



---

**Institution  
Supplement**

**U.S. Department of Justice**  
Federal Bureau of Prisons  
Metropolitan Detention Center  
Brooklyn, NY 11232

---

**Number:** BRO-5267.09  
**Date:** May 2, 2017  
**Subject:** Inmate Visiting  
**OPI:** Correctional  
Services

1. **Purpose and Scope:** To establish the local inmate visiting procedures at the Metropolitan Detention Center, Brooklyn, New York. This Institutional Supplement must be read in conjunction with Bureau of Prisons Program Statement 5267.09, *Visiting Regulations*.
  
2. **Directive Affected:**
  - a. Directives Rescinded: Institution Supplement Inmate Visiting, BRO-5267.08C, dated March 8, 2013.
  
  - b. Directives Referenced:
    - (1) Program Statement 1315.07, Inmate Legal Activities, dated November 5, 1999.
    - (2) Program Statement 4500.11, Trust Fund Warehouse Laundry Manual, dated April 9, 2015.
    - (3) Program Statement 5100.08, Security Designation and Custody Classification, dated September 12, 2006.
    - (4) Program Statement 5267.08, Visiting Regulations, dated December 10, 2015.
    - (5) Program Statement 5270.09, Inmate Discipline Program, dated July 8, 2011.
    - (6) Program Statement 5270.10, Special Housing Units, dated July 29, 2011.
    - (7) Program Statement 5280.09, Furloughs, dated January 20, 2011.
    - (8) Program Statement 5500.11, Correctional Services Manual, dated October 10, 2003.

- (9) Program Statement 5500.14, Correctional Services Procedures Manual, dated October 19, 2012.
- (10) Program Statement 5510.12, Searching, Detaining Non-Inmates; Arresting Authority; Use of Metal Detector, dated July 17, 2013.
- (11) Program Statement 5521.06, Searches of Housing Units, Inmates and Inmate Work Areas, dated June 4, 2015.
- (12) Program Statement 7331.04, Pre-Trial Inmates, dated January 31, 2003.

3. **Correctional Standards Referenced:**

- a. American Correctional Association 4<sup>th</sup> Edition Standards for Adult Correctional Institutions: 4-4156, 4-4267, 4-4285, 4-4498, 4-4499, 4-4499-1, 4-4500, 4-4501, 4-4503, and 4-4504
- b. American Correctional Association 4<sup>th</sup> Edition Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-2A-61, 4-ALDF-5B-01, 4-ALDF-5B-02, 4-ALDF-03, 4-ALDF-5B-04 and 4-ALDF-7E-05

4. **Visiting Facilities:**

Ordinarily, visits not requiring additional security measures will be conducted in the institution Visiting Rooms. This may include inmates housed in the Special Housing Unit. Separate areas within the Visiting Room have been provided for attorney visits. The rooms will be made available to attorneys on a first come, first serve basis. These rooms will not be utilized for social visits without the Warden's approval.

A room is also set up and equipped for the children who are visiting inmates.

5. **Front Entrance Procedures:** All visitors will be processed into the institution in accordance with the institution supplement for Entrance Procedures.

Visitors will be required to complete and sign a Notification to Visitor Form (BP-A0224) prior to each

visit, acknowledging that the guidelines were provided and declaring they do not have any articles in their possession which could be a threat to the security of the institution. Any visitor who refuses to complete and sign a Notification to Visitor Form will be denied visiting privileges.

All institution visitors will be required to pass through the walk-thru metal detector which may require removal of shoes, belts, glasses, or other clothing accessories. Any visitor refusing will be denied the visit. When a visitor is unable to walk through the metal detector without sounding the alarm, the officer shall request the visitor submit to a search by a hand-held metal detector. To clear a visitor with the hand-held metal detector, the screening officer must have reasonable assurance the visitor is not in possession of a prohibited item.

All unsatisfactory results will be brought to the attention of the West Operations Lieutenant.

The processing of visitors will commence 30 minutes prior to the start of visiting hours. Visitors arriving to the institution within one hour prior to the end of visiting hours will not be processed or permitted to visit.

All visitors to the institution will be required to have his/her hand stamped for additional security and identification purposes.

**6. Social Visiting:**

**For pretrial and holdover inmates**, approved social visitors may visit for one hour per week at the time designated for that inmate's housing unit. The hour will begin once the inmate has arrived in the visiting room. Inmates are permitted only one social visit per day and a maximum of four social visitors at one time.

