



U. S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Complex
High Security Institution
Florence, Colorado 81226

INSTITUTION SUPPLEMENT

OPI: Correctional Services
NUMBER: FLP 5267.08D
DATE: September 19, 2013

Visiting Regulations

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*Approved: Charles A. Daniels, Warden
High Security Institution*

1. **PURPOSE & SCOPE:** To implement Program Statement 5267.08, Visiting Regulations, dated May 11, 2006. This Institution Supplement must be read in conjunction with the Program Statement.
2. **DIRECTIVES AFFECTED:**
 - A. **Directives Rescinded:**

Institution Supplement FLP5267.08C, Visiting Regulations, dated May 26, 2010.
 - B. **Directives Referenced:**

Program Statement 5267.08, Visiting Regulations, dated May 11, 2006.

Program Statement 1315.07, Legal Activities, Inmate, dated November 5, 1999.

Program Statement 5100.08, Inmate Security Designation and Custody Classification Manual, dated September 12, 2006.

Program Statement 5270.09, Inmate Discipline Program, dated July 8, 2011

Program Statement 5270.10, Special Housing Units, dated July 29, 2011.

Program Statement 5500.11, Correctional Services Manual, dated October 10, 2003.

Program Statement 5510.15, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, dated July 17, 2013.

Program Statement 5521.05, Searches of Housing Units, Inmates, and Inmate Work Areas, dated June 30, 1997.

3. **STANDARDS REFERENCED:** American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, and 4-4504.
4. **VISITING FACILITIES:** The Visiting Room shall primarily be utilized for Cadre Inmate visiting. Video Conference rooms are provided for visiting of SMU or SHU inmates. Special attorney-client rooms are provided at the rear of the Visiting Room. A special room is equipped and setup to provide facilities for the children of visitors.
5. **VISITING TIMES:**
 - A. **Visiting Room Hours:** Visiting is permitted from 8:00 a.m. to 3:00 p.m. on Saturdays, Sundays, and holidays. All Video Conference visits will end 30 minutes prior to the regular closing time. The Warden may limit or otherwise modify the visiting period depending upon available resources (e.g., space limitations or staff availability), institution security concerns and conflicts or interference with other institutional activities. There is no requirement that every visitor have the opportunity to visit each possible day. The Warden may establish visitation schedules to ensure that inmate separation needs are adequately addressed and handled. In such instances, a memorandum will be forwarded to the appropriate staff.
 - B. **Holiday Visits:** Any extended visiting days during the Christmas and New Year periods will be dependent upon the day on which the holiday falls. A memorandum will be provided to the inmate population identifying the days and times authorized during this period.
6. **FREQUENCY OF VISITS AND NUMBER OF VISITORS:** There is no limitation on frequency of visits allowed, as long as visits are conducted during visiting hours and space is available. A limit of four (4) adults and six (6) children are permitted to visit an inmate at any one time.
7. **REGULAR VISITORS**
 - A. **Immediate Family:** These persons include mother, father, step-parents, foster parents, brothers and sisters, spouse and children. These individuals are placed on the visiting list after verification of the relationship. This can occur prior to background investigations (NCIC) being conducted on the visitor, but the NCIC must be conducted to determine if there is a solid rationale for precluding visiting. If there is a solid rationale against visiting, visitation may be precluded. The word "spouse"

shall also include a common-law relationship which has previously been established in a state which recognizes such status (but only if that status is recognized). Visitors aged 16 or 17 must have written permission from a parent, legal guardian, or immediate family member over the age of 18-years if they are not accompanied by an individual satisfying those criteria prior to being admitted to visiting.

