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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 ADMAX

U.S. Penitentiary · Florence, CO · Phone 719-784-9464

VISIT CARD · CUT OUT AND KEEP IN THE CAR

WHEN
Thursday, Friday, Saturday and Sunday,...
Other days are for H-Unit (Monday to Wednesday) or are not visiting days.[1]

HOURS
8:00 a.m. to 3:00 p.m.
No visitor is processed into the visiting room after 2:00 p.m.[1]

VISITS
five visits a month
Each person may receive five visits a month, up to seven hours each.[1]

WHO CAN COME
three visitors, children included
No more than three visitors, children included, in the visiting room at one time.[1]

BRING
16 or older
Everyone 16 or older needs valid state or government photo ID.[2]

CALL FIRST
719-784-9464
Call before you drive, every time.

BEFORE YOU GO: GET ON THE LIST

1. Your loved one fills out the visitor name and address on the **Visitor Information** form (BP-S629.052) from their counselor or case manager, signs it, and gives it back.
2. Staff ask visitors for background information. If little is known about a visitor, the visit may be denied until they get what they need.
3. The Unit Team tells your loved one whether you are approved, and sends you the visiting instructions. **They** tell you. Do not drive until you are approved.
4. Someone with no relationship before prison needs a written request to the warden.
5. Everyone must be on the approved visiting list to visit.
6. Holdovers and new arrivals: the warden may limit visits to immediate family when no list is available.[1]

AT THE DOOR

MORE THAN ONE VISIT A DAY	More than one visit in a day counts as one only if they stay in the visiting room between visits. If they go back to their cell or work and then return, it counts as another visit.[2]
CHILDREN	Children under 16 must be accompanied by an adult family member and kept under control.[2]
WHAT TO WEAR	Not allowed: short shorts, low-cut or see-through clothes, tube or tank tops, backless clothes, swim suits, sweat suits, open shoes, skin-tight clothes, hats (except religious headgear), and khaki-colored clothes. A dress must not be shorter than the back of the knee, including any slit.[2]
WHAT YOU CAN CARRY	Leave parcels, handbags and cell phones in your car or motel room. You may bring only a small clear change purse and needed medication. No coats. No more than **$25**. Food is not allowed, except baby food and bottles for an infant. Vending machine items are the only thing you may give them.[2]
BABY ITEMS	Diapers, food and bottles only in the amount used during the visit. A baby car seat is allowed if it can be searched. No strollers or baby carriers.[2]
MONEY	You cannot leave money with the front lobby officer. Send money by postal money order through the mail.[2]
CAMERAS	No cameras or recording equipment without the warden's written consent.[2]
WHEN IT GETS CROWDED	Staff look at how far you traveled, how often you visit, your relationship, and how many visits they have had.[1]

ALL VISITING DAYS AND HOURS

WHERE	DAYS	HOURS
All units except H-Unit	Thursday, Friday, Saturday and Sunday, and federal holidays	8:00 a.m. to 3:00 p.m.
H-Unit	Monday, Tuesday and Wednesday only. No H-Unit visits on a federal holiday that falls on one of those days.	8:00 a.m. to 3:00 p.m.

No visitor is processed into the visiting room after 2:00 p.m. A visitor who leaves the visiting area cannot come back that day.[1]

Other days are for H-Unit (Monday to Wednesday) or are not visiting days. All federal holidays count as visiting days. The ADX visiting paper is from **May 7, 2014**. The handbook (October 2022) repeats the same days, hours and limits. Both may be out of date. Call 719-784-9464 (the ADX operator) before you drive.

GETTING THERE

From Colorado Springs	Take Highway 115 south to Florence. Take Highway 67 south to the complex. It is about 40 miles from Colorado Springs, on the east side of Highway 67.
From Pueblo	Take Highway 50 west toward Canon City. Take Highway 115 south from Penrose to Highway 67 south in Florence.
From Canon City	Take Highway 50 east to Highway 67 south, or Highway 115 south to Highway 67 south in Florence.
Taxi	Fremont County Cab in Florence, 719-784-2222. City Cab Co. in Pueblo, 719-543-2525. Yellow Cab in Colorado Springs, 719-634-5000.

