

CALIFORNIA CITY CORRECTIONAL FACILITY – CAL CITY SUPPLEMENTAL	Chapter: 50000 Custody/Security Operations
	Article 42: Visiting
	Section: 54020 Visiting

**551120.6
VISITING DAYS AND
HOURS**

Visiting Schedule

Saturday and Sunday Hours for California City Correctional Facility (CAC)

CAC	ASU	ASU	ASU	ASU
FACILITY A	08:15-08:45	09:00-09:30	09:45-10:15	10:30-11:00
FACILITY A	11:15-11:45	12:00-12:30	12:45-13:15	13:30-14:00
FACILITY A	14:15-14:45	N/A	N/A	N/A

CAC	GP
FACILITY A	08:15-14:45
FACILITY B	08:15-14:45
FACILITY C	08:15-14:45

**54020.8
VISITOR APPLICATION
PROCEDURE**

Application Update: Visitors will update their CDC Form 106 every two years or when their information has changed on the application. Visiting staff will hand the visitor a colored copy of the CDC Form 106 and will instruct the visitor to complete the form and sign the signature block and return it to staff prior to visiting.

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**54020.8.2
ARREST HISTORY
INQUIRY**

Notification of Disapproved Visit Application: Upon disapproval of a visiting application for omission of information in accordance with CCR Section 3172.1 (b)(6)(A), visiting staff will mail a colored copy of a blank CDC Form 106 noting “OMIT” in the verification of mailing section with the denial letter to the prospective visitor. The applicant shall return the completed form with an original signature.

Per the California Code of Regulations (CCR) Title 15, Division 3, Section 3173, the California Department of Corrections and Rehabilitation will no longer limit the use of Matricula Consular De Alta Seguridad (MCAS) card to sixty (60) days for approved visitors, effective October 1, 2010. The MCAS card will be acceptable for identification purposes of **approved** visitors as long as the card is valid.

The CCR, Title 15, Division 3, Section 3173, does not pertain to the process of applying to visit or the approval during the visitor approval process.

Per the CCR, Title 15, Article 7, Section 3172 (c) states: “The visiting approval process shall include an inquiry of personal, identifying, and the arrest history information of the prospective visitor sufficient to complete criminal records clearance applicant and a decision by the institution/facility designated staff to approve or disapprove based upon the information provided.” Department Operations Manual, Article 42, Section 54020.8.2 further states; “Upon receipt of the CDC Form 106 an arrest history inquiry shall be completed and a determination to approve or deny visiting should be made within thirty (30) working days at a minimum, a Criminal Identification and Information (CI&I) report shall be obtained if the California Law Enforcement Telecommunication System lists a CI&I number for the applicant.”

Pursuant to the above cited sections, applicants must be identified and the appropriate clearances obtained based on the information provided on the CDC Form 106. If such clearances are not completed, then the applicants request to visit shall be denied.

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**54020.8.3
 RECONSIDERATION OF
 DISAPPROVAL**

Reconsideration of Visit Application: For those prospective visitors that were mailed a colored copy of the CDC Form 106 the form will be processed as an acceptable application for a period of 30 days from the date disapproval. The colored copy of the CDC Form 106 will be notated at the top of the form noting the date of disapproval for omission. After the thirty (30) days the prospective visitor may be required to obtain a new CDC Form 106 from the inmate.

**54020.11
 PROCESSING VISITORS**

There will be no Family Visiting at CAC.

Individuals transporting visitors to the California City Correctional Facility ***shall not*** remain on Institutional property (visitor’s parking lot) to wait for the visitor to return. Accompanying adults shall ensure that minors remain under their constant control and supervision.

Acronyms: When processing visitors the following acronyms shall be notated on the top of the CDC Form 1000, Visitor Pass, to determine restrictions/instructions posted on the Automated Visiting Information System (AVIS):

MPM-Must Pass Metal: When a visitor has failed to clear a metal detection device the date shall be entered on the AVIS, noting that the visitor must pass metal on all subsequent visits.

