



DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

DIVISION OF PRETRIAL DETENTION AND SERVICES  
BALTIMORE CITY DETENTION CENTER

401 EAST EAGER STREET • BALTIMORE, MARYLAND 21202  
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WOMEN'S DETENTION CENTER

BCDCIB #20-11a

July 26, 2011

INFORMATIONAL BULLETIN

SUBJECT: Attorney Visiting (Revised)

Effective Date: July 26, 2011

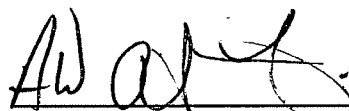
Expiration Date: Indefinite

Attorney visits at BCDC are as follows:

- Attorneys are permitted to visit their clients every day during the hours of 8 AM through 5 PM; except State Holidays that should fall on Monday and Tuesday. Prior written permission is not required for visits during normal hours as noted above.
- All approvals requested must be FAXED to 410-209-4260 pm the Attorneys Office Firm letterhead, with the name and SID # of inmate, the date and time requested with noted return FAX number for response. The attorney must have the signed copy of authorization for the visit from the Warden's office with them.
- Attorneys also have the option to provide the names and SID# of clients that they plan to visit in advance of several days or the day of the visit in order for BCDC to have those clients given advance notice and to be ready that day and time so that upon the attorney's arrival the client(s) are prepared and on standby for the visit. The FAX for this option is 410-209-2022.
- All attorneys MUST have with them identification demonstrating they are an attorney licensed to practice law in Maryland, or any other state, or federal district court.

Bar membership cards are the **preferable** form of identification however, in those instances where the attorney's licensing state does not issue such card, photo identification and evidence of state licensure, or admission pro hac vice in Maryland will suffice.

- Attorneys do not have to stand in line with the regular visits and are authorized to move in front of the regular visitor process line to be allowed processing and search by staff.
- Attorneys must be frisk searched and all items carried into the facility searched. Attorneys must be scanned by the View Scanner and alerts above the tolerance level of 40 on the first attempt will require likely another frisk search and search of all pockets, however after this second search unless items such as contraband are discovered the attorney will be allowed into the facility for the visit even if view scanning tolerance goes above 40.
- Cell phones, camera, all tobacco products, lighter devices, and money currency more than 20 dollars are not permitted inside the facility. Those attorneys who either take a cab, public transportation or walk to BCDC may be allowed access to a locker with prior approval. Recording conversations and video recording devices are not permitted unless special permission is granted in advance. Personal computers such as laptop and I Pads that do not record voice are permitted as long as permission is granted to allow inspection and the attorney understands that these items must be accounted for upon the exit.
- Attorney that have a law clerk, intern, or paralegal assisting them are required to obtain prior approval on the attorneys letterhead with contact information and be faxed prior to entry to the Warden's office for review. FAX # 410-209-4260. The law clerk, intern, or paralegal upon arrival, must have with them the signed authorization from the Warden's officer to gain entry.

  
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Ricky Foxwell, Asst. Warden BCDC

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