In an effort to accommodate the inmate population and alleviate congestion during evening visitations, an "Odd/Even" visiting system has been implemented. Social visits are scheduled to occur weekday afternoons (including those falling on federal holidays) from 12:00 p.m. until 3:00 p.m., evenings from 5:00 p.m. until 7:30 p.m., and weekends from 8:00 a.m. until 3:00 p.m.

An inmate alternates between afternoon and evening visiting each month based on the 5<sup>th</sup> digit of the inmate's register number. For example, an inmate with the register number 00005-053 would follow the "odd" number schedule; whereas, an inmate with the register number 00006-053 would follow the "even" number schedule.

During the even numbered months (February, April, June, October, and December) the "even" numbered inmates will visit in the afternoon, and the "odd" numbered inmates would visit in the evening. During the odd numbered months (January, March, May, July, September, and November), the visiting times reverse: the odd numbered inmates visit in the afternoon, and even numbered inmates visit in the evenings.

**For designated inmates**, approved social visitors may visit cadre inmates for the duration of 8:00 a.m. until 3:00 p.m. on each day designated for cadre unit visiting, space permitting.

On weekdays and holidays, visitors will not be permitted to enter the facility after 6:30 p.m. On weekends, visitors will not be permitted to enter the facility after 2:00 p.m.

Each visiting session permits an entire housing unit to visit during one specific date. The sessions are as follows:

East Building:

|           |                            |
|-----------|----------------------------|
| Sunday    | - Female Unit              |
| Monday    | - Legal only               |
| Tuesday   | - Legal only               |
| Wednesday | - Female Units (Afternoon) |
| Thursday  | - Legal only               |
| Friday    | - Legal only               |
| Saturday  | - Female Unit              |

West Building:

|           |  |
|-----------|--|
| Sunday    | - Male Cadre                                   |
| Monday    | - 6 <sup>th</sup> Floor                        |
| Tuesday   | - 7 <sup>th</sup> Floor                        |
| Wednesday | - 8 <sup>th</sup> Floor                        |
| Thursday  | - 4 <sup>th</sup> Floor                        |
| Friday    | - 5 <sup>th</sup> Floor Male Cadre (Afternoon) |
| Saturday  | - Male Cadre                                   |

Visits on federal holidays will be afforded to the Unit whose regular visiting days fall on the particular holiday date.

**NOTE:** Should inmates be present in the Visiting Room during official count or institutional lock down accountability census checks, they will be recorded on an official out count/lock down census form and officially counted in the Visiting Room.

**1. Use of Restrooms:**

Visitors and inmates will not be permitted to use the same restrooms in the Visiting Room. Restroom facilities are available in the Front Lobby for use by approved visitors. There are also separate restrooms for the visitors and inmates inside the Visiting Room. Any inmate using the restroom will be escorted by staff and remain under staff's constant supervision. Visitor restrooms may be monitored physically only with the Warden's written approval and only after it is determined there is a reasonable suspicion a visitor and/or inmate is engaged, or attempting to engage, in a criminal activity or other prohibited behavior. Other restrooms may be inspected and monitored as needed for security purposes.

**2. Visitor Storage Procedures:**

All materials, including cellular telephones, pagers, newspapers, magazines, tissues, wallets, personal keys and watches are prohibited from being brought into the institution, and will be secured in a lobby locker before entrance is granted to the secure confines of the institution.

**3. Proper Dress In The Visiting Room:**

Visitors are expected to wear clothing appropriate for the institution. All visitors are expected to wear proper undergarments. Clothing cannot be provocative, revealing, or offensive (containing profanity, nudity, or disparaging remarks). The following attire is prohibited:

- No outerwear. Visitors are not permitted to wear overcoats, rain coats, parkas, winter coats, or puffy vests into the institution. However, business attire such as blazers, jackets, and cardigans, are permitted, even if they do not match the pants or skirt or are not part of a formal suit.

