

**U. S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS**



**OPI: CORR SVC
NUMBER: MIM 5267.08A
DATE: October 12, 2006
SUBJECT: INMATE VISITING**

**INSTITUTION SUPPLEMENT
FEDERAL DETENTION CENTER
MIAMI, FLORIDA**

- 1. PURPOSE AND SCOPE:** The Federal Detention Center encourages visiting that is conducive to maintaining family and community relationships. To implement Program Statement 5267.08, Visiting Regulations, dated May 11, 2006. The Warden has the authority to restrict or suspend an inmate's regular visiting privileges temporarily when there is reasonable suspicion that the inmate has acted in a way that would indicate a threat to the good order or security of the institution. Ordinarily, the duration of the restriction or suspension should be limited to the time required to investigate and initiate the discipline process.

Reasonable suspicion exists when reliable information and/or facts are presented to the Warden that the inmate is engaged, or attempting to engage, in criminal or other prohibited behavior. Reasonable suspicion must be directed to the inmate(s)/visitor(s) in question.

In determining reasonable suspicion, staff should consider whether the available information could reasonably lead a person with correctional experience to suspect that the inmate is engaged in criminal or other prohibited behavior. (See Section 17.c. of this Program Statement for reference to inmates in detention or segregation status.)

2. DIRECTIVES AFFECTED:

A. Directives Rescinded: Institution Supplement Inmate Visiting, 5267.06I, dated June 16, 2003.

B. Directives Referenced:

- (1) Program Statement 1315.07, Inmate Legal Activities, dated November 5, 1999.
- (2) Program Statement 4500.04, Trust Fund Warehouse Laundry Manual, dated December 15, 1995
- (3) Program Statement 5100.07, Security Designation and Custody Classification System, dated September

- 3, 1999.
- (4) Program Statement 5267.07, Visiting Regulations, dated April 14, 2003.
 - (5) Program Statement 5270.07, Inmate Discipline and Special Housing Units, dated December 29, 1987.
 - (6) Program Statement 5280.08, Furloughs, dated February 4, 1998.
 - (7) Program Statement 5500.09, Correctional Services Manual, dated October 10, 2003.
 - (8) Program Statement 5510.09, Searching/Detaining Non-Inmates; Arresting Authority; Use of Metal Detector, dated March 6, 1998.
 - (9) Program Statement 5521.05, Searches of Housing Units, Inmates and Inmate Work Areas, dated June 30, 1997.
 - (10) Program Statement 7331.04, Pre-Trial Inmates, dated January 31, 2003.
 - (11) Program Statement 5520.01, ION Spectrometry Device Program 2/24/05

3. **STANDARDS REFERENCED:** American Correctional Association Standards for Adult Detention Facilities, 3-ALDF: 3D-17, 4A-01, 5D-10, 5D-11, 5D-12, 5D-15, 5D-16.

4. **PROCEDURES:**

A. **Visiting Location:** Ordinarily, visits not requiring any special security measures will be conducted in the 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 designated for attorney visits. These rooms will not be utilized for social or religious visits under any circumstances.

B. **Visiting Hours:** Visiting hours are from 7:00 a.m. to 9:00 p.m. Sunday through Saturday. Inmates housed in Special Housing Unit will visit from 7:00 a.m. to 3:00 p.m. Monday through Friday, according to their unit assignment. Cadre inmates assigned to the Special Housing unit will visit as follows: if the inmate assigned to B-Unit is not under any visitation restrictions, B-Unit inmates will visit once a week on Tuesdays between 12:00 p.m. to 3:00 p.m. and this visit will be one (1) hour duration, unless directed otherwise.

The processing of visitors will commence 30 minutes prior to the start of any visiting session and conclude one (1) hour prior to the end of the visiting session. For additional information regarding the visiting hours and visiting information see Attachment 1.

NOTE: Should inmates be present in the visiting room during official counts or institutional lockdown accountability census checks, they will be counted in the visiting room, unless directed otherwise.

C. Visiting Limitations: The visiting time will begin when the inmate arrives to the visiting room. Inmates will be allowed four (4) hours of social visits per month, one hour per visit. Inmates designated to Unit B will not be charged visitation points. Only three (3) visitors will be allowed to visit an inmate at one time. Infants and toddlers (3 years and younger) who are held at all times will not be counted as a visitor. Inmates will be allowed only one social visit on a single day. **Once a visit begins, no other visitors will be allowed into the visiting area.** Visitors may only visit one inmate at a time unless the inmates are immediate family members and have prior approval from Unit Team. Any questions related to visiting more than one inmate at a time will be addressed by the unit staff and documented on the computer for visiting room staff. The maximum rated capacity in the visiting room will not exceed 270, for code and fire safety reasons. If the visiting room reaches the maximum capacity, the visiting room OIC may start to terminate visits, beginning with the first arrivals.

D. Visiting Processing: Upon initial arrival to the institution, an inmate will be provided an Admission and Orientation handbook detailing visiting procedures and a Request for Visitor Approval Form (Attachment 2). A visiting list will be established for an inmate by the Unit Team within seven (7) days of the inmate's arrival. However, this is only contingent upon the inmate properly submitting all proper information to his/her Unit Team in a timely manner. This information is not limited to the following: (1) Request for Visitor Approval Form, (2) The Visitor Information Sheet (BP -629, Attachment 3), if further background information is necessary or required. Inmates are responsible for mailing the Visitor Information Form (BP-629) to prospective visitors. All the required forms need to be returned to the Unit Team for processing.

