



U.S. Department of Justice
Federal Bureau of Prisons

INSTITUTION SUPPLEMENT

OPI **CORRECTIONAL SERVICES**
NUMBER SPG – 5267.08e
DATE September 27, 2013

VISITING REGULATIONS

Approved: /s/
Linda Sanders, 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 - a. **DIRECTIVES RESCINDED:** **SPG-5267.08d, dated 3-11-2013.**

 - 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 01-07-00.
 - (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. 4500.04, Trust Fund Management Manual, dated 12-15-95, Cn 9 dated 09-24-04
 - (6) P.S. 5100.08, Inmate Security Designation and Custody Classification Manual, dated 9-12-2006.
 - (7) P.S. 5270.09, Inmate Discipline Program, dated 7-8-2011
12-29-87.
 - (8) P.S. 5270.10, Special Housing Units, dated 7-29-2011
 - (9) P.S. 5280.08, Furloughs, dated 01-20-2011.
 - (10) P.S. 5500.11 Correctional Services Manual, dated 10-10-2003**
 - (11) P.S. 5510.15, Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities, dated 07-17-2013.**
 - (12) P.S. 5521.05, Searches of Housing Units, Inmates, and Inmate Work Areas, dated 06-30-97.**
 - (13) P.S. 7331.04, Pretrial Inmates, dated 01-31-03.**
 - (14) Duty Officer Procedures, dated 03-20-13**

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 visiting for inmates will take place within the visiting room for inmates assigned to the Medical Center. Visiting for preferred housing inmates **(Camp)** will be conducted in the dining/outside visiting area. Do to the fact this institution is a Medical Center which holds many ill inmates, unique situations will arise where visiting may need to be conducted for certain inmates in areas other than the visiting room. Accommodations for those inmates with special needs or inmates needing a visit in an alternate location will be requested by the Unit Manager, reviewed by the Captain and approved by the Associate Warden of Programs.

6. **VISITING TIMES:** **Medical Center** visiting hours will be conducted from 8:15 a.m. to **3:00 p.m.** Saturday, Sunday, Monday and all recognized Federal Holidays. **Camp visiting room hours will be conducted from 8:15 a.m. to 3:30 p.m. Saturday and Sunday and all recognized Federal 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 necessary by the Operations Lieutenant (institution emergency).

The Unit Manager is responsible for facilitating bedside visits in the institution. The request for a bedside visit will be submitted by the unit team to the Captain prior to the visit. 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.

The Captain is responsible for establishing visiting times and supervision for inmates in Administrative Detention and Disciplinary Segregation status.

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 will enter 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 a visit on any of the visiting days but is limited to,** visits which total eight (8) points per month. A social visit is counted as one point if the visit occurs on a Monday. A visit on a weekend or holiday is counted as two points, excluding the Thanksgiving, Christmas, and New Year's 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 to have a total maximum of six (6) visitors at a time. This total of

6 may be comprised of both children and adults; however, there can be no more than four (4) adults or four (4) children at one time. (For example: an inmate may have 4 adults and 2 children during a visit. An inmate may not have 5 adults and 1 child during a visit, or 6 adults during a visit.) Any inmate request for additional visitors will be requested by the inmate in writing at least one week prior to the visit.

The Unit Team will review the request and forward the request to the Captain for approval/denial.

Visiting privileges 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 visitor. Inmates may only visit with those persons on his list. **Unit Team will review and forward to the Warden through the Captain for approval.**

- 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.

Ordinarily all visitors permitted entrance to the visiting room must be on an inmates approved visiting list prior to their arrival at the institution. If an individual arrives at the institution that is not on an approved visiting list, the IDO will be notified. The IDO will request that the unit team reviews the inmate's central file to determine the relationship of visitor to the inmate. Ordinarily the visit will not be approved unless the visitor is verifiable in the inmate's Pre-sentence 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 verifiable information. 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. **Termination of Visiting: The maximum capacity of the Main visiting room is 100 and the Camp visiting room's capacity is 39.** 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 begin terminating visits for inmate 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.

