

# Federal Bureau of Prisons

*Metropolitan Correctional Center*

San Diego, CA 92101

OPI: Correctional Services

Number: SDC 5267.07

Date: 04/30/04

Subject: Visiting Regulations

## Institution Supplement

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1. POLICY.

To encourage inmate visiting and to provide a visiting area that is conducive to maintaining family and community relationships.

2. PURPOSE.

To implement visiting regulations with appropriate and specific rules and procedures governing inmate visits at the Metropolitan Correctional Center, San Diego, California.

3. DIRECTIVES AFFECTED.

a. Directives Rescinded

IS	5267.06B	Visiting Regulations (12/13/02)
PS	5267.06	Visiting Regulations (05/17/99)
PS	5500.09	Correctional Services Manual (10/27/97)

b. Directives Referenced

PS	5267.07	Visiting Regulations (04/14/03)
PS	5500.11	Correctional Services Manual (10/10/03)
PS	5500.12	Correctional Services Procedures Manual (10/10/03)
PS	1315.07	Legal Activities, Inmate (11/05/99)
PS	5270.07	Inmate Discipline and Special Housing Units (12/29/87)
PS	5510.09	Searching, Detaining, or Arresting Persons Other than Inmates (03/06/98)
IS	5500.111	Front and Rear Entrance Procedures (04/30/04)
PS	XXXX.XX	<b>(Draft)</b> Ion Spectrometry Device Program

4. STANDARDS REFERENCED.

American Correctional Association 3rd Edition Standards for Adult Local Detention Facilities: 3-ALDF-2E-03, 3-ALDF-2F-03, 3-ALDF-3D-17, 3-ALDF-5D-10, 3-ALDF-5D-11, 3-ALDF-5D-12, 3-ALDF-5D-13, 3-ALDF-5D-15, and 3-ALDF-5D-16.

5. RESPONSIBILITY.

The Captain is responsible for administering a visiting program according to the guidelines contained in this institution supplement. All officers assigned as visiting officers are responsible for the proper implementation of regulations set forth in the institution supplement on inmate visiting and all attachments. The Unit Team is responsible for maintaining, updating and processing all inmate visiting lists (forms).

6. IMPLEMENTATION.

a. Visiting Location

In the case of attorney visits during social visiting times and when privacy is required, the attorney visit may be held in the third floor Visiting Room, with the approval of the Executive Assistant during regular duty hours or the Operations Lieutenant or Institution Duty Officer (IDO) after duty hours.

Two tables will be placed in each visiting room for use by attorneys, except during social visiting. During social visiting hours, these tables will be kept in the visiting elevator lobby on each floor.

During social visiting, inmates and visitors will be processed into the visiting rooms until each visiting room is filled. All visiting will be held in the Visiting Room on the floor where the inmate is housed, except for the following:

- 1) The Z-Unit (5<sup>th</sup> Floor) Visiting Room is designated as the Special Housing Unit (SHU) Visiting Room. All Z-Unit legal and social visiting will be conducted in this Visiting Room.
- 2) The F-Unit (6<sup>th</sup> Floor) Visiting Room is designated for all female inmate legal and social visiting.
- 3) The E-Unit (5<sup>th</sup> Floor) inmates will be escorted to the F-Unit (6<sup>th</sup> Floor) Visiting Room by the Visiting Officer.
- 4) The I-Unit (9<sup>th</sup> Floor) Visiting Room is designated for all cadre inmate legal and social visiting. Inmates from F-Unit (6<sup>th</sup> Floor) will be escorted, by the Visiting Officer, to the I-Unit (9<sup>th</sup> Floor) Visiting Room.

b. Visiting Hours

- 1) **Weekdays (Monday, Thursday, Friday)**: Visiting hours for weekdays are from 4:45 p.m. until 9:00 p.m. The processing will begin at 4:00 p.m. and end at 8:30 p.m.
- 2) **Saturday, Sunday, and federal holidays**: Saturday, Sunday, and holiday visits begin at 8:00 a.m. and end at 3:30 p.m. The processing begins at 7:45 a.m. and ends at 3:00 p.m.
- 3) **Special Housing Unit Visiting**: Visiting for inmates housed in the SHU are on Tuesday, Wednesday, Saturday, and Sunday from 4:45 p.m. until 9:00 p.m. The processing will begin at 4:00 p.m. and end at 8:30 p.m.

