



U.S. Department of Justice
Federal Bureau of Prisons
Federal Detention Center
Honolulu, HI 96820

OPI: Correctional Svcs
No.: HON 5267.08H
Date: 9/25/2012
Subject: Visiting
Regulations

Institution Supplement

1. **PURPOSE:** To provide specific guidelines for implementation of Program Statement (PS) 5267.08, Inmate Visiting Regulations, dated, May 11, 2006, at Federal Detention Center (FDC) Honolulu. This supplement includes regulations for the Special Housing Unit.

2. **DIRECTIVES AFFECTED:**
 - a. **DIRECTIVES RESCINDED:**

HON 5267.08G Visiting Regulations (1/12/2012)

 - b. **DIRECTIVES REFERENCED:**

PS 1280.11 JUST, NCIC and NLETS Telecommunication Systems (Management and Use) (01/07/00)
PS 1315.07 Legal Activities, Inmate (11/05/99)
PS 1490.06 Victim and Witness Notification Program (5/23/02)
PS 4500.05 Trust Fund/Warehouse/Laundry Manual (01/22/07)
PS 5100.08 Inmate Security Designation & Custody Classification Manual (9/12/06)
PS 5180.04 Central Inmate Monitoring System Manual (8/16/96)
PS 5265.11 Correspondence (07/09/99)
PS 5267.08 Visiting Regulations (5/11/06)
PS 5270.07 Inmate Discipline and Special Housing Units (3/20/06)
PS 5280.08 Furloughs (02/04/98)
PS 5360.09 Religious Services and Practices (12/31/04)
PS 5500.13 Correctional Services Manual (6/3/12)
PS 5500.12 Correctional Services Procedures Manual (10/10/03)
PS 5510.09 Searching, Detaining or Arresting Persons other than Inmates (3/06/98)
PS 5521.05 Searches of Housing Units, Inmates and Inmate Work Areas (6/30/97)

with a hand-held metal detector at the completion of a non-contact visit.

3. Non-contact in visiting room

Visiting has no non-contact rooms to utilize. All non-contact visits will be conducted in Special Housing Unit.

- b. **Visiting Hours:** A visiting schedule will be posted in the front lobby and on each housing unit bulletin board. In accordance with the inmate visiting regulations' program statement, unit team staff will compile a visiting list for each inmate assigned to their units (See Attachment 2).
- c. **Frequency of Visits and Number of Visitors:** Inmates will be allowed a one (1) hour visit at prescribed times during the weekend/holiday visiting schedules. Inmates will be allowed a single two (2) hour visit on prescribed times during the weekday visiting schedule. Visitor processing will be stopped thirty minutes before each unit's scheduled ending time. Inmates will ordinarily be limited to a total of ten (10) visitors on their visiting list and unlimited children. Visiting list will be updated upon the inmates request. Ordinarily, an inmate will be allowed up to five (5) visitors in the Visiting Room at a time.
- d. **Inmate Separatees:** Inmates with separatees and families of separated inmates will not be permitted in the Visiting Room at the same time. Visitation for inmates with separation assignments will be processed on a first come, first serve basis. The remaining visitors will be processed as soon as the Visiting Room Officer notifies the Front Lobby Officer that the inmate and his/her visitors have departed.
- e. **Inmates Under Medical or Psychological Care:** Ordinarily, inmates under strict medical or psychological care, and inmates who are physically restrained or in dry cell status will not be permitted to visit. The Institution Duty Officer (IDO) or Operations Lieutenant should carefully explain the situation to the proposed visitor. Circumstances may exist in which the IDO and lieutenant, in conjunction with the Health Services or Psychology Departments may

determine that a visit may take place. The appropriate location of the visit will be determined by the consulting individuals. Inmates admitted to a community hospital for medical treatment will not be allowed social visits unless authorized by the Warden. In instances where authorization has been granted by the Warden, visitors will visit in accordance with the medical facility's schedule. Visitors will be limited to immediate family.