BCOF-Birth Certificates on File: When adult visitors present a certified record of birth for a minor this shall be entered on the AVIS noting that the visitor has a copy of a birth certificate on file. A copy of the birth certificate, ID Card, and Visitors pass shall be placed in the inmate’s visiting file.

NCN-No Consent Needed: When adult visitors are the birth parents for a minor, this shall be entered on the AVIS, noting that no consent is needed.

CN- Consent Needed: When adult visitors are not the birth parents of a minor this shall be entered on the AVIS, noting that notarized written consent is required from a person with legal custody of the minor, authorizing the minor to visit while accompanied by a designated adult.

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STC-Sent To Change: When visitors are not dressed appropriately they shall be directed to leave the institutional grounds until such time that they obtain the appropriate clothing. Once the visitor has come into compliance they will be processed accordingly.

NM-No Minors: For inmates with visiting restriction with minors, this shall be entered on the AVIS, noting they are prohibited from visiting with any minors. Refer to the California Code of Regulations, Title 15, Section 3173.1 *Visiting Restrictions With Minors*.

**54020.11.1
 VISITING PROGRAM
 REASONABLE
 ACCOMODATION**

Service Animals: Under the Americans with Disabilities Act (ADA), a service animal is any guided dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. Animals that meet this definition are considered service animals whether or not they have been licensed or Certified by a state or local government. Service animals, usually dogs of any breed or size, are working animals and are not considered pets. Service animals perform the following:

- Guides people who are blind.
- Alerts people who are hearing impaired.
- Pulls wheelchairs.
- Alerts and protects a person who may have seizures.
- Performs other special tasks
 - Appropriate identification for visitor’s using service animals are:
 - Cards or documentation
 - Presence of harness
 - Markings on the harness
 - Credible assurance of the visitor using animals for their disability

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At no time during the screening process will visitors be required to be separated from their service animal. Visitors are required to maintain control of the animal in a manner that assures the animal cannot harm or interfere with other visitors and staff. The visitor will advise staff how they and their animal can best achieve screening when processing through the metal detector. (Walking together or in single line).

**54020.11.2
PROCESSING VISITORS
WITH MEDICAL
IMPLANTS,
PROSTHETIC OR
ASSISTIVE DEVICES**

Visitors with temporary or permanent medically implanted or prosthetic device(s) who cannot clear the metal detection device and/or visitors who require the use of a wheelchair or other assistive devices for mobility impairment shall present a letter of verification signed by their physician, psychiatrist, or orthopedist. The letter must confirm the mobility impairment, and/or the nature of the medically implanted or prosthetic device and its specific location in/on the body, and the need for any assistive device.

Visitors with a temporary medically implanted or prosthetic device(s) shall be required to renew the verification letter as described in CCR Title 15, Subsection 3173.2 (d)(1), every two (2) hours. Visitors with a permanent medically implanted or prosthetic device(s) shall be required to renew the verification letter, as described in Subsection 3173.2 (d)(1), to coincide with any changes to the device(s).

**54020.13.1
CONTRABAND/METAL
DETECTION DEVICES**

Metal Detector:

Persons entering the institution shall be allowed three attempts to pass through and clear a walk through metal detector. Prior to passing through the metal detector each visitor is required to:

- Remove all items from pockets.
- Remove all articles such as a belt with a metal buckle, shoes, watches and jewelry, to be inspected by staff, prior to the visitor passing through the metal detector.

After clearing the metal detector, the visitor will take possession of the articles that were removed then staff will stamp the back of the visitors hand with fluorescent ink for identification. Upon completion of the visit staff will use a black light to identify the fluorescent ink on the back of the visitor’s hand.

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54020.15
ALLOWABLE VISITOR
ITEMS

Visitors are allowed to bring into the visiting area two (2) keys on a ring with no other attachments. (Electronic keys are allowed as one of the two keys). Should the electronic key appear to be tampered with, supervisor should review the key prior to authorization in allowing access.

