

UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF PUERTO RICO



To: All Criminal Justice Act ("CJA") Panel Members  
From: *Aida Delgado-Colón*  
Aida Delgado-Colón, District Judge  
Chairperson, CJA Committee  
Date: May 22, 2019  
Subject: Access to Metropolitan Detention Center in Guaynabo with Laptop Computers  
and External Hard Drives

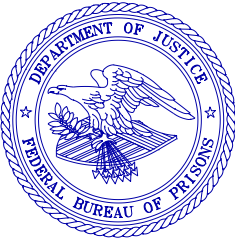
---

For the past year or so, Court officials and members of the CJA Committee have had ongoing discussions with the Warden of the Metropolitan Detention Center in Guaynabo ("MDC") and his staff, to secure better access for attorneys to their clients. Because of these efforts, attorneys now can request an appointment to meet their client in advance to their visit to the MDC, as well as accessing their clients without the need of a Bureau of Prisons' escort.

The Court is now pleased to announce that, effective immediately, attorneys with clients housed at MDC can access the facility with their laptop computer, United States Attorneys' Office distributed flash drives and external hard drives. MDC's Legal Department will require attorneys who wish to bring in the devices to submit a signed copy of the form attached herein prior to their visit to MDC.

If you have questions or need additional information regarding this newly implemented BOP procedures for MDC, please feel free to contact Joseph G. Feldstein in the BOP's Legal Department at 787-775-7807 or via email at [jfeldstein@bop.gov](mailto:jfeldstein@bop.gov).

Enclosure



**U.S. Department of Justice**  
Federal Bureau of Prisons  
Metropolitan Detention Center  
Guaynabo

---

Legal Department

P. O. Box 2008  
Cataño, Puerto Rico 00963-2008

**MDC Guaynabo Laptop Computer and External Hard Drive**

As the undersigned attorney, I agree to the following exchange for the privilege of bringing in a laptop computer and external hard drive (Pen Drives/Thumb Drives are strictly prohibited, except those provided by USAO) into the Metropolitan Detention Center at MDC Guaynabo, for the sole purpose of a legal visit.

1. I provide my consent and acknowledge that like any other materials brought into MDC Guaynabo, my electronic equipment and data is subject to search for contraband at any time.
2. I acknowledge that contraband is material that could cause physical injury or affect the security, safety, or good order of the institution. See 28 C.F.R. § 500.1(h). It includes, but is not limited to, photos, plans, or drawings of the institution; any personal text, audio, video, or photographic message for the inmate; personal or sexually suggestive photographs; and information regarding other BOP inmates that is not related to the professional reasons for the legal visit.
3. If my electronic equipment has information stored other than the data required for my professional legal visit, I will ensure such data is not revealed or accessed by the inmate I am authorized to visit.
4. The laptop and/or external hard drive will not be used for non-legal purposes or entertainment, e.g. playing games, listening to music, communications of any sort, etc., at any time within the institution.
5. The laptop and/or external hard drive will only be used for Discovery and word processing.
6. I understand that I will not bring a power cord and that the institution will not provide one.
7. I will not make any audio or video recordings with my laptop.
8. I will disable all wireless communication features and will not access the Internet in any way, including my device's ability to connect to any network via Wi-Fi capabilities, "hot-spot" devices, or cellular networks via SIM Cards
9. I acknowledge that inmates are never allowed to utilize the laptop.
10. At the conclusion of the legal visit, I will retrieve all equipment that I brought into the legal visiting room.

11. I acknowledge that this privilege may be revoked at any time. I also acknowledge that misconduct, and/or violation of any BOP policies, may result in termination or restrictions for legal visits pursuant to 28 C.F.R. § 543.14.
12. I agree to assume the risk and liability of bringing in my laptop and/or external hard drive into MDC Guaynabo, and hold harmless the United States and its employees from any liability for any damage or personal injury, which may occur from the use of my laptop and/or external hard drive inside MDC Guaynabo. The release of liability by me to the United States and its employees shall apply to any right of action that might accrue to my heirs, my personal representatives, or myself.
13. I understand that MDC Guaynabo's Computer Service Department cannot offer any technical support whatsoever with the electronic devices.
14. I understand that I will provide this signed document by email to MDC Guaynabo's Legal Department at GUA/legalvisit@bop.gov on the last business day before the visit to the institution, no later than 3:00 p.m. (no exceptions).
15. I understand that the document's name must include the attorney's name and the date of the visit (**i.e. jane doe 5-23-2019 electronic device form**).
16. My signature on this form certifies that I will not use the listed electronic device(s) to connect to any network via Wi-Fi capabilities, "hot-spot" devices, or cellular networks via SIM Cards.

By signing this form I agree that this is only good for the requested date of:

\_\_\_\_\_.

Equipment Information:

**Laptop:**

\_\_\_\_\_  
Model

\_\_\_\_\_  
Serial Number

**External Hard Drive:**

\_\_\_\_\_  
Model

\_\_\_\_\_  
Serial Number

\_\_\_\_\_  
Attorney Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Bar. No. & State of Admission

\_\_\_\_\_  
Date