



U.S. Department of Justice
Federal Bureau of Prisons
Metropolitan Correctional Center
San Diego, California 92101

INSTITUTION SUPPLEMENT

OPI: Correctional Services
NUMBER: 5267.09C
DATE: 09/12/2023
SUBJECT: Visiting Regulations

1. **PURPOSE AND SCOPE:** To provide local procedures and guidelines for inmate visitation at the Metropolitan Correctional Center (MCC), San Diego, California. This supplement must be read in conjunction with the governing Program Statement.

2. **DIRECTIVES AFFECTED:**
 - A. Directives Rescinded:
IS 5267.09A - Visiting Regulations (02/24/17)

 - B. Directives Referenced:
IS 5500.14B(4) - Front and Rear Entrance Procedures (01/03/19)
PS 1315.07, CN-1 - Legal Activities, Inmate (08/01/23)
PS 1490.06, CN-1 - Victim and Witness Notification Program (10/20/2016)
PS 5267.09, CN-1 - Visiting Regulations (08/01/23)
PS 5270.09, CN-1 - Inmate Discipline Program (11/18/20)
PS 5500.14, CN-1 - Correctional Services Procedures Manual (08/01/16)
PS 5521.06 - Searches of Housing Units, Inmates, and Inmate Work Areas (06/04/15)
PS 5522.02 - Ion Spectrometry Device Program (04/01/15)
PS 7331.05 - Pretrial Inmates (08/01/23)

3. **STANDARDS REFERENCED:** American Correctional Association 4th Edition Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-2A-61, 4-ALDF-5B-01, 4-ALDF-5B-02, 4-ALDF-5B-03, 4-ALDF-5B-04, 4-ALDF-7E-05.

4. **VISITING LOCATION:** All visitors will be processed through the Front Entrance according to the Institution Supplement on Front and Rear Entrance Procedures. With the exception of the 3rd and 5th floors, the maximum occupancy for each Visiting Room is 12 persons. Visitors and inmates will not be allowed to use restroom facilities during social visitation. Visitors and/or inmates requesting to depart the Visiting Room for this purpose will not be re-admitted. Restroom facilities are available in the Front Lobby for approved visitors prior to their entrance

into the institution. All inmates will be identified by picture card prior to their visitor's departure from the Visiting Room. Inmates and their separates, and/or co-defendants, and families of separated inmates will not be placed in the Visiting Room at the same time.

Ordinarily, two tables will be placed in each Visiting Room for use by attorneys. During social visiting hours, these tables will be moved to the northwest corner (underneath the camera) in the visiting room. Social Visiting will be held in the Visiting Room on the floor where the inmate is housed.

Legal visits will be held in the Visiting Room on the floor where the inmate is housed similar to social visiting with the exception of scheduled legal visits held on the 3rd floor in section 5D outlined below.

5. VISITING HOURS:

- A. Social Visiting - Weekdays (Monday & Friday): 8:00 a.m., 10:00 a.m., 12:00 p.m., 5:00 p.m., 7:00 p.m. Processing begins at 7:45 a.m. and ends at 6:15 p.m.
- B. Social Visiting - Saturday, Sunday, and Federal Holidays: 8:00 a.m., 11:00 a.m., 1:00 p.m., 5:00 p.m., 7:00 p.m. Processing begins at 7:45 a.m. and ends at 6:15 p.m.
- C. Special Housing Unit (SHU) Visiting: Tuesday and Wednesday 8:00 a.m., 10:00 a.m., 12:00 p.m., 5:00 p.m., 7:00 p.m., and Saturday and Sunday 8:00 a.m., 11:00 a.m., 1:00 p.m., 5:00 p.m., 7:00 p.m. Processing begins at 7:45 a.m. and ends at 6:15 p.m.
- D. Legal Visits: 7:30 a.m. to 9:00 p.m., seven days a week.

SHU Legal Visits: Legal visits for inmates in the SHU require an appointment be made through the Warden's Office. Appointments can be scheduled in advance for seven days a week from 7:30 a.m. to 9:00 p.m.

- E. In order to accommodate the change of shift for staff, there will be no processing of attorneys/visitors from 1:30 p.m. to 2:00 p.m.

F. If the attorney and social visitor arrives to sign in at the same time, the attorney will have priority for the visit.

6. FREQUENCY OF VISITS & NUMBER OF VISITORS:

A. Inmate social visits will be scheduled through Unit Team. Unit Team will generate the approved social visits list for the front lobby. Social visitors which are not scheduled on the approved social visits list will not be permitted into the institution.

B. Inmates are allowed one hour of visiting. Only one visiting period will be permitted on each assigned day.

C. Point System: All visiting is based on a point system. Pre-trial and holdover inmates receive 8 points per month, and designated inmates receive 12 points per month.

1) A weekday visit equals one point. A weekend or holiday visit equals two points.

2) Newly admitted pre-trial/holdover inmates receive eight points and newly admitted work cadre (designated) inmates receive 12 points for the month of arrival, regardless of the date. The Counselors are responsible for arranging and monitoring all points assigned to inmates.

3) After an inmate has used the assigned 8 or 12 points, he/she will receive no more visits until the new month begins.

D. Inmates are allowed three visitors per visit. Infants and children under the age of two years who can be seated on the lap of an adult will not be counted as a visitor.

