



U. S. Department of Justice
Federal Bureau of Prisons
Metropolitan Detention Center
Guaynabo, Puerto Rico

Institution Supplement

OPI: Correctional Services
Number: GUA 5267.09 B
DATE: October 16, 2018
SUBJECT: Visiting Regulations

1. **Purpose:** To encourage inmate visiting and to provide a visiting area that is conducive to maintaining family and community relationships. All visiting procedures listed in this supplement pertain to all inmates, to include designated, pretrial, holdover, Immigration or Custom Enforcement (ICE) and Material Witness.
2. **Policy:** To implement regulations, rules and procedures pertaining to inmate visits at the Metropolitan Detention Center (MDC), Guaynabo, Puerto Rico.
3. **Directives Affected:**
 - A. **Directives Referenced:**

PS 1280.11	JUST, NCIC, & NLETS System Users Guide (1/7/00)
PS 1315.07	Legal Activities, Inmate (11/5/99)
PS 1490.06	Victim and Witness Notification, CN-1 (10/20/16)
PS 4500.11	Trust Fund/Deposit Fund Manual, CN-1 (12/16/16)
PS 5100.08	Security Designation and Custody Classification Manual (9/12/06)
PS 5180.05	Central Inmate Monitoring System (12/31/07)
PS 5267.09	Visiting Regulations (12/10/15)
PS 5270.09	Inmate Discipline Program (7/8/11)
PS 5270.11	Special Housing Units (11/23/16)
PS 5280.09	Furloughs (1/20/11)
PS 5500.15	Correctional Services Manual CN-3 (1/2/2018)
PS 5510.15	Searching, Detaining or Arresting Visitors to Bureau Grounds and Facilities (7/17/13)
	PS 5521.06 Searches of Housing Units, Inmates and Inmate Work Areas (6/4/15)
PS 7331.04	Pretrial Inmates (1/31/03)
 - B. **Directives Rescinded:** Institution Supplement GUA 5267.09 A, Visiting Regulations dated April 4, 2017.

4. **Standards Referenced:**

- A. American Correctional Association 4th Edition Standards for Adult Local Detention Facilities: 4-ALDF-5B-1, 4-ALDF-2A-61, 4-ALDF-5B-02, 4-ALDF-5B-03, 4-ALDF-5B-04 and 4-ALDF-5B-12.

5. **Implementation:** Unit Team shall ask each inmate during intake screening to submit a list of proposed visitors. Inmates will be provided written material on the institution's visiting during the initial intake processing.

- A. **Social Visiting:** All visits will ordinarily be conducted in the institution's designated visiting room. All visitors (legal, social and/or clergy) entering the institution will be processed in accordance with the front lobby entrance procedures. Inmates are not allowed in the children's area of the visiting room unless approved prior to the visit by the Captain.

Institution Activities: Visiting is a positive activity for inmates and visiting will normally take precedence over other institution activities. In the event of an institution emergency, inmate visits may be terminated or limited at the discretion of the Warden.

In the case of attorney visits scheduled social visiting hours, the attorney will be required to use one of the available attorney-client rooms which are located in the institution's visiting room. All social visitors will begin to be processed up to thirty (30) minutes prior to the scheduled visiting period. The processing of visitors will conclude one hour and fifteen minutes prior to the end of the unit's scheduled social visiting hours. This will allow all processed visitors to enjoy a complete two (2) hour of visiting.

Inmates electing not to receive visits must submit a blank visitor request form to their respective Unit Team indicating no visitors will be received while at MDC Guaynabo. The visitor request form will be maintained in the inmate's Central File.

- B. **The Visiting Schedule for the Institution and Visiting Hours:** The following schedule represents the institution's visiting schedule as it pertains to each specific housing unit. There will be a new rotation period every 2 weeks for all housing units. Visiting Schedule (Attachment 6)

- C. **Special Visit(s) Requirement:**

Special Housing Unit Visits: Inmates housed in the Special Housing Unit will be entitled to social visits on the first Wednesday, of every month with a maximum of seven (7) inmates permitted in the Visiting Room at any one given time. Special Housing Unit visits will be limited to a one (1) hour social visit. Inmates sanctioned to loss of visiting privileges by the Unit Discipline Committee or

Discipline Hearing Officer will not be allowed social visits until the end of the sanction.

Inmates housed in the Special Housing Unit will be permitted to have visits comparable to the other units. If any specific concerns regarding security, restrictions or separations are warranted, or if the inmate housed in the Special Housing Unit is classified as "High Security" the social and legal visit will be conducted on the fourth floor with prior written approval from the Warden. If a visit is to be conducted on the fourth floor, visitors under the age of sixteen (16) are not allowed into the secure area of the institution.

