

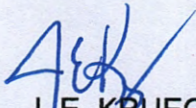


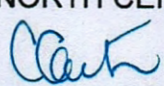
**U.S. Department of Justice
Federal Bureau of Prisons**

Federal Correctional Complex
Florence, Colorado

- ☐ Administrative Maximum Security Institution
- ☐ High Security Institution
- ☒ Medium Security Institution
- ☐ Minimum Security Institution

September 10, 2020

MEMORANDUM FOR:  J. E. KRUEGER, REGIONAL DIRECTOR
NORTH CENTRAL REGION

FROM:  C. Carter, Warden

SUBJECT: FCI/FPC Florence Inmate Visiting Procedures

Below are the visiting procedures for FCI and FPC Florence for your review and approval. Inmate visiting will commence October 3, 2020, and will be conducted on Saturdays and Sundays only, while providing each inmate the opportunity to visit twice per month. Once approved, a copy will be forwarded to the Correctional Programs Division.

- Visitation will be non-contact and barriers will be utilized. Social distancing (6') will be maintained at all times between inmates and visitors. Visitors will enter the visiting room and staff will direct them to the designated location for their visit. Directional signs will be posted. Alcohol-based sanitizer is stationed outside the visiting room and in the Front Lobby and will be utilized prior to, and exiting the visiting area and institution.

- Visitors will be processed in order of arrival. Visitors will be required to follow the markings on the floor and maintain social distancing of six feet. In the event this distance cannot be maintained, visitors will be required to wait outside the institution until space is available. Markings will be placed on the outside of Front Lobby to indicate six feet social distancing.

- The Visiting Room and Front Lobby/Message Center area will be sanitized between visiting groups by the assigned Front Lobby/Message Center orderlies and inmates identified from each unit to prevent cross contamination. There will be NO MORE than 18 visits occurring at one time at the FCI and 12 at the Camp.

- Visitors will be limited to no more than two (2), which includes minor children.

- Visiting requests must be submitted to Unit Management staff no later than the Friday prior to the visit and will be scheduled on a first come first serve basis on the assigned days for the unit. Visits will be 1.5 hours in length at the FCI and one (1) hour at the Camp to ensure every inmate is afforded the opportunity for two (2) visits per month. Visitors must remain for the allotted time (1 or 1.5 hours) to prevent cross contamination between visitors and to allow necessary sanitation in between rotations.

- Visiting will be conducted by housing unit, one unit at a time. Mixing of housing units will not be allowed to prevent cross contamination:

- The days of operation for social visiting will be Saturdays and Sundays, from 8:00 a.m. to 3:00 p.m.

- SHU visiting will be conducted via video visiting, unless on visiting restriction. SHU visiting will be allowed in the same timeframes as regular visiting. These visits will ordinarily be authorized for one and a half (1.5) hours, per inmate.

- Inmates in quarantine or isolation are not permitted to participate in social visiting.

- Visitation screening and temperature checking will be conducted at the FCC Florence Front Gate area. All visitors entering the complex will be directed to stop for screening. Signage has been generated in English and in Spanish. Any visitor who is symptomatic will not be allowed to visit. Staff assigned to conduct screenings will be in the proper PPE at all times.

- Visitor traffic will be stopped at the Front Gate at 9:00 a.m. No visitors will be allowed to access the Complex until the 10:00 a.m. count has cleared. No visitor will be processed into the visiting room during the 10:00 a.m. count.

- All inmates and visitors are required to wear face coverings at all times during social visiting. Each visitor will be issued a disposable mask at the COVID symptom screening site. Visitors are required to wear this mask upon entry into the institution. Staff assigned to the Front Lobby and Visiting Room will be in the proper PPE at all times, to include gloves and masks.

- Food and beverages are not permitted during the visit. Exceptions are for infant formula/food, which must be brought to the attention of visiting staff upon arrival. Monetary currency will not be allowed in the visiting room at any time.

- The children's room will be secured for visiting. Children will remain inside the designated visiting area at all times once seated.

- There will be no photos taken due to non-contact visiting and social distancing.

- The inmate is responsible for ensuring their visitors are aware of all rules and regulations for social visiting. Failure to follow the rules of social visiting will result in termination of the

visit and/or disciplinary actions.

Visiting Rotation for October 2020 will be as follows:

FCI:

Week	Saturday	Sunday
1	Mesa Alpha; 8:00 AM – 9:30 AM Mesa Bravo; 11:30 AM – 1:00 PM Norwood Alpha; 1:30 PM – 3:00 PM	Norwood Bravo; 8:00 AM – 9:30 AM Otero Alpha; 11:30 AM – 1:00 PM Otero Bravo; 1:30 PM – 3:00 PM
2	Otero Alpha; 8:00 AM – 9:30 AM Otero Bravo; 11:30 AM – 1:00 PM Norwood Bravo; 1:30 PM – 3:00 PM	Mesa Bravo; 8:00 AM – 9:30 AM Norwood Alpha; 11:30 AM – 1:00 PM Mesa Alpha; 1:30 PM – 3:00 PM
3	Norwood Alpha; 8:00 AM – 9:30 AM Mesa Alpha; 11:30 AM – 1:00 PM Mesa Bravo; 1:30 PM – 3:00 PM	Otero Bravo; 8:00 AM – 9:30 AM Otero Alpha; 11:30 AM – 1:00 PM Norwood Bravo; 1:30 PM – 3:00 PM

CAMP:

Week	Saturday	Sunday
1	Summit Unit Group 1: 8:00 AM – 9:00 AM Group 2: 9:15 AM – 10:15 AM Group 3: 11:30 AM – 12:30 PM Group 4: 12:45 PM – 1:45 PM Group 5: 2:00 PM – 3:00 PM	Teller Unit Group 1: 8:00 AM – 9:00 AM Group 2: 9:15 AM – 10:15 AM Group 3: 11:30 AM – 12:30 PM Group 4: 12:45 PM – 1:45 PM Group 5: 2:00 PM – 3:00 PM
2	Teller Unit Group 1: 8:00 AM – 9:00 AM Group 2: 9:15 AM – 10:15 AM Group 3: 11:30 AM – 12:30 PM Group 4: 12:45 PM – 1:45 PM Group 5: 2:00 PM – 3:00 PM	Summit Unit Group 1: 8:00 AM – 9:00 AM Group 2: 9:15 AM – 10:15 AM Group 3: 11:30 AM – 12:30 PM Group 4: 12:45 PM – 1:45 PM Group 5: 2:00 PM – 3:00 PM
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Should you have any questions or concerns regarding these procedures, please advise.