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Mailing this to someone inside? Print one side only, black ink, plain white paper. No staples or clips. Put their full name and number on the envelope. Some facilities limit pages per envelope: check their mail rules first.

FEDERAL PRISON GUIDE

VISIT PACKET: USP FLORENCE - HIGH

U.S. Penitentiary · Florence, CO · Phone 719-784-9454

VISIT CARD · CUT OUT AND KEEP IN THE CAR

WHEN
Saturday, Sunday and federal holidays
No regular visiting on weekdays.[1]

HOURS
8:00 a.m. to 3:00 p.m.
The visiting paper gives no cutoff time for arriving.[1]

VISITS
How many visits
No limit on how often, as long as the visit is in visiting hours and there is space.[1]

WHO CAN COME
four adults and six children
No more than four adults and six children at one time.[1]

BRING
16 or older
Everyone 16 or older must show official federal or state photo ID.[1]

CALL FIRST
719-784-9454
Call before you drive, every time.

BEFORE YOU GO: GET ON THE LIST

1. Immediate family (mother, father, step-parents, foster parents, brothers, sisters, spouse and children) go on the list after the relationship is verified. A background check (NCIC) still has to be done.
2. Other relatives (grandparents, uncles, aunts, in-laws, cousins) can be added if there is no reason against it.
3. Friends and associates must have known them before prison, unless the warden makes an exception. The limit is **ten** friends or associates.
4. To be added if you are not immediate family, write to the inmate's unit staff at USP Florence at least **four weeks** before the visit. You get a letter of approval to bring with you.
5. People with a criminal record can be approved, but the warden must approve them.
6. They can change the list at any time.
7. The unit team confirms the relationship of requested visitors within two weeks after they arrive.[1]

AT THE DOOR

CHILDREN	Children under 16 cannot visit unless a responsible adult who is on the approved list is with them. Visitors aged 16 or 17 need written permission from a parent, legal guardian or immediate family member over 18 if they come alone. Only children 5 or younger may sit on their lap.[1]
MONEY	No more than **$20.00** a person.[1]
WHAT YOU CAN CARRY	One wallet, clear change purse or small zip-lock bag (no larger than 8 by 6 inches), a comb, heart or prescribed medication, jewelry normally worn, and a diaper bag with sealed baby food, baby clothes, bottles, powder or lotion in the amounts needed for the visit. No chewing gum or breath mints. No photos. Lockers are in the front lobby. Take the key with you, and return it after the visit.[1]
WHAT TO WEAR	Dress as for a court room: conservative and professional. No camouflage, khaki, hospital scrubs, or shorts or capris more than 2 inches above the kneecap. No low-cut (V-neck), sleeveless, see-through, tube, tank, halter, crop, cap-sleeve or backless tops, swim suits, sweat suits, break-away pants, open-toe shoes or skin-tight clothes. No gang-related clothing or sagging pants. Dresses must reach the back of the knee, including any slit. No sundresses, jackets, overcoats or excessive jewelry. No hats, bandanas or scarves except religious headgear.[1]
TOUCHING	Handshaking, embracing and kissing only at the start and end of the visit. One kiss at each.[1]
IF YOU LEAVE	If a visitor leaves the visiting room for any reason, their visit is over for the day.[1]
WHEN IT GETS CROWDED	Staff end visits for people who live within a 50-mile radius first, then by the time the visit started.[1]

ALL VISITING DAYS AND HOURS

WHERE	DAYS	HOURS
General population (visiting room)	Saturday, Sunday and federal holidays	8:00 a.m. to 3:00 p.m.
SHU and SMU (video visits)	Same days. Video visits end 30 minutes before closing time and are usually limited to two hours. SMU: up to five visits a month, immediate family only, request in writing at least one week ahead.	Ends 2:30 p.m.

The visiting paper gives no cutoff time for arriving. The warden can limit or change visiting hours for space, staff or security. Extra days around Christmas and New Year depend on the day the holiday falls, and the inmates get a memo.[1]

No regular visiting on weekdays. Visits are Saturday, Sunday and federal holidays only. The visiting rules are from September 19, 2013 and the handbook from March 3, 2014, so they may be out of date. Call 719-784-9454 before you drive.

GETTING THERE

From Colorado Springs	Take Highway 115 south to Florence. Turn south on State Highway 67 and go about two miles to the main entrance of the complex.
From Pueblo	Take US Highway 50 west about thirty miles to State Highway 115. Turn south on Highway 115 and go about five miles to State Highway 67. Turn south on Highway 67 and go about two miles to the main entrance.
Taxi	Florence Cab Service, 784-2222. Express Taxi, 634-3111. Yellow Cab, 687-8222. Colorado Springs Airport is the airport near the prison, with car rentals.

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.

