



U.S. Department of Justice
Federal Bureau of Prisons

INSTITUTION SUPPLEMENT

OPI **CORRECTIONAL SERVICES**
NUMBER SPG – 5267.08**c**
DATE May 31, 2012

VISITING REGULATIONS

Approved: /s/
 Juan D. Castillo, Warden
 USMCFP Springfield

1. **PURPOSE AND SCOPE:** To implement Program Statement 5267.08, Visiting Regulations, which must be read in conjunction with this Supplement.

2. **DIRECTIVES AFFECTED:**
 - a. **DIRECTIVES RESCINDED: SPG-5267.08b, dated 12-27-2010.**

 - b. **DIRECTIVES REFERENCED**
 - (1) P.S. 5267.08, Visiting Regulations, dated 05-11-06.
 - (2) P.S. 1280.11, JUST, NCIC, NLETS Systems User Guide, dated **01-07-2000.**
 - (3) P.S. 1315.07, Inmate Legal Activities, dated 11-05-99.
 - (4) P.S. 1490.06, Victim and Witness Notification, dated 05-23-02.
 - (5) P.S. 4500.07, Trust Fund/**Deposit Fund Manual, dated 04-19-10.**
 - (6) P.S. 5100.08, Security Designation and Custody Classification Manual, dated **09-12-06.**
 - (7) P.S. 5270.09, Inmate Discipline **Program, dated 07-08-11.**
 - (8) **P.S. 5270.10, Special Housing Units, dated 07-29-11.**
 - (9) P.S. 5280.09, **Inmate** Furloughs, dated **01-20-11.**
 - (10) P.S. 5510.12, Searching and Detaining, or Arresting **Visitors to Bureau Grounds and Facilities, dated 01-15-08.**
 - (11) P.S. 5521.05, Searches of Housing Units, Inmates, and Inmate Work Areas, dated 06-30-97.
 - (12) P.S. 7331.04, Pretrial Inmates, dated 01-31-03.
 - (13) **EXEC ASST** - Duty Officer Procedures
 - (14) **SPG-5522.01c, 500 DT – Smith Detection System, Dated 04-14-11.**

3. **STANDARDS REFERENCED:**

American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4267, 4-4498, 4-4499-1, 4-4500, 4-4501, 4-4503, 4-4504.

4. **OPERATIONAL REVIEWS:** The Correctional Services Department is responsible for Operational Reviews of this program.

5. **PROCEDURES:** This is an administrative institution and thus visiting for inmates is always inside the secure perimeter, primarily in the Visiting Room. Visiting for Camp inmates takes place in designated areas at the Camp. Since much of the institution is a hospital, unique situations allow visiting to occur in areas other than the Visiting Room. Visits will be conducted in a manner that will allow other institutional activities to take place without unnecessary or extended interference.

6. **VISITING TIMES:** Regular visiting hours are **9:00 a.m.** to 3:00 p.m., Thursday through Monday, and national holidays. No visits will be processed after 2:30 p.m. Processing of visitors for the main institution will temporarily halt at 9:30 a.m. on weekends and holidays until the 10:00 a.m. count clears. Processing of visitors for the camp will not be suspended for the count unless deemed appropriate by the Operations Lieutenant due to an institution emergency.

The Unit Manager is responsible for facilitating bedside visits in the institution. The Captain is responsible for establishing visiting times and supervision for inmates in Administrative Detention and Disciplinary Segregation status.

The Unit Manager and medical staff are responsible for establishing visiting times and supervision for inmates unable to go to the Visiting Room or on the seriously/critically ill list. Refer to Section 14(b)(c) Bedside Visits for Hospital Patients for procedures to be followed.

Consistent with institution resources and scheduled activities, visiting times have been established to ensure institutional programs are not hampered or interfered with. Administrative expenses incidental to arranging and supervising visits will be decided on an individual basis by the Warden.

7. **FREQUENCY OF VISITS AND NUMBER OF VISITORS:** The Receptionist enters visits as they occur into the computerized visiting program. The Visiting Room officer will document all visits on the visiting room log sheet. An inmate may receive social visits which total eight (8) points per month. A social visit is counted as one point if the visit occurs on a weekday, Monday through Friday. A visit on a weekend or holiday is counted as two points, excluding the Thanksgiving, Christmas, and New Years holidays. There will be no charged points for these three holidays. A visit is recorded as one full visit, regardless of whether the visitor stays for the entire visiting period. Exceptions to the number of visits, as well as any special visit, may be approved by the Unit Manager, **Counselor**, or Case Manager, under special circumstances described in Program Statement 5267.08. The approving staff member shall document the visit by entering a notation on the Visiting Room computer program. The Unit Manager, Case Manager, or Correctional Counselor may approve such visits. Inmates are permitted no more than three (3) adult visitors at a time, three (3) children at a time, and at no time, more than six (6) visitors total.

Visiting privilege ordinarily will be extended to friends and associates having an established relationship with the inmate prior to confinement, unless such visits could

reasonably create a threat to the security and good order of the institution. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution. Inmates cannot combine their visit with another inmate or inmate's visitors. Inmates may only visit with those persons on his list.

- a. Ordinarily, a maximum of twenty (20) visitors, with no more than ten (10) friends will be authorized on an approved visiting list. A married couple will count as two on this list. This is due to each member of the married couple requiring a separate computer entry with specific information pertaining only to that individual.

Children under sixteen will not be included as part of the twenty.

The inmate will be notified by the Unit Team of the approval or disapproval of his request.

