



Metropolitan Detention Center  
Los Angeles, California

Number: LOS 5267.09 A  
Date: 1/08/2016  
Subject: Visiting  
Regulations

## INSTITUTION SUPPLEMENT

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1. **PURPOSE AND SCOPE:** To provide local procedures and guidelines for inmate visitation at the Metropolitan Detention Center, Los Angeles (MDCLA), California.
2. **DIRECTIVES AFFECTED:**
  - a. Directives Referenced:  
PS 5267.09, Visiting Regulations (12/10/15)
  - b. Directives Rescinded:  
PS 5267.08, Visiting Regulations (5/11/06)  
LOS 5267.08I, Visiting Regulations (12/05/14)
3. **STANDARDS REFERENCED:**
  - a. American Correctional Association (4th Edition)  
Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-2A-61, 4-ALDF-5B-01, 4-ALDF-5B-02, 4-ALDF-5B-03, 4-ALDF-5B-04 and 4-ALDF-7E-05
4. **IMPLEMENTATION:**
  - a. **Visiting Area:** All regular visits not requiring special security measures will be conducted in the institution visiting room. There are separate rooms within the visiting room designated for private legal visits. These rooms will not be utilized for social visiting unless approved in advance by the Associate Warden of Programs AW(P). All visits for inmates assigned to the Special Housing Unit (SHU) will follow the procedures outlined in Section "P" of this supplement.

Social visits for inmates housed in the Special Housing Unit, and those inmates housed in general population, whose conduct has been determined to be disruptive to the orderly running of the facility, may be limited to tele-visiting. All inmates and visitors participating in non-contact tele-visits are subject

to the same rules and regulations as visitors and inmates entering the visiting room. This includes dress code requirements and standards of behavior for both visitors and inmates. Prior to each visit, video equipment will be inspected by staff and any damages to the equipment or visiting area will be documented in writing in the Front Lobby log book. Following each visit, video equipment will again be inspected by staff and damages to the equipment or area will be documented in writing and may also result in an incident report for the inmate and denial of visiting privileges for visitors. All non-contact tele-visits will be monitored via video.

Social visits for general population inmates currently assigned to the tele-visiting program will visit on the day their respective floor has visitation.

Processing of visitors will commence at 7:30a.m. and 2:15 p.m. prior to scheduled visiting hours, and will end one hour prior to the end of the visitation period.

Visiting hours for legal visits are permitted:  
Monday - Friday from 8:00 A.M. until 8:00 P.M.  
Saturday - Sunday from 8:00 A.M. until 3:00 P.M

Restroom facilities are also available in the front lobby for use by approved visitors prior to entering the visiting room.

Visitors and inmates will not be allowed to use Restroom facilities during social visitation with the exception of work cadre inmates and their visitors, visiting on Saturdays and Sunday. Work cadre inmates will be allowed to use the restroom located in the shakedown area of the visiting room only.

Work cadre inmates' visitors will be allowed to use the restroom facilities located in the visiting room. Visitors and/or inmates requesting to depart the visiting room for this purpose will not be re-admitted.

During a legal visit that exceeds two hours, the visiting room Officer-in-Charge may, if staffing

permits, allow the inmate to use the restroom. The inmate will be escorted to the shakedown area restroom outside the visiting room and remain under observation while using the restroom. This will be done with a staff member of the same gender as the inmate. The inmate will then be allowed to continue his or her legal visit. **If an attorney needs to use the restroom, the inmate must be identified by picture card prior to the attorney departing the visiting room.**

b. Visiting Hours:

Visitation procedures will be conducted by floor. Social visiting hours will occur from 2:30 p.m. to 8:00 p.m. on weekdays and 8:00 a.m. to 1:00 p.m. on weekends and holidays with the exception of those noted on the chart below. Time allotted for social visits will be 1.5 hours. Attorney visits will occur from 8:00 a.m. to 8:00 p.m. during weekdays and 8:00 a.m. to 3:00 p.m. on weekends. To ensure adequate staffing in the visiting room, attorney visits after 3:00 p.m. on weekends will be by appointment, with advanced notice received no later than two work days prior to the requested visit. Processing of attorneys will take precedent over social visits.

Holiday: Social visits for holidays will be for the floor the holiday falls on. The hours allotted will be from 8:00 a.m. until 1:00 pm, on all identified Federal Holidays (10).