Miscellaneous Items:

- One pair of eyeglasses.
- One handkerchief or a small package of tissues, no bandannas.
- One comb and/or hairbrush, non metallic, no pointed ends or detachable parts.
- Two keys on a ring with no other attachments. One key may be an electronic car key.
- Identification
- One transparent coin purse, maximum two compartments, maximum size of 6"x8".
- Thirty dollars per adult visitor and ten dollars per minor visitor, coin or one dollar bills only.
- Indian Medicine Bag (upon inspection and approval).
- Two small solid toys (less than 12 inches in length).

Baby Items:

- One transparent diaper bag.
- Six disposable diapers.
- Three factory-sealed jars of baby food.
- Any combination of the following; two factory-sealed single serving size, ready to feed bottles of baby formula or two transparent plastic baby bottles, either empty or containing pre mixed formula/milk/juice/water.
- Two factory sealed, single serving size packets of powdered formula.
- One change of clothes.
- Single layer baby blanket.
- One transparent pacifier.
- Factory sealed baby wipes.
- One baby feeding spoon (plastic only)
- One single layer burp cloth.
- One infant carrier.

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Baby wipes that are brought into the visiting processing center must be in a factory sealed container. While the Visiting Officer is observing, the visitor will open the sealed container and place the baby wipes in a clear plastic baggie.

Photographs/Documents

Photographs, papers, or documents permitted into the visiting area for the inmate’s examination shall be retained by the visitor and carried from the visiting room and the institution/facility at the conclusion of the visit.

Photographs, papers, or documents **require approval** of the institution/facility designated staff. Ten approved photographs may be allowed; maximum size 8” x10”; no false backs or instant photographs.

During Processing, Visiting Staff shall:

- Inspect and count the items.
- Record the number of items on the visitor’s CDC Form 1000.
- Upon conclusion of the visit, staff shall again count the items verifying the amount with the number recorded.

The Institution/Facility shall provide, upon request, one pencil and notebook paper to be checked out by the adult visitor, as needed. At the conclusion of the visit, the pencil shall be returned to Visiting Room Staff. The paperwork shall be inspected for contraband and the visitor shall be allowed to remove the paperwork from the institutional Facility.

Institutions/Facility may provide games, children’s books, crayons, and coloring books upon receipt of donations from the community.

**54020.17
VISITOR MEDICATION**

Visitors may retain only life-sustaining, condition-stabilizing medication with the prescribing physicians written statement of its immediate need, and only in the physicians prescribed amount immediately required to sustain or stabilize the condition during the visit. The physician’s written statement shall include the physician’s medical license number, address, and phone number.

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All medication shall be in its original pharmacy container with the patients name, pharmacy, name of medication, prescribed dosage, and the physician’s name indicated on the container’s label.

**54020.19
VISITOR EMERGENCY
MEDICAL ASSISTANCE**

When a visitor alleges injury, the visiting Lieutenant or Sergeant shall contact medical staff and direct them to respond and provide medical attention. The Watch Commander shall be notified. A CDCR Form 7219 Medical Report of Injury and Notice of Unusual Occurrence (NOU) shall be completed. Photographs shall be taken of the area where the injury occurred not of the visitor or their injury. If injury involves a minor, attach a copy of the “Acknowledgement of Responsibility for Children” and a copy of the CDC 1000 Visitor pass. If the injury was observed by staff a memorandum shall be completed and forwarded to the Watch Commander..

If medical staff clears the visitor, then they may be allowed to visit. If the visitor is not medically cleared to resume visiting the visiting Lt. will terminate the visit for the day and the visitor will be encouraged to seek additional medical treatment from their personal physician. If serious injury occurred the visitor may be transported to outside hospital by ambulance with authorization from the Watch Commander.

A copy of the CDCR Form 7219, photographs, NOU, Acknowledgement of Responsibility for Children, CDC 1000 Visitor Pass, and applicable reports will be forwarded to the Litigation Coordinator who will maintain the documents on file.