c. Special Visits

Special visits must be approved by the Unit Manager and inmates will be charged one additional point for a weekday, weekend or holiday visit. The Unit Manager may approve such visits for a family emergency, pre-release planning, (e.g., job interview, etc), and/or if an immediate family member is traveling a great distance to visit with two weeks prior approval.

d. Religious Visits

The Chaplain may approve a religious visit for an inmate, by a clergyman or religious representative. The Chaplain will prepare and distribute a memorandum approved by the Associate Warden (Programs) for volunteers and religious groups.

e. Visiting Limitations

Due to limited space, restrictions must be placed on the number, duration, and frequency of visits, as well as the number of occupants in a visiting room at any one time.

- 1) Inmates will be allowed one hour (1) of visiting every other visiting day. Only one visiting period will be permitted on each assigned day.
- 2) The visiting day is determined by the fifth digit of an inmate's register number (i.e., 1234**5**-198). Inmates having odd-numbered fifth digits visit on

odd number days of the month and inmates with even numbered fifth digits will visit on even numbered days of the month. All visiting will be on the basis of a point system. Each inmate will have eight (8) visiting points to use each month.

- a. Designated inmates will receive twelve (12) points per month. A weekday visit will be counted as one (1) point used. A weekend or holiday visit will be counted as two (2) points. After an inmate has used the assigned 8 or 12 points, he/she will receive no more visits until the new month begins.
  - b. A newly admitted inmate will be assigned the eight (8) points for the month of arrival, regardless of the date. Points will be monitored by the unit counselor on a monthly basis.
- 3) Due to the small size of the visiting room and the limited number of chairs, inmates are allowed three adult visitors per visit. Infants and small children under the age of 2 years, who can be seated on the lap of an adult will not be counted as a visitor.

f. Visit Terminations

The decision to limit or terminate a visit, for reasons of improper conduct by the inmate or visitors, will be made by the Operations Lieutenant or Institution Duty Officer (IDO). The privilege to have future visits may be denied, restricted or suspended, as part of an administrative action brought against anyone who violates or attempts to circumvent or evade institution regulations. The Warden has the authority to restrict or suspend a general population inmate's regular visiting privileges temporarily when there is reasonable suspicion that the inmate has acted in a way that would indicate a threat to the good order or security of the institution.

g. Visit Denials

The IDO and Operations Lieutenant are the only persons authorized to deny visits. A Visit Denial Memorandum, (Attachment A) will be completed by the Lobby Officer, approved or denied by the Operations Lieutenant, and forwarded to the Captain's Office for filing.

h. Approved Visitors

- 1) **Unsentenced, Pre-trial and Holdover Inmates:** The visiting list will be restricted to immediate family members. Immediate family is defined as legal spouse, children, step-children, parents, step-parents, brothers, sisters, step-brothers, step-sisters. These immediate family members will normally be approved. The State of California does not recognize the provision of "common-law spouse". The use of the term common-law spouse is not authorized on the visiting program. An inmate with no immediate family may have one friend on their visiting list. The inmate must have known the proposed visitor prior to incarceration. The Warden's approval must be obtained for exception to this rule.
- 2) **Sentenced Inmates Designated to Serve their Sentence at MCC San Diego:** In addition to immediate family members as listed above, designated inmates may have up to four (4) other relatives or friends added to their approved visiting list. The list may be changed every six (6) months. Other relatives and friends include only 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. The aforementioned relatives, friends and common-law spouses will be added to the visiting list only after favorable completion of a background check, as required by P.S. 5267.07, Visiting Regulations. The inmate will be notified of approval or disapproval so that he/she can notify the proposed visitor.
- 3) The official list of approved visitors is maintained and updated by the Correctional Counselor. Unit Managers will ensure this is accomplished. The visiting list will be maintained in the computer in the Front Lobby. A back-up copy of the visiting list will be maintained in the Associate Warden's Office. The Central File copy of the Approved Inmate Visiting Request List, (Attachment B) will be considered as the true and accurate copy of the visiting list. Likewise, if an inmate elects not to have any visitors, he or she shall sign a visiting list indicating no visitors are requested. This form shall be filed in section 3 of the Central File.