**\*Inter-floor visits will now be conducted on Thursday and length of visit will be the same as general population, 1.5 hours.**

Day	Floor	Social Visits	Legal Visits-all floors
Sunday	5- North	8:00am - 1pm	8am - 3pm
Monday	6 <sup>th</sup> floor	2:30pm - 8pm	8am - 8pm
Tuesday	7 <sup>th</sup> floor	2:30pm - 8pm	8am - 8pm
Wednesday	9 South/ 5 South	2:30pm - 8pm	8am - 8pm
Thursday	<b>Inter-floor</b> SHU	5:00pm-8pm 2:30pm-8pm	8am - 8pm
Friday	Annex/9-North	2:30pm - 8pm	8am - 8pm
Saturday	5-North	8:00am - 1pm	8am - 3pm

- c. Frequency of Visits & Number of Visitors: Inmates will be allowed social visits according to which floor they are assigned to. The visiting schedule will be available to visitors in the front lobby and will also be posted on housing unit bulletin boards. Visitors may only visit one inmate. Exceptions may be made when an inmate has an immediate family member(s) who is also incarcerated. The unit team is responsible for verifying the relationship and will make arrangements for family members to visit on the same day.

Inmates will be allowed to visit for a period of 1.5 hours. The time will begin when the inmate arrives in the visiting room. Inmates will be permitted to visit with a maximum of three visitors. Immediate family members confined at the institution will be allowed a maximum of three visitors at one time. Visitors will not be permitted to exchange places (alternate) with another visitor outside the visiting room.

The maximum number of visitors and inmates allowed in the visiting room is posted on the wall inside of the visiting room. The front lobby officer will coordinate with the visiting room officer the amount of seating available in the visiting room.

When sufficient seating is not available for a group to visit, the visitors in the group will be advised. The visitors may wait in the front lobby until seating is available or leave the institution and return at another time.

- d. Visitor Approval: All visitors must be approved in advance by the unit manager. Inmates will submit their request for visitors on the Visitor Information form (BP-A629) provided by their unit team. After approval by the unit manager, the approved visitors will be entered into the inmates visiting list by a member of the unit team. A copy of the approved list is maintained in the inmate's central file. Any changes to the visiting list by the inmate will be completed on an as-needed basis.

Prior relationship visits is not allowed at MDCLA without the approval of the warden.

Inmates having a Walsh Act assignment will be required to be monitored closely by staff in the visiting room. Assigned seating will be given to the inmate. 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." This will be done by a member of the unit team.

1. Work Cadre Inmates: Inmates designated to the work cadre are permitted to visit with members of their immediate family, other relatives, as well as friends and associates. They are permitted a maximum of ten visitors on their approved visiting list. Each prospective visitor will be required to complete a Visitor Information form (BP-629) authorizing a criminal background check.
2. Pretrial and Holdover Inmates: Pretrial and holdover inmates are only permitted visitation with **immediate family members**. Each prospective visitor will be required to submit a Visitor Information form (BP-629) authorizing a criminal background check. This process may take upto two weeks.
3. Immediate Family Members: These persons include mother, father, step-parents, foster parents, brothers, sisters, children, and a legally married husband or wife. Common-law relationships are not recognized under California law. As such, common-law spouses are **not** considered immediate family members at MDCLA.
4. Disapproval of Visitors: If a visitor is disapproved, a letter will be mailed by the unit team to the prospective visitor with an explanation of the disapproval. A copy of this letter will be maintained in the inmate's file with the Visitor information form of the disapproved visitor.

5. Prior Relationship Approval: Inmates must have a prior relationship with the requested visitor.
  6. Written Guidelines of Visiting Procedures: Written guidelines of visiting procedures will be forwarded to the prospective visitor when the inmate sends and returns the Visitor Information form (BP-629). In addition, this institution supplement will be available on [www.bop.gov](http://www.bop.gov) for use by prospective visitors.
  7. Approved Visitor List Back-up System: A back-up visiting list will be printed from the visiting program every Friday by the Front Lobby Officer and a copy will also be maintained in the Lieutenants office. In addition, a copy of the approved visiting list is maintained in the inmate's file.
- e. Visitor Identification: All visitors age 16 and over will be required to provide a state or government approved photo identification before being allowed to enter the visiting room. Approved identification includes a valid driver's license, state issued identification card, military identification, passport or U.S. Immigration identification card. Matricular identification cards issued by the Mexican Consulate are not considered valid for entrance.

All social visitors will be processed through the metal detector and have their hand stamped. Visitors must complete and sign the Notification to Visitor form (BP-224) and sign the appropriate log book. Upon entering the visiting room, all visitors age 16 and over must surrender their picture ID to the Visiting Room Officer. The ID will be returned upon exiting the visiting room.

