



U. S. Department Of Justice
Federal Prison System
Medium Security Institution
Minimum Security Institution
Florence, Colorado 81226

INSTITUTION SUPPLEMENT

OPI: CORRECTIONAL SERVICES
NUMBER: FLF 5267.09b
DATE: June 26, 2018

Visiting Regulations

/S/

Approved: C. R. Goetz, Warden
FCI Florence

1. **PURPOSE:** To establish guidelines and procedures for visiting at the Federal Correctional Institution and Federal Prison Camp in Florence, Colorado.
2. **DIRECTIVES AFFECTED:**
 - A. **Directives Rescinded:** Institution Supplement FLF 5267.09a, Visiting Regulations, dated January 19, 2017.
 - B. **Directives Referenced:** Program Statement 5267.09, Visiting Regulations, dated December 10, 2015, and Program Statement 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, dated July 17, 2013.
3. **CORRECTIONAL STANDARDS REFERENCED:** ACA Standards for Adult Correctional Institutions, 4th Edition, 4-4156, 4-4267, and 4-4498 through 4-4504.
4. **VISITING LOCATION:** Regular visits will be conducted in the FCI/FPC Visiting Rooms; Special Housing Unit (SHU) visits will be conducted via video visiting.

Special Housing Unit visiting procedures are as follows: Inmate visitors will be processed into the FCI 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 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 SHU in hand and leg restraints, including a martin 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 an incident report.

All non-contact video visits will be monitored via video. The Front Lobby Officer will monitor the inmate visitors, and the inmate(s) will be monitored by the SHU #1 Officer.

5. **VISITING HOURS: Social visits at the FPC and FCI are conducted on Saturdays, Sundays, and federal holidays from 8:00 a.m. to 3:00 p.m.**

Visitors may not enter the lobby areas until 7:45 a.m., nor will they be processed into the visiting room after 2:00 p.m. No visitors will be processed into the visiting room during the 10:00 a.m. count on Saturdays, Sundays, 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 Center, 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.

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 Saturdays, Sundays, and federal holidays from 8:00 a.m. to 3:00 p.m. Visits will ordinarily be authorized for two-hour periods, per inmate.

Visitation Messaging System: In an effort to allow inmate visitors to check the visiting status of the ADX, USP, FCI, and Camp, a messaging system has been established to provide visitors the opportunity to check the current visiting status of any of the four institutions, prior to departing their residence. Although this is a convenience, we make every effort to immediately update the status of the visiting recorded message for any of the institutions on the FCC Florence Complex that may be affected.

The number inmate visitors are instructed to call is **719-784-9100** to listen to the voice message. When the voice message prompts them to do so, the visitor(s) need to press **1** for the current visiting status for all four institutions.

6. **FEDERAL PRISON CAMP (FPC) PROCEDURES:**

A. **GENERAL INFORMATION**

1. Regular visits will be conducted in the visiting room only, **there will be no**

outside visiting on the patio. All inmates are responsible for notifying their approved visitors of the visiting regulations (see Attachment B), and forwarding the appropriate forms to their visitors (BP-Forms 224 and 629). Inmates will be provided with visiting regulations upon their arrival at the institution.

2. **Special Housing Unit Visits** – same as section 4 above.

B. VISITING HOURS:

1. **Social visits** are conducted Saturday, Sunday, and federal holidays from 8:00 a.m. to 3:00 p.m. Visitors may not enter the lobby area 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. No visitors will be processed into the visiting room during the 10:00 a.m. count on Saturdays, Sundays, 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 access to 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. There is no limit on the number of visits a Federal Prison Camp inmate is allowed monthly.

7. **INSTITUTION ENTRANCE PROCEDURES:** 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.

8. **IDENTIFICATION OF VISITORS:** Satisfactory identification of adult visitors, 16 years and older, must precede visits. This will ordinarily be accomplished by picture identification, such as current driver's license, passport, or state identification card. An expired I.D. is not considered valid. Visitors will not be permitted in without proper identification. The Duty Officer 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 will 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.