- 4) Normally, visitors may not be on more than one inmate's visiting list, except where inmates and visitors are of the same immediate family. Unit Managers will monitor and approve any visitor on multiple inmate visiting lists.
- 5) Each visitor, age sixteen and above, must present a valid photo identification (e.g., drivers license, passport, state or local identification card). Staff will verify the identity of each visitor prior to admission of the visitor into the institution. The visitor's identification card will be kept in the Control Center throughout the duration of the visit. Visitors under the age of eighteen must be accompanied by an approved visiting parent or legal guardian. Children must be kept under supervision of a responsible adult.

i. Legal Visits

Attorneys and attorney assistants will be processed through the front entrance according to Institution Supplement 5500.111, Front and Rear Entrance Procedures. Arrangements shall be made through the Associate Warden's Office for legal visits off the inmate's approved floor and/or for the use of a TV/VCR, laptop computer, or audio tape player. All legal visitors will be held to the same dress code as social visitors. See attachment C.

The Associate Warden's Secretary will notify the Captain of 3rd floor legal visit requests for inmates housed in SHU and will notify the Chief of Psychology for requests to see inmates housed in the Mental Health Unit (MHU). Concurrence for visiting requests from the SHU or MHU will be based on security, restrictions, and personal safety concerns, as noted in section 6, paragraph j.

Attorneys are ordinarily not permitted to bring material witnesses or a client's family members or friends into the visiting room. Prior approval must be received from the Warden's office.

Attorneys and legal assistants may leave a reasonable amount of legal documents with their inmate clients. The reasonable amount of legal documents will be based on sound correctional judgement.

Attorneys and legal assistants may place legal documents in the legal mail box located in the Rear Lobby. Exchanging of any other documents or items with inmates is not allowed. The Visiting Officer must search all legal documents prior to the inmate leaving the Visiting Room and entering the housing unit.

j. Walk-Through Metal Detector

All visitors, including Attorneys, must clear through the walk-through metal detector prior to entering the institution. Hand held metal detectors will be used to clear visitors who cannot clear through the walk-through metal detector. The Operations Lieutenant and Institution Duty Officer (IDO) are the only staff members authorized to deny any visitor who cannot be cleared by a metal detector.

All legal material and briefcases will be searched and E-Scanned. Personal Digital Assistants, Handbags, purses, backpacks, laptop computers, diskettes, portable phones, and food items will not be allowed in the visiting room. However, searched briefcases and pagers carried by Attorneys are permitted. Items used for investigative procedures may be authorized only if special permission has been granted by the Warden. Before entry, the Lobby Officer will ask the Attorney to turn the pager off and on to ensure it is operable, this includes any battery operated or electrical items authorized by the Warden. The names of all inmates to be visited must be entered on the Notification to Visitor form at the time of admission. They must also be listed in the log book. If this is not done before leaving the lobby, the Attorney will be required to return and list the name before visiting with the inmate.

k. Special Housing Unit Visits

Inmates housed in the SHU will be permitted to have visits in the same manner as other floors, unless restricted by the Captain or Discipline Hearing Officer.

l. Processing Social Visitors

All visitors will be processed into the institution according to Institution Supplement 5500.111, Front and Rear Entrance Procedures. All visitors will be notified that no restroom facilities are available in the Visiting Rooms. If a visitor needs restroom facilities during a visit, the visit will be terminated and the visitor will not be allowed back into the Visiting Room.

m. Records and Visitors

In addition to the Notification to Visitor Form, each adult visitor will be required to sign the Visiting Log Book prior to each visit.

n. Visitors Personal Property

Lockers are located in the Front Lobby for storage of visitor's handbags, shopping bags, briefcases, pagers, cellular phones, etc. Visitors will be required to place all carried items in these lockers before going to a visiting room. Social visitors with babies will only be allowed to bring one baby blanket, one diaper and one clear bottle of baby formula into a visiting room.

Social Visitors are not allowed to bring any food, drink or candy into the visiting room. Only prescription glasses are authorized to be brought in by social visitors. Absolutely no items are permitted for use by or distribution to the inmates.

Only medication necessary to the immediate preservation of the life of a visitor will be allowed into the institution. Some examples of this type of medication would be an asthma sprayer or nitroglycerin used to treat a heart condition. When a staff member determines that a visitor's medication is necessary to the immediate preservation of life, they will ensure that the quantity of such medication allowed into the institution will be limited to that necessary for a one hour visit. An entry should be made in the visitors log describing the medication. When the visitor leaves, the medication should be produced or an explanation given by the visitor as to why and when they used the medication. Any questions regarding the introduction of medication into the institution by a visitor should be referred to the Operations Lieutenant.

