



U. S. Department of Justice
Federal Bureau of Prisons
United States Penitentiary
Administrative Maximum Facility
Florence, Colorado 81226

INSTITUTION SUPPLEMENT

OPI: Correctional Services
NUMBER: FLM 5267.08C
DATE: May 7, 2014

Visiting Procedures

/s/

Approved: *D. Berkebile, Warden*
ADX Florence

- I. **PURPOSE AND SCOPE:** To establish guidelines for the visiting regulations and institutional policy for inmate visits at the United States Penitentiary, Administrative Maximum, and the Federal Prison Camp, Florence, Colorado.

It is the policy of this institution to provide facilities and procedures for non-contact visiting with relatives, friends and groups, etc., for inmates confined at the U.S. Penitentiary, Administrative Maximum, and the Federal Prison Camp, Florence, Colorado. Visits by relatives, friends, groups, etc., are important in maintaining the morale of each inmate in motivating him toward positive aspirations. It is the responsibility of each visitor and inmate to adhere to the visiting regulations as set forth in this supplement and the Program Statement.

- II. **SUMMARY OF CHANGES:** To remove requirement for visitors to wear a wireless brassiere and undergarments. Update Directives Referenced.

III. **DIRECTIVES AFFECTED:**

- A. **Directives Rescinded:** Institution Supplement, FLM 5267.08B, Visiting Procedures, dated March 30, 2011.
- B. **Directives Referenced:** Program Statement 5500.11, Correctional Services Manual, dated October 10, 2003; Program Statement 5267.08, Visiting Regulations, dated May 11, 2006; Program Statement 5510.15, Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities, dated July 17, 2013.

- C. **Standards Referenced:** American Correctional Association 4th Edition
Standards for Adult Correctional Institution: 4-4498, 4-4499, 4-4500, 4-4501, 4-4502, 4-4503 and 4-4504.

IV. ADX VISITING PROCEDURES

A. GENERAL INFORMATION

1. Each inmate will be permitted to receive five (5) visits per month. Maximum duration of a visit is seven (7) hours. Any portion of a visit will be charged as one visit.

Visits are not cumulative from one month to another. Requests for special visits will be submitted in writing to the Unit Manager for review. Any special religious visits must be reviewed by an Institution Chaplain. Final approval of any special visit, including legal visits and religious visits, must be given by the Associate Warden or the Warden.

2. A maximum of three (3) visitors including children per inmate will be allowed in the Visiting Room at any given time.
3. If the visiting areas become overcrowded, factors such as the distance a visitor has traveled, frequency of visits, relationship of visitors to inmate and frequency of visits received by the inmate will be considered when determining who will be allowed to visit. The #1 Visiting Room Officer, in coordination with the Operations Lieutenant, will consult with the Institution Duty Officer who will make a final determination in matters concerning who may visit if overcrowding occurs.
4. Attachment 2 will be utilized if a malfunction occurs with the Visiting Computer Program (Access Control Entry/Exit System).
5. Notification of Visitors - Staff will make available to visitors written instructions for visiting the institution. The visitor will sign an acknowledgment that instructions were provided and declaring that the visitor does not have any article in his/her possession which represents a threat to security.

B. VISITING SCHEDULE AND ATTIRE:

1. Visiting hours at the ADX shall be from 8:00 a.m. to 3:00 p.m. on Thursday, Friday, Saturday and Sunday. No inmate visitors will be processed into the Visiting Room after 2:00 p.m. All federal holidays will be observed as visiting days. Holiday visiting will be counted as part of the five (5) monthly visits. H-Unit inmates will only be allowed visits (social, legal, etc.) on Mondays, Tuesdays and Wednesdays. H-Unit visits will take priority on these days. If a federal holiday falls on a Monday,

Tuesday or Wednesday, H-Unit inmates will not be allowed to visit. When an H-Unit inmate is in the visiting room, no other inmate will be permitted to enter the visiting room.

