



**Metropolitan Detention Center
Los Angeles, California**

Number: LOS 5267.08C
Date: 12/19/2008
Subject: Visiting
Regulations

INSTITUTION SUPPLEMENT

1. **PURPOSE AND SCOPE:** To provide local procedures and guidelines for inmate visitation at the Metropolitan Detention Center, Los Angeles (MDCLA), California.
2. **DIRECTIVES AFFECTED:**
 - a. Directives Referenced:
PS 5267.08, Visiting Regulations (5/11/06)
 - b. Directives Rescinded:
LOS 5267.08B, Visiting Regulations (12/28/07)
3. **STANDARDS REFERENCED:**
 - a. 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 and 4-ALDF-7E-05
4. **IMPLEMENTATION:**
 - a. Visiting Area: All regular visits not requiring special security measures will be conducted in the institution visiting room. Separate rooms within the visiting area are provided for legal visits. These rooms will not be utilized for social visiting unless approved in advance by the Associate Warden of Programs (AW(P)). All visits for inmates assigned to the Special Housing Unit (SHU) will follow the procedures outlined in Section "P" of this supplement.

Visitors and inmates will not be allowed to use restroom facilities during social visitation with the exception of Cadre inmates and Cadre inmate visitors, visiting on Fridays. Cadre inmates will be allowed to use the restroom located in the shakedown area of the visiting room only. Cadre visitors will be allowed to use the restroom facilities located in the visiting room. 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. However, if during a legal visit that exceeds two hours, the Visiting Room

Officer-in-Charge may use discretion if staffing allows for the inmate to use the restroom. The inmate will be escorted to the Shakedown Room bathroom in the Visiting Room and kept under observation while using the restroom. **All inmates will be identified by picture card prior to their visitor's departure from the visiting room.** This will be done with a staff member of the same gender as the inmate. The inmate will then be allowed to continue their legal visit.

- b. Visiting Hours: Social visitation hours are as follows:

Sunday	-	8:00 A.M. until 9:00 P.M.
Monday	-	12:00 P.M. until 9:00 P.M.
Tuesday	-	12:00 P.M. until 9:00 P.M.
Wednesday	-	12:00 P.M. until 9:00 P.M.
Thursday	-	Inter-floor Visitation Only 6:00 P.M. until 8:00 P.M.
Friday	-	4:30 P.M. (or upon clearance of the 4:00 P.M.) Until 9:00 P.M. **Cadre Only**
Saturday	-	8:00 A.M. until 9:00 P.M.
Holidays	-	8:00 A.M. until 9:00 P.M.

Processing visitors will commence 30 minutes prior to scheduled visiting hours, and will end one hour prior to the end of the visitation period. Visiting hours for legal visits are permitted daily from 8:00 A.M. until 9:00 P.M.

- c. Frequency of Visits & Number of Visitors: Inmates will be allowed social visits on an odd/even basis determined by the fifth digit of the inmate's register number. A yearly visiting schedule will be available to visitors in the front lobby and will also be posted on the unit bulletin boards. Visitors may only visit with one inmate. Exceptions can be made when an inmate has an immediate family member(s) who are also incarcerated. The Unit Team is responsible for verifying this relationship and will make arrangements for family members to visit on the same day. Inmates will be allowed to visit for a period of one hour. The hour will begin when the inmate arrives in the visiting room. Inmates will be permitted to visit with a maximum of three visitors. Immediate family members confined at the institution will be allowed a maximum of three visitors at one time. Visitors will not be permitted to exchange places (alternate) with another visitor outside the visiting room.