It should be the exception rather than the rule that a prospective visitor is permitted entrance to the visiting room without being on an inmate's approved visiting list prior to their arrival at the institution. If an individual arrives at the institution who is not on an approved visiting list, the IDO will be notified. The IDO will request the unit team to review the inmate's central file to determine the status of visitor approval. Ordinarily, the visit will not be approved unless the visitor is verifiable in the inmate's Presentence Investigation as immediate family, or was previously approved for visiting at another institution, and the unit team is confident all necessary paperwork and background checks on file are sufficient to make an informed decision. The IDO may verbally approve the visitor based on unit staff input. The unit team will add the approved visitor to the inmate's visiting list immediately or no later than the next normal business day; therefore, no future exception will be required by this same visitor.

- b. Additions not to exceed the maximum number of visitors can occur at any time. Inmates requesting visitors in excess of the maximum allowed (20) must submit a request to the Unit Manager for approval. If an inmate desires to have a visitor removed from his visiting list, the request must be made in writing to the respective Unit Team. An inmate is allowed to make changes to his approved visit list once per month. Once a visitor is removed, it will be permanent.
 - c. Due to the limited size of the Visiting Room, it may be necessary for some visits to be terminated to allow other inmates to visit. The termination of visits will be viewed as a last resort by staff. If termination becomes inevitable, the Visiting Room Officers will contact the Operations Lieutenant and the Institution Duty Officer (IDO). The Operations Lieutenant and the IDO will then terminate visits starting with visitors who reside in the local area, based on the time they entered the Visiting Room. If this does not alleviate the overcrowding, consideration will then be given to the distance traveled by the visitor and the frequency of visits for determining whose visit will be terminated.
8. **BUSINESS VISITORS:** The Unit Team will verify if any potential visitor who is a former business associate of an inmate meets the criteria outlined in Program Statement 5267.08. The Unit Manager will approve or disapprove the visit and make appropriate documentation.

9. **CONSULAR VISITORS:** The Unit Team will determine whether the inmate is a citizen of a foreign country and verify the visit is concerning matters of legitimate business. The Unit Manager will facilitate the visit and make appropriate documentation in the Central File.
10. **VISITS FROM REPRESENTATIVES OF COMMUNITY GROUPS:** The Unit Team will investigate the interest and qualifications of community groups or representatives wishing to visit.
11. **SPECIAL VISITS:** The Unit Team will investigate all special visits and determine whether the visit would meet the criteria outlined in Program Statement 5267.08.

An inmate desiring a special visit shall submit to his unit team an "Inmate Request to a Staff Member" at least one week prior to the anticipated visit.

The inmate should give the name and address of the individual with whom he desires a visit, their relationship, and other pertinent information which will assist the unit team in reaching a decision. The inmate's Unit Team will notify the inmate of the approval or disapproval of the visit request by a written response. A copy of an approved special visit will be sent to the Visiting Room Officer, who will supervise the visit. Whether approved or disapproved, a copy of the unit team's response will be placed in the central file, with reasons documented for approval or disapproval.

- a. **Clergy Visits:** Community clergy may be approved for a one-time visit by the Chaplain. If the inmate wishes continued visits, the inmate may have the clergy placed on his visiting list as his Minister of Record. An inmate can have only one Minister of Record. The institution chaplain will have input into this decision. These visits will be restricted to two visits per week and two hours in length. Visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures, and will count against the total number of regular visits allowed.
 - b. **Attorney Visits:** Attorneys should be on the inmate's visiting list; however, this does not preclude other attorneys from visiting if the inmate requests such visits. An NCIC check will be conducted on all attorneys the inmate wants added to his approved visiting list with the exception of public defenders from this district. The attorneys must have proper identification identifying them as bona fide attorneys. Normally, attorneys will be permitted contact visiting with inmates except for security reasons or when violations of institutional regulations occur.
 - c. **High Profile/High Publicity/ADX/Marion Control Inmate Visits:** All High Profile, USP-Marion, and ADX inmate visitor requests shall be forwarded to the SIS Office for review prior to approval of the visit. The Unit Team will review the inmate's Pre-Sentence Investigation Report to ensure the visitor is identified as a family member or prior acquaintance.
12. **VISITORS WITH PRIOR CRIMINAL CONVICTIONS:** The Warden must approve prospective visitors who have prior criminal convictions. The Unit Team will submit a written recommendation to the Warden noting the visitor's relationship to the inmate and the nature and extent of the prior criminal record. The inmate will be notified by the Unit Team of the approval or disapproval of his request. All requests will be routed through the SIS Office.

Unit teams may deny prospective visitors for good cause, i.e. criminal record, no prior relationship, etc. The unit team will notify the inmate when a prospective visitor is denied.