- B. Other Relatives: These include grandparents, uncles, aunts, in-laws, and cousins. They may be placed on the approved visiting list if the inmate wishes to have them visit regularly and if there is no reason for exclusion (NCIC must be completed prior to placement).
 - C. Friends and Associates: The visiting privilege shall generally be extended to friends and associates with an established pre-confinement relationship, unless visiting could reasonably threaten security or the good order of the institution. Exceptions to this rule may be made, particularly for inmates without other visitors, when it can be demonstrated that the proposed visitor is reliable and poses no threat to security or order. Approval for proposed visitors will be consistent with court-imposed sentences which carry stipulations that inmates not associate or communicate with specified persons. Number of approved friends or associates will be limited to ten (10). Only the Warden or designee can grant an exemption where warranted.
 - D. Any Person with Prior Criminal Convictions: The existence of a criminal conviction does not automatically preclude visits. Staff shall consider the nature, extent and recently of convictions weighed against security considerations. Specific approval from the Warden is required before such visits take place. Prior to placing an individual who is on probation, parole, or supervised release status on an inmate's visiting list, staff shall typically obtain written approval from the appropriate Federal or State Probation/Parole Officials. A copy of this approval will be placed in Section 2 of the FOI-Exempt portion of the inmate's Central File.
 - E. Children Under Sixteen: Children under 16-years of age cannot visit unless accompanied by a responsible adult who will provide close supervision.
 - F. Children's Play Area: No inmates will be allowed to enter the children's play area at any time.
8. **BUSINESS VISITORS**: No inmate is allowed to actively engage in a business or profession. An inmate who was engaged in a business or profession prior to commitment is expected to assign authority for the operation of such to a person in the community. On that rare occasion when a decision must be made that will substantially affect the business' assets or prospects, the Warden may permit a special visit.
9. **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. This visit may not be withheld even if the inmate is in

disciplinary status. The Complex Executive Assistant will coordinate all Consular Visits with a member of the unit team supervising the visit.

10. **VISITS FROM COMMUNITY GROUP REPRESENTATIVES:** The Warden may approve as regular visitors, for one or more inmates, representatives from community groups (e.g., civic and religious organizations) or persons whose interests and qualifications for this service are confirmed. The Warden may waive the requirement for a pre-confinement established relationship for visitors approved under this category. This does not apply to past or present participants in volunteer and citizen involvement programs, who are typically not added to an inmate's visiting list.

11. **SPECIAL VISITS:** Special visits may be authorized for:

A. Clergy, former or prospective employers, sponsors, and parole advisors. These require approval from the Associate Warden.

B. Law enforcement agents, military personnel conducting investigations, U.S. Court Officials, U.S. Probation Officers, and Consular Representatives are permitted to visit provided they possess appropriate identification. Officials are required to sign the appropriate log book. Questions regarding officials will be referred to the appropriate staff during regular duty hours and to the Complex Duty Officer or Operations Lieutenant during non-duty hours.

C. Attorneys. The unit team approves all inmate legal visits (Attachment 1). During normal visiting hours, legal visits are conducted in the attorney-client rooms at the rear of the Visiting Room and are supervised by Correctional Services staff. Legal visits during other than normal visiting hours are supervised in the Visiting Room by a member of the inmate's unit team. The exchange of legal documents will be monitored by the supervising staff member. All legal documents will be searched by the supervising staff member prior to the inmate being allowed to bring them into the institution to maintain institutional security.

Visits between an attorney and inmate are not subject to auditory supervision. To the extent possible, attorney visits are to take place in a private conference room or meeting area. Where such a room is not available, the attorney visit may occur in a regular Visiting Room, provided the inmate and his attorney have a degree of separation from other visitors. Should all private conference rooms be occupied and the attorney does not wish to meet in the regular Visiting Room, the attorney should be offered the opportunity to reschedule the visit when a more private area is available.

12. **TRANSPORTATION ASSISTANCE:** Directions for transportation to/from the institution will be provided to the proposed visitor with the application. Directions/Institution phone numbers for locating the institution (Attachment 2), and posted commercial transportation phone numbers, will be made available to assist visitors.

13. **SOCIAL VISITS TO INMATES:** During an inmate's Admission and Orientation period, he will submit a list of persons with whom he wishes to visit, and consistent with the guidelines outlined below, to his unit team. This will ordinarily be done within the first few days after the inmate's arrival.
- A. **General Population Inmates:** There is no limitation on frequency of visits allowed, as long as visits are conducted during visiting hours and space is available. A limit of four (4) adults and six (6) children are permitted to visit an inmate at any one time.
- B. **Non-General Population Inmates:** Provided there are no visiting restrictions as the result of disciplinary or other reasons, regular visitation for non-General Population inmates, including inmates assigned to the Special Management Unit (SMU), will be facilitated via video visiting. The inmates will utilize the video visiting room located in their assigned housing unit, and their visitors will utilize the video visiting units located in the Visiting Room. Regular visitation for SMU inmates will only be available to immediate family members, and the relationship must be verified.