2. All visitors entering the institution for a visit will be appropriately attired. Visitors may not wear shorts, mini-skirts, sheer or tight fitting clothing, excessively short or low cut clothing, backless clothing, halter tops, or sleeveless clothing. Dresses, blouses or other apparel of a suggestive or revealing nature may not be worn. If the Front Lobby or Visiting Room Officer determines a visitor is improperly attired he/she will contact the Operations Lieutenant and Institution Duty Officer to determine whether to deny or terminate the visit.
3. Inmates receiving visits are permitted to wear or bring only the following items to the visiting area.
 - a. Social Visits - Jumpsuit, undergarments, institutional issue shoes, handkerchief, prescription eyeglasses, religious book (Bible, Quran, etc.) (if desired), and a wedding band (if married) will be worn or carried into the visiting area. All jumpsuits will be color coded to indicate the specific unit the inmate is assigned, as follows:
 - i. Special Housing Unit – Orange Jumpsuit
 - ii. Control Unit – Yellow Jumpsuit
 - iii. General Population – White Jumpsuit
 - iv. Step Down Units – Khaki Pants and Shirt
 - v. H-Unit – Appropriate Jumpsuit
 - b. Legal Visits - In addition to the items permitted for social visits, legal materials (subject to inspection for contraband) may be permitted if the visit is with an attorney and approved by the Unit Team.
 - c. Religious Visits - In addition to the items permitted for social visits, a religious book (Bible, Quran, etc.) for the visit is permitted. Any other religious item must be approved by an Institution Chaplain and the Captain.
 - d. Consular Visitors - When it has been determined that an inmate is a citizen of a foreign country, the consular representative of that country will be allowed to visit on matters of legitimate business. The visit may not be withheld even if the inmate is on disciplinary status.
 - e. Holdover Status - The Warden may limit visits to the immediate family of the inmate during the admission-orientation period or for holdovers, when neither a visiting list from a transferring institution nor other verification of proposed visitors is available.

C. ATTORNEY VISITS:

Attorneys who are not on an inmate's visiting list must make arrangements with the Unit Team for legal visits. To allow sufficient time for verification, preparation and distribution of attorney visit memoranda, normally attorneys are to contact the Unit Team at least three work days prior to their planned visit. The initial request must be in writing and contain an original signature. Telefax requests will not be accepted. The request must provide the attorney's state bar number, state of licensing, date of birth and social security number, if necessary, to enable legal staff to conduct NCIC and state bar card verification. If the attorney wishes to conduct the visit in a booth with a pass-through slot for documents, he/she must indicate this in the written request. The Unit Team will be responsible for coordinating attorney visits and for the preparation and distribution of the authorizing memoranda. With the exception of those attorneys on approved visiting lists, the approving authority will be the Warden.

Attorney visits will normally be conducted with only the inmate(s) approved for visiting on the date scheduled. Attorney visits will take place in the Attorney/Client Visiting Booths. Occasionally, during pending prosecution or active cases, attorneys will be allowed to visit seven days a week during normal business hours, with approval of the Warden. An attorney visit may be conducted with only one inmate at a time unless specific prior approval has been given by the Warden and approval is indicated in the approval memorandum. Upon arrival, attorneys must provide some proof of a current license to practice law, e.g. a state bar card. The Captain will be consulted regarding security concerns and legal staff will be consulted with any requests from attorneys for depositions.

In the event a law student, paralegal or investigator wishes to visit, they should be informed they must be sponsored by a licensed attorney and the sponsoring attorney should contact the Unit Team office at this institution. Staff will send to the sponsoring attorney a Application to Enter Institution as Representative (BP-A243.013), NCIC Check (BP-A660.012).

D. HANDICAP ASSIST ANIMALS:

Visitors will not be allowed to bring animals on the institution grounds except for dogs which assist persons with disabilities. The visitor must provide certification and/or documentation which indicates the dog is trained for such a purpose. In the event a visitor attempts to bring a dog into the institution during a visit, the processing staff member will contact the Operations Lieutenant and Institution Duty Officer for authorization.

E. PROCEDURES:

1. Unit Management staff have the responsibility for working with an inmate to compile his visiting list and to approve or deny any modifications thereto. Once a visitor is approved, Unit Management staff will enter the

approved visitor in the Inmate Visiting Program. BOPWare is utilized by the Visiting Room Officer and the Front Lobby Officer to verify individuals requesting to visit an inmate. When additions or changes are approved, they will be noted in BOPWare.

2. The inmate may obtain copies of the Visitor Information form (BP-S629.052) from Counselors or Case Managers. The inmate may initiate the visitor approval process by filling out the name and address of the prospective visitor, signing the form and returning it to the Counselor. Upon completion of the required background inquiries, Unit Staff will advise the inmate as to whether or not the visitor has been approved, and will send Attachment 1 to the approved visitors.