- f. **Visitor Approval:** All visitors must be approved in advance by the unit team. Inmates will prepare and send a Visitor Information form (BP-S629.052) to their proposed visitors. Unit staff will provide inmates with an appropriate number of copies of the institution's Visiting Guidelines (See Attachment 3) to be sent to approved visitors. Copies of the institution's Visiting Guidelines will also be available for visitors at the reception desk with the Front Lobby Officer. The visitor must mail the Visitor Information form to the unit team. Unit staff will prepare a computerized list of all approved visitors and distribute this list to the inmate. A hard copy backup will be kept in a binder at the officer's station in the Front Lobby. Unit Team will update the binder on a case by case basis and they will be responsible to check it monthly. It is the inmate's responsibility to notify the visitor that they have been approved or not approved. A visitor may not be on more than one visiting list unless the visitor is related to more than one inmate, e.g., two sons, mother and daughter, father and son, etc.

When an inmate transfers to this facility, the prior visiting list will be recognized only if the file contains the proper documentation. If the inmate's file contains no such documentation, unit team will prepare a current visiting list in accordance with policy.

Requests for unexpected visits by immediate family members not previously on an inmate's approved visiting list will be referred to the unit team member on duty that day. If verification of an immediate family member cannot be obtained by reviewing the required documentation, the visit will not be approved. The visit must be approved or denied by the

Operations Lieutenant after consulting with unit team and IDO.

1. All inmates may have a total of Ten (10) visitors on their visiting list. The inmate must show proof of relationship prior to incarceration with the prospective visitor. For each visitor, a visitor form (BP-S629.052) will be prepared with signature and will be accompanied by documentation of proof of relationship. The proof of relationship may include but is not limited to: births certificates, adoption papers, foster paperwork, utility bills, and rental agreements.
2. Pretrial and Holdover Federal Inmates: Pretrial and holdover inmates are only permitted visitations by immediate family members. The Unit Manager has the discretion to permit a one (1) time visit with an immediate family member pending receipt of the completed Visitor Information form. All visitors should submit the required documentation to the unit team within a reasonable time frame prior to a visit being authorized. Once all required documentation has been received, the unit team should provide the inmate with an approved visiting list within seven (7) days.
3. Special Visits: Pretrial and holdover inmates may request a onetime Special Visit for a non-immediate family member if the inmate has no immediate family member capable of visiting, provides documentation of the relationship with the visitor, and documents the necessity for the Special Visit. These visits must be approved by the Associate Warden of Programs (AWP). Once approved, the unit team will submit a memorandum authorizing the visit to the Front Lobby Officer and Visiting Room Officer(s) ordinarily 24 hours prior to the visit.

Supervision of these visits will be provided by unit team staff during the inmate's non-visiting hours.

- g. **Visitor Disapproval:** If a visitor has been denied visitation privileges, the unit team will submit a memo to the AWP. Unit staff will update the institution computer visiting program as necessary. The Front Lobby Officer may turn away a potential visitor only after consulting with the Operations Lieutenant or the IDO.
- h. **Visitor Identification:** All staff shall verify the identity of each visitor through driver's license, photo identification, etc. (photo identification must be a valid state or government-issued photo identification no exceptions). Visitors under the age of 16 who are accompanied by a parent or legal guardian are exempt from this provision. All visitors over the age of 16 must complete the Notification to Visitor form, BP-S224.022 in its entirety and sign the visiting log. For children under the age of 18, the signature of a parent or legal guardian on the Visitor Information form (PB-629) is necessary to process a request for an applicant under 18 years of age. For children under the age of 18, a completed Visitor Information form, BP-S629.052, must be maintained by unit team in the central file. An alphabetized list of all approved inmate visiting lists will be kept in the front lobby and maintained by unit team staff for quick reference in case the visiting program is not available. This list will be updated weekly for Designated/Cadre inmates and monthly for inmates in another status (i.e. A-hold, State, etc.).
- i. **Inter-floor Visitation:** Inmates may be permitted to visit with members of their immediate family who are also incarcerated at FDC Honolulu every ninety (90) days. The inmate must submit a request for an inter-floor visit to the unit team. After the unit team verifies the relationship, a memorandum requesting the specific time and date of the inter-floor visit will be forwarded to the AWP for approval.
- j. **Official Counts:** Visitors will not be allowed to enter or exit the Visiting Room during official counts. Visitation officers will submit an Official Out Count form for any inmates remaining in the Visiting Room thirty minutes before an official count. Inmate floor cards will be used for identification during out-counts.

