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Mailing this to someone inside? Print one side only, black ink, plain white paper. No staples or clips. Put their full name and number on the envelope. Some facilities limit pages per envelope: check their mail rules first.

FEDERAL PRISON GUIDE

VISIT PACKET: MDC GUAYNABO

Metropolitan Detention Center · Guaynabo, PR · Phone 787-749-4480

VISITING

VISITING HOURS AND DAYS

WHO	DAYS	HOURS
Social visits	Wednesday through Sunday, including federal holidays. Each housing unit has its own day and time on a rotation. Ask your loved one for their unit's schedule.	7:00 a.m. to 8:00 p.m.
Special Housing Unit (SHU)	First Wednesday of every month. One hour.	Ask the prison
Attorneys	Every day; Monday and Tuesday are for attorneys only.	8:00 a.m. to 8:00 p.m.

Visitor processing starts **30 minutes before** a unit's scheduled visiting period and stops **1 hour and 15 minutes before it ends**, so everyone processed gets a full two hours. Anyone who leaves the visiting room cannot come back that day unless a lieutenant says so first.

The visiting rules say inmates may visit Wednesday through Sunday, and Monday and Tuesday are set aside for attorneys. The rules say each unit gets a new rotation every 2 weeks. The schedule page (Attachment 6) is blank in the BOP's copy. [1]

The BOP's own papers disagree. Guaynabo's papers are old and disagree with each other. The visiting rules are dated **October 16, 2018** (and marked draft). The handbook is dated **2011**. Inside the rules: one place says each inmate has an **unlimited** number of visits on their schedule, another says **two visits per month** (except one unit); one place says visits last **two hours**, another says **one hour** each visiting day; one place says up to **10** friends on the list, another says **3** for pretrial people. The 2011 handbook says visits are every other week on an odd and even system based on the fifth digit of the register number. The unit schedule is not in the BOP's copy. **Call 787-749-4480 before you travel** and ask your loved one for their unit's day and time.

THE RULES AT THE DOOR: ID, POINTS, WHAT YOU CAN BRING

HOW MANY PEOPLE	No more than **2 adult visitors** at a time. Anyone 16 or older counts as an adult. A baby or small child 3 or under who sits on an adult's lap does not count. A child who takes a seat does. [1]
ID	Everyone **16 or older** needs a valid state or government photo ID that shows the full name and signature. No photo ID, no entry. Visitors under 16 must come with an approved adult 18 or older. Visitors fill out form BP-A0224 (Notification to Visitor) and sign the visiting log book. [1]
SCREENING	Everyone is searched going in and going out. Staff walk visitors in and out in groups, no more than 10 visitors per staff member. [1]
WHAT YOU CAN CARRY	Leave phones, handbags and everything else locked in your car. The prison has very little storage. You may bring a car key or fob, your ID, a debit card, and two sanitary napkins or tampons in one clear 1-gallon bag. [1]
FOR A BABY	Two diapers, two unopened jars of baby food, two half-full clear plastic bottles and one baby blanket. You may also bring two clear plastic bottles of formula or juice. No strollers, carriers, diaper bags or toys. [1]
MEDICINE	Only medicine needed to save a life, such as an asthma inhaler or nitroglycerin, and only the amount needed for the visit. Staff write it in the log. [1]
FOOD	No food, drink or candy from outside. Anything bought in the visiting room must be finished before you leave. [1]
WHAT NOT TO WEAR	No see-through clothes, halter tops, sleeveless shirts, blouses above the waist, shorts, mini-skirts, dresses shorter than 2 inches above the knee, culottes or spandex tights. Nothing suggestive or revealing. No sandals, slippers or open-toe shoes. No wigs, hats or scarves (they come off for inspection). No jackets, watches or jewelry. No khaki or olive clothes like inmate clothing, and no camouflage or black or blue tactical uniforms. No metal that sets off the detector. No bare feet (babies excepted). [1]
NOT ALLOWED IN	Packages, photos, gifts, papers, cameras and recording equipment. No tobacco of any kind. Inmates may not take any item from a visitor. Money cannot be left for their account at the visit; it goes by mail. [1]
TOUCHING	Handshake, embrace and kiss only at the beginning and the end of the visit. There is no non-contact visiting area. [1]
WHEN IT GETS CROWDED	The visiting room holds **260**. When it is full, staff ask visitors who live within 50 miles to volunteer to leave. If that is not enough, they end visits by groups. Distance traveled and how often you visit are considered. [1]

