECTIVES AFFECTED:
    - a. Directives Rescinded: Institution Supplement FLF 5267.07, Visiting Regulations, dated October 23, 2006.
    - b. Directives Referenced: Program Statement 5267.08, Visiting Regulations, dated May 11, 2006, and Program Statement 5510.12, Searching, Detaining, or Arresting Persons Other than Inmates, dated January 15, 2008.
  3. CORRECTIONAL STANDARDS REFERENCED: ACA Standards for Adult Correctional Institutions, 4th Edition, 4-4498 through 4-4504.
  4. VISITING LOCATION: Regular visits will be conducted in the visiting room, Special Housing Unit visits will be conducted via video visiting. All inmates are responsible for notifying their approved visitors of the visiting regulations (see Attachment A) and forwarding the appropriate forms to their visitors (BP-Forms 224 and 311). Inmates will be provided with visiting regulations upon their arrival at the institution (see Attachments A and B).

Special Housing Unit visiting procedures are as follows: Inmate visitors will be processed into the institution (A - Building Only) in accordance with established guidelines. **Inmates are authorized two adults and two children at any one time in the video visiting room.** Additional visitors may be authorized on a case by case basis at the discretion of the Operations Lieutenant, or the Institution Duty Officer.

Inmate visitors will be escorted by available staff to the designated visiting rooms located in the A-Building and secured in place. Prior to placing the inmate visitors in their assigned visiting area, escorting staff will perform a visual inspection of the visiting area noting the condition of the area. Any damages to monitoring equipment or visiting room will be documented via written memorandum.

SHU staff will escort the requested inmate to the assigned visiting room within the Special Housing Unit in hand and leg restraints, including a belly chain, and secure in the room. Prior to placing the inmate in his assigned visiting area, escorting staff will perform a visual inspection of the visiting area noting the condition of the area. Any damages to monitoring equipment or visiting room will be documented via written memorandum and incident report.

5. **VISITING HOURS:** Social visits are conducted Friday from 5:00 p.m. to 8:00 p.m. and Saturday, Sunday, and federal holidays from 8:00 a.m. to 3:00 p.m.

Visitors may not enter the lobby areas until 15 minutes before visiting, nor will they be processed into the visiting room after 2:00 p.m. on Saturdays, Sundays, and federal holidays. Visitors will not be processed in after 7:00 p.m. on Friday evenings. No visitors will be processed into the visiting room during the 10:00 a.m. count on Saturday, Sunday and federal holidays. Visitor traffic will be stopped at the Front Gate of the complex at 9:30 a.m. No more visitors will be allowed to access the complex until the 10:00 a.m. count has cleared. This is to ensure all out counts and required documentation are in the control room prior to the count being announced. There will be no inmate movement during the count. No visitors will be allowed into the Administration Building prior to the above scheduled times unless authorized by the Warden.

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**Special Housing Visitation:** Special Housing Unit, non-contact video visiting will be allowed for all inmates in the unit, with the exception of inmates on visiting restriction. Visiting will be allowed on Friday evenings, 6:00 p.m. - 8:00 p.m., and Saturday, Sunday, and federal holidays from 8:00 a.m. to 3:00 p.m. Visits will ordinarily be authorized for two-hour periods per inmate.

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6. **INSTITUTION ENTRANCE PROCEDURE:** The Visiting Room Officers have the responsibility of maintaining institution security by ensuring that proper entrance and screening procedures are practiced and followed at all times by all staff involved. All visiting traffic will enter and leave the institution through the Front Entrance. Visitors should be limited to the authorized amount of visitors and the maximum number of visitors allowed, (five not including minor children) not the total capacity of the room. The Visiting Room Officers must be alert for the attempted departure of inmates with visitors.

7. **IDENTIFICATION OF VISITORS:** Satisfactory identification of adult visitors, 16 years and older, must precede visits. All visitors 18 years of age and older must produce some form of identification. This will ordinarily be accomplished by picture identification, such as current driver's license, passport, or state identification card. An expired ID is not considered valid. Visitors will not be permitted in without proper identification. The IDO and the Operations Lieutenant will be notified in questionable cases. Additionally, visitors are prohibited from bringing animals on institutional grounds unless the animal is a dog that assists disabled persons.

Verification that the inmate is at this facility shall be made by reviewing the inmate roster provided daily by the Control Center Officer. Verification will subsequently be made that the visitor is on the inmate's approved visiting list.