- k. **Overcrowding:** During times of overcrowding, all visitors who reside on the island of Oahu are considered local visitors and will be terminated in the order in which they arrived. Once the local visitor's list has been exhausted, visitors who reside on the Hawaiian Islands will be terminated in the order in which they arrived. This procedure will continue until the overcrowding is managed. The max capacity in the Visiting Room is 170.
- l. **Termination of Visits:** The Captain, Operations Lieutenant, or IDO may terminate all visiting when there is an institution emergency. Visiting may resume once the emergency has been cleared by the Captain, Operations Lieutenant, or IDO.
- m. **Special Visits:**
1. Business Visitors: Only the Warden may authorize an exceptional visit of this kind in accordance with P.S. 5267.08, Visiting Regulations. The Warden may waive the requirement for the existence of an established relationship prior to confinement for business visitors.
 2. Consular Visitors: Such visitors will be authorized to visit with their constituents in a legal room. The consular representative is requested to provide proof of their position as well as government-issued photo identification. He/She will complete a Notification to Visitor form, BP-S224.022, and be processed as an institution visitor.
 3. Visits From Representative of Community Groups: The requirement for the existence of an established relationship prior to confinement for visitors does not apply to representatives of community groups. Present or past participants in volunteer and citizen involvement programs will not be added to an inmate's visiting list without the Warden's approval.
 4. Pastoral Visits: Clergy/minister of record visits will be accommodated in the Visiting Room during 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 suitable area is not available, the visit may be rescheduled. The requirement for the existence of an established relationship prior to confinement for visitors does not apply to visitors in this category. The following processing procedures apply to ministers of record and clergy:

- a. Minister of Record: 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 the visiting list, and will **not** count against the total number of social visits allowed.
- b. Clergy: Visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures. 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.

n. **Legal Visits:**

1. Attorneys are encouraged to visit during regular visiting hours, which are from 6:30 a.m. to 9:00 p.m., seven days a week. Other than cadre visitation hours, Fridays are reserved exclusively for legal visits.
2. Attorneys will present a valid state bar identification card and picture identification card. In the absence of a bar card, the Front Lobby Officer should contact the institution

attorney or the IDO, before turning the attorney away. During normal business hours (Monday through Friday), the institution attorney will verify any discrepancies related to legal issues. All attorneys without a valid bar card must be pre-approved before entering the institution via memorandum. See PS 1315.07, Legal Activities, Inmate. Attorneys identified as a Federal Public Defender may present their official identification card in lieu of a bar card and picture ID.

3. Attorneys must complete the Notification to Visitor form, BP-S224.022, in its entirety and sign the visiting log. Attorneys will be processed through the metal detector and will have their hand stamped before being allowed entry.

If an attorney is visiting multiple inmates on the same visit, additional inmates may be listed on the Attorney Multiple Inmate Request form (Attachment 1).

4. All legal materials will be scanned and/or searched for contraband. Handbags, newspapers, magazines, portable telephones, pagers, laptop computers, Personal Digital Assistant (PDA), food items, and non-legal materials are not permitted in the Visiting Room.
5. Legal visitors may take videotapes, audiotapes, DVD, CDs, and CD-ROM's received during criminal discovery into the Visiting Room. Institution playback equipment (computers, cassette players, and TV/VCR's) are provided on a first come, first serve basis. No other audio or video playback equipment will be permitted into the institution.
6. Attorneys may visit with as many clients as they require; however, legal visits are limited to one inmate at a time. During social visiting hours inmates will **not** be brought to the Visiting Room to wait for an attorney/legal visit while that attorney is with another inmate. During Friday attorney/legal visiting hours, if an attorney wishes to meet with multiple inmates, one inmate

per attorney may be brought to the Visiting Room to wait for their legal visit with that attorney. Joint defense counsel meetings (visits between verified co-defendants/their legal counsel) must be arranged and authorized through the unit team.