E. Normally, visitors may not be on more than one inmate's visiting list, except where inmates and visitors are of the same immediate family. Unit Managers will monitor and approve any visitor on multiple inmates visiting lists.

7. VISITOR APPROVAL: All inmates requesting visits must complete a Visitor Information Form (BP-A0629). The BP-A0629 form will be returned to the Unit Team for mailing to the inmate's prospective visitor(s). Once the BP-A0629 form is returned to the Counselor, an initial visiting list is prepared and

distributed, ordinarily, within seven days of receiving the required information to process the visiting list. A National Crime Information Center (NCIC) check will be completed on every prospective visitor prior to approval and placement on the visiting list for holdover and pretrial inmates.

The official list of approved visitors is maintained and updated by the Counselor. The list of approved visitors is entered into the visiting computer system by a member of the Unit Team. Any changes requested to the visiting list by the inmates are completed on an as-needed basis. The inmate must submit a copy to Unit Team explaining the reason for his/her request and what visitor is to be removed or added. Pre-trial and holdover inmates are permitted to change their visiting list every six months; however, they can only have immediate family members or one friend. Designated inmates are allowed to have a total of 10 visitors, to include family and friends, on their visiting list. Once the 10 visitor limit is met, they can only change their visiting list every six months. If an inmate elects not to have any visitors, he/she shall sign a visiting list indicating no visitors requested, which is then filed in the drop or central file.

- A. Immediate Family Members: These persons include: legal spouse, children, parents, stepparents, foster parents, brothers, and sisters. These immediate family members will normally be approved. Common-law relationships are not recognized under California law. Therefore, common-law spouses are not considered immediate family at MCC San Diego.
- B. Un-sentenced, Pre-trial, Holdover, and Sentenced Inmates Awaiting Designation: Visiting is restricted to immediate family members. A non-immediate family member may be approved if no immediate family members are on the list. The inmate must have known the proposed visitor prior to incarceration, and the Unit Manager must approve any non-immediate family member visit. The visiting privilege ordinarily will extend 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 the proposed visitor is reliable and poses no threat to the security or good order of the institution. The Warden must approve any exception to this requirement. Visiting procedures for designated inmates will be conducted in

accordance with national policy.

- C. Cadre Inmates: (Sentenced inmates designated to MCC San Diego) In addition to immediate family members, cadre inmates may add up to 10 other relatives or friends to their approved visiting list. Other relatives and friends include only those persons with whom the inmate had an association prior to incarceration. The aforementioned relatives and friends will be added to the visiting list only after favorable completion of a background check, as required by the governing Program Statement. The inmate will be notified of approval or disapproval of visits so he/she can notify the proposed visitor.
- D. Disapproving Proposed Visitors: If background information reveals visitation privileges for an individual would present security concerns or disrupt the orderly running of the institution, the Warden may deny visiting privileges. Staff shall notify the inmate of the disapproval. It is the inmate's responsibility to notify the proposed visitor regarding the denial. A copy of the denial form will be filed in section 2 of the Privacy Folder in the Inmate Central File.

8. VISITOR IDENTIFICATION:

- A. Ages 16 and Above: Each visitor, age 16 or/and above, including legal visitors, must have a valid state or government issued photo identification (e.g., driver's license, military identification, passport, state or local identification card). Matricular identification cards issued by the Mexican Consulate are not considered valid for entrance. Staff will verify the identity of each visitor prior to admission into the institution. The visitor's identification card will be kept in the Control Center throughout the duration of the visit.
- B. Visitors who are under 18 years of age and not accompanied by an approved visiting parent, legal guardian, or immediate family member must be verified as immediate family members of the requesting inmate and have the written consent of a parent or legal guardian on the BP-A0629 prior to visitation.

- 9. RECORD PROCEDURES FOR INMATE VISITORS:** In addition to the BP-A0629, each adult visitor, to include legal visitors and approved social visitors aged 16 and above, must sign the Non-BOP Visitor's Logbook prior to each visit to include: date, visitor's printed name, visitor's signature, destination, and

visit time in/out. The Front Lobby Officer will record all social visits in the Visiting Program and update the inmate's point balance after completion of the visit daily.

Other visitors (e.g., government employees and contract/volunteer workers) must sign the Contract/Volunteer Visitors Logbook prior to entering the institution which includes: date, visitor's printed name, visitor's signature, destination, and visit time in/out.

10. **WALK-THROUGH METAL DETECTOR**: All persons to include Department of Justice employees, state and local law enforcement personnel, members of Congress, and members of the Judicial Branch will be required to pass through the metal detector, leave their identification card in the Control Center, and have their hand stamped prior to entry into the institution. During normal duty hours, the Operations Lieutenant and/or IDO and Executive Staff are the only personnel who are authorized to deny a visit to any visitor who cannot be cleared by a metal detector. After 4:00 p.m. the Operations Lieutenant and Institution Duty Officer (IDO) are authorized to deny a visit in the absence of Executive Staff.
11. **WRITTEN GUIDELINES OF VISITING PROCEDURES**: Inmates are encouraged to forward the written visiting guidelines to their prospective visitors when they send the BP-A0629. In addition, this Institution Supplement is available on www.bop.gov for all prospective visitors.
12. **APPROVED VISITING LIST BACK-UP SYSTEM**: Every Monday, the Evening Watch Front Lobby Officer. will ensure a back-up computer-generated visiting list is saved to the Front Lobby computer network L: drive. A hard copy of the approved visiting list will be generated on the 1st of the month by the Captain's Secretary. Additionally, a copy of the inmate's approved visiting list is maintained in the Inmate's Central File for designated inmates and Correctional Systems Department (CSD) for pre-trial/holdover inmates.
13. **LEGAL VISIT**: Visiting hours for approved legal representatives

are 7:30 a.m. to 9:00 p.m. seven days a week. In emergency situations, visiting hours may be extended or reduced with the approval of the Associate Warden (Programs).