8. **VISITING RESTRICTIONS AND OVERCROWDING:** Although there is no restriction on the frequency of visits during normal visiting hours, a visit may be curtailed or terminated for emergency situations, improper conduct on the part of the inmate or his visitor(s), or when the visiting area reaches maximum capacity, 140. Should the visiting room reach full capacity, the Visiting Room Officer will advise the Operations Lieutenant and the Institution Duty Officer (IDO) of the situation. The Operations Lieutenant and IDO have authorization to curtail or terminate visits.

Should it become necessary to curtail visits due to over crowding, a maximum two hour visit will be implemented. The IDO or Operations Lieutenant will begin curtailing visits of those who live within a fifty-mile radius of the institution, and continue at fifty-mile increments. If the condition continues, and termination of visits becomes necessary, those who visit most frequently will have their visits terminated first.

Attorney visits for SHU inmates will be conducted in the visiting room in one of the Attorney/client rooms.

9. **NUMBER OF VISITORS:** The number of persons allowed while visiting one inmate is limited to five which includes adults. Children age fifteen and under are not counted against the inmate's five maximum visitors. The Visiting Room Officer will not allow more than the maximum of five visitors to visit an inmate at one time. Any exceptions must have prior approval by the Associate Warden of Programs . All others will be counted towards the maximum five visitors.

Split Visits: Should more than five visitors arrive at the same time, a split visit may be arranged at the discretion of the IDO.

A split visit is defined as a visit where one or more visitors leave the visiting room to be replaced by other authorized visitor(s). Those visitors leaving may not return to the visiting room and must depart the Complex.

10. **ATTORNEY VISITS:** Attorney visits will ordinarily take place in the attorney/client rooms in the visiting room. Attorney visits will be arranged by the Unit Team prior to the visit when the attorney is not on the inmate's approved visiting list. Attorney visits will be supervised by the unit team who arranged the visit. If all attorney/client rooms are occupied, the attorney visit may take place in the main visiting room, at the election of the attorney and the inmate. In the event that a visit occurs in the main visiting room, staff will make every effort not to overhear any of the conversation between the inmate and attorney.

It is the unit team's responsibility to submit a memorandum to the Associate Warden of Programs if the attorney needs any special equipment such as tape recorders or video equipment, prior to the visit. If used such equipment must be authorized in advance by the Warden in accordance with Program Statement 1315.07, Legal Activities, Inmate, dated November 5, 1999.

11. **APPROVED VISITORS:** Visits are permitted for those on the inmate's approved visiting list as authorized by the Unit Team. Only 20 visitors inclusive of immediate family, friends or associates, will be permitted on each inmate's visiting list. This limit does not include the inmate's attorney or minister of record.

It is the responsibility of the inmate to advise his visitor(s) not to visit prior to receiving notification they have been approved as visitors. Unit Team will notify the inmate when visitors are approved. It is the inmate's responsibility to notify the visitor(s) once the approval has been received.

The visitor(s) should be placed on the approved list after suitable investigation from the usual sources, i.e., pre-sentence reports, U.S. Probation Officer, local law enforcement agencies, individuals concerned, etc. Except for immediate family, visitors will not ordinarily be placed on more than one inmate's approved visiting list. Any exceptions must have prior approval by the Associate Warden of Programs.

- a. Immediate Family: These persons include parents, step-parents, foster parents, siblings, spouse, and children.
- b. Children Under Sixteen: Children under the age of 16 may not visit unless accompanied by a responsible adult. Children shall be kept under supervision of a responsible adult or a children's program. Exceptions in unusual circumstances may be made by special approval of the Warden. Minor children will not count against the 20 visitors authorized on the inmate's visiting list. All minor children **will** be on the approved visiting list.

The signature of a parent or legal guardian on the Visitor Information form (BP-629) is necessary to process a request for an applicant under 18 years of age. Ordinarily, completing the questionnaire portion of this form (items 1 through 14) is not required if such an applicant is a verified immediate family member of the requesting inmate.

- c. Volunteers: Persons who are approved as institution volunteers who have a volunteer I.D. badge may not be approved as regular visitors unless approved by the Regional Director in writing. The only exception to this is the Prisoner Visitation and Support (PVS) visitors.