When a visitor requires use of a wheelchair, the institution will furnish the wheelchair for the social visit. If the visitor is unable to use the institution wheelchair due to size or immobility, the Operations Lieutenant may authorize use of the personal wheelchair, subject to a search of the visitor and wheelchair. Visitors are precluded from bringing animals on the institution grounds, except for dogs that assist persons with disabilities. Visitors who appear to be under the influence of alcohol or drugs will be turned away by the Operations Lieutenant.

o. Proper Attire and Conduct in the Visiting Room

A copy of the Visiting Rules and Regulations (Attachment C) will be made available at the Front Lobby for all visitors. It is necessary to uphold standards of appropriate dress in the visiting rooms.

The following rules and regulations are for social visitors and inmates;

- 1) Social and Legal Visitors - The following apparel is prohibited: Sports apparel, shorts, spandex clothing, sweatshirts, sweatpants, hooded sweatshirts, warmup suits, jackets, mesh or fishnet clothing, sleeveless garments, bareback clothing, plunging neckline or low cut blouses, crop tops, hooded blouses, halter tops, tube tops, mid-drift shirts, transparent clothing, camisoles, chemises, bathing suits, button down sweaters, dresses, wrap around skirts, mini skirts, sun dresses, cotton athletic sweats, and plain white t-shirts.

Tan or khaki colored shirts or pants are not considered proper attire for a social visit and will not be authorized. Clothing which interferes with the operation of the metal detector or other security devices, which cannot be reasonably inspected, will not be permitted unless medical reasons dictate they are necessary. These items include underwire bras, garter belts, clothing with costume jewelry, large metal buttons, etc.

Visitors are not allowed to wear hats or head garments, unless medical or religious reasons dictate that they are necessary. All visitors will be required to have on foot wear. No bare feet will be allowed, except for infants. Short culottes may be permitted providing the skirt/culotte be no shorter than three inches above the knee. Any questions regarding proper attire will be directed to the Operations Lieutenant or IDO, before a visitor is denied entrance.

- 2) Inmates Attire - Inmates are allowed to wear only issued clothing in a Visiting Room. Tennis shoes, purchased in the commissary, or footwear issued by the institution, are the only authorized shoes for wear while in the visiting room. Socks will be worn at all times in the visiting room. Inmates are required to wear appropriate under garments in the Visiting Room. Bare feet or shower shoes are not allowed.
- 3) Inmate Personal Property - Inmates will be allowed to enter the Visiting Room with one plain wedding band, one religious neck chain. During legal visits, inmates may enter the Visiting Room with current, on-going, and pending legal materials.

No other items will be allowed in the visiting room. The Visiting Log (Attachment D) will be used when inmates are placed in visiting rooms by the Visiting Officers. Upon the inmate's departure from the visiting room, unauthorized items will be considered contraband and will be confiscated and an incident report will be written.

p. Visiting Room Staff

Each inmate processed for visiting will be positively identified with the floor card and pat-searched before admittance into a visiting room. If the inmate has altered his appearance from the picture card, it will be noted so that a new picture can be obtained immediately.

Upon completion of the social visit, the inmate will be positively identified with the floor card before the visitor(s) leave. At the completion of an Attorney visit, the Attorneys are to be cleared to leave the Visiting Room without waiting to have the inmate identified. The inmate will then be visually searched and scanned with a hand held metal detector at the Visiting Room location. No further contact with outside visitors will be permitted and the inmate will be escorted back to their respective housing unit by the Visiting Officer. The departure of visitors and return of inmates will be supervised by correctional staff.

q. Visiting Room Monitoring

The Control Room #1 Officer and Telephone Monitor will periodically monitor the Visiting Rooms through the use of the Visiting Room Cameras. When not escorting inmates to or from the Visiting Room, Visiting Officers will supervise their assigned Visiting Room(s) by remaining in the Visiting Room during visitation. Visiting Officers are not authorized to enter Housing Units, except during emergencies or with the authorization of the Operations Lieutenant.

r. Conduct in the Visiting Room

Visits will be conducted as informally and as pleasantly as physical conditions permit. Hand shaking, embracing, and kissing are permitted within the bounds of good taste, at the beginning and the end of the visit. Beyond this point, physical contact will not be permitted and will be grounds for termination of the visit.

s. Passing of Articles

Social Visitors may not bring packages or gifts of any type into the Visiting Room. It is not permissible for papers, of any kind, to be examined or signed during social visits, nor may the visitor receive any item(s) from the inmate. Such transactions must be handled through correspondence addressed to the inmate.