9. **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 at the FCI, 145 at the FPC. Should the visiting room reach full capacity, the Visiting Room Officer will advise the Operations Lieutenant and the Duty Officer. The Operations Lieutenant and Duty Officer have the authorization to curtail or terminate visits.

Should it become necessary to curtail visits due to overcrowding, a maximum two hour visit will be implemented. Inmates will be asked to volunteer to end their visits. If no volunteers, the Duty Officer 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.

A. Due to limited SHU video visiting stations, should overcrowding arise, visits will remain the same with two hour visits.

10. **NUMBER OF VISITORS:** The number of persons allowed while visiting one inmate is limited to five, which includes adults. Children, ages 15 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 for the FCI, or Camp Administrator for the Camp. All others will be counted toward 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 Duty Officer.

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.

11. **ATTORNEY VISITS:** At the FCI, attorney visits will ordinarily take place in the attorney/client rooms in the visiting room. Attorney visits at the FPC will ordinarily take place 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 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.

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

12. **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 proposed visitors are approved or disapproved. **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 for the FCI, or Camp Administrator for the Camp.

- 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 will 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 in writing by the Regional Director. The only exception to this is the Prisoner Visitation and Support (PVS) visitors.

13. **WALSH ACT REQUIREMENTS**: The Unit Team will evaluate all inmates on their caseload, and all incoming inmates, to determine if they have an inmate who has been convicted of a sex offense involving a minor (WA CONV).

Any inmate fitting this criterion will have the following annotation placed in the visiting program under the comments section: "This inmate was convicted of a sex offense involving a minor."

Any inmate identified as having a Walsh Act assignment involving a minor will have his visits closely monitored.

14. **PREPARATION OF THE LIST OF VISITORS/METHOD BY WHICH STAFF WILL MAKE WRITTEN GUIDELINES AVAILABLE TO VISITORS:**
- A. All inmates are responsible for notifying their approved visitors of the visiting regulations (see Attachment A for FCI, Attachment B for FPC), 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.
 - B. Each new inmate will be provided copies of the local visiting guidelines (in the 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. The Unit Team will utilize the completed visiting form (BP-S310), and review all relative documentation to determine if the visitor will be approved. The Unit Manager will disapprove any proposed visitor who is found inappropriate, based on reviewed documentation.
 - C. Amendments to the visiting list will be processed by the Unit Team. Inmates desiring a change will submit an Inmate Request to Staff Member form to their Unit Team with the appropriate information. Inmate files will be inventoried and updated by the Unit Team. Inmates may request changes to their visiting list at any time, through their respective Unit Team.
 - D. Visiting privileges will 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. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good orderly running of the institution. **ANY EXCEPTION TO THIS REQUIREMENT MUST BE APPROVED BY THE WARDEN.** Inmates may request any exception to the prior relationship requirement via Cop-Out request to the Warden through the Unit Manager.
 - E. In the event that the Visiting Program is down, an electronic copy of the visiting lists can be located in the FLF shared drive, Custody folder. The lists should be updated by the Unit Team on a weekly basis.
15. **SPECIAL VISITS:** Unless otherwise noted, the requirement for the existence of an established relationship prior to confinement does not apply. Inmates must submit a special visit request to their Unit Team at least three days in advance of the visiting date. Visits from persons not on the approved list must be approved by the Unit Manager. Upon arrival, the Unit Manager will notify, in writing, the Operations Lieutenant, Receptionist, and the Visiting Room Officer of the special visit. The Unit Team will also enter the information

into the Visiting Program. If this information is not entered, the Unit Team will be contacted concerning the visit, and will take the appropriate action to either allow the visitor to enter, or deny the visit. During regular visiting hours, Correctional Services staff will supervise the visit. Unit Team will supervise all special visits that do not occur during regular visiting hours.