- d. Visitor Approval: All visitors must be approved in advance by the Unit Manager. Inmates will submit their request for visitors on the Visitor Information form (BP-A629) provided by their Unit Team. After approval by the respective Unit Manager, the list of approved visitors will be loaded into the visiting computer program by a member of the Unit Team. A copy of the approved list is maintained in the inmate's central file. Any changes to the visiting list by the inmate will be completed on an as-needed basis.
1. Work Cadre Inmates: Inmates designated to the Cadre Unit are permitted to visit with members of their immediate family, other relatives, as well as friends and associates. They are permitted a maximum of ten visitors on their visiting list. Each prospective visitor will be required to complete a Visitor Information form (BP-629) authorizing a criminal background check.
 2. Pretrial and Holdover Inmates: Pretrial and holdover inmates are only permitted visitation with immediate family members. Each prospective visitor will be required to submit a Visitor Information form (BP-629). A non-immediate family member can be approved for a one time special visit when it is verified that an inmate has no immediate family members capable of visiting and has not received a visit for a minimum period of six months. Any non-immediate family member must be approved by the AW(P).
 3. Immediate Family Members: These persons include mother, father, step-parents, foster parents, brothers, sisters, children, and a legally married husband or wife. Common law relationships are not recognized under California law. As such, common law spouses are not considered immediate family members at MDCLA.
 4. Disapproval of Visitors: If a visitor is disapproved for an inmate's visiting list, a letter will be mailed by the Unit Team to the prospective visitor with an explanation of disapproval. A copy of this letter will be maintained in the inmate Central File with the visiting form of the disapproved visitor.

5. Prior Relationship Approval: Inmates must have a relationship with the requested visitor prior to the inmates incarceration. If a request is made by an inmate for an exception to this rule, the AW(P) is the approving authority.
 6. Written Guidelines of Visiting Procedures: Written guidelines of our visiting procedures will be forwarded to the prospective visitor when the inmate sends the Visitor Information form (BP-629). In addition, this Institution Supplement will be available on www.bop.gov for use by prospective visitors.
 7. Approved Visitor List Back-up System: A back-up computer generated visiting list will be printed from the visiting computer program every Friday by the Lobby Officer, a copy will also be maintained in the Lieutenants office in case the visiting computer program is unavailable. In addition, a copy of the approved visiting list is maintained in the inmate's central file.
- e. Visitor Identification: All visitors age 18 and over will be required to provide picture identification before being allowed to enter the visiting room. Approved identification include a valid driver's license, State identification card, military identification, passport or U.S. Immigration identification card. Matricular identification cards issued by the Mexican Consulate are not considered valid for entrance.

All social visitors will be processed through the metal detector and have their hand stamped. Visitors must complete and sign the Notification to Visitor form (BP-224) and sign the appropriate log book. Upon enter the Visiting Room, all visitors age 18 and over must surrender their picture ID to the Visiting Room Officer. The ID will be returned upon exiting the Visiting Room.

- f. Attorney/Legal Visits: Attorneys who present a valid State bar identification card and photo identification will be permitted to visit. All attorneys will be processed through the metal detector and have their hand stamped. Attorneys must complete and sign the

Notification to Visitor form and sign the appropriate log book.

Attorney's assistants, law clerks, investigators, paralegal's, or interpreters will not be permitted to visit until the attorney whom they assist receives prior approval from the Warden's office. Each attorney's representative must complete an Application to Enter Institution as Representative form (BP-243) prior to receiving approval. Individuals who are acting as an attorney's representative, who had a previous social relationship with an inmate, will only be permitted to visit the inmate with the attorney present and only during the inmate's regular social visiting hours. The attorney may conduct only one such visit at a time.

All of the attorney's legal material and briefcase will be searched. Handbags, newspapers, magazines, portable phones, tobacco, food items, and non-legal materials are not allowed in the visiting room and will be stored. Pagers will be permitted after a thorough inspection. Tape players and computers are available for attorney use in the visiting room. Videotapes are permitted, but must be viewed only in the visiting room and returned to the attorney or paralegal after viewing. If an attorney needs to provide legal documents for the inmate's retention, the documents should be placed in the secured box located in the visiting room. Each item deposited should be in an envelope labeled as Legal Mail and contain the attorney's name and title, inmate's name, register number, and return address. Correctional Systems Department staff will retrieve the legal items in the morning, Monday- Friday and process accordingly. During non-visiting times, attorneys may send legal material via the U.S Postal Service.