If an inmate does not have an established relationship with a visitor(s) and submits a request for that person(s) be added to his visiting list, a written request must be submitted to the Warden through the Unit Team.

3. For identification purposes, prospective visitors will be required to be hand stamped upon entry. If a visitor leaves the visiting area, they will be denied re-entry until the next visiting day. Upon completion of the visit, the Visiting Room Officer will check the stamp on the visitors hand before the visitor is allowed to exit the visiting room. The Main Control Center Officer will check the hand stamp using the black light verification.
4. The Captain will ensure procedures for screening all visitors, prior to processing, are included in the Post Orders for the Front Lobby Officer. The Visiting Room Officer will maintain on the Annual Visiting Log (Attachment 3), the date of the visit and the visitor's name for each inmate visit. A 5" x 8" card with an inmate's photograph will be maintained by the Visiting Room Officer listing visits and type of visit (social, attorney, media, etc.). This card will be maintained while the inmate is at this facility.
5. The Visiting Room officers monitor all visitors and inmates while in the Visiting Room to ensure no contraband enters the institution. In order to maintain the security and the good order of the institution, all visits will be non-contact visits and are conducted in isolated rooms designated for this purpose.

V. FEDERAL PRISON CAMP (FPC) PROCEDURES:

A. GENERAL INFORMATION

1. Regular visits will be conducted in the visiting room. All inmates are responsible for notifying their approved visitors of the visiting regulations (see Attachment 4) 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 (see Attachments 4 and 5).

2. Inmate visitors will be escorted by available staff to the designated visiting room. 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 the visiting room will be documented via written memorandum.
3. **Special Housing Unit** visits will be conducted via video visiting at the United States Penitentiary. Special Housing Unit visiting procedures are as follows:
 - a. Inmate visitors will be processed into the United States Penitentiary 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 Institutional Duty Officer.
 - b. Special Housing Unit 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 secured 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.
 - c. Attorney visits for SHU inmates will be conducted in the USP Visiting Room in one of the Attorney/Client rooms.

B. VISITING HOURS:

1. **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 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.

2. **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 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.

C. 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 the 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.

D. IDENTIFICATION OF VISITORS:

Satisfactory identification of adult visitors, 16 years and older, must precede visits. All visitors 16 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. Proposed visitors who are under the age of 16 years and are not accompanied by a parent, legal guardian, or immediate family member at least 18 years of age must have the written approval of a parent or legal guardian prior to visitation. 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 that 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.

E. VISITING RESTRICTIONS AND OVERCROWDING:

Visiting 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 of 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 overcrowding, a maximum of a 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 in fifty-mile increments. If the condition continues, and termination of visits becomes necessary, those who visit most frequently will have their visits terminated first.

F. NUMBER OF VISITORS:

The number of persons allowed while visiting one inmate at the FPC is limited to five which includes adults. Children age 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 of the Camp Administrator. 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 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.

G. 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 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 the current Program Statement on Inmate Legal Activities.

H. 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.

1. Immediate Family: These persons include parents, step-parents, foster parents, siblings, spouse, and children.
2. Minor Children: Children who are under the age of 16 years of age and not accompanied by a parent, legal guardian or immediate family member at least 18 years of age must have the written approval of a parent, legal guardian or immediate family member at least 18 years of age, prior to the visitation. 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.

All children who are under the age of 16 years, with written approval of an immediate family member, other than the parent or legal guardian, must be approved by the Associate Warden or Administrative Duty Officer (ADO) prior to entrance into the visiting area. When possible, this approval should be obtained prior to the day of a visit.

3. 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.

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

1. 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 Team is responsible for approving, denying, preparing and placing approved inmate visiting lists in the visiting room and on the visiting computer program.
2. 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.
3. 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.

J. SPECIAL VISITS:

Unless otherwise noted, the requirement for the existence of an established

relationship prior to confinement does not apply.

1. 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.
2. 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.
3. 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.
4. 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.
5. Inmates in Holdover Status: Inmates in holdover status will visit under the same guidelines as inmates housed in Special Housing Unit.
6. Consular Visits: Special visits must be approved by the Warden. These visits will be conducted during regularly scheduled visiting hours.
7. Representatives of Community Groups: Special visits must be approved by the Warden. These visits will be conducted during regularly scheduled visiting hours.

K. DETAINING VISITORS:

1. Visitors will be detained pending notification and arrival of appropriate law enforcement officials in accordance with Program Statement 5510.12, Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities.
2. 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.