No Unit Team member will accept any visitation forms from an inmate until all information is completed and properly submitted. Once an individual has been approved for visitation, the unit counselor will place the individual on the inmates visiting list. A visiting list can only be amended every 90 days.

- (1) **Pretrial and Holdover inmates:** Visiting lists for pretrial and holdover inmates who are pending transportation to their initially designated BOP institution will be limited to immediate family members. Holdover inmates who are on a writ from BOP facilities and who have an authorized visiting list prepared at the parent facility, will be allowed social and immediate family member visits. Staff in institutions housing pretrial offenders are strongly encouraged to complete a background check (NCIC) on potential visitors due to limited information received on these individuals. Background checks may also be completed on immediate family members.
- (2) **Work Cadre:** Designated inmates may have up to 12 visitors on their approved visiting list, which includes immediate family, other relatives and/or friends. The list may only be changed every 90 days. Other relatives and friends will be those individuals with whom the inmate had an association with prior to incarceration. Current visiting lists do not require modification because of this change. 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. The inmate will be notified of approval or disapproval so that he/she can notify the proposed visitor.
- (3) **Members of the Immediate Family:** For definition see Program Statement 5267.08. If an individual has a different surname, the unit team will require documentation prior to the initial visit.

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

must be signed and returned to the Unit Counselor by the proposed visitor prior to any further action concerning visiting. Upon receipt of the completed forms, the unit counselor will initiate a NCIC check.

Unless unusual circumstances exist, the requirement to re-approve visitors already identified on the inmate's visiting list is no longer required for inmates transferring from one institution to another.

The State of Florida does not recognize "common law marriage." Although the State of Florida does not recognize "common law" marriages, FDC Miami will consider recognizing "significant other" relationships on an individual basis. Significant others may visit after appropriate documentation is provided to the unit team and **only** if accompanied by the children. This documentation should include the birth certificate of the child or similar official information together with completed Information Questionnaire and Release Forms. These individuals should only be allowed to visit if there are no strong circumstances which preclude visiting.

- (4) **Business Visitors:** Business visitors for Pretrial inmates will be processed according to Program Statement 5267.08, Visiting Regulations, page 8, section 13.
- (5) **Special Visits.** The Warden or Associate Wardens, and Institutional Duty Officer will be the only vested authority to grant special social visits for approved social visitors. Visiting room staff will not grant special visits if they are not signed by Warden or an Associate Warden. When consideration is given to evaluate or authorize a special visit, staff will consider the following criteria: (1) Does the visitor reside outside the State of Florida or in a foreign country. If so, consideration may be approved for two (2) non-consecutive, two (2) hour periods during the same week. Visitors residing in the state of Florida must prove that a significant hardship exists such as a medical condition, or death of a family member before a special visit is considered. If approved, the special visit will be limited to a two (2) hour duration and scheduled during the

inmate's regular visiting schedule. Any scheduling exceptions must be indicated on the Special Visiting form. Consideration for a Special visit does not imply approval. Points will be assessed against the inmate's allocated visitation points, unless directed otherwise.

Unit Managers will not authorize co-defendant visits between non-immediate family members incarcerated at FDC Miami. Unit Managers may only approve co-defendant visits for immediate family members including common-law husband and wife who are incarcerated at FDC Miami.

These visits will be limited to (2) hours and will be considered for approval once a month. Unit Managers will schedule these visits on the last Monday of the month between the hours of 5:00 p.m. - 9:00 p.m. Inmates must initiate the request for a special visit through the Unit Team. The Unit Manager responsible for the female inmates will complete the proper special visiting memorandum for visits between female and male inmates. Female inmates will be required to submit a written request during the first week of the month. Unit Managers may also initiate visits between immediate family male inmates housed at this facility. The unit counselor will notify the inmate of those visitors who have been approved.

- (6) **Religious Visits:** An inmate wanting to receive visits from his or 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 or her visiting list, and will **not** count against the total number of social visits allowed.

Clergy: Visits from the clergy (other than the minister of record) will be in accordance with the general visitor process, and **will** count against

the total number of regular visits allowed.

Religious visitors will submit to the same search procedures as any general or social visitor.

Religious head wear is defined as an extension of the "person" and not defined as "personal effects." Staff are authorized to search religious head wear. If a visitor refuses to this type of search, the Chaplain should be contacted. However, if the visitor/volunteer continues to refuse to the search, they will not be permitted into the facility.

- (7) **Attorney Visits:** Attorneys and their approved attorney representatives (law clerks, paralegals, and investigators) may visit inmates in matters relating to an inmate's legal affairs. However, prior authorization is required from the Legal Liaison.

Attorneys may secure authorization for approved attorney representatives by submitting the Application Form (Program Statement 1315.04, Attachment 5) to the Legal Liaison. These attorney representatives may not conduct legal visitation if they are members of the inmate's immediate family or approved social visitors, unless approved by the Legal Liaison.

Legal visiting hours are Sunday through Saturday from 7:00 a.m. to 9:00 p.m. The use of a VCR, and or tape player are available at their request. A FAX machine has been provided for attorneys to FAX their requests to consult with their clients ahead of time. This courtesy will be discontinued if the attorney misuses this privilege.

No more than three (3) legal visitors are allowed in the visiting room unless prior arrangements have been made through the Legal Liaison.