- f. Attorney/Legal Visits: Attorneys who present a valid State bar identification card and photo identification will be permitted to visit. All attorneys will be processed through the metal detector and have their hand stamped. Attorneys must complete and sign the

Notification to Visitor form and sign the appropriate log book.

1. Attorney Representatives: Attorney's assistants, law clerks, investigators, paralegal's, or interpreters will not be permitted to visit until the sponsoring attorney, whom they assist, receives notification that their request has been reviewed and approved. Each attorney's representative must complete an Application to Enter Institution as Representative form (BP-243) prior to receiving approval. Individuals who are acting as an attorney's representative, who had a previous social relationship with an inmate, will only be permitted to visit the inmate with the attorney present and only during the inmate's regular social visiting hours. The attorney may conduct only one such visit at a time. Processing of attorneys will take precedent over social visitors.
2. Personal Property: All of the attorney's legal material and briefcase will be searched. Handbags, newspapers, magazines, cellular phones, tobacco, food items, and non-legal material are not allowed in the visiting room and must be stored in the lobby lockers. Pagers will be permitted after a thorough inspection. Tape players and computers are available for attorney use in the visiting room. Videotapes are permitted, but must be viewed only in the visiting room and returned to the attorney or paralegal after viewing.
3. Legal Mail Deposit: If an attorney needs to provide legal documents for the inmate's retention, the documents should be placed in the secured box located in the lobby. Each item deposited should be in an envelope labeled as Legal Mail and contain the attorney's name and title, inmate's name, register number, and return address. Correctional Systems Department staff will retrieve the legal items Monday through Friday during the morning hours and process for distribution via legal mail procedures. During non-visiting hours, attorneys may send legal

material via the U.S Postal Service.

4. Discovery CD's: Attorneys who wish to send electronic discovery materials to their client must first obtain a Discovery Material Authorization Form from the Los Angeles Consolidated Legal Center. The form must be filled out completely and emailed back to the attention of the Legal Administrative Assistant at (213) 253-9505. The number of discs being sent to the inmate must be specified on the form. A new form must be emailed to the institution each time discovery is sent to a client.

Each disc must be labeled with the inmate's name, register number and case number. Each disc must also be individually packaged in a paper or soft plastic sleeve.

Only the disc(s) and the original Discovery Material Authorization Form may be included in the package; no other items will be accepted. The package must be addressed directly to the inmate and include the inmate's register number. The package must also be marked as set forth in 28 C.F.R. § 540.19(b).

The package may either be mailed directly to the inmate or dropped off in the legal mailbox located in the institution's visiting room.

If an attorney sends a package containing discovery material to the institution via the U.S. mail but fails to first email in the Discovery Material Authorization, then MDCLA staff will refuse the package and it will be returned to sender. If the attorney fails to email in the form and then elects to drop off the package in the Legal Mailbox, then the package will not be returned and will, instead, be disposed of pursuant to applicable Bureau of Prisons policy.

Attorneys may visit with as many clients as they require; however, legal visits are limited to one inmate at a time.

5. Joint defense Counsel Meetings: Join Defense

Counsel Meetings(visits between verified co-defendants and their legal counsel) may only occur upon written consent and approval of the Unit Manager and Captain.

6. Foreign Attorneys: Foreign attorneys who are not licensed in a state or jurisdiction of the United States must provide verification of their status as a licensed attorney in good standing in a foreign jurisdiction. This is normally handled by contacting their respective Consulate's office, which will provide official documentation to the United States Government. The Consulate or other verifying authority must forward the verification to the Consolidated Legal Center (CLC). CLC staff will notify the Captain of the verification. Once the status of the foreign attorney has been confirmed and before the initial visit, the Captain will finalize the approval memorandum to be placed in the front lobby. The attorneys will then be processed as legal visitors for future visits.
  
7. Call Out Request Procedures: The Call Out request privilege is exclusively for attorneys. Call Out requests will be limited to two clients and should include the client's (inmate) name, register number, and time of the visit. All requests must come directly from the attorney and must be sent on the attorney's letterhead and bear the attorney's signature. This does not preclude the attorney from visiting with more than two clients. Additional clients may be requested upon attorney's arrival at MDCLA. All requests will be e-mailed to LOS/Lobby@bop.gov.
  
- g. Official Visitors: U.S. Attorneys, law enforcement agents, military personnel conducting investigations, U.S. Court officials, U.S. Probation Officers, Consulate representatives, and staff from the Federal Public Defenders office will be permitted to visit upon presentation of appropriate identification. These individuals are required to clear electronic screening procedures and will be required to sign the appropriate log books. Any questions regarding the

above officials will be directed to the Captain during normal duty hours, and the Institution Duty Officer (IDO) or the Operations Lieutenant after normal duty hours.