Attorneys may visit with as many clients as they require; however, legal visits are limited to one inmate at a time. Joint defense counsel meetings (visits between verified co-defendants and their legal counsel) may only occur upon written consent and approval of the Unit Manager and Captain.

Foreign attorneys who are not licensed in a state or jurisdiction of the United States must provide

verification of their status as a licensed attorney in good standing in a foreign jurisdiction. This is handled by contacting their respective Consulate's office, which will provide official documentation to the United States Government. The Consulate can directly fax the verification to the Warden's office. Once the status of the foreign attorney has been confirmed before the initial visit, they will be processed as legal visitors for future visiting and an approval memorandum will be placed in the front lobby.

All attorneys may fax call-out requests directly into the front lobby at (213) 253-9581 indicating when they would like to see an inmate. This privilege is exclusively for attorneys and requests should be received in the front lobby at least two hours in advance of visit. Call-out requests should include the inmate's name, register number, time of visit, and name and phone number. These requests must come directly from the attorney and must have the attorney's signature. Every effort will be made to accommodate the request. The attorney must arrive in the lobby to be processed at least fifteen minutes before the proposed visit. If an attorney is unable to keep an appointment, the front lobby must be notified. Staff will disregard call-out requests if this privilege is abused.

- g. Official Visitors: U.S. Attorneys, law enforcement agents, military personnel conducting investigations, U.S. Court officials, U.S. Probation Officers, consular representatives, and staff from the Federal Public Defenders office will be permitted to visit upon presentation of appropriate identification. These individuals are required to pass through the metal detector. They will be required to sign the appropriate log books. Any questions regarding the above officials will be directed to the Captain during normal duty hours, and the Institution Duty Officer (IDO) or the Operations Lieutenant after normal duty hours.

Law enforcement officials are not permitted to interview inmates in the visiting room; however, they may be permitted to enter the visiting room to serve an inmate with court documents. Law enforcement officials wishing to interview an inmate must make an appointment through the Special Investigative Office prior to

entering the institution.

- h. Special Non-Social Visits: Individuals requiring to visit inmates detained at MDCLA must receive advanced written approval from the appropriate department head prior to entering the institution. These individuals include, but are not limited to: court appointed psychologist, medical personnel, clergy, educational and religious volunteers, and representatives of the media. All such visits must be reviewed by the Captain and approved by the AW(P).
- i. Special Social Visits: If a special social visit is requested by an inmate, it must be approved by the AW(P). The inmate must make the request through their Unit Team. The Unit Team will review the request and verify the relationship and forward the approval request to the AW(P). These visits will be held in the visiting room and be supervised by visiting room staff during regularly scheduled visiting hours.
- j. Inter-floor Visitation: Inmates are permitted the opportunity to visit with members of their immediate family who are also incarcerated at the facility. The inmate must submit a request for an inter-floor visit to the Unit Team. After the Unit Team verifies the relationship, a memorandum approved by the AW(P) authorizing the visit will be forwarded to the visiting room. All inter-floor visits will be conducted on Thursdays in the visiting room.
- k. Official Counts: Visitors will not be allowed to exit the visiting room during official counts. Inmates notified of a visit one-half hour prior to an official count will be placed on the out-count. After this period, the front lobby will notify the Unit Officer that an inmate's visit will commence upon completion of the count. Visitors will immediately depart the visiting room after completion of their visit. **All official counts in the visiting room will be picture card counts.**
- l. Visit Termination: The IDO or Operations Lieutenant may terminate a visit that is disruptive to the overall security or good order of the institution. This may involve conduct initiated by the inmate and/or a visitor(s). The right to receive future visits may be denied or restricted as part of any administrative action following the incident. If the Operations

Lieutenant terminates a visit, they must inform the IDO.

- m. Visitor Personal Property: Lockers are available in the front lobby for the storing of any personal articles not allowed in the visiting room. The visitors will be required to place all packages and handbags in these lockers. No bags of any kind will be permitted into the Visiting Room. The only exception will be infant care items to include: one pacifier, one diaper, one plastic bottle with contents, and one baby blanket.