7. Attorney's/Agency assistants, law clerks, Interns, investigators, paralegals or interpreters will not be permitted to visit an inmate until the attorney/agency whom they assist receives prior approval. Unit team will initiate the approval paperwork. Once approved by the Captain, Associate Warden and Warden the Associate Wardens Secretary will add their names to the front lobby list of approved visitors. Staff may allow such visits if the legal representative is ordered by the Court. Any legal representative wishing to meet with an inmate outside the presence of the attorney must complete an Application to Enter Institution as Representative (BP-243). These forms may be obtained from the Front Lobby Officer or the inmate's unit team. Completed applications will be mailed to the inmate's unit team. Original signatures are required for processing. Review of properly submitted applications should be completed within one week.

Interpreters/translators may never meet alone with an inmate; they must always be accompanied by the attorney or pre-approved legal representative.

8. Process Servers with official state or federal identification will be forwarded to the Special Investigative Agent or SIS Office.

o. **Legal Materials:**

1. Inmates may bring legal materials with them during legal visits after proper staff inspection. Unauthorized property brought to the Visiting Room will be treated as contraband and handled in accordance with PS 5580.07, Inmate Personal Property. During the course of a legal visit, inmates are permitted to give any or all of their legal materials to their legal

visitor(s).

2. Prior to returning to their cell, all papers in an inmate's possession will be inspected to verify that the papers are limited to legal materials and contain no contraband.
3. Attorneys or other persons with Special Mail privileges may leave legal material for an inmate in the legal drop box located in the entry area of the institution. All material must be in an envelope and x-ray scanned prior to depositing in the drop box.

In accordance with PS 5265.11, Correspondence, the envelope must be clearly marked with the attorney's name (including language that identifies that person as an attorney), the inmates' name and register number, and the following statement: "**LEGAL MAIL - OPEN ONLY IN THE PRESENCE OF THE INMATE**". Absent these markings, or if the mail is otherwise unauthorized, it will be treated as general correspondence. Attorneys or legal staff who fail to properly follow these procedures will be prohibited from further use of the drop box.

4. Attorneys wishing to send in electronic discovery material (i.e., audiotapes, CD ROMS, CDs, and videotapes) for their clients, must contact the institution attorney to receive authorization. Once authorized, the attorney will receive a form to complete. The original form should be included in the package with the electronic discovery material and a copy should be faxed to the institution attorney at 808-838-4510. Any unauthorized packages containing electronic discovery material will be returned to the sender.

- p. **Official Visitors:** Department of Justice employees, state and local law enforcement personnel, Members of Congress and members of the Judicial Branch will be permitted to visit upon presentation of appropriate identification. If these visitors obtain a locker key, they will be required to leave an ID with the Front Lobby Officer to ensure locker key is returned.

- q. **Visitor Attire:** Visitors are expected to wear appropriate attire. The adult dress and pre-teen (12 years and older) code is outlined below:
- No hats, visors or scarves. This includes scarves around the neck or waist.
 - No sleeveless tops, dresses, or blouses. All sleeves should extend past the bend of the shoulder joint.
 - No sunglasses, long hair picks or fresh/fake flowers.
 - No tube tops, midriffs, or low cut, revealing clothing.
 - No tight fitting clothes, this includes lycra and spandex materials.
 - No see through clothing or clothing that reveals undergarments.
 - Skirts and dress pants must not be shorter than the bottom of the knee, and no shorts are allowed. If the skirt or dress has a slit, this slit must also not exceed the bottom of the knee restriction.
 - No clothing similar to that issued to inmates including plain white T-shirts, khaki, tan or dark green colored shirts and pants or staff uniforms.
 - No flip-flops, slippers, and sandals will be authorized. Some type of footwear is to be worn at all times. No wheeled shoes are allowed in the institution.
 - If a sweater or jacket is worn into the Visiting Room, it may not be removed during the visit. Appropriate attire must be worn underneath.
- r. **Searching Visitors:** The Front Lobby Officer must ensure that all visitors pass through the electronic metal detector before entering the institution. In