Law enforcement officials are not permitted to interview or serve inmates in the visiting room. Law enforcement officials wishing to interview an inmate must make an appointment through the Special Investigative Office prior to entering the institution.

- h. Special Non-Social Visits: Non-law enforcement personnel requesting to visit inmates housed at MDCLA must submit a written request in advance and receive written approval from the appropriate department head prior to entering the institution. These individuals include, but are not limited to: court appointed psychologist, medical personnel, Minister of Record, clergy, educational and religious volunteers, and representatives of the media. All such visits must be reviewed by the Captain and approved by the AW(P).

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 add the name and title (minister of record) to the 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 visitors an inmate is allowed to have on his/her visiting list, and will not count against the total number of social visits allowed.

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 with 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 that 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/her minister of record. Refer to the Program Statement Religious Beliefs and Practices for additional information regarding minister of record and Clergy.

Visits in the visiting room will be supervised by visiting room staff. Visits outside of the visiting room will be supervised by the department with oversight responsibility.

- i. Special Social Visits: If a special social visit is requested by an inmate, it must be approved by the AW(P). The inmate must make the request through his or her unit team. The unit team will review the request, verify the relationship, and forward their recommendation to the AW(P). These visits will be held in the visiting room and be supervised by visiting room staff during regularly scheduled visiting hours. Special visitation requests for inmates housed in SHU must be approved by the Warden.
- j. Inter-floor Visitation: Inmates may be permitted the opportunity to visit with members of their immediate family who are also incarcerated at the facility. The inmate must submit a request for an inter-floor visit to the unit team. After the unit team verifies the relationship, a memorandum approved by the AW(P) authorizing the visit will be forwarded to the

visiting room. All inter-floor visits will be conducted on Thursdays in the visiting room.

- k. Official Counts: Visitors will not be allowed to exit the visiting room during official counts. Inmates notified of a visit one hour prior to an official count will be placed on the out-count. After this period, the Front Lobby Officer will notify the unit officer that an inmate's visit will commence upon completion of the count. Visitors must immediately depart the visiting room after completion of their visit. **All official counts in the visiting room will be picture card counts.**
- l. Visit Termination/Denial: The IDO or Operations Lieutenant may terminate/deny a visit that is disruptive to the overall security or good order of the institution. This may involve conduct initiated by the inmate and/or visitor(s). The right to receive future visits may be denied or restricted as part of any administrative action following the incident. If the Operations Lieutenant terminates a visit, they must inform the IDO.
- m. Visitor Personal Property: Lockers are available in the front lobby to store personal articles not allowed in the visiting room. Visitors will be required to place all personal articles and handbags in these lockers prior to security screening. No bags of any kind will be permitted into the visiting room. The only exception will be infant care items including; one pacifier, one diaper, one 8 oz. clear plastic bottle with contents, and one baby blanket.

Visitors are required to dress appropriately. Visitors will not be allowed to wear medical scrubs; bathing suits; sweatshirts; sweat pants; jackets (unless worn with suit); shorts of any kind; see-through garments (including arms); mesh or bare back clothing; low cut blouses; any dresses or skirts which are more than two inch above knee cap; leotards; stretch pants; crop tops; halter tops; tube tops; form fitted or tight clothing; hats; open toe shoes; dress or skirt with a high-cut split in the back, front or side; sleeveless garments; caps or hoods; scarves; solid white or grey t-shirts; khaki or green military-

type clothing of any kind.(see Attachment A). Questionable attire will be evaluated by the Operations Lieutenant for appropriateness for entry. Children under five years of age are permitted to wear shorts, sweat pants or sweat shirts. Samples of non-authorized items are depicted in the front lobby for review.

- n. Inmate Personal Property: Inmates will not be permitted to receive any item(s) from a visitor. The only authorized items inmates may take into the visiting room are one wedding band, one religious medal, and one pair of eye glasses. Institution Croc shoes must be worn for all visits unless the inmate has a medical duty status form which authorizes another appropriate shoe. All inmates will be pat searched prior to visiting, and visually searched when departing the visiting room. This will be documented in the visiting room inmate shakedown logbook. Inmates are permitted to bring legal documents to their legal visits. These items will be searched for contraband prior to entering and upon exiting the visiting area.
  
- o. Inmate Visitor Contact: Inmates are permitted to shake hands, embrace, and exchange a kiss at the beginning and the end of a visit. Physical contact beyond this point is not tolerated and is considered grounds for termination of the visit. Unacceptable behavior may result in disciplinary action on the part of the inmate. The inmate is responsible for ensuring that his/her visitors conduct themselves within the established guidelines.
  