NOTE: In the event of an emergency situation, the Duty Officer may approve an attorney visit prior to or after normal visiting hours. Visiting hours are from 7:00 a.m. to 9:00 p.m. for legal visitors. There are cutoff periods during this time. There will be no inmate movements one hour

prior to any counts. All legal visitors must enter the visiting area no later than thirty (30) minutes prior to any official count and no later than one (1) hour prior to the conclusion of visiting hours.

- (8) **Official Visits:** Representatives of law enforcement agencies, U.S. Parole or Probation Offices, U.S. Public Defenders, Foreign Consulates, Court assigned Sentencing Officials, Attorneys, approved attorney representatives and mental health professionals performing court ordered examinations will receive priority when processing. Official visitors, except the Assistant U.S. Attorney, U.S. Parole or Probation Officers, U. S. Public Defenders and Federal Law Enforcement Officers will be required to complete a Notification to Visitor Form (Title 18, Attachment 6) to document their visit.

- E. **Transportation Assistance:** Directions to the Federal Detention Center and telephone numbers for transportation assistance are available, Visitor Informational Map (Attachment 7), and the Visitor Transportation Information Sheet (Attachment 8). FDC Miami does not have pay phones available, visitors will be responsible for arranging their own transportation.

F. **Visits for Inmates Not In General Population:**

- (1) Inmates admitted to local hospitals for medical treatment **will not** be allowed any visits unless authorized by the Warden/designee. In instances authorized, 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 one hour 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 a 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 Chief Medical Officer or in his/her absence, the Health Services Administrator, in consultation with the Captain to determine whether visiting will be permitted. Ultimately, visiting for inmates with medical conditions will be addressed by the Medical and/or Psychology staff, in conjunction with the Administrative Duty Officer. If a visit is granted, the location will be decided by these staff.

G. No Visitors Requested: If an 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 be keyed in as "*No Visitors Requested*".

H. Administrative Detention/Disciplinary Segregation: Inmates in Administrative Detention or Disciplinary Segregation status will be permitted to visit. In the event, SHU inmates are allowed to visit in the Main Visiting Area, the inmate (s) will be seated near the Visiting Room Officer during their social visits. For visiting schedule information, refer to Attachment 1 of this supplement.

Inmates who pose a greater threat to the security and orderly operation of the institution will visit at the discretion of the Warden. An area for social visits will be determined by the Associate Warden, Programs and the Captain. Legal visits in Special Housing Unit can be held in the attorney room or in the non-contact room.

I. Separatees: Due to the mission of FDC Miami, it is not uncommon to house inmates with separatee inside the institution. In order to protect these individuals, the Visiting Room Officers will check their rosters for any separation concerns prior to the inmate being allowed into the Visiting Room. The Visiting Room OIC will ascertain whether the inmate's separatee is in the Visiting Room before allowing the visit. The officers will have the authority to deny any visit, if a

separatee is in the visiting area. The family members of a separatee will not be permitted in the visiting area during this time.

- **At no time will separatees be allowed into the visiting area at the same time.**

J. Attorneys: Attorneys will only be allowed to see one inmate at a time. Each inmate will be listed on the Notification to Visitor Form. If the attorney wishes to interview more than one inmate, the inmates will be escorted to the visiting room not more than three at a time. If the attorney wishes to interview more than three inmates, it is the responsibility of the attorney to notify the Visiting Room Officer when the third inmate is being interviewed so that the other two may be processed and returned to their unit. All co-defendant meetings must be prearranged and scheduled with the Legal Liaison.

K. Processing of Visitors: All visitors will be processed into the institution in accordance with Institutional Supplement MIM 5500.12, Entrance Operating Procedures. Photo Identification must be a valid state or government issued photo identification. No foreign ID will be accepted, unless supported with proper documentation (ie., Valid US Visa, Passport w/I-94 card or stamp). All drivers' license will be scanned to the Early Warning Scan. If the ID does not work, the visitor will be required to submit another valid governmental ID (ie., Valid Green Card, Residency, Military ID, or Work-Permit).

All authorized items entering the visiting room must be carried in a clear plastic container/bag. The container/bag should not exceed more than a 12 X 12 in size.

Children Under Sixteen. Children under the age of 16 may not visit unless accompanied by a responsible adult. Children shall be kept under supervision of a responsible adult or a children's program. (Exceptions in unusual circumstances may be made by special approval of the Warden).

The signature of a parent or legal guardian on the Visitor Information form (BP-629) is necessary to process a request for an applicant under 18 years of

age. Ordinarily, completing the questionnaire portion of this form (items 1 through 14) is not required if such an applicant is a verified immediate family member of the requesting inmate.

L. Dress Code:

Visitors: Visitors will be expected to wear clothing which is neither provocative nor enticing to the extent that a disruption to the orderly running of the institution could ensue. The following attire is strictly prohibited:

- Shorts (except for children up to age 7)
- Sleeveless garments (except for children up to age 7)
- Sweat pants, sweat shirts, sun dresses, leotards, wrap around skirts, crop tops, low-cut blouses, zippered dresses/shirts, button down skirts or dresses or low cut dresses.
- Halter tops, tube tops, bath suits or backless tops
- Hats, caps, headbands, head scarfs, hooded garments, wigs, hairpieces, and sunglasses
- Spandex pants, Tights or clothing with revealing holes
- No extra clothing or outer garments, coats, overcoats, jackets, or windbreakers
- Any clothing similar to that issued to inmates or staff uniforms including plain white T-shirts.
- Clothing that is sexually suggestive, revealing or any type of garment that is see through. Brassieres are required.

