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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: FCI FLORENCE

Federal Correctional Institution · Florence, CO · Phone 719-784-9100

VISIT CARD · CUT OUT AND KEEP IN THE CAR

WHEN
Saturday, Sunday and federal holidays
The rules give no weekday visiting.[1]

HOURS
8:00 a.m. to 3:00 p.m.
Visitors are not processed after 2:00 p.m.[1]

WHO CAN COME
five visitors
No more than five visitors for each inmate at one time.[1]

BRING
16 or older
Everyone 16 or older needs valid photo ID: current driver's license, passport or state ID.[1]

CALL FIRST
719-784-9100
Call before you drive, every time.

BEFORE YOU GO: GET ON THE LIST

1. Your loved one gets you the visitor forms (BP-224 and BP-629) and sends them to you.
2. The Unit Team checks you out and approves or denies. **They** tell you. Do not drive until you are approved.
3. The list holds up to **20 visitors**, family and friends together. Minor children, their attorney and their minister of record do not count against the 20.
4. Friends and associates must have known them before prison. Only the warden can make an exception.
5. They can ask to change the list at any time through their Unit Team.
6. Holdover (passing through) inmates: only verified immediate family, with a request at least one day in advance.
7. Special visits: the request goes to the Unit Team at least three days ahead.[1]

AT THE DOOR

CHILDREN	Children under 16 cannot visit unless a responsible adult comes with them. Children must stay under supervision. After one written warning, a second problem ends the visit.[1]
MONEY	Up to **$30.00** in bills (no larger than $5 bills) each day for each adult. Money for their account cannot be given in the visiting room.[1]
WHAT YOU CAN CARRY	A clear change purse, eight inches or less in height and width. Required prescription medication goes with the officer. A clear diaper bag with up to 6 each of: sealed baby food or formula, empty plastic baby bottles, diapers, and one baby blanket. Everything else (purses, coats, car keys, phones, cameras, watches, hats) goes in the lockers.[1]
WHAT TO WEAR	No camouflage. No khaki at the FCI and no olive green at the camp. Shorts no higher than three inches above the knee. No low-cut (V-neck) shirts or dresses, see-through, tube, tank, halter, crop, sleeveless, backless, mesh or skin-tight clothes, swim suits, sweat suits, break-away pants or open-toe shoes. Dresses must reach the back of the knee, and sundresses are not allowed. No hats or scarves except religious headgear. No watches or electronic sports bands.[1]
TOUCHING	Kissing, embracing and handshaking are allowed only when the visit starts and when it ends.[1]
VENDING MACHINES	Food from the vending machines is handed to them sealed. Wrappers are opened flat on the table. They cannot use the machines themselves.[1]
WHEN IT GETS CROWDED	The visiting room holds **140** at the FCI and **145** at the camp. If it is full, visits are cut to two hours. Staff ask for volunteers first, then end visits for people who live within fifty miles, and then people who visit most often.[1]

ALL VISITING DAYS AND HOURS

WHERE	DAYS	HOURS
FCI (main prison)	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)	Saturday, Sunday and federal holidays, by video, usually for two hours at a time. Visitors are processed into the FCI A-Building.	Within 8:00 a.m. to 3:00 p.m.

Visitors are not processed after 2:00 p.m. The lobby opens at 7:45 a.m. (15 minutes before visiting at the camp). No one is processed during the **10:00 a.m. count**, and traffic is stopped at the complex front gate at 9:30 a.m. until the count clears.[1]

The rules give no weekday visiting. There is no limit on how many times a month someone at the camp can visit. The Florence visiting rules are from **June 26, 2018** and the handbook from **January 2022**. They may be out of date. Call the recorded visiting message at **719-784-9100** (press 1) before you drive. It gives the current status for all four Florence institutions.