Visitors are required to dress appropriately. This suggests clothing that is appropriate for a correctional setting or courtroom. Visitors will not be allowed to wear medical scrubs, outside company uniforms (with the exception of law enforcement and military), bathing suits; sweatshirts; sweat pants; warmup suits; jackets (unless worn with suit); sweaters; shorts of any kind; see-through garments (including arms); mesh or bare back clothing; plunging neck line; low cut blouses; mini skirts or sun dresses which are more than one inch above knee cap; leotards; stretch pants; crop tops; halter tops; tube tops; form fitted or tight clothing; mid-drift shirts; hats; caps or hoods; camisoles; scarfs; solid white or grey t-shirts; and tan or khaki clothing of any kind will not be permitted. Clothing that is questionable in regards to taste will be brought to the attention of the Operations Lieutenant.

Children under five years of age are permitted to wear shorts, sweat pants or sweat shirts.

- n. Inmate Personal Property: Inmates will not be permitted to receive any item(s) from a visitor. The only authorized items that inmates may take into the visiting room are one wedding band, one religious medal, and one pair of eye glasses. Institution white deck shoes or jelly shoes must be worn for all visits unless the inmate has a soft-shoe permit. Blue slip-on tennis shoes are the only authorized soft-shoe. All inmates will be pat searched prior to visiting, and visual searched before departing the visiting room. This will be documented on the visiting room inmate shakedown logbook. Inmates are permitted to bring

legal documents to their legal visits. These items will be searched for contraband prior to entering and upon exiting the visiting area.

- o. Inmate Visitor Contact: 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.

- p. SHU Inmates: All inmates housed in the SHU will visit in the SHU contact and/or the non-contact visiting area. Children under 18 are prohibited from visiting in SHU. Normally, only one visit will be conducted at a time and a maximum of three visitors will be allowed to meet with any inmate at anytime. The Captain may approve simultaneous visits under unusual circumstances. Visitors and inmates must be under direct supervision of staff. Inmates will be visually searched and metal detection scanned upon completion of the visit. Visitors will not be allowed to wear open-toe shoes, when visiting in SHU.

- q. Inmate Separatees: Inmates and their separatees, and families of separated inmates, will not be placed in the visiting room at the same time. Visitation for inmates with separation assignments will be processed on a first come first served basis. The remaining visitors will be processed as soon as the visiting room officer notifies the front lobby that the inmate and his/her visitors have departed.

- r. Inmates Under Medical or Psychological Care: Inmates under strict medical or psychological care and inmates who are being physically restrained or 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. Circumstances may exist in which the IDO and Operations Lieutenant, in conjunction with Health Services and/or Psychology Services, may determine that a visit can take place. The appropriate location of the visit will be determined by the consulting individuals. Cadre

inmates admitted to local hospitals for medical treatment will not be allowed social visits unless authorized by the Warden. Pretrial and holdover inmates admitted to local hospitals will not be allowed social visits unless authorized by the U.S. Marshals Service. In instances where authorization has been granted, visitors will visit in accordance with the medical facility's schedule. Visitors will be limited to immediate family.

- s. Loss of Visiting Privileges: Upon a finding of guilty for violating institution regulations, inmates may be subject to disciplinary sanctions as outlined by policy, i.e., loss of social visiting privileges up to a specified period of time.
- t. Overcrowding: In the event that the visiting room becomes overcrowded, the Operations Lieutenant maintains the authority to adjust visitation times to accommodate all visitors. During off-duty hours, the IDO is to be notified.
- u. Address/Directions/Local Transportation: MDC Los Angeles is located in Downtown Los Angeles adjacent to the Roybal Federal Building and Courthouse. The address is 535 North Alameda Street, Los Angeles, CA 90012. We are located right off of Highway 101, across from Union Station. Highway 101 can be accessed from Highways 5 and 10. Union Station is an Amtrak train station as well as the Metrolink subway station. There is paid parking across from MDC Los Angeles at Joe's Auto Park and Union Station. Pay phone service is not available to visitors. Arrangements for pick-up must be made prior to the visitor's departure.
- v. Special Rules 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 parents/guardians. There is no special play room available for children. However, an activities cart is available in the visiting room for children.