A. Background Clearance: All interpreters, legal assistants, law clerks, paralegals, and investigators must complete the Application to Enter the Institution as Representative form (BP-243) prior to entrance into the facility. These forms are provided and processed by the Warden's Office. Once the individual is cleared (including an NCIC background check), their name will be added to the listing provided by the Warden's Office and maintained in the Front Lobby. Inmate's friends or relatives may not serve as an Attorney's Legal Assistant or any other type of representative. Friends or relatives who attempt to conduct legal visits based upon false or misleading information will be reported to the Operations Lieutenant.

B. Entrance Into Facility:

- 1) Once clearance has been granted, legal assistants, law clerks, paralegals, and investigators are permitted to enter the institution unaccompanied by an attorney. Such individuals are only permitted to visit inmates for whom their sponsoring attorney has granted authorization to visit on their behalf.

The Front Lobby Officer will verify the individual's identification by reviewing the Legal Assistant List provided by the Warden's Office and a valid picture identification (e.g., driver's license).

Legal visitors must sign the Official Visitors Logbook prior to entering the institution which includes: date, printed name, signature, time in, inmate's name and registration number, and purpose of visit.

- 2) Interpreters, with the exception of those from the U.S. District Court, must be accompanied by an attorney or legal assistant at all times. U.S. District Court Interpreters must be escorted by a U.S. Probation Officer or an institution staff member. The Front Lobby Officer will verify the interpreter's identification by reviewing the U.S. District Court Interpreter list and a valid photo identification (e.g., driver's license).

- 3) Investigators from the Federal Defenders Office are permitted to visit with clients during attorney visiting hours without the presence of the Federal Defender (attorney). The investigators identification is verified by reviewing the identification card issued by the Federal Defenders Office. In the event the investigator does not have the identification card, the Front Lobby Officer will review the Federal Defender Employee list (provided by the Warden's Office) and check a valid photo identification card.
 - 4) Attorneys, legal assistants, federal defenders, investigators, and all interpreters must complete the Notification to Visitor Form (BP-224), provide a valid photo identification, be processed through the metal detector, and have their hand stamped prior to entering the institution. Attorneys must also provide a valid state bar card.
- C. Search/Scan of Legal Materials: All legal material and briefcases will be searched and scanned through the X-ray machine. Personal Digital Assistants, handbags, purses, backpacks, laptop computers, diskettes, portable phones, newspapers, magazines, tobacco, cameras and food items are not permitted in the Visiting Rooms. However, searched briefcases and pagers carried by attorneys are permitted. Before entry, the Front Lobby Officer will ask the attorney to turn the pager off and on to ensure it is operable; this includes any battery- operated or electrical items authorized by the Warden.
- D. Legal Documents: Attorneys and legal representatives may place legal documents in the legal mailbox located in the Front Lobby. Exchanging of documents or items with inmates is not allowed. The Visiting Officer must search all legal documents prior to the inmate leaving the Visiting Room and entering the housing unit.
- E. Legal Visits - Location: Legal visits will ordinarily be held in the Visiting Room on the floor where the inmate is housed similar to social visiting. When privacy and a degree of separation from other inmates/visitors is required, an attorney visit may be held in the 3rd floor Visiting Room upon approval through the Warden's Office during regular duty hours or the Operations Lieutenant or IDO after duty hours. All 3rd floor visits are scheduled through the Warden's Office.

- F. Computer & Other Equipment: Computers are available for legal visits on both the 3rd and 5th floor Visiting Rooms. If a TV, VCR, DVD, and/or audio tape player are needed, the Warden's Office will advise the Front Lobby Officer. The Front Lobby Officer will ensure the equipment is returned to the Front Lobby and the Visiting Officer is notified to gain access and/or secure the items on the 3rd floor. Additional items used for investigative procedures may be authorized only if special permission has been granted by the Warden.
- G. Joint Defense Counsel Meetings/Separatee Concerns: Attorneys may visit with as many clients as required; however, legal visits are limited to one inmate at a time. Joint defense counsel meetings (visits between verified co-defendants are their legal counsel) may only occur upon written consent and approval of the Unit Manager, Captain, and Associate Warden (Programs).
- H. Separatee Concerns: Attorney visits concerning inmates with separatee issues to include co-defendants, may be accommodated in the inmate's assigned Visiting Rooms/floors during regularly scheduled visiting hours as long as separated inmates remain on their assigned floors.
- I. Documenting Inmates Visited: The names of all inmates to be visited must be entered on the BP-224 form at the time of admission. They must also be listed in the logbook. If this is not done prior to leaving the Front Lobby, the attorney will be required to return and list the name(s) before visiting with the inmate(s).
- J. Dress Code for Legal Visitors: All legal visitors will be held to the same dress code as social visitors (see Attachment B).
- K. Material Witness/Inmate Family Members: Attorneys are ordinarily not permitted to bring material witnesses or a client's family members or friends into the Visiting Room. Prior approval must be received from the Warden.