8. **BUSINESS VISITORS:** The Unit Team will verify any potential visitor who may be a former business associate of an inmate who 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. The Executive Assistant will be notified in writing of the requested visit.
10. **VISITS FROM REPRESENTATIVES OF COMMUNITY GROUPS:** The Unit Team will investigate the interest and qualifications of community groups or representatives wishing to visit. The Executive Assistant will be notified in writing of the requested 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 a "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. A copy of all approved special visits 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 inmate's central file, identifying the reason for the approval or disapproval. **The staff responsible for scheduling the special visit will complete a memo to the Warden through the Captain in advance of the visit.**

- 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. A copy of all approved special visits will be sent to the Visiting Room Officer, who will supervise the visit. **Religious Services will arrange and provided supervision of all Clergy Visits.** In the event the visit does not take place on a normal visiting day, Religious Services staff will provide supervision for the visit.

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. 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. A copy of all approved special visits will be sent to the Visiting Room Officer, who

will supervise the visit. In the event the visit does not take place on a normal visiting day, the inmates Unit Team will provide supervision for the visit. **In the event that a visit is on a non-visiting day the Unit Team will arrange supervision of the attorney visit. Ordinarily the visit should be approved in advance; however there will be circumstances where an attorney will arrive at the institution unannounced. The Lieutenant should be contacted and all efforts to accommodate the legal visit should be made.**

- c. High Profile/High Publicity/ADX Inmate Visits: All High Profile, 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. **In the event the visit does not take place on a normal visiting day, the inmates Unit Team will provide supervision for the visit.**

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 through the Captain and Associate Warden of Programs 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.

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 FOR 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. **This procedure will be initiated by the inmate and completed by the Unit Team for approval ordinarily within the first two weeks of the inmate's request.**
- 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 reviewed by the Captain 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 or the contract guard service. 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, reviewed by the Captain and approved by Warden (Attachment 4). Visits may be scheduled for any day of the week.
- (2) Visiting times will be one (1) hour in the morning between the hours of 9:00 a.m. and 10:30 a.m. or one (1) hour in the afternoon, between the hours of 1:00 p.m. and 3:00 p.m. Once a visitor departs the institution, they are not to return on that same day.
- (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 inmate 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, staff will ensure the inmate has no separate issues in the Visiting Room. **These inmates will visit during normal visiting hours and will be seated in the front of the visiting room under direct supervision by the visiting room officer.**

- 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. This will be done on a first come first serve basis.

Inmates who have a pending incident report for the introduction of contraband will receive a non-contact visit unless otherwise determined by the Captain.

- 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. **The inmate is responsible for notifying the visitor of the approval or disapproval to visit. The inmate is also expected to provide the approved visitor with a copy of the visiting guidelines/regulation and directions for transportation to and from the institution. Regulations are post in the front lobby and posted on the institutional web page.**
- 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 visiting room computer program fails, the receptionist will contact the IDO and the Operations Lieutenant immediately. The IDO will contact a member of the unit team to review documentation in the inmate's central file to confirm whether or not visitors have been approved to visit. If there is no documentation for the visitors in the central file, the IDO may reject the visit.

- d. Notification to Visitors: The visitor will sign the Notification of Visitors form **(BP-224)**.

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-5510.09b 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: A small clear plastic purse, no longer than 8"x8" will be utilized to carry authorized items into the institution. 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 are not 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 money 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.

Screening: 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 to identify the location of the metal and it is the responsibility of the visitor to remove that item from the area. In the event the visitor can not remove the item or they suspect the item is a part of their clothing such as buckles, straps, hair pins, bras, etc... they are responsible for departing the institution and rectifying the issue. All visitors are required to clear the walk through metal detector without exception.

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. No visitors will be allowed entrance without clearing the walk thru metal detector.

- 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 (A) 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.