12. **PREPARATION OF THE LIST OF VISITORS/METHOD BY WHICH STAFF WILL MAKE WRITTEN GUIDELINES AVAILABLE TO VISITORS:**

- a. Each new inmate will be provided copies of the local visiting guidelines (in Admission and Orientation Handbook) and a visiting list request form. The unit teams are responsible for approving, denying, preparing and placing approved inmate visiting lists in the visiting room and on the visiting computer program.
- b. Amendments to the visiting list will be processed by the unit team. Inmates desiring a change shall submit an Inmate Request to Staff Member form to their unit team with the appropriate information. Inmate files will be inventoried and updated weekly by the unit team.
- c. Visiting privileges shall ordinarily be extended to friends and associates having an established relationship prior to confinement, unless such visits could reasonably create a threat to the security and good order of the institution.

13. **SPECIAL VISITS**: Unless otherwise noted, the requirement for the existence of an established relationship prior to confinement does not apply.
- a. Law Enforcement Interviews: The SIS department will approve, coordinate and supervise all interviews between law enforcement agencies and inmates. The SIS department will also inform the Warden and Captain of the visit.
  - b. Hospital Visits: Visits to inmates hospitalized in community hospitals will be arranged by the IDO and must be approved by the Warden in writing. Visiting hours and policies for local hospitals must be followed. The visits will be supervised by the escorting Officers.
  - c. Business Visits: Business visits will be arranged and supervised by Unit Team. The visit must be approved by the Warden. The Warden may waive the requirement for the existence of an established relationship prior to confinement for visitors approved under this paragraph.
  - d. Religious Visits: The Chaplain is responsible for coordinating clergy visits which must be approved by the Warden. The Chaplain is responsible for approving an inmate's minister of record which will be placed onto the inmate's visiting list. These visits will be supervised during regularly scheduled visiting hours by visiting room staff and, to the extent practicable, in an area of the visiting room which provides a degree of separation.
  - e. Inmates in Holdover Status: Inmates in holdover status will visit under the same guidelines as inmates housed in the Special Housing Unit.
  - f. Consular Visits: Special visits must be approved by the Warden. These visits will be conducted during regularly scheduled visiting hours.
  - g. Representatives of Community Groups: Special visits must be approved by the Warden. These visits will be conducted during regularly scheduled visiting hours.
14. **DETAINING VISITORS**:
- a. Visitors may be detained in accordance with Program Statement 5510.12, Searching, Detaining or Arresting Persons Other than Inmates, which states in part, "A person may be detained pending further investigation, or while staff await advice from, or arrival of, law enforcement officials, to confirm or dispel a suspicion that the individual may have committed a criminal offense, or engaged in prohibited activities, including possession of prohibited objects."
  - b. Staff shall use only the amount of force necessary to detain the individual. Visitors will be detained in the front entrance break area, out of sight of, and where there can be no contact with other visitors and inmates. Staff shall forward through the Warden, to the Regional Director, a report describing the circumstances requiring the use of force.

- c. An individual is not ordinarily detained for conduct which poses little or no threat to the security or orderly running of the institution.

15. **SEARCHING OF VISITORS:**

All searches shall be conducted using the guidelines set forth in Program Statement 5510.12, Searching, Detaining or Arresting Persons Other than Inmates.

- a. Right to Refusal: A visitor who objects to any search, test, or entrance procedures has the option of refusing and leaving the institution grounds, unless there is reason to detain or arrest the visitor. Staff shall deny admission to the institution to a visitor who refuses to undergo a search of person and/or effects as dictated by Bureau of Prisons policy. The Captain, SIS, IDO, and the ADO will be notified.
- b. Termination of a Visit: The IDO, and/or the Operations Lieutenant, shall terminate a visit upon determining a visitor is in possession of, or is passing or attempting to pass contraband not previously detected, or is engaging in any conduct or behavior which poses a threat to the orderly or secure running of the institution.

16. **VISITING ROOM CONDUCT:**

Visiting is an extremely important family function, and dress code requirements are necessary to maintain the dignity of those involved. All visitors will be properly dressed when coming to visit at the institution. Visitors are prohibited against wearing shorts with a length that does not reach the middle of the wearers thigh, low cut, or see-through clothing, tube or tank tops, backless clothing, swim suits, sweat suits, or any other apparel of a suggestive or revealing nature (e.g., skin-tight clothing, etc.). If a visitor chooses to wear a dress, the length of the dress will not be shorter than the natural break of the wearers leg, at the back of the knee. This requirement includes any type of slit or cut in the dress. With the exception of religious headgear, hats may not be worn during visits. Inmates are responsible for advising their visitors of the dress requirements in the visiting room, including not wearing clothing khaki in color. **Visits may be denied by the Institution Staff Duty Officer or Operations Lieutenant for noncompliance.** Excessively provocative attire is reason to deny and/or preclude visiting.