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

L. SEARCHING OF VISITORS:

All searches shall be conducted using the guidelines set forth in Program Statement 5510.15, Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities.

1. **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.
2. **Termination of a Visit:** The IDO, in consultation with 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.

M. VISITING ROOM CONDUCT:

Visiting in 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 wearer's 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 wearer's 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.

1. Each inmate having a visit must assume responsibility for proper conduct during the visit. Visitors will remain with the inmates they are visiting. The visiting room must remain orderly and non-distracting to others. 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 the 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 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 disciplinary report has been completely processed. The visitor may not return to the facility until the inmate is notified by the Unit Team and the inmate subsequently advises the visitor that they can resume visits.

2. 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.
3. 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 hand holding is acceptable.
4. There has been a statutory change that now allows a woman to breast feed 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 Prison Camp, Florence, Colorado, will now permit breast feeding in the Visiting Room. It is expected that the female visitors will use appropriate discretion in opting to breast feed their infants in the Visiting Room. At a minimum, the female visitor will drape her infant and chest with clothing so there is minimal chance of an exposed breast. If, however, in a particular instance the breast feeding is conducted in a manner that is disruptive to other inmates and 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 discussion with legal staff.

5. No loud, boisterous talk or profane language will be allowed in the visiting area.
6. FPC inmates are not permitted in areas designed for children.

N. RECORDS:

1. The following forms shall be used and maintained in the inmate's visiting folder:
 - i. An official inmate visiting list with the inmate's current photograph attached.
 - ii. Notice of visiting violation.

2. 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 visitor(s) arrive, and sign the appropriate block on the visitor notification form.
3. 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 Message Center Officer will maintain the visitor log, ensuring it is filled out properly.
4. 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 Lieutenant's office at the end of each visiting day. The completed forms will be kept on file for one year.
5. 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.

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

1. It is the responsibility of the Visiting Room Officer to ensure that the visiting area regulations are followed as outlined by the 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.
2. The Visiting Room Officer will pay strict attention to ensure articles are not being passed between the inmate and his visitor.
3. All inmates entering and departing the Visiting Room will be visually searched at random. This practice is designed to reduce the possibility of the introduction of contraband into the institution through the visiting room. All inmates may be subjected to a metal detector search at the end of the visit. Searches and shakedowns will be conducted out of the visitor's view and in privacy.
4. 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.

5. 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.

P. OTHER APPLICABLE REGULATIONS:

1. 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. 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 will be worn in the visiting room with the exception of a wedding band. (No religious jewelry or watches). Prescription glasses and religious head wear are permitted. Visiting room staff shall use extreme care to ensure shoes or any other clothing articles are not exchanged during the visit.
2. No Smoking Policy: As with all areas of the institution, the visiting room is also designated as NON-SMOKING.
3. Inmate property: The inmate shall not take anything to the visiting room except the following items:
 - i. One pair of prescription glasses.
 - ii. One wedding band.
 - iii. One comb.
 - iv. One religious book (Bible, Quran, etc.).
 - v. 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.

4. Signatures and Documentation: Papers or gifts are not to be exchanged. Necessary legal papers brought in by attorneys will be permitted during the attorney visits. Inmates may bring legal materials into the visiting room during the 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 the Unit Team or IDO. Legal papers should be mailed to the institution in every other case.
5. 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 vending machines at any time.

6. Items Not Allowed in Visiting Room: Visitor purses, coats, jackets, and headgear must be secured in the visitor's vehicle, except as noted in the below section. Visitors are authorized to bring the following items into the visiting room:
 - a. Clear change purse (eight inches or less in height and width).
 - b. \$25.00 (bills no larger than five (5) dollar bills) total each day per inmate visit.
 - c. Comb.
 - d. Prescription medication (only enough for one day visitation).
 - e. Jewelry.
 - f. Clear diaper bag containing up to six (6) of each of the following items: baby food or formula (in sealed, unopened container--NO zip-lock bags with any substance inside will be permitted), empty plastic bottles, and diapers.
 - g. The diaper bag will be supervised by the visiting room officers at their station and accessed by the parent when needed.
7. 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.
8. Inmate Declaration/Acknowledgment Form: Inmates will be required to read and sign Attachment 5, Inmate Visiting Regulations, 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.

