

VISITING

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54020.1 POLICY

The California Department of Corrections and Rehabilitation (CDCR) encourages inmates to develop and maintain healthy family and community relationships. It is a privilege for inmates to have personal contact visits while confined at the California Correctional Center (CCC). Visiting at CCC shall be conducted in as an accommodating manner as possible in keeping with the need to maintain order and safety and security of the institution.

54020.6 OFFICIAL VISITS BY OTHER DEPARTMENTS/AGENCIES/FOREIGN OFFICIALS AND OTHER DISTINGUISHED VISITORS

Officials of other departments/agencies/foreign officials and other distinguished visitors shall be required to produce official identification, sign the official visitor logbook, receive a visitor's pass, and submit to a search consisting of a contraband/metal detection and visual search of briefcase or other allowed property.

Commissioners and Deputy Commissioners of the Board of Parole Hearings (BPH) are not required to submit to contraband/metal detection.

Currently, Department Operations Manual (DOM), Section 13020.9.1, states in part: "In the case where a facility requests the services of other departments or agencies, or those departments or agencies request an official visit as part of their official duties, to interview staff or inmates, or to do follow-up work to ensure compliance with legal requirements, the facility shall make every effort to assist those individuals in completing their assignment."

Examples of official visitors of other departments or agencies include, but are not limited to, employees of:

- The Department of Justice, Law Enforcement Division (investigators, forensic scientists, fingerprint specialists). A prior visitor background clearance is not required for these individuals.
- The Department of Health Services (environmental health specialists, vector, and sanitation experts).
- The BPH (Commissioners and Deputy Commissioners) if hearing cases in a special housing unit.
- The Legislative Analyst.
- The Department of Finance.
- Auditors.
- District Attorney: Investigators.
- Coroners.

- Federal Bureau of Investigation Agents.
- Court monitors.
- Inspector General.

Access for Foreign Consular Officers as Official Visitors

Inmates who are foreign-born nationals have the right to contact their foreign consulates. Foreign consular officers must be given access to their nationals and permitted to communicate with them. Such officers have the right to visit with their nationals, converse and correspond with them, and to arrange for their legal representation.

The Consulate's office shall notify the Warden's Office at least 24 hours in advance of the visit date, time of arrival and purpose of the visit. The institution head or designee shall ensure the necessary Gate Clearance is forwarded to the Foyer Gate Officer. The Consular is subject to being processed as any dignitary or any state employee visitor. The Consular will sign-in on the Official Visitor Logbook and is required to provide an Official Consular Identification Card, issued by the United States Department of State as valid photograph identification for visiting purposes. The Consular will also submit to a standard search (a visual search of their brief case or other paperwork and successful passage through a metal detector). The Consular will be issued a Visitor's Pass when entering the Security Area of the institution, not to exclude the Visiting Room. The Consular is subject to CDCR regulations and may be required to visit during established visiting hours.

If the Consular wants to tour the institution/facility, the institution head shall provide an appropriate escort. All reasonable access and cooperation shall be given. Upon notification that a Consular wishes to either visit or request a tour of a facility, the institution shall notify headquarters by calling the Special Assistant to the Director, at (916) 445-7688. Additionally, the institution shall immediately notify the Chief Deputy Secretary, Adult Operations, at (916) 323-6001.

Should a Foreign Consular request information about a specific inmate, the information must be provided to the consular, if the inmate gives his or her consent. Information will not be provided without the inmate's consent, as it is a violation of the Federal Privacy Act of 1974. If a foreign consular requests access to an inmate, every effort will be made to accommodate the request unless there is a reasonable belief that the Consular may jeopardize the safety and security of the institution.

The Vienna Convention for the Consular Relations, Article 35, (2) Freedom of Communication, states, "The official correspondence of the consular shall be inviolable." Official correspondence means all correspondence relating to the

consular post and its functions. All such correspondence shall be considered "Confidential Mail."

The Department has received many requests from foreign consular officials who request lists of inmates who are foreign nationals of their countries. However, due to the Privacy Act of 1974, we are not to provide this type of information. Further, the Department captures information regarding the inmates' alleged countries of birth but does not capture information on citizenship. Consular requests for information must be for a specific inmate so the institution can seek the inmate's consent prior to response.

Victims, Victims' Next-of-Kin, or Representatives for Board of Prison Terms Hearings

In accordance with DOM, Section 62090.6.4.1, victims or their representatives shall be processed in to the facility in the same way as all visitors. All visitors entering the security area of an institution are required to successfully pass through a metal detecting device in accordance with DOM Section 54020.8. This requirement is core to the security of the institution and to the safety of persons. Any person that cannot pass the metal detector or hand-wand process due to metal contained in an undergarment may be referred to alternative sources for appropriate clothing.

Assisting the victims/next-of-kin/designated counsel to be cleared into the security area containing the hearing room(s) with the least amount of problems is the goal. When undergoing the search process, all visitors are to be treated with respect and in a professional manner, as well as all members of the public. Victims/next-of-kin/designated counsel who are entering an institution to keep specific appointments with the BPH may also benefit further from the special consideration of having the institution's Victim Services Representative (VSR) meet with them to explain the search and clearance process prior to entering the search area. In accordance with DOM Sections 13010.18 and 62020.6.4.1, the VSR shall be notified of the arrival of all victims/next-of-kin/designated counsel on institution grounds in order to provide escort service while inside the institution.

54020.7 VISITING DAYS AND HOURS

The CDCR Visiting Information Toll-Free Telephone Number is (800) 374-8474. This toll-free number will provide most visiting information for all CDCR institutions in English and Spanish. Visiting hours and days could vary from one institution to another. This phone number will lead you to the information for each institution.

Any routine modification to visiting hours and/or days shall be posted in areas accessible to visiting participants at least two (2) weeks prior to implementation. Inmates may visit only during non work/training hours except as provided in CCR, Title 15 Section 3045.

General Population Visiting

Visiting will occur on Saturdays/Sundays/designated Holidays from 0800-1430 hours. The designated holidays are as follows:

- New Years Day
- *Independence Day* 4th of July
- Thanksgiving Day
- Christmas Day

Visiting will occur on the above listed holidays regardless of the day of the week.

Administrative Segregation Visiting

Administrative Segregation *Unit* (ASU) Visiting inmates are allowed one (1), two (2) hour visit, each week. All visits for ASU inmates shall be non-contact visits.

Non-Contact Visiting

Non-contact visiting hours are the same as the General Population (GP). They will be scheduled in one (1) hour increments and may be extended based on space. See DOM Section 54020.22 for more information.

Emergency Modification of Visiting Schedule Information

Emergency modifications of the visiting schedule shall be posted as soon as practical to include the automated telephonic visiting information system. The visiting supervisor or designee is responsible for ensuring the automated telephonic visiting information system is updated as changes occur.

General Visiting Information

Visitors entering CDCR institutions/facilities are subject to a search of their person, vehicle, and property to the degree necessary to ensure institution/facility security and prevent the introduction of contraband. Visitors may leave the institution grounds rather than submit to a search of their person, vehicle, or property. However, refusal to submit to the search will result in the denial of visitation for that day. Visitors shall not be forcibly searched unless institution/facility officials possess a court-issued warrant to conduct the search, or the visitor is being detained for unlawful actions or activities in accordance with California Code of Regulations (CCR), Title 15, Section 3292. Staff may conduct visual inspections of vehicles and may also utilize *canines* drug dogs (K-9's) to assist with the discovery of contraband.

Also, all visitors should be aware that CDCR is prohibited from recognizing hostages for bargaining to affect an escape by inmates or for any other reason(s). In addition, the prison may be surrounded by an electrical fence. To protect visitors,

especially children, from being injured, visitors are cautioned to stay away from the perimeter fence line.

It is a crime to:

- ~~Assist an inmate to escape~~
- ~~Bring onto the grounds any weapon, firearm, ammunition, explosive device, tear gas, pepper spray, alcohol or controlled substance, and cameras and/or recording devices.~~
- ~~Take letters and/or written documents to or from an inmate.~~
- ~~Falsely identify yourself to gain admission to the institution.~~
- ~~Giving or receiving gifts to or from inmates.~~
- ~~Enter without the permission of the Warden if you have previously been incarcerated.~~

Non-Smoking Visiting Areas

~~No smoking or tobacco products will be allowed on grounds at any time.~~ Smoking or tobacco use is forbidden on grounds. Tobacco must remain in the visitors vehicle which must be secured.

Supervision of Visiting Facilities

The supervision responsibility for the Main Visiting Facility, Lassen Visiting Facility, Family Visiting Units, and the Visitor Processing Center is as follows:

- Direct Supervision: Visiting Sergeant
- Indirect Supervision: Visiting Lieutenant

In the absence of the Visiting Lieutenant, the Visiting Sergeant will report, *on the weekdays to the Facility C Captain, and on the weekends to the on-duty Watch Commander.*

Visiting Room and Restroom Inspections

CCC is committed to maintaining a healthy and safe visiting facility. To ensure this, during the hours Visiting is open to the public, custody staff assigned to Visiting shall continually provide a visual inspection of the Visiting Rooms(s) and the Visiting restrooms. Custody staff will report any health or safety concerns to the Visiting Sergeant.

