Federal Detention Center
Honolulu, HI 96820

No.: HON 5267.08J
Date: August 29, 2015
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 is available on-line at www.bop.gov and can be located by following the links to the FDC Honolulu web page.

2. **DIRECTIVES AFFECTED:**

   a. **DIRECTIVES RESCINDED:**

   HON 5267.08I Visiting Regulations (5/6/2014)

   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 4500.11	Trust Fund/Deposit Fund Manual (04/09/15)
PS 5100.08	Inmate Security Designation & Custody Classification (9/12/06)
PS 5180.05	Central Inmate Monitoring System (12/31/07)
PS 5265.14	Correspondence (04/05/11)
PS 5267.08	Visiting Regulations (5/11/06)
PS 5270.09	Inmate Discipline Program (7/8/11)
PS 5270.10	Special Housing Units (7/29/11)
PS 5280.09	Inmate Furloughs (01/20/11)
PS 5360.09	Religious Services and Practices (12/31/04)
PS 5500.14	Correctional Services Procedures Manual (10/19/12)
PS 5510.15	Searching, Detaining or Arresting Persons other than Inmates (07/17/13)
PS 5521.05	Searches of Housing Units, Inmates and Inmate Work Areas (6/30/97)
PS 5522.02	Ion Spectrometry Device Program (04/01/15)
PS 5580.08	Inmate Personal Property (8/22/11)
PS 7331.04	Pretrial Inmates (01/31/03)

3. **STANDARDS REFERENCED:** ACA(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. **PROCEDURES:**

a. **Visiting Area:**

i. General Population Visiting Room: All regular visits not requiring special security measures will be conducted in the institution's 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 Captain.

ii. Special Housing Unit Visiting: Inmates housed in the Special Housing Unit (SHU) will receive social visit through the video visiting program. Visitors will be located at a video monitor in the institutions front lobby and the inmate will be located at a video monitor in the SHU. The length of the social visit may not exceed two (2) hours. Only one visit will be conducted at any time with three (3) total visitors.

iii. Non-contact Visiting: The non-contact visiting area of SHU will only be utilized for legal visits for SHU inmates.

b. **Visiting Hours:**

Social Visiting

Day of Week	Times	Unit
Monday	7:30a - 1:30p	4B
Monday	2:15p - 8:15p	4A
Tuesday	7:30a - 1:30p	5B
Tuesday	2:15p - 8:15p	5A
Friday	7:30a - 1:30p	3B/6B
Friday	2:15p - 8:15p	6A

Weekends/Holidays	Saturday	Sunday	Holidays
6:15a - 8:15a	3B/6B	4A	5A
8:45a - 10:45a	6A	4B	5B
11:15a - 1:15p	5B	5A	4A
2:45p - 4:45p	5A	5B	6A
5:15p - 7:15p	4B	6A	3B/6B
7:45p - 9:45p	4A	3B/6B	4B

i. **Schedule:** 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.

ii. **Official Counts**: Visitors will not be allowed to enter or exit the Visiting Room 30 minutes prior to, or during official counts.

iii. **Termination of Visits**: The Captain or Institution Duty Officer (IDO), in consultation with the Administrative Duty Officer (ADO), may terminate all visiting when deemed necessary. The Operations Lieutenant may terminate all visiting in institution emergencies. Visiting may resume once the circumstance has been cleared by the Captain, Operations Lieutenant, or IDO.

iv. **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 in the Hawaiian Islands will be terminated in the order in which they arrived. This procedure will continue until the overcrowding is managed. The maximum capacity in the Visiting Room is 170 people.

c. **Frequency of Visits and Number of Visitors**: Inmates will be allowed up to six (6) hours per social visit at prescribed times during the weekday (Monday, Tuesday, Friday) visits and a single two (2) hour visit on prescribed times during weekend/holiday visiting. Visitor processing will be stopped thirty minutes before each unit's scheduled ending time and official counts. Inmates will be limited to a total

of ten (10) adult (16 years old and over) visitors on their visiting list. Ordinarily, an inmate will be allowed up to five (5) visitors in the Visiting Room at a time. Once a visitor departs the visiting room they will not be authorized to return the same visiting day.

d. **Visitor Approval:**

i. All visitors must be approved in advance by the unit team. All inmates may have a total of ten (10) adult visitors on their visiting list at any given time. There is no limit to the number of children on the visiting list. Any request for more than ten (10) adult visitors must be approved by the Associate Warden of Programs. The procedure to secure this approval is as follows:

A. Inmates will prepare and send a Visitor Information Form (BP-S629.052) to their proposed visitors (ages 16 and over) or to the parent/guardian of proposed visitors under age 16. Unit staff will provide inmates with an appropriate number of copies of the institution's Visiting Guidelines (Attachment 1) to be sent to approved visitors.