**54020.22
NON CONTACT
VISITING**

Scheduling Non-Contact Visiting Appointments

- Visitors may schedule a non-contact visiting appointment by phone.
- An inmate may receive only one non contact visit per day.
- Non contact visiting appointments are scheduled by the name of the requesting visitor.
- Confirmation of the day and time the visit occurs when the requesting visitor calls the institution for a visit.
- Visiting staff will not confirm visiting appointments over the phone at any other time.

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- If on the appointed day and time of the visit the visitor that requested the visit does not show up the visit will be cancelled.

**54020.24
 FOOD IN VISITING
 AREAS**

Food/Drinks: During contact visits, the inmate and visitor may pass, exchange or examine any items or consume any items of food or beverage that either party is permitted to bring into or purchase in the visiting area. No items will be allowed that are considered contraband under CCR, Title 15, Section 3006.

Baby Food: All jars of baby food will be made of transparent plastic. All pre-mixed formula milk/juice will be sealed in a factory sealed container, when brought into the visiting processing center. While the Visiting Officer is observing, the visitor will open the pre mixed sealed container and place the contents in the baby’s bottle.

**54020.26
 VISITING WITH MORE
 THAN ONE INMATE**

Except for immediate family members as defined in CCR, Title 15, Section 3000, visiting with more than one inmate at the same time shall require the prior approval of the Warden. Immediate family relationship will be verified by the Correctional Counselor I (CC-I) by reviewing the Central File/ERMS of both inmates. The CC-I will document the relationship on a CDC Form 128-B, which is to be reviewed and approved by the respective Facility Captain. Two copies of the CDC 128-B will be forwarded to the Reception Information Center to be placed in the inmates Visiting Files.

**54020.28
 VISITING IN A
 COMMUNITY
 HOSPITAL**

Visiting **will not** be conducted at a community hospital **unless** an inmate that has a life threatening or critical illness that was confirmed by the CME/CEO.

The inmate’s visitor shall request the visit through the Visiting Lieutenant/Watch Commander. The Visiting Lieutenant/Watch Commander will review and approve all requests. The Visiting Lieutenant/Watch Commander will ensure a CDC Form 128C authored by the CME noting the condition as a life threatening or critical illness/injury and their approval for the visit. Overall responsibility for approval of visits will be granted by the Warden. The Visiting Lieutenant/Watch Commander will in addition ensure that the visitor is an immediate family member as defined in D.O.M. Article 42, Section 54020.3 and is an approved visitor of that inmate.

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The maximum visiting time is one (1) hour per day with a total of two (2) visitors, including minors, allowed at a time. Visiting times must coincide with the hospitals visiting times. Visitors in excess of two may be accommodated by means of rotation through the visiting area on a one time basis. Such rotation shall be considered a single visit. Visitors shall be required to wait in the designated hospital waiting rooms.

The visitor must provide a valid form of I.D. as defined in D.O.M. Article 42, Section 54020.12. All adult visitors shall present picture identification before being permitted to visit. **Acceptable forms of identification are:**

- Valid driver’s license with picture.
- Valid Department of Motor Vehicles identification card with picture.
- Valid government-issued passport with picture (must include a current expired visa issued by the United States Department of State, if applicable).
- Armed Forces’ identification card with picture.
- Identification cards issued by the United States Department of Justice or United States Immigration and Naturalization Service.
- Picture identification MCAS issued by the Mexican Consulate.

The Visiting Lieutenant/Watch Commander will schedule all approved visits and contact and advise the hospital coverage officers of the visit and proper procedures to follow. The Visiting Lieutenant/Watch Commander will fax a sheet to the hospital coverage officers giving the name and CDCR number of the inmate and the names of the approved visitors.

Hospital Coverage Officer: shall verify the approved visitors by utilizing the sheet faxed by the Visiting Lieutenant/Watch Commander against the visitor’s valid form of I.D. The Officers will ensure that the visitors are aware that all rules and regulations for visiting inside institutions will continue to apply during hospital visits.