USP FLORENCE - HIGH

Rules dated **September 19, 2013** (13 years old)

Official rules (PDF) (bop.gov/locations/institutions/flp/flp_visit.pdf) En español (PDF) (bop.gov/locations/institutions/flp/flp_visit_sp.pdf)

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

Skirts and dresses	Dresses (and slits) must reach the back-of-knee break (0 inches above).
Shorts	Shorts/capris no more than 2 inches above the kneecap.
Colors to avoid	No khaki-colored clothing.
Leggings, spandex	No skin-tight clothing.
Bras and metal	Not in the written rules. Some prisons ban underwire bras anyway, and the penalty can be more than being sent home. Wear a sports bra or a bra with no wire.
Camouflage, military	No camouflage clothing.
Shoes	No open-toe shoes.
Children	Not in the written rules.

ALL 24 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- Dresses (and slits) must reach the back-of-knee break (0 inches above).
  BOP wording: "the length of the dress will not be shorter than the natural break of the wearers' leg, at the back of the knee."
- Shorts/capris no more than 2 inches above the kneecap.
  BOP wording: "shorts or Capri style pants whose length is more than 2 inches above the knee cap."
- No sleeveless, tank tops or cap sleeves.
  BOP wording: "sleeveless, see-through clothing, tube tops, tank tops, halter"
- No low-cut (e.g., V-neck) shirts or dresses.
  BOP wording: "Low cut (e.g., V-neck) shirts or dresses,"
- No crop tops.
  BOP wording: "crop tops, cap sleeves,"
- No tube, halter tops or backless clothing.
  BOP wording: "tube tops, tank tops, halter tops, crop tops, cap sleeves, backless clothing,"
- No see-through clothing.
  BOP wording: "see-through clothing, tube tops,"
- No skin-tight clothing.
  BOP wording: "(e.g., skin-tight clothing, etc.) are not permitted."
- No swim suits.

BOP wording: "backless clothing, swim suits, sweat suits,"

- No sweat suits or break-away pants.
  BOP wording: "swim suits, sweat suits, break away pants,"

COLORS AND UNIFORMS

- No khaki-colored clothing.
  BOP wording: "khaki colored clothing, hospital scrubs,"
- No camouflage clothing.
  BOP wording: "visitors are prohibited against wearing camouflage clothing, khaki colored clothing,"

BRAS, UNDERWEAR AND METAL

- No excessive jewelry.
  BOP wording: "Sundresses, jackets, overcoats and excessive jewelry are not permitted."

SHOES

- No open-toe shoes.
  BOP wording: "away pants, open toe shoes,"

HATS, HOODS AND COATS

- No hats, bandanas or scarves.
  BOP wording: "hats, bandanas and/or scarfs will not be worn during visits."
- Religious headgear is allowed.
  BOP wording: "With the exception of religious headgear,"
- No jackets or overcoats.
  BOP wording: "Sundresses, jackets, overcoats and excessive jewelry are not permitted."

EVERYTHING ELSE

- No gang-related attire or fashions, including sagging pants.
  BOP wording: "No gang related attire or fashions will be allowed in the visiting room, this includes sagging of the pants."
- No hospital scrubs (inmates wear blue scrubs).
  BOP wording: "khaki colored clothing, hospital scrubs,"
- No sundresses.
  BOP wording: "Sundresses, jackets, overcoats"
- Attire must suit a courtroom: conservative and professional.
  BOP wording: "The attire worn must be appropriate for a court room environment (i.e. conservative and professional)."
- Excessively long shirts must be tucked in.
  BOP wording: "Shirts must also be tucked in if deemed excessively long."

IF THEY SAY NO

- Provocative or scantily clad attire is reason to deny visiting.
  BOP wording: "Excessively provocative or scantily clad attire is reason to deny and/or preclude visiting."
- Operations Lieutenant makes final determination.
  BOP wording: "The Front Lobby Officer will contact the Operations Lieutenant if a final determination is needed."

MAIL AND THE MAILING ADDRESS

Your full name
Your street address
City, State ZIP

STAMP

Their committed name, exactly as the BOP Inmate Locator shows it

Reg. No. _____-___
USP Florence - High
P.O. Box 7000
Florence, CO 81226

The envelope, filled in. Their name and number must match the BOP Inmate Locator exactly.[2]

The BOP page lists the mailing address as P.O. Box 7000, Florence, CO 81226. Put their committed name and register number on the envelope.[2]

> **USE THE P.O. BOX ONLY.** Never mail to the street address.

THE MAIL RULES

MAIL DAYS	First class mail is handed out Monday through Friday (except holidays) by the evening watch officer in each living unit. Usually no weekend or holiday mail.[2]
LEGAL MAIL	Opened in front of them. It must be clearly marked as legal mail, and the attorney must ask that it be opened only in their presence.[2]
MONEY	Never put money in a letter. Send it to the BOP lockbox in Des Moines (see the Money tab).[2]

Sources

1. FLP 5267.08D, Visiting Regulations (September 19, 2013) bop.gov/locations/institutions/flp/flp_visit.pdf
2. USP Florence Admission and Orientation Handbook (updated March 3, 2014) bop.gov/locations/institutions/flp/flp_ao-handbook.pdf