14. OFFICAL VISITORS: Law enforcement agents, military personnel on official assignment, U.S. Court officials, U.S. Parole Commission staff, U.S. Probation Officers, Consulate Officials, and local law enforcement officers will be permitted to visit upon presentation of appropriate identification. If a question arises as to the authenticity of an official visitor's identification, the Operations Lieutenant will be contacted.

Mexican Consulate identification cards (matricular consular cards) will not be accepted as a valid form of identification for visiting purposes. Official visitors will not be required to complete the BP-224 form unless they are visiting an inmate. These persons will not be required to be hand-stamped. All persons, to include Department of Justice employees, state and local law enforcement personnel, members of Congress, and members of the Judicial Branch will be required to pass through the metal detector and leave their identification card in the Control Center prior to entry into the institution. Law enforcement officials are not permitted to interview inmates in the Visiting Room without prior approval through the Special Investigative Office or the institution attorney; however, they may be permitted to enter the Visiting Room to serve an inmate with court documents without such approval.

15. **SPECIAL VISITS**: Individuals requesting special visits of inmates must receive advanced approval from the appropriate Department Head prior to entering the institution. These individuals include, but are not limited to, court-appointed psychologists, medical personnel, and media representatives. All such visits must be reviewed by the Captain and approved by the respective Associate Warden via the Authorization to Enter Institution form (see Institution Supplement regarding Front/Rear Entrance Procedures).

Special visitors may also be approved including business visitors, consular visitors, representatives of community groups, former or prospective employers, sponsors, and parole advisors (see the governing Program Statement for additional guidelines regarding these special visitors).

If an inmate requests a special visit, it must be approved by the Associate Warden (Programs). The inmate may make the request through their Unit Team who will then verify the relationship. The Unit Team will be responsible for completing the Special Visiting request form (Attachment D) and forward it to the AW (P). These visits will ordinarily be held in the appropriate Visiting Room during regularly scheduled visiting hours. Inmates will be charged points (according to the regular schedule) for special visits unless waived by the Warden.

Supervision: Special visits are not normally supervised unless the inmate is a SHU inmate, in which case the Visiting Officer will supervise.

16. **VISITOR DENIED ENTRANCE**: The Executive Staff, IDO, and/or Operations Lieutenant are the only persons authorized to deny visitors entrance into the facility. Additionally, the IDO or Operations Lieutenant shall ordinarily be the person(s) informing the visitor of the denial. A Visit Denial Memorandum (Attachment A) will be completed by the Front Lobby Officer, approved by the Operations Lieutenant, and forwarded to the Captain's Office for filing.
17. **VISIT TERMINATION**: The IDO or Operations Lieutenant may terminate a visit which is disruptive or for reasons of improper conduct by the inmate and/or visitor(s). The privilege to receive future visits may be denied, restricted, or suspended up to a specified period of time, as part of any administrative action following the incident.
18. **PASTORAL VISITS FOR INMATES**: For all pastoral visits (i.e., Minister of Record and other faith representatives) the Chaplain will request the clergy person provide a signed authorization for Release of Information for an NCIC check. In addition, documentation of the clergy persons or faith group representatives' credentials must also be provided prior to approval.
 - A. **Minister of Record**: An inmate may have only one Minister of Record at a time. Level I volunteers, level II badged volunteers, and contractors will not be approved as a Minister of Record (or placed on an inmate's visiting list).
 - 1) Inmates who wish to receive visits from their Minister of Record will make a request in writing to the Chaplain, indicating the proposed visitor's name, religious institution, and/or address and phone number, if available (see Religious Services Program Statement for definition of Minister of Record).
 - 2) The Chaplain will contact the clergy to determine if they would like to visit the inmate. If the clergy indicates a desire to meet with the inmate, he/she will submit a request for consideration as the

Minister of Record (as noted in the governing Program Statement), as well as their credentials and NCIC information.

- 3) Following a review of credentials and security clearance, the Chaplain will prepare a memorandum, through the Associate Warden (Programs) to the inmates Unit Team requesting the clergy be placed on the inmate's visiting list as the Minister of Record. If approved by the Associate Warden (Programs), the inmate's Unit Team will enter the Minister of Record as clergy in the Visiting Program.
- 4) Although the Minister of Record is added to the inmate's visiting list, each visit by the Minister of Record must be approved in advance. The Chaplain will prepare a memorandum through the Associate Warden (Programs) to the Front Lobby Officer. This memorandum will specify the date, time, and place of the Minister of Record visit, as well as the name of the clergy and inmate to be visited. A copy of the memorandum will be maintained on file in the Chaplain's Office.
- 5) Minister of Record visits are not social visits and should not be counted as such.