- a. Each inmate having a visit must assume responsibility for proper conduct during the visit. Each inmate will be held responsible for the actions of his visitors, including the children during the visit. Children are not allowed to wander from the immediate area, run about the visiting room, or create noise that disturbs other visits. Failure to supervise children will result in one written warning and upon a second incident, either during this visit or subsequent visits, the visit will be terminated and an incident report will be written. Incident Reports will be written for any misconduct by the inmate's visitors and children. A log entry will be maintained on all incidents. A formal written letter of notification that the visit was terminated will be forwarded by the unit team to the inmate and visitor as a follow-up. Visiting privileges will be suspended until the disciplinary report has been completely processed. The visitor may not return to the facility for a visit until the inmate is notified by the unit team and the inmate subsequently advises the visitor that they can resume visits.

- b. The Visiting Room Officer will assign specific seating to inmates and visitors. For security reasons, the officer may also have the inmate and visitors moved to another seating area.
- c. Kissing and embracing is permitted only when the visitor and inmate meet at the beginning of the visit and at the end of the visit. At no time will inappropriate and unbecoming displays of affection by physical contact be permitted. Occasional handholding is acceptable.
- d. There has been a statutory change that now allows a woman to breastfeed her child in a Federal building or on Federal property, if the woman and her child are otherwise authorized to be present at the location.

Based on this new law, the Federal Correctional Institution, Florence, Colorado, will now permit breastfeeding in the visiting rooms. It is expected that female visitors will use appropriate discretion in opting to breastfeed their infants in the visiting rooms. At a minimum, the female visitor will drape her infant and chest with clothing so there will be a minimal chance of an exposed breast. If, however, in a particular instance the breastfeeding is conducted in a manner that is disruptive to other inmates or visitors, or is facilitating conduct prohibited under the BOP's disciplinary code, the visit will be terminated and further actions may be considered pursuant to discussions with legal staff.

- e. No loud, boisterous talk, or profane language will be allowed in the visiting area.

17. **RECORDS:**

- a. The following forms shall be used and maintained in the inmate's visiting folder:
  - (1) An official inmate visiting list with the inmate's current photograph attached.
  - (2) Notice of visiting violation.
- b. Institution Visiting Room Officer and Unit Team: As a back-up to the computerized system, official inmate visiting folders shall be maintained in the visiting room file cabinet. The records shall be in alphabetical order by inmate's last name. The unit team will keep these records current at all times and will pull the records of those inmates who have transferred or released. When an inmate receives a visit, the Visiting Room Officer will identify the visitors and enter the date, time the visitors arrive, and sign the appropriate block on the visitor notification form.
- c. Inmate Visitor's Sign-In Logs: The visitors will be required to sign in at the time of their arrival and the name of the inmate to be visited in an official sign-in log. The Front Lobby Officer will maintain the visitor log, ensuring it is filled out properly.
- d. Notification to Visitor Form: Each visitor, age of 16 and older, will fill out the notification to visitor form. The Visiting Room Officer will collect the completed

forms and forward them to the SIS office at the end of each visiting day. The completed forms will be kept on file for one year.

- e. Incident Entry Logs: An incident log will be maintained on each incident of misconduct occurring in the visiting room. A one-time warning shall be given and logged in the book, showing the inmate's name, number, visitor, and infraction. If a second incident occurs, a log entry will be made, the visit terminated, and an incident report written.

18. **SUPERVISION, TIME AND ADMINISTRATIVE EXPENSE INCIDENTAL TO ARRANGING AND SUPERVISING VISITS, AND THE NEED TO MAINTAIN OTHER INSTITUTIONAL ACTIVITIES:**

- a. It is the responsibility of the Visiting Room Officer to ensure that the visiting area regulations are followed as outlined by Bureau of Prisons policy and that visits are conducted in a quiet, orderly, and dignified manner. Direct observation of the visits is not required at all times, but the officer will move about and constantly observe the general visiting areas.
- b. The Visiting Room Officer will pay strict attention to ensure articles are not being passed between the inmate and his visitor.
- c. All inmates entering and departing the Visiting Room will be visually searched. This practice is designed to reduce the possibility of the introduction of contraband into the institution through the visiting room. All inmates will be subjected to a metal detector search at the end of the visit. Searches and shakedown will be conducted out of visitors' view and in privacy.
- d. Under no circumstances shall the Visiting Room Officer accept articles, gifts of any kind, or money for an inmate. Hobby craft, art items, etc., will not be given to visitors by inmates.
- e. Visiting is an extremely important function to promote family relationships and continue current bonds within a family unit. Institutional activities should not be hindered without cause.

