



U.S. Department of Justice

Federal Prisons System

Metropolitan Detention Center
Brooklyn, NY

Number : BRO 5267.08B

DATE : August 25, 2008

SUBJECT: Inmate Visiting

OPI: CORRECTIONAL
SERVICES

Institution Supplement

1. **PURPOSE AND SCOPE:** To establish the local inmate visiting procedures at the Metropolitan Detention Center, Brooklyn, New York.
2. **DIRECTIVES AFFECTED:**
 - A. **Directives Rescinded:** Institution Supplement Inmate Visiting, BRO-5267.08A, dated November 30, 2006.
 - B. **Directives Referenced:**
 - (1) Program Statement 1315.07, Inmate Legal Activities, dated 11/5/99
 - (2) Program Statement 4500.04CN09, Trust Fund Warehouse Laundry Manual, dated September 24, 2004
 - (3) Program Statement 5100.08, Security Designation and Custody Classification, dated September 12, 2006
 - (4) Program Statement 5267.08, Visiting Regulations, dated May 11, 2006.
 - (5) Program Statement 5270.07, Inmate Discipline and Special Housing Units, dated March 20, 2006
 - (6) Program Statement 5280.08, Furloughs, dated February 4, 1998.
 - (7) Program Statement 5500.11, Correctional Services Manual, dated October 10, 2003.
 - (8) Program Statement 5500.12, Correctional Services Procedures Manual, dated October 10, 2003.
 - (9) Program Statement 5510.09, Searching/Detaining Non-Inmates; Arresting Authority; Use of Metal Detector, dated March 6, 1998.
 - (10) Program Statement 5521.05, Searches of Housing Units, Inmates and Inmate Work Areas, dated June 30, 1997.
 - (11) Program Statement 7331.04, Pre-Trial Inmates, dated January 31, 2003.
3. **STANDARDS REFERENCED:** American Correctional Association 4th Edition Standards for Adult Correctional Institutions : 4-ALDF: 3D-17, 4A-01, 5D-10, 5D-11, 5D-12, 5D-15, 5D-16.

4. PROCEDURES:

A. Visiting Facilities: Ordinarily, visits not requiring additional security measures will be conducted in the institution Visiting Room, located on the first floor. This will also include inmates housed in the Special Housing Unit. Separate areas within the Visiting Room have been provided for attorney visits. These rooms will not be utilized for social visits under any circumstances.

1. Use of Rest Rooms: Visitors and inmates will not be allowed to use the same restrooms. Restroom facilities are available in the Front Lobby for use by approved visitors. There are also separate restrooms for the visitors and inmates inside the Visiting Room. Any inmate using the restroom will be escorted by staff and remain under staff's constant visual supervision.

2. Exit Procedures: Inmates requesting to depart the Visiting Room will not be re-admitted. Visitors will immediately depart the Visiting Room after completion of their visit. All inmates will be identified by picture card prior to their visitor's departure from the Visiting Room.

B. Visiting Hours: In an effort to accommodate the inmate population and alleviate congestion during evening visitations, an "Odd/Even" visiting system has been implemented. Specifically, there will be two different visiting periods, i.e., 12:00 p.m. to 3:00 p.m. and 5:00 p.m. to 7:30 p.m. during regular visiting days and holidays. On regular visiting days and holidays, visitors will not be permitted to enter the facility after 6:30 p.m. and on weekends, visitors will not be permitted to enter the facility after 2:00 p.m. Visitors will be advised at 2:45 p.m. that all visits will end at 3:00 p.m. on weekends. Visitors will be advised at 7:15 p.m. on regular visiting days and holidays that all visits will end at 7:30 p.m.

The authorized visiting period will be determined by the 5th digit of an inmate's register number, disregarding the 3 digit suffix, and will be dictated by the appropriate floor on which the inmate is housed. For example, an inmate housed on the 5th Floor with Register Number 00005-053 will follow the "Odd" number schedule and one with the Register Number 00006-053 will follow the "Even" number schedule. During even months (February, April, June, October, and December), those inmates who have a register number with an even 5th digit will visit in the afternoon, and those inmates who have an odd 5th digit will visit in the evening. During the "Odd" months (January, March, May, July, September, and November), the visiting times will reverse, i.e., those inmates who have a register number with an odd 5th digit will visit in the afternoon and those inmates with an even 5th digit will visit in the evening.

Each visiting session permits an entire housing unit to visit during one specific date. The sessions are as follows:

West Building:

___ Sunday	-	8:00 AM - 3:00 PM - Work Cadre inmates only
___ Monday - Friday	-	12:00 PM - 3:00 PM - Afternoon visiting session 5:00 PM - 7:30 PM - Evening visiting session
Saturday	-	8:00 AM - 3:00 PM - Work Cadre inmates only
Holidays	-	12:00 PM - 3:00 PM - Afternoon visiting session 5:00 PM - 7:30 PM - Evening visiting session

(Visits on federal holidays will be afforded to the Unit whose regular visiting day falls on the particular holiday date.)