- No open toe shoes or sandals and no wheeled shoes. Visitors shoes are to be "closed toed" and have the existence of (at a minimum) a strap around the heel of the foot.
- No shirts or pants with holes.
- No military without identification, khaki, tan, or beige clothing.
- No sweatpants or hooded shirts.
- No swim wear, tube tops, midriffs, or low cut (revealing) clothing. No lycra or spandex or tight fitting clothing to include yoga pants and jeggings. Clothing must not be see-through or reveal any undergarments.
- No hats, visors, scarves, sunglasses, or long hair picks. This includes scarves around the neck or waist. Headwear worn for religious purposes (yarmulkes, turbans, kufis, prayer shawls and any other religious clothing or wraps used to cover the face and/or hair) is authorized if in accordance with Bureau Program Statement 5510.15 and having met the screening requirements.
- No sleeveless clothing, to include tops, dresses, or blouses, unless covered by a sweater/cardigan, suit jacket or blazer, which must have sleeves that extend past the bend in the shoulder joint and remain on throughout the entire visit.
- Skirts or dresses or shorts must be no shorter than three inches above the knee. If the skirt or dress has a slit, this slit must also not go above three inches above the knee.

Inmate visitors are allowed to have the following items in their possession:

1. One small clear plastic container, no larger than 4" x 7"
2. Currency/coins- not to exceed thirty dollars; bills will be in one and five dollar increments
3. Two diapers
4. One small receiving blanket
5. One bottle containing baby formula

The Operations Lieutenant or Duty Officer will be contacted regarding any questionable inmate visitor attire, prior to them entering the institution or being denied visitation.

The official contacted will inform the visitor if the visit will be allowed.

7. **Visiting Limitations:** Inmates will be allowed only one social visit on a single day. Visitors may only visit one inmate at a time, unless the inmates are immediate family members.

Any questions related to visiting more than one inmate at a time will be addressed by the unit staff. Inmates that have children in excess of the maximum visitors allowed will need prior approval from the Unit Manager before the visit.

Ordinarily, social visitors will not be permitted to visit with inmates assigned to different housing units as visiting is based on an inmate's assigned housing unit.

Visitors on social visits will not be permitted to exchange places or alternate with another visitor outside the Visiting Room. Once a social visitor leaves the Visiting Room, the visit with that social visitor is considered completed and terminated. The visitor may not re-enter the Visiting Room until the next visiting day.

In the event that the Visiting Room reaches maximum capacity, the visiting room officer will first request any volunteers willing to terminate their visit early. If overcrowding remains an issue, visitors who have been in the Visiting Room for the longest period of time will be requested to leave first.

8. **Inmate Visiting Procedures:** Inmates entering the visiting area will be dressed in institutional clothing, to include institution issued footwear. **No athletic footwear is allowed** unless medically required. Rosary beads are not permitted to be worn during visits. Underclothing is required. All clothing must be clean and neat in appearance. Inmates may carry the following items:

1. One wedding band (no stone)
2. Legal Materials
3. Prescription Eyeglasses (if required)
4. Religious headgear
5. One pair of earrings (female only)

All items taken into the Visiting Room will be inventoried using Inmate Property Accountability Form (Attachment A),

and the same identical items must leave the Visiting Room with the inmate. Upon completion of all visits, inmates departing will be visually searched. Inmates will not be permitted to carry out any items other than those allowed to be taken into the Visiting Room.

Inmates entering for a legal visit will be allowed to bring legal material which pertains to their current case. These materials will be inspected by the Visiting Room Officer for contraband. The contents of legal material will be visually scanned, but not read by staff.

9. **Inmate and Visitor Conduct within the Visiting Room:** All visitors must follow all visiting regulations. All visitors arriving in the Visiting Room must report to the main desk and receive their assigned seat. Once assigned a seat, the visit will be conducted only at the assigned table. The Visiting Room Officer is responsible for assigning seating at all times.

Upon entering the Visiting Room, inmates will report to the main desk to be checked in and be directed to the assigned seat. An inmate is prohibited from relocating their assigned seat for the duration of the visit. Inmates are prohibited from using the vending machines.