19. **OTHER APPLICABLE REGULATIONS:**

- a. Inmate Dress: All inmates must wear institution issued clothing in the visiting room--khaki shirt buttoned (with the exception of the top button), tucked in, and pants with an institution belt, t-shirt, socks, underwear and institutional black shoes. Personal tennis shoes are also permitted, but will be tagged to prevent shoe exchanges. If the inmate has a soft shoe permit, a pair of institutional bus shoes can be substituted for black shoes. These bus shoes will be issued by the visiting room officer. No jewelry of any kind may be worn in the visiting room with the exception of a wedding band. (No religious jewelry or watches). Prescription

glasses and religious headwear are permitted. Visiting room staff shall use extreme care to ensure shoes or any other clothing article are not exchanged during the visit.

- b. No Smoking Policy: As with all areas of the institution, the visiting room is also designated as **NON-SMOKING**.
- c. Inmate Property: The inmate shall not take anything to the visiting room except the following items:
  - One pair of prescription glasses
  - One wedding band
  - Commissary Identification card--**MANDATORY**

No personal items will be kept in the shakedown room. Inmates are to ensure that no items other than those stipulated above are brought to the visiting room. Doing so could result in the delay of a visit since unauthorized items must be returned to the unit by the inmate. Medication, such as nitroglycerin tablets, may be permitted when specifically authorized by Health Services staff.

- d. Signatures and Documentation: Papers or gifts are not to be exchanged. Necessary legal papers brought in by attorneys will be permitted during attorney visits. Inmates may bring legal materials into the visiting room during attorney visits only with approval of and hand carried by their unit team. Inmates may not give legal papers to the attorney or receive papers from the attorney to retain after the visit, absent compelling circumstances and prior authorization by Unit Team or IDO. Legal papers should be mailed to the institution in every other case.
- e. Money: Money will not be accepted for deposit to the inmate's account through the visiting area. Inmates are not allowed to handle or retain money in the visiting room. Inmates are not authorized to be in the vending machine area or to use the machines at any time.
- f. Items Allowed in Visiting Room: Visitor purses, coats, jackets and headgear must be secured in the lockers provided, except as noted below in this section. Visitors are authorized to bring the following items into the visiting room:
  - (1) Clear change purse (eight inches or less in height and width)
  - (2) \$25.00 (bills, no larger than five dollar bills) total each day per adult visitor
  - (3) Prescription medication
  - (4) Jewelry
  - (5) Clear diaper bag containing up to six of each of the following items: baby food or formula (in a sealed, unopened container - No zip-lock style bags with any substance inside will be permitted), empty plastic baby bottles, and diapers.
  - (6) The diaper bag will be supervised by the visiting room officers at their station and accessed by the parent when needed.

During the cold season, heavy winter coats and protective headgear may be brought into the visiting room after a physical search and a pass through the scan-ray machine. These items must be hung on a coat rack by the officer's station prior to contact with the inmate. Visitors may retrieve these coats as they are leaving the visiting room.

- g. Inmate Declaration/Acknowledgment Form: Inmates will be required to read and sign Attachment B, Inmate Declaration/Acknowledgment Form, prior to a visit. Inmates refusing to sign will not be allowed entry into the visiting room. This restriction does not apply to attorney visits.

20. **OFFICE OF PRIMARY INTEREST**: Correctional Services.

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J. M. Wilner, Warden

August 13, 2008  
Date

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**DISTRIBUTION:**

Executive Staff  
Department Heads  
FCI Master File  
FCI Visiting Room  
AFGE Local

Post Orders  
Front Lobby Officer  
Control Center  
IDO Briefcase

**FEDERAL CORRECTIONAL INSTITUTION  
FLORENCE, COLORADO**

**VISITOR VISITING REGULATIONS**

1. Social visits are conducted Fridays from 5:00 p.m. to 8:00 p.m. and Saturday, Sunday, and federal holidays from 8:00 a.m. to 3:00 p.m.