- D. Inmate with Inmate Visits: Inmates housed at MDC Guaynabo, who have immediate family members also assigned at MDC Guaynabo, will be allowed to visit with each other on the third Wednesday of each month. This visit will be requested by the inmate to his/her assigned Unit Team via an Inmate Request to Staff (cop-out) and will be approved or denied by the respective Unit Managers. Inmate with inmate visits will be conducted from 7:00 am, to 10:00 am, and limited to one hour per visit. In addition, where both parents are incarcerated at MDC Guaynabo, visits with their kids will be allowed once a quarter (i.e., December, March, June, September, on the third Wednesday of the Month). The children may be accompanied by an immediate family member; and counted as a social visit. A memorandum prepared by the Unit Manager will be forwarded to the Lieutenants' Office via email, and visiting room staff in writing of which inmates will be visiting.
- E. Procedures Addressing Special Visits and Staff Responsible/Supervising: Special visits may be approved by the Associate Warden of Programs. Ordinarily, these visits will be arranged and supervised by a member of the respective Unit Team in conjunction with Correctional Services staff. Special visits may be requested to the Unit Manager. Such visits may be granted for the following reasons:
- 1) Family Emergency, (e.g.) death or accident to an immediate family member,
 - 2) Pre-release planning,
 - 3) Immediate family members live outside of Puerto Rico.
 - 4) When the inmate is hospitalized.
- F. Visiting Procedures for inmates Hospitalized: Inmates admitted to local hospitals for medical treatment will not be allowed any visits unless authorized by the Warden/designee in writing. In instances authorized, the Unit Manager will generate the initial request which will be routed through the Captain prior to final approval from the Warden. Visitors will only visit according to that medical facility's visiting times, and visitors will be limited to only immediate family members, except when the inmate's medical condition is grave and unless a broader visitation is authorized.

These visits shall not exceed more than two hours in duration and will be done with direct staff supervision. Identification, search, and all relevant procedures applicable at the institution will be in effect.

Visits will be prohibited and/or restricted for inmates under strict medical care, i.e., suffering from infectious disease, or who are psychotic, suicidal, or otherwise not in condition to see visitors. The situation will be carefully explained to the visitor and documented in the inmate's central file. Inmates with medical conditions will be reviewed by the Clinical Director or in his/her absence, the Health Services Administrator, in consultation with the Captain to determine whether visiting will be permitted. Untimely, visiting for inmates with medical conditions will be addressed by the Medical staff, in conjunction with the Administrative Duty Officer. If a visit is granted, the visit will be conducted in the same location the inmate has been admitted to.

- G. Clergy, Former or Prospective Employers, Sponsors, and Parole Advisors: Visitors in this category ordinarily provide assistance in release planning, counseling, and discussion of family problems. The requirement for the existence of an established relationship prior to confinement for visitors does not apply to visitors in this category.

The following processing procedures apply to ministers of record and clergy:

- 1) Minister of Record: An inmate wanting to receive visits from his or her minister of record must submit a written request to the Chaplain. Upon approval from the Chaplain, unit staff will add the name and title (minister of record) to be inmate's visitor 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 visitor an inmate is allowed to have on his or her visiting list, and will **not** count against the total number of social visits allowed.

With respect to the aforementioned visits, the Chaplain will prepare and distribute a memorandum, verified as approved with the signature of the Associate Warden of Programs. A copy of this memorandum will be forwarded to all departments concerned.

- 2) Clergy: Visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures, and will count against the total number of 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 the clergy.

Clergy/minister of record visits will be accommodated in the visiting room during regularly scheduled visiting hours and, to the extent practicable, in an area of the visiting room which provides a degree of separation from other visitors. If a private area is not available, the visit may be rescheduled.

The Warden may establish a limit to the number of minister of record 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 or her minister of record. Refer to the Program Statement on Religious Beliefs and Practices for additional information regarding minister of record and clergy.

6. **Visiting Limitations:** Due to the limited space available in the institution's social visiting room area, restrictions must be placed on the number of visits, duration, frequency, and the number of occupants in the visiting room at the same time.
 - A. Inmates are allowed two (2) adult visitors per visit. Infants and small children, three years old and under, who can be seated on the lap of an adult will not be counted as a visitor, however, if the child is to occupy a seat in the visiting room, they will be counted as a visitor. Visitors over the age of 16 will be counted as an adult visitor.
 - B. An adult confined to a wheelchair will count one of the two (2) authorized adult visitors, although they will not occupy a seat in the visiting room. In order for handicapped individuals to gain access into the institution, they must utilize a wheel chair furnished by the institution for security reasons.
7. **Special Rules for Children:** Visitors must keep children under control and in the immediate vicinity of the visit. Visitors whose children disrupt or interfere with another inmate's visit may be asked to leave the institution.

Visitors will not be allowed to leave their children unattended at any time while inside the institutions or on institutions grounds. All visitors are required to supervise their children directly. Failure to maintain proper supervision of their children will result in the termination of the visit.

Inmates are not permitted in areas designated for children.

8. **Visiting Regulations:**
 - A. **Frequency of Visits and Number of Visitors per Inmate:** Inmates are authorized an unlimited number of visits throughout the month providing it's according to the established schedule. No more than two (2) adult visitors will be permitted for each inmate at any given time.

During an institution official count or census count, all inmates present in the visiting room will be double counted in the visiting room. One hour (60) minutes prior to an official count or census count, the Officer-In-Charge (OIC) of the visiting room will prepare and submit an out-count form to the control center OIC. This count will be verified by the Control Center OIC.