One embrace and one brief kiss are permitted at the beginning and at the conclusion of a visit. Inappropriate physical contact between an inmate and his visitor will not be permitted and will be grounds for termination of the visit. It is the inmate's responsibility to control themselves and their visitors.

a. Visitors may not bring packages or gifts of any type into the institution.

b. It is not permissible for papers of any kind to be examined or signed during social visits, nor may the visitor receive any items from the inmate. Such transactions must be handled via correspondence addressed to the inmate.

c. Visitors are prohibited from passing money to an inmate. The Visiting Room Officer cannot accept funds for deposit into an inmate's commissary account.



d. Bringing any unauthorized items such as medication, weapons, tools, food, chewing gum or drugs into the institution is a violation of institution regulations and the law. This infraction may result in the visitor's permanent removal from the visiting list and referral to the proper law enforcement agencies for prosecution.

e. It is a violation of law for visitors and inmates to introduce or attempt to introduce any unauthorized article onto the grounds or into this institution and to take or attempt to take, or to send or attempt to send any article from the institution without the knowledge and consent of the Warden or the duly appointed representative.

f. The unauthorized use of cameras or recording equipment without the consent of the Warden or designee is strictly prohibited. Violators are subject to criminal prosecution.

10. **Supervision of Visits:** Visiting Room Officers will monitor inmate visits and will be aware of any articles passed between the inmate and the visitor, if there is any reasonable basis to suspect materials are being passed between inmates and visitors, the Visiting Room Officer may examine the item(s). The Operations Lieutenant will be consulted in questionable cases. Inmates are responsible for ensuring their visitors conduct themselves in a dignified manner. Inmates and their visitors are responsible for the behavior of their children. Visits not conducted in an appropriate manner will be terminated. Requests for approved visits (after normal visiting hours) will be handled on a case by case basis. The Captain will be consulted for the purpose of providing staff supervision and approval.
11. **Parenting Room/Children's Area (Visiting Room):** Inmates are not permitted in the area designated for children, except when participating in an approved Education Parenting Program, or when Cadre inmates request and receive prior approval. Games are provided for the children while in the visiting room. However, the inmate and his/her visitors are responsible for their children's actions while in the visiting room. Failure to maintain control of their children may result in the inmate's visit being terminated.
12. **Meals:** Vending machines in the Visiting Room are stocked with various food and beverage items. Inmates not wishing to terminate their visits in order to eat in their

respective units will remain in the Visiting Room during meal times. Meals will not be served in the Visiting Room. Meals will not be saved in the units for inmates in the Visiting Room to include legal visits.

13. **Interruption of Visit:** Any inmate or visitor who departs from the Visiting Room will not be allowed to resume the visit on that day, unless authorized by a Lieutenant or the Duty Officer. Visits will not normally be interrupted (other than for visiting rules violations) except when necessary to respond to institutional emergencies or at the direction of the Warden or designee (Operations Lieutenant).
14. **Penalty for Violation of Visiting Regulations:** Visit Terminations: The decision to limit or terminate a visit for Central Inmate Monitoring (CIM) concerns, security concerns, or for reasons of improper conduct by the inmate or visitors, will be made by the Operations Lieutenant or Duty Officer. The privilege to have future visits may be denied as part of a disciplinary action brought against the inmate.

Criminal prosecution may be initiated against the visitor, the inmate, or both, in cases of criminal violations.

Visit Denials: Anytime a visit is denied, the Visit Denial Memorandum Form (Attachment D), will be completed by the Lobby Officer. It will be approved by the Operations Lieutenant or Duty Officer and routed to the responsible Associate Warden.

15. **Exit Procedures:** Inmates requesting to depart the Visiting Room will not be re-admitted. All inmates will be identified by picture card prior to their visitor's departure from the Visiting Room.

Visitors will immediately depart the Visiting Room after completion of their visit. When exiting the visiting room each visitor will have their hand checked, verifying the hand stamp of the day, by the control center officer. Any visitor that cannot be identified will not be allowed to exit the institution until properly identified by the West Operations Lieutenant.

16. **Implementation of Visiting:** Ordinarily, within the first five working days after arrival, an inmate may establish a

visiting list through their Unit Team; inmates will complete a Request for Visitor Approval Form (Attachment B), which is reviewed by Unit Staff with the inmate. If further background information is necessary or required, the "Visitor Information Form" (BP-A0629) will be completed and returned to the Unit Team. Each visitor will be provided written guidelines for visiting in the institution.

An inmate's visiting list will not be accepted until all information is completed in its entirety on the Visitor Information Form (BP-A0629). Once an individual has been approved for visitation, the Unit Counselor will enter the information into the visiting program.

A hard copy of the computerized visiting list will be placed in a backup system for the Visiting program. The Unit Counselor will notify the inmate of those visitors who have been approved.