- 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:** The Unit Team will arrange all visits to inmates hospitalized in community hospitals, and will notify the Duty Officer. All hospital visits must be approved by the Warden in writing. Visiting hours and policies for local hospitals must be followed. The visits may 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:** The FCI and FPC are not designated as holdover facilities. In the event that a holdover inmate arrives, visitation will only be permitted for those individuals verified as immediate family members. A request to visit an inmate on holdover status must be submitted to the respective Unit Team at least one day in advance of the visiting date for approval. The visiting will be conducted in accordance with the aforementioned provisions pertaining to Special Housing Unit inmates.
- F. **Consular Visits:** Special visits must be approved by the Warden. These visits will ordinarily be conducted during regularly scheduled visiting hours, or by an appointment approved by the Warden.
- G. **Representatives of Community Groups:** The Warden must approve visits on a recurring basis of representatives from community groups (for example, civic, volunteer, reentry, religious organizations) who are acting in their official capacity. These visits may be for the purpose of meeting with an individual inmate or with a group of inmates. The

requirement for the existence of an established relationship prior to confinement for visitors does not apply to representatives of community groups. In the event a community group or agency is scheduled to meet with an individual inmate, or with a group of inmates, a pat search will be conducted on inmates entering and exiting the visiting room. Staff may conduct random visual searches. Direct staff supervision will be required during these visits. Scheduling will be coordinated with designated staff.

- Institution programs facilitated by staff may utilize the visiting room to conduct recurring programs. Security guidance is to be followed as outlined in Representatives of Community Groups.

16. **DETAINING VISITORS:**

- A. Visitors may be detained in accordance with Program Statement 5510.15, Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities, 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 will 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 will 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.

17. **SEARCHING OF VISITORS:** All searches will be conducted using the guidelines set forth in Program Statement 5510.15, Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities.

- 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 will deny admission of a visitor into the institution, who refuses to undergo a search of person and/or effects as dictated by Bureau of Prisons policy. The Captain, SIS, Duty Officer, and the ADO will be notified.
- B. **Disapproving proposed visitors:** The Duty Officer and/or the Operations Lieutenant will disapprove any visitor not in compliance with institutional visiting regulations, to include dress code and visiting room conduct. The Duty Officer and/or Operations Lieutenant will report to the needed visiting area (FCI Front Lobby, or FPC Visiting Room) to assess the

possibility of disapproving a visitor. Visiting regulations are outlined in the A&O Handbook, and visitors are to be informed of the appropriate dress code and conduct by the inmate they intend to visit.

- C. **Termination of a Visit:** The Duty Officer, and/or the Operations Lieutenant, will 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.

18. VISITING ROOM CONDUCT:

Special Rules for Children: 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. Children's areas are designated for both children and inmate visitors only. Toys and games from the children's area must remain in the designated children's area at all times. Inmates are still responsible for the conduct of their visitors while in the children's area. Inmates are prohibited from entering the children's area.

Visitor Dress Code: 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 institutions. Visitors are prohibited against wearing camouflage clothing, khaki colored clothing (when visiting at the FCI), olive drab colored clothing (when visiting at the FPC). Shorts must be no higher than three inches above the knee, no low cut (e.g., V-neck) shirts or dresses, see-through clothing, tube tops, tank tops, halter tops, crop tops, sleeveless clothing, backless clothing, swim suits, sweat suits, mesh clothing, break away pants, open toe shoes, 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, whether the slit is on the back, front, or side. Sundresses are not permitted. With the exception of religious headgear, hats, bandanas and/or scarfs will not be worn during visits. Wrist watches/timepieces/electronic sports bands of any sort are not authorized into the Federal Correctional Institution or Federal Prison Camp. Inmates are responsible for advising their visitors of the dress requirements in the visiting room. Visits may be denied by the 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. Incident Reports may be written for any misconduct by the inmate's visitors

and/or 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 incident 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 Officers 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. Visiting will not be authorized in the patio area at the FCI or FPC. Visitors are not permitted to move or rearrange the chairs or tables.
- C. Inmates are only allowed to visit with visitors on their approved visiting list. There will be no "cross visiting."
- D. Kissing, embracing, and handshaking are 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/or unbecoming displays of affection by physical contact be permitted. Staff may limit physical contact to minimize the opportunity for the introduction of contraband, and to maintain orderly operations of the visiting rooms.
- E. 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 law, breastfeeding will be permitted 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.