13. **TRANSPORTATION ASSISTANCE:** The Receptionist may call via the institution phone line, the local cab company requested by visitors. Commercial transportation phone numbers are posted in the Front Entrance Lobby. Directions to the institution and visiting rules and regulations are available to inmate visitors at the front lobby.
14. **VISITS TO INMATES NOT IN REGULAR POPULATION STATUS/NON-VISITING ROOM VISITS:**
 - a. **Admission and Holdover Status:** The Unit Team will ensure visits are limited to the immediate family for holdovers and new commitments, thus allowing time for processing and investigation of visiting forms submitted by the inmate. Holdover/Pretrial inmates will be notified of the visiting procedures through issuance of the institution admission and orientation handbook upon their arrival at the institution. An inmate transferred from another institution will be able to use his approved list from that facility after review and approval by his Unit Team.
 - b. **Inmate Visits While In Local Hospital:**
 - (1) Visits are made by immediate family only, ordinarily no one under the age of 16.
 - (2) Downtown hospital visits must be prearranged by the inmate's unit team and approved by the Warden. Specific times for the visit will be outlined on the visiting form (Attachment 5). The Unit Team will ensure Attachment 5 is completed and signed by the appropriate authority.
 - (3) Following approval of the visit, the Unit Team shall be notified to coordinate the visit at the local hospital. The IDO will initially meet with staff (i.e. correctional, escort, and hospital staff at the local hospital) and ensure that there are no correctional or medical concerns with the visit occurring.
 - (4) A visiting list of immediate family members will accompany the inmate to the community hospital. The Unit Team will inform the immediate family member/members who are approved that they must come to the institution first and complete the Notification to Visitor Form (BP224). Upon completion, the Front Desk Officer will give the visitor a copy of the form to take to the Officer-In-Charge (OIC) **or the Contract Guard Service** at the local hospital. Staff assigned to the inmate at the local hospital will supervise the visit.

The Receptionist will notify the Operations Lieutenant who will notify by phone, the OIC at the hospital. Without verbal notification from the Lieutenant, the visit will not take place.
 - (5) The Unit Team will notify the Receptionist and the Lieutenant's Office in writing when a visit is approved for an inmate in a downtown hospital.

c. Institution Bedside Visits:

- (1) Bedside visits must be prearranged by the inmate's unit team and approved by Warden (Attachment 4). Visits will be scheduled for Thursday through Monday, the same as routine visiting days.
- (2) Visiting times will be one (1) hour in the morning between the hours of **9:00 a.m. and 10:30 a.m.** and one (1) hour in the afternoon, between the hours of 1:00 p.m. and 3:00 p.m.
- (3) The unit officer will conduct a thorough search of the inmate and the inmate's cell prior to and immediately following the completion of the bedside visit.
- (4) The inmate's Unit Manager will designate a member of his unit team to serve as supervising staff for the visit. Staff supervising bedside visits in hospital wards must provide constant and immediate visual supervision of inmates and their visitors to prevent security violations.
- (5) Scheduling of all bedside visits will take into consideration any medical treatment needed, (i.e. medication), and any recommendations the physician may make (i.e. length of visit, limiting number of visitors, etc.).
- (6) While visiting is encouraged, visiting arrangements must be consistent with the security and good order of the institution, with staff resources available, and with the wellbeing of the patient in mind.

d. Detention or Segregation: The Captain is responsible for providing an adequate place to visit and determining visiting hours. All of the regular visiting room rules and regulations shall apply. Maximum custody or mental health inmates who are in a locked section will have a non-contact visit, unless otherwise approved by the Captain. Before escorting any inmates from a locked section to the Visiting Room, ensure the inmate has no separatees in the Visiting Room.

e. Non-Contact Visits: The Warden hereby delegates to the Captain authority to suspend contact visiting privileges for inmates when and where such visiting presents a potential threat to the security or orderly running of the institution. If more than one inmate requires Non-Contact visits, the inmate will only be allowed one hour of visiting each as to allow inmates an opportunity to visit.

f. Children: Children age 16 and under may not:

- (1) Visit in any living area;
- (2) Traverse any living area to visit.

15. **PROCEDURES:**

a. Responsibility: The Captain is responsible for the maintenance and assignment of supervision to the institution Visiting Room. The Unit Team is responsible for the procedures set out in Section 18(b) of Program Statement 5267.08.

- b. Preparation of List of Visitors: The Unit Team is responsible for evaluating the proposed visiting list submitted by an inmate and preparing all documents required in Section 18 (b) of Program Statement 5267.08. An NCIC check is required of all visitors not verified in the inmate's Pre-Sentence Report or not listed on a visiting list prepared at another facility. Attachment 1 of this Supplement will be provided to the inmate to make additions or deletions to the approved visiting list. The completed form will be returned to the unit team for review and processing, changes in visiting list can be made one time per month. The inmate will be notified by the Unit Team of the approval or disapproval of his request. Unit Team will enter approved visitors into the Visiting Computer Program and a copy of the approved visiting list will be placed in the inmate central file. The inmate will be provided with a copy of the Medical Center visiting regulations. ** Volunteers will not be placed on an inmate's visiting list even if they discontinue volunteer group participation.
- c. Identification of Visitors: The Receptionist is responsible for the identification of all visitors to the institution. All visitors must have valid picture identification, such as a driver's license, state approved photo identification card, or passport. Visitors will not be permitted into the institution without proper identification. Any questions concerning proper identification will be directed to the Operations Lieutenant or IDO. In the event the computer visiting program is not available, the Receptionist will contact a member of the inmate's Unit Team to review the Visiting List to approve the visit.
- d. Notification to Visitors: The Receptionist is responsible for making available written guidelines (Attachment 2) to the visitor. The visitor will sign for these guidelines on Attachment 7. The visitor will sign the Notification of Visitors form.
- The Joint Commission (JC) requires that measures be taken to control and prevent the spread of disease among patients, staff, and visitors. A letter (Attachment 6) has been created to warn visitors of the potential negative impact they could have while visiting inmates. This letter will be on the back side of the sign in roster in the front entrance reception area. The visitor will be required to read the letter as they sign in for the visiting session.
- e. Searching Visitors: Visitors are subject to search and under certain circumstances, detention and/or arrest. Refer to PS 5510.12 and SPG-5510.02w for exact specifications and circumstances.

