

U.S. Department of Justice

Federal Bureau of Prisons

**ATTORNEY GUIDE
METROPOLITAN CORRECTIONAL
CENTER
SAN DIEGO, CALIFORNIA**



September 2026

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I. INTRODUCTION

The Metropolitan Correctional Center, in San Diego, California (MCC San Diego) is owned and operated by the Federal Bureau of Prisons (BOP), an agency of the United States (U.S.) Department of Justice. The BOP's website has the most current information on its facilities (<http://www.bop.gov>).

MCC San Diego houses pretrial detainees, designated inmates, and material witnesses for the Southern District of California, which encompasses San Diego and Imperial Counties with two significant international ports of entry (San Ysidro and Calexico). The facility's proximity to the border makes it unique from other pretrial institutions since a large percentage of our detainees are non-U.S. citizens. The majority of our detainees come directly from the arresting agencies.

As an administrative facility, the institution houses inmates of all security levels. The facility accepts both male and female inmates who are in pretrial or holdover status, and male inmates designated to serve their sentences.

The BOP public website includes an "Attorney Resources" webpage which has relevant publications, policies, forms, and other resources for attorneys. *See* http://www.bop.gov/resources/attorney_resources.jsp. This MCC San Diego Attorney Guide discusses local legal matters, policies, and procedures.

A. CONTACT INFORMATION

Address:	E-mail:	Phone:
Metropolitan Correctional Center 808 Union Street San Diego, CA 92101-6078	SDC-Attorney@bop.gov	(619) 232-4311

National Inmate Locator:
<http://www.bop.gov/inmateloc/>
Find by Number (Register Number)
Find by Name (First, Middle, Last)

B. LEGAL DEPARTMENT

The Phoenix Consolidated Legal Center (Phoenix CLC) is responsible for BOP legal issues at FCI Phoenix, FCC Tucson, FCI Safford, and MCC San Diego. The Phoenix CLC also covers the following judicial districts: Southern District of California, District of Arizona, District of Utah, and District of Nevada. At MCC San Diego, there is an Attorney Advisor and a Legal Access Officer (LAO). All questions related to legal access of inmates, including visits, phone calls, etc., should be directed to the LAO and/or Attorney Advisor on site.

MCC SAN DIEGO's Legal Department Address:

MCC San Diego
Attn: Legal Department
808 Union Street
San Diego, CA 92101-6078

Brandon Willms
Attorney Advisor
Email: bwillms@bop.gov

Office: (619) 515-8084

Kimberly Kinkel
LAO
Email: SDC-Visiting@bop.gov

Office: (619) 232-4311 x1408

FCI Phoenix Legal Department Address:

FCI Phoenix
Attention: Legal Department
37900 N. 45th Avenue
Phoenix, AZ 85086

Clay C. Cook
Supervisory Attorney
Email: c2cook@bop.gov

Office: (623) 465-5120

II. LEGAL MATTERS

MCC San Diego staff members are aware of the importance of the institution's pretrial detention mission. Appropriate courtesy and decorum are expected from all staff. In turn, our staff appreciates the professionalism and courtesy expected from attorneys and other officers of the court. The information contained in this Attorney Guide is meant to be a general guideline and is not all-inclusive. We cannot envision every circumstance that could occur, and thus the Guide does not contain the answers to all questions. Please contact the Legal Department with any questions. Also, special circumstances¹ may arise that may disrupt or otherwise impact normal operations.

A. VISITING

The holdover and pretrial inmates may only place immediate family members on their social visiting lists. Immediate family members include mother, father, step-parent, foster parent, brother, sister, spouse, and children. An individual who had cohabited with a pretrial inmate, who does not have a legal spouse, may be allowed to visit if the relationship is similar to that of a spouse. The pre-existing relationship must be documented, which may include names on a lease, birth certificates of children, common address on a driver's license, etc. The individual is still subject to the normal screening procedures prior to being approved. *See* Program Statement 7331.05, *Pretrial Inmates*. Institution visiting procedures are as follows:

1. VISITING HOURS

Legal Visits:

Daily from 7:30 a.m. to 9:00 p.m. In order to accommodate staff shift change, there will be no processing of attorneys/visitors from 1:30 p.m. to 2:00 p.m. and from 4:00 p.m. count time to until count clears. At the completion of the legal visits, visitors may use the institution phone to call the Visiting Officer or Front Lobby Officer at extension 1355.

SHU Legal Visits:

Legal visits for inmates in the SHU are available by appointment only, daily from 7:30 a.m. to 9:00 p.m. SHU legal visits are limited to one inmate at time. Appointments can be scheduled by contacting SDC-Visiting@bop.gov. Non-contact legal visitation will be at the Warden's discretion.

Material Witness (MATWITS) Legal Visits:

Walk-in legal visits for MATWITS are available daily from 7:00 – 9:00 a.m.

If a legal visit cannot be accomplished during this open time period, another time may be accommodated by e-mail request to SDC-Visiting@bop.gov. Please request at least 24 to 48 hours prior to the requested date. Please note that this e-mail box is not monitored after hours or on weekends and holidays.

2. SPECIAL LEGAL VISITS (PRIVATE LEGAL VISITS)

Special Legal Visits (Private Legal Visits) are scheduled via e-mail to SDC-Visiting@bop.gov. Attorneys will receive a confirmation via e-mail regarding the private legal visit request. Cancellations should be made via e-mail as soon as possible prior to the scheduled private legal visit.

¹ Special circumstances may include natural disasters, facilities disruptions, civil unrest, institution disturbance, housing unit lockdowns, and/or medical emergencies.

3. DRESS CODE AND ENTRANCE PROCEDURES

If a visitor has clothing that lobby or visitation staff believe is questionable or warrants a denial of entry, the determination of whether the visitor can be admitted will be referred to the Operations Lieutenant or Institutional Duty Officer.

All visitors, including attorneys and legal representatives, are required to dress in a manner appropriate for a correctional setting or courtroom. Visitors will not be allowed to wear medical scrubs, bathing suits, sweatshirts, sweat pants, jackets (unless worn with suit), shorts of any kind, see-through garments (including arms unless covered by a suit jacket or cardigan), mesh or bare back clothing, low cut blouses, dresses or skirts which are more than three inches above knee cap, torn/ripped clothing, leotards, stretch pants, crop tops, halter tops, tube tops/tank tops, excessively tight clothing, hats, open toe shoes, (clogs or Crocs-like shoes/sandals or flipflops) dress or skirt with a high-cut split in the back, front or side, any sleeveless garment that is not layered with a suit jacket or cardigan, caps or hoods, scarves, solid white or grey t-shirts. Khaki or green military-type clothing of any kind, including pants, are not permitted in the institution. Children less than five years of age are permitted to wear shorts, sweatpants or sweatshirts.