- F. No loud, boisterous talk, or profane language will be allowed in the visiting area.
- G. **Inmate visitors are prohibited to give or receive any items from an inmate.**

19. **RECORDS:**

- A. The following forms will 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. Inmate Visitor's Sign-In Logs: The visitors will be required to sign in at the time of their arrival, and enter the name of the inmate to be visited in an official sign-in log book. The Front Lobby Officer will maintain the visitor log, ensuring it is filled out properly.
- C. Notification to Visitor Form: Each visitor, age 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.
- D. Incident Entry Logs: An incident log will be maintained on each incident of misconduct occurring in the visiting rooms. A one-time warning will 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.

20. **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 Officers 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 Officers will pay strict attention to ensure articles are not being passed between the inmate and his visitor.
- C. All FCI inmates entering and departing the visiting room will be visually searched. Random FPC inmates will be visually searched entering and departing the visiting room. 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 will the Visiting Room Officers accept articles, gifts of any kind, or money for an inmate. Hobby craft, art items, etc., will not be given to visitors by inmates without the written approval of the Warden or Associate Warden.
- 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.

21. **OTHER APPLICABLE REGULATIONS:**

- A. Inmate Dress (FCI): 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, white t-shirt, socks, underwear, and institutional black shoes.

Inmate Dress (FPC): All inmates must wear institution issued clothing in the visiting room--olive drab shirt buttoned (with the exception of the top button), tucked in, and pants with an institution belt, white t-shirt, socks, underwear, and institutional black shoes.

Personal tennis shoes are not permitted. 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 Officers. 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 will use extreme care to ensure shoes, or any other clothing articles, are not exchanged during the visit.

- B. No Smoking Policy: As with all areas of the institution, the visiting rooms are also designated as **NON-SMOKING**. This includes all smokeless tobacco and electronic cigarettes.
- C. Inmate Property: The inmate will not take anything to the visiting rooms except the following items:

One pair of prescription glasses
One wedding band
Approved religious headgear
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, as 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, 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 Duty Officer. Legal papers should be mailed to the institution in every other case.
- E. Money: Money will not be accepted for deposit into 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 areas, or to use the machines at any time.

- F. Items Not Allowed in the FCI Visiting Room:** Visitor purses, coats, car keys, cell phones, cameras, recording devices, watches, jackets, headgear, etc., must be secured in the lockers provided, except as noted below.

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) \$30.00 (bills, no larger than five dollar bills) total each day, per adult visitor.
- 3) Required prescription medication will be supervised by the Visiting Room Officers at their station, and accessed by the adult when necessary.
- 4) Jewelry, with the exception of wrist watches/timepieces/electronic sports bands of any sort.
- 5) Clear diaper bag containing up to 6 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, diapers, and one baby blanket. The diaper bag will be supervised by the Visiting Room Officers at their station, and accessed by the parent when needed.
- 6) All vending machine items will be handed to the inmate sealed. All wrappers on food items will be completely opened and laid flat on the table with the food visible. All wrappers and labels on bottles will be removed prior to consuming.

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. Items Allowed in the FPC Visiting Room:** Visitor purses, coats, jackets, and headgear are not authorized in the visiting room, except as noted below. 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) \$30.00 (bills, no larger than five dollar bills) total each day, per adult visitor.
- 3) Required prescription medication will be supervised by the Visiting Room Officers at their station, and accessed by the adult when

necessary.