A maximum of eight visitors on the visiting list will be authorized. After six months of clear conduct, two additional visitors can be added on an inmate's visiting list.

The Unit Counselor will provide the inmate information approved visitors should become familiar with, prior to their first visit. This information will provide them directions to the institution, proper attire, items allowed to bring into the visiting room, etc. It is the inmate's responsibility to inform the visitor of the rules of the Visiting Room. It is important for inmates to remember they are responsible for their visitors' conduct when they enter the institution.

The Unit Counselor will review visiting lists, ensuring their accuracy. Once the initial visiting list has been completed, it may be amended through the inmate's submission of an Inmate Request to Staff Member Form (COP-OUT) as often as every ninety (90) days.

- a. **Procedures for Disapproving Proposed Visitors:** In the event staff proposed to disapprove a visitor, the respective Unit Team will route the request for disapproval through the Captain, Associate Warden (Programs), and the Warden for the final decision. Staff shall notify the inmate of the approval or disapproval of a requested person on the

visiting list. The inmate is responsible for notifying the visitor of the approval or disapproval.

- b. **Visiting Lists:** It is the inmate's responsibility to submit a visiting list request to the Unit Counselor. If a requested visitor is an immediate family member of the inmate (i.e., mother, father, siblings, wife by marriage, or child) and they have the same last name as the inmate, the visitor will be placed on the visiting list within three working days of the submission of the request. If an individual has a different last name, the Unit Team may require documentation prior to the initial visit. Pre-trial and Holdover inmates must provide documented proof of immediate family relationships. Common Law relationships are not recognized under New York State law therefore, Common Law relationships established in New York State are not considered immediate family members at MDC Brooklyn.

For inmates designated to MDC Brooklyn, in addition to immediate family members, the work cadre inmates may have up to four (4) other relatives or friends added to their approved visiting lists. The list may be changed every ninety (90) days. Other relatives and friends will be those persons with whom the inmate had an association with prior to incarceration. This association must be determined by the inmate's Unit Team to be a positive relationship. In addition, it is the inmate's responsibility to ensure visitors submit documentation that verifies their relationship. These relatives and friends will be added to the visiting list only after a favorable background check has been completed. The inmate will be notified of the approval or disapproval so that he/she can notify the proposed visitor. 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. This request will be submitted to the Unit Team and approved by the Unit Manager.

Visitors must complete a Request for Visit Form and submit a Release of Information Form for a background check. This form is available from the Unit Counselor and will be mailed to the visitor by the inmate. Once the prospective visitor completes the questionnaire, the form must be mailed back to the institution, directly to the

Unit Counselor. If the visitor has no criminal record, he/she may be placed on the visiting list. Members of the immediate family will normally be approved without further investigation, except as noted above. The inmate will be required to forward the Visiting Regulations and the Information and Release Authorization Forms to the proposed visitors. The Visitor Information sheet (Attachment C) with the signed Release Authorization Form must be returned to the Unit Counselor by the proposed visitor, prior to any further action concerning visiting. Upon receipt of the completed authorization forms, the Unit Counselor will initiate an NCIC check.

- c. **Other Authorized Visitors:** Special visits may be authorized for former or prospective employers, sponsors, or from persons not on the approved social visitors list. Special visits may occur for purposes of a family emergency, pre-release planning, or other instances when visiting is not possible during scheduled visiting hours.

Such visits must be approved by the responsible Associate Warden or Administrative Duty Officer. When a special visit is approved, the Unit Counselor will forward a copy of the approving memorandum to the Front Lobby Officer, Visiting Room Staff and the Lieutenant's Office. If the visit will take place outside of normal visiting room hours, the staff member responsible for approving the visit will arrange supervision.

Consult Bureau of Prisons Program Statement 5267.09 (Dec. 10, 2015), *Visiting Regulations*, for further information regarding special visitors.

17. **Persons with Prior Criminal Convictions:** The existence of a criminal conviction alone does not preclude visits. Staff shall give consideration to the nature, extent, and recentness of convictions, as weighed against the security considerations of the institution. Specific approval of the Warden may be required before such visits take place.

Ordinarily, staff should obtain written authorization from the appropriate Federal or State probation/parole official prior to approving visitation privileges for an individual on probation, parole or supervised release. A copy of this authorization will be maintained in section 2 or the Privacy Folder in the Inmate Central File.

