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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 SAFFORD

Federal Correctional Institution · Safford, AZ · Phone 928-428-6600

VISIT CARD · CUT OUT AND KEEP IN THE CAR

WHEN **Saturday, Sunday and designated federal...** No visiting Monday through Friday (except federal holidays).[1]	HOURS **8:00 a.m. to 3:00 p.m.** Visitors must be in the lobby no earlier than 8:00 a.m.[1]	VISITS **not limited** The rules say that because Safford has visiting only two days a week plus federal holidays, the number of vis...[1]
WHO CAN COME **4 visitors** Ordinarily 4 visitors sitting in the visiting area at one time, children included (an infant held by an adult...[1]	BRING **16 or older** Everyone 16 or older needs a valid state or government photo ID: driver's license, passport or other governme...[1]	CALL FIRST **928-428-6600** Call before you drive, every time.

THE BOP'S OWN PAPERS DISAGREE. The Safford visiting rules (SAF 5267.09A, **January 18, 2022**) and the inmate handbook (August 2022) say visitors may bring up to **$25.00** in change for the vending machines. The older visitor's handbook (**October 2012**) says $20. The visitor's handbook also says visitors may not be on the property before 7:50 a.m.; the rules say no earlier than 8:00 a.m. in the lobby. Go by the newer papers and call 928-428-6600 if you are not sure.[1]

BEFORE YOU GO: GET ON THE LIST

1. During orientation they fill out a visiting list for their Correctional Counselor. They are encouraged not to schedule visits in their first **4 days**, so staff can finish the lists.
2. They send a visitor form letter, the Visitor Information Form (**BP-629**, as the rules print it), to each person. The visitor fills in every question and returns it, and the counselor checks and verifies the names.
3. **Everyone**, even confirmed immediate family, gets a background check and must be approved first. Immediate family is mother, father, step-parents, foster parents, brothers, sisters, wife, common law wife and children.
4. A prior relationship is ordinarily required. Exceptions, mainly for inmates with no other visitors, go to the Warden.
5. The inmate handbook says a total of **6 other relatives, friends and associates** may be on the list, besides immediate family.
6. A disapproved visitor is not explained to them, for privacy reasons. They can change the list **every 30 days** with an Inmate Request to their counselor, and usually get an answer in 4 working days.
7. **They** tell you if you were approved. Do not drive until you are approved.[1]

AT THE DOOR

CHILDREN	Children under 16 must come with a parent or legal guardian who is on the approved list. Children 16 and 17 must be on the list too, and come with a parent or guardian on the list. Children are never left unsupervised. An unruly child gets one warning; after that the visit may end.[1]
SCREENING	Everyone must clear the **walk-through metal detector**, and a hand-held one if needed. Anyone who fails both is turned away, but may try again that day if they get to the lobby by 2:00 p.m. A visitor with a metal plate, pins or a pacemaker brings a signed letter on letterhead from a licensed physician. Belongings go through the x-ray. Visitors are tested at random for drugs (ion scanner). A hand stamp is checked with a black light when leaving.[1]
MONEY FOR VENDING MACHINES	No more than **$25.00 in change** (quarters, dimes and nickels) per family. **No paper money.** No money, checks or money orders are accepted from a visitor for an inmate account.[1]
WHAT YOU CAN CARRY	One wallet or one see-through change purse no bigger than 8 by 8 by 2 inches. Baby items: 4 diapers, 2 unopened plastic jars of baby food, 1 clear empty bottle or sippy cup, 3 individually packaged formulas, 1 baby blanket. Two sanitary napkins or tampons. Nitroglycerin pills, insulin and prescribed inhalers go on the visiting room officer's desk during the visit. Everything else stays in the car. Keys hang on the key board in the lobby and you get a numbered chit.[1]
NOT ALLOWED IN	Food (except sealed baby food and formula), drinks, large purses, diaper bags, travel bags, photos, anything written (newspapers, books, magazines), games and playing cards, cameras, radios, DVD players, iPads, cell phones, toys, tobacco, watches.[1]
WHAT NOT TO WEAR	Nothing too revealing: no sun dresses, leotards, miniskirts, backless tops, any sleeveless garment, crop tops, low necklines, sheer or see-through fabric, or spandex. No sweat suits, athletic wear, bib overalls, hoods, gloves, open-toed shoes or sandals. Shorts, skirts and dresses no more than **3 inches above the knee** (children too), with no high splits. **No khaki, camouflage, solid orange or solid green**, grey sweatpants or medical scrubs. No gang insignia. No headwear except religious. No watches, no jewelry but one wedding band, one pair of studded earrings and one religious necklace. No hair pins or bobby pins (an elastic band is fine). Staff may let you come back once you are dressed properly.[1]
TOUCHING	A brief embrace and kiss on arrival and again at the end. No other contact, except an infant sitting on the inmate's lap. Staff assign the seats and the inmate sits across from the visitors.[1]
WHAT THEY WEAR	Clean khaki pants and a khaki shirt tucked in, and institution-issued shoes. SHU inmates wear the orange jumpsuit. They take nothing in except legal papers approved by the unit team (the handbook allows a religious medal, eyeglasses, a wedding band and their ID card).[1]
WHEN IT GETS CROWDED	Visits may be ended. Inmates approved for extra visitors go first, then the first visitors processed in after they have visited for 3 hours. Visitors who rarely get to visit, or who traveled a long way, are considered last.[1]