During the hours that Visiting is open to the public, custody staff assigned to Visiting shall conduct hourly inspections of the Visiting restrooms and complete the Visiting Restroom Inspection Sheet (Attachment A) accordingly. In order to provide proof of practice in maintaining clean, safe public restrooms, the Visiting Restroom Inspection Sheet shall be posted within each Visiting restroom. At the end of each visiting day, the Visiting Restroom Inspection Sheets shall be

turned into the Visiting Lieutenant, who shall review the Visiting Restroom Inspection Sheet, and sign the completed form. This form is to be archived and maintained in the Gatehouse/Visitor Processing Center for the duration of 12 calendar months.

54020.8 VISITOR APPLICATION PROCEDURE

All ~~Adult~~ visitors shall be required to obtain approval before being permitted to visit.

The inmate is responsible for obtaining, *and* signing a Visitor Visiting Questionnaire CDC 106, Attachment B, and sending it to family members and friends to visit. All adult visitors must complete a questionnaire and return it to the Visiting Office by mail. The Visiting staff must process and approve the questionnaire before the person may visit. This should take approximately 30 *business* working days. The CDC 106 must be filled out completely and accurately. Failure to provide all requested information might result in the request being either denied or delayed. Visiting staff will process only those Visiting Questionnaires that have been sent by the inmate to a prospective visitor in accordance with the provision of CCR Subsections 3172(a) and (e). Forms reproduced from any other source, such as, internet download, fax, or email will not be accepted. All Visiting Questionnaires must be original with original signatures. See State-Wide *statewide* DOM Section 54020.8, Visitor Application Approval, for exceptions to original signatures on *Visitor Visiting* Questionnaire.

In order to retain the status of an approved visitor, the CDC Form 106 shall be updated whenever there is a change in the visitor's address, telephone number, or arrest history or periodically upon request. Visitors are required to update their existing CDC Form 106 every two (2) years.

Visitor Visiting Questionnaires for camps will be processed at the Visitor Processing Center at CCC. A CDCR 120 Report, approval/denial will be routed to the respective camp via the weekly camp bus. CDC 106's that are received at camp will be forwarded to CCC for processing. Inmates at camp are required to have their prospective visitor's mail Visiting Questionnaires to the California Correctional Center, P.O. Box 790, Susanville, CA 96130, ATTN: Visiting.

54020.8.1 APPROVAL/DISAPPROVAL OF APPLICATION TO VISIT

Visitor Approvals

The inmate will notify each visitor that they are approved. Any visitor approved at one institution shall be approved to visit the same inmate upon transfer to another institution.

Visitor Denials

Visitor applicants denied permission to visit, in addition to the Notice of Visitor Approval/Denial (CDC 887), will receive a visitor denial letter explaining in detail the reasons for refusal and the steps necessary for subsequent approval/reconsideration. The perspective inmate will also receive a copy of the CDC 887, Notice of Visitor Approval/Denial. The CDC 887 will only inform the inmate that the visitor has been disapproved. It will not indicate the specific reason why the visitor was denied access.

Reasons for denial include but are not limited to the following:

- The prospective visitor has outstanding arrest/warrants.
- The prospective visitor has one (1) felony conviction within the last three (3) years or two (2) felony convictions within the last six (6) years or three (3) or more felony convictions during the last ten (10) years.
- There is an active restraining order involving the visitor and the inmate.
- The perspective visitor's form of identification is not a form of ID accepted by CDCR or is not valid.
- The perspective visitor has a Failure to Appear or Failure to Pay notice with the Department of Motor Vehicles.
- The prospective visitor has any one (1) conviction of the following types of offenses:
 - Distributing a controlled substance into or out of a state prison, correctional institution/facility or jail.
 - Transporting contraband (weapons, alcohol, escape and drug paraphernalia, cell phones, tobacco, etc.) in or out of a state prison, correctional institution/facility or jail.
 - Aiding or attempting to aid in an escape or attempted escape from a state prison, correctional institution/facility or jail.
 - The prospective visitor is a co-offender of the incarcerated inmate.
- The prospective visitor is a former prison inmate who has not received the prior written approval of the Warden.
- The prospective visitor is a supervised parolee, probationer, or civil addict outpatient status and has not received written permission of his or her case supervisor and/or the approval of the Warden.
- The identity of the prospective visitor or any information on the Visiting Questionnaire is omitted or falsified.
 - If the prospective visitor has omitted information, the request to visit shall be reconsidered when the information is provided.
 - If the applicant has falsified information no other request to visit shall be considered until six (6) months after the date of disapproval.
- When positive identity cannot be established or clearing the criminal history of the prospective visitor is not possible due to inadequate or conflicting information, the information will be reconsidered when positive identity is established.

54020.8.2 ARREST HISTORY INQUIRY

Upon receipt of the CDC Form 106, ~~Visitor~~ Visiting Questionnaire, an arrest history inquiry shall be completed into all adult visitors to determine visiting approval or denial.

54020.8.3 RECONSIDERATION OF DISAPPROVAL

Reconsideration for approval shall occur at the end of the denial period upon receipt of a new CDC Form 106, Visiting Questionnaire.

54020.10 VISITING REQUIREMENTS FOR MINORS

Visitors under 18 years of age and not the inmate's legal spouse, must be accompanied by a responsible adult who has been approved to visit the inmate. The approved adult visitor must show the original certified copy of the minor's birth certificate(s). If the accompanying adult is not the minor's legal guardian, an original notarized written consent shall be required from the person legally responsible for the minor. The notarized written consent or court order shall state the duration of the approval and must be presented each time a minor visits. The notarized written consent must be renewed annually.

In no case will a minor be allowed entrance without a notarized written consent from a person having legal custody of the minor. Notarized letters must have the notary stamp on the original document. It must not be stapled or attached. Copies will not be accepted. Legal guardians must have true copies of their guardianship papers as awarded by the courts.

54020.10.1 VISITING RESTRICTIONS FOR MINORS

Visiting with minors shall be prohibited for any inmate sentenced to prison for violating Penal Code (PC), Section(s) 261, 264.1, 266c, 285, 286, 288, 288a, 288.5, (3173.1), or 289 when the victim is a minor, unless specifically authorized by a juvenile court, pursuant to Welfare and Institutions Code, Section 362.6. When an inmate has been arrested, but not convicted of any crime involving a minor victim listed above a Unit Classification Committee (UCC) shall determine whether all visitations with a minor(s) is to be limited to non-contact status. Inmates may be prohibited from having contact or non-contact visits where substantial evidence, e.g., court transcripts, police or probation reports, or parole revocation hearing findings describing the misconduct if the misconduct described in CCR, Title 15, Section 3177(b)(1) exists, with or without a criminal conviction.

54020.11 PROCESSING VISITORS

Upon arrival at the Visitor Processing Center, the visitor shall complete a CDC Form 1000, Visitor Pass. Visitor processing shall not be suspended during routine operations such as institutional counts. Please note that visitors will not be allowed on institutional grounds prior to 07:30 on visiting days. This includes inmate/parolee pickup.

Visiting Staff Shall

- Request picture identification in accordance with section 54020.12, Proof of Identity for each adult visitor and request a certified copy of each minor's birth certificate.
- Verify approval of each visitor to visit.
- Determine visiting status; e.g., non-contact, order for an unclothed body search or other restriction/instructions.
- Enter the date of visit on the automated visiting system.
- Stamp the right wrist of all visitors with fluorescent ink prior to their entrance into the visiting facility.

Visitors shall

- Dress appropriately and conservatively. Please keep in mind that inappropriate attire will be a reason to deny a visit. Any alteration to clothing once a visitor is inside the visiting facility will be grounds for terminating the visit. See DOM Section 54020.20.
- Each visitor including minors will be required to pass through a metal detector to ensure contraband does not enter the institution and may be required to submit to a search in order to visit. See DOM Section 54020.13-14.3.
- Remove all items from their pockets and other locations. Pockets must be turned inside out, and remove jackets, belts, shoes, etc. prior to entering the metal detector. These items shall be placed on the counter for inspection by the Visiting Staff.
- Visitors failing to clear the metal detector will be given three (3) attempts to pass through successfully. If they are still unable to pass, they will be instructed to change their clothing. If they did not bring a change of clothing the Friends Outside trailer, located across the parking lot from the Visitor Processing Center, will loan them clothing for the visit.
- Visitors who are still unable to pass through the metal detector successfully may be required to submit to an unclothed body search prior to entering the visiting facilities. Please see DOM Section 54020.13-14.3 for more information.
- Visitors who can not clear the metal detector after repeated attempts will not be permitted to visit and will be asked to leave institutional grounds.
- The hand held metal detector will be used for documented medical reasons only, see DOM Section 54020.11.1 – 11.2 for additional information.

