



U.S. Department of Justice  
Federal Bureau of Prisons

## INSTITUTION SUPPLEMENT

OPI                **CORRECTIONAL SERVICES**  
NUMBER        SPG – 5267.09h  
DATE            01/13/2025

## VISITING REGULATIONS

                              /s/  
Approved:     M. King, Warden  
                              USMCFP Springfield

1.     **PURPOSE AND SCOPE:** To implement Program Statement 5267.09, Visiting Regulations, which must be read in conjunction with this Supplement.
2.     **DIRECTIVES AFFECTED:**
  - a.     **DIRECTIVES RESCINDED:** SPG-5267.09f, dated December 19, 2022.
  - b.     **DIRECTIVES REFERENCED**
    - (1)    P.S. 5267.09 CN-1, Visiting Regulations.
    - (2)    P.S. 1280.11, JUST, NCIC, AND NLETS Telecommunication Systems (Management and Use).
    - (3)    P.S. 1315.07, CN-1, Inmate Legal Activities.
    - (4)    P.S. 1490.06, CN-1, Victim and Witness Notification Program.
    - (5)    P.S. 4500.12, Trust Fund/Deposit Fund Manual.
    - (6)    P.S. 5100.08, CN-1, Inmate Security Designation and Custody Classification Manual.
    - (7)    P.S. 5270.09, CN-1, Inmate Discipline Program.
    - (8)    P.S. 5270.12, Special Housing Units.
    - (9)    P.S. 5280.09, Inmate Furloughs.
    - (10)   P.S. 5500.14, CN-1, Correctional Services Procedures Manual.
    - (11)   P.S. 5510.15, Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities.
    - (12)   P.S. 5521.06, Searches of Housing Units, Inmates, and Inmate Work Areas.
    - (13)   P.S. 7331.05, Pretrial Inmates.
    - (14)   MCFP Springfield Institution Procedures, Duty Officer Procedures.

3. **STANDARDS REFERENCED:**

American Correctional Association 5<sup>th</sup> Edition Standards for Adult Correctional Institutions: 5-ACI-4A-21, 5-ACI-5A-01, 5-ACI-7D-14, 5-ACI-7D-16, 5-ACI-7D-17, 5-ACI-7D-19, 5-ACI-7D-21, and 5-ACI-7D-22.

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

5. **PROCEDURES:** USMCFP Springfield is an administrative institution and visiting for inmates will ordinarily take place within the visiting room for inmates assigned to the Medical Center. Due to the fact this institution is a Medical Center which holds many ill inmates, unique situations may arise where visiting will 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. Written guidelines are available to inmates and visitors regarding visiting procedures, times, and days of visiting within this supplement and attachment 2.

Requests for legal visits will ordinarily be routed through the inmate's Unit Team. To ensure inmates can access legal counsel if a facilities issue or disruptive event occurs and surpasses twenty-four (24) hours, Unit Managers (or their designee) will act as point of contact for legal counsel wishing to visit an inmate. Accommodations for those 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.

Should a deviation from the visiting schedule occur, the inmate population will be notified via TRULINCS or other means (i.e. town hall meetings, etc.). If possible, inmates will be advised to notify potential visitors of the visiting disruption. The institution's public website will be updated to reflect the visiting status when practicable, and signs will be posted at the institution entrances to notify visitors of the closure and duration (if known).

Inmate visitors will not be prohibited due to the use of sanitary (i.e. feminine hygiene) products or due to the need of nursing infants during visiting hours. The primary nursing area will be the visitor restroom and infant changing area. If necessary, infants may also be nursed in the legal counsel area or the non-contact visiting area. Privacy screens will be utilized for nursing outside of the visitor restroom and infant changing area.

6. **VISITING TIMES:** Medical Center visiting hours will be conducted from 8:15 a.m. to 3:00 p.m. Saturday, Sunday, and all recognized Federal Holidays. No in-processing of visitors will occur after 2:30 p.m. In-processing of visitors will temporarily halt at 9:30 a.m. on weekends and holidays until the 10:00 a.m. count clears. Out-processing of visitors will be allowed only after receiving approval by the Operations Lieutenant and / or the Institutional Duty Officer.

Unit Team is responsible for facilitating bedside visits in the institution. The request for a bedside visit will be submitted by Unit Team to the Captain prior to the visit. Unit Team 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 Inmates for procedures to be followed.

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

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 Front Lobby Officer 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 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 Unit Team under special circumstances described in Program Statement 5267.09 CN-1. The approving staff member shall document the visit by entering a notation on the Visiting Room computer program. Unit Team may approve such visits. Inmates are permitted to have a total maximum of six (6) visitors at a time. This total of six (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 four (4) adults and two (2) children during a visit. An inmate may not have five (5) adults and one (1) child during a visit, or six (6) adults during a visit.) Any inmate request for additional visitors will be requested by the inmate in writing at least one (1) week prior to the visit.

The Correctional Counselor and Unit Manager 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 their list. The Correctional Counselor and Unit Manager will review and forward to the Warden through the Captain for approval of any exceptions.

- 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 but should be on the approved visiting list. Anyone who is 16 years or older must have an approved state ID and be on the approved visiting list.

In the event Unit Team feels visitation privileges for the individual visitor would present security concerns or disrupt the orderly running of the institution, they are to route a memorandum to the Warden with Unit Team's recommendation. The Warden will determine the validity of the concern and documentation will be maintained in section two of the privacy folder in the inmate's central file with the disposition.

The inmate will be notified by 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 is not on an approved visiting list, the Institution Duty Officer (IDO) will be notified. The IDO will request Unit Team review 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 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 Counselor 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 twenty (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. 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 Officer will contact the Operations Lieutenant and the Institution Duty Officer (IDO). The Operations Lieutenant and IDO will begin terminating inmate visitors who reside in the local area, based on the time they entered the Visiting Room. If this does not alleviate overcrowding, consideration will be given to the distance traveled by the visitor and frequency of visits.
- 8. **BUSINESS VISITORS:** The Counselor will verify any potential visitor who may be a former business associate of an inmate who meets the criteria outlined in Program Statement 5267.09 CN-1. The Unit Manager will approve or disapprove the visit and make appropriate documentation.
  - 9. **CONSULAR VISITORS:** The Counselor and Unit Manager will determine whether the inmate is a citizen of a foreign country and verify the visit is concerning matters of legitimate business. Consular visits will ordinarily occur on non-visiting days during regular visiting hours and should be scheduled at least one (1) week in advance. The inmate's Unit Team will be responsible for scheduling and supervising the visit, including completion of a memo to the Warden through the Captain in advance of the visit, and filing in the inmate's Central File. The Executive Assistant and Staff Attorney will be notified in writing of the requested visit.
  - 10. **VISITS FROM REPRESENTATIVES OF COMMUNITY GROUPS:** The Counselor 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 Counselor will investigate all special visits and determine whether the visit would meet the criteria outlined in Program Statement 5267.09 CN-1.

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 Unit Team in reaching a decision. The inmate's Counselor 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 during normal visiting hours. Whether approved or disapproved, a copy of Unit Team's response will be placed in the inmate's central file, identifying the reason for the approval or disapproval. The inmate's Unit Team, responsible for scheduling the visit, will complete a memo to the Warden through the Captain in advance of the visit.

- a. **Clergy Visits:** The Chaplain may approve Community clergy for a one-time visit. 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 (2) visits per week and two (2) 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 provide 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.
- 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. The attorneys must have proper identification identifying them as a Licensed Attorney. Normally, attorneys will be permitted contact visiting with inmates except for security reasons or when violations of institutional regulations occur. Locked inmates will not be permitted contact visits during normal visiting hours. A copy of all approved legal visits will be sent to the Lieutenant's, Captain and Visiting Room Officer. Legal visits will ordinarily occur on non-visiting days during regular visiting hours and should be scheduled at least one (1) week in advance. The inmate's Unit Team will be responsible for scheduling and supervising the visit, including completion of a memo to the Warden through the Captain in advance of the visit, and filing in the inmate's Central File. The Executive Assistant and Staff Attorney will be notified in writing of the requested visit. If an Attorney wishes to visit during normal visiting hours, the Visiting Room Officer will supervise the visit. However, no supplies or paperwork will be allowed, and Attorneys should be notified that there is no guaranteed expectation of privacy, due to other social visits occurring at the same time.

**Alternative Legal Access Arrangements.** To ensure inmates have access to legal counsel as soon as it is safely possible after a significant or disruptive event at a facility exceeds 24 hours, each facility will develop alternative legal access arrangements. These plans may include, but are not limited to, alternative visiting locations at the facility, expansion of normal visiting hours, and any additional procedures consistent with the mission and security of the facility. Restriction of

legal access should occur only when necessary to protect the safety and security of employees, inmates, or the public.

Notification of Visiting Disruption. In instances where there is a significant or disruptive event affecting the conditions of confinement and, institution management decides to restrict legal and/or social visiting, employees must make all reasonable efforts to notify all known parties affected by the disruption. This includes, but is not limited to inmate families, defense counsel, local courts, and the public. For facilities housing pretrial inmates, such notice must also be made to the local Federal Public Defender Office(s), the local United States District Court(s), and the local United States Attorney's Office(s). This information can be transmitted via telephone, email, or listed on the Institution's webpage.

- c. High Profile / High Publicity / ADX Inmate Visits: All high profile and ADX inmate visitor requests shall be forwarded to the Special Investigative Supervisor (SIS) Office for review prior to approval of the visit. The Counselor 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 inmate's 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 Counselor will submit a written recommendation through the Unit Manager, 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 Counselor of the approval or disapproval of his request. All requests will be routed through the SIS Office.

The Counselor will notify the inmate when a prospective visitor is denied.

- 13. **TRANSPORTATION ASSISTANCE:** The Front Lobby Officer may call via the institution phone line to a 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: Unit Team will ensure visits are limited to the immediate family (brother, sister, parent, stepparent, foster parent, spouse/partner, children over the age of 16) 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 Counselor and Unit Manager. This procedure will be initiated by the inmate and completed by the Counselor for approval ordinarily within the first two weeks of the inmate's request. These inmates will receive visits during

normal visiting hours within the established institutional visiting areas unless determined to be a security risk by the Captain.

b. Inmate Visits While in Local Hospital:

- (1) Visits are made by immediate family only, ordinarily no one under the age of 16.
- (2) Local hospital visits must be pre-arranged by the inmate's Unit Team, 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. The Captain will identify any special instructions on the visiting request.
- (3) Following approval of the visit, 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 there are no correctional or medical concerns with the visit occurring.
- (4) A visiting list of immediate family members will be taken to the community hospital. Unit Team will inform the immediate family member / members who are approved they must come to the institution first and complete the Notification to Visitor Form (BP224). Upon completion, the Front Lobby 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 Front Lobby Officer will notify the Operations Lieutenant who will notify the OIC at the hospital or the Contract Guard Service. Without verbal notification from the Lieutenant, the visit will not take place.
- (5) Unit Team will notify the Front Lobby Officer and the Lieutenant's Office in writing when a visit is approved for an inmate in a local hospital. The Duty Officer or Unit Team will take a copy of the signed memorandum to the escorting staff.
- (6) The visiting hours will comply with the visiting hours identified for the specific hospital. Hospital visits will not exceed two (2) hours in length on any approved visiting day.

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 will determine the visiting hours. All 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 inmates from a locked section to the Visiting Room, staff will ensure the inmate has no separation 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.  
  
Ward Restriction: When an inmate on ward restriction receives a visit, the following procedure should be followed. The Unit Officer will notify the inmate he has a visit. The inmate will have time to properly groom himself and he will remain in a jumpsuit. The Unit Officer will notify the Corridor #1 Officer of an inmate needing to be escorted to the Visiting Room. The Corridor #1 Officer will report to the unit, receive the inmate and his inmate I.D. card, and escort the inmate to the Visiting Room. Restraints are not to be used. The inmate and visitors will be seated in the front of the Visiting Room under direct supervision of the Visiting Room Officer. Upon completion of the visit, the inmate will be visually searched, and the Corridor #1 Officer will be notified. The Corridor #1 Officer will report to the Visiting Room, receive the inmate and his inmate I.D. card, and escort them to their assigned unit returning the I.D. to the Unit Officer.
- e. Non-Contact Visits: The Warden 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. The non-contact visiting area is in the back of the visiting room and is divided by glass. Inmates will be visually searched and placed in this area on the opposite side from their visitor. No more than three visitors may visit in the non-contact room.
- f. Children: Children aged 16 and under may not:
  - (1) Visit in any living area
  - (2) Traverse any living area to visit.



(3) Children are the responsibility of the inmate and the visitor. They must be supervised at all times, and they may not run or climb on objects within the Visiting Room. A children's play area has been established and they may utilize this area. Inmates are not permitted in this area; however, adult visitors who are supervising a child may enter this area.

15. **PROCEDURES:**

- a. **Responsibility:** The Captain is responsible for the maintenance and assignment of supervision to the institution visiting room. Unit Team is responsible for the procedures set out in Section 18 (b) of Program Statement 5267.09 CN-1.
- b. **Preparation of List of Visitors:** The Correctional Counselor is responsible for evaluating the proposed visiting list submitted by an inmate and preparing all documents required in Section 18 (b) of Program Statement 5267.09 CN-1. An NCIC check is required for all visitors not verified in the inmate's Pre-Sentence Report or not listed on a visiting list prepared at another facility. In the event a proposed visitor is identified with a discrepancy in their background, a review process is in place and a memorandum will be forwarded to the Warden who has final authority regarding the approval / disapproval of the visitor. 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 Counselor for review and processing, changes in visiting list can be made one time per month. The inmate will be notified by the Counselor 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 posted in the front lobby and posted on the institutional web page.

**WALSH ACT REQUIREMENTS:** Unit Team will evaluate all inmates on their caseload and all incoming inmates to determine if they have an inmate who has been convicted of a sex offense involving a minor (WA W CONV).

Any inmate fitting these criteria will have the following annotation placed in the visiting program under the comments section: "This inmate was convicted of a sex offense involving a minor."

Any inmate identified as having a Walsh Act assignment involving a minor will have his / her visits closely monitored. Specific procedures will be determined locally by the Warden.

- c. **Identification of Visitors:** The Front Lobby 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.

In the event the visiting room computer program fails, the Front Lobby Officer will contact the IDO and the Operations Lieutenant immediately. The IDO will contact a member of Unit Team to review documentation in the inmate's central file to confirm whether 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 measures be taken to control and prevent the spread of disease among inmates, 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 backside 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 5510.15 for exact specifications.

It is the responsibility of the Front Lobby Officer 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 larger than 8"x8" will be utilized to carry authorized items into the institution. One (1) handkerchief, One (1) comb, coins or \$40.00 of currency per adult visitor, female hygiene items and an identification card.

Infant Items: 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.

Medications: Only essential medications such as for heart disease, respiratory malfunctions, etc. will be allowed and only enough to get through a visiting period will be allowed. The medication will be checked in and left at the officer's desk.

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 Front Lobby Officer 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. No items may be given to or received from an inmate without prior written approval from the Warden.

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 correct the issue and clear the walk-through detector. In the event the visitor cannot remove the item, or they suspect the item is a part of their clothing such as buckles, straps, hairpins, 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.

Should the visitor still be unable to successfully pass screening, the Operations Lieutenant will be contacted for further assistance. No visitors will be allowed entrance without clearing the walk-through metal detector.

Visitors with medical devices that cannot be removed must have supporting documentation from a physician.

- f. Record of Visitors: The Front Lobby Officer shall require each visitor to complete the Notification to Visitor Form (BP-224) of Program Statement 5267.09 CN-1 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 Front Lobby Officer will maintain a three-ring binder with predetermined random numbers for the purpose of documenting the selection method. The Front Lobby Officer will advise the Lieutenant of any large or extraordinary groups of visitors, contractors or volunteers expected. The Front Lobby Officer 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 Front Lobby Officer 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 P5510.15 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 Officer will ensure all visitors are dressed appropriately. All visitors will be properly dressed when coming to visit at USMCFP Springfield. Visitors will be expected to wear clothing, which is in good taste. Visitors are prohibited from wearing shirts or coats with hoods, 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 or dresses can be no more than two (2) inches above the knee, and no skin-tight clothing will be allowed. Visitors will not wear orange clothing, camouflaged colors (except for active-duty military) or the color khaki. No hats, nonprescription sunglasses or watches of any kind are allowed in the Visiting Room. Inmates are responsible for advising their visitors of the dress requirements in the Visiting Room.

The Operations 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 privileges.

- i. Inmate Attire: Inmates will wear the full khaki uniform and inmates inside of the secure institution will be issued institutional shoes in the Visiting Room. Medical soft shoes will not ordinarily be permitted inside of the Visiting Room. Any questions regarding the necessity for medical shoes will be forwarded to the Clinical Director. Only inmates who have been identified will be allowed to wear medical shoes in the Visiting Room.
- j. Inmate and Visitor Conduct and Termination: It is the responsibility of the Visiting Room Officers to ensure 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. 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. Inmate visitors arriving in the Visiting Room will report to the Visiting Room Officer for processing prior to being seated. Inmates, upon entering the Visiting Room, will report to the Visiting Room Officer for check-in. Inmates will remain in their seats unless authorized by the Visiting Room Officer to utilize the bathroom or take a picture. Inmates are restricted from the vending machine area and the visitor’s restrooms. Inmates will not be allowed in the

designated child play areas. Adult visitors are allowed in these areas only if they have a child in the play area. Cross visiting between inmates and other inmates' visitors is not allowed. Physical contact between the inmate and his / her visitor(s) will be limited to a handshake, embrace, or a brief closed mouth kiss upon the initial arrival and at the completion of the visit. Once the inmate and visitors are seated, they may not slump in the chairs; lay on each other, cross legs with one another, embrace, massage, or anything else, which involved excessive and constant touching. Visitors, with the exception of an infant or small child, will not be permitted to sit on the lap of an inmate. This will be monitored and at the discretion of the Officer. The Officers will issue only one warning. If inappropriate conduct continues, the visit will be subject to termination, and disciplinary action will be taken which may result in the loss of visiting privileges for a period of time.

- K. 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 logbook.
- 16. **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.
  - 17. **DEFINITION OF UNIT TEAM:** Unit Manager, Case Manager, Counselor, and Secretary.

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

## INMATE'S APPROVED VISITING LIST

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INMATE NAME AND NUMBER

CORRECTIONAL COUNSELOR

DATE

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[illegible]

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### **Visiting Room Rules and Regulations**

The following guidelines have been established to provide inmates, friends, and their families an opportunity to visit within the confines of the U.S. Medical Center for Federal Prisoners. Visiting is an integral part of this institution's operations and assists inmates in maintaining important family ties. Visiting must be conducted in accordance with the following guidelines to ensure a safe and secure process for all. Questions regarding these policies should be directed to the Front Lobby Officer or Visiting Room Officers.

1. **Visitor Attire:** The Front Lobby Officer will ensure all visitors are dressed appropriately. All visitors will be properly dressed when coming to visit at USMCFP Springfield. Visitors will be expected to wear clothing, which is in good taste. Visitors are prohibited from wearing shirts or coats with hoods, 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 or dresses can be no more than two (2) inches above the knee, and no skin-tight clothing will be allowed. Visitors will not wear orange clothing, camouflaged colors (except for active-duty military) or the color khaki. No hats, non-prescription sunglasses or watches of any kind are allowed in the Visiting Room. Inmates are responsible for advising their visitors of the dress requirements in the Visiting Room.

The Operations 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 handshake, 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 slump or lay on each other, cross legs with one another, embrace, massage, kiss, or otherwise touch one another after the initial greeting. Visitors, with the exception of an infant or small child, will not be permitted to sit on the lap of an inmate. This will be monitored and at the discretion of the Officer.

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. Inmates are not allowed in the designated child play areas; therefore, adult visitors must care for their children in those areas.
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, one (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 into the Visiting Room a small clear bag no larger than 8x8, handkerchief, comb, coins, or \$40.00 of currency per adult visitor, female hygiene items, identification cards, and immediate needs for medications such as those needed for heart disease, respiratory malfunctions, etc. Billfolds are **not** 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, religious headwear / medallion, 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. Medical Center for Federal Prisoners is closed on Monday, Tuesday, Wednesday, Thursday, and Friday. Special visits for these days must be arranged through the inmate's Unit Team. 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 six (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 legal materials into the visiting room as long as they have been pre-approved, and the visits do not take place on a normal visiting day.
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. 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.
14. Visitors who appear to be under the influence of drugs or alcohol will not be permitted to visit.
15. Visitors may not leave money in the Visiting Room or Front Entrance for credit to an inmate's account.
16. Visitors will visit only with the inmate on whose visiting list they appear.
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. 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.
20. 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.

21. Local Taxicab Services:

Springfield Yellow Cab - (417) 862-5511

Airlines:

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

Allegiant, American Airlines, Delta, United

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

DATE:

FROM:

TO: , WARDEN

Thru: , AWP

Thru: , Captain

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. or 1:00 p.m. to 3:00 p.m. The visit will be held on Ward \_\_\_\_\_ and Unit Team will provide the services necessary to facilitate and supervise the visit.

VISITOR'S NAME

RELATIONSHIP

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Should you have any questions or concerns, please contact the \_\_\_\_\_ 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

Thru: , AWP

Thru: , Captain

SUBJECT: HOSPITAL VISIT - INMATE: \_\_\_\_\_

REG. NO: \_\_\_\_\_

The 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 \_\_\_\_\_. 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



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,

M. King  
Warden