18. **Business Visitors**: Except for pretrial inmates, an inmate is not permitted to engage actively in a business or profession. An inmate who was engaged in a business or profession prior to commitment is expected to assign authority for the operation of such business or profession to a person in the community. Pretrial inmates may be allowed special visitors for the purpose of protecting the pretrial inmate's business interests. In those instances where an inmate has turned over the operation of a business or profession to another person, there still may be an occasion where a decision must be made which will substantially affect the assets or prospects of the business. The Warden accordingly may permit a special business visit in such cases. The Warden may waive the requirement for the existence of an established relationship prior to confinement for visitors approved under this paragraph.
19. **Religious Visits**: Religious visiting is identified as Minister of Record and Clergy.

An inmate wanting to receive visits from his/her Minister of Record must submit a written request to the Chaplain. Upon approval, Unit Staff will add the name and title (Minister of Record) to the inmate's visiting list. An inmate may only have one Minister of Record on his/her visiting list at a time.

The addition of the Minister of Record will not count against the total number of authorized regular visitors an inmate is allowed to have on his/her visiting list, and will not count against the number of social visits allowed.

The Chaplain may also recommend a religious visit for an inmate by a Clergyman or religious representative. The Chaplain will prepare and distribute an authorization memorandum, approved by the responsible Associate Warden, for each visit. These visits will not be counted as regular social visits. Clergy visits (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.

Ordinarily, Clergy visits will not be accommodated unless requested by the inmate. However, the Chaplain may approve

a visitation request initiated by the Clergy, if the inmate wishes to visit with the Clergy.

Clergy/Minister of Record visits will be accommodated in the Visiting Room during the regularly scheduled visiting hours and to the extent practicable, in an area of the Visiting Room which provides a degree of separation from other visitors. If a private area is not available, the visit maybe rescheduled.

The Warden may establish a limit to the number of Minister of Records and Clergy visits an inmate receives each month, consistent with available resources. However, during times of personal or family emergencies, an inmate will be authorized a visit from his/her Minister of Record.

20. **Prisoner Visitation and Support Service (PVS) Visits:** These visits are not to be counted as social visits. PVS visitors are authorized to carry into the institution a pen, pencil and paper for note taking purposes. PVS visitors must adhere to all institution and Visiting Room rules/regulations.
21. **Official Visits:** Representatives of law enforcement agencies, U.S. Parole/Probation Offices, U.S. Public Defenders, Court assigned Sentencing Officials, attorneys, approved attorney representatives and mental health professionals performing court ordered examinations, will receive priority when processing. Official visitors, with the exception of the Assistant U.S. Attorney, U.S. Parole/Probation Officers, U.S. Public Defenders and Law Enforcement Officers will be required to complete a Notification to Visitor Form (BP-224).
22. **Minor Children:** A signature of a parent or guardian will be necessary to process the visitation request of individuals less than eighteen (18) years of age. Visitors under the age of sixteen (16) must be accompanied by a parent or guardian. It is the responsibility of the adult accompanying the child to ensure that the child's behavior does not interfere with normal visiting operations. A child disrupting visiting room operations will be cause to cancel the visit. Young children, 4 and under, who will remain on the visitors lap during the entire visit do not count towards the visitor limit of four.

Any visitor over the age of sixteen must provide verification of identity. This may be accomplished by comparing the photo and name on a valid driver's license, school identification card, or state or federal picture identification. The absence of an expiration date does not deem the above referenced forms of identification invalid; however, if identification appears questionable, another form of identification may be requested.

23. **Attorneys**: Attorneys and legal representatives are afforded visiting hours prior to the start of social visiting on weekdays. Exclusive attorney visiting hours are Monday - Friday, 7:30 a.m. to 12:00 p.m. Attorneys can utilize social visiting hours to meet with clients but are encouraged to utilize the legal visiting hours to avoid overcrowding.

Attorneys are permitted to request up to three clients at a time. If security concerns permit, all three inmates will be brought to the visiting room for the attorney to meet with each client individually. The attorney will meet with one client while the other two wait in the designated waiting area.

Special circumstances or visiting requirements not indicated in this Supplement should be addressed with MDC Brooklyn's Legal Department.