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

- h. **Visitor Attire: The Front Lobby Receptionist/Officer will ensure all visitors are dressed appropriately. All visitors will be properly dressed when coming to visit at MCFP Springfield. Visitors will be expected to wear clothing which is in good taste. Visitors are prohibited from wearing sleeveless shirts, low cut, or see-through clothing, tube or tank tops, shorts, skorts, jogging suits, backless clothing, open-toed shoes or any other apparel of a suggestive or revealing nature (skirts/ dresses can be no more than two (2) inches above the knee) no skin-tight clothing. No hats or nonprescription sunglasses are allowed in the Visiting Room. Inmates are responsible for advising their visitors of the dress requirements in the Visiting Room, including not wearing orange clothing, camouflaged colors (except for active duty military) or the color khaki.**

The Operation Lieutenant or Duty Officer will be consulted prior to denying a visitor entry into the institution because of his or her attire. Excessive provocative attire is a reason to deny and/or preclude visiting.

- 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 visitor’s view and in privacy.
- j. **Special Procedures:** The SIS office will identify those inmates who require additional supervision during a visit based on a history of narcotics, contraband introduction, drug use, and/or excessive physical contact. Those identified inmates will be seated in an area that provides optimum visibility for staff. The Visiting Room Officers will notify SIS for further monitoring and will annotate the inmate’s name and register number in the log book.
16. **MCFP CAMP VISITING:** Camp visiting will be allowed during the hours of 8:15 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(h).
 - 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.

Visiting Room Rules and Regulations

The following guidelines have been established to provide an opportunity to visit within the confines of the U.S. 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. **Visitor Attire: The Front Lobby Receptionist/Officer will ensure all visitors are dressed appropriately. All visitors will be properly dressed when coming to visit at MCFP Springfield. Visitors will be expected to wear clothing which is in good taste. Visitors are prohibited from wearing sleeveless shirts, low cut, or see-through clothing, tube or tank tops, shorts, skirts, jogging suits, backless clothing, open-toed shoes or any other apparel of a suggestive or revealing nature (skirts/ dresses can be no more than two (2) inches above the knee) no skin-tight clothing. No hats or nonprescription sunglasses are allowed in the Visiting Room. Inmates are responsible for advising their visitors of the dress requirements in the Visiting Room, including not wearing orange clothing, camouflaged colors (except for active duty military) or the color khaki.**

The Operation Lieutenant or Duty Officer will be consulted prior to denying a visitor entry into the institution because of his or her attire. Excessive provocative attire is a reason to deny and/or preclude visiting.

2. Physical contact between the inmate and his visitor(s) will be limited to a hand shake, embrace, or a brief closed mouth kiss upon the initial arrival of the visitor and at the completion of the visit. Inmates and their visitors are not permitted to put their feet on the tables, slump or lay on each other, cross legs with one another, embrace, massage, kiss, or otherwise touch one another after the initial greeting. Physical contact between the inmate and his visitor is limited to hand holding. Visitors, with the exception of small child, will not be permitted to sit on the lap of an inmate.

The visiting room staff will issue only one warning. This will be documented as your one and only warning concerning excessive contact. Any additional contact will be subject to termination of the visit, and disciplinary action may result in suspension of visiting privileges.

It is the responsibility of the inmate to ensure all visits are conducted in a quiet, orderly, and dignified manner. All visits not conducted in an appropriate manner will be terminated.

If there is any reasonable basis to suspect items are being passed, which constitutes a violation of the law or regulations, the officer will examine the item(s) and the Operations Lieutenant will be consulted for guidance.

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. 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, three (3) diapers, one (1) change of outer garments, (1) baby blanket, and two (2) jars of baby food (must be in factory sealed containers).
5. Coats (outer garments) and hats may be left in the lockers provided and are 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.
6. Visitors will only be allowed to bring in to 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.
7. 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 food items, letters, pictures, etc., from the Visiting Room back inside the institution.
8. The Visiting Room at the U.S. U.S. Medical Center for Federal Prisoners is closed on Tuesdays, Wednesdays, Thursdays and Fridays. Special visits for these days must be arranged through the inmate's Case Manager. Visiting hours are from 8:15 a.m. to **3:00 p.m.** Inmates are allowed eight (8) visiting points per month. Visits on weekdays count as one (1) point; however, Saturday, Sunday, and holidays count as two (2) points. 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.
9. Inmates are permitted to have a total maximum of six (6) visitors at a time. This total of 6 may be comprised of both children and adults; however, there can be no more than four (4) adults or four (4) children at one time. (For example: an inmate may have 4 adults and 2 children during a visit. An inmate may not have 5 adults and 1 child during a visit, or 6 adults during a visit.) Any inmate request for additional visitors will be requested by the inmate in writing at least one week prior to the visit.
10. 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.
11. 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.
12. 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-sensitive 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.