It is the responsibility of the Receptionist to ensure only authorized items are allowed into the visiting area and only after the items have been thoroughly searched for contraband. Authorized items are defined as a small clear clutch purse, handkerchiefs, combs, coins or reasonable amounts of currency, female hygiene items, identification cards, items to provide sufficient care of infants such as two **(2) bottles with formula**, two (2) jars of baby food (must be in a factory sealed container), one (1) change of outer garments, three (3) diapers, one (1) baby blanket, baby wipes in a clear plastic bag, and immediate need medications such as those needed for heart disease, respiratory malfunctions, etc.

Unauthorized items shall include but not be limited to; all tobacco products, lighters, cell phones, diaper bags, large purses, letters, notes or documents

without prior written approval, photographs, chewing gum, car keys, etc. Clear plastic bags will be provided for use in carrying infant supplies in lieu of a diaper bag. It is recommended that unauthorized items be secured in the vehicle; however, should this not be possible, lockers are available in the Front Lobby. All items requiring storage in the lockers will first be thoroughly searched by the Receptionist prior to allowing placement.

Visitors may not leave money in the Visiting Room or Front Entrance for credit to an inmate's account. All monies must be mailed to the inmate via the Lock Box at: Federal Bureau of Prisons, Inmate Register Number, Inmate Name, Post Office Box 474701, Des Moines, Iowa 50947-0001. A Postal Money Order is recommended because personal checks will be held for fifteen (15) days before they will be credited to the inmate's account. Inmate visitors will not be allowed to receive anything of value or give anything of value to the inmate.

Visitors will be required to successfully pass through the walk-through metal detector. In the event this is unsuccessful, a hand-held metal detector will be used.

Inmate visitors who do not clear a walk-through or hand-held metal detector will depart the institution. They may return after removing the metal causing failure to clear the metal detectors. Processing will start over. Visitors are responsible for clearing a metal detector prior to entering the institution. Visitors with medical devices that cannot be removed must have supporting documentation from a physician.

Should the visitor still be unable to successfully pass screening, the Operation's Lieutenant will be contacted for further assistance. ORDINARILY UNDER NO CIRCUMSTANCES WILL A VISITOR BE ALLOWED ADMITTANCE INTO THE INSTITUTION UNTIL HE/SHE HAS SUCCESSFULLY PASSED THE METAL DETECTOR(S). THE OPERATION'S LIEUTENANT IN CONJUNCTION WITH THE IDO WILL MAKE THE FINAL DECISION.

- f. Record of Visitors: The Receptionist shall require each visitor to complete the Notification to Visitor Form (BP-224) of Program Statement 5267.08 in the lobby area and carry it to the Visiting Room Officer, who shall ensure it is properly completed and signed. The Visiting Room Officer shall forward this form to the SIS Office for filing.
- g. Random Pat Searches: All inmate visitors, both social and legal, official visitors, contractors, and volunteers are subject to random pat searches.

Pat searches must be conducted by a same sex staff member and consist of that staff member pressing his/her hands on the visitor's outer clothing to determine whether prohibited objects are present. Where possible, staff should conduct pat searches of visitors out of view of other visitors and inmates.

A random selection method must be established and documented each day before pat searching any visitors. The receptionist will maintain a bound ledger for the purpose of documenting the selection method. Upon reporting to his/her post the receptionist will contact the operations or activities lieutenant and advise

him/her of recent selection methods documented in the bound ledgers. Additionally, the receptionist will advise the lieutenant of any large or extraordinary groups of visitors, contractors or volunteers expected. The lieutenant will use the information provided by the receptionist to determine one random selection method for the day. The receptionist will immediately document that selection method and the name of the lieutenant in the bound ledger. The Receptionist will contact the rear gate officer and advise him/her of the random selection method and both posts will use the same selection method. This selection method will be used for a 24 hour period (7:00 a.m. to 7:00 a.m.) until the beginning of the next duty day for the receptionist and rear gate officer.

Except when the random selection method is "all visitors", recommended predetermined selection methods include the following, using numbers between one and ten:

- "Every third visitor."
- "Search four, skip two."
- "Search two, skip four, search three, skip four."

Staff may not search visitors out of the predetermined random selection order unless reasonable suspicion indicates the visitor's possible involvement with prohibited activities or objects and unless all requirements for approval as prescribed by P5510.12 are present.

Random pat searches of staff are prohibited by agreement between the Agency and Council of Prison Locals dated November 8, 2008. The scope of this memo is limited to inmate visitors.

Inmate visitors under 18 years of age should not be randomly pat searched as part of the daily random routine.

- h. Visitor's Dress Code: The Receptionist will be responsible for ensuring all visitors are dressed appropriately prior to being allowed entrance into the Visiting Room. Inappropriate/unauthorized attire is considered to be: transparent clothing; strapless garments; any garment which exposes the stomach or any intimate area of the body, Tank-tops; Halter Tops; dresses, skirts and shorts which are shorter than four (4) inches from the middle of the knee; garments with obscene logos; low-cut blouses; obvious lack of undergarments; Khaki colored pants and shirts; hats of any kind; coats or jackets; hooded garments.

When the appropriate attire is questionable, the Operation's Lieutenant will be notified and make the final decision in conjunction with the IDO. Denial of the visit due to inappropriate attire will be documented via memorandum and placed in the inmate's Central File.

