MCAC POLICIES FOR ATTORNEY CLIENT MEETINGS WITH FEDERAL DETAINEES

1. Appointment for non contact attorney-client meetings are not necessary during regular visiting hours. The regular visiting hours are:

Monday, Wednesday, Friday, and Saturday - 9:00 a.m. to 2:00 p.m.
Tuesday and Thursday - 9:00 a.m. to 9:00 p.m.

**Attorneys arriving between 3pm and 4pm should expect a significant delay due to shift change.

2. Attorneys should not wait longer than 15-30 minutes for a client conference. Attorneys should notify the Shift Commander if they have waited longer than 30 minutes for a meeting. If an attorney has scheduled more than one client meeting, when the first meeting is concluded, the attorney will remain in the visiting booth and a correctional officer will promptly bring the second detainee to the visiting room.

3. Attorney visits are permitted outside of normal hours with notice and approval from the Warden or his designee. Requests for visits outside of normal hours must be faxed to MCAC before 4:30 pm Monday through Friday.

4. During non-contact visits attorneys may review documents with clients. Counsel should ask the correctional officer to deliver the documents to the client. The discovery will be returned to counsel after the meeting. Upon the request of counsel, a pen may also be delivered to the client for the duration of the meeting.

5. Federal detainees will be allowed to bring a notebook and pencil to the meeting with counsel.

6. A correctional officer will always be available to answer the phone call from the attorney booth so the attorney may exit the booth promptly at the conclusion of the meeting.

7. Contact Visits:

A. MCAC allows contact visits between counsel and federal detainees between the hours of 9 am - 12 pm and 1 pm - 4 pm, Monday through Friday.

B. MCAC has three attorney-client meeting rooms available for scheduling contact meetings. Only one of the rooms is suitable for more than two people. That larger room contains equipment suitable for reviewing discovery on VHS tapes or audio tapes.

C. Requests for contact visits must be approved by the Federal Public Defender (or his designee) or the CJA Supervising Attorney. The approved requests for contact visits shall be faxed to MCAC.

D. MCAC has designated Ms. Theresa Williams as the contact person responsible for scheduling the use of the contact visit rooms. Upon MCAC's approval of the contact visit, Ms. Williams will fax the approval form to counsel.

8. Corporal Rhyne is the federal liaison at this time. Attorney's should speak with her if there is a problem with a client's conditions of confinement.

9. This notice shall be posted in a suitable location accessible to counsel and correctional officers.

APPROVED: Lehrman W. Dotson 2/22/05

Lehrman W. Dotson
Acting Warden, MCAC

Date