B. Official Visits from Faith Representatives (Other Than Minister of Record): Visits from faith representatives other than the Minister of Record may be approved by the Chaplain, with the concurrence of the Associate Warden (Programs). Following a review of credentials and security clearance, the Chaplain will prepare a memorandum through the Associate Warden (Programs) to the Front Lobby Officer. This memorandum will specify the date, time, and place of the pastoral visit, as well as the name of the clergy and inmate(s) to be visited.

C. Pastoral Visits for SHU and Mental Health Units (MHU): Ordinarily, inmates will have access to their Minister of Record or their faith group's official representative(s) while in the SHU/MHU. Special pastoral visits for SHU/MHU inmates will be facilitated by the Chaplain once the above procedures have been followed and Captain has been consulted regarding security concerns. The visit will ordinarily be scheduled before regular visiting hours and will take place in the SHU/MHU visiting rooms.

19. **SHU VISITS:** Social visits for inmates housed in the SHU will be non-contact visits. Restraints will be removed and applied through the door slot, just as if the inmate was housed inside of SHU. All other procedures will be conducted in the same manner as other floors, unless restricted by the Captain, Discipline Hearing Officer, Associate Warden (Programs), or Warden. Visitors and inmates must be under direct supervision of staff. Inmates will be visually searched and metal detection scanned upon completion of the visit.

20. **IDENTIFICATION OF INMATES ENTERING/EXITING VISITING ROOM:**

- A. Prior to Visit: Each inmate processed for visiting will be positively identified with the floor card and pat-searched before admittance into a Visiting Room. If the inmate's appearance is altered from the floor card picture, it will be noted so a new picture can be taken immediately. The Visiting Log (Attachment C) will be completed by the staff member placing the inmate in the Visiting Room.
- B. Upon Completion of Visit: Once a social visit concludes, the inmate will be positively identified with the floor card and visual searched before the visitor(s) are permitted to leave the Visiting Room. At the completion of an attorney visit, the attorneys are to be cleared to leave the Visiting Room without waiting to have the inmate identified. The inmate will then be visually searched and scanned with a hand-held metal detector at the Visiting Room location. No further contact with outside visitors will be permitted and the inmate will be escorted back to their housing unit by the Visiting Officer. The Visiting Log (Attachment C) will be completed by the staff member returning the inmate back to the housing unit.

21. **VISITOR'S PERSONAL PROPERTY:**

- A. Authorized Items/Storage: Authorized Items/Storage: All packages, handbags, shopping bags, briefcases, pagers, cellular phones, food, drinks, tobacco, gum, candy etc. are prohibited. The only exception is infant care items to include: 2 diapers and wipes, 2 premade bottles. Inmates are unauthorized to use or handle infant care items. Prescription eyeglasses are authorized to be brought in only to be used by visitors. Authorized items entering the visiting room must be carried in a clear plastic bag no larger than 12"x12" to

- B. accommodate approved baby items, eyeglasses, and/or authorized medication.

Bringing any unauthorized items such as weapons, medication, food, cigarettes/tobacco or drugs into the institution is both policy, and law violation, and may result in the visitor being permanently removed from the visiting list and/or referral to the proper law enforcement agencies for prosecution.

Unauthorized items may not be stored. Visitors will not be authorized to place personal property in the Front Lobby lockers; arrangements must be made to secure their personal items in an alternate location prior to entering the institution.

- C. Medication: Only medication necessary to the immediate preservation of the life of a visitor will be allowed into the institution (e.g., asthma inhaler or nitroglycerin). When the Front Lobby Officer determines a visitor's medication is necessary, he/she will ensure the quantity of such medication allowed into the facility is limited to the amount necessary for a one-hour visit. An entry should be made in the Visitors Log describing the medication. When the visitor leaves, the medication should be produced or an explanation given by the visitor as to why and when they used the medication.
- D. Canes/Walkers/Wheelchairs: Canes, walkers, etc., will be searched and scanned using the x-ray machine. When a visitor requires use of a wheelchair, the institution will furnish the wheelchair for the social visit. If the visitor is unable to use the institution wheelchair due to size or immobility, the Operations Lieutenant may authorize use of the personal wheelchair, subject to a search of the visitor and wheelchair. Visitors are precluded from bringing animals on the institution grounds, except for dogs which assist disabled persons.

22. INMATE PERSONAL PROPERTY: The only authorized items inmates may take into a Visiting Room are one plain wedding band, one religious neck chain, and one pair of eyeglasses. Inmates are also permitted to bring current, on-going, and pending legal materials to legal visits. These items will be searched for contraband prior to entering and upon exiting the Visiting Room. The inmate must return to the unit with

the same legal materials. Items cannot be passed from an inmate to a visitor (social or legal). Upon the inmate's departure from the Visiting Room, unauthorized items will be confiscated and an incident report will be written.

23. PROPER ATTIRE AND CONDUCT IN THE VISITING ROOM: A copy of the Visiting Rules and Regulations (Attachment B) will be made available at the Front Lobby for all visitors.

A. Social and Legal Visitors: All visitors are required to dress appropriately in attire suitable for a correctional setting or courtroom. The following apparel is prohibited: sport jerseys, shorts, spandex clothing, sweatshirts, sweatpants, warm-up suits, jackets, mesh or fishnet clothing, sleeveless garments to include garments with partial sleeves exposing the armpit area, bareback clothing, plunging necklines, low-cut blouses, crop tops, hooded blouses, halter tops, tube tops, mid-drift baring shirts, transparent clothing, camisoles, chemises, bathing suits, sweaters, wrap-around skirts, miniskirts (skirts more than three inches above the knee), sun dresses, cotton athletic sweats, and plain white t-shirts, tan or khaki colored shirts or pants, and medical scrubs/surgical gowns.