With the exception of SMU inmates, there is no limitation on frequency of visits allowed, as long as visits are conducted during visiting hours and space is available. SMU inmates are limited to a maximum of five (5) visits per month. SMU inmates must submit a request, in writing, to the Unit Manager at least one week in advance of the expected visit. As the availability of video equipment will be limited, visits will be limited to two (2) hours per inmate, although more time may be allotted based on availability of visiting booths. Visits will be scheduled in accordance with the availability of video equipment needed to facilitate the visit and rotated according to the level and the living quarters. All SMU regular visiting will be conducted on the weekends with a memorandum of approval from the Unit Manager to Correctional Services.

In the event visitors arrive on the same day to see inmates that are considered to be on "Keep Away" status, the Front Entrance Officer will explain to each family, the visiting procedures for these inmates. The family arriving at the institution first will be afforded the opportunity to visit for the first half of the visiting hours. The second group of inmate visitors will be asked to leave the Complex grounds and instructed a time to return to the institution to visit for the second half or the remainder of the scheduled visiting hours.

- C. **Inmates in Administrative Detention or Disciplinary Segregation Status:** Generally, an inmate retains visiting privileges while in administrative detention or disciplinary segregation. However, visiting may be restricted or disallowed when an inmate (while in administrative detention or disciplinary segregation) is charged with or was found guilty of a prohibited act related to visiting guidelines, or has acted in a way that would reasonably indicate a threat to security or order in the Visiting Room. Loss of visiting privileges for any other reason may not occur unless the inmate is provided with a hearing by the Discipline Hearing Officer (DHO). The Unit Discipline Committee (UDC) may not impose a sanction of loss of visiting privileges for inmates

in administrative detention or disciplinary segregation status.

Inmates housed in the Special Housing Unit will have their visits conducted via a video-conference station. Special Housing Unit inmates are afforded only one 2-hour visit a day, during visitation days. In the event that multiple visitors arrive; the Video Conference rooms shall be filled on a first come first serve basis.

D. Admission and Holdover Status: The Warden may limit visits to the inmate's immediate family during the Admission and Orientation period or for holdovers when neither a visiting list from a transferring institution nor other verification of proposed visitors is available. Unit Management staff will confirm the relationship of requested visitors within two weeks after the arrival of the inmate. Since holdover inmates are housed in the Special Housing Unit, visits will take place via video conference.

E. Hospital Patients:

1. When visitors request to see an inmate who is hospitalized in the institution, the Chief Medical Officer (or in his/her absence, the Health Services Administrator), in consultation with the Captain, shall determine whether a visit may occur and location for the visit. When the Chief Medical Officer (or in his/her absence, the Health Services Administrator) decides against the visit (e.g., because the inmate has an infectious disease, inmate's mental status makes the visit contraindicated, or because his condition precludes visiting), the situation will be carefully communicated to the proposed visitor and documented in the inmate's Central File.
2. Visits to inmates hospitalized in the community are restricted to only the immediate family and are subject to the general visiting policy of that hospital.
THE CAPTAIN AND CHIEF MEDICAL OFFICER MUST APPROVE ALL HOSPITAL VISITS. THE SECURITY AND SAFETY OF THE PUBLIC AND STAFF SHALL BE THE PRIMARY CONCERN.