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 ADMAX

Rules dated **May 7, 2014** (12 years old)

Official rules (PDF)(bop.gov/locations/institutions/flm/flm_visit.pdf) En español (PDF)(bop.gov/locations/institutions/flm/flm_visit_sp.pdf)

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

Skirts and dresses	ADX: no mini-skirts. Camp: dresses/slits must reach back of knee.
Shorts	ADX: no shorts. Camp: shorts must reach mid-thigh.
Colors to avoid	Camp: visitors must not wear khaki-colored clothing.
Leggings, spandex	No tight-fitting or 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	Not in the written rules. Many prisons ban both; leave them home.
Shoes	Not in the written rules.
Children	Not in the written rules.

ALL 16 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- ADX: no mini-skirts. Camp: dresses/slits must reach back of knee.
  BOP wording: "the length of the dress will not be shorter than the natural break of the wearer's leg, at the back of the knee."
- ADX: no shorts. Camp: shorts must reach mid-thigh.
  BOP wording: "Visitors may not wear shorts, mini-skirts, sheer or tight fitting clothing,"
- No sleeveless clothing or tank tops.
  BOP wording: "low cut, or see-through clothing, tube or tank tops, backless"
- No excessively short or low-cut clothing.
  BOP wording: "excessively short or low cut clothing, backless clothing, halter tops, or sleeveless clothing."
- No backless clothing, halter tops or tube tops.
  BOP wording: "excessively short or low cut clothing, backless clothing, halter tops, or sleeveless clothing."
- No sheer or see-through clothing.
  BOP wording: "Visitors may not wear shorts, mini-skirts, sheer or tight fitting clothing,"
- No tight-fitting or skin-tight clothing.
  BOP wording: "or revealing nature (e.g., skin-tight clothing, etc.)."
- Camp: no swim suits.
  BOP wording: "clothing, swim suits, sweat suits, or any other apparel of a suggestive or"
- Camp: no sweat suits.

BOP wording: "clothing, swim suits, sweat suits, or any other apparel of a suggestive or"

COLORS AND UNIFORMS

- Camp: visitors must not wear khaki-colored clothing.
  BOP wording: "including not wearing clothing khaki in color."

HATS, HOODS AND COATS

- Camp: no hats during visits.
  BOP wording: "With the exception of religious headgear, hats may not be worn during visits."
- Camp: religious headgear is allowed.
  BOP wording: "With the exception of religious headgear, hats may not be worn during visits."
- ADX: coats not permitted in the Visiting Room.
  BOP wording: "Coats will not be permitted in the Visiting Room."

EVERYTHING ELSE

- No suggestive or revealing dresses, blouses or other apparel.
  BOP wording: "Dresses, blouses or other apparel of a suggestive or revealing nature may not be worn."

IF THEY SAY NO

- Excessively provocative attire is reason to deny visiting.
  BOP wording: "Excessively provocative attire is reason to deny and/or preclude visiting."
- Lieutenant and Duty Officer decide whether to deny visit for attire.
  BOP wording: "he/she will contact the Operations Lieutenant and Institution Duty Officer to determine whether to deny or terminate the visit."

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 ADMAX
P.O. Box 8500
Florence, CO 81226

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

The handbook gives the address as Committed Name, Register Number, U.S. Penitentiary - Administrative Maximum, Post Office Box 8500, Florence, CO 81226-8500.[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. No weekend or holiday mail service.[2]
LEGAL MAIL	Opened in front of them. It must be clearly marked, and the attorney must ask that it be opened only in their presence.[2]
BOOKS	Hardcover books and newspapers only from the publisher, a book club or a bookstore. Soft cover publications only from the publisher, a book club or a bookstore.[2]
MONEY	Never put money in a letter. Send it to the BOP lockbox in Des Moines (see the Money tab).[2]

Sources

1. FLM 5267.08C, Visiting Procedures (May 7, 2014) bop.gov/locations/institutions/flm/flm_visit.pdf
2. ADX Florence Admission and Orientation Handbook (updated October 2022) bop.gov/locations/institutions/flm/flm_ao-handbook.pdf