Clearance/Metal Detectors:

All visitors must attempt to clear the walkthrough metal detector (removing anything that sets off the walkthrough metal detector at least twice). Per 28 C.F.R. § 543.13(f) and Program Statement 1315.08 *Inmate Legal Activities* at 12-13, the “Warden may, at any time, subject an attorney to a search of his person and belongings for the purpose of ascertaining if contraband is present, as a condition of visiting an inmate.” If the legal visitor is unable to clear the walkthrough metal detector after two attempts, front lobby staff may use a handheld metal detector for clearance purposes.

Clear Bag Policy:

All visitors, including legal visitors² are authorized to have a single transparent (aka clear) bag or backpack for all personal property, to include legal materials and electronic devices (e.g. laptops, tablets, and memory devices). All bags will be screened with an x-ray device and items not readily identifiable are subject to search. The size of the single transparent bag shall not exceed the standard airline maximum carry-on size limit of approximately 45 linear inches, generally 22 x 14 x 9 inches.

Electronic Devices:

Consistent with 18 U.S.C. § 1791 and the Cell Phone Contraband Act of 2010, the use of unauthorized devices which facilitate cellular or wireless communications are prohibited in federal prisons. With recent technological advances, smartwatches and smart glasses present an information and correctional security threat. All cell phones, smartwatches (including Apple Watches, Garmin’s, Fitbits, or any health tracking device, etc.), Meta/AI Smart Glasses (including Ray-Ban Meta), and other wearable smart devices are strictly prohibited within the secure perimeter of the facility. A smartwatch is defined as any watch that has the ability to connect another device via a wireless/Bluetooth connection. This prohibition applies to all personnel, regardless of whether the device contains prescription lenses or is used for health tracking. All power/charging cords, to include laptop power cords, are not authorized inside the institution.

4. PROFESSIONAL VISITORS

² Understanding counsel often visits the MCC coming to or from court with bags/brief cases, the Warden has designated 9 medium sized lockers for attorney/legal use only. Please see the front lobby officer or Legal Department for access. Pursuant to Program Statement 5510.15, Search, Detaining, or Arresting Visitors to Bureau Grounds and Facilities, and C.F.R. 28 section 511.10, et al., these lockers are subject to a search at any time. These lockers are property of the Federal Bureau of Prisons.

Non-Attorney Legal Visitors: Non-attorney assistants (legal assistants, paralegals, interpreters, notaries, clerks, investigators, psychologists, etc.) may accompany an attorney during a legal visit or may visit an inmate on their own. Non-attorneys requesting to participate in legal visits, either jointly with an attorney or independently, must submit a completed Application to Enter Institution as Representative Form. *See* Attachment A. The non-attorney must also complete a criminal background form. *See* Attachment B. They must also provide a scanned copy of their government-issued identification or driver's license. MCC San Diego staff will complete a criminal background check and clearance will be valid for one year. Once the non-attorney has submitted the attorney sponsorship form (Attachment A) and cleared the criminal background check (Attachment B), he/she will be afforded the same status as attorneys with respect to legal visiting. The list authorizing non-attorneys to enter MCC San Diego is updated within 3-7 calendar days of the clearance being returned. Any and all questions concerning approval for legal visitors should be sent to the Legal Department at SDC-Visiting@bop.gov. Front Lobby staff do not update the list for approved legal visitors. All visitors must also fill out a Notification to Visitor form. *See* Attachment C.

Law Enforcement Visitors: Federal employees, including Assistant U.S. Attorneys, law enforcement officers, U.S. Court officials, U.S. Probation Officers, and Assistant Federal Public Defenders, will be permitted to visit upon presentation of appropriate credentials and identifications. All visitors must present official identification, sign in and out of the bound ledger, and pass through the walkthrough metal detector.

Consular Visitors: Consulate visits will be arranged and approved by the Case Management Coordinator or Unit Team. When it has been determined that an inmate is a citizen of a foreign country, the Warden will permit the consular representative of that country to visit on matters of legitimate business. The Consular visitor must provide the Warden (or Case Management Coordinator) an official letter from the Foreign Embassy requesting to visit the inmate and the visit will be supervised by staff. The consulate letter of request should be submitted at least 24-48 hours in advance to allow for scheduling on non-visiting days. The Consular Visitor must also present identification from the Foreign Embassy verifying his or her position and personal information. The requirement for the existence of an established relationship prior to confinement does not apply to consular visitors.

5. LEGAL MATERIALS

Inmates going out to court or to legal visits may bring legal materials relevant to their current court proceedings subject to review and approval by staff. Inmates are not allowed to return from court or a legal visit with additional legal materials. Attorneys wishing to provide inmates with additional legal materials must mail the legal materials through legal mail procedures or drop them off at the Special/Legal Mailbox in the Front Lobby. Legal Materials which are deposited in the Front Lobby Special/Legal Mailbox must fit inside the Special/Legal Mailbox and no legal materials should be left on or near the Special/Legal Mailbox. The legal materials must be contained in a sealed envelope and clearly marked with the attorney's name/title as attorney, attorney's mailing address, the inmate's name and register number, and the following statement: "LEGAL MAIL-OPEN ONLY IN THE PRESENCE OF THE INMATE." *See also* Legal Mail section below. Without the appropriate legal mail markings, the legal materials will be treated as general correspondence and subject to search by staff outside of the presence of the inmate. Please do not hand any legal materials to the Front Lobby officer or other staff for delivery. Legal materials left unattended or unmarked may be deemed abandoned.

6. POLYGRAPHS

The Warden may permit polygraph tests in connection with state or federal criminal felony investigations. *See* 28 C.F.R. § 551.71 and Program Statement 5110.13, *Administering of Polygraph Tests*. If the inmate is represented by an attorney, the inmate's attorney must provide a letter in support of this matter. Polygraph tests

in connection with misdemeanor offenses, civil proceedings, or any other matters are generally disfavored, absent a federal court order. *Id.* Requests for polygraph examinations must be submitted to the Special Investigative Services (SIS) Department or Unit Team for approval. The written request should include at least the following information:

- (1) Inmate's name and register number;
- (2) Case caption, case number, and nature of matter;
- (3) Requested date and time;
- (4) Expected length of polygraph;
- (5) Name, title, and organization of each person attending;
- (6) List of all equipment to be used; and
- (7) Indicate whether the inmate's consent has been obtained.

The Warden must be able to confirm the validity of the request and the inmate being examined must give written consent on a form provided for that purpose. Requesters are responsible for meeting all state and local requirements in administering the test.

7. DEPOSITIONS

Inmate deposition requests must be provided in writing and will be reviewed for approval.

All inmate deposition requests must be sent to SDC-Attorney@bop.gov and should include the following information:

- (1) Inmate's name and register number;
- (2) Case caption, case number, and nature of matter;
- (3) Requested date and time;
- (4) Expected length of deposition;
- (5) Name, title, and organization of each person attending;
- (6) List of all equipment to be used; and
- (7) Indicate whether the inmate has given consent.

Video or tape recorders are not allowed inside the institution without the prior approval of the Warden. All equipment is subject to inspection prior to entering the institution. Virtual inmate depositions (WebEx, ZoomGov, VTC, etc.) will be reviewed for approval based on technology availability.