Visitors may not enter the lobby areas until 15 minutes before visiting, nor will they be processed into the visiting room after 2:00 p.m. on Saturdays, Sundays, and federal holidays. Visitors will not be processed after 7:00 p.m. on Friday evenings. No visitors will be processed into the visiting room during the 10:00 a.m. count on Saturday, Sunday and federal holidays. Visitor traffic will be stopped at the Front Gate of the Complex at 9:30 a.m. No more visitors will be allowed to access the Complex until the 10:00 a.m. count has been cleared. This is to ensure all out counts and required documentation are in the control room prior to the count being announced. There will be no inmate movement during the count. No visitors will be allowed into the Administration Building prior to the above scheduled times unless authorized by the Warden.

2. Satisfactory identification of visitors must precede visits. This will ordinarily be accomplished by picture identification, such as current driver's license, passport, or state identification card. An expired ID is not considered valid.
3. All visitors are required to complete the Notification to Visitor form in its entirety prior to each authorized visit.
4. All visitors will be required to clear a metal detector search prior to entry. Visitors may be subject to search of their person and personal items.
5. While the visitor(s) are waiting to be processed into the visiting room, they are responsible to maintain good behavior as well as maintain the behavior of their children.
6. During the cold season, winter coats and protective headgear brought to the visiting room must be hung on a coat rack by the officer's station prior to contact with the inmate and cannot be accessed until departure.
7. Inmates are responsible for the behavior of their visiting children in the visiting area.
8. Inmates are not permitted in areas designated for children.
9. Any visitor who departs the visiting area prior to the conclusion of the day will not be authorized re-entry. Once a visitor leaves, the visit is terminated for that day.
10. Inmates are not authorized to receive any item from their visitor or give any item to their visitor nor is exchange of items amongst other visitors permitted. "18 U.S.C. 1791 provides a penalty of imprisonment for not more than twenty years, a fine, or both for providing or attempting to provide to an inmate anything whatsoever without the knowledge and consent of the Warden."

11. Inmates will utilize the restroom designated "inmates only" and will be supervised by staff. Separate facilities are available to visitors.
12. Pets are not allowed within the Federal Correctional Complex unless the animal is a dog to assist a disabled person.
13. Only 20 visitors inclusive of immediate family, friends or associates will be authorized on the approved visiting list, no more than 5 visitors in the visiting room at any one time. Children fifteen years of age and under will not be counted toward this total.
14. At the completion of the visit, all visitors will be required to depart the Federal Correctional Complex. If commercial transportation is required, prior arrangements should be made to ensure the carrier arrives prior to the completion of the visit. Individuals not on the visiting list may not remain on the Complex property.
15. Visitors under the influence of alcohol or drugs will not be allowed to enter the visiting room.
16. Visiting is an extremely important family function, and dress code requirements are necessary to maintain the dignity of those involved. All visitors will be properly dressed when coming to visit at the institution. Visitors are prohibited against wearing shorts with a length that does not reach the middle of the wearers thigh, low cut, or see-through clothing, tube or tank tops, backless clothing, swim suits, sweat suits, or any other apparel of a suggestive or revealing nature (e.g., skin-tight clothing, etc.). If a visitor chooses to wear a dress, the length of the dress will not be shorter than the natural break of the wearers leg, at the back of the knee. This requirement includes any type of slit or cut in the dress. With the exception of religious headgear, hats may not be worn during visits. Inmates are responsible for advising their visitors of the dress requirements in the visiting room, including not wearing clothing khaki in color. **Visits may be denied by the Institution Staff Duty Officer or Operations Lieutenant for noncompliance.** Excessively provocative attire is reason to deny and/or preclude visiting.
17. A greeting/farewell kiss and embrace of visitors is permissible. All contact must be consistent with proper order and good taste. No physical body contact beyond initial and departing embrace will be tolerated and will result in the immediate termination of the visit. Occasional handholding is acceptable.
18. Visitors and inmates will refrain from using abusive and derogatory language during their visit. This will not be tolerated and will result in the immediate termination of the visit.
19. It is not permissible to bring gifts or packages of any type. Money will not be accepted to credit an inmate's account. All money for an inmate must be mailed per the Bureau established method. No written messages will be exchanged or signed during the visit without permission. Infractions will result in the immediate termination of the visit.