DISTRIBUTION:

Directives Libraries
AFGE

NCRO

UNITED STATES PENITENTIARY, ADMINISTRATIVE MAXIMUM

**VISITING RULES, REGULATIONS AND DIRECTIONS FOR TRANSPORTATION
TO AND FROM THE INSTITUTION**

1. It is the policy of this institution to provide facilities and procedures for non-contact visiting with relatives, friends, groups, etc. Visits by relatives, friends, groups, etc., are important in maintaining the morale of each inmate and motivating him toward positive aspirations. It is the responsibility of each visitor/inmate to adhere to the visiting regulations as set forth in the following paragraphs.
2. Social visits are permitted from 8:00 a.m. to 3:00 p.m. on Thursday, Friday, Saturday, Sunday, and federal holidays. No visitors will be processed into the Visiting Room after 2:00 p.m. Each inmate will be allowed to receive a total of five (5) visits per month with a maximum duration of seven (7) hours per visit. An inmate may receive more than one visit per day. If the inmate does not leave the Visiting Room during/between these visits, it will only count as one visit. However, if he leaves the Visiting Room and returns to his quarters and/or work assignment and receives another visit, returning to the Visiting Room will count as another visit. No visitor will be allowed to leave the visiting area and return to the visiting area during the same day.
3. A visit may be terminated due to unacceptable conduct. It should be noted when the visit is terminated due to unacceptable conduct, the inmate may receive disciplinary action.
4. Visitors approved to visit one inmate may not, without special permission, visit with another inmate until the completion of the scheduled visit and only if pre-approved for that day.
5. The Visiting Room Officer is responsible for supervising the visits. Visitors are required to dress appropriately. Shorts, mini-skirts, sheer or tight fitting clothing, excessively short or low cut clothing, backless clothing, halter tops, or sleeveless clothing may not be worn. Dresses, blouses, or other apparel of a suggestive or revealing nature may not be worn. Visitors are to conduct themselves within the limits of good taste and maintain complete control of their children while in the Visiting Room or on institution property. Visitors and/or those accompanying them are not authorized to loiter in the institution lobby or on the institution grounds during or after a visit unless, waiting for public transportation.
6. Each inmate will assume reasonable responsibility for the proper conduct during the visits with as much control of visitor conduct as may be expected of him. Each inmate and his visitors are expected to maintain a safe and sanitary visiting area. The use of camera or recording equipment without written consent of the Warden is strictly prohibited. Documents or papers will not be examined or signed in the Visiting Room without prior approval of the Unit Manager or the Captain. Visitors are encouraged to store all of their parcels, handbags, cellular telephones, etc., in their vehicles or in their motel rooms prior to coming to the institution as these items will not be allowed in the Visiting Room. Packages or gifts of any kind are not permitted and visitors will only be permitted to bring a small clear change purse and needed medication into the Visiting Room. Coats will not be permitted in the Visiting Room. Food items may not be brought into the visiting area except for visitors with an infant who may bring baby food and/or baby bottles. Visitors may not leave money with the Front Lobby Officer for deposit into the inmate's commissary account. Funds for deposit to inmate accounts should be sent to the inmate in the form of a postal money order via the U.S. Mail. Any effort to evade the visiting regulations may result in disciplinary action for the inmate and possible legal proceedings against the visitor.
7. To ensure the security and good order of the institution, a visitor may be monitored at any time in the visiting area including restrooms located within the visiting area.
8. The institution does not provide meals for visitors, but vending machines are available.
9. The United States Penitentiary, Administrative Maximum, Florence, Colorado, is located about 45 miles south of Colorado Springs, Colorado, and 35 miles west of Pueblo, Colorado. From Colorado Springs, take Highway 115 south to Florence, turn south on State Highway 67, then proceed approximately two miles to the main entrance of the Federal Correctional Complex. From Pueblo, take State Highway 50 west approximately 30 miles to State Highway 115, turn south on 115 and proceed five (5) miles to State Highway 67, turn south on 67 for two miles to the main entrance of the Federal Correctional Complex. Regular business hours are Monday-Friday, 7:30 a.m. to 4:30 p.m. ADX Operator (719) 784-9464.