8. COURT ORDERED EXAMINATIONS

Medical examinations by outside physicians, psychologists, psychiatrists, etc., may be accommodated following a written request. This written request may be sent to the Legal Department at SDC-Attorney@bop.gov. The inmate must voluntarily consent to the examination.

9. FOREIGN ATTORNEYS

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, prior to their legal visit request being approved. The foreign attorney should contact their respective Consulate Office, who will verify the attorney's status. The Consulate Office can email the verification documents to SDC-Visiting@bop.gov. The foreign attorney must also be sponsored by an attorney licensed to practice law in the United States (Attachment A). Once the status of the foreign attorney has been confirmed via the Consulate Office and the attorney

sponsorship form is received, the foreign attorney may participate in legal visits. The foreign attorney's status will be reviewed annually.

10. PROCEDURE IN THE EVENT VISITATION IS TEMPORARILY SUSPENDED

When normal operations are temporarily suspended at MCC San Diego, a notice will ordinarily be posted on the institution's front doors and attorneys will be notified via FPD and CJA Panel representatives. The notice, to the extent practicable, will also explain when the modified procedures will end.

Any immediate concerns during an emergency suspension of visitation should be directed to the Legal Department at SDC-Attorney@bop.gov .

B. OUTSIDE COMMUNICATION

1. INMATE TELEPHONE CALLS TO ATTORNEY

Inmates have access to unmonitored telephones in the housing units and can call directly to the Federal Public Defender's Office, CJA panel, and other privately retained attorneys, free of charge, from dedicated legal phone booths. If an attorney would like to add his/her telephone number to the legal phone booth, please e-mail SDC-Visiting@bop.gov. Please allow 2-7 business days for the telephone number to be added to the legal telephone bank system. The telephone number must be one that is associated with a public office (i.e., FPD Office), included on the official bar website associated with the attorney, or otherwise be verified as being associated with the attorney. These legal phone calls are for legal purposes only. No three-way calls to families or others are permitted, with the exception of an interpreter being used for legal purposes and one that has been sponsored by the attorney (Attachment A). For attorneys calling interpreters during legal visits, external calls cannot be made outside of the United States.

Because the legal telephone booths are widely available to inmates at MCC San Diego, unmonitored legal calls to attorneys coordinated by Unit Team are rare. To request a coordinated legal call through Unit Team, please e-mail SDC-Attorney@bop.gov. Include the justification for the request to include the reason(s) the legal call cannot be completed through the legal telephone booths. As needed, staff may notify the inmate to call the attorney to help facilitate a legal call through the legal telephone booths.

Material Witness (MATWITS):

Material witness inmates have daily access to a legal phone booth on their designated range and may conduct legal phone calls as needed.

2. INMATES TELEPHONE SYSTEM (ITS)

The Federal Bureau of Prisons extends telephone privileges to inmates as part of its overall correctional management strategy. Telephone privileges are a supplemental means of maintaining community and family ties that may contribute to an inmate's personal development. Inmates may add attorneys to their authorized phone list, but these calls are subject to monitoring and are not privileged communication.

3. ELECTRONIC MAIL (TRULINCS)

Most inmates at MCC San Diego have access to electronic mail communication (e-mail), which is monitored by staff. Inmates are permitted to set up e-mail accounts through a program called TRULINCS. TRULINCS requires prior approval from a recipient of any e-mail from an inmate. All recipients must first respond to an

initial e-mail asking if they wish to receive an e-mail from a federal inmate. Recipients will have the ability to accept or block all future electronic communication from that inmate.

While inmates are permitted to add attorneys to their e-mail lists, any communication is subject to review/monitoring and therefore not confidential/ privileged. Inmates required to use printed address labels for all outgoing correspondence, including legal mail.

Inmates may e-mail the MCC San Diego Legal Access Officer and Attorney Advisor regarding matters pertaining to their detention at SDC-visiting@bop.gov.

4. INCOMING MAIL

Mail service will be provided for inmate mail on Monday through Friday, excluding holidays. Inmates may inquire or express concerns about their mail and resolve mailroom related issues via Form BP-A0148, Inmate Request to Staff (Copout), directed to the mailroom or by contacting the Correctional Systems Department via an inmate request to staff form. Inmates are given the opportunity to address any mail issues during mainline with the Case Management Coordinator or the appointed department representative.

- All incoming general correspondence envelopes and paper must be white in color;
- All general correspondence will be photocopied and the inmate will only be provided the photocopy;
- All general correspondence on card stock will be rejected;
- Commercial greeting cards will be photocopied prior to delivery and only the photocopy will be delivered;
- Incoming general correspondence containing materials such as glitter, stickers, lipstick, crayon or marker will be rejected;
- Correspondence which is stained, contains an oily substance, or sprayed with any type of fragrance will also be rejected;
- MCC San Diego may remove envelope flaps and postage stamps from incoming general correspondence; and,
- All incoming special/legal mail envelopes will be photocopied prior to delivery.

5. OUTGOING GENERAL CORRESPONDENCE

All outgoing general correspondence will be properly addressed and include the inmate's full name, register number, and full MCC San Diego return address. Outgoing inmate mail from all housing units will be reviewed to ensure the mail is unsealed and has the required TRULINCS-generated mailing label. Any mail without the appropriate postage will be returned to the inmate. The Officer will review the mail for contraband, randomly read the correspondence, and seal the mail prior to forwarding the mail to the mail room.

6. SPECIAL/LEGAL MAIL

Special care is taken to ensure that legal mail (mail to or from courts, attorneys, and certain government officials) is kept confidential. See 28 C.F.R. § 540.18 and Program Statement 5265.14, *Correspondence*. Legal mail must be marked "LEGAL MAIL-OPEN ONLY IN THE PRESENCE OF THE INMATE," and the sender must identify him or herself on the envelope as a person entitled to invoke the protections of legal mail in order to avoid the correspondence being processed as general mail. *Id.* For example, following their name, attorneys should put the words "Attorney" or "Assistant Federal Public Defender" or similar language to identify themselves as attorneys in the return address section. Please note that "Esquire" or "Esq." is not sufficient. Additional information on inmate mail is detailed in Program Statement 5800.16, *Mail Management Manual*. All special/legal mail packages will be electronically scanned via x-ray prior to entry into the facility. Packages

which meet the requirement of special/legal mail will be opened in the presence of the inmate. Ordinarily within 24 hours of receipt of the special/legal mail package, Unit Team staff picks up the legal mail and the inmate signs the log when receiving the special/legal mail.

7. STAMPS

Inmates may not receive stamps or stamped items from outside sources. Inmates may purchase postage from the commissary or receive postage from staff if they are indigent. Postage received through unauthorized channels will be treated as contraband in the institution. Attorneys are permitted to send a self-addressed envelope without affixed postage.