Facility M Visiting

Facility M visiting will be held on Saturdays, Sundays, and holidays in the Main Visiting Room. See DOM Section 54020.7 for visiting holidays.

When notified by visiting staff of visitors for Facility M inmates, the Facility M Officer(s) will identify and escort the inmates from Facility M to the back gate of CCC Main. Facility M staff will process the inmates through the back gate per institution procedures, retaining the inmates' identification cards. Staff will utilize the Facility M gate pass for entrance to and exit from the back gate at CCC Main. Facility M staff will escort the inmates through the Facility B to the Visiting Waiting Room. Facility M staff will provide the Watch Office with the identification card of each inmate for processing into the Visiting Room.

Upon completion of inmate visiting hours, the Facility M inmates will be escorted from the Patio area through Facility B to the back gate, processed through the back gate per institutional procedures, and then returned to Facility M. If an Facility M inmate's visit is terminated prior to the close of regular visiting hours, the Watch Office staff will contact Facility M staff for the processing of the inmate back to Facility M.

Firehouse Inmate Visiting

Firehouse inmates will utilize Antelope Camp, CC #25, for visiting. Firehouse staff will be contacted by Antelope Camp staff when a Firehouse inmate has a visitor. The Firehouse inmate will then report to the Antelope Camp Office and check in with staff. All Firehouse inmates will be in full State-issued clothing while in the Antelope Camp Visiting Room.

In the event of an emergency on or off-grounds, and a Firehouse inmate is on a visit, his visit can be terminated if the on-duty Fire Captain (FCCI) deems it necessary.

Conservation Camp Inmate Visiting

During fire season, inmates should advise their visitors that it would be advisable to call the camp before leaving home for an intended visit. *Inmates who are on a regular visit will be required to respond to an emergency fire dispatch within the five (5) minute time frame.*

Visiting will be permitted on weekends and designated holidays from 0930 to 1530 hours or hours designated by the Camp Commander. There must be a minimum of six (6) hours on each authorized visiting day.

Inmates are to receive clothed body searches prior to the start of the visit and unclothed body searches when the visit terminates.

The Visiting Officer is responsible to search the designated visiting areas for contraband and ensure all trash is disposed of prior to and after visiting. At the completion of visiting, the Visiting Officer will remove all trash from the visiting area.

Once the visit begins, neither the inmate nor the visitor is to leave the visiting area. Exception: ADA Visitors for restroom access see DOM 54020.11.1 Visiting Program Reasonable Accommodation, ADA Restroom Access.

Inmates and visitors are not to be in the same restroom at the same time.

Visiting will only be allowed in designated areas.

Visitors may bring a picnic style lunch. All food items brought by visitors will be searched for contraband prior to the visit. Inmates are not allowed to take any food from the visiting area. See DOM Section 54020.24 for more information.

All visitors will be required to sign in and out on the camp's Visitor's Log.

54020.11.1 VISITING PROGRAM REASONABLE ACCOMMODATION

Subject to the Americans with Disabilities Act and other applicable law, reasonable accommodations shall be afforded to visitors and inmates with disabilities to facilitate their full participation in contact, non-contact, and family visiting.

ADA Restroom Access

Any ADA visitor with a medically verified disability, who requests to leave the designated visiting area to utilize the restroom and return to the visiting area, will be allowed to do so. This will only be in the event that the visitor cannot perform this task in the visitor's restroom due to limitations of the current facilities.

The visitor will be processed out of the visiting room in accordance with DOM 54020 Processing Visitors. The visitor will be allowed to go to an alternate location to relieve themselves. Once complete the visitor will be allowed to return to the visiting area. Staff will process the visitor back into the visiting area in accordance with DOM 54020 Processing Visitors.

The visitor will be required to be reprocessed by a staff member using a metal detector, handheld or walk through, depending upon their disability, and visual inspection. The processing of the visitor will take place either at the Visitor

Visiting

Processing Center or on site, again in accordance with DOM 54020 Processing Visitors.

In the event the visitor is a minor or is an adult who is disabled to the degree that they require the assistance of a second person or parent/guardian, the second person or parent/guardian will also be allowed to leave the visiting area to assist the disabled visitor. Once finished the second person, parent/guardian will be required to return to the Visitor Processing Center for processing back into the visiting room.

As soon as modifications have been made to the restroom facilities at CCC, this will no longer be in effect.

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

Visitors with medically implanted or prosthetic devices, wheelchairs, or other assistance devices who cannot clear the metal detector shall be required to present a letter signed by their physician, psychiatrist, prosthetist, or orthodontist, which includes their California Medical License number (if applicable).

The verification letter shall:

- Be updated every two (2) years to coincide with the requirement for updating visitor information.
- Detail the specific location of the medical implant or prosthetic device in or on the body.
- Detail the specific type of mobility impairment and verify the need for a wheelchair or assistance device.

Processing Visitors with Medical Implants or Prosthetic Devices

Staff shall conduct a visual inspection of the prosthetic device to the extent possible without the removal of clothing, and a hand-held metal detector device shall be utilized to process visitors with medical implants.

Any required removal of prosthetic and medical implants for inspection will be done in a private setting.

Processing Visitors with Wheelchairs or Mobility Assistance Devices

The visitor shall be asked to temporarily transfer from his/her personal wheelchair to an institutional wheelchair while an inspection of the visitor's wheelchair is conducted.

Institution/facility staff is not authorized to physically assist the visitor with the wheelchair transfer. However, when an institutional wheelchair is not available or the visitor is unable to transfer to another wheelchair, the visitor is exempt from the wheelchair transfer requirement.

Visitors who present a letter signed by their physician, etc., which details a specific type of mobility impairment which precludes the wheelchair transfer or verifies the need for using battery-powered, custom designed wheelchairs, shall be exempt from the wheelchair transfer requirement.

Visiting staff will conduct a search of the visitor's wheelchair and utilize the hand held metal detector to search the visitor.

The visitor will be allowed to utilize their vehicle and follow the visiting van to the appropriate disabled parking location in front of the Main Foyer or Facility C Entrance.

If the accompanying family member wishes to visit, they will be brought back to the Gatehouse to be processed.

Processing Visitors with Service Animals

The Americans with Disability Act (ADA) defines a "Service Animal" as any guide dog, signal dog or other animal individually trained to perform tasks for the benefit of an individual with a disability, including but not limited to guiding individuals with impaired vision, alert individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items. While most service animals are dogs, people sometimes train monkeys, cats and other small animals to perform these valuable services.

If you are not certain that an animal is a service animal you may ask the person whom has the animal if it is a service animal required because of a disability.

- Questions you may ask:
 - Is your animal a service animal?
 - What tasks have the animal been trained to perform?
- Questions you may not ask:
 - Does your service animal have an ID card?
 - Has your animal been certified as a service animal?
 - What is your disability?

If other visitors object to the animal explain the animal performs vital tasks for their disabled owner. Do not move or remove the disabled visitor or animal unless the animal becomes aggressive or destructive.

CDCR is not required to provide care, food, or a special location for the animal. The care or supervision of a service animal is solely the responsibility of its owner.

54020.12 PROOF OF IDENTITY

All adult visitors shall present valid picture identification before being permitted to visit. For each minor, a certified record of birth (official birth certificate) shall be presented.

Acceptable picture identification for visitors may be, but is not restricted to, the following valid documents:

- Driver's license with picture
- Department of Motor Vehicles identification card (ID) with picture
- Picture passport
- Armed Forces ID with picture
- Picture ID cards issued by the United States Department of Justice or United States Immigration and Naturalization Service
- Approved Visitors with Picture ID issued by the Mexican Consulate
- Passports and IDs issued by the Mexican Consulate are not accepted as a form of identification for the application process.

54020.13 INSPECTION/SEARCH OF VISITORS

Searches may include clothed or unclothed searches of visitors and searches of their property and vehicles when there is reasonable cause to believe they are attempting to introduce unauthorized items or substances into or out of the institution. Random searches of vehicles on institution property may occur periodically.

54020.13.1 CONTRABAND/METAL DETECTION DEVICES

It is a crime to:

- Assist an inmate to escape
- Bring onto the grounds any weapon, firearm, ammunition, explosive device, tear gas, pepper spray, alcohol or controlled substance, and cameras and/or recording devices.
- Take letters and/or written documents to or from an inmate.
- Falsely identify yourself to gain admission to the institution.
- Giving or receiving gifts to or from inmates.
- Enter without the permission of the Warden if you have previously been incarcerated.

54020.13.2 CLOTHED SEARCHES OF VISITORS

Staff may conduct a clothed body search and use a variety of detection devices when the visitor fails to clear any contraband/metal detection device or when information has been obtained indicating that a visitor is in possession of contraband.

Visiting staff of the same sex as the visitor shall conduct authorized clothed body searches however, in an emergency situation custody staff of either sex may conduct the search.