14. **PROCEDURES**:

A. Rules Governing Visits:

1. If a visitor has to leave the Visiting Room for any reason, the visitor terminates his/her visiting for the day.
2. The Operations Lieutenant or Complex Duty Officer (IDO) has the authority to prohibit or terminate any visit for reasons of improper conduct or failure to comply with visiting regulations on the part of the inmate or his visitor. He/she may also terminate visits to relieve overcrowding or when any situation arises which, in his/her opinion, indicates visiting should be terminated. The Visiting Room Officer will advise the Operations Lieutenant when these circumstances exist. The Visiting Room Officers, Operations Lieutenant, and other staff

involved in terminating any visit will submit a memorandum giving explanation of the incident causing the termination. If overcrowding occurs during visiting, termination will begin with those visitors who are considered to be local (within a 50-mile radius of the institution), and then termination will be based on the time visit started.

3. All other Non-Contact, Video Conference or Controlled visits are to be conducted in booths designated for this purpose. In the event multiple visitors are present for these purposes, the booths will be filled on a first come first serve basis and be limited to a 2 hour time frame. Only the Warden or Acting Warden may authorize Non-Contact visits.
4. Inmates may visit **ONLY** with those persons who are on their approved visiting list. They will not be allowed to visit with visitors approved for other inmates. There will be **NO** mixed visits among inmates and their visitors. Pre-assigned seating may be designated by the Officer in Charge (OIC) of visitation. This will be done if the officer perceives a threat to the security or orderly running of the institution or to prevent mixed visits (i.e., visiting another inmate's visitors).
5. Visitor Attire: 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. The attire worn must be appropriate for a court room environment (i.e. conservative and professional). In addition, visitors are prohibited against wearing camouflage clothing, khaki colored clothing, hospital scrubs, shorts or Capri style pants whose length is more than 2 inches above the knee cap. Low cut (e.g., V-neck) shirts or dresses, sleeveless, 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.) are not permitted. No gang related attire or fashions will be allowed in the visiting room, this includes sagging of the pants. Shirts must also be tucked in if deemed excessively long. 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, jackets, overcoats and excessive jewelry are not permitted. With the exception of religious headgear, hats, bandanas and/or scarfs will not be worn during visits. Inmates are responsible for advising their visitors of the dress requirements in the visiting room. The Front Lobby Officer will contact the Operations Lieutenant if a final determination is needed. Excessively provocative or scantily clad attire is reason to deny and/or preclude visiting.
6. Inmate Clothing: Inmates **are required** to wear blue hospital scrubs which will be issued to them when they enter the Visiting Room shakedown area. Shirts must be tucked into pants. **AT NO TIME WILL AN INMATE BE ALLOWED IN**

THE VISITING ROOM WITH ALTERED CLOTHING. Inmates are required to wear their institution shoes to enter the Visiting Room shakedown area. No sagging of the pants or rolled up cuffs on the pants. The institution will provide appropriate footwear for use in the Visiting Room.

7. Visitors with children are required to maintain control of their children at all times. Failure to do so may result in termination of their visit. All visitors and inmates are expected to conduct themselves in a responsible manner. Conduct which disrupts the orderly running of visiting or offends other adults or children may be grounds to terminate the visit. Disruptive and/or offensive behavior will be reported to the Operations Lieutenant. The Operations Lieutenant or Complex Duty Officer (IDO) is authorized to terminate a visit for disruptive/offensive behavior. Such conduct will result in an Incident Report. Handshaking, embracing, and kissing by visitors is permitted within the bounds of good taste, and **only** at the **beginning** and **end** of the **visit!** Kissing will be restricted to one (1) kiss at the beginning and end of the visit.
8. Only children 5-years old or younger may be held or sit on the inmates lap.
9. Authorized Items: **Only** the items listed below may be taken into the Visiting Room by parties specified:
 - a. **Visitors:** One (1) wallet, clear change purse or small zip lock bag (no larger than 8" by 6"), money (\$20.00 maximum per person), comb, heart/prescribed medication, jewelry normally worn, and diaper bags (including baby food in a sealed unopened container, baby clothes, baby bottles, powder or lotion, and essential items in quantities needed only for the duration of the visit). No chewing gum or breath mints are permitted in the Visiting Room. No photos or other personal items may be taken to the Visiting Room. Medication and diaper bags will be kept at the officer's station during the visit. **NOTE:** Unauthorized items in the possession of visitors **will** be stored in security lockers provided in the Front Lobby or in the visitor's vehicle. All visitors needing or desiring to use the security lockers will obtain a key from the Front Lobby Officer, place the items in the locker, secure it, and keep the key until the termination of the visit. The key must be returned to the Front Lobby Officer upon termination of the visit.
 - b. **Inmates:** Wedding band, religious medals, one comb, religious headgear, and photo tickets. Any article taken into the Visiting Room by an inmate **must** be listed on the Inmate Visiting Form (Attachment 3) prior to entering the Visiting Room. Unlisted items **will not** be allowed to enter the institution Visiting Room and will be confiscated. Required medical items such as canes, medically prescribed shoes, braces, etc., will only be permitted with a current medical slip presented to the Visiting Room Officer at each visit.
10. The entire institution has a tobacco restriction. Possession of tobacco products