5. **MANAGING DEPARTMENT:** Correctional Services Department

Approved by:

/s/

Michael L. Benov
Warden

METROPOLITAN DETENTION CENTER
LOS ANGELES, CALIFORNIA
2009 VISITING SCHEDULE

	JAN	FEB	MAR	APR	MAY	JUN
1	HOLIDAY	EVEN	ODD	EVEN	NO VISIT	EVEN
2	NO VISIT	ODD	EVEN	NO VISIT	ODD	ODD
3	EVEN	EVEN	ODD	NO VISIT	EVEN	EVEN
4	ODD	ODD	EVEN	ODD	ODD	NO VISIT
5	EVEN	NO VISIT	NO VISIT	EVEN	EVEN	NO VISIT
6	ODD	NO VISIT	NO VISIT	ODD	ODD	ODD
7	EVEN	EVEN	ODD	EVEN	NO VISIT	EVEN
8	NO VISIT	ODD	EVEN	ODD	NO VISIT	ODD
9	NO VISIT	EVEN	ODD	NO VISIT	EVEN	EVEN
10	ODD	ODD	EVEN	NO VISIT	ODD	ODD
11	EVEN	EVEN	ODD	EVEN	EVEN	NO VISIT
12	ODD	NO VISIT	NO VISIT	ODD	ODD	NO VISIT
13	EVEN	NO VISIT	NO VISIT	EVEN	EVEN	EVEN
14	ODD	ODD	EVEN	ODD	NO VISIT	ODD
15	NO VISIT	EVEN	ODD	EVEN	NO VISIT	EVEN
16	NO VISIT	HOLIDAY	EVEN	NO VISIT	ODD	ODD
17	EVEN	ODD	ODD	NO VISIT	EVEN	EVEN
18	ODD	EVEN	EVEN	ODD	ODD	NO VISIT
19	HOLIDAY	NO VISIT	NO VISIT	EVEN	EVEN	NO VISIT
20	EVEN	NO VISIT	NO VISIT	ODD	ODD	ODD
21	ODD	ODD	ODD	EVEN	NO VISIT	EVEN
22	NO VISIT	EVEN	EVEN	ODD	NO VISIT	ODD
23	NO VISIT	ODD	ODD	NO VISIT	EVEN	EVEN
24	EVEN	EVEN	EVEN	NO VISIT	ODD	ODD
25	ODD	ODD	ODD	EVEN	HOLIDAY	NO VISIT
26	EVEN	NO VISIT	NO VISIT	ODD	EVEN	NO VISIT
27	ODD	NO VISIT	NO VISIT	EVEN	ODD	EVEN
28	EVEN	EVEN	EVEN	ODD	NO VISIT	ODD
29	NO VISIT		ODD	EVEN	NO VISIT	EVEN
30	NO VISIT		EVEN	NO VISIT	EVEN	ODD
31	ODD		ODD		ODD	

The fifth digit of the registration number determines if the visiting day is even or odd. (e.g. 12345-112 is **ODD** 12346-112 is **EVEN**).

Holiday Schedule

New Years Day Thursday, 01-01-09	Even 8:00 a.m. - 2:00 p.m. Odd 2:00 p.m. - 9:00 p.m.	Presidents Day Monday, 02-16-09	Even 8:00 a.m. - 2:00 p.m. Odd 2:00 p.m. - 9:00 p.m.
Martin Luther King Day Monday, 01-19-09	Odd 8:00 a.m. - 2:00 p.m. Even 2:00 p.m. - 9:00 p.m.	Memorial Day Monday, 05-25-09	Odd 8:00 a.m. - 2:00 p.m. Even 2:00 p.m. - 9:00 p.m.

Visiting hours are as followed:

Monday-Wednesday, 12:00 p.m. - 9:00 p.m. Saturday and Sunday, 8:00 a.m. - 9:00 p.m.