54020.13.3 UNCLOTHED SEARCHES OF VISITORS

Staff may conduct an unclothed body search and use a variety of detection devices when the visitor fails to clear any contraband/metal detection device or when information has been obtained indicating that a visitor is in possession of contraband.

The Warden or his/her designee may delegate to the Administrative Officer-of-the-Day (AOD), who shall approve all unclothed body searches. This authority shall not be delegated below the rank of Correctional Captain. Unclothed body searches shall be accomplished in accordance with the following provisions and recorded on a CDC Form 888, Notice of Request to Search, Attachment C.

Visiting staff of the same sex as the visitor shall conduct authorized unclothed body searches. The search shall be conducted in a private setting, in a dignified manner, and by least two (2) staff members.

If staff identifies what appears to be contraband in a body cavity and the visitor refuses to remove the suspected contraband from the body cavity, the visitor shall be detained and referred to the local law enforcement agency.

Upon completion of the search a copy of CDC Form 888, Notice of Request to Search, excluding confidential information, shall be given to the visitor.

54020.14 VISITOR CONSENT FOR SEARCH

When a clothed or unclothed body search of a visitor is authorized and/or necessary due to failure to clear any metal detection device, a CDC Form 888 is required. A CDC Form 888 is required for each visitor including minors. The parents or legal guardian of a child are required to consent to the search of minor children by signing the CDC Form 888.

54020.14.1 REFUSAL TO SUBMIT TO A SEARCH

Visitors who refuse to submit to a clothed or unclothed body search shall have their visiting privileges denied for that day. Future visits may be conditional upon the visitor's willingness to submit to a clothed or unclothed search prior to visit.

If the parent or legal guardian declines consent to search a minor and the child does not visit, but the parent or legal guardian subsequently decides to visit, the parent or legal guardian shall be required to submit to an unclothed body search or they too shall not be permitted a visit on that day. The minor who is not visiting shall not be permitted to remain on institution grounds.

54020.14.3 SEARCHING OF MINORS

The parent or legal guardian shall accompany the minor and witness the search.

A supervisor of the same sex (Sergeant or Lieutenant) and at least one (1) other staff member of the same sex must be present during the search of a minor.

Care shall be exercised not to traumatize minors being searched. If personal contact is necessary, it shall be performed by the parent or legal guardian at the direction of, and to the satisfaction of, the searching officer. If a minor experiences difficulty in comprehending instructions, the parent or legal guardian shall be utilized to relay instructions.

Simultaneous searches of minors of the opposite sex in the same area are prohibited. If necessary, visiting personnel shall care for minors while separate searches are conducted, if necessary.

54020.15 ALLOWABLE VISITOR ITEMS

Visitors may be permitted to take the following items into the visiting area:

Miscellaneous Items:

- Identification card.
- One (1) pair of eyeglasses
- One (1) handkerchief or small package of tissues (factory sealed), no bandannas.
- Clear change purse, maximum size 6x8 with two (2) compartments
- \$50 per adult and \$20 per minor visitor, in coin or one (1) dollar bills only.
- Solid comb or brush.
- Two (2) keys on a ring with no attachments. One (1) key may be an electronic car key.
- Indian medicine bag, upon inspection and approval.
- Two (2) small (less than 12 inches in length) solid toys.

Baby Items:

- One (1) infant carrier.
- Six (6) disposable diapers.
- Factory sealed Baby Wipes.
- Any combination of the following: two (2) factory-sealed single serving size, ready to feed bottles of baby formula or two (2) transparent plastic baby bottles, either empty or containing pre-mixed formula/milk/juice/water.
- Two (2) factory-sealed, single serving size packets of powdered baby formula.
- One (1) transparent pacifier.
- Three (3) jars of factory sealed baby food
- One (1) plastic baby spoon.
- One (1) single-layer baby blanket.
- One (1) transparent diaper bag.
- One (1) change of baby clothing.
- One (1) single-layer burp cloth.

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. Ten (10) approved photographs may be allowed: maximum size 5"x7", no false backs or instant photographs. The photos must be free of any writing or drawings.

During processing, *Visiting staff shall:

- Inspect and count the items.
- Record the number of items on the visitor's CDCR form 1000.

Upon conclusion of the visit, staff shall again count the items verifying the amount with the number recorded.

The purpose of this section is to allow inmate access to a limited amount of documents without need to facilitate access through a legal visit. The following are examples of documents permitted into the visiting area: legal papers, tax returns, real estate documents, report cards and school work. To minimize the impact on visitor's processing, no more than ten (10) pages are permitted per visit.

Documents entering through visitor processing are not subject to lawyer/client privilege and will be inspected and approved by a *Visiting supervisor to ensure the subject matter and content of the documents do not compromise the safety and security of the institution.

Prohibited Items:

- All tobacco and tobacco products.
- Food. All refreshments are to be purchased from the vending machines located in the Visiting Room, except camps and approved baby items. See DOM Section 54020.24
- Chewing gum.
- Purses.
- Cameras.
- Pagers.
- Cell phones.
- Writing materials or books, unless approved prior to entering the Visiting Room.

54020.16 LOCKERS

Lockers are available in the Visitor Processing Center for storage of items that are not permitted into the visiting areas, i.e., suitcases, attaché cases, etc. These lockers are for the convenience of visitors who do not have a personal car. Items should be locked in a vehicle if one is present. CCC shall not be responsible for the loss or theft of personal items left in lockers.

54020.17 VISITOR MEDICATION

Visitors may retain only life-sustaining, condition-stabilizing medication with the prescribing physician's written statement of its immediate need, and only in the physician's 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.

All medication shall be in its original pharmacy container with the patient's name, pharmacy, name of medication, prescribed dosage, and the physician's name indicated on the container's label. Nonprescription medicine is not permitted.

54020.18 NUMBER OF APPROVED VISITORS

There shall be no more than five (5) visitors per inmate, including minors. Visitors in excess of five (5) may be accommodated by means of rotation through the visiting area on a one (1) time basis. Such rotation shall be considered a single visit in the event it is necessary to terminate a visit in progress. Once a visitor has been processed out of the *Visiting #Room, the visitor will not be allowed to enter the *Visiting #Room until the next scheduled visiting day.

Non-contact visits shall not exceed three (3) visitors, including minors. Visitors in excess of three (3) may be accommodated by means of rotation through the visiting area on a one (1) time basis. Such rotation shall be considered a single visit in the event it is necessary to terminate a visit in progress. Once a visitor has been processed out of the visiting room the visitor will not be allowed to enter the *Visiting #Room until the next scheduled visiting day.

54020.20 VISITOR BASIC DRESS STANDARDS

Visitors shall remain fully clothed when visiting. Appropriate attire includes undergarments.

Visitors over 36" tall shall adhere to the following dress standards:

- Shoes or sandals shall be worn at all times. Shower shoes and bedroom slippers will not be allowed.
- Buttons, snaps, and zippers shall remain fastened at all times.
- Undergarments shall be worn at all times and under all circumstances.
- For security reasons, no brassiere will have metal under wires.
- All shorts and skirts, including slits in the garment shall not expose more than two (2) inches above the knee when standing.

Prohibited Attire

Prohibited attire consists of, but is not limited to:

- Visitors clothing which, in any combination of shades or types of material/fabric, resembles orange California State-issued inmate clothing, blue denim or cotton chambray shirts, and blue denim pants.
- Clothing that resembles law enforcement or military-type, including rain gear (except active duty or official capacity).
- Hats, wigs, or hairpieces (unless medically required).
- Clothing that:
 - Exposes the breast/chest area, genital area, or buttocks.
 - Sheer, transparent or excessively tight or form fitting garments.
 - Strapless or "spaghetti" strap tops.
 - Clothing exposing the midriff area.
- Clothing or accessories displaying obscene or offensive language or drawings.

The Department Operations Manual, Chapter 5, Article 42 – Visiting Section 54020.20 "Prohibited Attire", allows individuals, on active duty or in an official capacity to wear military-type or camouflaged-patterned articles of clothing, including rain gear, during a visit. When visitors arrive at the Visitor Processing Center wearing military-type or camouflage-patterned articles of clothing, the visitor will present his/her valid Armed Forces Identification Card with a picture to confirm his/her identity and military status. If not on active duty, the visitor will present a valid Reserve Armed Forces Identification Card with picture, demonstrating he/she is a reserve member of the armed forces. Once the aforementioned requirements are met, the individual will be allowed to visit wearing the military-type or camouflaged-patterned articles of clothing.

54020.21 PROCESSING OF INMATES

Beginning of Visit

Inmates visiting on Main or Facility C will be given a unclothed body search by visiting staff prior to entering the visiting room.

Inmates will, upon entry to the Visiting Room, surrender their ID cards to the Visiting Room Officer before starting their visits. Prior to returning to their units, the inmates will have their ID cards returned.

The officer processing the inmate into the Visiting Room will verify the inmate's identification by ensuring the photograph of the state issued ID card and the inmate's actual appearance match.