within the institution may result in the termination of the visit and/or visiting restrictions.

11. Breast feeding is allowed only in designated areas of the Visiting Room. A child play area is provided in the back of the Visiting Room. At no time are inmates permitted to utilize this area. It is the responsibility of the visiting parent/guardian to ensure that the child is supervised.
12. No inmate shall handle any money.
13. There will be no sharing of any food and/or beverages between the inmate and visitor. Inmates must open their own food items.
14. Visitors are not permitted to leave the visiting room with any open/or unopened food and/or beverages. All purchased items (whether consumed or not) must remain in the Visiting Room.

B. Preparation of the List of Visitors:

1. During the unit Admission and Orientation Program, the Unit Counselor will provide inmates with the form used to request addition of visitors to their Visiting List. The inmate should fill out a BP-629 form for each visitor requested and return it to the unit team with a stamped and addressed envelope for mailing. Only a member of the unit team is authorized to mail the BP-629 directly to the requested visitors. Staff should include a copy of the visiting guidelines/instructions with the application before mailing. After appropriate investigation, the unit team will prepare in duplicate a list of all visitors approved for regular visiting. The list will be distributed to the inmate and a copy placed in the Central File.

The signature of a parent or guardian on the BP-629 "Visitor Information" is necessary to process a request for an applicant under 18-years of age.

Further completion of the questionnaire portion of this form by such applicants is required of all applicants

When a person is deleted from or added to an inmate's visitor list, staff will update the list. Staff will place a copy of the revised visiting list in Section 3 of the inmate's Central File.

2. BP-629 will be used to request background information. Staff will obtain background information on all prospective visitors.
3. A member of the unit team is responsible for forwarding a release authorization form to the proposed visitor. That form must be signed and returned to staff by that proposed visitor prior to further consideration.

The request for and review of background information will be processed within a reasonable time period following receipt of the necessary information.

A completed copy of the release authorization and request for conviction information forms for each visitor will be maintained in the FOI-Exempt portion of the Central File.

4. Unit staff shall notify the inmate of each approval or disapproval of a proposed visitor. The inmate is responsible for notifying the visitor of the approval or disapproval. Unit Management staff may disapprove any requested inmate visitors for good cause; however, only the Warden or his designee may disapprove immediate family members from visiting.
5. An inmate's visiting list may be changed at any time in accordance with these procedures. Visiting records are also maintained in an automated web-based program updated locally and backed-up by staff in the Central Office.

C. Identification of Visitors and Inmates: Staff must verify the identity of each visitor ages 16 and older, through official Federal or State photo identification prior to admission into the institution.

1. The Visiting Room Officer's Post Orders specify procedures for identifying visitors. Visitors must present ID cards that have **APPROPRIATE PICTURE IDENTIFICATION** (e.g., state driver's license, Federal ID's, welfare cards, passports, or state ID cards). Signature identification by itself **will not** be acceptable.
2. Inmates are required to present their Commissary Cards for positive identification prior to being permitted into the visitation area. All inmates will be visually searched before and after visiting.

D. Notification to Visitors and Declaration and/or Acknowledgment: Staff will make available to visitors written instructions for visiting the institution. The visitor will sign a statement acknowledging that instructions were provided and declaring that the visitor does not have any article in his/her possession which represents a threat to security. Staff may deny the visiting privilege to a visitor who refuses to make this declaration.