B. The Visitor must mail the signed and completed Visitor Information form (BP-S629.052) to the inmates assigned Unit Team no less than two weeks **prior** to a planned visit to afford sufficient time to secure the authorization. The inmate must have a prior relationship with requested visitor. For inmates assigned as Pretrial, Holdover, Immigration, or State of Hawaii, a copy of the visitor's birth certificate must be returned with the Visitor Information form. If a request is made by an inmate for an exception to this rule, the AW (P) is the approving authority. The signature of a parent or legal guardian on the Visitor Information form (BP-629) is necessary to process a request for an applicant under 18 years of age. Ordinarily, completing the

questionnaire portion of this form (items 1 through 14) is not required if such application is a verified immediate family member of the requesting inmate. The proof of relationship may include but is not limited to: births certificates, adoption papers, foster paperwork, marriage certificates, etc. The State of Hawaii does not recognize the establishment of a common-law marriage so a claim of being an immediate family member based on cohabitation alone is not adequate.

C. Visitors under age 16 must be accompanied by a responsible adult (18 and over) on the approved visiting list. For visitors under the age of 18, the signature of a parent or legal guardian on the Visitor Information form (BP-629) is necessary to process a request for visiting privileges and will be maintained by Unit Team in the inmate's file. All visitors under the age of 18 must be listed on the inmates approved visiting list.

D. Unit staff will prepare a computerized list of all approved visitors and distribute this list to the inmate. Once all required documentation has been received, the unit team will ordinarily provide the inmate with an approved visiting list within seven (7) days. A hard copy backup will be kept in a binder at the officer's station in the Front Lobby. Unit Team will be responsible for updating the binder on a weekly basis.

E. **Visitor Approval or Disapproval**: 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 inmate visiting list unless the visitor is an immediate family member to more than one inmate. If Unit Team staff recommends a visitor be denied visitation privileges, the Unit Team will submit a memo to the AW (P) for a determination. Unit Team staff will update the institution computer visiting

program as necessary and notify the inmate. Inmates' may request changes to their visiting list no more than once a month.

F. The Operations Lieutenant may determine that an authorized visitor is not appropriate for institution entry on a specific day. This determination requires an individualized assessment of the situation. The Operations Lieutenant or IDO will advise the person seeking to visit that their visiting request is being disapproved.

ii. When an inmate transfers to this facility from another Federal 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 staff will notify the inmate and prepare a current visiting list in accordance with policy.

iii. **Inmates Under Active Medical or Psychological Care:** Ordinarily, inmates under strict medical or psychological care, or other restrictive conditions, may not be permitted to visit. A final decision in these circumstances will be made in consultation with the Administrative Duty Officer (ADO). 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 Operations 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. Designated inmates admitted to a community hospital for medical treatment will not be allowed social visits unless authorized in writing by the Warden. In instances where authorization has been granted by the Warden, visitors will visit in accordance with the medical facility's schedule and will be limited to immediate family. Visiting for all other inmates at outside medical facilities will be determined by the supervising agency (i.e., United States Marshal Service, Hawaii Public Safety).

e. **Visits Prior to Visitor Approval in Exceptional Cases:**

i. Pretrial, un-sentenced and holdover inmates: The visiting list is limited to immediate family members (i.e., mother, father, step parents, foster parents, brothers, sisters, spouse, children and domestic partners.) Each prospective visitor will be required to submit a Visitor Information form (BP-629) authorizing a criminal background check. Ordinarily, this process normally takes approximately two weeks before visitors may be approved to visit. The Unit Manager has the discretion to approve a one-time special visit with immediate family members.

ii. Requests for unexpected visits by immediate family members not previously on an inmate's approved visiting list will be referred to the Unit Manager or Institution Duty Officer on duty that day. If verification that the intended visitor is an immediate family member of the inmate cannot be obtained by reviewing the documentation available to staff on-duty, the visit should not ordinarily be approved. The decision to approve or deny the visit will be made by the Operations Lieutenant after consulting Unit Team/IDO. Supervision of these visits will be provided by visiting room staff.

iii. Special Non-Immediate Family Visit: Pretrial and holdover inmates may request a Special Visit for a non-immediate family member if the inmate has no immediate family member capable of visiting, demonstrates a need to protect his/her business interests, or to help prepare for trial. The inmate will provide 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 AW (P). 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.

f. **Visitor Identification:**

Staff shall verify the identity of each visitor over the age of 16 through a Federal or state government issued photo identification (ID). Examples of valid identification documents would include a state driver's license, a state identification card, a passport, government issued credentials. All visitors regardless of age must be listed on the inmates approved visiting list.

g. **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 an Inmate Request to Staff (BP-A0148) 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 AW (P) for consideration.

h. **Special Visits:**

Supervision of visits conducted in the visiting room during normal visiting hours will be provided by visiting room staff.