Visitors, Contract and Volunteer workers are prohibited from passing or accepting money or any type of funds to or from an inmate in the visiting room or institution. Correctional staff, Contract and Volunteer workers cannot accept money or any type of funds from a visitor for deposit to an inmate's commissary account. Visitors must mail funds for deposit to an inmate's commissary account.

No food is allowed in the visiting room. Any inmate observed eating anything during visiting will be suspected of receiving contraband and may be placed into dry cell status and subject to disciplinary action.

Bringing any unauthorized items such as medication, weapons, food or drugs into the institution is a rule, and/or law violation and may result in the visitor being permanently removed from the visiting list and/or referral to the proper law enforcement agencies for prosecution. It is against the law to introduce or attempt to introduce, into this institution or its grounds, or to take or attempt to take, or send or attempt to send from the institution, any article without the knowledge and consent of the Warden or his/her designee.

The use of cameras or recording equipment, without the consent of the Warden or designee, is strictly prohibited.

t. Transportation Assistance

Directions for transportation to and from the institution, including phone numbers for assistance to visitors, is located in the Travel Information, (Attachment E).

u. Visits to Inmates Under Strict Medical Care

1) Designated (A-DES) Inmates admitted to local hospitals for medical treatment will be allowed social and legal visits only if coordinated through the Unit Manager and authorized by the Warden.

In instances authorized by the Warden, visitors will only visit according to that medical facility's visiting times, and visitors will be limited to immediate family members only. All other inmates, (A-PRE or A-HLD) will be referred and/or coordinated through their respective agency providing security coverage. (e.g., U.S. Marshals).

- 2) Visits may be prohibited or restricted for inmates under strict medical care. (e.g., infectious diseases, psychotic, suicidal, or otherwise not in a condition to see visitors).

The situation will be carefully and sensitively explained to the visitor and documented in the inmate's central file. In such cases, medical and/or psychological staff, in conjunction with the IDO, Captain, Chaplain and Unit Team, will determine whether a visit may take place, and if so, the location of where it will be conducted.

v. Persons With Criminal Records

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

w. Non-Contact Visiting

Inmate(s) requiring non-contact visits will be held in an area designated by the Captain, with approval from the Warden. Each instance will be approved on a case-by-case basis.

Examples of places where these visits may occur are: the SHU hearing room, individual cells located in Special Housing and the third floor Mental Health Unit. The holding cells in Inmate Systems Management area will be used as a last resort only. The visit will be supervised by a staff member designated by the Operations Lieutenant. All other requirements contained in this supplement must be met.

x. Electronic drug detection system

On a random basis, all visitors, except for personnel from the Federal Bureau of Prisons, contract/volunteer workers, federal, state and local law enforcement

personnel, Federal Judicial Branch, attorneys and members of Congress, are subject to testing by an electronic drug detection system; however, the Warden may require exempt personnel to submit to such test prior to entering the institution. Visitors selected will be tested and processed through the front entrance according to Institution Supplement 5500.111, Front and Rear Entrance Procedures.

Visitors failing the initial and confirmation tests, or refusing the electronic drug detection system test will be denied entry. Furthermore, the privilege to have future visits will be suspended in the following manner: 1<sup>st</sup> time, no visits for 48 hrs; 2<sup>nd</sup> time, no visits for 30 days; 3<sup>rd</sup> time, no visits for 90 days; and 4<sup>th</sup> time, no visits for 180 days.

Visitors suspended to 30 days, and attempt to visit within the 30 days, will automatically be suspended to 90 days. Such first time occurrence results will automatically place that visitor on a 30-day test list and that visitor will be tested anytime he/she returns to visit within that 30-day span. If after the 30-day period, a positive result will be treated as a first occurrence. (see section f, Visit Terminations).