- i. It is the responsibility of the Visiting Room Officers to ensure that the visiting area regulations are followed as outlined by Bureau of Prisons policy and that visits are conducted in a quiet, orderly, and dignified manner. Direct observation of the visits is not required at all times, but the officers will move about and constantly observe the general visiting areas. The officers will pay strict attention to ensure articles are not being passed between the inmate and his visitor. A visual search

of each inmate is required at the beginning and at the end of each visit. This practice is designed to reduce the possibility of the introduction of contraband into the institution through the visiting room. All inmates will be subjected to a metal detector search at the end of the visit. Searches will be conducted out of the visitors' view and in privacy.

16. **MCFP CAMP VISITING:** Camp visiting will be allowed during the hours of **9:00 a.m.** and 3:30 p.m. Saturdays, Sundays, and national holidays.
 - a. **Location:** Visits will be conducted on the concrete pad, the marked area adjacent to the concrete pad, the playground area, and inside the multi-purpose building. There will be no visiting outside these designated areas.
 - b. **Processing of Visitors:** Visitors wishing to visit Camp inmates must first report to the Receptionist (lobby) at the main institution. All visitors will be processed in and complete the Notification to Visitors Form (BP224). Each visitor must be identified and placed in the computer visiting program. Visitors will be logged in and out by the Camp Visiting Room officer on the visiting room work sheet.

The Receptionist will stamp the visitor's hand during processing and advise the Camp Officer of the number of visitors present. Upon arrival at the Camp, the Camp Officer will check the visitor's hand with the black light to ensure it is the same person which was processed. When the visit is concluded, the Camp Officer will advise the Tower One officer of the number of visitors returning to the parking lot.
 - c. **Authorized Property:** Inmates are prohibited from accepting any property (including food items not purchased from the vending machines). Vending machines are available for use by the visitors. Inmates are not authorized to retain currency or coins. Inmates, while visiting, are not permitted to eat food from the institution food cart. Meals will not be saved or kept at the Camp for later consumption. The Receptionist is responsible for making available written guidelines to the visitor. (Attachment 3, Camp Visiting Room Rules and Regulations)
 - d. **Apparel:** Inmates receiving visitors will be dressed in institutional clothing. Visitors will display appropriate dress as defined in Section 15(g).
 - e. **Religious Services:** Visitors may attend Camp religious services with the inmates being visited. Services are conducted by institution Chapel staff in the library or annex. The Protestant service begins at 9:30 a.m. and the Roman Catholic mass begins at 3:00 p.m. on Saturdays.
17. **PENALTY FOR VISITING ROOM VIOLATIONS:** The right to have future visits may be denied to anyone who tries to circumvent visiting regulations. Unlawful actions will be referred to the appropriate federal agency for prosecution.
18. **DEFINITION OF UNIT TEAM:** Unit Manager, Case Manager, Counselor, Secretary.

U.S. MEDICAL CENTER FOR FEDERAL PRISONERS
SPRINGFIELD, MISSOURI

VISITING ROOM RULES AND REGULATIONS:

The following guidelines have been established to provide an opportunity to visit within the confines of the U.S. Medical Center for Federal Prisoners in a safe and orderly manner. They have been formulated so visiting privileges may continue to be a productive and integral part of this institution's operation and the inmate's adjustment. Questions concerning these guidelines should be directed to the Receptionist or Visiting Room Officers.

1. The Front Entrance Receptionist or Officer is responsible for the identification of all visitors to the institution. All visitors must have valid picture identification, such as a driver's license, state approved photo identification card, or passport. Visitors will not be permitted into the institution without proper identification. Any questions concerning proper identification will be directed to the Operations Lieutenant or IDO.
2. Visitor's Dress Code: The Front Lobby Receptionist will be responsible for ensuring all visitors are dressed appropriately prior to being allowed entrance into the Visiting Room. Inappropriate/unauthorized attire is considered to be: transparent clothing; strapless garments; any garment which exposes the stomach or any intimate area of the body, Tank-tops; Halter Tops; dresses, skirts and shorts which are shorter than four (4) inches from the middle of the knee; garments with obscene logos; low-cut blouses; obvious lack of undergarments; Khaki colored pants and shirts; hats of any kind; coats or jackets; hooded garments.
3. Inmates and visitors are expected to conduct themselves in an appropriate manner. Personal contacts within the limits of good taste, such as shaking hands, kissing, and embracing will be permitted only when the inmate and visitors meet and immediately prior to departure. No violations in this area will be tolerated. Appropriate and necessary action will be taken if violations occur.
4. Children are the responsibility of their parents and will remain with their parents while in the Visiting Room. They are not permitted to roam through the Visiting Room or disturb other visitors. Inmate visitors will not be allowed to receive anything of value or give anything of value to the inmate.
5. Visitors with infants WILL NOT BE PERMITTED to carry a diaper bag into the Visiting Room. A clear plastic bag will be provided to carry items needed for sufficient care of the child. The items allowed are limited to: two (2) **bottles with formula**, two (2) jars of baby food (must be in a factory sealed container), one (1) change of outer garment, three (3) diapers, one (1) baby blanket, baby wipes in a clear plastic bag.
6. Coats (outer garments) and hats may be left in the lockers provided and not permitted inside the Visiting Room; however, the Medical Center assumes no responsibility for lost or stolen items. After outer garments are left on the coat racks provided, visitors will not be permitted to retrieve any items from the garments.
7. Visitors will only be allowed to bring in the Visiting Room one small clear clutch purse 4 inch by 8 inch, handkerchief, comb, coins, or reasonable amounts of currency, female hygiene items, identification cards, and immediate needs for medications such as those needed for heart disease, respiratory malfunctions, etc. Chewing gum, car keys, all tobacco products, cell phones, pictures, letters, or notes are not allowed in the visiting room.