20. Visitor purses, coats, jackets and headgear must be secured in the lockers provided, except as noted below in this section. Visitors are authorized to bring the following items into the visiting room:
  - (1) Clear change purse (eight inches or less in height and width)
  - (2) \$25.00 (bills, no larger than five dollar bills) total each day per adult visitor
  - (3) Prescription medication
  - (4) Jewelry
  - (5) Clear diaper bag containing up to six of each of the following items: baby food or formula (in a sealed, unopened container - No ziploc style bags with any substance inside will be permitted), empty plastic baby bottles, diapers, and a baby blanket.
  - (6) The diaper bag will be supervised by the visiting room officers at their station and accessed by the parent when need.
21. Food and beverages may not be brought into the facility.
22. **DO NOT BRING CAMERAS OR TAPE RECORDERS ON COMPLEX GROUNDS. No photographs of any kind may be brought in.**
23. Cell phones, pagers, etc. of any type are not authorized inside the facility.
24. Visiting Room Officers will seat visitors and the inmate they are visiting in a designated area as deemed appropriate for proper supervision. For security reasons, the officer may also have the inmate and visitors moved to another seating area during the visit.
25. Rearrangement of furniture will not be allowed. Saving or reserving chairs and tables for other inmates and/or visitors will not be allowed.
26. Vending machines will be used by the visitor only. Inmates are not allowed to handle currency or operate the vending machines or be in the vending area.
27. All areas of the institution are designated as "NO SMOKING" areas.
28. There has been a statutory change that now allows a woman to breastfeed her child in a Federal building or on Federal property, if the woman and her child are otherwise authorized to be present at the location.

Based on this new law, the Federal Correctional Institution, Florence, Colorado, will now permit breastfeeding in the visiting rooms. It is expected that female visitors will use appropriate discretion in opting to breastfeed their infants in the visiting rooms. At a minimum, the female visitor will drape her infant and chest with clothing so there will be a minimal chance of an exposed breast. If, however, in a particular instance the breastfeeding is conducted in a manner that is disruptive to other inmates or visitors, or is facilitating conduct prohibited under the BOP's disciplinary code, the visit will be terminated and further actions may be considered pursuant to discussions with legal staff.

29. The Federal Correctional Complex is located approximately 2 miles south of Florence, Colorado, on the east side of Highway 67. It is approximately 40 miles south from Colorado Springs, 35 miles west of Pueblo and 13 miles southeast of Canon City. When traveling from Colorado Springs, take Highway 115 south to Florence. Take Highway 67 south to the Correctional Complex. When traveling from Pueblo, take Highway 50 west toward Canon City. Highway 115 south can be accessed in Penrose, leading toward Florence. Continue on Highway 115 south to Highway 67 south in Florence. There are two routes from Canon City that would provide you access to the Complex. One route is Highway 50 east to Highway 67 south. Continue to Highway 67 south through Florence until you arrive at the Complex. A second route would be Highway 115 south in Canon City to Highway 67 south in Florence.

Federal Correctional Institution  
5880 State Highway 67 South  
Florence, CO 81226  
(719) 784-9100

Fremont County Cab Service  
806 W. 5<sup>th</sup> Street  
Florence, CO 81226  
(719) 784-2222

FEDERAL CORRECTIONAL INSTITUTION  
FLORENCE, COLORADO

INMATE VISITING REGULATIONS

1. Social visits are conducted Fridays from 5:00 p.m. to 8:00 p.m. and Saturday, Sunday, and federal holidays from 8:00 a.m. to 3:00 p.m.

Visitors may not enter the lobby areas until 15 minutes before visiting, nor will they be processed into the visiting room after 2:00 p.m. on Saturdays, Sundays, and federal holidays. Visitors will not be processed after 7:00 p.m. on Friday evenings. No visitors will be processed into the visiting room during the 10:00 a.m. count on Saturday, Sunday and federal holidays. Visitor traffic will be stopped at the Front Gate of the Complex at 9:30 a.m. No more visitors will be allowed to access the Complex until the 10:00 a.m. count has been cleared. This is to ensure all out counts and required documentation are in the control room prior to the count being announced. There will be no inmate movement during the count. No visitors will be allowed into the Administration Building prior to the above scheduled times unless authorized by the Warden.