E. Searching Visitors: Visitors and their authorized items will be subject to metal detection and x-ray screening prior to entrance into the institution. Additionally, visitors will be subject to random same sex pat searches. A visitor who objects to any search, or entrance procedures has the option of refusing and leaving the institution grounds. Staff shall deny admission to the institution to any visitor who refuses to be screened by a metal detector, or who refuses to undergo a search of personal items, (i.e., purse, coats, bags, briefcase, vehicle, etc.). Visitors, who refuse any such search or procedure and elect to leave the institution, will not be permitted to visit without prior approval of

the Warden.

- F. Record of Visitors: Staff will maintain a bound ledger record of visitors to each inmate. The log will include the visitor's signature, the name and register number of the inmate visited, and arrival and departure times.
 - G. Daily Visiting Log: Visitors must sign the Daily Visiting Log prior to each visit.
 - H. Supervision of Visits: Staff will supervise each inmate visit to prevent contraband introduction and ensure security and good order. Visitor restrooms may be monitored only with the Warden's or designee's approval and only when there is a reasonable suspicion that the visitor and/or inmate is engaged, attempting or about to engage in criminal activity or other prohibited behaviors. Monitoring should be conducted by a person of the same sex as the visitor/inmate using the restroom. Other restrooms may be inspected and monitored as needed for security purposes.
 - 1. The Visiting Room Officer will ensure that visits are conducted in a quiet, orderly and appropriate manner. Visits may be terminated if not conducted in an appropriate manner. Visiting Room Officers should contact the Operations Lieutenant or Complex Duty Officer if the situation warrants termination.
 - 2. When contact visiting is provided, handshaking, embracing, and kissing (one kiss) are permitted within the bounds of good taste and only at the beginning and end of the visit. Inmates may only leave their chair to go to the restroom or take pictures. There is no slouching in chairs by the inmate or visitor. There will be no shoes on any of the furniture by the inmates or their visitors. There will be no physical touching between the inmate and the adult visitor during the visit. This will minimize the opportunity for the introduction of contraband and maintain the orderly operation of the visiting room.

Inmates approved for, and pending placement in, the Florence-ADX Control Unit, will visit via the SHU video conference station.
 - 3. The Visiting Room Officer will not accept articles or gifts of any kind for an inmate, except packages which have been pre-approved by the Warden or designee. Only the Warden may allow a visitor to leave money with a designated staff member for deposit in the inmate's commissary account.
 - 4. The Visiting Room Officer shall be aware of any articles passed between inmate and visitor. If there is any reasonable basis to believe an item being passed is contraband or is otherwise in violation of the law or BOP regulations, the Visiting Room Officer will examine the item. An Associate Warden, Complex Duty Officer, or Captain should be consulted if questions exist.
15. **PENALTY FOR VIOLATION OF VISITING REGULATIONS**: Any act or effort to violate visiting regulations may result in disciplinary action against the inmate, with sanctions

possibly including denial of future visits (even for an extended time period). In addition, criminal prosecution may be initiated against the visitor, the inmate, or both where warranted.

16. **VISITING REGULATIONS REGARDING PETS:** Visitors cannot bring animals onto institutional grounds, except for dogs that assist persons with disabilities. In this case, the visitor must provide certification that the dog is trained for that purpose.

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DISTRIBUTION:

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Directives Libraries
Sallyport
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USP HIGH SECURITY FLORENCE, COLORADO

Attorney Visit

I, _____, am a licensed attorney in the
State of _____, with offices at _____
visiting inmate _____, Reg. No. _____ for the
purpose of facilitating the attorney-client or attorney-witness relationship and for no
other purpose. I agree that any tape recording made by me, will be used only to
facilitate this relationship.

Signature of Attorney

**UNITED STATES PENITENTIARY - HIGH SECURITY
FLORENCE, COLORADO
DIRECTIONS FOR VISITORS**

**DIRECTIONS TO REACH THE UNITED STATES PENITENTIARY, FLORENCE,
COLORADO:**

USP Florence is located 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. Go approximately two miles to the main entrance of the Correctional Complex.