the event the metal detector becomes inoperable, a handheld metal detector may be used. Visitors requiring medical devices to enter the institution will allow the devices to be searched/screened prior to entrance. Wheelchairs will be allowed into the institution as long as staff are able to conduct a complete search of the wheelchair. The institution may provide a wheelchair for visitors to use if they do not want to have their wheelchair screened. Visitors using medical assistance devices will be provided reasonable accommodations to comply with all security measures, such as being screened using alternate devices. Staff will not be responsible for pushing wheelchairs.

Inmate adult visitors may be pat searched either randomly or upon suspicion. A pat search of belongings involves a staff member pressing his/her hands on the visitor's outer clothing, or the outer surface of their belongings, to determine whether prohibited objects are present.

If a visitor is suspected of being intoxicated or under the influence of a controlled substance the Operations Lieutenant will be notified before the visitor is allowed entry into the institution.

- s. **Ion Scanner:** FDC Honolulu's Program Coordinator for the Ion Spectrometry Device Program is the Special Investigative Agent.
- t. **Visual Searches of inmates:** The Visiting Room Officer will identify the inmate using the floor card and pat search the inmate prior to entering the Visiting Room. When the inmate leaves the Visiting Room, staff will again identify the inmate by the floor card, conduct a visual search, and screen each inmate using a handheld metal detector prior to leaving the Visiting Room.
- u. **Supervision of the Visiting Room:**
 - 1. The Visiting Room Officer(s) will ensure that all visits are conducted in a quiet, orderly and a dignified manner. Visitations may be terminated if not conducted in the appropriate manner. Inmates will be allowed a short embrace and kiss

at the beginning and end of their visit. Inmates may hold hands with their visitors during visits but their hands must be visible at all times. Any other physical contact will not be tolerated.

2. Visitors may purchase food, snacks, candy, etc., from vending machines located inside the Visiting Room. These items must be consumed during the visit and may not be removed from the Visiting Room. The inmate will not be permitted to take anything out of the Visiting Room. The inmate and visitors may NOT share food items, e.g., soda, chips, etc. Visitors are limited to twenty five dollars (\$25) per adult person and are required to have the necessary change for the vending machines. Vending machines only accept change or one dollar bills.
3. Packages, handbags, pagers, cellular telephones, and other items are not permitted in the Visiting Room. Visitors may lock these items in the lockers in the Front Lobby. Items for infant needs (two diapers, one pacifier, one sealed bottle with contents, and one blanket) are permitted but must be inspected for contraband prior to entrance into the Visiting Room. All medication, except that which is life supporting, is prohibited from the visiting area. Prescribed medications that are life supporting must be declared at the front entrance and will be kept at the officers' station in the Visiting Room.
4. All authorized items entering the Visiting Room must be carried in one clear plastic container/bag which will be no larger than 8½x11x2 inches.
5. Rules for Children / Children play area
Inmate and the escorting adult visitor only are allowed in the kids room with their own children. Staff will closely monitor all the activities in this room. Children may bring toys and books out into the Visiting Room but they must be returned once they are done with them. The inmates who had children playing in the kids room are responsible for straightening that area before their visit is completed. There should be no

roughhousing of any kind in the kids room or the Visiting Room. Children will not be in the kids room without adult (inmate or visitor) supervision.

