



**U.S. Department of Justice
Federal Bureau of Prisons
Metropolitan Correctional Center**

Chicago, Illinois 60605

April 25, 2011

MEMORANDUM FOR ALL CONCERNED

FROM:


Catherine L. Dinaweaver, Warden

SUBJECT:

Ion Spectrometry Device

In accordance with Program Statement 5522.01, Ion Spectrometry Device and Institution Supplement 5520.01A, Ion Spectrometry Device, effective Monday, May 2, 2011, all visitors entering the institution may be subject to screening by Ion Spectrometry Device - Smith Detection Ion Scan 500DT. Visitors will be selected by a predetermined random number. All visitors will also be tested who have previously tested positive for an unauthorized substance.

The following procedures will be used for testing visitors.

Controlled Area: Normally the testing of visitors will be done in the front lobby. The visitor will be tested prior to allowing him/her contact with any other processed visitor.

Documentation: Testing of visitors will be documented on the Daily Testing Log form (BP-A730).

Explanation to Visitors: The following information will be posted for all visitors.

1. The device tests for the presence of illegal substance, not an individual's use of illegal substances.
2. Explain the manner in which the test will be conducted, e.g., the hand-held device will be passed over pants, pockets, waist area, pants cuff and personal identification. At no time will bare skin be tested.
3. Visitors are free to refuse the test and depart the institution grounds immediately. When a visitor refuses the test, they will be required to submit to testing prior to being allowed entrance to the institution on their next visit.

Testing Method: Visitors will be tested by passing the hand-held device over the top of the visitor's pants pockets, the visitor's waist area, the pants cuff or shoe area, and both sides of their personal identification. Staff will not perform the test directly on the visitor's flesh.

Initial Test Results: All initial test results, whether positive or negative, must be recorded on the Daily Testing Log (BP-A730). Visitors testing negative will be permitted entry unless prohibited for other reasons. If the initial test is positive for an illegal substance, the visitor is to remain in the testing area and the following procedures will be followed:

1. Staff will carefully and professionally explain to the visitor that a repeat test must be performed to confirm the initial tests accuracy.
2. The visitor must remain directly in front of the testing area and may not use the restroom or otherwise attend to personal hygiene before completing the confirmation test. If there is any violation of this rule the testing officer will notify the Duty Officer or Operations Lieutenant and the visitor will not be allowed to visit for the day. The visitor may refuse this test and immediately leave the institution.
3. Prior to performing a confirmation test the operator must perform a "clear" test to eliminate the possibility that equipment contamination caused an initial positive test result. The operator will remove the original gloves worn and replace with new ones. The device will then be cleaned with a pre-saturated wipe. If a negative test cannot be obtained the SIS department should be notified for troubleshooting, maintenance, or repair of the device. Once a negative test is obtained, proceed with the confirmation test using the same procedures as the initial test. If a negative test cannot be obtained, testing should be halted and visitors should not be denied entry solely on an unconfirmed positive test.
4. Each test will use a fresh testing swatch and fresh gloves will be worn by the operator. If the initial test is positive, the testing process will be repeated a second time in the presence of the Institution Duty Officer, or Operation Lieutenant in their absence, to determine the disposition of the visit. If the second test is negative, the visitor will be processed in.
5. Confirmed positive tests must be documented in the Positive Alarm Log form (BP-A731).

Denial of Visiting: Visitors producing two confirmed positive tests result will be denied visiting in accordance with PS 5522.01, Ion Spectrometry Device. If denied visitation based on confirmed positive test results, the visitor may seek re-entry after 48 hours. Subsequent confirmed positive tests which result in denial of visitation, will be handled as follows:

Second Occurrence: The visiting privileges will be suspended for 30 days.

Third Occurrence: The visiting privileges will be suspended for 90 days.

Fourth and/or Subsequent Occurrences: The visiting privileges will be suspended for 180 days or at the Warden's discretion.

Explanation to Visitors: After conferring with the Administrative Duty Officer, the Institution Duty Officer or Operations Lieutenant must explain carefully and professionally to the visitor that he or she tested positive for the presence of an illegal substance and the resulting consequences. When denying visitation, staff must also observe the following procedures:

If visiting is denied, the visitor will be given a completed Notice of Denied Visitation form (A732).

1. Visitors must be reminded the device tests only for the presence, and not the use, of illegal substances.
2. Visitors must not be informed of the type of substance for which they tested positive. This is to prevent the visitor from fabricating a physician's verification which attempts to justify the presence of the particular substance.
3. Staff must not explore or discuss with visitors the possible source(s) from which contact with an illegal substance(s) may have occurred.
4. Staff may inform visitors the device is calibrated to register positive test results only at levels greater than would normally be encountered through casual contact.

Visitors may appeal the decision to deny or suspend visiting privileges in writing by following the procedures specified on the Notice of Denied visitation form. Inmates may appeal this decision through Administrative Remedy process.

Non-contact visiting: Non-contact visiting will not be utilized as an alternative to denied visitation due to the unavailability of space.

Any questions regarding this procedure may be made in writing to the Warden's Office.