/s/  
Joe D. Driver,  
Warden



**U.S. Department of Justice  
Federal Bureau of Prisons**

*Metropolitan Correctional Center*

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808 Union Street  
San Diego, California 92101-6078

Date: \_\_\_\_\_

**MEMORANDUM FOR THE CAPTAIN**

**FROM:** \_\_\_\_\_, Front Lobby Officer

**SUBJECT: Visiting Denial**

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

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

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Visitor Name: \_\_\_\_\_  
Visitor Name: \_\_\_\_\_  
Visitor Name: \_\_\_\_\_

Inmate's Name : \_\_\_\_\_

Register No. : \_\_\_\_\_

Visit Denied : \_\_\_\_\_  
Lieutenant or IDO

**PLEASE PRINT CLEARLY**

**REQUEST FOR VISITORS**

NAME: \_\_\_\_\_ REGISTER NUMBER: \_\_\_\_\_  
 (LAST FIRST MIDDLE)

Only immediate family members may be placed on your approved visiting list (parents, legal spouse, step parents, brother, sister, children). Any visitor with a criminal record must have prior written approval from the Warden. You will have 8 visiting points to use each month. A weekday visit will be counted as 1 point used. A weekend or holiday visit will count as 2 points. After you have used the 8 points assigned to you, you will receive no more visits until the new month begins.

Visiting hours are from 4:45 p.m. to 9:00 p.m. on Monday, Thursday and Friday; 8:00 a.m. to 3:30 p.m. on Saturday, Sunday and federal holidays. No more than 3 adults at one time. Infants and small children under the age of two who can be held on the lap of an adult visitor are not counted. Each visitor must present a valid drivers license or photo identification. Visitors under the age of eighteen must be accompanied by an approved visiting parent or legal guardian and are exempt from the identification requirement. Children must be kept under supervision of a responsible adult.

Assigned visiting days when you may receive visits is determined by the last number of the first five digits of your register number, e.g. 12345-198. Odd numbers visit on the odd dates and even numbers visit on the even dates of the month.

Name	Relationship	Date of Birth Month/Day/Year	Full Address/Telephone

\_\_\_\_\_  
 Inmate's Name Date

\_\_\_\_\_  
 Unit Staff's Signature

### VISITORS RULES AND REGULATIONS

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

#### Visiting Schedule

The visiting schedule is based upon a point system. Each inmate is allowed 8 visiting points per month (designated inmates receive 12 points per month). A weekday visit (Monday, Thursday, Friday) counts as 1 point. Weekend and holiday visits (Saturday, Sunday, and holidays) count as 2 points. Special visits approved by the Unit Manager will be charged an extra point. Once the inmate you are visiting has used 8 points in a month, you will not be able to visit until the beginning of the next month. Visiting hours for weekdays are from 4:45 p.m. until 9:00 p.m. Processing will begin at 4:00 p.m. and end at 8:30 p.m. Saturday, Sunday, and holiday visits begin at 8:00 a.m. until 3:30 p.m. Processing begins at 7:45 a.m. and ends at 3:00 p.m. The visiting schedule for only those inmates housed in the Special Housing Unit is Tuesday, Wednesday, Saturday and Sunday from 4:45 p.m. until 9:00 p.m. Processing will begin at 4:00 p.m. and end at 8:30 p.m.

The visiting day is determined by the fifth digit of the inmate's register number (12345-198). Odd numbers visit on the odd dates of the month and even numbers visit on the even dates of the month. Only 1 visiting period will be permitted on each assigned day. Due to the small size of the visiting room and the limited number of chairs, inmates are permitted 3 visitors per visit. Infants and small children under the age of two who can be seated on the lap of an adult will not be counted as a visitor.

#### Visiting dress code to include all social and legal visits

It is necessary to uphold standards of appropriate dress in the visiting rooms. The following apparel is prohibited: Sports apparel, shorts, spandex clothing, sweatshirts, sweatpants, hooded sweatshirts, warmup suits, jackets, mesh or fishnet clothing, sleeveless garments, bareback clothing, plunging neckline or low cut blouses, crop tops, hooded blouses, halter tops, tube tops, mid-drift shirts, transparent clothing, camisoles, chemises, bathing suits, button down sweaters, dresses, wrap around skirts, mini skirts, sun dresses, cotton athletic sweats, and plain white t-shirts. Tan or Khaki colored shirts or pants are not considered proper attire for a social visit and will not be authorized. Clothing which interferes with the operation of the metal detector or other security devices which cannot be reasonably inspected will not be permitted unless medical reasons dictate that they are necessary. These items include underwire bras, garter belts, clothing with costume jewelry, large metal buttons, etc. Visitors are not allowed to wear hats or head garments, unless medical or religious reasons dictate that they are necessary. All visitors will be required to have on foot wear (i.e., shoes, sandals). No bare feet will be allowed, except for infants. Short culottes may be permitted providing the skirt/culotte be no shorter than three inches above the knee.

