



U.S. Department of Justice

Federal Bureau of Prisons

Federal Detention Center


Office of the Warden

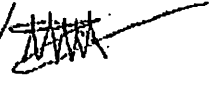
351 Elliot Street  
Honolulu, Hawaii 96819

April 20, 2022

MEMORANDUM FOR INMATE POPULATION

FROM:

  
Estera Derr, Warden  
FDC Honolulu

M. MESERVE / 

SUBJECT:

Social Visiting Procedures FDC Honolulu

The following procedures will be used to protect the health and safety of all inmates, staff, and visitors during social visitation:

- Visitation will be non-contact only.
- To ensure non-contact visits, clear plastic shields serve as a barrier between inmate and visitor. Each barrier is approximately six-feet high and six-feet wide. Additionally, tempered Plexiglass barriers will continue to be used during every legal visit to ensure a barrier is maintained between inmate and counsel.
- Inmates must wear face coverings at all times and perform thorough hand washing before and after the visit.
- There will be no physical contact of any kind. This includes no embracing at the beginning or end of the visit. Additionally, inmates and their visitors will not be authorized photographs.
- The total number of adult social visitors allowed in the visiting room is **twenty-one**. The total number of inmates allowed within the visiting room is **seven**.

- Inmates will only be authorized three visitors per visit. Visitors for Pretrial Inmates and State of Hawaii inmates will be limited to immediate family members only. Each visitor must be on the approved visitation list.
- Children, regardless of age, will be counted as one person. Should the child require care, such as diaper change, feeding, etc., the visit will be terminated. There will be no in/out privileges for visitors. Children over the age of 16 are required to have a government issued identification card.
- Inmates housed in the Special Housing Unit (SHU) will be allowed non-contact visits through established SHU visiting procedures. Requests must be routed through the appropriate Unit Team for scheduling. The frequency of the social visit will be dependent upon the inmate's SHU placement status.
- Inmates housed in the observation unit, or in isolation, will not participate in social visiting.
- The schedule affords each inmate an opportunity to visit at least four times a month. It also gives an opportunity for all units to have a visit on the weekend every two months.
- The hours of Social Visiting are 7:00 AM - 7:30 PM, Monday, Tuesday, Saturday and Sunday. Visits will be first come first serve. There will be a morning and evening block. The block hours are as follows:

Morning block - 7:00am to 12:00pm  
 Evening block - 2:30pm to 7:30pm

If you visitor arrives anytime within the blocks, your visit will be terminated approximately 30 minutes prior to the end of the block to allow time to out process and sanitize. 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 they arrived. This procedure will continue until the overcrowding is managed.

- **Sanitation:** The orderlies assigned to the "CCS orderly" work detail will practice enhanced sanitation measures each evening.
- Face coverings must be worn at all times. Neck gaiters, face masks with valves or similar openings, and bandanas are not authorized. In addition, visitors will not be authorized entry if they are not wearing a proper face covering. A proper face covering is defined by the Center of Disease Control and Prevention here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face--coverings.html>
- All visitors shall be symptom screened and temperature checked in the front lobby. Visitors who are sick or symptomatic will not be allowed to visit.
- Visitors will wait either outside or in the front lobby and practice social distancing.
- Due to the physical layout of the visiting room, and the need to mitigate against COVID-19, neither inmate nor visitor restrooms will be available during the visit.
- A visitor may choose to wear a clear plastic face shield, in addition to proper face covering. At no time will a face shield be permitted without a proper cloth face covering the nose and mouth.
- All visitors and staff will perform hand sanitization procedures prior to entering the visiting room. Sanitizing stations are also available in the visiting room.
- Staff must use masks and gloves to handle any visitor property, to include paperwork. Gloves should be changed frequently with proper handwashing employed. Additional PPE for staff will be maintained in the visiting room.
- There must be a coordinated entry and exit of visitors to ensure **six feet** physical distance is maintained. Social distancing stickers have been implemented to ensure distance is maintained.

- In addition, seats in the lobby will be marked "not for use" with colored tape. This will allow **six feet** of distancing. Only two visitors are authorized to sit on benches in the lobby area.
- All areas, to include high-touch zones in the lobbies and sallyports, will be sanitized following the completion of each block of visiting.
- The visiting schedules will be forwarded to both the inmate population and Central Office for publication on the BOP's public website.
- To ensure separation status is maintained, Unit Management will schedule all social visiting blocks and enter the social visiting as SENTRY Callouts.

**FEDERAL DETENTION CENTER  
HONOLULU  
LEGAL / SOCIAL VISITING PROCEDURES**

<b>VISITING DAY</b>	<b>UNIT</b>	<b>SOCIAL VISITS</b>	<b>LEGAL VISITS</b>
MONDAY	4A/5A	7:00 AM - 7:30 PM	8:00 AM - 2:00 PM
TUESDAY	4B/6B	7:00 AM - 7:30 PM	8:00 AM - 2:00 PM
WEDNESDAY	**	NONE	8:00 AM - 2:00 PM
THURSDAY	**	NONE	8:00 AM - 2:00 PM
FRIDAY	**	NONE	8:00 AM - 2:00 PM
SATURDAY	4B/6B	7:00 AM - 7:30 PM	NONE
SUNDAY	4A/5A	7:00 AM - 7:30 PM	NONE

Weekend visit will alternate monthly

- 4A - (Sunday) - February, April, June, August, October, December
- 4B - (Saturday) - February, April, June, August, October, December
- 5A - (Sunday) - January, March, May, July, September, November
- 6B - (Saturday) - January, March, May, July, September, November

Weekday visit will alternate monthly

- 4A - (Monday) - January, March, May, July, September, November
- 4B - (Tuesday) - January, March, May, July, September, November
- 5A - (Monday) - February, April, June, August, October, December
- 6B - (Tuesday) - February, April, June, August, October, December

Scheduling of each visiting day will consist of 2, 5-hour blocks.

Morning block - 7:00am to 12:00pm

Evening block - 2:30pm to 7:30pm

After each visit, the inmate will perform enhanced sanitation by wiping down all the highly touched areas for example-tables, chairs, the clear plastic shields after the visitor departs the visiting room.

**THIS WILL BE EFFECTIVE MAY 1, 2022**