HOW TO GET ON THE VISITING LIST

1. At intake the unit team asks your loved one for a list of proposed visitors. Their counselor gives them the visiting rules and a **Request for Visitor Approval**.
2. Immediate family is checked against the presentence report. Your loved one mails the visiting rules to everyone on their list.
3. For anyone who is not immediate family, your loved one mails you the **Visitor Information Form (BP-A0629)**. Fill it out, sign it and mail it **directly to their counselor**. Staff run a background check (NCIC).

4. Friends and other relatives must have known them before prison, and staff must find it was a positive relationship. The Warden can approve an exception in writing. Anyone with a criminal record needs the Warden's approval.
5. The counselor gives your loved one a written copy of the approved list. **They** tell you. Do not travel until you are approved.
6. The rules give list sizes that differ by person: immediate family plus up to **10** other relatives, friends and associates; for pretrial, ICE and material witness inmates, immediate family plus up to **3**. Ask their counselor which applies.
7. For holdovers and people newly arrived, visits are limited to immediate family until a list is approved, usually within two weeks.
8. The list can be changed by Inmate Request to Staff form: once a month in one place in the rules and quarterly in another.

Fill out the visiting form for Guaynabo

[1]

DRIVING DIRECTIONS (FROM THE BOP)

ADDRESS	MDC Guaynabo, 652 Carretera 28, Guaynabo, Puerto Rico 00965. Telephone 787-749-4480. It is next to the Fort Buchanan Army Base.
FROM THE AIRPORT	The Luis Munoz Marin International Airport in San Juan is about 15 miles from the prison. The rules say taxis are available and list several taxi companies.

Street address for your GPS: 652 Carretera 28, Guaynabo, Rq 00965. [2]

WHAT TO WEAR TO A VISIT

The BOP beats to its own drum. The front desk has the final say. Keep a spare outfit in the car.

MDC GUAYNABO

Rules dated **October 16, 2018** (8 years old)

Official rules (PDF) (bop.gov/locations/institutions/gua/gua_visit.pdf) No Spanish version posted

8 years old. Ask your loved one to check the copy posted in the unit before you drive.

Skirts and dresses	No mini-skirts or dresses shorter than 2 inches above the knee.
Shorts	Visitors may not wear shorts.
Colors to avoid	No khaki pants or shirts like inmate issue. No olive pants or shirts like inmate issue (Attachment 2).
Leggings, spandex	No culottes or spandex tights.
Bras and metal	No clothing with metal that sets off detector, e.g., jumpsuit hooks.
Camouflage, military	No camouflage or black/blue BDUs like tactical team uniforms. No clothing similar to officer or tactical team uniforms (BDUs).
Shoes	No open-toe shoes. No sandals or slippers.
Children	No bare feet, except babies.

ALL 21 RULES, IN THE BOP'S OWN WORDS

LENGTH AND FIT

- No mini-skirts or dresses shorter than 2 inches above the knee.
  BOP wording: "shorts, mini-skirt or dresses (shorter than 2" above the knees), culottes or spandex"
- Visitors may not wear shorts.
  BOP wording: "to wear shorts. No bare feet will be permitted (excluding babies)."
- No sleeveless shirts.
  BOP wording: "Transparent clothing, halter tops, sleeveless shirt, blouses above the waistline,"
- No blouses above the waistline.
  BOP wording: "Transparent clothing, halter tops, sleeveless shirt, blouses above the waistline,"
- No halter tops.
  BOP wording: "Transparent clothing, halter tops, sleeveless shirt, blouses above the waistline,"
- No transparent clothing.
  BOP wording: "Transparent clothing, halter tops, sleeveless shirt, blouses above the waistline,"
- No culottes or spandex tights.
  BOP wording: "shorts, mini-skirt or dresses (shorter than 2" above the knees), culottes or spandex"

COLORS AND UNIFORMS

- No khaki pants or shirts like inmate issue.