8. Inmates are permitted to bring only the following items into the Visiting Room: handkerchief, comb, wedding band, and prescription glasses. Prescription medication (i.e. Nitro) will be kept with the visiting officer. Inmates are not permitted to take food items, letters, pictures, etc., from the Visiting Room back inside the institution. Inmates will not share any food items with their visitors or make purchases from the vending machines. Visitors may purchase items from the vending machines for the inmate they are visiting for their individual consumption.
9. The Visiting Room at the U.S. Medical Center for Federal Prisoners is closed on Tuesdays and Wednesdays. Special visits for these days must be arranged through the inmate's Case Manager. Visiting hours are from **9:00 a.m.** to 3:00 p.m. Inmates are allowed eight (8) points per month. Visits on weekdays count as one point; however, Saturday, Sunday, or a holiday counts as two points, with the exception of Thanksgiving, Christmas, and New Years. Inmates will not be charged points for these three holidays. Clergy and legal visits do not count against the inmate's monthly allowance. Clergy visits are limited to two hour duration. Additional or "special visits" must be approved at least one week in advance by the inmate's unit team. Completion of the necessary paperwork is the responsibility of the inmate concerned. Processing of visitors for the main institution will temporarily halt at 9:30 a.m. on weekends and holidays until the 10:00 a.m. count clears.
10. Inmates are permitted three (3) adult visitors at a time. If more than three (3) adults arrive to visit, they may wait in the lobby and exchange places with those in the visiting room. If necessary, the number of adults may be reduced by the Visiting Room Officers. At no time will there be more than six (6) visitors for one inmate at one time.
11. When no additional seating is available in the Visiting Room, those inmates who have local visitors (within a twenty-five mile radius of the institution) and have visited the longest will terminate their visits to allow visiting space for out-of-town visitors.
12. Private attorneys and consular officials are permitted to carry briefcases into the Visiting Room; however, such briefcases are subject to inspection by the receptionist prior to entry.
13. An inmate wishing to show legal documents to his attorney will mail them to him/her prior to his visit. In situations where the inmate has a time deadline, he may have a member of the unit team seal the legal documents in an envelope and take it to the Visiting Room when the attorney arrives. The inmate will make these arrangements prior to reporting to the Visiting Room. These legal documents will again be inspected for contraband upon termination of the visit and the inmate's return to his unit. The inmate's unit team member will return to the Visiting Room to pick up the documents and return them to the inmate. No legal documents will be brought through the Shakedown Room.
14. Tape recorders may be used by attorneys, with prior approval in writing from the Warden. Use will be in compliance with Bureau of Prison Program Statement 1315.07, dated 11-05-99, and entitled, "Inmate Legal Activities". See Section 543.13, "e". The Visiting Room Annex will be used in such circumstances.
15. Any inquiries made by visitors concerning an inmate will be directed to the inmate's unit team. The inmate can advise the visitors of the names of his unit team members.
16. Visitors who give evidence of recent use of intoxicants or display inappropriate behavior will not be permitted to visit.
17. Visitors may not leave money in the Visiting Room or Front Entrance for credit to an inmate's account. All monies must be mailed to the inmate. A Postal Money Order is recommended because personal checks will be held for fifteen (15) days before they will be credited to the inmate's account.

18. Visitors will visit only with the inmate on whose visiting list they appear.
19. **WARNING:** IT IS A FEDERAL CRIME TO BRING UPON THE INSTITUTION GROUNDS ANY WEAPONS, INTOXICANTS, DRUGS, OR OTHER CONTRABAND. 18 U.S.C., SECTION 1791 PROVIDES A PENALTY OF IMPRISONMENT FOR NOT MORE THAN TWENTY YEARS, A FINE OF NOT MORE THAN \$250,000, OR BOTH, TO A PERSON WHO PROVIDES, OR ATTEMPTS TO PROVIDE, TO AN INMATE ANYTHING WHATSOEVER WITHOUT THE KNOWLEDGE AND CONSENT OF THE WARDEN. ALL PERSONS ENTERING UPON THESE PREMISES ARE SUBJECT TO ROUTINE SEARCHES OF THEIR PERSON, PROPERTY (INCLUDING VEHICLES), AND PACKAGES. THE WARDEN, UPON A REASONABLE SUSPICION THAT A PERSON MAY BE INTRODUCING CONTRABAND OR DEMONSTRATING ACTIONS THAT MIGHT OTHERWISE ENDANGER INSTITUTION SAFETY, SECURITY, OR GOOD ORDER, MAY REQUEST THE PERSON, AS A PREREQUISITE TO ENTRY, TO SUBMIT TO A VISUAL SEARCH, PAT SEARCH, URINE SURVEILLANCE TEST, BREATHALYZER TEST, OR OTHER COMPARABLE TEST. A VISITOR HAS THE OPTION TO REFUSE ANY OF THE SEARCH OR TEST OR ENTRANCE PROCEDURES, WITH THE RESULT THAT THE VISITOR WILL NOT BE PERMITTED ENTRY TO THE INSTITUTION.
20. Violation of any of the above stated regulations may result in termination of visiting privileges, or prosecution, if appropriate.
21. The U. S. Medical Center address is 1900 W. Sunshine Springfield Missouri 65807, phone number 417-862-7041. The U.S. Medical Center for Federal Prisoners is located on the western edge of the city of Springfield, Missouri, at the corner of Sunshine Street and Kansas Expressway. Visitors traveling to the Medical Center from U.S. Highway 60 will exit off the Kansas Expressway interchange and travel north on Kansas Expressway approximately three (3) miles. Interstate 44 is approximately six (6) miles north of the Medical Center on Kansas Expressway. Visitors arriving on Interstate 44 will exit off and travel south on the Kansas Expressway to reach the institution. Phone numbers for local transportation to and from the institution, Yellow Cab 417-862-5511, and Metropolitan City Cab 417-865-7700.