- v. **Inmate Personal Property:** Inmates are prohibited from receiving any item(s) from a visitor. They are only authorized to take into the Visiting Room, one wedding band, one religious medal, approved religious head gear, any medically approved device(s), one pair of prescription eyeglasses, and legal documents for legal visits.
- w. **Inmate Visiting Attire:** Inmates entering the visiting area will be dressed in institutional clothing including institution issued shoes. Shoes purchased in the commissary will NOT be allowed in the Visiting Room. Socks must be worn with any style of shoes. Inmates will be required to tuck in shirts. All other attire is prohibited.

5. **Directions to Facility**

Federal Detention Center Honolulu Hawaii
351 Elliott St.
Honolulu HI, 96819
Ph. 808 838-4200

Directions from the West side of Island

- Merge onto I-H1 E toward Honolulu.
- Take the Nimitz Hwy/HI-92 exit, EXIT 15, toward Hickam AFB/Naval Base.
- Keep left to take the Nimitz Hwy/HI-92 E ramp toward Business Districts.
- Stay straight to go onto N Nimitz Hwy/HI-92 E.
- Turn slight right onto Elliott St. If you reach Aolele St you've gone about 0.2 miles too far
- 351 Elliott St. is on the left. If you reach Hoouana St you've gone about 0.2 miles too far

Directions from Honolulu

- Merge onto I-H1 W.
- Merge onto N Nimitz Hwy/HI-92 W via EXIT 18.
- Turn left onto Elliott St.
- Elliott St is 0.2 miles past Aolele St
- 351 Elliott St. is on the left.

Transportation

For local transportation contact:

- Taxi service 422-2222
- The BUS (808) 848-4400

These are services that require payment.

6. MANAGING DEPARTMENT: Correctional Services

Approved by:



D. Shinn, Warden

FDC HONOLULU, HI
ATTORNEY MULTIPLE INMATE REQUEST FORM

This form is an attachment to the BP-224 form and is to be used by Attorneys requesting to meet more than one inmate for legal visits. The Front Lobby Officer is to check the separation roster and circle the appropriate status of each inmate.

Name	Number	Unit	Separation Status (Circle One)
			YES / NO

Date: _____

Officer: _____

FDC HONOLULU VISITING SCHEDULE

Sunday 6:30 a.m. - 8:30 a.m. Unit 6A & 6B 9:15 a.m. - 11:15 a.m. Unit 3A & 3B 12:00 p.m. - 8:00 p.m. Cadre 3A Female	Monday 6:30 a.m. - 1:30 p.m. Unit 4A & 4B 2:30 p.m. - 9:00 p.m. Cadre 5A Male
Tuesday 6:30 a.m. - 1:30 p.m. Unit 5B 2:30 p.m. - 9:00 p.m. Cadre 3A Female	Wednesday 6:30 a.m. - 1:30 p.m. Unit 6A & 6B 2:30 p.m. - 9:00 p.m. Cadre 5A Male
Thursday 6:30 a.m. - 1:30 p.m. Unit 3B 2:30 p.m. - 9:00 p.m. Cadre 3A Female	Friday 6:30 a.m. - 9:00 p.m. Legal/Attorney 2:30 p.m. - 9:00 p.m. Legal/Attorney
Saturday 6:30 a.m. - 8:30 a.m. Unit 4A & 4B 9:15 a.m. - 11:15 a.m. Unit 5B 12:00 p.m. - 8:00 p.m. Cadre 5A Male	Holidays 6:30 a.m. - 8:30 a.m. Unit 4A & 4B 9:00 a.m. - 11:00 a.m. Unit 3A & 3B 11:30 a.m. - 1:30 p.m. Unit 5B 2:00 p.m. - 4:00 p.m. Unit 6A & 6B 5:00 pm. - 7:00 p.m. Cadre 5A Male 7:30 p.m. - 9:30 p.m. Cadre 3A Female



FDC HONOLULU
VISITOR GUIDELINES

The following information is provided to familiarize you with our visiting procedures. Following these guidelines should help shorten your in processing time.

Social visits are scheduled seven days a week including holidays, according to an inmate's housing unit. A detailed schedule is attached.

