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FEDERAL PRISON GUIDE

VISIT PACKET: FCI COLEMAN LOW

Federal Correctional Institution · Sumterville, FL · Phone 352-689-4000

VISITING

VISITING HOURS AND DAYS

WHO	DAYS	HOURS
General population (Low)	Saturday, Sunday and federal holidays	8:00 a.m. to 3:00 p.m.
Satellite camp	Saturday, Sunday and federal holidays	8:00 a.m. to 3:00 p.m.
Special Housing Unit (SHU), Low	Mondays. Visits are in the regular visiting room. No more than 2 visitors per visit. They sit near the officer's desk.	12:00 p.m. to 3:00 p.m. Visitors are not processed after 2:00 p.m.
Special Housing Unit (SHU), camp	Mondays. No more than 2 visitors per visit.	8:00 a.m. to 11:30 a.m. in the schedule table. Another section says visitors are not processed after 10:00 a.m. and visiting ends at 11:00 a.m.

Visitors are not admitted to the visiting room after 2:00 p.m. (unless the Operations Lieutenant or Duty Officer approves). Visits end at 3:00 p.m. On weekends and federal holidays, processing stops at 9:30 a.m. for the official count. You can still be processed, but you wait until the count clears. Once you are in the visiting room, if you leave, the visit is over.

No regular visiting Tuesday through Friday. Special visits on those days must be approved appointments through the Warden's Office. Monday is for SHU visits only. [1]

The BOP's own papers disagree. The Coleman Low handbook (last updated **November 2012**) says visiting hours are 8:00 a.m. to 3:00 p.m. on **Fridays, Saturdays, Sundays, Mondays and federal holidays**, and 12:00 p.m. to 3:00 p.m. on **Thursdays**. It also says each person gets **nine points a month**. The visiting rules (October 1, 2024) say **Saturday, Sunday and federal holidays**, with Monday for SHU only, and **six points a month**. Go by the newer rules and call the prison at (352) 689-4000 before you drive.

THE RULES AT THE DOOR: ID, POINTS, WHAT YOU CAN BRING

HOW MANY VISITS	Each person gets **6 points a month**. Every visit costs **2 points**, so that is **3 visits a month**. Any part of a visit counts as a visit. Points do not carry over to the next month. [1]
ODD AND EVEN	The rules say people at Coleman Low and the camp are "limited to odd/even visitation during a calendar month." The rules do not explain what that means. Ask your loved one's counselor, or call the prison, before you plan a trip. [1]
HOW MANY PEOPLE	Ordinarily up to **5 visitors** at one time, not counting children under 2. Children 2 and under may sit on your lap if there is no seat. Children may never sit on the inmate's lap. Children must stay in direct line of sight of their parents. [1]
ID	Everyone **16 or older** must show valid photo ID: a state driver's license, state ID, government ID or passport. Birth certificates are not accepted. The handbook says children 15 and younger do not need to be on the visiting list, and children under 18 must come with an approved adult visitor. [1]
SCREENING	You must clear the **walk-through metal detector**. If you do not clear it and the hand wand, you do not get in. All visitors can be pat-searched. An electronic drug detector is used; a positive test means no entry. Staff advise women to avoid underwire bras. At low security, every visitor must clear a metal detector and every bag is searched. [1]
FORMS YOU SIGN	In the lobby you read and sign the **Notification to Visitor form (BP-224(52))** and the visitor logbook. [1]
MONEY FOR VENDING MACHINES	Up to **$20.00**, with no bill bigger than $5.00. [1]
WHAT YOU CAN CARRY	A clear change purse no bigger than 6 inches long, 6 inches wide and 3 inches deep. Jewelry you wear (not excessive, **no watches**), a sweater or light jacket, and a reasonable amount of feminine hygiene items. Everything else goes in your car or a lobby locker. [1]
FOR A BABY	Empty clear plastic baby bottles, a reasonable amount of diapers, baby powder, ointment and wipes (in a clear container), up to 2 sealed containers each of baby food and formula, one set of baby clothes and one small blanket. [1]
NOT ALLOWED IN	Phones, pagers and other electronics, sunglasses, over-the-counter medicine, cards, children's toys, gum, candy, open baby food, makeup, photos, letters, pens, pencils and watches. Life-saving medicine (heart, epilepsy) is allowed. Insulin and syringes are not counted as that, but can be kept in a lobby locker. [1]
WHAT TO WEAR	Clothing must reach the knee when standing. No see-through clothes, sleeveless tops, tight clothes, plunging necklines, halter tops, wrap skirts, spandex, hats, or clothes with logos that may show gang ties. **No open-toed shoes. No khaki, green or camouflage.** [1]
WHEN IT GETS CROWDED	Staff first ask for volunteers to leave. If no one volunteers, visitors who traveled less than 300 miles are "local" and are ended first, in the order they arrived. The room holds **275** people for Coleman Low and **200** for the camp. [1]
GIVING THINGS	You may not hand anything to the inmate or take anything from them. The handbook says only items bought from the visiting room vending machines may be passed. [1]