If there is any discrepancy, Visiting Sergeant or the Visiting Lieutenant will be contacted for a decision on whether or not the visit will be permitted. If the visit is not permitted, the visitor will be informed of the reason and instructed to leave institutional grounds.

Inmate wishing to use the restroom during contact visit will be escorted to a secure area and shall submit to an unclothed body search prior to entering the restroom area. Refusal to submit to search shall be cause to terminate the visit.

End of Visit

Upon completion of visiting, the Visiting Room Officer will direct the inmates to complete their farewells to their visitors and then proceed to a designated area in the ~~V~~Visiting ~~R~~Room. Before the release of visitors, the Visiting Room Officer will compare the ~~number of~~ identification cards to the inmates. Should a discrepancy be discovered, the Visiting Room Officer will notify both the Watch Commander and Visiting Lieutenant. No visitors will then be released without approval of the Watch Commander.

Count Procedures

Prior to any institutional count, the Visiting Room Officer will conduct an out-count by comparing the number of ID cards to the inmate physical count in the ~~V~~Visiting ~~R~~Room and enter the out counts in Strategic Offender Management System (SOMS). Upon the start of the institutional count, the Visiting Room Officer will direct all inmates to proceed to a designated area. The Visiting Room Officer will then conduct a standing count prior to confirming the out-count on SOMS. Facility C Visiting staff will be required to pick up a copy of the Daily Close A report from Central Control at the beginning of each shift. This report identifies inmates assigned to Close Custody and their housing.

54020.21.1 AUTHORIZATION OF EXCUSED TIME OFF FOR VISITS

Permission for an inmate to utilize Excused Time Off (ETO) time and visit during assigned working hours is limited to the following criteria:

- Work assignment conflicts. When the ~~In~~mate has not received a visit in the last 30 days and would otherwise be prohibited from visiting because of a conflict in work, training, or education assignment.
- When the visitor must travel a distance of 250 miles or more, and the visitor has not previously visited the particular inmate within the last 30 days. A limit of two (2) such visits shall be established for each occurrence.
- Inmates may also visit when not required to report to their work assignments because of temporary suspension of the work program.

54020.22 NON CONTACT VISITING

Non-contact visits shall be scheduled in one (1) hour increments and may be extended based on space availability. Visitors arriving without an appointment will be subject to

space availability and a visit is not guaranteed. Visitors who have made appointments in advance for non-contact ~~Administrative Segregation~~ ASU and SHU visits shall be given priority. When overcrowding occurs, those who have visited at least one (1) hour and who have been visiting for the longest time may have their visits terminated.

54020.22.1 NON CONTACT VISITS FOR GENERAL POPULATION INMATES

Inmates not assigned to ASU may be placed on non-contact visiting status for specific periods of time by disciplinary disposition or Classification Committee action in accordance with CCR, Title 15, Section 3170, 3173.1 (d), 3176.3, and 3315.

54020.24 FOOD IN VISITING AREAS

Visitors and inmates are permitted only those items purchased in their respective visiting areas or approved baby food items, with a visiting baby only. Inmates and visitors may not take any food items from the visiting area.

Conservation Camps

Visitors at Conservation Camps are permitted to bring the following vendor-sealed food items to the picnic visiting area:

- Prepared, non-marinated, unprepared, and/or lunch meats.
- Cheeses
- Non-alcoholic beverages
- Six (6) 12 ounce cans or plastic bottles per inmate and visitor.
- One (1) quart of milk per inmate and visitor
- One (1) six (6) ounce jar of instant coffee.
- One (1) 16 ounce jar of barbecue sauce and/or steak sauce
- Individual sealed condiment packets
- One (1) large bag of chips per inmate and visitor
- Four (4) hot dog/hamburger buns per inmate and visitor
- One (1) package of tortillas per inmate and visitor
- Two (2) un-sliced fruits per inmate and visitor
- One (1) potato per inmate and visitor
- One (1) onion or pepper per inmate and visitor
- Two (2) bakery products per inmate and visitor

Food items taken into the designated visiting areas shall be consumed during the visit or taken from the visiting areas by the visitors at the conclusion of the visit.

54020.25 VISITING PHOTO PROGRAM

General Population Visiting

Photo ducats are available in each visiting room. Photos are to be taken only in designated areas. In the Main Visiting Room, the designated inside area is the south wall, and the outside area is directly in front of the north Camp Office wall. In the

Facility C Visiting Room the designated inside area is the south wall and the outside area is directly in front of the mural.

Inmates and visitors may stand side by side with either their arms wrapped around the shoulder or waist area of the inmate or visitor with their hands visible.

Inmates may stand alone with their hands either in front of themselves with fingers interwoven or hands overlapping or with their hands hanging down at their sides.

Inmates and visitors shall be authorized to retain any approved photographs taken during the visit with approval of Visiting Room staff. Visiting Room staff shall initial and date the back of the approved photo.

Conservation Camps

No personal cameras are allowed. Only the Polaroid camera issued to each camp will be used.

- The Camp Commander of each camp will have the overall responsibility for the Polaroid camera that utilizes 600 film.
- The camera will be placed in a secure, locked locker and listed on the same inventory sheet that includes the keys and restraint equipment.
- The inmate's visitor will be required to provide the film for the State owned camera. Visitors will be restricted to one (1) package of film per visit. The package of film will not contain over ten (10) photos.
- When visitors are processed into the camp, they are required to turn the film over to the Duty/Visiting Officer. The Officer will retain the film until utilized.
- Each Camp Commander will designate two (2) distinct locations (one outside and one inside for inclement weather) where inmates on visits will be allowed to have their picture taken. Where applicable, photos will not be taken of fences, views of the yard, gates, doors, or towers.
- Photos will be authorized on visiting days only at 1030 and 1430 hours.
- Per the Camp Commander's discretion, photos will be taken by staff or an inmate clerk at the designated times. All ten (10) photos will be taken at the same time. This should not take more than five (5) minutes of staff time. If an inmate clerk utilizes the camera, he will be under the direct supervision of staff at all times, no exceptions.
- No inmate group photographs are allowed. The intent is to allow an inmate to be photographed with his family during a visit.
- No photos will be allowed to return with the inmate. Visitors will retain and take with them any photos they have taken during their visit.
- The State is not responsible for photos that are blurred, blackened out as a result of defective film, flash failure, or operator error.

- Inmates are responsible to inform their visitors of this procedure, process, and the type of film the camp utilizes.

54020.26 VISITING WITH MORE THAN ONE INMATE

If not pre-approved by the Warden a visitor who wishes to visit see another inmate who they are approved to visit, the visitor must terminate their visit with the first inmate, then return to the Visitor Processing Center to be processed to see the second inmate. The only exception to this policy is if the visitor is an immediate family member (as defined in CCR, Title 15, Section 3000) of both inmates or the visit is approved per CCR, Title 15, Section 3170.1(d). The visitor applicant may be required to submit proof of any alleged relationship.

54020.24 VISITING IN CDCR HOSPITALS AND INFIRMARIES

Inmate/Patients that require an infirmary cell visit may do so only due to special circumstances and with prior approval by the Warden and Chief Executive Officer. Only the immediate family will be allowed to visit any inmate patient under these circumstances.

Quarantined inmates, while contagious, will not be allowed to visit.

Inmate/Patients visits in an Attorney Conference Room or in the Infirmary, if approved, will be for one (1) hour duration. The on duty Watch Commander will coordinate the visit and custody coverage will be by the utilization of one (1) Search and Escort (S&E) Officer.

Ambulatory infirmary *inmate/patients* that are on ASU status or endorsed for a Security Housing Unit (SHU) will be allowed to visit utilizing the non-contact visiting booths in the Facility C Visiting Room. These visits will be the same as regular ASU visits: One (1) visit per week for a period of two (2) hours. Non ASU/SHU Level III inmates will be allowed to visit, utilizing the non-contact visiting booth at Main Visiting, without a time limitation.

If the inmate's medical condition is considered terminal, the visit may be conducted in the inmate's assigned infirmary cell and only with the approval of the Chief Executive Officer and the Warden. These visits will be no more than one (1) hour in duration.

The on duty Watch Commander will coordinate the cell visit and two (2) Correctional Officers must be present during the entire visit.

Medical Lay-In

Inmates issued a medical/dental lay-in chrono (CDC 128C), will present this to the officer on the Patio or the Facility C Visiting Officer. If the lay-in chrono is marked "not confined" the inmate will be granted the visit. If the lay-in chrono is marked "confined" that officer will advise the

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Medical Department. The inmate will be returned to his housing and the visit will be cancelled.

54020.28 VISITING IN A COMMUNITY HOSPITAL

Visits for inmates in a community hospital may be approved by the Warden under the following conditions:

- *The inmate has a life-threatening or critical illness/injury.*
- *The visitor is an immediate family member including registered domestic partner.*
- *The visitor has prior approval to visit the inmate in an institution/facility.*
- *The institution head or designee approves the visit.*
- *The attending physician authorizes the visit.*

Visitors in a community hospital shall comply with the CDCR visiting rules and any restrictions or requirements imposed by the institution/facility or hospital.

The length of visiting in a CDCR infirmary, hospital, or community hospitals shall be determined by the institution head or designee based on staff availability.

54020.29 VISITING CONDUCT

Each visitor and inmate is responsible for his or her own conduct while visiting. Violation of the rules and regulations may result in termination, restriction, suspension, or denial of visits and/or arrest. Additionally, disciplinary action may be taken against the inmate. A visit may be terminated for the following reasons:

- An inmate and his visitor(s) are allowed to briefly embrace and kiss at the beginning and end of their visit and are allowed to hold hands during the visit. An inmate may hold his or her minor children. A visit can be terminated for excessive contact.
- The visitor is not properly attired or attempts to disrobe during the visit.
- For serious violations of visiting procedures or for repetition of less serious violations, where it is determined by Visiting Staff that warnings or counseling have failed to correct the behavior.
- *Visitors shall not leave the designated visiting area except at the conclusion of the visit. Exception: ADA Visitors for restroom access see DOM 54020.11.1 Visiting Program Reasonable Accommodation, ADA Restroom Access.*
- *Refusal by an inmate to submit to an unclothed body search when going to or returning from the restroom during visits.*

Upon denial or termination of a visit, the official taking the action shall prepare a CDC 887, explaining the reasons for denial or termination. The original report shall be placed in

the inmate's Visiting File with copies to the inmate and the visitor.

54020.29.1 SUSPENSION OR EXCLUSION OF VISITORS FROM THE VISITING PROGRAM

All visitors entering CCC are subject to all applicable policies, regulations, local procedures and laws. Suspension of visits may occur when the visitor has violated State law or is under investigation for a serious crime committed on State property, or the visitor is currently being prosecuted or serving a sentence ordered by the court for a serious crime committed on State property. Upon completion of any sentence, a written request to visit shall be reconsidered. If the individual is found not guilty by a court, a prior approval to visit shall be reinstated.

Violations Involving Only the Visitor

When the violation involves only the visitor, the visitor's future visits may be restricted to the degree necessary to prevent further violations during subsequent visits.

Termination - When verbal warnings and/or restrictions fail to achieve compliance, or fail to deter conduct by a visitor that if committed by an inmate would constitute a serious rules violation.

Suspension up to six (6) months - For serious or repeated violations of the rules, regulations, or procedures, and/or upon belief of the visitor's involvement in a criminal act and pending the outcome of an investigation. The length of suspension shall be commensurate with the seriousness of the violation.

Suspension up to 12 months - The institution head or designee may impose a suspension of visiting for up to 12 months when a visitor is involved in criminal activity on institution/facility property, which includes a misdemeanor.

Suspension up to 24 months - The director or designee may impose a suspension of visiting privileges up to 24 months when a visitor is involved in criminal activity on institution/facility property, which constitutes a felony.

Revocation - Subsequent discovery of information that would have resulted in disapproval or disqualifying conduct are grounds for revocation of the previously granted permission to visit an inmate.

Violations Involving the Inmate and the Visitor

If the visitor and the inmate are both involved in the violation, the visit will be terminated, visiting rights suspended, and the inmate's actions shall be reported on a Rules Violation Report (CDC 115).

Inmates not assigned to ASU may be placed on non-contact visiting status for specific periods of time by disciplinary

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disposition or Classification Committee action in accordance with CCR, Title 15, Section 3170, 3173.1 (d), 3176.3, and 3315.

54020.30 DENIAL OR TERMINATION OF VISITS DUE TO OVERCROWDING

Visits may be terminated or denied when the visiting areas are in use to maximum capacity, and there are other approved visitors waiting to visit. Termination of visits due to overcrowding shall be based on the recorded order of arrival time of the inmate (first in/first out). Exceptions to this termination procedure are as follows:

- **Excessive Distance:** The visitor has traveled a distance of 250 miles or more and has not visited within the last 30 days. Exceptions shall apply to two (2) consecutive days of visiting.
- **Disabled:** A visitor who is certified as disabled as defined by California law and must rely on special transportation to the institution.
- **Weddings:** When a visitor is married to an inmate on that particular day.
- **Family Emergencies:** When death, serious illness, or injury occurs to an inmate's immediate family. Clergy or approved visitors may visit the inmate to offer condolences or inform the inmate of the occurrence.
- **Infrequent Visits:** When an inmate receives not more than one (1) visit each six (6) months. An inmate meets this definition when the inmate normally receives infrequent visits and a visitor unexpectedly arrives.

When visit terminations are complete and the overcrowding situation persists, the visits of those remaining shall be terminated as necessary. When overcrowding occurs, those who have visited at least one (1) hour and who have been visiting for the longest time may have their visits terminated as outlined in CCR, Title 15, Section 3176(a)(9). Upon denial or termination of a visit, the official taking the action shall prepare a CDC 887, explaining the reasons for denial or termination. The original report shall be placed in the inmate's Visiting File with copies to the inmate and the visitor.

Any visitor whose visit is terminated due to overcrowding shall not be allowed to re-enter on the day of termination

54020.32 ATTORNEY VISITATIONS AND CONSULTATION

Inmate/Parolee-patients pending parole revocation hearings may be housed in the Outpatient Housing Unit (OHU) for the purpose of mental health treatment. Attorneys shall have

access to visit these individuals in order to provide adequate due process related to parole proceedings.

When the Litigation Coordinator, or designee, determines that an attorney has requested to visit an individual housed in a medical setting for the purpose of mental health treatment, the Litigation Coordinator, or designee, shall notify the Chief of Mental Health, or designee, of the visit request, and the attorney of the inmate/parolee-patient's housing status. The Chief of Mental Health (or designee) shall notify the assigned primary clinician, in the medical setting, that the attorney visit was requested.

Every effort shall be made to ensure that attorney visits occur, when requested, in a confidential setting. This may require careful scheduling of the attorney visit to avoid impacting services to other patients treated in the facility. When an individual refuses escort to a confidential setting, or there has been documentation that he or she has been assaultive in the last 24 hours, the attorney shall be allowed contact at the cell-front. When an individual is in clinical restraint, the attorney shall be allowed contact from outside the cell door, with the cell door open.

The June 12, 2007, Valdivia Stipulated Protective Order states that CDCR recognizes the obligation "to provide a parolee's attorney access to sensitive medical and mental health information." It indicates, "Should any such files contain information covered by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), this order shall be deemed a qualified protective order." Attorneys may review the Unit Health Record of a parolee/inmate-patient, or may request to discuss the mental health condition with the assigned clinician. Mental health clinicians shall provide to visiting attorneys any information necessary for understanding the mental state, and mental health history, of the parolee-inmate/patient.

In rare occurrences, the clinician may determine that a visit from the attorney could compromise the health and safety of the inmate/parolee-patient. For example, if an individual holds delusional beliefs about the attorney, or threatens self-harm if an attorney visit is allowed, the clinician shall carefully document the reason for concern in the Unit Health Record. The clinician shall document, using a CDCR Form 128B, that a visit from the attorney could be detrimental to the health and safety of the inmate. The CDCR 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. Copies of the CDCR Form 128B shall be placed in the Unit Health Record and the Central File (C-File). The original CDCR Form 128B shall be given to the Litigation Coordinator, or designee. The Litigation Coordinator, or designee shall provide a copy of the CDCR form 128B to the attorney by sending it via facsimile to California Parole Advocacy Program (CalPAP)

Headquarters at (916) 452-7491, and the attorney shall be requested to postpone the 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 clinical 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.

54020.32.1 CLEARANCE AND APPROVAL FOR ATTORNEY VISIT

To visit an inmate, all attorneys, attorney representative, and private investigators (PI), are required to submit a written request on the individual's office letterhead/stationary. The request shall include the California Bar Association number of the visiting attorney or the attorney being represented. This Bar number will be checked by the Litigation Coordinator in the Classification and Parole Representative's (C&PR's) Office via the internet at www.calbar.ca.gov to verify the current standing of the attorney in question. In the case of a PI requesting to visit an inmate, the individual PI's number shall be included in the request.

All attorneys, attorney representatives, and PI's are required to complete the "Attorney Gate Clearance" application provided to them by the Litigation Coordinator.

Information which will be verified includes arrest history, proof of current registry and good standing with governing bar association and/or certification in the form of a license that the representative is a licensed private investigator retained by the attorney, or appointed by the court, or public agency or institution. At least one (1) week is needed prior to an attorney visit for the purpose of background clearance.

An attorney wishing to visit an inmate shall request an appointment by calling, faxing, or writing the Litigation Coordinator, or designee. If the attorney wishing to visit has been previously cleared for this purpose two (2) business days is an appropriate amount of allowable time.

Processing of Attorney Visit Requests

In some cases, an individual's arrest history may be non-automated requiring additional time to complete the background verification. The Visiting staff will attain the arrest history report following receipt of the "Attorney Gate Clearance". After approving the Gate Clearance, Visiting staff will contact the Litigation Coordinator and inform them of the approval/disapproval of the Gate Clearance. The Litigation Coordinator will then contact the

attorney/attorney's representative and inform them they have been cleared to visit schedule their legal visit. The Litigation Coordinator will review the shared Visiting Calendar and annotate the scheduled attorney visit on it. Once the attorney visit is scheduled, the Litigation Coordinator will send an email to the Visiting Lieutenant, Visiting Sergeant, and the Watch Commander, informing them of the scheduled attorney visit to include the inmates' name and CDCR identification number, housing, and the attorney's name and contact information.

54020.32.2 INMATE NOTIFICATION OF ATTORNEY VISIT

The Visiting Lieutenant or designee shall notify the inmate of the scheduled attorney visit via the CDC 1081. A designated staff person shall complete and make distribution of the Notice of Attorney/Legal Visit, CDC 1081. One (1) copy will be routed to the Watch Commander, one (1) copy will be maintained by the Visiting Office and one (1) copy will be placed in the inmate's visiting file.

Visits During Work/Training Hours

When an *attorney visit* is approved during an inmate's work/training schedule, the inmate shall be released from the assignment and "S" time shall be recorded on the time card for the duration of the visit.

54020.32.3 ATTORNEY VISITING HOURS

Attorney/attorney's representative visitation for the purposes of private consultation with an inmate shall preferably be conducted during regular visiting hours, if possible. Visits during normal business hours (Monday-Friday, 0800 to 1500 hours) can also be arranged. The Watch Office shall coordinate custodial coverage for visits.

When a documented compelling need exists, the Visiting Lieutenant/Watch Commander has authority to grant exceptions to the provisions relating to visiting hours and visiting days if the visit does not interfere with the safety and security of the institution.

54020.32.4 LOCATION OF ATTORNEY VISITS

Attorney/attorney representative visits shall be conducted in the visiting rooms, and inmates shall be granted contact or non-contact visits in accordance with their current visiting status.

When a compelling need exists, the Associate Warden or AOD may grant to an inmate who is on non-contact visiting status a contact visit with their attorney.

54020.32.5 PROCESSING

Not more than two (2) attorneys or attorney representatives may visit privately with the inmate or witness at the same time. Exceptions maybe authorized by the official in charge of visiting.

All attorneys/attorney representatives visiting an inmate shall be processed through the Visitor Processing Center. Each attorney shall provide proof of identity and current registry with a State Bar Association.

Attorneys shall be subject to the same rules and regulations as regular visitors regarding personal items that shall be allowed inside the visiting room.

No briefcases are allowed. All paperwork pertaining to the case shall be hand carried.

54020.32.6 ATTORNEY REPRESENTATIVES/ LITIGATION SUPPORT PERSONNEL

An attorney may designate in writing the names of not more than two (2) representatives to interview an inmate on behalf of the attorney. Such designated representatives shall be afforded the same accommodation and services as an attorney, providing all other requirements of this section are met.

Representatives acting on behalf of an inmate's attorney shall be one of the following:

- An investigator, licensed by the State of California, or a full-time employee for an authorized licensed investigator.
- A law student certified under State Bar rules for practical training of law students, and sponsored by the attorney.
- A legal paraprofessional certified by the California State Bar or other equivalent California legal professional body, and sponsored by the attorney.
- A full-time employee of the attorney.

54020.32.7 AUTHORIZATION OF ATTORNEY REPRESENTATIVE

A letter of authorization shall be presented by the attorney representative or litigation support personnel, along with verifying proof of identity at the time of the scheduled visit and shall be subject to verification. The letter must be dated within 180 days of the visit and must clearly indicate that the representative is a court appointee or authorized agent of the attorney. The letter of authorization shall be presented or be on file at the institution at the time of the visit. The representative must show proof of identity.

54020.32.8 EXCHANGE OF CONFIDENTIAL MATERIAL

Staff shall not listen to or monitor conversations between an inmate and an attorney, or between an inmate and a person authorized to act for an attorney or a licensed investigator.

All items that an inmate and an attorney/attorney's representative wish to exchange during a visit shall be presented to the official in charge of visiting for a contraband inspection prior to being brought into the visiting area.

The inspecting official shall not read any part of written or printed material without the expressed consent of the inmate or the attorney/attorney's representative.

After inspection, written/printed material may be exchanged. The attorney/attorney's representative may retain and take from the Visiting Room and from the institution any written material given to them by the inmate and the inmate may retain and take from the Visiting Room any written/printed material given to them by the attorney/attorney's representative.

With the express consent of the inmate, the examining official may read the material only to the minimum extent necessary to ensure that the contents would not pose a threat to the security of the institution if retained in the inmate's possession. The examining official shall keep any knowledge of the content in strict confidence.

When an attorney/attorney's representative arrives at the institution unannounced to deliver legal materials to an inmate, they will be processed in the same manner as listed above. Under no circumstance will staff act as a liaison to hand deliver legal materials to an inmate. The attorney/attorney's representative will personally hand deliver confidential material to the inmate.

Inmate Refusal of Examination

If the inmate does not consent to an inspection of the contents of a document given to the inmate by the attorney/attorney representative, it shall be returned to the attorney/attorney representative.

54020.32.9 DEPOSITIONS

By prior arrangement, depositions may be scheduled. The attorney(s) desiring to take the deposition must direct a written request to the Warden, Litigation Coordinator, or designee stating the name of the inmate(s) to be deposed and requesting a specific day and time for the taking of the deposition. The Litigation Coordinator shall provide a list of court reporters that have approved gate clearances on file. All individuals attending a deposition must have an approved gate clearance on file.

In the request, the attorney shall list the name of the court reporter that is to participate in the deposition process. The requesting attorney shall be responsible for notifying the court reporter of the identification documents required to enter the institution.

54020.33 FAMILY VISITING GENERAL INFORMATION

Family Visiting is a privilege earned by the inmate through successful program participation. Eligible inmates may apply for family visits. These visits are in an apartment-type setting and are for up to 72 hours in duration. Family Visits are restricted to the living quarters and the yard assigned. Family visits will involve only the inmate's approved immediate family members. Visitors shall not be permitted to leave and return during the visit. The inmate will purchase food from the institution. The inmate and their family may review the different menus and make purchases prior to the visit. Misconduct on the part of the inmate or the visitor(s), violation of a law, rules, or regulation may be cause for termination of the visit.

Family visitors are normally expected to stay their entire family visit. Out-processing at non-scheduled times will require the approval of the Visiting Lieutenant or Watch Commander.

Conservation Camp Family Visiting

Inmates that are scheduled for family visits within seven (7) days of an emergency dispatch will remain in camp and be assigned to the CDCR/CAL FIRE in-camp work crew.

The Camp Commander, or Assistant Camp Commander in the Camp Commander's absence, may waive limitations regarding the maximum allowable number of visitors an inmate may have during regular visiting hours. This waiver will apply only to the inmate's spouse and children. This policy does not extend to family visits, as the maximum allowed in a family visiting unit is five (5) individuals, per the State Fire Marshal.

54020.33.1 INMATE FAMILY VISITING ELIGIBILITY

Eligibility for participating in the program shall be restricted to Privilege Group "A" and "B" inmates as defined in CCR, Title 15, Section 3044, 3177(b)(1), and PC 2434. Privilege Group "C" of itself does not prohibit or restrict regular contact visits. Inmates in Privilege Group "C" will be restricted from family visits.

Inmates shall not be eligible for a family visit while any action that restrict, suspends, or denies their contact with a visitor or visitors during regular visiting is in effect.

Per CCR, Title 15, Section 3177(b)(1), "Family visits shall not be permitted for inmates convicted of a violent offense involving a minor or family member or any sex offense, which includes, but is not limited to, the following PC Sections: 187 (when the victim is a family member or minor); 192 (when the victim is a family member or minor); Per Title 15-243.4, 261, 261.5, 262, 264.1, 266c, 266j, 273a, 273d, 273.5, 273.6, 285, 286, 288, 288a, 288.2, 288.5, 289, 289.5, 311.1, 311.2, 311.3, 311.4, 313.1, 314, or 647.6."

Per CCR, Title 15, Section 3177(b)(B)(2), "Family visits shall not be permitted for inmates who are in any of the following categories: sentenced to life without the possibility of parole; sentenced to life without a parole date established by the Board of Parole Hearings (BPH) designated Close A or Close B custody; designated a condemned inmate; assigned to a reception center; assigned to an administrative segregation unit; assigned to a SHU; designated "C" status; guilty of one (1) or more Division A or Division B offenses' within the last 12 months; or guilty of narcotics distribution while incarcerated in a state prison." Inmates in "B" privilege group are allowed one (1) family visit every six (6) months.

If an inmate is found guilty of CDC 115 for Introduction and Distribution of Controlled Substance/Narcotics Trafficking, the recorder of Institution Classification Committee (ICC) shall prepare a CDC 128B permanently rescinding Family Visit privileges. A copy of the CDC 128B shall be immediately forwarded to the Family Visiting Officer.