Ordinarily, pre-trial inmates may visit an individual on his or her approved visiting list. Persons on a visiting list may include immediate family members. Immediate family members include mother, father, step-parents, foster-parents, brothers, sisters, spouse (including common-law spouses), children, and step-children. Cadre inmates may have approved friends on their visiting list.

All children under the age of 16 must be listed on the approved visiting list and accompanied by an approved adult visitor. A friendship with an inmate must be verified and approved prior to that friend being placed on an approved visiting list.

The inmate is required to initiate the verification process and is responsible to notify all visitors that they are on his or her visiting list. An inmate will mail a Visitor Information Form. If they wish to be on the visiting list, all potential visitors should complete the form and return it through the mail to a member of the unit team. Please do not mail the completed form to the inmate. Ordinarily, inmates are not allowed to have visitors who are listed on another inmate's visiting list.

There are parking spaces designated for the convenience of inmate visitors. Please utilize these parking spaces during visits. Persons not visiting are not authorized to remain on FDC Honolulu Property. Pets are also prohibited, except for trained seeing eye dogs. A pay phone is located in the front entrance for visitors, if needed, to arrange for transportation after a visit. Cell phones and other unauthorized items should be kept in the vehicle and not brought to the lobby. All visitors should bring photo identification such as a valid state drivers license, state issued identification, government identification, or passport.

All visitors must pass through an electronic metal detector before entering the institution. Bib overalls, excessive jewelry or under-wire bras may impede this process. Electronic devices such as cell phones, pagers, and car alarms are not permitted in the institution. Each adult visitor may bring twenty-five dollars and are required to have the necessary change for the vending machines. Vending machines only accept change or one dollar bills. Visitors may not bring food, beverages, or gifts into the visiting room.

All social adult visitors may be subject to a non-intrusive Ion drug scan prior to being allowed to visit. It will detect more than causal contact with a controlled substance. Refusal to take the test or a positive test may result in loss of visiting privileges. Length of loss of privileges will be determined by the number of positive tests on an individual. Loss of privileges may range from 48 hours to permanent loss of visiting privileges. If a visitor is suspected of being intoxicated or under the influence of a controlled substance the Operations Lieutenant will be notified before the visitor is allowed entry into the institution if judged to be impaired.

Inmate visitors may be pat searched either randomly or upon suspicion. A pat search of belongings involves a staff member pressing his/her hands on you outer clothing, or the outer surface of you belongings, to determine whether prohibited objects are present.

Inmates are not allowed to bring any personal items into the visiting room. Inmates and visitors may not share food items.

Continue on next page

Visitors are expected to wear appropriate attire. The adult, dress code is outlined below:

No hats, visors or scarves. This includes scarves around the neck or waist.
No sleeveless tops, dresses, or blouses. All sleeves should extend past the bend of the shoulder joint.

No sunglasses, long hair picks or fresh/ fake flowers.

No tube tops, midriffs, or low cut, revealing clothing.

No tight fitting clothes. This includes lycra and spandex materials.

No see through clothing or clothing that reveals undergarments.

No Shorts are allowed.

Skirts and dresses must not be shorter than the top of the knee. If the skirt or dress has a slit, this slit must also not exceed the knee restriction. Capri pants must be no shorter than the top of the knee in length.

No flip-flops, slippers, and sandals. Some type of footwear is to be worn at all times. No wheeled shoes are allowed in the institution.

If a sweater or jacket is worn into the visiting room, it may not be removed during the visit.

The dress code is designed for pre-teen through adult visitors (12 years and older).

Infant care items are permitted but must be inspected. Visitors with infants may take two diapers, one pacifier, one sealed bottle with contents, and one blanket into the visiting room. Breast feeding is allowed in the visiting room; however, feeding should be discrete and covered. Visitors with children are responsible for providing proper supervision for the children while in the visiting room. Inmates or the escorting adult visitors are only allowed in the kids room with their own children. You must closely supervise all the activities in this room, children may bring toys and books out into the visiting room but they must be returned once they are done with them. The inmates who had children playing in the kids room are responsible for straightening that area before their visit is over. There should be no roughhousing of any kind in the kids room or the visiting room. Children will not be in the play room without adult supervision (inmate or visitor).

Due to limited space in the visiting room, only five visitors per inmate are allowed at a time. This does not include small children who must be seated on an adults lap. Visits are limited to one hour on weekends/holidays and 2 hours during the week. Physical contact between inmates and visitors is limited to an embrace and kiss at the beginning and end of each visit. No other contact is permitted.

Legal visits should occur during scheduled times. Attorneys will present a valid state or county bar identification card and picture identification card.

FDC Honolulu is located at 351 Elliott Street. From the airport follow the signs that direct you to Nimitz Highway. At Nimitz Highway take a left and proceed to Elliott Street. Turn left on Elliott Street. You will see Hawaiian Airlines to your left on the outskirts of Honolulu International Airport. FDC Honolulu is the tall white building on your left just past Hawaiian Airlines Air Cargo. There is a bus stop in front of the institution and on the corner of Nimitz and Elliot Street.

Sunday 6:30 a.m. - 8:30 a.m. Unit 6a & 6b
9:15 a.m. - 11:15 a.m. Unit 3a & 3b
12:00 p.m. - 8:00 p.m. Cadre 3a Female

Monday 6:30 a.m. - 1:30 p.m. Unit 4a & 4b
2:30 p.m. - 9:00 p.m. Cadre 5a Male

Tuesday 6:30 a.m. - 1:30 p.m. Unit 5b
2:30 p.m. - 9:00 p.m. Cadre 3a Female

Wednesday 6:30 a.m. - 1:30 p.m. Unit 6a & 6b
2:30 p.m. - 9:30 p.m. Cadre 5a Male

Thursday 6:30 a.m. - 1:30 p.m. Unit 3b
2:30 p.m. - 9:00 p.m. Cadre 3a Female

Friday 6:30 a.m. - 9:00 p.m. Legal/Attorney
2:30 p.m. - 9:00 p.m. Legal

Saturday 6:30 a.m. - 8:30 a.m. Unit 4a & 4B
9:15 a.m. - 11:15 a.m. Unit 5b
12:00 p.m. - 8:00 p.m. Cadre 5a Male

HOLIDAY SCHEDULE
Holidays 6:30 a.m. - 8:30 a.m. Unit 4A & 4B
9:00 a.m. - 11:00 a.m. Unit 3a & 3b
11:30 a.m. - 1:30 p.m. Unit 5b
2:00 p.m. - 4:00 p.m. Unit 6a & 6b
5:00 pm - 7:00 p.m. Unit 5a male cadre
7:30 p.m. - 9:30 p.m. Unit 3a female cadre



U.S. Department of Justice
Federal Bureau of Prisons

Federal Detention Center

Honolulu, Hawaii 96819

<Date>

MEMORANDUM FOR ALL CONCERNED

FROM:

SUBJECT: Visitor(s) or Sporadic Contractors

Approval to visit the institution is granted to the following individuals(s):

1. Name of Individual(s):
2. Is the individual(s) an Ex-offender or related to a BOP inmate:
3. Purpose and Place of Visit:
4. Date and Time of Visit:
5. Staff Escorts:
6. Authorized Equipment:
7. NCIC cleared within one year: **Yes** NCIC waived: **No**
8. Has individual(s) met Citizenship Requirements? **Yes**
9. Has individual(s) met Residency Requirements? **Yes**
10. Will individual have access to Sensitive Information or access a BOP computer? **No**
If Yes, NACI #: **N/A** NACI Date: **N/A**
11. Approval of Visit: Captain: _____
12. Approval of the Visit: Associate Warden: _____
(inmate visits, contractors)
13. Approval of Visit: Warden _____
(tours, staff visitor, etc.)

CC: Warden Associate Warden(s) Control Room Front Lobby Duty Officer Operations Lt. Captain