This includes legal visitors (e.g., attorneys, interpreters, investigators, paralegals). Female legal visitors are permitted to wear skirts and dresses into the facility; however, skirts and dresses cannot be more than three inches above the knee. Visitors are not allowed to wear hats or head garments, unless medical or religious reasons dictate they are necessary. All visitors will be required to have on footwear (i.e., closed toe shoes). No bare feet will be allowed. Children less than five years of age are permitted to wear shorts, sweatpants, or sweatshirts.

Clothing which interferes with the operation of the metal detector or other security devices which cannot be reasonably inspected will not be permitted unless medical reasons dictate its necessity. These items include underwire bras, garter belts, clothing with costume jewelry, large metal buttons, etc.

Any questions regarding proper attire will be directed to the Operations Lieutenant or IDO before a visitor is denied entrance.

- B. Inmate Attire: Inmates are allowed to wear only institution issued clothing in a Visiting Room. The only authorized shoes to be worn in the Visiting Room, with socks, are those issued by the institution. Inmates are required to wear appropriate under garments in the Visiting Room. Bare feet or shower shoes are not allowed.
- C. Inmate/Visitor Contact: Inmates are permitted to shake hands, embrace, and exchange a kiss at the beginning and end of a visit. Physical contact beyond this point is not tolerated and considered grounds for termination of the visit. Unacceptable behavior may result in disciplinary action. The inmate is responsible for ensuring his/her visitors conduct themselves within the established guidelines.
- D. Passing of Articles: Visitors may not bring packages or gifts of any type into the institution. It is not permissible for papers of any kind to be examined or signed during social visits, nor may the visitor receive any item(s) from the inmate. Visitors are prohibited from giving money to an inmate in the Visiting Room, nor can the institution directly accept funds for deposit to an inmate's commissary account.
- E. Food/Drinks: Any inmate observed eating or drinking anything during visiting will be suspected of receiving contraband and may be placed into dry cell status and subject to disciplinary action. Visitors are prohibited from eating/drinking during visits with the exception of infants.

24. VISITING ROOM MONITORING: The Control Room Officers will periodically monitor the Visiting Rooms through the use of the Visiting Room cameras. During regular social visiting hours/shifts, and when not escorting inmates to or from the Visiting Room, the Visiting Officer will supervise his/her assigned Visiting Room(s) during visitation. Visiting Officers may enter the housing units for visiting matters/procedures and during counts or emergencies.

To ensure the visiting rooms do not become overcrowded, the visiting officers will notify the Front Lobby officer once each visiting room's capacity has been reached. Any other visitors wanting to visit an inmate on a floor which has reached its capacity will be informed, by the Front Lobby Officer, that the visiting room they desire to visit has reached its capacity. If the visitor still wants to visit on that particular visiting day and time permits during the scheduled visiting hours, then the Front Lobby Officer

will have them wait outside of the Front Lobby area as not to interfere with visitors waiting in line to visit on other floors. Once there is room in the previously full visiting room, the Front Lobby Officer will begin processing the visitors desiring to visit on that particular floor in the order that they first arrived.

The Visiting Officer will remain on the SHU Floor during all social visits. In the event the Visiting Officer is not available, the SHU #4 Officer during the Day Watch will monitor these visits.

25. ADDRESS/DIRECTIONS/LOCAL TRANSPORTATION: MCC San Diego is located in downtown San Diego at 808 Union Street, San Diego, CA, 92101, across from the Federal Building/Courthouse. The institution is at the corner of Union and F Street and can be accessed from various major highways (e.g., Interstate 5, Route 163, and Route 94). The Downtown Station is an Amtrak train station as well as the Trolley Station. Pay phone service is not available to visitors. Arrangements for pick-up should be made prior to the visitor's departure. More specific directions and phone numbers for transportation to and from the institution are available from the Front Lobby Officer.

26. VISITS FOR INMATES UNDER MEDICAL OR PSYCHOLOGICAL CARE:

A. Inmates at the MCC: Inmates under strict medical or psychological care (e.g., infectious diseases, psychotic, suicidal), and those being physically restrained, or those in dry cell status will not normally be permitted to visit. The IDO or Operations Lieutenant should carefully and sensitively explain the situation to the proposed visitor without disclosing non-public information and document the denial in Section 2 of the Inmate's Central File. Circumstances may exist in which the IDO and Operations Lieutenant, in conjunction with Health Services and/or Psychology Services, may determine a visit can take place. Such visits will normally take place on the 3rd floor Visiting Room.

B. Inmates at Community Hospital: When a visitor requests to visit an inmate in Federal Bureau of Prisons custody who is admitted to a local hospital for medical/psychological treatment (and supervised by either institution or contract staff) the Clinical Director (or Health Services Administrator in his/her absence) in consultation with the Captain will determine if such a visit may occur and if so, whether it may be held in the community hospital. Only immediate family members will be allowed to such visits, and the visits must take place during the medical facility's established visiting hours. Visitor requests for all other inmates will be referred to and coordinated through the respective agency providing security coverage (e.g., U.S.