Attorneys and legal representatives are expected to follow all visiting room regulations and procedures outlined in Program Statement 1315.07, Inmate Legal Activities.

24. **Visits for Offenders Not In a Regular Population Setting**:

- a. **Hospital Patients**: Inmates admitted to local hospitals for medical treatment will not be allowed any visits unless requested by the Unit Team, through the Captain, Associate Warden Programs, and the Warden for final approval. In those instances when a visit is authorized, the visitors will only be permitted to visit during the pre-arranged time as set forth by the Captain and appropriate Unit Manager. All United States Marshals/ICE inmates will be referred to the appropriate Marshals.

These visits shall not exceed more than one hour in duration and will be conducted with direct staff supervision. The escorting staff members will provide



supervision during the social visit. Positive visitor identification, search, and all other required visiting procedures at the hospital will be in effect.

Visits may be prohibited or restricted for inmates under strict medical care, i.e., suffering from infectious disease, or who are psychotic, suicidal, or otherwise not in a condition to see visitors. The situation will be carefully explained to the visitor and documented in the inmate's central file. In such cases, Medical and/or Psychological staff, in conjunction with the Administrative Duty Officer, will determine whether a visit may take place. The aforementioned staff will also determine the location of the visit.

- b. **No Visitors Requested:** If the inmate does not request to receive visits, a notation will be made in the Visiting program and documented in the inmate's central file. On the screen, where visitors are normally listed, it should display, "No Visitors Requested".
- c. **Administrative Detention/Disciplinary Segregation:**  
Inmates in Administrative Detention or Disciplinary Segregation will only visit in the non-contact visiting rooms located in the Special Housing Unit, unless other arrangements are authorized by the Warden.

Attorney visits for inmates in Administrative Detention and Disciplinary Segregation will be conducted in the Special Housing Unit Attorney room located in the Special Housing Unit. The Operations Lieutenant will be notified when an inmate in the Special Housing Unit has a visit.

Inmates in the Special Housing Unit will visit on days they would normally visit according to their assigned unit, unless a CIM and/or security concerns exist. These instances will be handled on an individual case by case basis.

- d. **CIM Concerns/Separation Cases:** Due to the unique mission of MDC Brooklyn, it is not uncommon to house inmates who have separatee(s) inside the institution. To ensure the safety of these individuals, the Lobby Officer, C&A Officer and the Visiting Room #1 Officer must check their SENTRY rosters for any separation concerns, prior to the inmate being allowed into the Visiting Room. If CIM concerns exist, the Lobby Officer will notify the

Visiting Room #1 Officer, prior to granting the visitors access. The Visiting Room #1 Officer will verify the inmate's CIM information, and contact the CIM Clearance Officer to properly clear the inmate for his/her social visit.

- e. **Records Maintenance**: Unit Team will be responsible for all inmates visiting information records maintenance.

**25. INSTITUTION ADDRESS AND DIRECTIONS:**

Address: 80 29<sup>th</sup> Street  
Brooklyn, New York 11232  
Telephone Number: 718-840-4200

Transportation: The institution can be reached by the "R" subway train to 25<sup>th</sup> street. If you are driving, take the 39<sup>th</sup> street exit off the Brooklyn Queens Expressway (BQE) east bound, or the 38<sup>th</sup> street exit off the west bound BQE.

Air Transportation:


John F. Kennedy (JFK) International Airport-718-244-4444

LaGuardia (LGA) Airport-718-533-3400  
Newark (EWR) International Airport-973-533-3400

\*\*For driving directions from other states, please use a navigation service for the best travel route to the institution.

- 26. **EFFECTIVE DATE**: This institution supplement is effective upon issuance.

Approved by:

  
H. Quay, Warden

**ATTACHMENT A**

**MDC Brooklyn, New York**  
**Inmate Visiting Property Accountability Form**  
**Date:** \_\_\_\_\_

| <b>Inmate Name</b> | <b>Register Number</b> | <b>Unit</b> | <b>Plain Wedding Band</b> | <b>Religious Medallion</b> | <b>Prescription Eyeglasses</b> | <b>Legal Materials</b> | <b>Staff Signature</b> |
|--------------------|------------------------|-------------|---------------------------|----------------------------|--------------------------------|------------------------|------------------------|
|                    |                        |             |                           |                            |                                |                        |                        |
|                    |                        |             |                           |                            |                                |                        |                        |
|                    |                        |             |                           |                            |                                |                        |                        |
|                    |                        |             |                           |                            |                                |                        |                        |
|                    |                        |             |                           |                            |                                |                        |                        |
|                    |                        |             |                           |                            |                                |                        |                        |
|                    |                        |             |                           |                            |                                |                        |                        |
|                    |                        |             |                           |                            |                                |                        |                        |
|                    |                        |             |                           |                            |                                |                        |                        |