Visitor's Printed Name and Signature: _____ **Date:** _____

**UNITED STATES PENITENTIARY
ADMINISTRATIVE MAXIMUM**

INMATE'S NAME: _____

INMATE'S REG. NO.: _____ REVISED: _____

	<u>Visitor's Name</u>	<u>Address</u>	<u>Relationship</u>	<u>Date</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

Distribution: Front Desk
Correctional Counselor
Visiting Room
Case Manager
Inmate
SIS Office
Central File (Original)

**UNITED STATES PENITENTIARY
ADMINISTRATIVE MAXIMUM**

ANNUAL VISITING LOG

Inmate's Name: _____ Reg. No. _____

JANUARY	Date	Visitor's Name	FEBRUARY	Date	Visitor's Name
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
MARCH	Date	Visitor's Name	APRIL	Date	Visitor's Name
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
MAY	Date	Visitor's Name	JUNE	Date	Visitor's Name
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
JULY	Date	Visitor's Name	AUGUST	Date	Visitor's Name
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
SEPTEMBER	Date	Visitor's Name	OCTOBER	Date	Visitor's Name
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
NOVEMBER	Date	Visitor's Name	DECEMBER	Date	Visitor's Name
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		

FEDERAL PRISON CAMP
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 of Visitor form in its entirety prior to each authorized visit.
4. All visitors will be required to clear a metal detector search and ION Spectrometry 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 at 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. 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 the day.
9. 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 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.
10. Inmates will utilize the designated "inmates only" and will be supervised by staff. Separate facilities are available to visitors.
11. Pets are not allowed within the Federal Correctional Complex unless the animal is a dog to assist a disabled person.
12. Only 20 visitors inclusive of immediate family, friends or associates will be authorized on the approved visiting list, no more than 5 visitors at any one time. Children fifteen years of age and under will not be counted toward this total.
13. 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 visit. Individuals not on the visiting list may not remain on the complex property.
14. Visitors under the influence of alcohol or drugs will not be allowed to enter the visiting room.
15. Visiting is an extremely important 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 wearer's thigh, low cut, or see-through clothing, tube or tank tops, backless clothing, swimsuits, sweat suits, or any other apparel of a suggestive 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 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 khaki in color. Visits may be denied by the Institution Staff Duty Officer or Operations Lieutenant for noncompliance. Excessively provocative attire is a reason to deny and/or preclude visiting.

16. 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 hand holding is acceptable.
17. 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.
18. 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 postal money order. No written messages will be exchanged or signed during the visit without permission. Infractions will result in the immediate termination of the visit.
19. Visitor purses, coats, jackets, and headgear must be secured in the lockers provided, except as noted 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 (5) dollar bills) total each day per inmate visit
 3. Comb
 4. Prescription Medication
 5. Jewelry
 6. Clear diaper bag containing up to six(6) of each of the following items: baby food or formula (in sealed, unopened container—NO zip-lock bags with any substance inside will be permitted), empty plastic bottles, diapers, and baby blanket.
 7. The diaper bag will be supervised by the visiting room officers at their station and accessed by the parent when needed.
20. Food and beverages may not be brought into the facility.
21. DO NOT BRING CAMERAS OR TAPE RECORDERS ON COMPLEX GROUNDS. No photographs of any kind may be brought in.
22. 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 have the inmate and visitors moved to another seating area during the visit.
23. Rearrangement of the furniture will not be allowed. Saving or reserving chairs or tables for other inmates and/or visitors will not be allowed.
24. Vending machines will be used by the visitors only. Inmates are not allowed to handle currency or operate the vending machines or be in the vending area.
25. All areas of the institution are designated as "no smoking" areas.
26. There has been a statutory change that now allows a woman to breast feed 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 FPC will now permit breast feeding 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 breast feeding 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 action may be considered pursuant to discussions with legal staff.
27. The United States Penitentiary, Administrative Maximum, Florence, Colorado, is located about 45 miles south of Colorado Springs, Colorado, and 35 miles west of Pueblo, Colorado. From Colorado Springs, take Highway 115 south to Florence, turn south on State Highway 67, then proceed approximately two miles to the main entrance of the Federal Correctional Complex. From Pueblo, take State Highway 50 west approximately 30 miles to State Highway 115, turn south on 115 and proceed five (5) miles to State Highway 67, turn south on 67 for two miles to the main entrance of the Federal Correctional Complex. Regular business hours are Monday-Friday, 7:30 a.m. to 4:00 p.m. The FPC Operator (719) 784-9464.

**FEDERAL PRISON CAMP
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 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 for 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 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 allowed to handle currency or operate the vending machines, or be in the vending area. Vending machines will be used by the visitor only.
13. The entire facility to include the visiting rooms have been designated "NO SMOKING".
14. 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 institution black shoes. If the inmate has a soft shoe permit, a pair of institution 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 use extreme care to ensure shoes or any other clothing articles are not exchanged during the visit.