ALL VISITING DAYS AND HOURS

WHERE	DAYS	HOURS
General population	Saturday, Sunday and designated federal holidays	8:00 a.m. to 3:00 p.m.
Special Housing Unit (SHU)	Fridays only, non-contact, by appointment. Up to 2 visitors for 2 hours. Not on federal holidays. They pick one of the time slots in the next column.	8:00 a.m. to 9:00 a.m., 9:30 a.m. to 10:30 a.m., 11:00 a.m. to 12:00 p.m., 12:30 p.m. to 1:30 p.m., or 2:00 p.m. to 3:00 p.m. (as listed in the handbook)
Holdover inmates	Thursday evenings, arranged in advance, only 2 immediate family members at a time	5:00 p.m. to 8:30 p.m.

Visitors must be in the lobby no earlier than 8:00 a.m. and no later than 2:00 p.m. Visitors are not processed from 9:30 a.m. until the 10:00 a.m. count clears, and inmates are not called to the visiting room until it clears.[1]

No visiting Monday through Friday (except federal holidays). SHU visits are Fridays only. Holdover visits are Thursday evenings.

GETTING THERE

From Tucson (2012 visitor's handbook)	Travel east on Interstate 10 to Highway 191 North. Travel on Highway 191 North to Highway 366 and turn left.
From Phoenix (2012 visitor's handbook)	Travel east on Highway 60 to Highway 70, then east on Highway 70 to Highway 191. Turn south on Highway 191 to Highway 366, then turn right.
Parking	Park to the right and left of the institution entrance in the areas marked "Visitor Parking." Lock your car. Do not leave children or animals unattended. No pets, except a trained and certified service animal with the Warden's approval ahead of time.
The address	The BOP lists the physical address as 1529 West Highway 366, Safford, AZ 85546. Phone 928-428-6600.

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 SAFFORD

Rules dated **January 18, 2022** (4 years old)

Official rules (PDF) (bop.gov/locations/institutions/saf/saf_visit-handbook.pdf) En español (PDF) (bop.gov/locations/institutions/saf/saf_visit-handbook_sp.pdf)

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

Skirts and dresses	No clothing more than three inches above the knee, incl. skirts/dresses.
Shorts	Shorts allowed only if no more than three inches above knee.
Colors to avoid	No khaki colors similar to inmate clothing.
Leggings, spandex	No leotards or spandex 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-toed shoes. No sandals of any kind.
Children	No exceptions: length rule applies to all visitors regardless of age.