i. Business Visitors: Only the Warden may authorize an exceptional visit of this kind. Inmates should submit requests for a special visit with a business visitor by sending an Inmate Request to Staff to their Unit Team. The request should identify the intended visitor, specify the basis for the visit and propose a time for the visit. The inmate will mail and the intended visitor will be required to complete the Visitor Information Form (BP-S629.052). The Unit Team will then prepare and route a memorandum including a recommendation whether to grant or deny the request and the justification to the Warden for authorization.

ii. Consular Visitors: Such visitors will be authorized to visit with their constituents in a legal visiting room. The consular representative is requested to coordinate their visit with the inmate's Unit Team. They will be required 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 sign the official log as an inmate visitor.

iii. Visits From Representative of Community Groups: Inmates should submit requests for a special visit with a representative of a community group by sending an Inmate Request to Staff to their Unit Team. The request should identify the intended visitor, specify the basis for the visit and propose a time for the visit. The inmate will mail and the intended visitor will be required to complete the Visitor Information Form (BP-S629.052). The Unit Team will then prepare and route a memorandum including a recommendation whether to grant or deny the request and the justification to the Warden for authorization. These visits can be one-time or recurring. 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.

iv. 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 team 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 and will count against the total number of social visits allowed. Ordinarily, clergy visits will not be accommodated unless requested by the inmate. However, the Chaplain may approve a visitation request initiated by the clergy, if the inmate wishes to visit with the clergy.

i. **Legal Visits**:

i. Attorneys are authorized to visit without an appointment during regular legal visiting hours. Legal Visits in the Special Housing Unit (SHU) will be conducted in the non-contact visiting room. If an attorney wishes to have a contact legal visit with an inmate in SHU, a request must be submitted to HON/AttorneyRequests~@bop.gov (2) working days prior to the anticipated visit. Request for contact legal visits in SHU will be approved or denied by the Attorney in coordination with the Captain.

Legal Visiting Hours

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:30a to 8:15p	6:30a to 8:15p	6:30a to 8:15p	6:30a to 2:00p	6:30a to 2:00p	6:30a to 8:15p	6:30a to 8:15p

ii. Attorneys will be required to indicate where he/she is licensed as an attorney and how that fact can be verified. Any questions related to the institutions ability to identify the visitor

as an attorney will be referred to the Regional Counsel prior to denying entry. The institution Duty Officer will contact Regional Counsel during non-business hour visits. All visitors are randomly pat-searched, to include contractors, volunteers, and attorneys.

iii. All attorneys visiting inmates 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 2).

Attorneys may complete the Notification to Visitor form, BP-S224.022 and Attorney Multiple Inmate Request Form prior to arrival at the FDC, but the Notification to Visitor form should be signed in front of Front Entrance staff.

iv. All legal materials will be scanned and/or searched for contraband. Briefcases, 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.

v. 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/DVD) are provided on a first come, first serve basis. No other audio or video playback equipment will be permitted into the institution.

vi. Attorneys may visit with as many clients as they require; however, legal visits are ordinarily limited to one inmate at a time in the legal room with the attorney. Attorneys meeting with multiple inmates may make arrangements with staff

to have multiple inmates brought to the Visiting Room. While one inmate is participating in the legal visit, the other inmates waiting to visit with their attorney may review legal materials while sitting in the visiting area.

vii. Joint defense counsel meetings are visits between verified co-defendants who are both housed at FDC and their legal counsel. Both counsels must be present and the visit must be arranged/authorized in advance through the Unit Team.

viii. Attorneys' legal assistants, law clerks, interns, investigators, or paralegals will not be permitted to visit an inmate until the attorney whom they assist receives prior approval. Unit Team will initiate the approval paperwork. Once approved by the Captain, Associate Warden and Warden the Associate Warden's Secretary will add their names to the front lobby list of approved visitors. Any legal representative wishing to meet with an inmate without the presence of the attorney must complete an Application to Enter Institution as Representative (BP-243). This form may be obtained on-line at www.bop.gov or from the inmates' unit team, Completed applications should be mailed back to the inmate's unit team. Original signatures are required for processing this form. Review of properly submitted applications should be completed within one week. Interpreters/translators may never meet alone with an inmate and must always be accompanied by the attorney or pre-approved legal representative.

j. **Service of Process:** Process Servers with official state or federal law enforcement identification should contact the Special Investigative Agent or SIS Office to make the necessary arrangements.

k. **Legal Materials:**

i. Inmates may bring legal materials with them during legal visits. These materials are subject to staff inspection. Unauthorized property brought to the Visiting Room will be treated as

contraband and handled in accordance with P.S. 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), but are not authorized to receive items at this meeting.

ii. Prior to returning to their unit, all papers in an inmate's possession will be inspected to verify that the papers are limited to legal materials and contain no contraband.

iii. 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. 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 representatives who fail to properly follow these procedures will be prohibited from further use of the drop box. Legal mail must be deposited in the legal mail box by the legal visitor.

iv. Attorneys wishing to send in electronic discovery material (i.e., audiotapes, CD ROMS, CDs, and videotapes) for their clients, must contact the inmate's Unit Team 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 back to the Unit Team at 808-838-4514 or scanned and e-mailed to the Unit Team at HON/Unit Management~@bop.gov. Any unauthorized packages containing electronic discovery material will be returned to the sender.