- p. SHU Inmates: All inmates housed in the SHU will visit in the SHU contact and/or non-contact visiting area. The Warden will make the determination if restraints are needed for visits on a case by case basis. Special visits will be approved by the Warden and the location will be determined at that time. Children under 18 are prohibited from visiting in SHU. Normally, only one visit will be conducted at a time and a maximum of three visitors will be allowed to meet with any inmate at anytime. The Warden may approve simultaneous visits under unusual circumstances. Visitors and inmates must be under

direct supervision of staff.

Inmates will be visually searched and electronically scanned upon completion of the visit.

- q. Inmate Separatees: Inmates and their separatees, and families of separated inmates, will not be placed in the visiting room at the same time. Visitation for inmates with separation assignments will be processed on a first come first served basis. The remaining visitors will be processed as soon as the visiting room officer notifies the front lobby that the inmate and his/her visitors have departed.
- r. Inmates Under Supervised Medical or Psychological Care: Inmates under supervised medical or psychological care and inmates who are being physically restrained or in dry cell status will not normally be permitted to visit. The IDO or Operations Lieutenant should carefully and sensitively explain the situation to the prospective visitor without disclosing non-public information.

Circumstances may exist in which the IDO and Operations Lieutenant, in conjunction with Health Services and/or Psychology Services, may determine that a visit is not appropriate. The appropriate location of the visit will be determined by the consulting individuals with the concurrence of the Warden. Work cadre inmates admitted to local hospitals for medical treatment may be permitted social visits with the approval of the Warden. Pretrial inmates, and U.S. Marshals holdover inmates admitted to local hospitals will not be allowed social visits unless authorized by the U.S. Marshals Service. In instances where authorization has been granted, visitors will visit in accordance with the medical facility's schedule. Visitors will be limited to immediate family.

- s. Loss of Visiting Privileges: Upon a finding of guilty for violating institution regulations, inmates may be subject to disciplinary sanctions as outlined by policy, i.e., loss of social visiting privileges for a specified period of time.

- t. Overcrowding Procedures: When the visiting room becomes overcrowded, the visiting room officer will notify the Operations Lieutenant and/or the IDO.

Should this method prove ineffective, the operations lieutenant and/or IDO will notify the group on the list for that day that their visit has been terminated due to overcrowding. Should mandatory termination become necessary, the Operations Lieutenant and/or IDO will only terminate what is deemed necessary to eliminate the overcrowded condition.

- u. Address/Phone number/Directions/Local Transportation: MDC Los Angeles is located in downtown Los Angeles adjacent to the Roybal Federal Building and Courthouse. The address is 535 N. Alameda Street, Los Angeles, California 90012. The institution is located off of Highway 101, across from Union Station. Highway 101 can be accessed from Highways 5 and 10.

Union Station has train service from the LA County Metro, and Metrolink. There is paid parking across from MDCLA at Joe's Auto Park and at Union Station.

Pay phone service is not available to visitors. Arrangements for pick-up must be made prior to the visitor's departure. Institution staff can be reached at (213)485-0439, for questions concerning these procedures.

- v. Special Rules for Children: Visitors are responsible for their minor children. Children may not be disruptive in the visiting room and should remain seated at all times with their parents/guardians. There is no play area available for children. However, an activities cart is available in the visiting room for children.

5. MANAGING DEPARTMENT: Correctional Services Department

Approved by:

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D.K. White  
Acting Warden

Attachment A

METROPOLITAN DETENTION CENTER  
LOS ANGELES, CALIFORNIA  
VISITING DRESS ATTIRE/CODES

1. No shorts of any type
2. Sweat pants/sweat shirts
3. Sun dresses
4. Halter tops
5. Bathing suits
6. See through garments of any type
7. Crop tops
8. Low cut blouses/dresses
9. Leotards/tights/spandex
10. Any clothing that looks like inmate clothing (such as khaki or green military-type clothing)
11. Backless tops
12. Hats/caps/head scarves
13. Any sleeveless garment
14. No jackets/outer garments other than suit jacket (that goes with the suit) will be permitted.
15. Skirts two inch or more above the knee.
16. Dress or skirts with a high-cut split in the back, front or side.
17. No solid white or gray T-shirts
18. No medical scrubs
19. Flip-Flops
20. Open toe shoes

**Clothing that is questionable in regards to taste will be brought to the attention of the Operations Lieutenant and/or Institution Duty Officer.**