Marshals Service, U.S. Border Patrol). Questions regarding the custody status of an inmate (e.g., BOP versus U.S. Marshals Service) should be referred to CSD or the Operations Lieutenant.

The existence of a criminal record does not of itself constitute a barrier to a proposed visit. Consideration will be given to the nature and extent of the criminal activities, as weighed against the value of the relationship. Specific written approval by the Warden must be obtained before these persons are permitted to visit.

27. **NON-CONTACT VISITING**: MCC San Diego does not have individual, non-contact visiting rooms. Only the cells located on the 5th floor (designated for SHU visiting) are non-contact areas. If non-contact visits are deemed necessary due to safety and security concerns, such visits will be approved on a case-by-case basis by the Warden. The non-contact visiting area will be designated by the Captain and approved by the Associate Warden and Warden. Such areas include: individual cells located in the SHU visiting room and the single, non-contact room for legal visits. This room is connected to the SHU. Inmates housed in the SHU are secured inside the non-contact room from inside SHU. The official visitor (attorney) Visiting Rooms are located on the outside of SHU, which has a plexi-glass separation between the visitor and the inmate. The visit will be supervised by a staff member designated by the Operations Lieutenant.
28. **SPECIAL RULES FOR CHILDREN**: MCC San Diego does not have areas designated for children. Visiting rooms are designated on each floor and due to extreme space limitations, there is no special play area available for children. Visitors are responsible for their minor children. Children may not be disruptive in the Visiting Room and should remain seated at all times with their parent/guardian.
29. **WALSH ACT REQUIREMENTS**: The 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 this criterion will have the following annotation entered in the visiting program under the comments section by the Counselor who manages their visiting list: "This inmate was convicted of a sex offense involving a minor." Any inmates having a Walsh Act assignment will be identified in the visiting program in order to ensure visiting room staff closely monitor visits involving minors.

30. MANAGING DEPARTMENT: Correctional Services

Approved by:

Raul Campos, Jr., Warden

Date



U.S. Department of Justice
Federal Bureau of Prisons
MCC San Diego

San Diego, California 92101-6078

Date:

MEMORANDUM FOR THE CAPTAIN

FROM: _____, Front Lobby Officer

SUBJECT: Visiting Denial

The visitor(s) listed below was/were denied visiting for the following reason(s) (Check appropriate box):

- Improper attire
- Not on visiting list
- Wrong visiting day
- Second visit attempt (same day)
- Other (explain):

Visitor Name: _____

Visitor Name: _____

Visitor Name: _____

Inmate's Name: _____

Register No.: _____

Visit Denied: _____

VISITORS RULES AND REGULATIONS

The following information is provided to you, the visitor, to assist you in having a pleasant and uneventful visit while at the Metropolitan Correctional Center, San Diego, California.

Visiting Schedule

The visiting schedule is based upon a point system. Each inmate is allowed 8 visiting points per month (designated inmates receive 12 points per month). A weekday visit (Monday & Friday) counts as 1 point. Weekend and holiday visits (Saturday, Sunday, and holidays) count as 2 points. Special visits approved by the Unit Manager will be charged an extra point. Once the inmate you are visiting has used 8 points in a month, you will not be able to visit until the beginning of the next month. Visiting hours for weekdays are from 8:00 a.m., 10:00 a.m., 12:00 p.m., 5:00p.m., 7:00 p.m. Processing will begin at 7:45 a.m. and end at 6:15 p.m. Saturday, Sunday, and holiday visits are at 8:00 a.m., 11:00 a.m., 1:00 p.m., 5:00 p.m., 7:00 p.m. Processing begins at 7:45 a.m. and ends at 6:15 p.m. The visiting schedule for only those inmates housed in the Special Housing Unit is Tuesday, Wednesday, Saturday and Sunday are at 8:00 a.m., 11:00 a.m., 1:00 p.m., 5:00 p.m., 7:00 p.m. Processing will begin at 7:45 a.m. and end at 6:00 p.m. There will be no processing of visitors between 1:30 p.m. to 2:00 p.m.

The visiting day is determined by scheduling with Unit Team. Only 1 visiting period will be permitted on each assigned day. Inmates are allowed three visitors per visit. Infants and small children under the age of two who can be held on the lap of an adult, will not be counted as a visitor.

Visiting dress code to include all social and legal visits.

The following apparel is prohibited: Sport jerseys, shorts, spandex clothing, sweatshirts, sweatpants, warm up suits, jackets, mesh or fishnet clothing, sleeveless garments to include garments with partial sleeves exposing the armpit area, bareback clothing, plunging necklines, or low cut blouses, crop tops, hooded blouses, halter tops, tube tops, mid-drift shirts, transparent clothing, camisoles, chemises, bathing suits, sweaters, wrap-around skirts, miniskirts, sun dresses, cotton athletic sweats, and plain white t-shirts, tan or khaki colored shirts or pants or medical scrubs/surgical gowns. Clothing which interferes with the operation of the metal detector or other security devices which cannot be reasonably inspected will not be permitted unless medical reasons dictate that they are necessary. These items include underwire bras, garter belts, clothing with costume jewelry, large metal buttons, etc. Visitors are not allowed to wear hats or head garments, unless medical or religious reasons dictate that they are necessary. All visitors will be required to have on footwear (i.e., closed toe shoes). No bare feet will be allowed. Short culottes may be permitted providing the skirt/culotte be no shorter than three inches above the knee.