GETTING THERE

From Colorado Springs	Take Highway 115 south to Florence. Then take Highway 67 south to the complex.
From Pueblo	Take Highway 50 west toward Canon City. Take Highway 115 south from Penrose to Highway 67 south in Florence. Continue on Highway 67 south to the complex.
From Canon City	Take Highway 50 east to Highway 67 south, or Highway 115 south to Highway 67 south in Florence. The complex is on the east side of Highway 67.
Taxi	Fremont County Cab Service, 806 W. 5th Street, Florence, CO 81226, 719-784-2222.

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 FLORENCE

Rules dated **June 26, 2018** (8 years old)

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

8 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 back of knee: 0 inches above.
Shorts	Shorts no higher than three inches above the knee.
Colors to avoid	No khaki clothing when visiting the FCI. No olive drab clothing when visiting the camp (FPC).
Leggings, spandex	No suggestive or revealing apparel such as 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 20 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- Dresses (and slits) must reach back of knee: 0 inches above.
  BOP wording: "the dress will not be shorter than the natural break of the wearers' leg, at the back of the knee."
- Shorts no higher than three inches above the knee.
  BOP wording: "Shorts must be no higher than three inches above the knee,"
- No tank tops or sleeveless clothing.
  BOP wording: "tube tops, tank tops, halter tops, crop tops, sleeveless clothing,"
- No low cut or V-neck shirts or dresses.
  BOP wording: "no low cut (e.g., V-neck) shirts or dresses, see-through"
- No crop tops.
  BOP wording: "halter tops, crop tops, sleeveless clothing,"
- No tube tops, halter tops, or backless clothing.
  BOP wording: "clothing, tube tops, tank tops, halter tops, crop tops, sleeveless clothing, backless clothing,"
- No see-through or mesh clothing.
  BOP wording: "see-through clothing, tube tops, tank tops, halter tops, crop tops, sleeveless clothing,"
- No suggestive or revealing apparel such as skin-tight clothing.
  BOP wording: "skin-tight clothing, etc.)."
- No swim suits.

BOP wording: "backless clothing, swim suits, sweat suits, mesh clothing, break away pants,"

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

COLORS AND UNIFORMS

- No khaki clothing when visiting the FCI.
  BOP wording: "khaki colored clothing (when visiting at the FCI), olive drab colored clothing"
- No olive drab clothing when visiting the camp (FPC).
  BOP wording: "olive drab colored clothing (when visiting at the FPC)."
- No camouflage clothing.
  BOP wording: "Visitors are prohibited against wearing camouflage clothing,"

BRAS, UNDERWEAR AND METAL

- No wrist watches, timepieces, or electronic sports bands.
  BOP wording: "Wrist watches/timepieces/electronic sports bands of any sort are not authorized"

SHOES

- No open toe shoes.
  BOP wording: "open toe shoes, or any other apparel of a suggestive or revealing nature"

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,"
- Coats and jackets must be secured in lockers.
  BOP wording: "Visitor purses, coats, jackets, and headgear must be secured in the lockers provided,"

EVERYTHING ELSE

- No sundresses.
  BOP wording: "Sundresses are not permitted."

IF THEY SAY NO

- Visits may be denied for noncompliance or excessively provocative attire.
  BOP wording: "Excessively provocative attire is reason to deny and/or preclude visiting."

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. _____-___
FCI Florence
P.O. Box 6000
Florence, CO 81226

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

Put their committed name and register number on the envelope. Without them the letter is returned. All mail must come through the U.S. Post Office, including packages.[2]

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

THE MAIL RULES

MAIL DAYS	Mail is delivered Monday through Friday, after the 4 p.m. count, in each housing unit. No delivery on Saturdays, Sundays or federal holidays.[2]
OPENED	Incoming mail is opened and inspected.[2]
BOOKS	Hardcover books can come only directly from the publisher, a bookstore or a book club.[2]
MONEY	Never put money in a letter. Send it to the BOP lockbox in Des Moines (see the Money tab).[2]

Sources

1. FLF 5267.09b, Visiting Regulations (June 26, 2018) bop.gov/locations/institutions/flf/flf_visit.pdf
2. FCI Florence Admission and Orientation Handbook (updated January 2022) bop.gov/locations/institutions/flf/flf_ao-handbook.pdf