U.S. MEDICAL CENTER FOR FEDERAL PRISONERS
SPRINGFIELD, MISSOURI

CAMP VISITING ROOM RULES AND REGULATIONS:

The following guidelines have been established to provide an opportunity to visit within the Camp of the U.S. Medical Center for Federal Prisoners in a safe and orderly manner. They have been formulated so visiting privileges may continue to be a productive and integral part of this institution's operation and the inmate's adjustment. Questions concerning these guidelines should be directed to the Visiting Room Officer.

1. The Camp Visiting Officer will ensure all visitors are dressed appropriately. Inappropriate attire is defined as transparent clothing; strapless garments; skirts, dresses, and shorts which are shorter than four (4) inches from the middle of the knee; slits on the skirt or dress which reveal intimate areas of the body; t-shirts with obscene logos; low-cut blouses or dresses; or the obvious lack of undergarments.
2. Inmates and visitors are expected to conduct themselves in an appropriate manner. Personal contacts within the limits of good taste, such as shaking hands, kissing, and embracing will be permitted only when the inmate and visitors meet and immediately prior to departure. No violations in this area will be tolerated. Appropriate and necessary action will be taken if violations occur.
3. Children are the responsibility of their parents and will remain with their parents while in the Visiting Room. They are not permitted to roam through the Visiting Room or disturb other visitors.
4. Visitors with infants **WILL NOT BE PERMITTED** to carry a diaper bag into the Visiting Room; however, essential items needed for infant needs may be carried in a clear, plastic bag. The items allowed are limited to; two (2) bottles with formula, three (3) diapers, one (1) change of outer garments, and two (2) jars of baby food (must be in factory sealed containers).
5. Visitors will only be allowed to bring in the Visiting Room a small clear clutch purse, handkerchief, comb, coins, or reasonable amounts of currency, female hygiene items, identification cards, and immediate needs for medications such as those needed for heart disease, respiratory malfunctions, etc. Billfolds are allowed to be taken into the Visiting Room.
6. Inmates are permitted to bring only the following items into the Visiting Room: handkerchief, comb, wedding band, and prescription glasses. Inmates are not permitted to take letters, pictures, etc., from the Visiting Room back inside the Camp living unit, with the exception of the photographs taken in the Visiting Room that are purchased by the inmate with tickets.
7. The Camp visiting hours are from **9:00 a.m.** to 3:30 p.m. on Saturday, Sunday, and federal holidays. Additional or "special visits" must be approved at least one week in advance by the inmate's unit team. Completion of the necessary paperwork is the responsibility of the inmate concerned. Processing of visitors for the camp will not be suspended for the count unless deemed appropriate by the Operations Lieutenant due to an institution emergency.
8. When no additional seating is available in the Visiting Room, those inmates who have local visitors (within a twenty-five mile radius of the institution) and have visited the longest will terminate their visits to allow visiting space for out-of-town visitors.
9. Private attorneys and consular officials are permitted to carry briefcases into the Visiting Room; however, such briefcases are subject to inspection by the Visiting Room Officer prior to entry.