Attorney Visiting - see Attorney Visiting section of this supplement

East Building:

___ Sunday	-	Attorney Visiting Only
___ Monday - Friday	-	12:00 PM - 3:00 PM - Afternoon visiting session 5:00 PM - 7:30 PM - Evening visiting session
Saturday	-	Attorney Visiting Only
Holidays	-	12:00 PM - 3:00 PM - Afternoon visiting session 5:00 PM - 7:30 PM - Evening visiting session

(Visits on federal holidays will be afforded to the Unit whose regular visiting day falls on the particular holiday date.)

Attorney Visiting - see Attorney Visiting section of this supplement

The processing of visitors will commence 30 minutes prior to the visiting period. Visitors arriving at the institution one hour prior to the end of any visiting period will not be processed.

NOTE: Should inmates be present in the Visiting Room during official counts or institutional lock down accountability census checks, they will be recorded on an official out count/lock down census form and officially counted in the Visiting Room.

C. Visiting Limitations: All inmates will be afforded the opportunity to visit for one hour. Extended visits will be approved by the Unit Manager and Captain. The inmate's visiting time will begin when the inmate arrives at the Visiting Room. Inmates will be afforded the opportunity to participate in social visiting at least four (4) hours per month. During visitation sessions, only four social visitors per inmate will be allowed access to the Visiting Room at one time. Inmates will be allowed only one social visit on a single day. Visitors may only visit one inmate at a time, unless the inmates are immediate family members. Any questions related to visiting more than one inmate at a time will be addressed by the unit staff.

Inmates that have children in excess of the maximum visitors allowed will need prior approval from the Unit Manager before the visit.

Ordinarily, social visitors will not be permitted to visit with inmates assigned to different housing units as visiting is based on an inmate's assigned housing unit.

Visitors on social visits will not be permitted to exchange places or alternate with another visitor outside the Visiting Room. Once a social visitor leaves the Visiting Room, the visit with that social visitor is considered completed and terminated. The visitor may not re-enter the Visiting Room until the next visiting day.

In the event that the Visiting Room reaches maximum capacity, the visiting room officer will first request any volunteers willing to terminate their visit early. If overcrowding remains an issue, visitors who have been in the Visiting Room for the longest period of time will be requested to leave first.

D. Implementation of Visiting: Ordinarily, within the first five working days after arrival, an inmate may establish a visiting list through their Unit Team. Inmates will complete a Request for Visitor Approval Form (Attachment 1), which is reviewed by Unit Staff with the inmate. If further background information is necessary or required, the "Visitor Information Sheet" (BP-309) and "Authorization for Release (Visitor) Form (BP-310), will be completed and returned to the Unit Team. Each visitor will be provided written guidelines for visiting in the institution. Visitors will be required to complete and sign a Notification to Visitor Form prior to each visit, acknowledging that the guidelines were provided and declaring they do not have any articles in their possession which could be a threat to the security of the institution. Any visitor who refuses to complete and sign a Notification to Visitor Form will be denied visiting privileges.

An inmate's visiting list will not be accepted until all information is completed in its entirety on the Visitor Information Sheet (Attachment 2). Once an individual has been approved for visitation, the Unit Counselor will enter the information into the visiting program .

A hard copy of the computerized visiting list will be placed in an inmate's central file and a copy filed in the Counselor's Office as a back up system for the Visiting program. The Unit Counselor will notify the inmate of those visitors who have been approved. A maximum of eight visitors on the visiting list will be authorized. After six months, two additional visitors can be added an inmate's visiting list.

The Counselor will provide the inmate information that approved visitors should become familiar with, prior to their first visit. This information will provide them directions to the institution, proper attire, items allowed to bring into the visiting room, etc... It is the inmate's responsibility to inform the visitor of the rules of the Visiting Room. It is important for inmates to remember they are responsible for heir visitors' conduct when they enter the institution.

Visitors may not ordinarily be listed on more than one inmate's visiting list, except where inmates and visitors are of the same immediate family. Inmates who are members of the same immediate family, and who are being visited by members of their immediate family,

when practicable, will be allowed to visit at the same time unless there are security concerns.

The Unit Counselor will review visiting lists, ensuring their accuracy. Once the initial visiting list has been completed, it may be amended through the inmate's submission of an Inmate Request to Staff Member Form (COP-OUT) as often as every ninety (90) days.

1. Procedures for Disapproving Proposed Visitors: In the event staff proposed to disapprove a visitor, the respective Unit Team will route the request for disapproval through the Captain, AW (P) and Warden . Staff shall notify the inmate of the approval or disapproval of a requested person on the visiting list. The inmate is responsible for notifying the visitor of the approval or disapproval.

2. Pre-trial and Holdover inmates: It is the inmate's responsibility to submit a visiting list request to the unit counselor. If a requested visitor is an immediate family member of the inmate (i.e., mother, father, siblings, wife by marriage, or child) and they have the same last name as the inmate, the visitor will be placed on the visiting list within three working days of the submission of the request. Pre-trial and Holdover inmates must provide documented proof of immediate family relationships. Common Law relationships are not recognized under New York State law, therefore, Common Law relationships established in New York State are not considered immediate family members at MDC Brooklyn.