BOP wording: "watches, jewelry, clothing that is similar to that issued to inmates (i.e., khaki"

- No olive pants or shirts like inmate issue (Attachment 2).
  BOP wording: "f. Clothing that is similar to that issued to inmates (i.e., khaki , olive pants, shirts, etc.) or similar to"
- No camouflage or black/blue BDUs like tactical team uniforms.
  BOP wording: "(camouflage/black or blue BDU's), any clothing that has metal which will set the"
- No clothing similar to officer or tactical team uniforms (BDUs).
  BOP wording: "pants, shirts, etc.) or similar to officer's uniform, including the Tactical Teams"

BRAS, UNDERWEAR AND METAL

- No clothing with metal that sets off detector, e.g., jumpsuit hooks.
  BOP wording: "metal detector off. (i.e., jumpsuit's with metal hooks). Visitors are not permitted"
- No watches or jewelry of any kind.
  BOP wording: "e Jackets, watches, jewelry of any kind."

SHOES

- No open-toe shoes.
  BOP wording: "tights; apparel of a suggestive or revealing nature; sandals or slippers no open toe"
- No sandals or slippers.
  BOP wording: "tights; apparel of a suggestive or revealing nature; sandals or slippers no open toe"

HATS, HOODS AND COATS

- No removable headwear such as hats and scarves.
  BOP wording: "shoe, removable head wear such as wigs, hats and scarfs. Such items must be"
- No jackets.
  BOP wording: "removed for inspection prior to being admitted into the institution; jackets;"
- Wigs must be removed for inspection before entry.
  BOP wording: "shoe, removable head wear such as wigs, hats and scarfs. Such items must be"

CHILDREN

- No bare feet, except babies.
  BOP wording: "to wear shorts. No bare feet will be permitted (excluding babies)."

EVERYTHING ELSE

- No apparel of a suggestive or revealing nature.
  BOP wording: "b. Apparel of a suggestive or revealing nature;"

IF THEY SAY NO

- IDO or Operations Lieutenant consulted before denying entrance over attire.
  BOP wording: "Officer and/or the Operations Lieutenant before a visitor is denied entrance."

MAIL AND THE MAILING ADDRESS

Use their committed name exactly as the BOP Inmate Locator shows it. The name and number below are examples (JOHN ANTHONY SMITH-JONES, 12345-678).

JOHN ANTHONY SMITH-JONES
Reg. No. 12345-678
MDC Guaynabo
P.O. Box 2005
Catano, Rq 00963

Put their full name as listed with the BOP, their register number and housing unit. The 2011 booklet gives the mailing address as **MDC Guaynabo, P.O. Box 2005, Catano, P.R. 00963-2005**. [2]

Use the P.O. Box only. Never mail to the street address (652 Carretera 28, Guaynabo, Rq 00965).

MAIL DAYS	Mail service is Monday through Friday. Mail missing the full name or register number may be returned. [2]
CARRIERS	Only mail and authorized packages from the U.S. Post Office are accepted. FedEx, UPS and similar companies are not accepted. [2]
NOT ALLOWED IN MAIL	Stamps, stationery, plastic or musical greeting cards, unused cards, nude or Polaroid pictures, any personal property without approval, and any amount of publications over the quota (5 soft back books and 3 magazines). Books and magazines must come from the publisher, a book club or a bookstore. [2]
PACKAGES	Every package needs an Authorization to Receive Package form from their counselor first. [2]
MONEY	Send money to the BOP depository in Des Moines, Iowa. The booklet recommends U.S. postal money orders. No cash. [2]
LEGAL MAIL	Attorney mail must show the sender's full name and address, the inmate's name and register number, and "SPECIAL MAIL - OPEN IN THE PRESENCE OF THE INMATE." [1]

Books and magazines: at a administrative security prison, books and magazines must come straight from a publisher, book club or bookstore (Amazon, for example), never from home.

Sources

1. GUA 5267.09 B, Visiting Regulations (October 16, 2018) bop.gov/locations/institutions/gua/gua_visit.pdf
2. MDC Guaynabo Unit Admission and Orientation Booklet (October 13, 2011) bop.gov/locations/institutions/gua/gua_ao-handbook.pdf