2. Inmates are responsible for the behavior of visitors including their visiting children in the visiting area.
3. Inmates are not authorized to receive any item from their visitor or give any item to their visitor nor is exchange of items amongst other visitors permitted.
4. Inmates will utilize the restroom designated "inmates only" and will be supervised by staff. Separate facilities are available to visitors.
5. Only 20 visitors inclusive of immediate family, friends or associates will be authorized on the approved visiting list, no more than five visitors in the visiting room at any one time. Children fifteen years of age and under will not be counted toward this total.
6. A greeting/farewell kiss and embrace of visitors is permissible. All contact must be consistent with proper order and good taste. No physical body contact beyond initial and departing embrace will be tolerated and will result in an incident report and the immediate termination of the visit. Occasional hand holding is acceptable.
7. Visitors and inmates will refrain from using abusive and derogatory language during their visit. This will not be tolerated and will result in an incident report and the immediate termination of the visit.
8. It is not permissible to bring gifts or packages of any type. Money will not be accepted to credit an inmate's account. All money for an inmate must be mailed, by way of a postal money order. No written messages will be exchanged or signed during the visit without permission. Infractions will result in an incident report and the immediate termination of the visit.

9. No photographs of any kind may be brought to the visiting room.
10. Visiting Room Officers will seat visitors and the inmate they are visiting in a designated area as deemed appropriate for proper supervision. For security reasons, the officer may also have the inmate and visitors moved to another seating area during the visit.
11. Rearrangement of furniture will not be allowed. Saving or reserving chairs and tables for other inmates and/or visitors will not be allowed.
12. Inmates are not permitted in areas designated for children.
13. Inmates are not allowed to handle currency or operate the vending machines, or be in the vending area. Vending machines will be used by the visitor only.
14. The entire facility to include the visiting rooms have been designated "**NO SMOKING**".
15. Inmate Dress: All inmates must wear institution issued clothing in the visiting room--khaki shirt buttoned (with the exception of the top button), tucked in, and pants with an institution belt, t-shirt, socks, underwear and institutional black shoes. Personal tennis shoes are also permitted, but will be tagged to prevent shoe exchanges. If the inmate has a soft shoe permit, a pair of institutional bus shoes can be substituted for black shoes. No jewelry of any kind may be worn in the visiting room with the exception of a wedding band. (No religious jewelry or watches). Prescription glasses and religious headgear are permitted. Visiting room staff shall use extreme care to ensure shoes or any other clothing article are not exchanged during the visit.
16. Inmates shall not take anything to the visiting room except items identified as follows:
  - One pair of prescription glasses
  - One wedding band
  - Commissary Identification card--**MANDATORY**
17. Visiting is an extremely important family function, and dress code requirements are necessary to maintain the dignity of those involved. All visitors will be properly dressed when coming to visit at the institution. Visitors are prohibited against wearing shorts with a length that does not reach the middle of the wearers thigh, low cut, or see-through clothing, tube or tank tops, backless clothing, swim suits, sweat suits, or any other apparel of a suggestive or revealing nature (e.g., skin-tight clothing, etc.). If a visitor chooses to wear a dress, the length of the dress will not be shorter than the natural break of the wearers leg, at the back of the knee. This requirement includes any type of slit or cut in the dress. With the exception of religious headgear, hats may not be worn during visits. Inmates are responsible for advising their visitors of the dress requirements in the visiting room, including not wearing clothing khaki in color. **Visits may be denied by the Institution Staff Duty Officer or Operations Lieutenant for noncompliance.** Excessively provocative attire is reason to deny and/or preclude visiting.

18. There has been a statutory change that now allows a woman to breastfeed her child in a Federal building or on Federal property, if the woman and her child are otherwise authorized to be present at the location.

Based on this new law, the Federal Correctional Institution, Florence, Colorado, will now permit breastfeeding in the visiting rooms. It is expected that female visitors will use appropriate discretion in opting to breastfeed their infants in the visiting rooms. At a minimum, the female visitor will drape her infant and chest with clothing so there will be a minimal chance of an exposed breast. If, however, in a particular instance the breastfeeding is conducted in a manner that is disruptive to other inmates or visitors, or is facilitating conduct prohibited under the BOP's disciplinary code, the visit will be terminated and further actions may be considered pursuant to discussions with legal staff.

**\*\* Any rule violation or misconduct in the visiting room will result in an incident report and termination of the visit.**

I have read and understand these visiting rules.

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Printed Name Register Number

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Signature Date