15. Inmates shall not take anything to the visiting room except items identified as follows:
 1. One pair of prescription glasses
 2. One wedding band
 3. One comb
 4. Commissary identification card-MANDATORY

16. Visiting is an extremely important 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 shorts with a length that does not reach the middle of the wearer's thigh, low cut, or see-through clothing, tube or tank tops, backless clothing, swim suites, sweat suites, or any other apparel of a suggestive 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 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 khaki in color. Visits may be denied by the Institution Staff Duty Officer or Operations lieutenant for noncompliance. Excessively provocative attire is a reason to deny and/or preclude visiting.

17. There has been a statutory change that now allows a woman to breast feed 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 FPC will now permit breast feeding 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 breast feeding 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 action 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.

Printed Name

Register Number

Signature

Date

OCT 07

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

Date: _____ Time: _____ Officer's Name: _____

Institution: _____ Location: _____

Name of Inmate To Be Visited: _____ Register No.: _____

NOTICE TO ALL PERSONS: CONSENT TO SEARCH

Federal Bureau of Prisons (Bureau) staff may search you and your belongings (bags, boxes, vehicles, container in vehicles, jackets, coats, etc.) before you enter, or while you are on or inside, Bureau grounds or facilities.

Consent to Search Implied. By entering or attempting to enter Bureau grounds or facilities, you consent to being searched in accordance with Bureau policy and Federal regulations in volume 28 of the Code of Federal Regulations, Part 511. If you refuse to be searched, you may be prohibited from entering Bureau grounds or facilities.

NOTICE TO ALL PERSONS: PROHIBITED ACTIVITIES AND OBJECTS

You are prohibited from engaging in prohibited activities or possessing prohibited objects on Bureau grounds, or in Bureau facilities, without the knowledge and consent of the Warden. Violators may be detained or arrested for possible criminal prosecution, either by Bureau staff, or local or federal law enforcement authorities.

Prohibited Activities include any activities that could jeopardize the Bureau's ability to ensure the safety, security, and orderly operation of Bureau facilities, and protect the public, including, but not limited to, violations of Titles 18 and 21 of the United States Code, Federal regulations, or Bureau policies.

Prohibited Objects include, but are not limited to, weapons; explosives; drugs; intoxicants; currency; cameras of any type; recording equipment; telephones; radios; pagers; electronic devices; and any other objects that violate criminal laws or are prohibited by Federal regulations or Bureau policies.

PLEASE ANSWER THE FOLLOWING QUESTIONS: Are any of the following items in your possession, or in possession of children in your party under 16 years of age?

Tobacco Products	Yes ___ No ___	Narcotics	Yes ___ No ___
Explosives	Yes ___ No ___	Marijuana	Yes ___ No ___
Weapons	Yes ___ No ___	Camera	Yes ___ No ___
Ammunition	Yes ___ No ___	Food Items	Yes ___ No ___
Metal Cutting tools	Yes ___ No ___	Alcoholic Beverages	Yes ___ No ___
Recording Equipment	Yes ___ No ___	Prescription Drug*	Yes ___ No ___
Telephones-any type	Yes ___ No ___	Intoxicants	Yes ___ No ___
Radios	Yes ___ No ___	Pagers	Yes ___ No ___
Electronic Devices	Yes ___ No ___	Firearms	Yes ___ No ___

*All types of medication carried must be listed in the following space, and must be left at the entry area:

I have read, I understand, and I agree to the above. If I am visiting with an inmate, I also understand and agree to abide by the visiting guidelines provided me by this institution. I declare that I do not have articles in my possession which I know to be a threat to institution safety, security, or good order. I am aware that if I have questions about what is authorized, I should consult with the officer. I am aware that the penalty for making a false statement is a fine of not more than \$250,000 or imprisonment of not more than five years or both (pursuant to 18 U.S.C. § 1001). I am aware that the visiting area, including restrooms in the visiting area, may be monitored to ensure institution security and good order.

Printed Name/Signature: _____

Street Address/City and State: _____

Vehicle License No.: _____ Year, Color, Make and Model of Vehicle: _____

If visiting with an inmate, please complete the following: Names of children under 16 years of age for whom I am responsible:

If not visiting with an inmate, please indicate:

Name of Organization: _____ Purpose of Visit: _____

Printed Name/Signature of Staff Witness: _____
(This form may be replicated via WP)