8. NOTARY

Notaries are categorized as special visitors. Visits by special visitors ordinarily are for specific purposes and not of a recurring nature. The notary requesting entrance into the facility will need to submit an e-mail request to the SDC-Visiting@bop.gov e-mail box that includes the inmate's name and register number, the nature of the documents that need to be notarized, a copy of the documents that need to be notarized, and the date(s) proposed to conduct the special visit. All notaries entering the institution must have a current approved criminal background check clearance (Attachment B), and visits must be approved by the Warden prior to scheduling an appointment. Inmates are not provided notary services at MCC San Diego via staff. Most documents do not need to be signed or witnessed by a Notary Public. Title 28 U.S.C. § 1746 provides that an unsworn declaration under the penalty of perjury may be used with "like force and effect" as a sworn declaration, verification, certification, statement, oath or affidavit; when such action is required by any law, rule, regulation, order or requirement of the United States. Inmates undergoing court-ordered psychological evaluations to establish mental competency are not able to schedule notary services at MCC San Diego.

9. RECORDING DEVICES

The use of cameras or recording equipment, without the consent of the Warden or designee, is strictly prohibited. Violators are subject to criminal investigation and/or prosecution. If a recording device is needed, the attorney must make a written request (Attachment D, Camera Form) submitted to SDC-Attorney@bop.gov for approval.

C. RELEASE OF INFORMATION/ACCESS TO RECORDS

The Federal Bureau of Prisons website is <http://www.bop.gov>. This website provides access to Bureau policy, institution directories, Regional and Central Office information, statistics, employment information, acquisition information, Freedom of Information Act information, search capability, and links to other relevant Internet sites. "Attorney Resources" is a dedicated sub-page on the national website and includes information, forms, and other resources requested by attorneys. See, https://www.bop.gov/resources/attorney_resources.jsp.

1. PRESENTENCE INVESTIGATION REPORTS AND STATEMENT OF REASONS

Program Statement 1351.05, CN-2, *Release of Information*, states the following with respect to Presentence Investigation Reports (PSR) and Statement of Reasons (SOR):

"For safety and security reasons, inmates are prohibited from obtaining or possessing photocopies of their PSRs, SORs, or other equivalent non-U.S. Code sentencing documents (e.g., D.C., state, foreign, military, etc.). Inmates violating this provision are subject to disciplinary action."

This prohibition does not apply to pre-trial inmates in Federal Bureau of Prisons custody with a need to review their PSRs prior to sentencing. For example, a pre-trial inmate scheduled for sentencing may possess and review the PSR in preparation for sentencing. After sentencing, however, the inmate is prohibited from retaining a copy of the PSR.

2. MEDICAL RECORDS

While in BOP custody, an inmate may obtain copies of his or her medical records through a request to the Health Services Department. If the inmate is no longer in BOP custody, he/she or a third party must file a FOIA request. Attorneys may request an expedited FOIA request for inmate medical records. *See* “Attorney Resources” webpage (“Guidance on Attorneys Requesting Their Client’s Medical Records”). Records may also be requested from the AUSA via criminal discovery. MCC San Diego will provide copies of medical records to the respective AUSA and the AUSA will release the records to defense attorney.

D. MEDICAL CARE ISSUES

Onsite emergency medical care is available at MCC San Diego’s Health Services Department, during day to evening hours, typically from 6:00 a.m. to 10:00 p.m. After-hours emergency medical care may be referred to a community hospital. Staff provide pre-trial inmates with the same level of basic medical (including dental), psychiatric, and psychological care provided to designated inmates. *See* 28 C.F.R. § 551.114. Inmates seeking medical care or treatment will be triaged during sick call and given an appointment for further evaluation by medical staff as clinically indicated. A sick call appointment is subject to a \$2.00 dollar copayment fee. Emergency medical care will be provided by medical staff according to the severity of the injury or illness.

Health Services Department and Psychology Department staff members are not authorized to discuss an inmate’s medical or mental health histories with his/her attorney without a signed release from the inmate. Attorneys are encouraged to seek such information directly from their clients or file a FOIA request.

There are virtually no medical problems that the Bureau’s health care delivery system cannot respond to adequately, either within its institutions or by contracting with physicians, specialists, and hospitals in the community. The Bureau recognizes its duty to provide care to all inmates committed to federal custody under 18 U.S.C. § 4042, requiring that conditions which cannot be evaluated and treated in-house be referred to outside resources which are equipped to provide suitable care.

E. MENTAL HEALTH ISSUES

On-site mental health care is available through the Psychology Services Department. Inmates have access to counseling and mental health programs. The Bureau has designated MCC San Diego as a forensic study facility, but it is not the sole forensic facility for Southern District of California inmates. If the inmate requires forensic evaluation by the Bureau, it will be ordered by the sentencing court. The inmate will be transported to a forensic examination facility. Attorneys that wish to provide notice of the court’s order may submit a copy of the order to SDC-Attorney@bop.gov. The order will then be sent, as a redundancy to the official method, to the Bureau’s Office of Medical Designations and Transportation (OMDT) for designation purposes.

F. INMATE DISCIPLINE PROCESS

Pursuant to 18 U.S.C. § 4042(a)(3), the Bureau has created a disciplinary process to ensure that inmates live in a safe and orderly environment. Only institution staff may take disciplinary action against inmates. Corporal punishment, as well as retaliatory and capricious disciplinary action, is not permitted under any circumstances. *See* 28 C.F.R. § 541.10 and Program Statement 5270.09, *Inmate Discipline Program*.

G. PERSONAL PROPERTY

Inmates may possess only that property which is authorized by policy. Those rules contribute to the management of inmate personal property in the institution and contribute to a safe environment for staff and adults in custody by reducing fire hazards, security risk, and sanitation problems. Personal hygiene items are issued by the institution for indigent inmates. Inmates may also purchase personal property items from the institution commissary.

H. INMATE REQUEST FOR ASSISTANCE

1. ADMINISTRATIVE REMEDIES

The BOP's Administrative Remedy Program is outlined in Program Statement 1330.18, *Administrative Remedy Program*. Further information about the Administrative Remedy Program is available in the "Legal Resource Guide to the Federal Bureau of Prisons (2025)" at 37-39. *See* https://www.bop.gov/resources/pdfs/legal_guide.pdf.

2. TORT CLAIMS FOR INJURIES AND DAMAGES

Program Statement 1320.07, *Federal Tort Claims Act* (FTCA) explains the procedures for filing a claim for monetary damages for personal injury or death and/or damage to or loss of property.

3. WORK-RELATED INJURIES

Inmate work-related claims are not compensable under the FTCA's provisions. Such claims should be processed pursuant to the Inmate Accident Compensation Act, 28 C.F.R. Part 345. An inmate must report the injury immediately to their work supervisor and the Safety Department. The FTCA action is barred by 18 U.S.C. § 4126(c). In the Inmate Accident Compensation Act, 18 U.S.C. § 4126, Congress created a comprehensive and elaborate remedial scheme for compensating adults in custody for work related injuries. Further information about work-related injuries is available in the "Legal Resource Guide to the Federal Bureau of Prisons (2025)" at 22-23. *See* https://www.bop.gov/resources/pdfs/legal_guide.pdf.