Personal Property

Social visitors with babies will only be allowed to bring 2 diapers and wipes, 2 premade bottles into a Visiting Room (No food, drinks, tobacco, gum or candy). Absolutely no items are permitted for use by or distribution to the inmates. Prescription eyeglasses are authorized to be brought in only to be used by visitors. Authorized items entering the visiting room must be carried in a single 12x12 inch clear plastic container/bag able to accommodate baby items, eyeglasses or medication. Only medication necessary to the immediate preservation of the life of a visitor will be allowed into the institution (e.g., an asthma sprayer or nitroglycerin). Canes, walkers, etc., will be searched and scanned using the x-ray machine. Visitors are precluded from bringing animals on the institution grounds, except for dogs that assist persons with disabilities.

Conduct

Inmates are permitted to shake hands, embrace, and exchange a kiss at the beginning and the end of a visit. Physical contact beyond this point is not tolerated and is considered grounds for termination of the visit. Unacceptable behavior may result in disciplinary action. The inmate is responsible for ensuring that his/her visitors conduct themselves within the established guidelines.

Identification

Each visitor, aged 16 and above, must present a valid photo identification (e.g., driver's license, passport, state or local identification card). Staff will verify the identity of each visitor prior to admission into the institution. The visitor's identification card will be kept in the Control Center throughout the duration of the visit. Visitors under the age of 16 and Children are exempt from the identification requirement and must be kept under supervision of a responsible adult.

Passing of Articles

Visitors may not bring packages or gifts of any type into the institution. It is not permissible for papers of any kind to be examined or signed during social visits, nor may the visitor receive any item(s) from the inmate. Visitors are prohibited from giving money to an inmate in the Visiting Room, nor can the Institution in general accept funds for deposit to an inmate's commissary account. Such transactions must be handled through official correspondence procedures.

Any inmate observed eating or drinking anything during visiting will be suspected of receiving contraband and may be placed into dry cell status and subject to disciplinary action. The use of cameras or recording equipment, without the consent of the Warden or designee, is strictly prohibited. Bringing any unauthorized items such as weapons, medication, food, cigarettes/tobacco or drugs into the institution is a rule, and/or law violation and may result in the visitor being permanently removed from the visiting list and/or referral to the proper law enforcement agencies for prosecution. It is against the law to introduce or attempt to introduce, into this institution or its grounds, or to take or attempt to take, or send or attempt to send from the institution, any article without the knowledge and consent of the Warden or his/her designee. Violators are subject to criminal prosecution and prison sentences of up to twenty years, a fine or both, (Title 18 USC, Section 1791).

Miscellaneous

No restroom facilities are available in the Visiting Rooms. Visitors and inmates will not be allowed to use restroom facilities during social visitation. Visitors and/or inmates requesting to depart the Visiting Room for this purpose will not be re-admitted. Restroom facilities are available in the Front Lobby for use by approved visitors prior to their entrance into the Visiting Room.

Each adult visitor, to include attorneys and legal assistants, and approved social visitors aged 16 and above, will be required to sign the Visiting Logbook prior to each visit which includes the date, the visitors' printed name, the inmate's name, register number, assigned floor, and the time in/out of the visit. The Front Lobby Officers will record all social visits in the Visiting Program daily, which will automatically update the points balance.

VISITING LOG

FLOOR: _____

DATE: _____

This form will be initiated by the Day Watch Visiting OIC. Inmates will not bring anything into the Visiting Room, other than a wedding band, an approved religious necklace (medallion), one pair of eyeglasses, and/or current, on-going, and pending legal materials. Legal materials cannot be exchanged between visitors and inmates. The Evening Watch Visiting OIC will accumulate all the Inmate Visiting Logs from Day Watch and Evening Watch and attach them to the title 18, Notification to Visitor Forms (BP-224) in the Front Lobby. The Front Lobby Officers on the Evening Watch will keep the Inmate Visiting Log for a period of thirty days. These logs will be forwarded to the Lieutenant's Office for further filing after thirty days by the Front Lobby Officer.

Inmate's Name	Inmate's Number	Time In	Time Out	Wedding Band	Religious Item	Legal Materials	Officer's Signature

Floor: _____

DATE: _____

Attachment D



U.S. Department of Justice
Federal Bureau of Prisons
MCC San Diego

Office of the Unit Team

San Diego, California 92101-6078

DATE

MEMORANDUM FOR _____, **ASSOCIATE WARDEN, PROGRAMS**

FROM: _____, Unit Manager

SUBJECT: Request for Special Visit

A special visit has been approved for the following inmate:

Inmate Name & Reg. No.: _____

Floor: _____ **Visiting Room** _____

Date(s) of Visit: _____

Duration of Visit: _____

Visitor(s): _____

Relationship: _____

Reason for Request:

cc: Inmate's File
Operations Lieutenant
Front Lobby Officer
Control Officer

Attachments: Inmate Request Form
Approved Visiting List
or NCIC Report/Printout