**\*\*Check the appropriate box for property being carried into the Visiting Room by inmates.**

**\*\*If the property is not listed on this form, check with the Operations Lieutenant before allowing the property to enter or exit the Visiting Room.**

**ATTACHMENT B**

**REQUEST FOR VISITOR APPROVAL**

**NAME:** \_\_\_\_\_ **REGISTER NO#:** \_\_\_\_\_

**Your authorized social visit will consist of one hour of visiting each authorized visiting day. You will be allowed at least four (4) hours total visiting a month. Only immediate family members may be placed on your approved visiting list, which could include: your mother, father, wife, husband, step parents, brothers, sisters, and children. Any visitor with a criminal record must have prior written approval from the Warden.**

**See your unit counselor for your units visiting hours. Only four social visitors are authorized to visit at one time. This limit does not include children that can be held on the lap of an adult (throughout the visit). No visitor under the age of sixteen (16) years old will be permitted to visit unless escorted by an adult visitor.**

| <b>NAME OF VISITOR</b> | <b>RELATIONSHIP</b> | <b>AGE</b> | <b>ADDRESS STREET,<br/>CITY</b> | <b>TELEPHONE NO.</b> |
|------------------------|---------------------|------------|---------------------------------|----------------------|
|                        |                     |            |                                 |                      |
|                        |                     |            |                                 |                      |
|                        |                     |            |                                 |                      |
|                        |                     |            |                                 |                      |
|                        |                     |            |                                 |                      |

\_\_\_\_\_  
**Inmate's Signature**

\_\_\_\_\_  
**Date Signed**

\_\_\_\_\_  
**Unit Staff Signature**

**Date Received by Unit Team:** \_\_\_\_\_

**ATTACHMENT C**

**VISITOR INFORMATION SHEET**

**PLEASE PRINT INFORMATION**

**INMATE LAST NAME:** \_\_\_\_\_

**FIRST NAME:** \_\_\_\_\_

**REGISTRATION NUMBER:** \_\_\_\_\_

**UNIT:** \_\_\_\_\_

**VISITOR LAST NAME:** \_\_\_\_\_

**FIRST NAME:** \_\_\_\_\_

**RELATIONSHIP:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**SOCIAL SECURITY #:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**DRIVER'S LICENSE #:** \_\_\_\_\_ **STATE:** \_\_\_\_\_

**PASSPORT #:** \_\_\_\_\_

**ALIEN CARD #:** \_\_\_\_\_

**TELEPHONE #:** (\_\_\_\_) \_\_\_\_\_

**SEX: M OR F**

**HEIGHT:** \_\_\_\_\_ **WEIGHT:** \_\_\_\_\_

**THIS INFORMATION IS PROVIDED PURSUANT TO PUBLIC LAW 93-579, PRIVACY ACT OF DECEMBER 31, 1974. Giving us your social security number or any of the other information is voluntary. However, we cannot process your request to visit if you do not give us the information we request. The information you provide us may be used to make requests for information about your background or to be provided to other law enforcement agencies to check on law violations or for other lawful purposes.**

\_\_\_\_\_  
**VISITOR'S SIGNATURE**

\_\_\_\_\_  
**DATE**

ATTACHMENT D



UNITED STATES GOVERNMENT  
**MEMORANDUM**  
Metropolitan Detention Center  
Brooklyn, New York 11232

---

**DATE:**

**REPLY TO**  
**ATTN OF: Lobby Officer**

**SUBJECT: VISIT DENIAL**

**TO: Captain**

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

1. Improper Dress
2. Not on Visiting List
3. Wrong Visiting Day
4. Second visit on the Same Day
5. Other (explain)

**Visitor's Name:**

**Inmate's Name:**

**Inmate's Reg. No.:**

**Approved:**

**Operations Lieutenant or Duty Officer Signature: \_\_\_\_\_**