I. ELECTRONIC DISCOVERY

All electronic discovery media (i.e., DVDs, CDs, SSD hard drives, and thumb drives) used to store information must be handled in a manner which prevents unauthorized access by inmates or other individuals. Unprotected electronic discovery (i.e., no Protective Order materials as determined by the court) may be viewed by the inmate, but must be sent directly to the LAO. Protected electronic discovery (i.e., Protective Order materials as determined by the court) must also be sent directly to the LAO and maintained in the Legal inmate but *See* Attachment E, Electronic Discovery and Legal Material Authorization Form. Please contact the LAO at SDC-Visiting@bop.gov to arrange e-discovery access for inmates.

INMATE COMPUTER USE DURING ATTORNEY VISITS: Use of laptops, tablets, and external memory devices by inmates during attorney visits is permitted with certain restrictions. Legal representatives may bring in such electronic devices for the purpose of allowing their clients to read documents, view video, or listen to audio files associated with their case.

Attorneys are notified of the rules and procedures associated with these external media devices. *See* Attachment F, Notice to Legal Visitors: Rules of Conduct Regarding the Use of Computer Laptops, Tablets and External Memory Devices.

Stand-alone computers are provided for inmates to review electronic discovery which are located in all housing units and the Education Law Library. The electronic formats supported by BOP provided computers for review of e-Discovery are summarized at https://www.bop.gov/inmates/custody_and_care/docs/ediscovery-formats.pdf.

J. SERVICE OF PROCESS

1. SERVICE ON INMATES

Service of process on inmates is authorized in the institution so long as it is made by a public official (U.S. Marshals, U.S. Military, or San Diego County Sheriff Office Deputies), or cleared private process server. A criminal background clearance must be completed for a private process server. *See* Attachment B. Bureau staff will not effectuate service on an inmate.

2. SERVICE ON STAFF

Personal service on staff will ordinarily be limited to the service of legal documents which are related to the staff member's employment with the BOP. The service may be coordinated through the U.S. Marshals Service or San Diego County Sheriff's Office. These law enforcement officers will provide proper identifications and credentials. The Human Resource Department and/or Legal Department may facilitate the service, with consent of the Bureau staff member. If a staff member has been named as a defendant in federal civil litigation, the Legal Department may accept service on behalf of the named staff member, with his/her consent.

K. PRETRIAL DETAINEES, VIOLATORS OF SUPERVISION, HOLDOVERS, PRESENTENCE

All pre-trial inmates undergo an intake screening by medical, psychology, unit team, and others.

L. DESIGNATION AND SENTENCE COMPUTATION

The Designation and Sentence Computation Center (DSCC) centralizes designations, sentence computation, and inmate transportation responsibilities for the Bureau in order to proactively manage its inmate population. All documentation and questions concerning the classification, designation, or sentence calculation process for an inmate may be directed to the DSCC. The DSCC's contact information is as follows:

Designation and Sentence Computation Center
BOP-CPD-DSC-PolicyCorrespondence@bop.gov
Phone: (972) 352-4400

M. FIRST STEP ACT (FSA)

Program Statement 5410.01, *First Step Act of 2018 – Time Credits: Procedures for Implementation of 18 U.S.C. § 3632(d)(4)* outlines the earning and application of FSA time credits. Further information about FSA time credits is available in the “Legal Resource Guide to the Federal Bureau of Prisons (2025)” at 44. *See* https://www.bop.gov/resources/pdfs/legal_guide.pdf.

GENERAL

This information is provided pursuant to Public Law 93 - 579, the Privacy Act of December 31, 1974.

PURPOSES AND USES

The information you supply may be used as a basis for an investigation regarding your correspondence with _____ and admission to visit this person at _____. In the process of conducting the investigation, the Bureau of Prisons may disclose the information to federal, state, or local law enforcement agencies.

EFFECTS OF NONDISCLOSURE

You are not required to supply the information requested on the attached form. If you do not furnish the information requested, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request will be attempted; however, it may be significantly delayed. If the information withheld is found to be essential to processing your request properly, you will be so informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized for failure to supply the requested information, failure to supply the information could result in your not being considered for or allowed admittance to the institution or correspondence privileges with the inmate in question.

APPLICATION TO ENTER INSTITUTION AS THE REPRESENTATIVE OF A LICENSED ATTORNEY OR TO CORRESPOND WITH A FEDERAL PRISONER AS THE REPRESENTATIVE OF A LICENSED ATTORNEY

This form has three parts:

1. Questionnaire : The questionnaire is to be completed by each paralegal employee, legal assistant, clerk or student who seeks to enter an institution of Federal Bureau of Prisons as the representative of a licensed attorney to visit a federal prisoner or to correspond with a federal prisoner as the attorney's representative.
2. Certification : The person seeking to enter a federal institution or to visit or correspond with a federal prisoner must sign the certification which follows the questionnaire.
3. Attorney's Statement : The licensed attorney must sign this statement.

QUESTIONNAIRE

(NOTE: Answer all questions. If a question does not apply to you, write "Not Applicable" in the space provided for the answer.)

1. Name: _____

2. a. Any alias or other name ever used:

Name: _____ When used: _____

Name: _____ When used: _____

b. Date of Birth: _____

3.

a. Present Address: _____

b. How long at this address? _____

c. List all previous addresses (Including Street and Number, City and State) for the last five years and dates you resided at each address:

4.

a. Present place of employment: _____

b. Name of immediate supervisor: _____

c. Employer's business address: _____

d. Employer's business phone: _____

e. List all previous employers for the past five years, including employer's addresses and dates of your employment with each employer:

<u>Employer</u>	<u>Address</u>	<u>Dates of Employment</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. List all schools, universities, or other educational institutions attended from grade 10 to present (This should include any and all legal training that you have received):

<u>School</u>	<u>Address</u>	<u>Degree and date received</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Have you ever been convicted of ANY criminal offense? If so, complete the following. You may exclude any convictions for minor traffic violations (fine of \$50 or less).

<u>Offense</u>	<u>Date of Conviction</u>	<u>Name, Location of Court</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Have you ever been confined in any jail, prison or penal institution? If so, complete the following:

<u>Type of Institution</u> (State, Federal, Municipal, County)	<u>Location</u>	<u>Dates of Confinement</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Have you ever been denied permission to visit or correspond with any inmate by an institution within the Federal Bureau of Prisons? _____ If so, which institutions, with which inmate, and when?