- B. Overcrowding Procedures: When the Visiting Room reaches the maximum capacity, (260 occupants), the Operations Lieutenant and the Institution Duty Officer (IDO) will be notified. The Visiting Room Officer will compile a list (in order of their arrival) of those visitors listing an address within a fifty (50) mile radius of our facility. The IDO will then privately explain the overcrowded situation to the "local" visitors, and ask for volunteers to terminate their visit. Should this method prove ineffective, the IDO will notify the first five (5) groups on the list their visits are pending termination due to overcrowding conditions. Should mandatory termination become necessary, the IDO will terminate as many groups as necessary to alleviate the overcrowding conditions. Distance traveled and frequency of visits may be considered as factors.
- C. Procedures for disapproving Proposed Visitors: The decision to limit or terminate a visit for reasons of improper conduct by the inmate and/or visitors will be made by the Operations Lieutenant and/or the Institution Duty Officer. Future visits may be denied as part of an administrative action based on attempts to circumvent institution visiting regulations or violating visiting room policies. In the event that a visit is terminated, the Operations Lieutenant will prepare a memorandum and forward the memorandum to the Captain and Associate Warden of Programs. The inmate may be subjected to disciplinary action depending upon the circumstances of the incident.

9. Approved Visitors:

- A. The approved visiting list includes immediate family **and** no more than ten (10) other relatives, friends and associates.

Inmates will be provided information by the Unit Team, ordinarily the Counselor, concerning the local visiting guidelines during the inmate's Unit Admission and Orientation (A&O) Program. During Unit A&O, the Counselor will provide the inmate with a copy of the Visiting Regulations and a Request for Visitor Approval (Attachment 1) for his immediate family members. The inmate's respective Unit Team will review the list and make appropriate decisions based upon verification from the Pre-Sentence Report.

Inmates will be required to mail the Visiting Regulations to all potential visitors and a Visitor Information Form (BP-A0629) to all potential visitors who are non-immediate family members. The inmate must prove he had an established relationship with the potential visitor prior to incarceration, and this relationship must be established prior to the proposed visitor's placement on the approved Visiting List. The BP-A0629 must be completely filled out, signed, and mailed

directly to the Counselor by the proposed visitor. Upon receipt of the BP-A0629, potential visitors who are non-immediate family members will have a National Crime Information Center (NCIC) clearance completed and reviewed by the Unit Team prior to inclusion on the Visiting List.

The Counselor will notify the inmate in writing of any changes or adjustments to the Visiting List. This is accomplished by providing the inmate a copy of the revised Visiting List. **The list may be amended by the inmate's submission of an Inmate Request to Staff Form to his Unit Team indicating the desired change on a quarterly basis.**

- B. Pretrial, INS, and Material Witness Inmates: The approved visiting list includes immediate family **and** no more than three (3) other relatives, friends and associates.
- C. Holdover Visiting Procedures: Visiting is limited to the immediate family during the admission-orientation period or for holdovers where there is neither a visiting list from a transferring institution nor other verification of proposed visitors. Time frame for approval will ordinarily be within two weeks (excluding weekend and holiday days) of the inmate's arrival to the institution.
- D. The inmate's immediate family members are identified as the inmates' mother, father, step-parents, foster parents, brothers, sisters, spouse, and the inmates' children.
- E. Active inmate visitation lists for cadre inmates will be limited to immediate family and no more than ten (10) individuals 16 years or older. Active inmate visitation lists for pretrial inmates and holdover inmates will be limited to immediate family members, 16 years and older, and two (2) additional visitors, which may be a friend or associate.
- F. Immediate family members are defined as grandfather, grandmother, father, mother, spouse, brother, sister, son, daughter or grandchild. The purpose of one friend or associate may be to accommodate the mother or father of the inmate's child.

It will be the inmate and the family's responsibility to provide documentation to confirm the relationship prior to the visitor being added to the inmate's visiting list. i.e., marriage certificates, birth certificates, etc. Visiting lists may be amended once a month, by the inmate's submission of an Inmate Request to Staff form, to his/her respective Unit Team indicating the desired change.

10. Procedures for approving any exception to prior relationship requirement: An inmate who has provided the name of a common-law relationship must forward verification documentation to his Unit Team for their use. This may include, but is not limited to, joint leases or contracts; joint banking accounts; or, utility bills with both

parties named. Any exception to the prior relationship requirement will be approved in writing by the Warden.

Other relatives and friends include only those individuals with whom the inmate had a continuous association prior to incarceration and must be verified by the inmate's unit team to have been a positive relationship.

If the background information reveals that visitation privileges for the individual would present security concerns or disrupt the orderly running of the institution, the Warden may deny visiting privileges. Documentation reflecting this decision should be maintained in section 2 of the Privacy Folder in the Inmate Central File. **Staff shall notify the inmate of each approval or disapproval of a requested person for the visiting list.**

11. **Computer Failure Back-up System:** During time of computer failure, the visitation program will become unavailable. This situation will enable staff to implement the hard copy back-up system so visitation can continue.

The hard copy back-up system provided by the unit teams is located at the Front Lobby. Once a visitor completes the required paperwork at the Front Lobby, including Title 18's, the Front Lobby Officer will verify the information by using the hard copy print out of the inmate's visitation list. The Front Lobby Officer will then notify the Visitation Officer of their visitor.