13. 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 1315.7, dated 11-05-99 entitled "Inmate Legal Activities".
14. 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.
15. Visitors who give evidence of recent use of intoxicants or display inappropriate behavior will not be permitted to visit.
16. Visitors may not leave money in the Visiting Room or Front Entrance for credit to an inmate's account.
17. Visitors will visit only with the inmate on whose visiting list they appear.
18. **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.**
19. Violation of any of the above stated regulations may result in termination of visiting privileges or prosecution, if appropriate.
20. Visitors will be allowed to visit with one inmate at a time. Requests for approval of a visitor already on another inmate's visiting list will be closely reviewed by staff.
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.**

22. Local Taxi Cab Services:

Springfield Yellow Cab - (417) 862-5511

Metropolitan City Cab - (417) 865-7700

Airlines:

The following airlines provide service to the Springfield-Branson Regional Airport:

American Eagle/American Airlines, US Airways/US Airways Express, United **Express**

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. **Visitor Attire:** The Front Lobby Receptionist/Officer will ensure all visitors are dressed appropriately. All visitors will be properly dressed when coming to visit at MCFP Springfield. Visitors will be expected to wear clothing which is in good taste. Visitors are prohibited from wearing sleeveless shirts, low cut, or see-through clothing, tube or tank tops, shorts, skorts, jogging suits, backless clothing, open-toed shoes or any other apparel of a suggestive or revealing nature (skirts/ dresses can be no more than two (2) inches above the knee) no skin-tight clothing. No hats or nonprescription sunglasses are allowed in the Visiting Room. Inmates are responsible for advising their visitors of the dress requirements in the Visiting Room, including not wearing orange clothing, camouflaged colors (except for active duty military) or the color khaki.

The Operation Lieutenant or Duty Officer will be consulted prior to denying a visitor entry into the institution because of his or her attire. Excessive provocative attire is a reason to deny and/or preclude visiting.

Inmates are permitted to have a total maximum of six (6) visitors at a time. This total of 6 may be comprised of both children and adults; however, there can be no more than four (4) adults or four (4) children at one time. (For example: an inmate may have 4 adults and 2 children during a visit. An inmate may not have 5 adults and 1 child during a visit, or 6 adults during a visit.) Any inmate request for additional visitors will be requested by the inmate in writing at least one week prior to the visit.

2. Physical contact between the inmates and his visitor(s) will be limited to a hand shake, embrace, or a brief closed mouth kiss, upon the initial arrival and at the completion of the visit. Once the inmates and visitors are seated, inmates may not slump in the chairs, put their feet on the tables, lay on each other, cross legs with another, embrace, massage, or anything else which involves excessive and constant touching. Visitors, with the exception of small child, will not be permitted to sit on the lap of an inmate.

Visiting room staff will issue only one warning. This will be documented as your one and only warning concerning excessive contact. Any additional contact will be subject to termination of the visit, and disciplinary action will result in suspension of visiting privileges.

It is the responsibility of the inmate to ensure all visits are conducted in a quiet, orderly, and dignified manner. All visits not conducted in an appropriate manner will be terminated.

If there is any reasonable basis to suspect items are being passed, which constitutes a violation of the law or regulations, the officer will examine the item(s) and the Operations Lieutenant will be consulted for guidance.

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 8:15 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".
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. Outside playground area is designated for children, adult supervision is required.**

17. 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.

18. Violation of any of the above stated regulations may result in termination of visiting privileges, or prosecution, if appropriate.

19. 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.

20. Local Taxi Cab Services:

Springfield Yellow Cab - (417) 862-5511

Metropolitan City Cab - (417) 865-7700

Airlines:

The following airlines provide service to the Springfield-Branson Regional Airport:

American Eagle/American Airlines, US Airways/US Airways Express, United Express

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 Hospital 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-5267.08e

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,

Linda Sanders
Warden