Clothing which is sexually suggestive or revealing will not be allowed. No bare feet will be allowed except for infants. No clothing that is similar to that issued to inmates will be allowed, i.e., khaki, orange or green military type clothing.

Staff will not provide visitors with a Title 18 Form if a visitor's dress attire is inappropriate for visitation. Staff will provide a visitor with the dress code restrictions. If a visitor requests to speak with a supervisor, Front Lobby staff will notify either the Operations Lieutenant or Duty Officer. This official will be responsible in determining, if the

attire is suitable for visitation.

Inmates: Inmates entering the visiting area will be dressed in institutional clothing. No sneakers will be allowed unless medically required. All inmates must wear institution issued shoes. Underclothing is required. All clothing must be clean and neat in appearance. Inmates may carry the following items:

- One comb
- One handkerchief
- One wedding band (no stone)
- Legal materials
- Prescription Eyeglasses (if required)
- Belt (Cadre Unit)
- Religious Medallion/Religious headgear

All **items** taken into the visiting room will be inventoried, inspected, and noted on the inventory sign in/out sheets. The same identical items must leave the visiting room with the inmate.

Upon completion of all visits, inmates departing will be identified, strip searched, and processed using the B.O.S.S. chair or hand-held metal detector. Inmates will not be permitted to carry out any items other than those allowed to be taken in.

Inmates entering for a legal visit will be allowed to bring legal materials which pertain to their current case. These materials will be inspected by the visiting room officer for contraband.

M. Inmate and Visitor Conduct: All visitors arriving in the visiting room will report to the main desk and receive their assigned table number. The visiting room officer reserves the right to assign seating at all times. The visit will be conducted only at the assigned table. Inmates and their visitors will follow all instructions given by the visiting room staff at all times, if not, it will be grounds for terminating the visit.

Inmates will report to the main desk to be checked in, turn over their identification card to the officer and be directed to their assigned table. Inmates are prohibited from leaving their assigned table during the duration of their visit.

Inmates will use the restroom under direct supervision of a visiting room officer. Inmates are prohibited

from using the vending machines. The vending machine areas are unauthorized to inmates.

Embracing and kissing are permitted within the bounds of good taste which would only be at the initial greeting and when leaving the visiting area. Beyond this point, physical contact will not be permitted and will be grounds for termination of the visit. Limited physical contact is necessary to minimize the opportunity to introduce contraband into the institution and to maintain the orderly operation of the visiting room area.

- (1) Visitors may not bring pictures, packages or gifts of any type into the institution. For security reasons, lockers will only be made available for Legal or Official Visitors. Social visitors will not be provided locker keys. These visitors should limit their items to only those permitted in the visiting area.
- (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 or approved by the Unit Team, Operations Lieutenant or the Duty Officer. Attorneys and approved attorney representatives may bring legal papers and written materials with them while visiting inmates, and such documents may be examined and signed by the inmate. These legal materials may not be left with the inmate. A legal mail drop box is available only for attorneys in the front entrance.
- (3) An inmate's visitor **may not** leave money with any staff member for deposit in the 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, 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.

- N. **Supervision of Visits:** Inmates are responsible for making certain 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. The officers will not allow any articles to be passed between the inmate and the visitor. If there is any reasonable basis to suspect that materials are being passed, the visiting room officer may examine the item. The Operations Lieutenant will be consulted in questionable cases.
- O. **Meals:** Vending machines are provided in the visiting room and are stocked with various food and drink items. Inmates not wishing to terminate their visits in order to eat in their respective units can remain in the visiting room during meal times. Meals will not be saved in units by the unit officer for inmates out on social and legal visits and court schedules.
- P. **Interruption of Visit:** Any inmate or visitor who departs from the visiting room will not be allowed to resume that visit on that day, unless authorized by a Lieutenant or the Duty Officer.
- Q. **Non-Smoking Area:** The entire visiting room, to include attorney visiting areas, is designated as a non-smoking area.
- R. **Penalty For Violation of Visiting Regulations:**

Visit Terminations: The visiting room Officer-In-Charge (OIC) is to ensure visits are conducted in a quiet, orderly and a dignified manner. Overall, he/she is responsible for the visiting room operations. The visiting room OIC will ensure that no one disrupts the good order of the visiting room. The OIC may terminate a visit that is not conducted in the appropriate manner. He/she may also remove a person from the area. If a visitor becomes disruptive, he/she must immediately, contact the Operations Lieutenant or Duty Officer. This also pertains to legal or official

visitors. The decision to further limit or terminate a visit for reasons of improper conduct by an inmate or visitors can be made by the Operations Lieutenant or Duty Officer.

Future visiting privileges may be denied as part of a disciplinary action brought against the inmate. Criminal prosecution may be initiated against the visitor, the inmate, or both, in cases of criminal violations. Visiting room staff must have reasonable cause to detain a visitor.

Any **staff** may detain a visitor or any person who is found to be introducing or attempting to introduce such contraband as narcotics, intoxicants, lethal or poisonous chemicals or gases, guns, knives, or other weapons, or who is engaged in any other conduct which is a violation of law (including, but not limited to, actions which assist escape, such as possession of escape paraphernalia, or which induce riots), pending notification and arrival of appropriate law enforcement officials. The standard for such detention is a finding, based on **probable cause**, that the person has engaged in such a violation. Institutional staff should not interrogate suspects unless immediate questioning is necessary to protect the security of the institution or the life or safety of any person.