9. Are you a citizen of the United States? _____ If not, give the name of the country of which you are a citizen or subject. _____

STATEMENT OF APPLICANT SEEKING TO ENTER AN INSTITUTION TO VISIT OR TO CORRESPOND WITH A FEDERAL AS THE REPRESENTATIVE OF A LICENSED ATTORNEY

I certify that I am authorized to act as the legal representative of _____, who is a licensed member of the bar of the State of _____. I request that I be allowed to interview and correspond with _____, who is confined at _____. I am aware of my responsibility as a representative of the above-named attorney and certify that I am able to meet this responsibility. I am also aware of the Bureau of Prison's Policy on Inmate Legal Activities and certify that I am able to and will adhere to the requirements of this policy. I pledge to abide by Bureau of Prisons regulations and Institution guidelines.

I hereby certify that all of the information contained in this questionnaire is true and correct to the best of my knowledge. Furthermore, I understand that all information contained in this questionnaire may be investigated and verified through the use of federal, state, and local authorities. Applicant's printed name: _____

Applicant's signature: _____

Date completed: _____

STATEMENT OF SPONSORING ATTORNEY

I hereby certify that I am a licensed member of the bar of the State of _____ and that I employ or supervise _____. I authorize _____ to represent me and request that as my representative he/she be allowed to interview and correspond with _____ who is currently confined at _____. I further certify that _____ is aware of the responsibility of his/her role as my representative and is able to meet this responsibility. I pledge that I will supervise my representative's activities. I accept personal and professional responsibility for all acts of my representative which affect the institution, its inmates or staff.

Attorney's printed name: _____

Attorney's signature: _____

Date completed: _____

CRIMINAL HISTORY CHECK**U.S. DEPARTMENT OF JUSTICE****FEDERAL BUREAU OF PRISONS**AUTHORIZATION FOR RELEASE OF INFORMATION
CRIMINAL HISTORY CHECK

I hereby authorize a representative of the Federal Bureau of Prisons to obtain information on my criminal history background. I understand that this check must be done before I am allowed to enter/serve at any Bureau facility. I also understand that refusal to provide all necessary information may result in (1) denial of entry into a Bureau facility and (2) denial of volunteer/contract status.

1. Name (Last, First, Middle)

2. Address (Street address — City, State, County, Zip Code)

3. Home Telephone Number (Area Code, Number):

4. Aliases/Nickname:

5. Citizenship (List the country you are a citizen of):

6. Social Security Number:

7. Date of Birth (Month, day, year):

8a. Sex:

8b. Race:

8c. Height:

8d. Weight:

8e. Color of Eyes:

9f. Color of Hair:

9. Place of Birth (City, State, County) List city, county, and country if outside the U.S.A.

10. The above-listed information is true and correct.
Applicant's Signature

10a. Date

PRIVACY ACT NOTICE

Authority for Collecting Information: E.O. 10450; 5 USC 1303-1305; 42 USC 2165 and 2455; 22 USC 2585 and 2519; and 5 USC 3301

Purposes and Uses: Information provided on this form will be furnished to individuals in order to obtain information regarding activities in connection with an investigation to determine (1) fitness for Federal employment, (2) clearance to perform contractual service for the Federal Government, (3) security clearance or access. The information obtained may be furnished to third parties as necessary in the fulfillment of official responsibilities.

Effects of Non-Disclosures: Furnishing the requested information is voluntary, but failure to provide all or of part the information may result in lack of further consideration for employment, clearance or access, or in the termination of your employment.

****This template is provided to assist Spanish-speaking persons who are not fluent in English to complete the corresponding Bureau form. It is a template only for instructional purposes, and should not be filled in.****

****Este modelo se provee para ayudar a las personas que hablan español y no dominan el inglés para que completen el formulario correspondiente de la Agencia. Es solo un modelo que sirve como ejemplo, y no se debe completar.****

**AUTORIZACIÓN PARA LA DISTRIBUCIÓN DE INFORMACIÓN
CHEQUA LA HISTORIA CRIMINAL**

Por este medio autorizo a un representante de la Agencia Federal de Prisiones a obtener cualquier información sobre los antecedentes de mi historial criminal. Entiendo que este chequeo debe ser hecho antes de recibir permiso para entrar/servir en cualquier instalación de la Agencia Federal de Prisiones. También entiendo que la negación a proveer toda la información necesaria puede resultar en (1) la negación de mi entrada a una instalación de la Agencia Federal de Prisiones y (2) la negación de mi clasificación como voluntario/contratista.

1. Nombre (Apellido, Nombre, Segundo Nombre)
 2. Dirección (Número de Domicilio y Calle) (Ciudad, Estado, Condado, Código Postal)
 3. Número de Teléfono de Casa (Código de Área, Número):
 4. Alias/Apodos:
 5. Ciudadanía (Indique el país de su ciudadanía):
 6. Número de Seguridad Social:
 7. Fecha de Nacimiento (Mes, día, año):
 - 8a. Sexo:
 - 8b. Raza:
 - 8c. Estatura:
 - 8d. Peso:
 - 8e. Color de Ojos:
 - 9f. Color de Cabello:
 9. Lugar de Nacimiento (Ciudad, Estado, Condado), (Indique la ciudad, el condado y el país, si es afuera de EE.UU.)
 10. La información anteriormente listada es verdadera y correcta.
 - 10a. Fecha
- Firma de Solicitante

AVISO SOBRE LA LEY DE PRIVACIDAD

Autoridad para Obtener Información: E.O. 10450; 5 USC 1303-1305; 42 USC 2165 y 2455; 22 USC 2585 y 2519; y 5 USC 3301

Objetivos y Usos: La información provista en este formulario será entregada a individuos, con el fin de obtener información en cuanto a actividades como parte de una investigación realizada para determinar (1) la aptitud para obtener empleo Federal, (2) la autorización para realizar servicio contratado para el Gobierno Federal, (3) la autorización de seguridad o acceso. La información obtenida puede ser entregada a terceras partes, como lo sea necesario, para realizar las responsabilidades oficiales.

Efectos de Información No Divulgada: El proveer la información solicitada es voluntario, pero la falta de proveer toda o parte de la información puede resultar en la privación de futura consideración para empleo, para autorización o acceso, o puede resultar en la terminación de su empleo.

REMARKS: _____

FLOOR: _____

LOCKER: _____

BP-A0224

NOTIFICATION TO VISITOR CDFRM**U.S. DEPARTMENT OF JUSTICE****FEDERAL BUREAU OF PRISONS**

Date: _____ Time: _____ Officer's Name: _____

Institution: _____ MCC 808 UNION STREET _____ Location: SAN DIEGO _____

Name of Inmate To Be Visited: _____ Register No.: _____

NOTICE TO ALL PERSONS: CONSENT TO SEARCH

Federal Bureau of Prisons (Bureau) staff may search you and your belongings (bags, boxes, vehicles, container in vehicles, jackets, coats, etc.) before you enter, or while you are on or inside, Bureau grounds or facilities.

Consent to Search Implied. By entering or attempting to enter Bureau grounds or facilities, you consent to being searched in accordance with Bureau policy and Federal regulations in volume 28 of the Code of Federal Regulations, Part 511. If you refuse to be searched, you may be prohibited from entering Bureau grounds or facilities.