1. **Official Visitors:** Department of Justice employees, state and local law enforcement personnel, Members of Congress and members of the State and Federal Judicial

Branch will be permitted to visit upon presentation of appropriate identification.

m. **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 dresses must not be shorter than the top of the knee when standing, and no shorts are allowed. If the skirt or dress has a slit, this slit must not exceed one inch above 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. Footwear is to be worn at all times. No wheeled shoes are allowed in the institution. Legal representatives may wear some forms of open toe shoe that appears professional and appropriate for court appearances.
- If a sweater or jacket is worn into the visiting room, it may not be removed during the visit.

n. **Personal Items:**

i. Packages, briefcases, handbags, pagers, cellular telephones, car keys with remote entry capability and other items are not permitted in the Visiting Room. Visitors may lock these items in the lockers in the Front Lobby.

ii. All authorized items entering the Visiting Room must be carried in one clear plastic container /bag which will be no large than 8½x11x2 inches. Authorized items include money to be used in the vending machines, items for infant needs, and medically necessary assistive devices (canes, wheelchair, etc.) and prescription medications.

A. 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.

B. Items for infant needs (two diapers and six baby wipes, one pacifier, one infant bottle with pre-mixed contents, and one blanket) are permitted, but must be inspected for prohibited objects prior to entrance into the Visiting Room.

C. 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 maintained at the officers' station in the Visiting Room.

o. **Searching Visitors:**

i. The Front Lobby Officer must ensure that all visitors pass through and clear the electronic metal detector before entering the institution. 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. 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.

ii. Adult visitors may be pat searched either randomly or upon reasonable suspicion. Visitors may opt not to give consent to the search, but doing so will result in the visitor not being authorized into the facility. A pat search of a potential visitor involves a staff member of the same gender as the visitor pressing his/her hands on the visitor's outer clothing to determine whether prohibited objects are present.

iii. **Ion Scanner**: FDC Honolulu's Program Coordinator for the Ion Spectrometry Device Program is the Special Investigative Agent. All adult visitors may be subject to search with the ion drug scan. The search will detect more than casual contact with a controlled substance.

iv. If a visitor is suspected of being intoxicated or under the influence of a controlled substance the Operations Lieutenant will be notified.

p. **Visiting Room Conduct and Expectations**:

i. 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 brief 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.

ii. 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 <u>NOT</u> share food items, e.g., soda, chips, etc.

iii. Rules for Children/Children play area: Only the inmate and the escorting adult visitor(s) are allowed in the children's play area 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 children's play area are responsible for straightening that area up before their visit is completed. There should be no roughhousing of any kind in the children's play area room or the Visiting Room. Children will not be in the children's play area without adult (inmate or visitor) supervision.

q. **Inmate Property and Attire:**

i. **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.

ii. **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. Inmates may wear one (1) purchased sweatshirt under the uniform shirt. 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 right onto Elliott St.
- FDC Honolulu is on the left just past Hawaiian Airlines Air Cargo.

Directions from Honolulu

- Merge onto I-H1 W.
- Merge onto N Nimitz Hwy/HI-92 W via EXIT 18.
- Turn left onto Elliott St.
- FDC Honolulu is on the left just past Hawaiian Airlines Air Cargo.

Transportation

For local transportation contact:

- There are several taxi services on the island, including: Charley's Taxi 808-233-3333 and The Cab 422-2222.
- The BUS (808) 848-4400
- The FDC is adjacent to Honolulu International Airport and alternative transportation may be available to that location.
- These are services that require payment.

6. **MANAGING DEPARTMENT:** Correctional Services

Approved by: _____
J. Ray Ormond, Warden

U.S. Department of Justice
Federal Bureau of Prisons
Federal Detention Center
Honolulu, HI 96819

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 driver's 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.

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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 your 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.

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.
Skirts and dresses must not be shorter than the top of the knee when standing, and no shorts are allowed. If the skirt or dress has a slit, this slit must not exceed one inch above 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. Footwear is to be worn at all times. No wheeled shoes are allowed in the institution. Legal representatives may wear some forms of open toe shoe that appears professional and appropriate for court appearances.
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.

HON 5267.08J
8/29/2015
Attachment 2

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
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO

Date: _____

Officer: _____