3. Work Cadre (Inmates designated to MDC Brooklyn): In addition to immediate family members, the work cadre inmates may have up to four (4) other relatives or friends added to their approved visiting lists. The list may be changed every ninety (90) days. Other relatives and friends will be those persons with whom the inmate had an association with prior to incarceration. This association must be determined by the inmate's Unit Team to be a positive relationship. These relatives and friends will be added to the visiting list only after a favorable background check has been completed. The inmate will be notified of the approval or disapproval so that he/she can notify the proposed visitor.

4. Members of the Immediate Family: (For definition see Program Statement 5267.08). Only immediate family members are allowed to be placed on an inmate's visiting list (i.e., mother, father, siblings, wife by marriage, or child), and they must have the same last name as the inmate. If an individual has a different last name, the Unit Team may require documentation prior to the initial visit. Documentation of this relationship will be forwarded to the Unit Team for verification, along with a completed Visitor Information Form (BP-309) and Authorization for Release (Visitor) Form (BP-310). All non- immediate family members may be reviewed on a case by case basis. Any exceptions must be approved by the Unit Manager.

All parents of inmate children will be considered immediate family and will be allowed on the inmate visiting list; however, they will have to provide a birth certificate to prove the relationship of the child to the inmate, and the visitor must be present with the child during every visit in order to be allowed entry. The visitor must complete a Request for Visit Form and submit a Release of Information Form for a background check. This form is available

from the Counselor and will be mailed to the visitor by the inmate. Once the prospective visitor completes the questionnaire, the form must be mailed back to the institution, directly to the Counselor. After the Counselor receives the form, he/she will complete a criminal background check of the visitor. If the visitor has no criminal record, he/she may be placed on the visiting list.

Members of the immediate family will normally be approved without further investigation, except as noted above. The inmate will be required to forward the Visiting Regulations and the Information and Release Authorization Forms to the proposed visitors. The Visitor Information Sheet with the signed Release Authorization Form must be returned to the Unit Counselor by the proposed visitor, prior to any further action concerning visiting. Upon receipt of the completed authorization forms, the Unit Counselor will initiate an NCIC check.

5. Persons with Prior Criminal Convictions: Each of these cases shall have specific approval of the Warden or his designated representative on an individual basis. The Request for Conviction Information Form (BP-311) must be completed and routed to the Warden or his designee for final approval.

6. Business Visitors: Business visitors for Pre-Trial inmates will be processed according to Program Statement 7331.04.

7. Special Visits: Special visits may be authorized for former or prospective employers, sponsors, and/or from persons not on the approved list. Such visits must be approved by the Associate Warden (Programs) or Duty Officer and may be granted for the following reasons:

- (a) Family emergency
- (b) Pre-release planning
- (c) Other instances when visiting is not possible during scheduled visiting hours

When a Special visit is approved, the Unit Counselor will forward a copy of the approving memorandum to the Front Lobby Officer, Visiting Room Staff and the Lieutenant's Office. If the visit will take place outside of normal visiting room hours, the staff member responsible for approving the visit will arrange supervision.

8. Religious Visits: Religious visiting is identified as Minister of Record and Clergy.

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 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 his/her visiting list, and **will not** count against the number of social visits allowed. The Chaplain may recommend a religious visit for an inmate by a Clergyman or religious representative. The Chaplain will prepare and distribute an authorization memorandum, approved by the Associate Warden (P), for

each visit. These visits **will not** be counted as regular social visits.

Clergy visits (other than the Minister of Record) will be in accordance with the general visitor procedures and **will** count against the total number of regular 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.

Clergy/Minister of Record visits will be accommodated in the Visiting Room during the 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 private area is not available, the visit may be rescheduled.

The Warden may establish a limit to the number of Minister of Records and Clergy visits an inmate receives each month, consistent with available resources. However, during times of personal or family emergencies, an inmate will be authorized a visit from his/her Minister of Record.

9. Attorney Visits: Attorneys and their approved representatives (Law Clerks, Paralegal, and Investigators) may visit inmates in matters relating to an inmate's legal affairs. However, prior authorization is required from the Legal Department for legal representatives. A four hour block (8:00 a.m. - 12:00 p.m.) has been designated exclusively for legal visits Monday through Friday. Attorneys may secure authorization for approved attorney representatives by submitting the Application to Enter Institution as Representative Form (BP-243) to the Legal Department. These attorney representatives may not conduct legal visitation if they are members of the inmate's immediate family or are approved social visitors, unless approved by the Legal Department.

The current MDC Brooklyn Attorney Guide has been included as part of this supplement (See below). Front Entrance and Visiting Room Officers must ensure they are familiar with this attachment.

ATTORNEY VISITING

Legal Visiting Hours

MDC Brooklyn's attorney visiting hours are from 7:30 a.m. through 7:30 p.m., Monday through Friday, and 7:30 a.m. through 3:00 p.m., Saturdays, Sundays and federal holidays. Visits during these hours do not have to be scheduled in advance. Special legal visits outside of these hours may be requested through MDC Brooklyn's Legal Department with at least 24 hours notice. Requests should be faxed to (718) 840-4250, Attn: Legal Department. Every effort will be made to accommodate such requests, but final approval is contingent upon the availability of staff.

Attorneys may visit during any of the times above; however, there are blocks of time specifically designated for attorney visits. During these time periods, there is no social visiting. The Visiting Room is less crowded, and attorneys may find it easier and quicker to visit their clients. Hours designated only for legal visiting are as follows:

80 29th Street (i.e., “West” or “New” Building):**Sunday - Thursday, Saturday: 7:30 a.m. - 12:00 p.m.****Friday: 7:30 a.m. - 3:00 p.m.****100 29th Street (i.e., “East” or “Old” Building):****Monday - Wednesday, Friday: 7:30 a.m. - 12:00 p.m.****Thursday, Saturday & Sunday: 7:30 a.m. - 3:00 p.m.***Visiting During the Count*

MDC Brooklyn conducts a daily count of all inmates at 4:00 p.m., with an additional count at 10:00 a.m. on Saturdays, Sundays and federal holidays. During a count, inmates must be at their assigned cell or bunk, unless the inmate has been authorized to be in another area. In order to guarantee an accurate count, an out-count of inmates remaining in the Visiting Room during the count must be generated at least one hour before the count, i.e., 3:00 p.m. for the 4:00 p.m. count and 9:00 a.m. for the 10:00 a.m. count. When the aforementioned out-count has been approved, the inmate(s) will be required to remain in the Visiting Room until the count has been completed. Inmates who have not been placed on the out-count must terminate their legal visits an hour before the count begins, i.e., 3:00 p.m. and 9:00 a.m. Attorneys who arrive at the institution within an hour before the start of a count, i.e., after 3:00 p.m. or 9:00 a.m., will not be allowed to visit their client until after the count clears.

Multiple Client Visits

Attorneys are not limited in the number of inmates they may visit in one day. However, there is a limit on the number of inmates that may be escorted down to the Visiting Room at one time. During dedicated attorney visiting hours, attorneys may request up to two inmates be escorted down to the Visiting Room at one time. During social visiting times, only one inmate will be escorted to the visiting room at a time. When an attorney has completed the legal visit, and the inmate has been escorted back to the unit, another inmate may be escorted down to the Visiting Room.

Identification

To receive attorney entrance privileges, unless the attorney possesses a New York State Unified Courts System Registration Card, also referred to as a Secure Pass, he or she must contact MDC Brooklyn's Legal Department at least 24 hours in advance to verify the attorney's status.

Attorneys without Attorney Identification: If an attorney loses or forgets their attorney identification; or does not have a bar card; or is registered in a different jurisdiction; or plans to visit in the evening or on weekends; the attorney must contact MDC Brooklyn's Legal Department at least 24 hours in advance. Based on the Legal Department verifying the attorney's status, a memorandum will be provided to the Lobby Officer authorizing the attorney's entrance into the institution as long as they possess government issued picture identification, such as a drivers license. It is ultimately the attorney's responsibility to be able to establish his or her membership in a State Bar.

Foreign Attorneys: Attorneys who are licensed in a jurisdiction outside of the United States may gain access to clients at MDC Brooklyn in two ways. The foreign attorney may be accompanied by an attorney who is licensed in the United States. Secondly, the attorney may provide to MDC Brooklyn's Legal Department, at least 24 hours in advance, a letter from his or

her Consulate verifying the foreign attorney's status as a licensed attorney in good standing.

Property Brought into the Visiting Room

An attorney may bring into the Visiting Room legal materials related to an inmate's case, as well as, money for the vending machines. All other materials, including cellular telephones, pagers, newspapers, magazines, tissues, wallets and keys are prohibited and must be secured in a Lobby locker before entering the secure confines of the institution.

By signing a Notification to Visitor form, attorneys certify that they are not carrying firearms, explosives, weapons, ammunition, metal cutting tools, recording equipment, cellular phones, cameras, food items, narcotics, marijuana, alcoholic beverages or prescription drugs.

Private Conference Rooms

These rooms, located off each of the main Visiting Rooms, are available on a first come first serve basis. There are six conference rooms in the West building and ten conference rooms in the East building. If these rooms are occupied, attorneys may meet with their clients in the main Visiting Room area or wait for a conference room to become available. Institutional security and fire safety regulations restrict the total number of people that may be in the Visiting Room at any one time.

Tape Players, VCRs & Computers to Review Discovery Material

Due to security concerns, attorneys may not bring electronic equipment into the secure confines of the institution. However, MDC Brooklyn has tape players, VCRs and televisions for attorneys to review discovery materials with their clients in the Visiting Room. These items are available on a first come first serve basis. The attorney must verbally request to use the aforementioned items.

Co-Defendant Meetings

Co-defendant meetings must be requested at least 24 hours in advance. Written requests should be faxed to the MDC Brooklyn Legal Department at (718) 840-4250 and should include the names of everyone attending the meeting, including, but not limited to, attorneys, paralegal, interpreters, investigators, co-defendants on bail and co-defendants at MDC Brooklyn. Please indicate which attorney represents each inmate. Also, please include with the request, a copy of the first page of the indictment showing that the requested parties are co-defendants. This must be provided every time a meeting is requested.

Separation Orders: An inmate with a Separation Order is prohibited from coming in contact with the inmate(s) from whom he or she is separated. Such a restriction would normally prevent a co-defendant meeting. However, the request can be accommodated if the Separation Order was requested by the United States Attorney's Office for reasons other than security of the institution or safety of staff, inmates and the public. To ensure that hosting the meeting will not pose security or safety concerns, MDC Brooklyn requires a letter from the United States Attorney's Office that re-states the basis of the original separation request and documents the lack of any known security or safety concerns that might arise from such a meeting. If the inmates have been separated due to security concerns, whether based on information developed by an outside agency or the Bureau of Prisons, a co-defendant meeting will not occur at MDC Brooklyn. Attorneys who are aware of Separation Orders between co-defendants should include with their request the name and phone number of the Assistant United States Attorney assigned

to the case in question. These requests should be made as far in advance as possible. The co-defendant meeting will not be scheduled if the responsible Assistant United States Attorney cannot be contacted.

Non-Attorney Entry Into MDC Brooklyn

Attorneys are allowed to visit their clients upon providing evidence of their professional status. However, attorneys often need other individuals, i.e., paralegal, interpreters and private investigators to visit their clients in connection with legal representation. These individuals do not receive the same entry privileges granted to attorneys. They must first submit an application signed by a sponsoring attorney and pass a background check before being granted permission to enter MDC Brooklyn. Paralegal applications require that the applicant have at least six (6) months experience as a Paralegal and the application must include either a copy of the applicant's Paralegal certificate or a letter from the sponsoring attorney explaining the duties the applicant performs that qualifies him or her to be Paralegal. Once approved, the individual will be included on a list maintained in the Front Lobby and allowed to enter the institution. The entry application may be requested from and submitted to the Legal Departments of either MCC New York or MDC Brooklyn. Once approved, the individual may enter both institutions.

SERVICE OF PROCESS

Bureau of Prisons staff are prohibited from effecting service of process on inmates. MDC Brooklyn's policy requires that an inmate be served by a federal, state or local law enforcement official. Because service of process occurs within the secure confines of the institution, private process servers, who are not law enforcement officials, may not serve inmates. The qualified process server must contact MDC Brooklyn's Inmate Systems Management department at (718) 840-4200, ext. 5111, to schedule an appointment before coming to the institution.

PROFESSIONAL BEHAVIOR WITHIN THE INSTITUTION

Attorney Conduct: Attorneys are expected not only to abide by the above rules and regulations, but generally to act in a professional manner. In addition, all visitors are expected to refrain from using profanity and keep their voices at a conversational level when speaking with staff, inmates and other visitors. All visitors, including attorneys, are prohibited from using cellular telephones within the institution, including the Front Lobby. Attorneys may review legal materials with their clients in the Visiting Room but are not permitted to give anything to an inmate or take anything from an inmate.

All visitors, including attorneys, are required to dress in a manner appropriate for a correctional environment. For instance, sexually suggestive attire, such as tight or see-through clothing is prohibited. Furthermore, clothing which may impede identification (i.e., hoods) or easily hide contraband (i.e., coats) present security concerns and are also prohibited. The Warden has delegated to the Institution Duty Officer the ultimate decision-making authority regarding what attire is appropriate inside the Visiting Room. If the Duty Officer is not available, the Operations Lieutenant will make the final decision.

Attorneys who violate MDC Brooklyn's visiting rules, create disturbances at the institution or in any way jeopardize the security or orderly operation of the institution, may have their visiting privileges restricted or suspended.

Staff Conduct: Staff at MDC Brooklyn are also expected to act in a professional manner and are

governed by the Code of Employee Conduct. Attorneys who feel that they have been treated unprofessionally by a staff member are asked to articulate their complaint in writing to the Warden's Office, MDC Brooklyn, 80 29th Street, Brooklyn, NY 11232. All complaints will be investigated and appropriate action will be taken if necessary.

BUREAU OF PRISONS POLICY

Bureau of Prisons national policy, Program Statements, can be found on the BOP's website at www.bop.gov. To access the Program Statements, click on the FOIA/Policy link on the main page of the website.

Any questions regarding this guide should be directed to the MDC Brooklyn Legal Department.

10. Prisoner Visitation and Support Service (PVS) visits: Volunteers from the PVS must have prior approval from the Volunteer Program Coordinator and they must be trained by the Bureau of Prisons. Visits are conducted in the visiting room and only during normal visiting hours.

PVS visits are not to be counted as social visits. PVS visitors are authorized to carry into the institution a pen, pencil and paper for note taking purposes. PVS visitors must adhere to all institution and Visiting Room rules/regulations.

11. Official Visits: Representatives of law enforcement agencies, U.S. Parole/ Probation Offices, U.S. Public Defenders, Court assigned Sentencing Officials, attorneys, approved attorney representatives and mental health professionals performing court ordered examinations, will receive priority when processing. Official visitors, with the exception of the Assistant U.S. Attorney, U.S. Parole/ Probation Officers, U. S. Public Defenders and Law Enforcement Officers will be required to complete a Notification to Visitor Form (BP-224).

E. Visits for Offenders Not In A Regular Population Setting:

Hospital Patients: Inmates admitted to local hospitals for medical treatment will not be allowed any visits unless recommended by the Unit Team and approved by the Associate Warden of Programs. In those instances when a visit is authorized, the visitors will only be permitted to visit during the pre-arranged time as set forth by the Captain and appropriate Unit Manager. All United States Marshals Service inmates will be referred to the appropriate Marshals.

These visits shall not exceed more than one hour in duration and will be conducted with direct staff supervision. The escorting staff members will provide supervision during the social visit. Positive visitor identification, search, and all other required visiting procedures at the institution will be in effect.

Visits may be prohibited or restricted for inmates under strict medical care, i.e., suffering from infectious disease, or who are psychotic, suicidal, or otherwise not in a condition to see visitors. The situation will be carefully explained to the visitor and documented in

the inmate's central file. In such cases, Medical and/or Psychological staff, in conjunction with the Administrative Duty Officer, will determine whether a visit may take place. The aforementioned staff will also determine the location of the visit.

F. No Visitors Requested: If the inmate does not request to receive visits, a notation will be made in the Visiting program and placed in the central file. On the screen, where visitors are normally listed, it should display, "*No Visitors Requested*".

G. Administrative Detention/Disciplinary Segregation: Inmates in Administrative Detention or Disciplinary Segregation will normally visit in the Institution's Visiting Room. Inmates will be seated near the Visiting Room Officer during social visits. Legal visits will be conducted in the Attorney Room located adjacent to the Officer's Station. The Operations Lieutenant will be notified when an inmate in the Special Housing Unit has a visit. Inmates in the Special Housing Unit will visit on days they would normally visit according to their assigned unit, unless a CIM and/or security concerns exist. These cases will be handled on an individual case by case basis.

Inmates who pose a threat to the security and orderly operation of the institution will conduct their visit in the Special Housing Unit. Social and Legal visits in the Special Housing Unit will be held in an Attorney Room or the Non-Contact Rooms. The Special Housing Unit Visiting Form (Attachment #4) must be completed and signed by the Warden or Acting Warden authorizing non-contact visiting procedures.

H. CIM Concerns/Separation Cases: Due to the unique mission of MDC Brooklyn, it is not uncommon to house inmates who have separatees inside the institution. To ensure the safety of these individuals, the Lobby Officer and the Visiting Room #1 Officer must check their SENTRY rosters for any separation concerns, prior to the inmate being allowed into the Visiting Room. If CIM concerns exist, the Lobby Officer will notify the Visiting Room #1 Officer, prior to granting the visitors access. The Visiting Room #1 Officer will verify the inmate's CIM information, and contact the CIM Clearance Officer to properly clear the inmate for his/her social visit.

I. Attorneys: Ordinarily, attorneys will only be allowed to visit one inmate at a time. Exceptions may be approved by the Duty Officer or in their absence, the Operations Lieutenant. The attorney will be required to list each inmate they request to visit on the Notification to Visitor Form. If the attorney wishes to interview more than one inmate, and they are not co-defendants, the next inmate may be escorted down to the Visiting Room as soon as the attorney has completed the initial interview. It is the responsibility of the attorney to notify the Visiting Room Officer when the interview has concluded to enable the next inmate to be escorted down.

J. Processing of Visitors: All visitors will be processed into the institution in accordance with Institutional Supplement BRO-5500.11A, Entrance Procedures. All approved visitors will be given written guidelines as to proper conduct and procedures while in the visiting room at this time.

****Minor Children:** A signature of a parent or guardian will be necessary to process the visitation request of individuals less than 18 years of age. Visitors under the age of

sixteen must be accompanied by a parent or guardian.

____ Any visitor over the age of sixteen must provide verification of identity. This may be accomplished by comparing the photo and name on a valid driver's license, or state or federal picture identification. The absence of an expiration date does not deem the above referenced forms of identification invalid; however, if identification appears questionable, another form of identification may be requested.

K. Proper Dress In The Visiting Room:

Visitors: Visitors are expected to wear clothing which is neither provocative nor revealing. The following attire is prohibited:

Transparent clothing, no bathing suits, swimming wear, no sleeveless garments, no halter or tube tops.

Low cut blouses/dresses, revealing the chest area, no revealing front/backless clothing

Shorts 3 inches above knee, no large metal belt buckles

No sweat pants/sweat shirts,

Shirts or pants with holes, no (KHAKI TAN, BEIGE, or GREEN MILITARY TYPE) clothing

Spandex pants, skirts, tights or leotards

Sleeveless shirts, no hooded shirts of any kind, no overcoats/jackets intended for outside use

Hats, caps, head scarfs, no shower shoes, flip flops or beach shoes

All visitors are required to wear proper footwear and under garments

****NOTE:** Religious attire or head wear (yarmulkes, turbans, kufis, prayer shawls and any other religious clothing or wraps used to cover the face and/or hair) that have met the screening requirements as outlined in Institution Supplement 5500.11A will be authorized to be worn into the Visiting Room by inmate visitors. Inmate visitors are allowed to have the following items in their possession:

1. One small clear plastic container - no larger than 4" x 7"
2. Currency/coins- not to exceed twenty dollars; bills will be in one and five dollar increments
3. Two diapers
4. One small receiving blanket
5. One bottle containing baby formula

The Operations Lieutenant or Duty Officer will be contacted regarding any questionable inmate visitor attire, prior to them entering the institution. The official contacted will inform the visitor if the visit will be allowed.

Inmates: Inmates entering the visiting area will be dressed in institutional clothing, to include institution issued footwear. No athletic footwear is allowed unless medically required.

Underclothing is required. All clothing must be clean and neat in appearance. Inmates may carry the following items:

1. One wedding band (no stone)

2. Legal Materials
3. Prescription Eyeglasses (if required)
4. Religious headgear

All items taken into the Visiting Room will be inventoried using Attachment 5, and the same identical items must leave the Visiting Room with the inmate. Upon completion of all visits, inmates departing will be visually searched. Inmates will not be permitted to carry out any items other than those allowed to be taken into the Visiting Room. Inmates entering for a legal visit will be allowed to bring legal material which **pertains** to their current case. These materials will be inspected by the Visiting Room Officer for contraband. The contents of legal material will be visually scanned, but not be read by staff to ensure it is actually legal material.

L. Inmate And Visitor Conduct Within The Visiting Room: All visitors arriving in the Visiting Room will report to the main desk and receive their assigned seat. Once assigned a seat, the visit will be conducted only at the assigned table. The Visiting Room Officer reserves the right to assign seating at all times.

Upon entering the Visiting Room, inmates will report to the main desk to be checked in and be directed to the assigned seat. An inmate is prohibited from relocating their assigned seat for the duration of the visit. Inmates are prohibited from using the vending machines.

One embrace and one kiss is permitted at the beginning and at the conclusion of a visit. Inappropriate physical contact between an inmate and his visitor will not be permitted and will be grounds for termination of the visit. It is the inmate's responsibility to control themselves and their visitors.

1. Visitors may not bring packages or gifts of any type into the institution.
2. It is not permissible for papers of any kind to be examined or signed during social visits, nor may the visitor receive any items from the inmate. Such transactions must be handled via correspondence addressed to the inmate.

Attorneys and approved attorney representatives may bring legal papers and written materials with them while visiting inmates. Such documents may be examined and signed by the inmate. These legal materials may not be left with the inmate. The legal materials may be deposited in the Legal Mail/Attorney Client drop box, located in the Front Lobby. All of the proper labeling and addressing requirements must be completed by the attorney prior to depositing the correspondence in the drop box.

3. Visitors are prohibited from passing money to an inmate. The Visiting Room Officer cannot accept funds for deposit into an inmate's commissary account.
4. Bringing any unauthorized items such as medication, weapons, tools, food, or drugs into the institution is a violation of institution regulations and the law. This

infraction may result in the visitor's permanent removal from the visiting list and referral to the proper law enforcement agencies for prosecution.

5. It is a violation of law for visitors and inmates to introduce or attempt to introduce any unauthorized article onto the grounds or into this institution and to take or attempt to take, or to send or attempt to send any article from the institution without the knowledge and consent of the Warden or his duly appointed representative.
6. The unauthorized use of cameras or recording equipment without the consent of the Warden or his designee is strictly prohibited. Violators are subject to criminal prosecution.

M. Parenting Room/Children's Area (Visiting Room): (Cadre Inmates Only) The Parenting Room is a separated room inside of the visiting area. The Parenting Room sign up procedures are as follows: The inmate first must enroll and complete parenting orientation before being able to utilize the room. It is the incarcerated parent's responsibility to sign up in the Education Department prior to their visit. A current roster of all of the inmates allowed to use the Parenting Room will be posted in the Visiting Room and updated weekly. All Visiting Room rules and procedures apply while utilizing the parenting room.

N. Supervision of Visits: Visiting Room Officers will monitoring inmate visits and will be aware of any articles passed between the inmate and the visitor. If there is any reasonable basis to suspect that materials are being passed between inmates and visitors, the Visiting Room Officer may examine the item(s). The Operations Lieutenant will be consulted in questionable cases. Inmates are responsible for ensuring that their visitors conduct themselves in a dignified manner. Inmates and their visitors are responsible for the behavior of their children. Visits not conducted in an appropriate manner will be terminated. Requests for approved visits (after normal visiting hours) will be handled on a case by case basis. The Captain will be consulted for the purpose of providing staff supervision and approval.

O. Meals: Vending machines in the Visiting Room are stocked with various food and beverage items. Inmates not wishing to terminate their visits in order to eat in their respective units will remain in the Visiting Room during meal times. Meals will not be served in the Visiting Room. Meals will not be saved in the units for inmates in the Visiting Room to include legal visits.

P. Interruption of Visit: Any inmate or visitor who departs from the Visiting Room will not be allowed to resume the visit on that day, unless authorized by a Lieutenant or the Duty Officer. Visits will not normally be interrupted (other than for visiting rules violations) except when necessary to respond to institutional emergencies or at the direction of the Warden or designee (Operations Lieutenant) at all other times.

Q. Penalty For Violation Of Visiting Regulations:

Visit Terminations: The decision to limit or terminate a visit for CIM concerns, security

concerns, or for reasons of improper conduct by the inmate or visitors, will be made by the Operations Lieutenant or Duty Officer. The privilege to have future visits may be denied as part of a disciplinary action brought against the inmate. Criminal prosecution may be initiated against

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the visitor, the inmate, or both, in cases of criminal violations.

Visit Denials: Anytime a visit is denied, the Visit Denial Memorandum Form (Attachment #3), will be completed by the Lobby Officer. It will be approved by the Operations Lieutenant or Duty Officer and filed.

R. Records Maintenance: The Correctional Services Department will be responsible for all inmate visiting information records maintenance.

Date

Cameron Lindsay, Warden

ATTACHMENT #1

REQUEST FOR VISITOR APPROVAL

NAME: _____ REGISTER NO#: _____
 Last, First Middle

Your authorized social visit will consist of one hour of visiting each authorized visiting day. You will be allowed at least four (4) hours total visiting a month. Only immediate family members may be placed on your approved visiting list, which could include: your mother, father, wife, husband, step parents, brothers, sisters, and children. Any visitor with a criminal record must have prior written approval from the Warden.

See your unit counselor for your units visiting hours. Only four social visitors are authorized to visit at one time. This limit does not include children that can be held on the lap of an adult (throughout the visit). No visitor under the age of sixteen (16) years old will be permitted to visit unless escorted by an adult visitor.

NAME OF VISITOR	RELATIONSHIP	AGE	ADDRESS STREET, CITY	TELEPHONE NO.

Inmate's Signature

Date Signed

Unit Staff Signature

Date Received by Unit Team: _____

ATTACHMENT #2

VISITOR INFORMATION SHEET

PLEASE PRINT INFORMATION

INMATE LAST NAME: _____

FIRST NAME: _____

REGISTRATION NUMBER: _____

UNIT: _____

VISITOR LAST NAME: _____

FIRST NAME: _____

RELATIONSHIP: _____ DOB: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SOCIAL SECURITY #: ____ - ____ - ____

DRIVER'S LICENSE #: _____ STATE: _____

PASSPORT #: _____

ALIEN CARD #: _____

TELEPHONE #:(____) _____

SEX: M OR F

HEIGHT: _____ WEIGHT: _____

THIS INFORMATION IS PROVIDED PURSUANT TO PUBLIC LAW 93-579, PRIVACY ACT OF DECEMBER 31, 1974. Giving us your social security number or any of the other information is voluntary. However, we cannot process your request to visit if you do not give us the information we request. The information you provide us may be used to make requests for information about your background or to be

provided to other law enforcement agencies to check on law violations or for other lawful purposes.

VISITOR'S SIGNATURE

DATE

August 25, 2008

ATTACHMENT #3



UNITED STATES GOVERNMENT M E M O R A N D U M
MDC, Brooklyn 11232

DATE:

REPLY TO
ATTN OF: _____, Lobby Officer

SUBJECT: VISIT DENIAL

TO: Captain

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

1. Improper Dress _____
2. Not on Visiting List _____
3. Wrong Visiting Day _____
4. Second visit on
the Same Day _____
5. Other (explain) _____

Visitor's Name: _____

Inmate's Name: _____

Inmate's Reg. No.: _____

Approved: _____
Operations Lieutenant or Duty Officer Signature



U.S. Department of Justice

Federal Bureau of Prisons

Metropolitan Detention Center

Brooklyn, New York 11232

Date:

MEMORANDUM TO: Warden

FROM: Captain

SUBJECT: Request for Non-Contact Visiting (Special Housing Unit)

Correctional Services is requesting that all visits for the below listed inmate(s) be conducted in the Non-Contact Visiting Rooms in the Special Housing Unit. The reasons for enhanced security are indicated below:

1. High Security/Escape Risk: _____

_____ 2. Assaultive Inmate: _____

3. Other reasons (Specify below): _____

Inmate's Name: _____

Inmate's Reg. No.: _____

Visitor's Name: _____

Relationship to Inmate: _____

Approved: _____

Warden or Acting Warden Signature

ADDRESS AND BASIC DIRECTIONS

The Metropolitan Detention Center (MDC) is located in Sunset Park Brooklyn on 29th Street between 2nd and 3rd Avenues. MDC Brooklyn is made up of two buildings referred to as the East (old) and West (new) Buildings.

**MDC BROOKLYN
METROPOLITAN DETENTION CENTER
80 29TH STREET
BROOKLYN, NY 11232**

Phone: 718-840-4200

Fax: 718-840-5001

MDC Brooklyn is easily accessible by public transportation. Specifically, the D, M, N, and R Subway Lines which all stop at either the 25th Street Station or the 36th Street Station on 4th Avenue, then a short walk down to 3rd Avenue and then to 29th Street leads right to MDC Brooklyn.

**MDC Brooklyn, New York
Inmate Visiting Property Accountability Form**

Date: _____

****Check the appropriate box for property being carried into the Visiting Room by inmates.**

****If the property is not listed on this form, check with the Operations Lieutenant before allowing the property to enter or exit the Visiting Room.**