NOTICE TO ALL PERSONS: PROHIBITED ACTIVITIES AND OBJECTS

You are prohibited from engaging in prohibited activities or possessing prohibited objects on Bureau grounds, or in Bureau facilities, without the knowledge and consent of the Warden. Violators may be detained or arrested for possible criminal prosecution, either by Bureau staff, or local or federal law enforcement authorities.

Prohibited Activities include any activities that could jeopardize the Bureau's ability to ensure the safety, security, and orderly operation of Bureau facilities, and protect the public, including, but not limited to, violations of Titles 18 and 21 of the United States Code, Federal regulations, or Bureau policies.

Prohibited Objects include, but are not limited to, weapons; explosives; drugs; intoxicants; currency; cameras of any type; recording equipment; telephones; radios; pagers; electronic devices; and any other objects that violate criminal laws or are prohibited by Federal regulations or Bureau policies.

PLEASE ANSWER THE FOLLOWING QUESTIONS: Are any of the following items in your possession, or in possession of children in your party under 16 years of age?

Tobacco Products	Yes _____	No _____	Narcotics	Yes _____	No _____
Explosives	Yes _____	No _____	Marijuana	Yes _____	No _____
Weapons	Yes _____	No _____	Camera	Yes _____	No _____
Ammunition	Yes _____	No _____	Food Items	Yes _____	No _____
Metal Cutting tools	Yes _____	No _____	Alcoholic Beverages	Yes _____	No _____
Recording Equipment	Yes _____	No _____	Prescription Drug*	Yes _____	No _____
Telephones-any type	Yes _____	No _____	Intoxicants	Yes _____	No _____
Radios	Yes _____	No _____	Pagers	Yes _____	No _____
Electronic Devices	Yes _____	No _____	Firearms	Yes _____	No _____

*All types of medication carried must be listed in the following space, and must be left at the entry area:

I have read, I understand, and I agree to the above. If I am visiting with an inmate, I also understand and agree to abide by the visiting guidelines provided me by this institution. I declare that I do not have articles in my possession which I know to be a threat to institution safety, security, or good order. I am aware that if I have questions about what is authorized, I should consult with the officer. I am aware that the penalty for making a false statement is a fine of not more than \$250,000 or imprisonment of not more than five years or both (pursuant to 18 U.S.C. § 1001). I am aware that the visiting area, including restrooms in the visiting area, may be monitored to ensure institution security and good order.

Printed Name/Signature: _____ Phone: _____

Street Address/City and State: _____

Vehicle License No.: _____ Year, Color, Make and Model of Vehicle: _____

If visiting with an inmate, please complete the following: Names of children under 16 years of age for whom I am responsible:

If not visiting with an inmate, please indicate:

Name of Organization: _____ Purpose of Visit: LEGAL/SOCIAL

Printed Name/Signature of Staff Witness: _____

FILE IN SECTION 3 UNLESS APPROPRIATE FOR PRIVACY FOLDER**SECTION 3**

****This template is provided to assist Spanish-speaking inmates who are not fluent in English to complete the corresponding Bureau form. It is a template only for instructional purposes, and should not be filled in. ****

****Este modelo se provee para ayudarle a los reos que hablan español y no dominan el inglés a que completen el formulario correspondiente de la Agencia. Es solo un modelo que sirve como ejemplo, y no se debe completar.****

Fecha: Hora: Nombre del Oficial: Sitio:
Institución: Número de Registro:
Nombre del Reo a Quien Visita:

NOTA A LAS TODAS PERSONAS: CONSENTIMIENTO A REGISTRO

El personal de la Agencia Federal de Prisiones (Agencia) puede registrarlo a usted y a sus pertenencias (bolsas, cajas, vehículos, contenedores, abrigos, etc.) antes de entrar, o mientras usted esté en o adentro de, los terrenos o las instalaciones de la Agencia.

Consentimiento a Registro Sobreentendido Al entrar o intentar entrar a los terrenos o las instalaciones de la Agencia, usted consiente a ser registrado de acuerdo con la política de la Agencia y los Reglamentos Federales del volumen 28 del Código de Reglamentos Federales, Parte 511. Si usted se niega a ser registrado, usted puede ser vedado de entrar a los terrenos o las instalaciones de la Agencia.

NOTA A TODAS LAS PERSONAS: ACTIVIDADES Y OBJETOS PROHIBIDOS

A usted le es prohibido participar en actividades prohibidas o poseer objetos prohibidos en los terrenos de la Agencia, o en las instalaciones de la Agencia, sin el conocimiento y el consentimiento del Warden. Los violadores de esta regla pueden ser detenidos o arrestados para una posible acción judicial, ya sea por el personal de la Agencia, o por las autoridades de orden público locales o federales.

Actividades Prohibidas incluyen cualquier actividad que pondría en peligro la capacidad de la Agencia para asegurar la seguridad, la protección, y el funcionamiento ordenado de las instalaciones de la Agencia y proteger al público, incluyendo, pero no limitada a las violaciones de los Titulos 18 y 21 del Código de Leyes de EE.UU., los reglamentos Federales, o las políticas de la Agencia.

Objetos Prohibidos incluyen, pero no se limitan a, las armas; los explosivos; las drogas; las sustancias embriagantes; el dinero; las cámaras de cualquier tipo; los equipos de grabación; los teléfonos; los radios; los bípores; los aparatos electrónicos; y cualquier otro objeto que viola las leyes criminales o el cual es prohibido por los reglamentos Federales o por las políticas de la Agencia.

POR FAVOR CONTESTE LAS SIGUIENTES PREGUNTAS: ¿Posee usted o algún niño en su grupo menor de 16 años alguno de los siguientes artículos?

Productos de Tabaco	Sí	No	Drogas	Sí	No
Explosivos	Sí	No	Marihuana	Sí	No
Armas	Sí	No	Cámara	Sí	No
Municiones	Sí	No	Artículos de Comida	Sí	No
Herramientas para Cortar Metal	Sí	No	Bebidas Alcohólicas	Sí	No
Equipo de Grabación	Sí	No	Droga Recetada*	Sí	No
Teléfono - cualquier tipo	Sí	No	Sustancias embriagantes	Sí	No
Radios	Sí	No	Bípores	Sí	No
Aparatos Electrónicos	Sí	No	Armas de Fuego	Sí	No

*Todo medicamento en su posesión debe ser declarado en el siguiente espacio y dejado en la entrada.

Yo he leído, entiendo, y estoy de acuerdo con lo anterior dicho. Si visito a un reo, también entiendo y acuerdo a cumplir con las normas de visita que esta institución me provee. Yo declaro que no tengo artículos en mi posesión de los cuales yo se que son una amenaza a la seguridad, la protección, o el funcionamiento ordenado de la institución. Yo soy consciente de que si tengo preguntas sobre lo que está autorizado, debo consultar con el oficial. Yo soy consciente de que la penalidad por hacer una declaración falsa es una multa de no más de \$250,000 o encarcelamiento de no más de cinco años, o ambos (de acuerdo con 18 U.S.C. § 1001). Yo soy consciente de que el área de visita, incluyendo los baños en el área de visita, pueden ser monitoreados para asegurar la seguridad y el funcionamiento ordenado de la institución.