ALL 24 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- No clothing more than three inches above the knee, incl. skirts/dresses.
  BOP wording: "Any clothing more than three (3) inches above the knee will be considered too short"
- Shorts allowed only if no more than three inches above knee.
  BOP wording: "This includes shorts,:- dresses, sun dresses, miniskirts,"
- No sleeveless garments of any kind.
  BOP wording: "backless tops, any sleeveless garment, crop"
- No low cut necklines.
  BOP wording: "tops, low cut necklines, sheer fabric, see through lace,"
- No crop tops.
  BOP wording: "any sleeveless garment, crop tops, low cut necklines,"
- No backless tops.
  BOP wording: "backless tops, any sleeveless garment, crop"
- No sheer fabric or see-through lace.
  BOP wording: "tops, low cut necklines, sheer fabric, see through lace,"
- No leotards or spandex clothing.
  BOP wording: "leotards, miniskirts, backless tops, any sleeveless garment,"
- No sweat suits or athletic wear.

BOP wording: "No sweat suits or athletic wear, bib overalls, any"

COLORS AND UNIFORMS

- No khaki colors similar to inmate clothing.
  BOP wording: "Any clothing similar to inmate clothing such as : khaki colors will not be permitted."
- No camouflage clothing.
  BOP wording: "camouflage clothing will not be allowed."

BRAS, UNDERWEAR AND METAL

- No watches; only wedding band, stud earrings, one religious necklace.
  BOP wording: "No watches or other electronic wristbands, no jewelry other than 1 wedding band, 1 pair of studded ear rings,"

SHOES

- No open-toed shoes.
  BOP wording: "gloves, open-toed shoes or sandals of any kind are allowed."
- No sandals of any kind.
  BOP wording: "gloves, open-toed shoes or sandals of any kind are allowed."

HATS, HOODS AND COATS

- No headwear except religious headwear.
  BOP wording: "No headwear will be permitted in visitation, except"
- Religious headwear allowed; may be searched with Warden approval.
  BOP wording: "Visitors wearing religious headwear."
- No hooded shirts, jackets, or sweaters.
  BOP wording: "hooded shirts, hooded jackets or hooded sweaters,"

CHILDREN

- No exceptions: length rule applies to all visitors regardless of age.
  BOP wording: "This applies to all visitors regardless of age."

EVERYTHING ELSE

- Gang insignia on clothing or hair referred to Operations Lieutenant.
  BOP wording: "Any type of gang insignia, i.e., gang art work of any type on a visitor's clothing,"
- Too-revealing clothing barred, e.g. sun dresses; rules apply to both sexes.
  BOP wording: "Anyone wearing clothing considered to be too revealing will not be allowed to visit."
- No bib overalls or gloves.
  BOP wording: "No sweat suits or athletic wear, bib overalls, any"
- No hair pins or bobby pins; only elastic hair band.
  BOP wording: "No hair pins, or bobby pins. Only an elastic hair band will be permitted"

IF THEY SAY NO

- Inappropriately dressed visitors denied but may visit after changing.
  BOP wording: "Visitors will be given the option to visit the inmate only after appropriate dress has been obtained."
- IDO makes final decision on questionable clothing.

BOP wording: "Clothing questionable for a correctional setting will be referred to the IDO who will make the final decision"

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 Safford
P.O. Box 9000
Safford, AZ 85548

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

The handbook gives the address as: their committed name, register number, **Federal Correctional Institution** (spelled out; "FCI" is not enough), **P.O. Box 9000, Safford, Arizona 85548**.[2]

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

THE MAIL RULES

OUTGOING MAIL	At Safford they **seal** outgoing mail and drop it in the box in front of their housing unit. It needs their full committed name, register number and return address in the upper left, with the institution name spelled out, and a TRULINCS label with your address. There is no mail service on weekends or holidays.[2]
LEGAL MAIL	To be Special Mail, the sender must be named on the envelope and it must say "Special Mail - Open Only in the Presence of the Inmate." Otherwise it may be opened and read as general mail.[2]
PACKAGES	Mail weighing 16 ounces or more needs a signed Authorization to Mail a Package.[2]
MONEY	Never put money in a letter. It goes to the BOP lockbox in Des Moines (see the Money tab).[2]

Sources

1. SAF 5267.09A, Visiting Regulations, Institution Supplement (January 18, 2022) bop.gov/locations/institutions/saf/saf_visit.pdf
2. FCI Safford Inmate Information Handbook (August 2022) bop.gov/locations/institutions/saf/saf_ao-handbook.pdf