The Warden has the authority to restrict or suspend a general population inmate's regular visiting privileges temporarily when there is a reasonable suspicion that the inmate has acted in a way that would indicate a threat to the good order or security of the institution. Ordinarily, the duration of the restriction or suspension should be limited to the time required to investigate and initiate the discipline process.

Visit Denials: Any time a visit is denied or terminated, the Visit Denial Memorandum Form (Attachment 9), will be completed by respective staff. It will be signed by a Lieutenant or Duty Officer and forwarded to the AW(P) through the Captain. The Employer will provide a drop box in the front entrance for all visiting denial forms completed by staff.

5. **RESPONSIBLE DEPARTMENT:** Correctional Services.

Social/Legal Visiting at FDC Miami

MIM5267.08Attachment 1

Welcome to the Federal Detention Center Miami, Florida. The Federal detention center encourages social visiting that helps to enhance family and community relationships of inmates. However, all parties are reminded that the mission of this institution is to facilitate trial preparation. Therefore, inmates must have an appropriate amount of time with legal counsel to prepare for their court appearance. **Consequently, legal visits will always receive priority over social visits.** Below you will find information that will prove useful to you as a visitor at FDC Miami.

Visiting hours:			
A-East:	Saturday	5:00 p.m. - 7:00 p.m.	Tuesday 9:30 a.m. - 11:30 a.m. (1 hr)
A-West:	Sunday	5:00 p.m. - 7:00 p.m.	Friday 9:30 a.m. - 11:30 a.m. (1 hr)
B-Unit: Work Cadre:	Saturday (B-WEST) Sunday (B-EAST)	5:00 p.m. - 7:00 p.m. (1 hr)	
Monday and Thursday No Visits			
	Tuesday	5:00 p.m. - 9:00 p.m. (4 hours)	
	Wednesday	7:00 p.m. - 9:00 p.m.	
	Friday	5:00 p.m. - 7:00 p.m. (2 hours)	
C-East:	Sunday	7:00 a.m. - 9:00 a.m.	Thursday 9:30 a.m. - 11:30 a.m.
C-West:	Monday	9:30 a.m.- 11:30 a.m.	Saturday 7:00 a.m. - 9:00 a.m.
D-East:	Sunday	9:30 a.m. - 11:30 a.m.	Thursday 12:00 p.m. - 3:00 p.m.
D-West:	Monday	12:00 p.m - 3:00 p.m.	Saturday 9:30 a.m. - 11:30 a.m.
E-East:	Sunday	12:00 p.m - 3:00 p.m.	Friday 7:00 a.m. - 9:00 a.m.
E-West:	Tuesday	7:00 a.m. - 9:00 a.m.	Saturday 12:00 p.m. - 3:00 p.m.
F-East:	Thursday	5:00 p.m. - 8:00 p.m.	Sunday 7:00 a.m. - 9:00 a.m.
F-West:	Wednesday	5:00 p.m. - 7:00 p.m.	Saturday 7:00 a.m. - 9:00 a.m.
G-East:	Sunday	7:00 p.m.- 9:00 p.m.	Friday 12:00 p.m. - 3:00 p.m.
G-West:	Tuesday	12:00 p.m. - 3:00 p.m.	Saturday 7:00 p.m. - 9:00 p.m.
<ul style="list-style-type: none"> • Monday from 7:00 p.m.-9:00 p.m. and Wednesday from 7:00 a.m.-5:00 p.m.-Reserved for Legal Visits only • Inmates assigned to Special Housing Unit will have social visits on Mondays between the hours of 7:00 a.m. -9:00 a.m. or 5:00 p.m. - 7:00 p.m., only for one (1) hour. These visits will be conducted in the visiting room, unless otherwise instructed. There will be no social visiting on weekends. Minors are not allowed in the Special Housing Unit. 			

Visiting Limitations: One hour of visiting is authorized each visiting day. Three visitors will be allowed to visit at one time. Infants and toddlers who are held at all times are not counted as a visitor. Each inmate is authorized four (4) hours of social visiting per month. (Inmates designated to the cadre Unit B will not be charged points for social visiting). **Valid governmental identification is required for all visitors starting at age 16.** All visitors must clear a walk thru metal detector prior to entering the institution. Processing will begin thirty (30) minutes prior to each visiting session and will end sixty (60) minutes prior to each visiting session.

Dress code: All visitors are expected to wear appropriate attire when in the institution. No bare feet will be all allowed, except for infants. **The following items are strictly prohibited:**

- Shorts of any length (except for children up to age 7)
- Sleeveless garments (except for children up to age 7)
- Sweat pants, sweat shirts, sun dresses, leotards, wrap around skirts, crop tops, low cut blouses, zippered dresses/shirts, button down dresses/skirts or low cut dresses.
- Halter tops, bathing suits or backless tops.
- Hats, caps, headbands, head scarfs, hooded garments, wigs, hairpieces and sunglasses.
- Spandex pants, tights or clothing with revealing holes.
- No extra clothing, outer garments, overcoats, jackets or windbreakers.
- Any clothing similar to that issued to staff or inmates (Khaki, orange, green military fatigue, and plain white t shirts) or staff uniforms.
- Any type of garment that is see through. Under garments and brassieres are required.
- **Clothing that is tight and sexually suggestive or revealing;** Any other clothing item (s) determined to be inappropriate by staff which would interfere with the orderly running of the institution will not be permitted.