HOW TO GET ON THE VISITING LIST

1. Your loved one asks their **Correctional Counselor** for the Visitor Information form. The 2012 handbook calls it **BP-S629** and says family and friends each complete one and send it straight to the counselor. The 2024 rules give no form number.
2. If the visitor is under 18, a parent or guardian must sign.
3. The Unit Team checks the file and runs a criminal background check (NCIC). No one is added to the permanent list before the check clears. Anyone with a criminal record is decided by the Warden.
4. The Unit Team tells them who was approved. **They** tell you. Do not drive until you are approved. The handbook says anyone not on the approved list is turned away and asked to leave the grounds.
5. Ordinarily the list holds **no more than 20 people**, with no more than 10 friends and associates. Friends must have known them before prison unless the Warden makes an exception.
6. The list can be updated **once a month**.
7. Transferred from another federal prison? The old approved list is not approved a second time, if the file shows the checks were done.
8. An immediate family member who is not on the list: if your loved one has been here less than four weeks, the Unit Team checks the file. After four weeks with no visitor form on file, the visit is denied.
9. New arrivals and holdovers with no list: only confirmed immediate family can visit, and you need proof such as a birth certificate.

Fill out the visiting form for Coleman Low

[1]

DRIVING DIRECTIONS (FROM THE BOP)

PHONE (FROM THE VISITING RULES)	Coleman Low: (352) 689-4000.
ADDRESS (FROM THE VISITING RULES)	846 NE 54th Terrace, Coleman, FL 33521.
FROM THE SOUTH (I-75 NORTH), PER THE 2024 RULES	Take I-75 North to Exit 321. After the exit, turn right onto Highway 470 East. Follow Highway 470 East to Highway 301 (a Cumberland Farms store will be facing you). Turn left, going north on Highway 301. Stay on Highway 301 North. At the stoplight, turn right onto Highway 470 East (it is the same road continuing) and go about 3 miles.
FROM THE NORTH (I-75 SOUTH), PER THE 2024 RULES	Take I-75 South to Exit 321. After the exit, turn left onto Highway 470 East. Follow it to Highway 301 (a Cumberland Farms store will be facing you). Turn left, going north on Highway 301. Stay on Highway 301 North. At the second caution light, turn right onto Highway 470 East and go about 3 miles.
FROM ORLANDO AIRPORT, PER THE 2024 RULES	Go north on Airport Blvd to SR-528, Exit 1B toward I-Drive / I-4 / Florida's Turnpike. Take the Florida Turnpike north (toward Ocala) from Exit 259. Go north on the Turnpike to Exit 296 (Highway 470). Turn left at the end of the exit ramp onto Highway 470. Go about 3 to 4 miles. The complex entrance is on the right.
TAXI	The 2024 rules list Midstate Taxi at (352) 748-2222. The 2012 handbook says there is no bus service and lists a different Midstate Taxi number, (352) 603-4267. Call before you rely on either.

Street address for your GPS: 846 Ne 54th Terrace, Sumterville, Fl 33521. [2]

WHAT TO WEAR TO A VISIT

The BOP beats to its own drum. The front desk has the final say. Keep a spare outfit in the car.

FCI COLEMAN LOW

Rules dated **October 1, 2024** (2 years old)

Official rules (PDF) (bop.gov/locations/institutions/col/col_visit.pdf) No Spanish version posted

2 years old. Ask your loved one to check the copy posted in the unit before you drive.

Skirts and dresses	Clothing must reach the knee while standing (0 inches above).
Shorts	Not in the written rules.
Colors to avoid	No khaki clothing similar to inmate attire. No green clothing similar to inmate attire.
Leggings, spandex	No spandex. No overly tight-fitting clothes.
Bras and metal	Women should avoid underwire bras; may not clear metal detector.
Camouflage, military	No camouflage clothing.
Shoes	No open-toed shoes.
Children	Not in the written rules.