A copy of the approved visiting list for each inmate in the institution will be kept in the front lobby and will ordinarily be updated weekly by a member of the inmate's unit team.

In the event that the visiting room computer program is unavailable, and the official inmate visiting list is also unavailable, the inmate visiting list located in the inmates central file (Attachment 1) will be considered as the true and accurate copy of the inmates visiting list.

Visitors may not be listed on more than one inmate's visiting list. The only exception to this rule is where it has been verified and documented that the inmate and visitor are immediate family.

Visitors under the age of sixteen (16) must be accompanied by an approved visiting adult, 18 years of age or older.

12. **Identification Requirement for Visitors:** All adult (sixteen 16 years and older) must have and present proper picture identification. Visitors must show a valid state or government issued form or photo identification, including the full name, and signature of the ID holder. **If a visitor 16 years or older is not able to provide a picture ID they will not be permitted into the institution.**

13. **Method by which staff makes written guidelines available to visitors:** Once an inmate's visitors are approved, he/she will be given a copy of the appropriate visiting regulations (Attachment 2) along with the list of approved visitors by a member of the Unit Team. It is the responsibility of the inmate to notify the visitors of approval/disapproval and to inform the visitors of the visiting guidelines. Inmates may mail copies of the visiting regulations to their visitors. Additionally, copies of the visiting regulations (written guidelines) will be available at the Front Lobby for all inmate visitors upon request.
14. **Legal Visiting:**
- A. **Visiting Hours:** Visiting hours for attorneys are from 8:00 a.m. to 8:00 p.m., every day. Mondays and Tuesdays have been set aside exclusively for attorneys, in which they may visit as early as 8:00 a.m., or after the 4:00 p.m., institution count has cleared. The Supervisory Attorney, or Institution Duty Officer with the concurrence of the Warden, may approve a legal visit before 8:00 a.m., or after 8:00 p.m., if staff is available to supervise the visit and the attorney can demonstrate a pressing need to see the inmate. Video/Audio equipment will be made available upon request. Legal visits will be processed into the visiting room until forty-five (45) minutes before the beginning of an official count. Legal visitors will not be allowed to enter or leave the visiting room while an official count is in progress.
- B. **Identification Required of Attorneys:** Attorneys must show a State Bar Identification Card. In the event the bar card does not have a picture, a secondary valid, picture identification will be requested (i.e., driver's license).
- C. If an attorney does not have a bar card, the legal department will be contacted to verify admission to practice law.
- D. If no staff is available in the legal department, there is a directory of the Puerto Rico State Bar Association (Colegio de Abogados) in the front lobby to verify admission in the Puerto Rico courts. If the attorney is admitted in a jurisdiction other than Puerto Rico or in federal court, the front lobby should contact the Supervisory Attorney to verify admission to practice law.

Processing of Attorneys: All Attorneys will be required to pass through the metal detector before entering the institution and must sign the legal visiting log book.

All Government Attorneys (i.e. Department of Justice, Federal Public Defenders and/or Assistants, INS Attorneys, US Attorneys etc.) will also be required to show official credentials, pass through a metal detector and sign the Official Visitors logbook before entering the institution.

Co-defendant Meetings: Attorneys seeking to meet with more than one inmate at the same time must submit a written request to the legal department at least

twenty-four hours in advance with an attached copy of the first page of the indictment (namely, the caption with the names of the co-defendants listed).

The Legal Department will maintain a list of approved co-defendant meetings. Additionally, the Legal Department will provide a copy of this list to the Visiting Room OIC, to be maintained in the Visiting Room. The visiting room OIC will verify if individuals are approved for co-defendant meetings by looking at the list or calling the legal department.

Questionable situations will be referred to the Attorney Advisor or the Institution Duty Officer.

One time legal visit involving a family member: The legal department will process legal visits involving a family member on a one-time basis. These type of visits are granted in order to allow the attorneys to make arrangements pertaining to the criminal case. The visitors must be placed in an attorney conference room where the officers can visually supervise the visit. The attorney must be present at all times during the visit.

- E. Legal Assistants: Legal assistants (i.e., interpreters, paralegal, and investigators) of attorneys may visit inmates in matters relating to the inmate's legal affairs. All legal assistants are required to complete an Application to Enter Institution as Legal Representatives of Attorney.
- F. The sponsoring attorney will provide a signed statement, including a certification of the assistant's activities, and a sponsoring statement accepting personal and professional responsibility for all acts of the assistant which may affect the institution, inmates, and staff.
- G. The Legal Department will prepare a list of all approved assistants and provide a copy to the front lobby officer. Approved legal assistants may not appear simultaneously on the inmate's social visiting list. Legal assistants will be required to sign the Authorization to Release Information Form so that an NCIC background check can be performed. Legal assistants may be prohibited from entering the institution and/or corresponding with inmates, if necessary, to maintain the security and good order in the institution.
- H. Legal Documents in the Visiting Room: Attorneys will be allowed to bring legal materials, including documents, video tapes, and audio cassettes, to the visiting room to review with their clients. All legal materials and brief cases will be searched for contraband and processed through the x-ray machine.
- I. A review of recordings can be done in the Visiting Room and attorneys are allowed to bring in audio or video recordings however, electronic equipment (computer, laptop, kindle, i-pad, television, tape player, DVR, etc.) is not permitted. While in the Visiting Room and at the end of the legal visit attorneys cannot give an inmate any material(s) to take back to the unit (no documents or

recordings). Entry with laptop or computer device requires the authorization of the Warden and Computer Services.