10. An inmate wishing to show legal documents to his attorney will mail them to him/her prior to his visit. In situations where the inmate has a time deadline, he may have a member of the unit team seal the legal documents in an envelope and take it to the Visiting Room when the attorney arrives. The inmate will make these arrangements prior to reporting to the Visiting Room. These legal documents will again be inspected for contraband upon termination of the visit and the inmate's return to his unit. The inmate's unit team member will return to the Visiting Room to pick up the documents and return them to the inmate.
11. Tape recorders may be used by attorneys, with prior approval in writing from the Warden. Use will be in compliance with Bureau of Prison Program Statement 1315.07, dated 11-05-99, and entitled, "Inmate Legal Activities". See Section 543.13, "e".
12. Any inquiries made by visitors concerning an inmate will be directed to the inmate's unit team. The inmate can advise the visitors of the names of his unit team members.
13. Visitors who give evidence of recent use of intoxicants or display inappropriate behavior will not be permitted to visit.
14. Visitors may not leave money in the Visiting Room or Front Entrance for credit to an inmate's account. All monies must be mailed to the inmate. A Postal Money Order is recommended because personal checks will be held for fifteen (15) days before they will be credited to the inmate's account.
15. Visitors will visit only with the inmate on whose visiting list they appear.
16. **WARNING: IT IS A FEDERAL CRIME TO BRING UPON THE INSTITUTION GROUNDS ANY WEAPONS, INTOXICANTS, DRUGS, OR OTHER CONTRABAND. 18 U.S.C. SECTION 1791 PROVIDES A PENALTY OF IMPRISONMENT FOR NOT MORE THAN TWENTY YEARS, A FINE OF NOT MORE THAN \$250,000, OR BOTH, TO A PERSON WHO PROVIDES, OR ATTEMPTS TO PROVIDE, TO AN INMATE ANYTHING WHATSOEVER WITHOUT THE KNOWLEDGE AND CONSENT OF THE WARDEN. ALL PERSONS ENTERING UPON THESE PREMISES ARE SUBJECT TO ROUTINE SEARCHES OF THEIR PERSON, PROPERTY (INCLUDING VEHICLES), AND PACKAGES. THE WARDEN, UPON A REASONABLE SUSPICION THAT A PERSON MAY BE INTRODUCING CONTRABAND OR DEMONSTRATING ACTIONS THAT MIGHT OTHERWISE ENDANGER INSTITUTION SAFETY, SECURITY, OR GOOD ORDER, MAY REQUEST THE PERSON, AS A PREREQUISITE TO ENTRY, TO SUBMIT TO A VISUAL SEARCH, PAT SEARCH, URINE SURVEILLANCE TEST, BREATHALYZER TEST, OR OTHER COMPARABLE TEST. A VISITOR HAS THE OPTION TO REFUSE ANY OF THE SEARCH OR TEST OR ENTRANCE PROCEDURES, WITH THE RESULT THAT THE VISITOR WILL NOT BE PERMITTED ENTRY TO THE INSTITUTION.**
17. Violation of any of the above stated regulations may result in termination of visiting privileges, or prosecution, if appropriate.
18. The U. S. Medical Center address is 1900 W. Sunshine Springfield Missouri 65807, phone number 417-862-7041. The U.S. Medical Center for Federal Prisoners is located on the western edge of the city of Springfield, Missouri, at the corner of Sunshine Street and Kansas Expressway. Visitors traveling to the Medical Center from U.S. Highway 60 will exit off the Kansas Expressway interchange and travel north on Kansas Expressway approximately three (3) miles. Interstate 44 is approximately six (6) miles north of the Medical Center on Kansas Expressway. Visitors arriving on Interstate 44 will exit off and travel south on the Kansas Expressway to reach the institution. Phone numbers for local transportation to and from the institution, Yellow Cab 417-862-5511, and Metropolitan City Cab 417-865-7700.

U.S. MEDICAL CENTER FOR FEDERAL PRISONERS
SPRINGFIELD, MISSOURI

DATE:

FROM:

TO: _____, WARDEN

SUBJECT: BEDSIDE VISIT FOR - INMATE NAME: _____
REG. NO: _____

The individuals listed below have been approved for a visit for Month/Day/Year, from approximately **9:00 a.m. to 10:30 a.m.** and 1:00 p.m. to 3:00 p.m. The visit will be held on Ward _____ and the Unit Team will provide the services necessary to facilitate and supervise the visit.

<u>VISITOR'S NAME</u>	<u>RELATIONSHIP</u>
_____	_____
_____	_____
_____	_____
_____	_____

Should you have any questions or concerns, please contact the Unit Manager at extension _____.

cc: Visiting Room OIC
Front Entrance
Control Center
OIC
Unit Counselor
Operations Lieutenant

U.S. MEDICAL CENTER FOR FEDERAL PRISONERS
SPRINGFIELD, MISSOURI

DATE:

FROM: Unit Manager

TO: _____, Warden

SUBJECT: HOSPITAL VISIT - INMATE: _____

REG. NO: _____

The **Med-Surg** Unit team recommends approval for the above named inmate to receive visits while in (hospital). This inmate has been placed on the SI/CI list. He is (age) with a release date of via _____. He is not viewed as a management problem nor escape risk. He has no history of violence. He has maintained clear conduct.

The visitors will be:

The visit will be _____ (date).

The visiting hours will be: _____ (times).

The family members are aware they must report to the U.S. Medical Center for visiting forms. No problems are anticipated with this visit. If you have questions, please contact extension or

Approve/Deny: _____
Warden

cc: OIC Visiting Room
Front Entrance
Control Room
Ward OIC
Nursing Department
CCS Office
Unit Counselors
Central File



ATTACHMENT 6
SPG-5267.08c

Date

Dear Visitor:

The mission of the Medical Center at Springfield is to provide necessary medical, dental, and mental health services to inmates by professional staff, consistent with acceptable community standards. It is our goal to provide the safest environment for health care delivery.

This letter follows recommendations recognized in the civilian health care community. It is imperative these guidelines be followed at the Medical Center for the protection and health care of the staff, inmates, and the surrounding community, otherwise it could have serious consequences on these populations.

When planning to attend the visiting room at USMCFP Springfield, please keep in mind if you or your children are experiencing any of the following signs or symptoms of an infectious illness, we ask that you consider postponing your visit.

- * Fever (greater than 100 degrees)
- * Infectious eye or skin disease
- * Colds or flu
- * Diarrhea
- * Vomiting
- * Strep infections such as strep throat
- * A recent known exposure to an infectious disease such as measles, mumps, or chicken pox

Thank you for your cooperation in helping us to continue to provide the best medical care possible.

Sincerely,

Juan D. Castillo
Warden

U.S. MEDICAL CENTER FOR FEDERAL PRISONERS
SPRINGFIELD, MISSOURI

SUBJECT: RECEIPT BY VISITOR OF VISITING GUIDELINES AND TRANSPORTATION DIRECTIONS

I have received from institution staff a copy of the visiting guidelines and transportation directions for the United States Medical Center for Federal Prisoners.

INMATE NAME _____

REG. NUMBER _____

VISITOR LAST NAME

FIRST NAME

SIGNATURE _____