From Pueblo, take US Highway 50 West approximately thirty miles to State Highway 115. Turn south on Highway 115. Go approximately five miles to State Highway 67. Turn south on Highway 67, and go approximately two miles to the main entrance of the Correctional Complex.

**UNITED STATES PENITENTIARY - HIGH SECURITY
FLORENCE, COLORADO
VISITING DAYS & HOURS:**

Saturday-----8:00 a.m. to 3:00 p.m.

Sunday-----8:00 a.m. to 3:00 p.m.

Federal Holidays-----8:00 a.m. to 3:00 p.m.

FACILITY ADDRESS/PHONE NUMBER

USP Florence (719) 784-9454 (Phone)
5880 Hwy 67 South (719) 784-5942 (Fax)
P.O. Box 7000
Florence, CO. 81226

LOCAL TRANSPORTATION and LODGING:

Colorado Springs Airport is the airport near the facility. Car rental is available at the airport.

Local Taxicab Services

Florence Cab Service 784-2222
Ride Transit Service 269-3417

Taxicab Services in Colorado Springs

Express Taxi 634-3111
Yellow Cab 687-8222

**UNITED STATES PENITENTIARY
HIGH SECURITY
FLORENCE, COLORADO**

APPROVAL AND DOCUMENTATION OF SPECIAL VISIT

To: Visiting Room Officer

From: _____
Unit Staff

(Inmate's Name and Number)

is approved for a one-time visit with _____

on _____
(Date)

Purpose of Visit: _____

To: _____
Unit Staff

From: _____
Visiting Room Officer

The above visit occurred on _____
(Date)

To be filed in Section 3 of the Central File upon completion.

**UNITED STATES PENITENTIARY
HIGH SECURITY
FLORENCE, COLORADO**

Visiting Instructions

VISITING INSTRUCTIONS: Families and friends of the individuals at the United States Penitentiary, Florence, Colorado, are their primary contacts with the community. Visiting becomes much more important during the time an individual is confined. Because of the special nature of the institution and our concern for the security and well-being of each individual here, we have developed the following instructions and regulations, which are to be followed.

1. Normally members of the immediate family (parents, brothers, sisters, wife, and children) are automatically placed on the inmate's approved visiting list after verification. Persons who are not immediate family members and yet would like to be on the approved list should request so to the inmate's assigned unit management staff. This may be done by writing to the inmate's assigned unit staff, U.S. Penitentiary, Florence, Colorado 81226, at least four weeks before the visit is planned. If the visit is granted, the requesting party will be notified by letter of authorization which must be presented to the institution at the time of the visit. After a person's name is placed on the approved list, it is not necessary to obtain permission to visit in advance.
2. Visiting is permitted from 8:00 a.m. to 3:00 p.m. on weekends and holidays. **NOTE:** Visiting for inmates assigned to the Special Housing Unit and Special Management Unit will be via the video conference station, and will end 30 minutes earlier than Cadre Unit visiting. In the event that multiple visitors arrive for this purpose; the Video Conference Rooms will be filled on a first come first serve basis, limiting all visits to a two (2) hour time frame. Federal holidays are New Year's Day, Martin Luther King's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, and Christmas.
3. A limit of four (4) adults and six (6) children are permitted to visit an inmate at one time. Visitors under 16-years of age must be accompanied by a legal guardian that is approved on the inmate's visiting list. Visitors will be responsible for keeping their children in their company and under control within the bounds of the visiting area.
4. 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. The attire worn must be appropriate for a court room environment (i.e. conservative and professional). In addition, visitors are prohibited against wearing camouflage clothing, khaki colored clothing, Hospital scrubs, shorts or Capri style pants that's length is more than 2 inches above the knee cap. Low cut (e.g., V-neck) shirts or dresses, sleeveless, 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.) are not permitted. No gang related attire or fashions will be allowed in the visiting room, this includes sagging of the pants. Shirts must also be tucked in if deemed excessively long. 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, jackets, overcoats and excessive jewelry are not permitted. With the exception of religious headgear, hats, bandanas and/or scarfs will not be worn during visits. Inmates are responsible for advising their visitors of the dress requirements in the visiting room. The Front Lobby Officer will contact the Operations Lieutenant if a final determination is needed. Excessively

provocative or scantily clad attire is reason to deny and/or preclude visiting.