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No personal property or exchange of property between visitors and inmates shall be allowed. Neither the inmate nor visitor shall take any property items out of the visiting area, except for legal documents as provided in CCR, Title 3178.

Visitors shall only be authorized to retain two keys on a single key ring (with no attachments), life sustaining medication, and a valid form of identification. Visitors will be under constant observation during the entire visit. Refer to D.O.M. Article 42, Section 54020.27.

Prohibited Items

- Tobacco products
- Food/Beverages
- Chewing gum
- Cameras
- Cell phones
- Recording/electronic devices
- Pagers
- Brief cases
- Writing materials or books (unless approved prior to entering the visiting area).

Security Search

To ensure security of the visiting area including prevention of the introduction of contraband, an inspection shall include a search of the visitor’s person by means of a handheld metal detector. Staff will assure one is present prior to visit. Refer to D.O.M. Article 42, Section 54020.13.1.

When necessary to search a visitor’s person and the visitor fails to clear any contraband/metal detection device, or information has been obtained indicating that a visitor is in possession of contraband, they may be subject to a clothed body search. Refer to D.O.M. Article 42, Section 54020.13.2.

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When necessary to conduct a more intensive security search of the visitor’s person when the visitor fails to clear any contraband/metal detection device, or information has been obtained indicating that a visitor is in possession of contraband, they may be subject to an unclothed visual body search. Refer to D.O.M. Article 42, Section 54020.13.3.

When a clothed or unclothed body search of a visitor is authorized and/or necessary due to the failure to clear any contraband/metal detection device, the visitors shall be verbally informed of the reason(s) for the search and the name of the official ordering the search. Before the search is conducted, the visitor shall provide written consent by signing a CDC Form 888. Refer to D.O.M. Article 42, Section 54020.14.

When staff obtains information that indicates that a visitor may be in possession of contraband on institution/facility property, the employees shall document the information on a confidential memorandum. Refer to D.O.M. Article 42, Section 54020.14.2.

Refused Security Search: Visitors who refuse to submit to a clothed or unclothed body search shall have their visiting privileges denied for that day. Refer to D.O.M. Article 42, Section 54020.14.1.

Search of Minors: When a clothed or unclothed body search of a minor visitors is authorized, the accompanying parent or legal guardian of the minor must consent to, and shall be permitted to, witness the search. Refer to D.O.M. Article 42, Section 54020.14.3.

Visitor Dress Code

- Visitors shall dress appropriately and be fully dressed.
- Visitors shall wear shoes or sandals.
- All clothing and skirts, including slits in the garment, shall not expose more than two inches above the knee when standing.
- No layered clothing.
- No sagging of pants.
- Under garments must be worn.

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Prohibited Clothing

- No shower shoes or house slippers.
- No transparent clothing.
- No strapless halters of any kind.
- No spaghetti straps of any kind.
- No bare midriff shirts.
- No tank tops.
- No form fitting or revealing attire.
- No hair pins, hats, or wigs.
- No gloves.
- No bandannas or scarves.
- No wallets or purses.
- No attire displaying obscene/offensive language, drawings or known gang or team logos of any kind.

54020.32.1 CLEARANCE AND APPROVAL FOR ATTORNEY VISIT

Attorney-Client Visit: When an Attorney-Client visit has been approved, **designated visiting staff** will complete a notice of Attorney/Legal visit (CDC Form 1081) and make four copies for distribution.

- One copy will be delivered to the affected yard.
- One copy will be sent to the inmate via institutional mail.
- Two copies will be placed in the daily appointment book, (one copy will be given to the attorney on the day of the visit and the other will be retained in the daily appointment book until the following day). The original will be retained for our records.

54020.32.2 INMATE NOTIFICATION OF ATTORNEY VISIT

Priority Ducats: Designated Visiting Staff will forward a request for priority ducats to the Inmate Assignment Lieutenant far in advance of the attorney visit, to enable the Inmate Assignment office to process a Priority Ducat to the inmate in a timely manner.