- J. Inmates will be allowed to bring legal documents into the visiting room during legal visits. Staff will search the legal materials for contraband prior to and after the legal visit has ended. Staff will not read or photocopy the legal materials.
 - K. All legal visits will be held in the visiting room, except in limited circumstances in which conducting the legal visit in the visiting room will jeopardize the security of the institution. The Captain will determine the place for the visit in those cases.
 - L. In case legal visits occur during social visiting hours, the attorney-client rooms located within the visiting room will be utilized.
 - M. Attorneys will not be allowed to deliver legal documents to the inmate during legal visits. If the attorneys need to deliver legal materials to their clients, the legal materials should be deposited in the legal mail box located in the front lobby. Legal mail must be marked as such by identifying the sender as an attorney. Legal mail must contain on the front of the envelope the sender's full name, address, inmate's name, register number and the following phrase: **"SPECIAL MAIL – OPEN IN THE PRESENCE OF THE INMATE."** Only packages or envelopes that fit through the mail depository slot will be accepted. The Front Lobby Officer will be responsible for visually inspecting and x-raying all legal packages.
 - N. Maintaining Records of Visitors: In addition to the Notification to Visitor Form (BP-A0224), **all adult visitors**, (including non-inmate visitors) will be required to complete and sign the Visiting Log Book prior to each visit. Completed Notification to Visitor Forms will be filled in accordance to Program Statement 5500.14/15. These forms will be on file in the SIS Office for a period of one (1) year.
15. **Procedures for storing items not authorized in the visiting room Personal Property:** MDC Guaynabo has limited facilities for the storage of visitor's personal property. Therefore, all visitors will be instructed to leave their personal property to include cellular telephones and handbags locked in their vehicles. Visitors will be permitted to bring their vehicle key or fob into the visiting room.
- A. Food Items: Visitors including attorneys are not allowed to bring food, drink or candy into the visiting room. If any type of food, drink or candy is purchased in the visiting room, it must be consumed prior to exiting the visiting room. Under no circumstances will inmates be allowed to receive any type of items from their social visitors. The only exception to this will be the sharing of items purchased within the visiting room. Any other item will be considered contraband and will cause the social visit to be terminated and the inmate may be subject to disciplinary action.

- B. Infants: Visitors with babies will only be allowed to bring two (2) diapers, two (2) jars of baby food unopened, two (2), half full clear plastic bottles, and one (1) baby blanket. They will also be permitted to bring two clear plastic bottles of baby formula and/or juice into the visiting room for consumption. Strollers, carriers, and baby diaper bags as well as toys are not allowed in the visiting room.
- C. Medication: Visitors will be allowed to carry only medication necessary for the immediate preservation of life. Examples of these types of medication are an asthma sprayer or nitroglycerin to treat heart condition. Staff will ensure that visitors take only the quantity of medication necessary for the duration of the visiting into the visiting room. **An entry should be made in the visitors' log describing the medication.** Any questions regarding the introduction of medication into the institution by a visitor should be referred to the Operations Lieutenant. Identification of medication as well as its use will be made by medical staff.
- D. Authorized plastic bag for Personal items: Debit card, two (2) female sanitary napkins or tampons, one 1-gallon size clear plastic bag e.g. (Zip Loc) to carry these items (if applicable).

16. **Approved Dress Code in the Visiting Room:**

- A. Visitors: In order to uphold necessary standards of appropriate dress in the visiting room, visitors will not be permitted to wear the following articles: Transparent clothing, halter tops, sleeveless shirt, blouses above the waistline, shorts, mini-skirt or dresses (shorter than 2" above the knees), culottes or spandex tights; apparel of a suggestive or revealing nature; sandals or slippers no open toe shoe, removable head wear such as wigs, hats and scarfs. Such items must be removed for inspection prior to being admitted into the institution; jackets; watches, jewelry, clothing that is similar to that issued to inmates (i.e., khaki pants, shirts, etc.) or similar to officer's uniform, including the Tactical Teams (camouflage/black or blue BDU's), any clothing that has metal which will set the metal detector off. (i.e., jumpsuit's with metal hooks). Visitors are not permitted to wear shorts. No bare feet will be permitted (excluding babies).

Any questions regarding proper attire will be directed to the Institution Duty Officer and/or the Operations Lieutenant before a visitor is denied entrance.

- 2. Inmates: With the exception of medically documented and approved footwear, inmates will only be allowed to wear into the visiting room institution clothing which has been properly issued. Underclothing will be required. Bare feet and shower shoes are not allowed. All clothing must be clean and neat in appearance.

At no time will altered clothing be allowed within the visiting room. These will be confiscated and the inmate will be given an incident report for alteration and/or destruction of government property.