- 4) Jewelry, with the exception of wrist watches/timepieces/electronic sports bands of any sort.
- 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, diapers, and one baby blanket. 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. At the FPC, these items must be hung on the hooks provided in the visiting room, prior to contact with the inmate. Visitors may retrieve these items as they are leaving the visiting room.

- H. Inmates are required to read and sign for the A & O Handbook during intake screening. This serves as acknowledgment for the visiting rules and regulations.

DISTRIBUTION:

Complex Shared Directory
Post Orders
Front Lobby Officer
Control Center
FCI Master File
FCI Visiting Room
Duty Officer Briefcase
Sallyport

**FEDERAL CORRECTIONAL INSTITUTION
FLORENCE, COLORADO**

VISITOR VISITING REGULATIONS

1. Social visits are conducted Saturdays, Sundays, and federal holidays from 8:00 a.m. to 3:00 p.m.

Visitors may not enter the lobby areas until 7:45 a.m., nor will they be processed into the visiting room after 2:00 p.m., on Saturdays, Sundays, and federal holidays. No visitors will be processed into the visiting room during the 10:00 a.m. count on Saturdays, Sundays, 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. 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 adult visitors, 16 years and older, must precede visits. This will ordinarily be accomplished by picture identification, such as a current driver's license, passport, or state identification card. An expired I.D. is not considered valid.
3. All visitors over 16 years of age 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 for maintaining appropriate behavior, as well as maintaining 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 the exchange of items among 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 per inmate in the visiting room at any one time. Children 15 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 camouflage clothing, khaki colored clothing, shorts must be no higher than three inches above the knee, no low cut (e.g., V-neck) shirts or dresses, see-through clothing, tube tops, tank tops, halter tops, crop tops, cap sleeves, backless clothing, swim suits, sweat suits, break away pants, open toe shoes, 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 wearer's leg, at the back of the knee. This requirement includes any type of slit or cut in the dress, whether the slit is on the back, front, or side. Sundresses are not permitted. With the exception of religious headgear, hats, bandanas and/or scarfs will not be worn during visits. Wrist watches/timepieces/electronic sports bands **of any sort are not authorized** into the Federal Correctional Institution. **Inmates are responsible for advising their visitors of the dress requirements in the visiting room. Visits may be denied by the Duty Officer or Operations Lieutenant for noncompliance.** Excessively provocative attire is reason to deny and/or preclude visiting.
17. Kissing, embracing, and handshaking are 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/or unbecoming displays of affection by physical contact be permitted. Staff may limit physical contact to minimize the opportunity for the introduction of contraband, and to maintain orderly operations of the visiting room.
18. Visitors and inmates will refrain from using abusive and/or 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's 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) \$30.00 (bills, no larger than five dollar bills) total each day, per adult visitor.
 - (3) Required prescription medication will be supervised by the Visiting Room Officers at their station, and accessed by the adult when necessary.
 - (4) Jewelry, **with the exception of wrist watches/timepieces/electronic sports bands.**
 - (5) Clear diaper bag containing up to 6 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, diapers, and one baby blanket.
 - (6) The diaper bag will be supervised by the Visiting Room Officers at their station, and accessed by the parent when needed.
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, wrist watches/timepieces/electronic sports bands, 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. Packaged foods will be opened completely and laid flat on the table, on the open wrapper. All labels will be removed from soda and juice bottles.
27. All areas of the institutions are designated as "NO SMOKING" areas. This includes all smokeless tobacco and electronic cigarettes.
28. Inmates are only allowed to visit with visitors on their approved visiting list. There will be no "cross visiting."
29. 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.

Breastfeeding will be permitted 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.