METROPOLITAN DETENTION CENTER
LOS ANGELES, CALIFORNIA
2009 VISITING SCHEDULE

	JUL	AUG	SEP	OCT	NOV	DEC
1	EVEN	ODD	EVEN	NO VISIT	ODD	EVEN
2	NO VISIT	EVEN	ODD	NO VISIT	EVEN	ODD
3	HOLIDAY	ODD	NO VISIT	ODD	ODD	NO VISIT
4	ODD	EVEN	NO VISIT	EVEN	EVEN	NO VISIT
5	EVEN	ODD	EVEN	ODD	NO VISIT	EVEN
6	ODD	NO VISIT	ODD	EVEN	NO VISIT	ODD
7	EVEN	NO VISIT	HOLIDAY	ODD	ODD	EVEN
8	ODD	EVEN	EVEN	NO VISIT	EVEN	ODD
9	NO VISIT	ODD	ODD	NO VISIT	ODD	EVEN
10	NO VISIT	EVEN	NO VISIT	EVEN	EVEN	NO VISIT
11	EVEN	ODD	NO VISIT	ODD	HOLIDAY	NO VISIT
12	ODD	EVEN	EVEN	HOLIDAY	NO VISIT	ODD
13	EVEN	NO VISIT	ODD	EVEN	NO VISIT	EVEN
14	ODD	NO VISIT	EVEN	ODD	ODD	ODD
15	EVEN	ODD	ODD	NO VISIT	EVEN	EVEN
16	NO VISIT	EVEN	EVEN	NO VISIT	ODD	ODD
17	NO VISIT	ODD	NO VISIT	EVEN	EVEN	NO VISIT
18	ODD	EVEN	NO VISIT	ODD	ODD	NO VISIT
19	EVEN	ODD	ODD	EVEN	NO VISIT	EVEN
20	ODD	NO VISIT	EVEN	ODD	NO VISIT	ODD
21	EVEN	NO VISIT	ODD	EVEN	EVEN	EVEN
22	ODD	EVEN	EVEN	NO VISIT	ODD	ODD
23	NO VISIT	ODD	ODD	NO VISIT	EVEN	EVEN
24	NO VISIT	EVEN	NO VISIT	ODD	ODD	NO VISIT
25	EVEN	ODD	NO VISIT	EVEN	EVEN	HOLIDAY
26	ODD	EVEN	EVEN	ODD	HOLIDAY	ODD
27	EVEN	NO VISIT	ODD	EVEN	NO VISIT	EVEN
28	ODD	NO VISIT	EVEN	ODD	ODD	ODD
29	EVEN	ODD	ODD	NO VISIT	EVEN	EVEN
30	NO VISIT	EVEN	EVEN	NO VISIT	ODD	ODD
31	NO VISIT	ODD		EVEN		NO VISIT

The fifth digit of the registration number determines if the visiting day is even or odd. (e.g. 12345-112 is **ODD** 12346-112 is **EVEN**).

Holiday Schedule

Independence Day Friday, 07-03-09	Even Odd	8:00 a.m. - 2:00 p.m. 2:00 p.m. - 9:00 p.m.	Veterans Day Wednesday, 11-11-09	Even Odd	8:00 a.m. - 2:00 p.m. 2:00 p.m. - 9:00 p.m.
Labor Day Monday, 09-07-09	Odd Even	8:00 a.m. - 2:00 p.m. 2:00 p.m. - 9:00 p.m.	Thanksgiving Day Thursday, 11-26-09	Odd Even	8:00 a.m. - 2:00 p.m. 2:00 p.m. - 9:00 p.m.
Columbus Day Monday, 10-12-09	Even Odd	8:00 a.m. - 2:00 p.m. 2:00 p.m. - 9:00 p.m.	Christmas Day Friday, 12-25-09	Even Odd	8:00 a.m. - 2:00 p.m. 2:00 p.m. - 9:00 p.m.
New Years Day - Friday, 01-01-10 (Odd 8:00 a.m. - 2:00 p.m.) (Even 2:00 p.m. - 9:00 p.m.)					