ALL 19 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- Clothing must reach the knee while standing (0 inches above).
  BOP wording: "must be at the knee while standing."
- No sleeveless tops.
  BOP wording: "sleeveless tops, overly tight fitting clothes,"
- No plunging necklines.
  BOP wording: "plunging necklines, open toed shoes,"
- No halter tops.
  BOP wording: "Halter tops, wrap- around skirts, spandex, caps, hats,"
- No see-through garments.
  BOP wording: "See through garments, sleeveless tops, overly"
- No overly tight-fitting clothes.
  BOP wording: "overly tight fitting clothes, plunging necklines, open toed shoes,"
- No spandex.
  BOP wording: "spandex, caps, hats, and clothing with logos"
- No bathing-suit type attire.
  BOP wording: "bathing-suit type attire will not be permitted."

COLORS AND UNIFORMS

- No khaki clothing similar to inmate attire.

BOP wording: "No khaki or green clothing similar to inmate attire"

- No green clothing similar to inmate attire.
  BOP wording: "No khaki or green clothing similar to inmate attire"
- No camouflage clothing.
  BOP wording: "camouflage clothing is to be worn by visitors inside the Visiting Room."

BRAS, UNDERWEAR AND METAL

- Women should avoid underwire bras; may not clear metal detector.
  BOP wording: "Women should avoid wearing underwire bras since they may not clear the metal detector."

SHOES

- No open-toed shoes.
  BOP wording: "Open toed shoes are not permitted."

HATS, HOODS AND COATS

- No caps or hats.
  BOP wording: "caps, hats, and clothing with logos"

EVERYTHING ELSE

- No clothing with logos that may indicate gang affiliation.
  BOP wording: "clothing with logos that may indicate gang affiliation"
- No wrap-around skirts.
  BOP wording: "wrap- around skirts,"
- No garments exposing private parts of the body.
  BOP wording: "or garments that expose private parts of the body will not be permitted"

IF THEY SAY NO

- Provocative attire by men or women is reason to deny visiting.
  BOP wording: "Provocative attire worn by men or women is reason to deny visiting."
- Operations Lieutenant decides whether visitor is appropriately dressed.
  BOP wording: "The Operations Lieutenant will proceed to the Front Lobby area and determine whether the visitor is dressed appropriately."

MAIL AND THE MAILING ADDRESS

Use their committed name exactly as the BOP Inmate Locator shows it. The name and number below are examples (JOHN ANTHONY SMITH-JONES, 12345-678).

JOHN ANTHONY SMITH-JONES
Reg. No. 12345-678
FCI Coleman Low
P.O. Box 1031
Coleman, Fl 33521

Put their name and register number on the envelope. The handbook (2012) gives the mailing address as **Federal Correctional Complex, P.O. Box 1031, Coleman, FL 33521-1031**. The BOP facility listing shows P.O. Box 1031 for Coleman Low and a separate box, P.O. Box 1027, for the camp. Use the address your loved one gives you. [2]

Use the P.O. Box only. Never mail to the street address (846 Ne 54th Terrace, Sumterville, Fl 33521).

MAIL DAYS	Mail is processed Monday through Friday, not on weekends or holidays. Mail a private carrier brings on a weekend or holiday is held until the next working day. [2]
OPENED AND CHECKED	Staff open and check all incoming mail for contraband. [2]
THEIR LETTERS TO YOU	At the low security level they **may seal** outgoing mail. It must have a return address with their name and register number, or it is not processed and is sent back. The handbook says they print address labels through the TRULINCS computer system. [2]
LEGAL MAIL	Opened in front of them if the front says "Special Mail - Open only in the presence of the inmate" (or similar) and the sender is clearly identified. Mail from a judge's chambers or from a member of Congress does not need the marking. [2]
BOOKS AND MAGAZINES	Hardcover books and newspapers only from the publisher, a book club or a bookstore. Softcover books, magazines and newspaper clippings can come from any source. They may keep no more than **5 books, 3 magazines or 1 newspaper**. [2]
PACKAGES	Mail that weighs 16 ounces or more and holds more than paper counts as a package and needs approval before it arrives. A package whose contents are approved under another BOP policy does not need advance approval, but must be marked "Authorized by Bureau Policy" or clearly describe what is inside. [2]
REJECTED MAIL	Mail can be rejected for things like threats, talk of criminal activity, codes, or obscene material. [2]
MONEY	Never put money in a letter. The mail room returns it. It goes to the BOP lockbox in Des Moines, Iowa (see the Money tab). The 2012 handbook also describes Western Union Quick Collect. [2]

Books and magazines: at a low security prison, soft-cover books and magazines can come from anyone.

Hardcovers only from a publisher or bookstore.

Sources

1. COC 5267.09E, Visiting Regulations, FCC Coleman (October 1, 2024) bop.gov/locations/institutions/col/col_visit.pdf
2. FCC Coleman Low Admission and Orientation Handbook (last updated November 2012) bop.gov/locations/institutions/col/col_ao-handbook.pdf