30. 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 of 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. 5th Street
Florence, CO 81226
(719) 784-2222

31. All visitors conducting non-contact video visits are subject to the same rules and regulations as those visitors entering the visiting room. This includes dress code requirements and standards of behavior.
32. A messaging system has been established to provide visitors the opportunity to check the current visiting status of any of the four institutions, prior to departing their residence. Although this is a convenience, we make every effort to immediately update the status of the visiting recorded message for any of the institutions on the FCC Florence Complex that may be affected.

The number inmate visitors are instructed to call is **719-784-9100** to listen to the voice message. When the voice message prompts them to do so, the visitor(s) need to press **1** for the current visiting status for all four institutions.

**FEDERAL PRISON CAMP
FLORENCE, COLORADO**

VISITOR VISITING REGULATIONS

1. Social visits are conducted Saturdays, Sundays, and federal holidays from 8:00 a.m. to 3:00 p.m.

Visitors may not enter the lobby areas until 7:45 a.m., nor will they be processed into the visiting room after 2:00 p.m., on Saturdays, Sundays, and federal holidays. . No visitors will be processed into the visiting room during the 10:00 a.m., count on Saturdays, Sundays, 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. 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, or his representative (Duty Officer).
2. Satisfactory identification of adult visitors, 16 years and older, must precede visits. This will ordinarily be accomplished by picture identification, such as a current driver's license, passport, or state identification card. An expired I.D. is not considered valid.
3. All visitors over 16 years of age are required to complete the Notification to Visitor form in its entirety, prior to each authorized visit.
4. 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 for maintaining appropriate behavior, as well as maintaining the behavior of their children.
6. During the cold season, winter coats and protective headgear brought to the visiting room must be hung on the hooks provided in the visiting room, 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 the exchange of items among 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.
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 per inmate 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 camouflage clothing, olive drab colored clothing, shorts must be no higher than three inches above the knee, no low cut (e.g., V-neck) shirts or dresses, see-through clothing, tube tops, tank tops, halter tops, crop tops, sleeveless clothing, backless clothing, swim suits, sweat suits, mesh clothing, break away pants, open toe shoes, 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 wearer's leg, at the back of the knee. This requirement includes any type of slit or cut in the dress whether the slit is on the back, front, or side. Sundresses are not permitted. With the exception of religious headgear, hats, bandanas and/or scarfs will not be worn during visits. Wrist watches/timepieces/electronic sports bands **of any sort are not authorized** into the Federal Prison Camp. **Inmates are responsible for advising their visitors of the dress requirements in the visiting room. Visits may be denied by the Visiting Room Officer for noncompliance. The Duty Officer or Operations Lieutenant will be contacted if there is an issue.** Excessively provocative attire is reason to deny and/or preclude visiting.
17. Kissing, embracing, and handshaking are 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/or unbecoming displays of affection by physical contact be permitted. Staff may limit physical contact to minimize the opportunity for the introduction of contraband, and to maintain orderly operation of the visiting room.
18. Visitors and inmates will refrain from using abusive and/or 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's

established method. No written messages will be exchanged or signed during the visit without permission. Infractions may result in the immediate termination of the visit.

20. Items Allowed in the FPC Visiting Room: Visitor purses, coats, jackets, and headgear are not authorized in the visiting room, except as noted below. 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) \$30.00 (bills, no larger than five dollar bills) total each day, per adult visitor.
 - (3) Required prescription medication will be supervised by the Visiting Room Officers at their station, and accessed by the adult when necessary.
 - (4) Jewelry, **with the exception of wrist watches/timepieces/electronic sports bands of any sort.**
 - (5) Clear diaper bag containing up to 6 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, diapers, and one baby blanket. 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. These items must be hung on the hooks provided in the visiting room, prior to contact with the inmate. Visitors may retrieve these items as they are leaving the visiting room.

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, wrist watches/timepieces/electronic sports bands, 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. This includes all smokeless tobacco and electronic cigarettes.
28. Inmates are only allowed to visit with visitors on their approved visiting list. There will be no "cross visiting."
29. 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.

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