3. Inmate Personal Effects: Inmates may enter the visiting room with one plain wedding band; one approved religious neck chain, one pair of prescription eyeglasses, and their identification card. Medication necessary for the preservation of the inmate's life will be allowed into the visiting room (to be controlled by the visiting room OIC). No other items will be allowed in the visiting room. Female inmates will be authorized to wear the hair clips which are sold in the commissary. Inmates will not be allowed to wear watches and/or earrings of any type into the visiting room.

Inmates are not allowed to handle any type of money and/or currency therefore, they are not allowed near the vending machines located in the visiting room.

17. **Visiting Room Staff Responsibilities:**

- A. Processing of Inmates: The Visiting Room Shakedown Officer will identify all inmates, as they enter or exit the visiting room, with a picture identification card. Inmates will be positively identified with pictures cards prior to the departure of their visitors. If the inmate has altered his appearance from the picture identification card, it will be noted so that a new picture can be obtained. All inmates entering the visiting room will be pat searched. All inmates leaving the visiting room will be visually (strip) searched and screened with a metal detector. No contact with visitors will be permitted after completion of a visit. The departure of inmates will be supervised by the visiting room OIC.
- B. Processing of Visitors: Staff will escort all visitors entering and departing the visiting room at a maximum rate of ten (10) visitors per one (1) staff member, excluding children under sixteen years of age.
- C. Security Procedures: The Visiting Room Officer and Control Center Officers will use the surveillance cameras to monitor all visiting room areas.
- D. Conduct in the Visiting Room: Visits will be conducted as formally and as pleasantly as the physical conditions permit. Hand shaking, embracing, and kissing are permitted within the bounds of good taste, and only at the beginning and at the end of the visit. Beyond this point, physical contact will not be permitted and will be grounds for terminating the visit. The Operations Lieutenant or Institution Duty Officer will make decisions regarding termination of a visit for reasons of excessive physical contact. **Non-contact visiting areas are not available at this facility.**
- E. Walsh Act Requirements: The Unit Team will evaluate all inmates on their caseload and all incoming inmates to determine if they have an inmate who has been convicted of a sex offense involving a minor. (WA W CONV).

Any inmate fitting this criterion will have the following annotation placed in the visiting program under the comments section: "this inmate was convicted of a sex offense involving a minor."

Any inmate identified as having a Walsh Act assignment involving a minor will have his/her visit closely monitored. Specifically, any inmate having this notation will be assigned-directed to conduct his/her visit as near the Visiting Room OIC, as possible.

- F. Passing of Articles: Visitors must not bring any articles into the institution for the inmates.

During social visits, it is not permissible to review, examine or sign any papers, nor may the visitor receive any items from the inmate. Such transactions must be handled through general correspondence addressed to the inmate. Expectations must be approved by the Unit Team or the IDO.

Visitors are prohibited from giving currency or money to an inmate in the visiting room. The Visiting Officer cannot accept funds for deposit to an inmate's commissary account.

Bringing any unauthorized items such as medication, weapons, tools, food or drugs into the institution is a violation of the rules and the law.

This type of security violation may result in the visitor's permanent removal from the visiting list, referral to the proper law enforcement agencies for prosecution and/or administrative sanctions against the inmate.

It is unlawful for visitors and inmates to introduce or attempt to introduce into this institution or its grounds, or to take or attempt to take, or send or attempt to send from the institution, **any** article without the knowledge and consent of the Warden or his duly appointed representative.

The unauthorized use of cameras or recording equipment without the consent of the Warden or his/her designee is strictly prohibited. Violators will be subject to criminal prosecution.

- G. Transportation Assistance: Directions for transportation to and from the institution, including phone numbers for assistance to visitors is located in Attachment 3. This information is also accessible through the Front Lobby Officer.

- H. Persons with Criminal Records: The existence of a criminal record does not constitute a barrier to a proposed visit. Consideration will be given to the nature and extent of the criminal activities, as weighed against the value of the

relationships. Each of these cases shall have specific approval of the Warden or his designated representative.

- I. Meals: Inmates not wishing to end their visits in order to eat in their respective units will be allowed to remain in the visiting room during meal times. Meals will not be served in the visiting room, **nor saved in the units.**

- J. Interruption of Visit: Unless authorized by the Operations Lieutenant or the Institution Duty Officer in advance, any inmate or visitor, who departs from the visiting room will not be allowed to resume his/her visit on that day. Any visitor denied visit, will have a Visitor Denial Form (Attachment 5) completed by the Front Lobby Officer, and signed by the Operations Lieutenant. This document will be retained for 90 days by the Unit Counselor.

Note: Institutional activities held in the visiting room ordinarily will not interfere with inmate visits.



Angel L. Adan, Warden

Attachment 1

**Metropolitan Detention Center
Guaynabo, Puerto Rico**

REQUEST FOR VISITOR APPROVAL

NAME: _____ **REGISTER NO.** _____
Last, First, Middle

Your authorized social visit will consist of one (1) hour of visiting each visiting day. Inmates may have immediate family members, other relatives or friends (verified) on your approved visiting list. Any visitor with a criminal record must have prior approval from the Warden.

Visiting hours are from 7:00 AM to 8:00 P.M., Wednesday through Sunday, including Federal holidays. No more than 2 adults at one time. Children under 3 years of age that can be held on the lap of an adult visitor are not counted. 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	DOB	Address #, Street, City	Phone No.

I swear that the above information is true and accurate to the best of my knowledge.

Inmate's Signature

Date Signed

Unit Staff Signature: _____

Date Received: _____

Attachment 2

Metropolitan Detention Center Guaynabo, Puerto Rico

Visiting Regulations

The authorized visitors on the enclosed list have been approved to visit you during your stay at MDC Guaynabo. In addition, it is your responsibility for the proper conduct of your visitors during a visit. It is also your responsibility to provide your visitors with a copy of this form so that they will be aware of our visiting regulations.

1. **Identification:** Positive picture identification of visitors will be required. A valid driver's license or Government issued photo identification cards are the only acceptable forms of identification.
2. **Visiting Hours:** Refer to the posted Visitation Schedule (Attachment 6 of this document)
3. **Number of Visits:** With the exception of inmates housed in Unit 1-A (cadre inmates), each inmate is allowed two visits per month. Inmates in Unit 1-C and 3-C may visit as often as the schedule permits, provided he/she has no visiting restrictions resulting from a disciplinary sanction.
5. **Number of Visitors:** The maximum number of visitors an inmate may have at one time is two adult visitors. Children over the age of 16 will be counted as one adult visitor. Small children who are able to be held on an adult visitor's lap will not be counted as a visitor.
6. **Personal Contact:** Personal contact within the limits of good taste such as shaking hands, a kiss, and embrace are permitted when the visitor and inmate meet and just prior to departing.
7. **Personal Dress and Grooming for Inmates:**

Inmates: Institution clothing which has been properly issued, including tennis shoes purchased from the commissary or received through R&D. No personal foot wear (tennis shoes) as permitted.

Underclothing will be required.

Bare feet and shower shoes are not allowed.

All clothing must be clean and neat in appearance.

At no time will altered clothing be allowed within the visiting room. These will be confiscated and the inmate will be given an incident report for alteration and/or destruction of government property.

8. **Personal Dress for Visitors:**

Visitors: In order to uphold necessary standards of appropriate dress in the visiting room, visitors will not be permitted to wear the following articles:

- a. Transparent clothing, halter tops, sleeveless shirt, blouses above the waistline, shorts, mini-skirts or dresses (shorter than 2" above the knees), culottes or spandex tights;
- b. Apparel of a suggestive or revealing nature;
- c. Sandals, slippers, open toe shoes;
- d. Removable head wear such as wigs, hats and scarfs. Such items must be removed for inspection

Attachment 2

- prior to being admitted into the institution;
- e. Jackets, watches, jewelry of any kind.
- f. Clothing that is similar to that issued to inmates (i.e., khaki , olive pants, shirts, etc.) or similar to officers' uniform, including the Tactical Teams (camouflage/black or blue BDU's).
- g. Any clothing having excess amounts of metal which cause the metal detection devices to activate. (i.e. jumpsuit's with metal hooks).
- h. Visitors are not permitted to wear shorts. No bare feet will be permitted (excluding babies).

Any questions regarding proper attire will be directed to the Institution Duty Officer and/or the Operations Lieutenant before a visitor is denied entrance.

9. **Only the Following Items Listed below Are Authorized to Be Taken into the Visiting Room by Visitors:**

Visitors' Personal Property: MDC Guaynabo has limited facilities for the storage of visitors' personal property. Therefore, all visitors are encouraged to leave their personal property locked in their vehicles.

Food items: Visitors are not allowed to bring food, drink or candy into the visiting room. If any type of food, drink or candy is purchased in the visiting room, it must be consumed prior to exiting the visiting room. Under no circumstances will inmates be allowed to receive any type of items from their social visitors. The only exception to this will be the sharing of items purchased within the visiting room. Any other item will be considered contraband and will cause the social visit to be terminated and the inmate may be subject to disciplinary action.

Infants: Visitors with babies will only be allowed to bring a sufficient and reasonable amount of diapers which will be needed during the visit. Not to exceed two (2) diapers per child.

They will be allowed to bring two clear plastic bottles of baby formula and/or juice into the visiting room for consumption. Strollers, carriers, and baby diaper bags as well as toys are not allowed in the visiting room.

Medication: Visitors will be allowed to carry only medication necessary for the immediate preservation of life. Examples of these types of medication are an asthma sprayer or nitroglycerin to treat a heart condition. Staff will ensure that visitors take only the quantity of medication necessary for the duration of the visit into the visiting room. **An entry should be made in the visitors' log describing the medication.** Any questions regarding the introduction of medication into the institution by a visitor should be referred to the Shift Lieutenant. Identification of medication as well as its use will be made by medical staff.

Personal items: A car key and personal identification card is permitted.

ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO ENTERING AND UPON DEPARTING THE INSTITUTION. THE USE OF CAMERAS OR RECORDING EQUIPMENT WITHIN THE VISITING ROOM WITHOUT WRITTEN CONSENT OF THE WARDEN IS STRICTLY PROHIBITED.

Attachment 2

10. **Packages:** It is not permissible for visitors to bring packages, photos, or gifts of any kind into the institution. Documents or papers may not be brought into the Visiting Room and should be handled through correspondence.
11. **Money:** Money cannot be accepted for deposit into the inmate's trust fund account through the Visiting Room or Front Lobby. This should be done through the mail.
12. **Smoking:** The Visiting Room is a NO SMOKING area. No tobacco of any kind is allowed into the institution.
13. **Title 18 U.S.C. of Sections 1791 and 3571:** Provides a penalty of imprisonment of not more than twenty years, a fine of not more than \$250,000 or both, to a person who, in violation of a statute, rule, or order issued pursuant to that statute, provides, or attempts to provide, to an inmate anything whatsoever without the Warden's knowledge and consent. This includes, but is not limited to, such objects as firearms, weapons, narcotics, drugs and currency.

Attachment 3

**Metropolitan Detention Center
Guaynabo, Puerto Rico**

**652 Carretera 28
Guaynabo, Puerto Rico 00965-5700
Telephone (787) 749-4480**

Visitor Information

The following information is to assist visitors in locating and procuring transportation to and from MDC Guaynabo. MDC Guaynabo is located adjacent to the Fort Buchanan Army Base on 652, "Carretera" 28.

1. Taxicabs: There are numerous taxicab companies serving the Guaynabo area. Below is a list of several taxicab companies:

Major Cab Company	(787) 723-2460	Metro Taxis	(787) 725-2870
Rochdale Taxi	(787) 721-1900	Taxivan San Juan	(787) 645-8294

2. Airlines: San Juan is served by several major airlines. Luis Munoz Marin, International Airport is located approximately fifteen miles from MDC Guaynabo. Taxi service is available. Below is a list of several airline companies that service San Juan:

Airline	Ticket Terminal	Telephone	Website
Air Century	A	1-800-826-4222	www.Aircentury.com
Air Sunshine	A	1-800-327-8900	www.airsunshine.com
Air Flamenco	A	1-787-724-1818	www.airflamenco.net
Air Europa	B	1-844-415-3955	www.aireuropa.com
Allegiant Air	B		www.allegiantair.com
American Airlines	B	1-800-433-7300	www.aa.com
Avianca	B	1-800-284-2622	www.avianca.com
Cape Air	B	1-800-227-3247	www.capeair.com

Airline	Ticket Terminal	Telephone	Website
Condor	B	1-800-524-6975	www.condor.com
Copa Airlines	B	1-800-359-2672	www.copaair.com
Delta Air Lines	B	1-800-221-1212	www.delta.com
Frontier Airlines	A	1-801-401-9000	www.flyfrontier
Iberia	B	1-800-772-4642	www.iberia.com
InterCaribbean	B	1-888-957-3223	www.intercaribbean.com
JetBlue Airways	A	1-800-538-2583	www.jetblue.com
LIAT	A	1-866-549-5428	www.liatairline.com
Seaborne Airline	B	1-866-359-8784	www.seaborneairlines.com
Spirit Airlines	B	1-801-401-2200	www.spirit.com
Southwest Airlines	B	1-800-826-6667	www.southwest.com
Sun Country Airlines	B	1-800-359-6786	www.suncountry.com
Tradewind Aviation	A	1-800-376-7922	www.tradewindaviation.com
United Airlines	B	1-800-231-0856	www.united.com
Vieques Air Link	A	1-888-901-9247	www.viequesairlink.com
WestJet	B	1-888-937-8538	www.westjet.com

Attachment 4

Metropolitan Detention Center
Guaynabo, Puerto Rico

Attorney Request to See Inmate

DATE: _____ ATTORNEY NAME: _____

LICENSED IN: _____ BAR NUMBER: _____

OFFICE ADDRESS: _____

TELEPHONE NUMBER: _____

INMATE'S NAME: _____ REG. NO.: _____

INMATE'S HOUSING UNIT (If known): Unit _____

I hereby certify that I am () I am not () the attorney of record for the above mentioned inmate. I hereby request to interview him/her:

___ as his/her legal representative; or

___ other purpose. Specify: _____

Attorney Signature

Date

___ I voluntarily agree to be interviewed by the above mentioned attorney.

___ I do not agree to be interviewed by the above mentioned attorney.

Inmate's Signature

Date

Witness' name/Signature

Title

Attachment 5

Metropolitan Detention Center
Guaynabo, Puerto Rico

Inmate Visitor Denial Form

On this date, _____, at _____ (AM) (PM), the following visitor,
(Mr) (Mrs.) (Ms.) _____ was denied entrance
into the institution. The visitor arrived at the institution to visit _____

_____, _____
(Inmate Name) (Register Number)

The visit was denied for the following reason(s):

1. No identification
2. Not on Visiting List
3. Under age without parent/guardian
4. Other: _____

Comments: _____

Prior to Denial:

Unit Team or Duty Officer notified and approval given _____
(IDO Signature)

Operations Lieutenant notified: _____
Front Lobby Officer

TO BE RETAINED IN THE UNIT TEAM VISITING FOLDER FOR 90 DAYS

ATTACHMENT 6

Inmate Visiting Schedule