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**54020.32.3
 ATTORNEY VISITING
 HOURS**

The attorney visit shall be one hour, unless prior arrangements have been made through the Visiting Lieutenant/Watch Commander and is so stipulated on a CDC Form 1081, Notice of Attorney/Legal Visit Form.

An attorney or their approved representative, requesting client C-File review or duplication of file documents, shall make an appointment through the Visiting Lieutenant/Watch Commander or **designated visiting staff** after consultation with the assigned CC-I.

Attorney-Client Visits visiting times will normally occur on: **Friday from 0800 to 1500 hours.**

Visits outside the aforementioned hours must be cleared and approved through the Visiting Lieutenant. Attorney-Clients visits for attorneys representing Life Term Hearing will be approved for the length of the hearing to include preparation time.

All staff participate in Board Of Prison Hearings (BPH) matters must receive training through In-Service Training and complete the BPH training module within the UCC/ICC rooms on each Facility.

Disability Access For Inmate Hearings: Each UCC/ICC room is wheel chair accessible and has a dedicated wheel chair for each facility. Each UCC/ICC room is equipped with the Disability and Effective Communication System (DECS), which is accessible during the hearing.

Disability Equipment Failure: In the event an equipment failure (i.e. wheel chair accessible van, transportation vehicles, elevators, construction, etc.) causes an area to become inaccessible, alternatives will be made available. Alternative routes will be established to enable and visitors to attend said hearings.

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DECS Access: All Classification and Parole Representatives, Correctional Counselors, BPH Schedulers, Mental Health Clinicians (permanent, contract and employed by BPH), staff assigned to assist in Life Prisoner proceedings, assigned to “Lifer Desks”, and “**Revocation Extension**”, BPH and Deputy Commissioners will have access to DECS.

Mental Health Status of Inmate: In rare occurrences, the assigned Clinician may determine that an Attorney Visit may compromise the Mental Health Status of the inmate. If this is the decision of the Clinician, the Clinician will document an order on a CDC Form 128B, that a visit from the attorney could be detrimental to the health and safety of the inmate.

- a) The CDC Form 128B shall be completed the same working day that the clinician is notified of the requested attorney visit, and shall indicate the reason why the visit may be detrimental, and the time frame recommended for a rescheduled visit.
- b) Copies of the CDC Form 128B shall be placed in the Unit Health Record and the Central File.
- c) The original CDC Form 128B shall be given to the Litigation Coordinator (or designee).
- d) The Litigation Coordinator (or designee) shall provide a copy of the CDC 128B to the attorney by sending it via facsimile to CalPAP Headquarters at (916) 452-7491, and the attorney shall be requested to postpone the visit.

Detrimental Visit: When a clinician determines that an attorney visit could be detrimental to the parolee-patient, a mental health clinician who is a supervisor or manager shall be notified to review the documentation of the concern. Progress toward resolving the concern shall be documented in the Unit Health Record at least every 24 hours. When an attorney declines to postpone the visit, the visit shall be allowed, and clinician contact shall be scheduled immediately following the attorney visit to determine whether modification of the treatment plan is necessary to ensure the safety of the inmate.

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**54020.32.5
PROCESSING**

Processing Legal Representatives for Visitation: Personal pagers and cellular phones shall not be allowed into the institution. Personal laptop computers may be authorized with prior notification and approval; however, the legal representative shall be required to **boot up** the computer during processing in the designated area to show that it is a functioning computer. The laptop computer shall not have modem capability.

Legal representatives shall pass through the metal detector and shall not be allowed entry with briefcases. All paperwork pertaining to cases shall be hand-carried.

Administrative Segregation Visit: Attorney visits for Administrative Segregation inmates shall be cleared and processed as an attorney or legal representative for a general population inmate.

Married Inmate/Attorney: If an inmate and his attorney are married to one another and are on a confidential visit, they shall follow the same rules for physical contact as they would during a regular visit.

ORIGINAL SIGNED BY

W. J. SULLIVAN
Warden (A)
California City Correctional

DATE: