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FEDERAL PRISON GUIDE

VISIT PACKET: MCFP SPRINGFIELD

Federal Medical Center · Springfield, MO · Phone 417-862-7041

VISITING

VISITING HOURS AND DAYS

WHO	DAYS	HOURS
Medical Center visiting room	Saturday, Sunday and all federal holidays	8:15 a.m. to 3:00 p.m.
Special visits (weekdays)	Monday through Friday are closed. A special visit must be set up by their unit team at least one week ahead.	See note
Segregation and locked units	Set by the Captain. Non-contact, one hour.	See note

No visitors are processed after 2:30 p.m. Processing stops at 9:30 a.m. on weekends and holidays until the 10:00 a.m. count clears. Leaving the visiting room early needs approval from the Operations Lieutenant or the Duty Officer.

The visiting room is closed Monday through Friday. [1]

The BOP's own papers disagree. Springfield's two papers disagree about Monday. The visiting rules (**dated January 13, 2025**) give visiting on **Saturday, Sunday and federal holidays** and say the room is closed Monday through Friday. The handbook (**updated February 2017**) says the room is open Saturday, Sunday, **Monday** and federal holidays, and closed Tuesday through Friday. The 2025 rules are newer, but **call the prison at 417-862-7041 before you drive**.

THE RULES AT THE DOOR: ID, POINTS, WHAT YOU CAN BRING

POINTS	They get **8 points a month**. A weekend or holiday visit costs **2 points**. There is no charge for Thanksgiving, Christmas and New Year's Day. A visit counts as one full visit even if you leave early. Clergy and legal visits do not count. [1]
HOW MANY PEOPLE	No more than **6 visitors at a time**, and no more than **4 adults or 4 children**. Four adults and two children is fine. Five adults and one child is not. Extra visitors must be asked for in writing at least one week ahead. [1]

WHO CAN BE ON THE LIST	Ordinarily up to **20 visitors, with no more than 10 friends**. A married couple counts as two. Children under 16 are not counted in the 20 but must be on the list. Friends must have known them before prison unless an exception is approved. [1]
CHANGING THE LIST	They can change the list **once a month**. Once a visitor is removed, the removal is permanent. [1]
ID	Everyone **16 or older** needs a valid state-approved photo ID and must be on the list. Visitors with a medical device that cannot be removed need a doctor's note. [1]
SCREENING	You must clear the walk-through metal detector, with no exceptions. If you set it off, you must fix the problem and try again. Random pat searches are done by same-sex staff. [1]
WHAT YOU CAN CARRY	A small clear plastic purse no bigger than 8 by 8 inches holding a handkerchief, a comb, coins or **$40.00 in currency per adult**, feminine hygiene items and your ID. Essential medicine (heart or breathing medicine, for example) is checked in at the officer's desk. Not allowed: tobacco, lighters, cell phones, diaper bags, large purses, notes, photographs, gum and car keys. Lockers are in the front lobby. [1]
FOR A BABY	Two bottles with formula, two sealed jars of baby food, one change of clothes, three diapers, one baby blanket and wipes in a clear plastic bag. No diaper bag. Nursing is allowed, and a visitor restroom and infant changing area is the main nursing area. [1]
WHAT NOT TO WEAR	No shirts or coats with hoods, sleeveless shirts, low-cut or see-through clothing, tube or tank tops, shorts, skirts, jogging suits, backless clothing or open-toed shoes. Skirts and dresses no more than 2 inches above the knee. No skin-tight clothing. **No orange, camouflage (except active-duty military) or khaki.** No hats, non-prescription sunglasses or watches. [1]
TOUCHING	A handshake, an embrace or a brief closed-mouth kiss when you arrive and when you leave. After that, no slumping, lying on each other, crossing legs together, embracing or massage. They get one warning, then the visit can be ended. Only an infant or small child may sit on their lap. [1]
WHAT THEY WEAR	The full khaki uniform and institution shoes. They may bring in a handkerchief, comb, wedding band, religious headwear or medallion and prescription glasses. [1]
WHEN IT GETS CROWDED	Visits of people who live within 25 miles of the prison and have been there longest are ended first, to make room for out-of-town visitors. [1]

HOW TO GET ON THE VISITING LIST

1. Their unit team gives them the Medical Center's approved visiting list form. They give you the visiting guidelines and directions.
2. The counselor and Unit Manager review each name and the Warden decides any exception. A background check is part of this.
3. The unit team tells **them** if you were approved or turned down. **They** must tell you. Do not drive until you know you are on the list.

4. If you arrive and are not on the list, the Duty Officer can approve you on the spot only if you are listed as immediate family in their pre-sentence report or were already approved at another prison.

Fill out the visiting form for Springfield

[1]

DRIVING DIRECTIONS (FROM THE BOP)

BY CAR	The Medical Center is at 1900 W. Sunshine, Springfield, Missouri 65807, at the corner of Sunshine Street and Kansas Expressway. From U.S. Highway 60, exit at the Kansas Expressway interchange and go north about 3 miles. Interstate 44 is about 6 miles north of the Medical Center on Kansas Expressway; exit there and travel south on Kansas Expressway. (From the 2017 handbook.)
TAXI AND BUS	Metropolitan City Cab 417-865-7700. Yellow Cab 417-862-5511. Greyhound 417-862-6777. (From the 2017 handbook.)

Street address for your GPS: 1900 W. Sunshine St, Springfield, Mo 65807. [2]

WHAT TO WEAR TO A VISIT

The BOP beats to its own drum. The front desk has the final say. Keep a spare outfit in the car.

MCFP SPRINGFIELD

Rules dated **01/13/2025** (1 year old)

Official rules (PDF) (bop.gov/locations/institutions/spg/spg_visit.pdf) No Spanish version posted

These rules contradict themselves. When two rules disagree, dress by the stricter one.

Skirts and dresses	Skirts or dresses no more than two inches above the knee.
Shorts	No shorts.
Colors to avoid	No khaki. No orange clothing.
Leggings, spandex	No skin-tight clothing.
Bras and metal	Not in the written rules. Some prisons ban underwire bras anyway, and the penalty can be more than being sent home. Wear a sports bra or a bra with no wire.
Camouflage, military	No camouflage colors, except for active-duty military.
Shoes	No open-toed shoes.
Children	Not in the written rules.

ALL 18 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- Skirts or dresses no more than two inches above the knee.
  BOP wording: "Skirts or dresses can be no more than two (2) inches above the knee,"
- No shorts.
  BOP wording: "tube or tank tops, shorts, skirts, jogging suits,"
- No sleeveless shirts or tank tops.
  BOP wording: "shirts or coats with hoods, sleeveless shirts,"
- No low-cut clothing.
  BOP wording: "low cut or see-through clothing, tube or tank tops,"
- No tube tops or backless clothing.
  BOP wording: "tube or tank tops, shorts, skirts, jogging suits, backless clothing,"
- No see-through clothing.
  BOP wording: "low cut or see-through clothing, tube or tank tops,"
- No skin-tight clothing.
  BOP wording: "and no skin-tight clothing will be allowed."
- No jogging suits.
  BOP wording: "shorts, skirts, jogging suits, backless clothing,"

COLORS AND UNIFORMS

- No khaki.
  BOP wording: "camouflaged colors (except for active-duty military) or the color khaki."
- No orange clothing.
  BOP wording: "Visitors will not wear orange clothing, camouflaged colors (except for active-duty military) or the color khaki."
- No camouflage colors, except for active-duty military.
  BOP wording: "camouflaged colors (except for active-duty military)"

BRAS, UNDERWEAR AND METAL

- No watches of any kind.
  BOP wording: "No hats, nonprescription sunglasses or watches of any kind"

SHOES

- No open-toed shoes.
  BOP wording: "backless clothing, open-toed shoes, or any other apparel of a suggestive or revealing nature."

HATS, HOODS AND COATS

- No hats.
  BOP wording: "No hats, nonprescription sunglasses or watches of any kind are allowed in the Visiting Room."
- No shirts or coats with hoods.
  BOP wording: "Visitors are prohibited from wearing shirts or coats with hoods, sleeveless shirts,"

EVERYTHING ELSE

- No non-prescription sunglasses; no suggestive or revealing apparel.
  BOP wording: "or any other apparel of a suggestive or revealing nature."

IF THEY SAY NO

- Excessively provocative attire is reason to deny visiting.
  BOP wording: "Excessive provocative attire is a reason to deny and / or preclude visiting privileges."
- Operations Lieutenant or Duty Officer consulted before denying entry for attire.
  BOP wording: "The Operations Lieutenant or Duty Officer will be consulted prior to denying a visitor entry into the institution because of his or her attire."

MAIL AND THE MAILING ADDRESS

Use their committed name exactly as the BOP Inmate Locator shows it. The name and number below are examples (JOHN ANTHONY SMITH-JONES, 12345-678).

JOHN ANTHONY SMITH-JONES
Reg. No. 12345-678
MCFP Springfield
P.O. Box 4000
Springfield, Mo 65801

Put their name and register number on the envelope, then U.S. Medical Center for Federal Prisoners, P.O. Box 4000, Springfield, Missouri 65801-4000. [2]

Use the P.O. Box only. Never mail to the street address (1900 W. Sunshine St, Springfield, Mo 65807).

MAIL CALL	Mail is handed out on each unit right after the 4:00 p.m. count, Monday to Friday. Mail is given only to the person it is addressed to. [2]
NO POLAROIDS	They may not keep Polaroid photographs. [2]
NO EXPRESS MAIL	Express mailing services to an inmate are not allowed. [2]
MONEY	Never leave money at the prison or put it in a letter. Funds go to the BOP lockbox: Federal Bureau of Prisons, their register number and name, Post Office Box 474701, Des Moines, Iowa 50947-0001. A postal money order is best. Personal checks are held 15 days. [1]

Books and magazines: at a administrative security prison, books and magazines must come straight from a publisher, book club or bookstore (Amazon, for example), never from home.

Sources

1. SPG 5267.09h, Visiting Regulations (dated January 13, 2025) bop.gov/locations/institutions/spg/spg_visit.pdf
2. U.S. Medical Center for Federal Prisoners Admission and Orientation Handbook (updated February 2017) bop.gov/locations/institutions/spg/spg_ao-handbook.pdf