#### Personal Property

Lockers are located in the front lobby for storage of visitors' handbags, shopping bags, briefcases, pagers, cellular phones, etc. Visitors will be required to place all carried items into a locker prior to entering the institution. Social visitors with babies will be permitted to bring only one baby blanket, one diaper and one clear bottle of baby formula into the visiting room. Only medication necessary for the immediate preservation of the life of a visitor will be allowed into the facility. Visitors are precluded from bringing animals on the institutional grounds, except for dogs that assist persons with disabilities.

#### Conduct

Visits will be conducted as informally and as pleasantly as physical conditions permit. Hand shaking, embracing, and kissing, within the bounds of good taste, are permitted at the beginning and at the end of a visit. Beyond this point, physical contact will not be permitted and may be grounds for terminating the visit.

#### Identification

All visitors, age sixteen and above, must present a valid photo identification (e.g., drivers license, passport, state or local identification card) prior to entering the institution. The identification card will be left inside the Control Center throughout the duration of the visit. Visitors under the age of eighteen must be accompanied by a parent or legal guardian.

#### Passing of Articles

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

No food is allowed in the visiting room. Bringing any unauthorized items such as medication, weapons, food or drugs into the institution is a rule and/or law violation and may result in the visitor being permanently removed from the visiting list. Additionally, the visitor could be referred to law enforcement agencies for prosecution.

It is against the law to introduce, take, send, or attempt to introduce, take or send from this institution or its grounds, any article without the knowledge and consent of the Warden or their duly appointed representative.

The use of cameras or recording equipment without the consent of the Warden is strictly prohibited. Violators are subject to criminal prosecution and prison sentences of up to ten years, (Section 1791, Title 18 USC, Attorney General Regulations, dated September 18, 1948).

#### Miscellaneous

Due to the small space available for visiting there are no restrooms in the visiting area. If a visitor has need of a restroom during a visit, the visit will be terminated and the visitor will not be permitted back into the visiting room. Each visitor will be required to sign the Visiting Log Book prior to each visit. Directions and phone numbers for transportation to and from the institution are available from the lobby officer and are also displayed above the public telephone in the lobby area.



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**TRAVEL INFORMATION**

MCC, San Diego is located in downtown San Diego, on the corner of Union and F Streets. Our address and phone number are as follows: 808 Union Street, San Diego, California 92101, (619) 232-4311.

Taxicabs: Below is a listing of several cab companies serving the San Diego area.

San Diego Cab	(619) 226-8294
La Jolla Cab	(858) 453-4222
Co-Op Silver Cab	(619) 280-5555
Yellow Cab	(619) 234-6161

Bus & Trolley Lines: Telephone information is available by calling (619) 233-3004. A large number of bus routes come to downtown San Diego area from all parts of San Diego County. Most will stop within 3 blocks of the MCC. The trolley stops at American Plaza and Civic Center, both are a few blocks from the MCC.

Bus Lines: San Diego is served by Greyhound Bus Lines with a terminal located on Broadway and 1st Street. The bus station is two blocks north and two blocks east of the institution. Telephone information is available by calling (619) 239-3266.

Railway: San Diego is served by Amtrak passenger rail service. The San Diego train station is two blocks north and four blocks west of the institution. Telephone information is available by calling (619) 239-9021 or (800) 872-7245.

Airlines: Below is a listing of several major airline companies that service the San Diego area:

Alaska	(800) 426-0333
America West	(800) 235-9292
American	(800) 433-7300
Mexicana	(800) 531-7921
Northwest/KLN	(800) 225-2525
Southwest	(800) 435-9792
USAIR	(800) 428-4322
United	(800) 241-6522
TWA	(800) 221-2000

Note: TWA was taken over by  
American (800) 433-7300