Nombre Impreso/ Firma:
Dirección/Ciudad y Estado:
Número de Placa de Vehículo:

Año, Color, Marca y Modelo del Vehículo:

Si está visitando a un reo, por favor complete lo siguiente: Nombre de los niños menores de 16 años de edad por quienes yo soy responsable:

Si no está visitando a un reo, por favor indique:
Nombre de Organización:
Nombre Impreso/ Firma del Testigo del Personal:

Propósito de la Visita:

)

ARCHÍVELO EN LA SECCIÓN 3, A MENOS QUE SEA
APROPIADO PARA EL ARCHIVO DE INFORMACIÓN PRIVADA.

SECCIÓN 3

Electronic Discovery and Legal Material Authorization Form

Inmate Name: Last, First, MI		Federal Register No.:	
Number of CDs/DVDs/SSDs/Thumb Drive USBs:		Federal Case No.:	Protected Yes _____ No _____
Attorney Name: State Bar No.:	Attorney Phone: Attorney Email:	Business Address:	

Attorney Certification:

I, _____, hereby declare that the items contained in this package consist solely of my client's discovery material, the Discovery Material Authorization Form, and Protective Order, if applicable, or case related legal material. A cover letter or summary statement may also be included. I understand that any unauthorized material contained in this package will result in the entire package being returned undelivered. I also hereby declare that the material on the CD/DVD/SSD/USB Thumb Drive(s) contained in this package is solely discovery or other case-related material relating to my client's federal case and that the discovery material has not been altered or augmented in any way.

Attorney's Signature

Date

MCC San Diego USE ONLY

Inmate Acknowledgement of Receipt of Property:

Your attorney has produced (#) ____ CD/DVD/SSD/USB Thumb Drive(s), which are pertinent to your federal case, for your review. By signing this memorandum, you agree to store and view this discovery in accordance with BOP and MCC San Diego's policies and procedures and you agree to accept responsibility for this material. If your discovery is protected, you agree to view this discovery in accordance with BOP and MCC San Diego's policies and procedures and the protective order. You should direct any questions about the material you review to your attorney.

Inmate's signature

Register Number

Date

cc: Inmate; BOP Central File (unprotected)

ADDITIONAL INSTRUCTIONS

Package Requirements:

- *All CD/DVD(s) must be in paper sleeve. SSDs cannot have moving parts and/or require a power source. All USBs must be read-only via DiskPart Windows Command-Line tool, an inexpensive thumb drive that is one-time write only, and/or a WORM (Write-Once, Read Many) drive.*
- *All CD/DVD/SSD/USB Thumb Drive(s) must be labeled clearly with the inmate's name, register number and federal case number, either via sticker label or attached tag.*
- *No other items aside from the Discovery Material Authorization Form and a summary statement will be accepted in the package.*
- *If unprotected, the package must be labeled as "Special/Legal Mail- Open Only in the Presence of the Inmate." The sender must be clearly identified as an attorney.*
- *If protected, the package must be addressed to the Education Department, at 808 Union Street, San Diego, CA 92101. The personally named individual sender must be clearly identified as an attorney (e.g., by providing their state bar license number or using the terms "attorney at law," "attorney," or "lawyer").*

Attachment C

MCC SAN DIEGO
AUDIO RECORDER/CAMERA APPROVAL FORM

DATE/TIME: _____

INMATE NAME/REGISTER NUMBER: _____

HOUSING UNIT: _____

I _____, am the attorney of record for the above inmate, on the case name and case number _____.

I am licensed in the State of _____, and my office location is _____. I agree that any audio recordings or any photographs, taken by me, of the above inmate will be used only for official purposes. I authorize for my Investigator/Paralegal (circle one), name _____, Contact Info _____.

Equipment Description: _____

Photo Description (specify body part to photograph, e.g., face, arms, legs, feet): _____

INMATE PRINT/SIGNATURE_____
DATE_____
INTERVIEWER PRINT/SIGNATURE_____
DATE_____
CAPTAIN PRINT/SIGNATURE_____
DATE_____
WARDEN PRINT/SIGNATURE_____
DATE

If there is a breach of security (unauthorized audio recording/photography), the authorization above will be subject to termination.



U.S. Department of Justice

Federal Bureau of Prisons

NOTICE TO LEGAL VISITORS: RULES OF CONDUCT REGARDING THE USE OF COMPUTER LAPTOPS, TABLETS AND EXTERNAL MEMORY DEVICES

Attorneys and other authorized legal visitors are permitted to bring a laptop computer, tablet, and/or an external memory device (hereinafter "electronic device") when conducting a legal visit. The following conditions apply to the use of such devices:

1. All electronic devices are subject to physical inspection for contraband. Attorneys and authorized legal visitors must notify staff that they possess and intend to use an electronic device during the legal visit.
2. Electronic data that could affect the security, safety, or good order of the institution is prohibited. See 28 C.F.R. § 500.1(h). Prohibited data includes but is not limited to any material not related to the matter that is the subject of the legal visit, including photos, plans, or drawings of the institution; any personal text, audio, video, or photographic messages for the client; and personal or sexually suggestive photographs. It also includes information regarding other detained individuals, whether sentenced or unsentenced, that is not related to the professional reasons for the legal visit.
3. Information or data stored in electronic devices that is not required for the legal visit may not be revealed to or accessed by the client.
4. Electronic devices may only be used for professional purposes related to legal representation. Electronic devices must not be used for non-legal or entertainment purposes, such as playing games, watching movies, listening to music, drafting personal, non-legal correspondence, etc.
5. Power cords will not be allowed into the institution.
6. Unless specifically authorized in advance, use of electronic devices to make any audio or video recordings or to take any photographs is prohibited.
7. All wireless connectivity functions shall be turned off and/or set to "airplane mode" or the equivalent. Access to the Internet in any way while on the premises of the institution is prohibited. Connecting any device to any BOP Network is prohibited.
8. At the conclusion of the legal visit, the legal visitor must retrieve all equipment brought into the visiting room.
9. The privilege of introducing and using electronic devices during legal visits may be revoked for failure to adhere to these conditions or if the Warden otherwise determines that use of the electronic device threatens the security, good order, or discipline of the institution. Violations of these conditions or any other BOP visiting policy may result in termination of or restrictions for legal visits pursuant to 28 C.F.R. § 543.14, including, but not limited to, the loss of the ability to introduce and use electronic devices during legal visits. Attorneys are responsible for supervising and ensuring their legal staff abide by these rules of conduct and will be accountable for the conduct of their staff, which includes the possibility their own privileges will be suspended or revoked.
10. Attorneys and authorized legal visitors assume the risk and liability of bringing in electronic devices into the institution for legal visits and are responsible for any damage or personal injury which may occur from the use of their devices inside the institution.