5. Appropriate embracing, kissing, and handshaking by immediate family members is permitted within the bounds of good taste only at the beginning and termination of the visiting period. Kissing will be restricted to one (1) kiss at the beginning and end of the visit.
6. All visitors must present some valid proof of their identification prior to visiting. Only appropriate picture identification is acceptable. SIGNATURE IDENTIFICATION BY ITSELF IS NOT ACCEPTABLE. EXAMPLES OF ACCEPTABLE IDENTIFICATION ARE: STATE DRIVERS LICENSE, FEDERAL IDS, WELFARE CARDS, PASSPORTS, OR STATE ID CARDS.
7. Visitors may purchase candy and beverages from the machines located in the visiting area. The visitor is not permitted to exit the Visiting Room with unconsumed items. The inmate may take nothing back to his quarters. The visitor may bring only the following items into the visiting area: one (1) wallet, change purse or small zip lock bag (not more than 8" by 6"), money (\$20.00 maximum), comb, heart medication, jewelry normally worn, and diaper bag (including baby bottle, food, clothes, diapers, and powder or lotion). No chewing gum or breath mints are permitted in the Visiting Room. No photos or other personal items are permitted in the Visiting Room. Note: unauthorized items will be stored in security lockers provided in the Front Lobby or may remain in the visitor's vehicle. The visitor may retain the key to the locker during the storage period and must return the key at the end of the visiting period.
8. To introduce contraband of any kind into this institution is a violation of federal law and subject to criminal prosecution (Title 18, Section 1791, U.S. Code). 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.
9. Inmates are furnished all necessities and visitors should refrain from bringing articles or gifts of any kind. Cameras and tape recorders are not permitted in the visiting area. Inmates will not be permitted to sign or exchange any papers during the visit. The Visiting Room Officer may request a search of the visitor's personal property. Visitors found with contraband items will be escorted from the institution and normally denied visiting privileges for an extended period or on a permanent basis.
10. This institution is located southwest of Colorado Springs, Colorado. The exact address of the institution is 5880 State Hwy 67 South, Florence, Colorado 81226. From the Colorado Springs area, take Highway 115 south to Florence, Colorado. When arriving in the city of Florence, make a left on Highway 67. Travel approximately two miles and on the left you will see the Correctional Complex. To get to the institution from Pueblo, Colorado, take Highway 50 West to Highway 115 into Florence, Colorado. Take a left on Highway 67 traveling for approximately two miles. The Correctional Complex will be on the left side of the road. Pueblo Cab Company and Cañon City Cab Company serve the area of Fremont County.
11. No parking is allowed on the roadway leading to the institution, and visitor parking is clearly marked. No occupants may remain in parked cars. Non-visitors must leave the Correctional Complex and may return to pick up the visitors at a prearranged time.
12. We suggest you arrive no earlier than 15 minutes before visiting begins, as we do not have adequate waiting room facilities, and you might be inconvenienced. Usually you will be permitted to visit as long as possible, but it may be necessary on occasion to limit the amount of visiting time to relieve overcrowding. Also, a failure to comply with these instructions or with instructions from staff may result in termination of the visit or suspension or cancellation of the visiting privilege.

//Signed//

Charles A. Daniels, Warden
USP Florence, Colorado

**UNITED STATES PENITENTIARY - HIGH SECURITY
FLORENCE, COLORADO**

VISITING LIST

INSTRUCTIONS: Please check the appropriate box below, giving full name, relationship of visitor, and complete address. Submit to your Unit Team. After staff review, you will receive a copy of your official visiting list.

TO: _____
Unit Staff

FROM: _____ _____
Inmate's Name Register Number

_____ I request the following individual(s) be approved for visits with me:

_____ I request the following individual(s) be removed from my approved visitor list:

NAME	RELATIONSHIP	ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

* If not a member of family, explain basis for visit:

COMMENT: _____