Items allowed: Small clear purse; money (in denominations no larger than \$5.00 and not to exceed \$25.00); medication limited to the amount needed during the visiting period; two (2) diapers; baby wipes; one (1) change of infant clothing; two (2) baby bottles with contents; two (2) small sealed clear containers of baby food (no glass containers); and, one (1) receiving blanket. No cups.

Items not allowed on premises: Strollers; carriers; diaper bags; food; yellow highlighter markers; newspapers; magazines; cameras; cellular phones; or any other electronic/recording communications devices. Food and beverages

are not allowed in the front lobby. There are vending machines available once you enter the visiting room.

Visiting conduct: Upon entering/exiting the visiting area the inmate and visitor will be allowed to embrace and kiss. Any other physical contact will not be tolerated and will be considered grounds for terminating the visit. **Inmates are responsible for their visitors conduct once on the premises.** Any disruptive behavior from a visitor (profanity, vulgar actions etc.) will be grounds for termination of visiting privileges. Failure to leave the premises when ordered may result in you being detained, arrested or prosecuted. **It is a federal crime to introduce weapons to include pocket knives, drugs or other contraband into the institution.**

Federal Detention Center MIM 5267.08A
33 NE 4th Street Attachment 2
Miami, Florida 33132-2112

INMATE NAME: _____ REG. NO.: _____

UNIT: _____ DATE SUBMITTED: _____

VISITING LIST

Only immediate family members with the same last name will be approved for visitation. Immediate family members are identified as follows: parents, brothers, sisters, children, and legal spouse. Immediate family members with different last names will require proof of relationship prior to approval. Children under (18) years of age do not have to be included on your list, but will not be permitted to visit unless escorted by an approved adult. Any visitor with a criminal record must have prior written approval from the Warden.

NOTE: The initial visiting list must be completed while assigned to this unit. No changes will be allowed on your initial list for the first (90) days. All the information must be printed. All information must be completed for each visitor, or the form will be returned to you for completion. Any false information may result in disciplinary action and loss of your visiting privileges. Your authorized social visit will consist of one hour of visiting each authorized visiting day. You will be allowed (4) hours total visiting per month. See your unit counselor for information or questions.

VISITOR INFORMATION

**APPROVED
OR
DENIED**

FULL NAME: _____		RELATIONSHIP: _____	
ADDRESS: _____		CITY: _____	
STATE: _____		SSAN: _____	
ZIP: _____	TEL# (_____)	_____	
D.O.B. : _____	SEX: _____	HEIGHT: _____	WEIGHT: _____
RACE _____			

FULL NAME: _____ RELATIONSHIP: _____
 ADDRESS: _____ CITY: _____
 STATE: _____
 ZIP: _____ TEL# (_____) _____ SSAN: _____
 D.O.B. : _____ SEX: _____ HEIGHT: _____ WEIGHT: _____
 RACE _____

FULL NAME: _____ RELATIONSHIP: _____
 ADDRESS: _____ CITY: _____
 STATE: _____
 ZIP: _____ TEL# (_____) _____ SSAN: _____
 D.O.B. : _____ SEX: _____ HEIGHT: _____ WEIGHT: _____
 RACE _____

FULL NAME: _____ RELATIONSHIP: _____
 ADDRESS: _____ CITY: _____
 STATE: _____
 ZIP: _____ TEL# (_____) _____ SSAN: _____
 D.O.B. : _____ SEX: _____ HEIGHT: _____ WEIGHT: _____
 RACE _____

FULL NAME: _____ RELATIONSHIP: _____
 ADDRESS: _____ CITY: _____
 STATE: _____
 ZIP: _____ TEL# (_____) _____ SSAN: _____
 D.O.B. : _____ SEX: _____ HEIGHT: _____ WEIGHT: _____
 RACE _____

Correctional Counselor's
 Signature: _____ Date: _____

SEP 00

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

Addressee

Institution

Date

Re: (Inmate's Name and Register No.)

Dear _____:

I am requesting that you be included among my approved visitors. In order to establish your suitability as a visitor, it may be necessary for institution officials to send an inquiry to an appropriate law enforcement or crime information agency to ascertain whether or not placing you on my visiting list would present a management problem for the institution, or have other possible adverse effects. The information obtained will be used to determine your acceptability as a visitor. The Bureau of Prisons' authority to request background information on proposed visitors is contained in Title 18 U.S.C. § 4042.

In order for you to be considered for the visiting privilege with me, it will be necessary for you to fill out the questionnaire and release form below and return it to the following address: (Institution address).

You are not required to supply the information requested. However, if you do not furnish the information, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request may be significantly delayed. If the information withheld is found to be essential to the processing of your request, you will be informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized if you do not supply the information requested, failure to supply such information could result in your not being considered for admittance as a visitor. The criminal penalty for making false statements is a fine of not more than \$250,000 or imprisonment for not more than five years or both (See 18 U.S.C. § 1001).

Sincerely,

1. Legal Name
2. Date of Birth
3. Address (Including Zip Code)
4. Telephone Number (Including Area Code)
5. Race and Sex of Visitor
6. Are you a U.S. Citizen? ___ Yes ___ No
- 6a. If yes, provide Social Security No: _____
- 6b. If no, provide Alien Registration No: _____
- 6c. Provide Passport No: _____
7. Relationship to above-named inmate
8. Do you desire to visit him/her? ___ Yes ___ No
9. Did you know this person prior to his/her current incarceration? ___ Yes ___ No
10. If the answer to #9 is yes, indicate the length of time you have known this person and where the relationship developed.
11. Have you ever been convicted of a crime? If so, state the number, date, place, and nature of the conviction/s:
12. Are you currently on probation, parole, or any other type of supervision? If so, state the name of your supervising probation/parole officer and the address and telephone no. where he/she can be contacted:
13. Do you correspond or visit with other inmates? If so, indicate the individual(s) and their location(s):
14. Driver's License No. and State of Issuance

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize release to the Warden of: _____ any record of criminal offenses for which
(Institution, Location)
I have been arrested and convicted within the last ten (10) years, and any information related to those convictions.

Signature for Authorization to Release Information (Sign and Print Name) Parent or Guardian

(If applicant is under 18 years of age, signature of parent or guardian indicates consent of minor to visit inmate).

If additional space is required, you may use the back of this form.
(This form may be replicated via WP)

To be filed in Inmate Central File, FOI Section 2
Replaces BP-S629 of May 99



U.S. Department of Justice
Federal Bureau of Prisons
Federal Detention Center

33 NE 4th Street
Miami, FL 33132

Date

MEMORANDUM FOR _____, AW(P)
FROM: _____, Unit Manager
SUBJECT: **Special Visiting Privileges**

APPROVED

DISAPPROVED

I have authorized inmate _____, Reg. No. _____
assigned to unit _____ to have visiting privileges with the below
listed person(s) on the following date(s):

VISITOR'S NAME	ADDRESS	RELATIONSHIP

The above visit is approved for the follow reasons:

This authorization is valid only for the day listed above and is subject to normal rules and regulations regarding visiting.

cc: Central File
Front Lobby Officer
Control Center

GENERAL

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

PURPOSES AND USES

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

EFFECTS OF NONDISCLOSURE

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

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

This form has three parts:

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

QUESTIONNAIRE

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

1. Name: _____

2a. Any alias or other name ever used:

Name: _____ When used: _____

b. Date of Birth: _____ c. Are you related to inmate? _____
(Including fiancé, girl/boyfriend, common law spouse)

3.

a. Present Address: _____

b. How long at this address? _____

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

4.

a. Present place of employment: _____

b. Name of immediate supervisor: _____

c. Employer's business address: _____

d. Employer's business phone: _____

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

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

_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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

_____	_____	_____
_____	_____	_____

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

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

_____	_____	_____
_____	_____	_____

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

following:

Type of Institution
(State, Federal, Municipal, County)

Location

Dates of Confinement

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

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

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

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

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

Applicant's printed name: _____

Applicant's signature: _____

Date completed: _____

STATEMENT OF SPONSORING ATTORNEY

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

Attorney's printed name: _____

Attorney's signature: _____

Date completed: _____

(This form may be replicated via WP)

Replaces BP-243(13) of JUL 90

Date: _____ Time: _____ Officer's Name: _____
Institution: _____ Location: _____
Name of Inmate To Be Visited: _____ Register No. _____

It is a Federal crime to bring upon the institution grounds any firearm, destructive device,ammunition, other object designed to be used as a weapon, narcotic drug, controlled substance, alcoholic beverage, currency, or any other object that threatens the order, discipline, or security of a prison, or the life, health, or safety of an individual without the knowledge and consent of the warden. Title 18 U.S.C. 1791 and 3571 provides a penalty of imprisonment for not more than twenty years, a fine of not more than \$250,000 or both, to a person who provides, or attempts to provide, to an inmate any prohibited object. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages. The warden, upon reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order, may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyser test, or other comparable test. A visitor has the option to refuse any of the search or test or entrance procedures, with the result that the visitor will not be permitted entry to the institution.

NOTE: The our refusal of these procedures means that you will not be permitted entry to the institution, and you will be allowed to leave the institution property, unless there is a reason to detain and/or arrest you. The use of cameras or recording equipment without permission of the Warden is strictly prohibited; violators are subject to criminal prosecution. Once a visit with an inmate begins, if a visitor leaves the visiting area, the visit will be terminated. Any exception must be approved by the visiting room officer.

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

- Firearms Yes ___ No ___ Narcotics Yes ___ No ___
Explosives Yes ___ No ___ Marijuana Yes ___ No ___
Weapons Yes ___ No ___ Camera Yes ___ No ___
Ammunition Yes ___ No ___ Food Items Yes ___ No ___
Metal Cutting Tools Yes ___ No ___ Alcoholic Beverages Yes ___ No ___
Recording Equipment Yes ___ No ___ Prescription Drugs* Yes ___ No ___
Cellular Phone Yes ___ No ___

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

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

Printed Name/Signature: _____

Street Address/City and State: _____

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

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

If not visiting with an inmate, please indicate:

Name of Organization: _____ purpose of Visit: _____

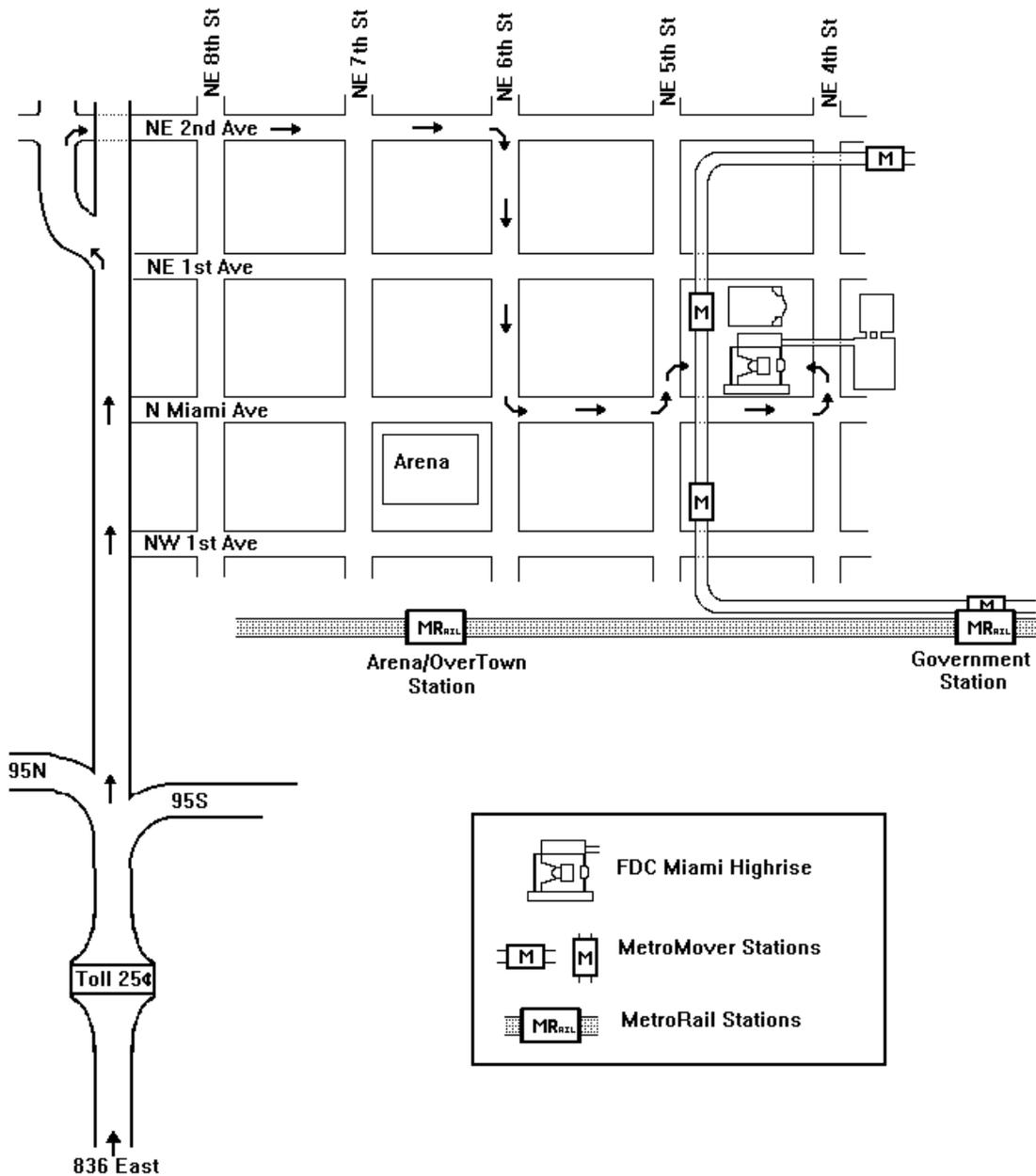
Printed Name/Signature of Staff Witness: _____

(This form may be replicated via WP)

Replaces BP-224(52) of Mar 93 and BP-S224.022 of Apr 94

DIRECTIONS FROM HIGHWAY 836 TO THE FEDERAL DETENTION CENTER:

- * Stay on 836 East, pass the toll plaza, continue straight when 95 splits off. 836 East will turn into 395 to Beaches.
- * Take 395 to the very first left exit (2nd Ave), pass the 95 exit.
- * Make a right at the bottom of the exit ramp onto NE 2nd Ave.
- * Make a right on NE 6th St., go two blocks, then make a left onto N. Miami Ave.
- * The institution will be on the corner of N. Miami Ave. & 4th St.
- * There are several public parking lots available within walking distance to the institution at a minimal charge.



VISITOR TRANSPORTATION INFORMATION

Federal Detention Center
33 NE Fourth Street
Miami, Florida 33130

The following information is to assist visitors in locating and procuring transportation to and from the Federal Detention Center in Miami. FDC, Miami is located in downtown Miami on the corner of NE Fourth Street and N Miami Avenue.

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

Eights Cab	888-8888	Central Cab	532-5555
Kendall Taxi	388-8888	Key American	361-1355
Lakes Cab	820-3333		
Miami Beach	899-9999		

2. Airlines: Miami is served by several major airlines. Miami International Airport is located approximately 7 miles west of downtown Miami.

American	800-433-7300	Northwest	800-255-2525
TWA	305-371-7471	United	800-241-6522
Continental	305-871-1400	US Air	800-842-5374
Delta	305-448-7000		

3. Bus service: Greyhound has a bus station located at 700 Biscayne Blvd., Miami. Telephone information can be reached at: 305-374-7222 and in Spanish at: 800-531-5332.



UNITED STATES GOVERNMENT
M E M O R A N D U M
FDC, Miami, Florida 33126

DATE:

REPLY TO
ATTN OF: _____, Staff

SUBJECT: VISIT DENIAL

TO: _____, Captain

The below listed visitor(s) was/were denied visiting or had their visit terminated 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.: _____

Notification/Approved: _____

Lt. or Duty Officer Signature