If an inmate is found guilty of a Division A or B offense, the recorder of ICC shall prepare a CDC 128B rescinding the Family Visit privilege for a 12 month period per CCR, Title 15, Section 3174. A copy of the CDC 128B shall be immediately forwarded to the Family Visiting Officer. After the 12 month period has been completed, the inmate must submit an application for family visit through the assigned Correctional Counselor I (CCI) for processing. If the inmate is eligible, the appropriate CDC 128B approving the family visit shall be prepared and forwarded to the Family Visiting Officer.

A current Criminal Identification and Information (CI&I) report showing the instant offense will be in the file and reviewed. Inmates with prior prison terms with discharged CDCR prison numbers must have the archive files in their C-File along with an Informational Chrono, CDC-128B, reflecting that an archive file review has been completed.

54020.33.2 INMATE APPLICATIONS FOR FAMILY VISITS

A Family Visiting Application, CDC-1046, Attachment D, will be filled out by the inmate requesting a family visit and turned in to his assigned CCI.

The review process for family visit is initiated by an inmate's submission of the Family Visiting Application. The CCI's shall not be required to review an inmate for Family Visiting unless the inmate completes an application requesting to participate in family visits. Inmates who do not submit an application shall not be reviewed.

CCI Responsibilities

Via the C-File, *ERMS/SOMS*, the assigned CCI will be responsible to verify escape history, restricted custody status, disciplinary history, and other case factors deemed sensitive to the safety and security of the institution and persons visiting. The CCI will also verify that the family visitor applicants have been approved for contact visits. Pending archives must be reviewed prior to approval.

The CCI's have the responsibility of screening the initial Family Visiting application and determining eligibility in the Family Visiting program and preparing a CDC 128B, Attachment E, CCI's will not be required to verify family relationships, including registered domestic partners. This is the responsibility of the Family Visiting Officer.

When an inmate applies for an initial family visit and is approved, the CCI shall forward the completed application and 128B to the Family Visiting Officer. There is no need for a subsequent application review by the CCI unless there is a change in case factor, or the inmate has received an Off Reservation Work Assignment/Off Reservation Work Detail (ORWA/ORWD) clearance, or the inmate has had his ORWA/ORWD revoked. Any subsequent family visit application for any additional family member will be forwarded to the Family Visiting Officer for review and disposition.

Each CCI is expected to review C-Files, *ERMS/SOMS* when they receive notices of changes in case factors or placements of new holds. This review will ensure that inmates who have become ineligible for a family visit do not enter the family visit units. The CCI shall determine whether the inmate was previously participating in the Family Visit program. If the inmate was not participating, the CCI shall process the case according to normal procedures for changes in case factors and holds. If the inmate was participating and continues to be eligible, the CCI shall process the case according to normal procedures for changes in case factors and holds. If the inmate was participating and is no longer eligible, a CDC 128B clearly indicating the reason for rescission shall be prepared by the CCI and a copy immediately sent to the Family Visit Coordinator.

If the Family Visiting Application, CDC 1046 is disapproved the application shall be returned to the inmate indicating the

reason for denial. A CDC 128B stating that the inmate is not eligible for family visits shall be prepared only when prior family visit approval is being rescinded. Denials determined at the time of application shall be documented only on the family visit application. Crime victims will require approval of ICC prior to the scheduling of the family visit.

If the inmate transfers at anytime to another institution while in process of applying for Family Visiting the process shall start over at the new institution.

Family Visiting Officer Responsibilities

An approved inmate will forward subsequent family visit applications directly to the Family Visiting Officer for processing and scheduling. The Family Visiting Officer shall review the copy of the CDC 128B, to ensure that the inmate is approved prior to scheduling each subsequent visit. The Family Visiting Officer will contact Inmate Assignment, and determine if the inmate is ORWA or ORWD. If the inmate has an ORWA/ORWD the inmate may be scheduled for a family visit in the units behind the Main Back Gate. If the inmate does not have an ORWA/ORWD, but is approved for a family visit, the family visit will be scheduled utilizing the Facility C Family Visiting Units.

If the Family Visiting Officer receives an application from an inmate and does not have a copy of a CDC 128B indicating that the inmate is approved, the application shall be returned to the assigned CCI. The assigned CCI shall review the application and C-File to approve or disapprove the inmate's eligibility for the family visit program.

Camp Visiting Staff Responsibilities

To ensure that the inmate remains eligible for placement in the Family Visit unit, prior to the first visit in camp the assigned CCI will review the C-File and author a CDC 128-B Family Visiting Approval/Denial chrono. After the first review the flimsy file will be reviewed for any family visits thereafter. The C-File, *EMRS/SOMS* (Flimsy File in camps) shall be reviewed between 24 and 72 hours prior to the scheduled family visit. The review shall be conducted by the Camp staff. If it is determined that the inmate is not appropriate for placement in the family visit unit, the Camp Supervisor shall cancel the scheduled visit. The Camp Supervisor shall prepare a CDC 128B indicating the reason for cancellation and forward a copy to the CCI.

Visiting Lieutenant Responsibilities

The Lieutenant will review the C-Files, *EMRS/SOMS* 24 to 72 hours before the scheduled visit. In his/her absence it will be the responsibility of the Second Watch, Watch Commander to do this review. Areas of consideration include: Any un-

adjudicated serious rule violations at any time before the family visit occurs; the approval or removal from and ORWA/ORWD assignment; exclusion from contact visiting or loss of visiting as part of a disposition; wants, holds, or warrants; change in custody status or change in case factors which would make the inmate ineligible to participate in the Family Visiting program.

55020.33.4 NOTIFICATION OF SCHEDULED FAMILY VISITING DATES

General Population Scheduling

Facility A, Facility B, Facility C, and Facility M will have regularly scheduled inmate open lines with the Family Visiting Officer. This will permit the inmates to schedule their family visits on the appropriate family visiting calendar maintained for each Facility.

Camp Division Scheduling

Antelope Camp family visits will be scheduled by the Family Visiting Officer. The Family Visiting Officer will, in turn, notify the inmate's Housing Officer by telephone of the family visit date.

Notification of Scheduled Family Visiting Dates

A Family Visiting Inmate Notification (CDC-1072), with the family visit date, will be forwarded to the inmate. Along with a procedural from identifying proper ID and allowable items and items not allowed on grounds. It shall be the inmate's responsibility to mail the completed CDC-1072 form to the family visitor. The family visitor will then return the CDC-1072 form to the Family Visiting Officer who is to receive it no less than 72 hours prior to the visit. The family visitor will also confirm their visiting intentions via a telephone call to the Visitor Processing Center no less than 48 hours prior to the family visit. Failure to confirm the family visit may result in cancellation of the scheduled family visit. Family visitors who confirm and then fail to appear for the family visit are subject to suspension of family visiting privileges.

54020.33.6 INMATES ON NON-CONTACT VISITING STATUS

Inmates on the family visiting lists who are placed on temporary non-contact visiting status as a result of pending disciplinary charges and/or Classification Committee action shall not be permitted to participate in the Family Visiting Program until the pending charges or Classification Committee action that led to the restricted status is resolved. If an inmate's family visit is canceled due to pending disciplinary and/or classification action and the inmate is found not guilty, the visit shall be rescheduled to the first available date.

54020.33.7 CANCELLATION OF A FAMILY VISIT

Visitors failing to report to the visitor processing area by 1100 hours with the notification and approval of the Family Visiting Officer are subject to cancellation of the visit and suspension of family visiting program privileges for six (6) months.

Visitors shall adhere to all institution procedures and Department regulations while on institution grounds. Visitors shall be responsible for the activities of their children.

54020.33.8 PROCESSING INMATES FOR FAMILY VISITING

Inmates shall present their State ID card to the Family Visiting Officer and report to a designated area for inspection of their property, an unclothed body search and a urinalysis test. The Family Visiting Officer shall complete an Family Visit Inmate Property Inventory, CDC 1070, as appropriate.

The inmate shall be escorted to the proper visiting unit. Staff shall provide a brief orientation of the unit to the occupants.

All inmates on Main will report to the Main Back Gate as instructed on their scheduled date. Inmates that do not meet the requirements to be housed in a Main Family Visiting Unit will be transferred to a Facility C Family Visiting Unit. The Family Visiting Officer will fax or hand carry a CDC-154 to Central Control. Central Control will provide the Family Visiting Officer with two (2) stamped copies of the CDC-154. One (1) copy for Main Back Gate and one (1) copy for Facility C Vehicle Sallyport along with a frontal matching photograph (not a green ID card) of each inmate will accompany the Family Visiting Officer and one (1) additional officer during the transfer. The inmate or inmates will be given an unclothed body search and provide a urine sample prior to the transfer. The inmate will be placed in waist and leg restraints and transferred in a caged vehicle. Facility C Transport Officers may be utilized for the transfer whenever feasible. The inmate's Green ID card and a copy of the CDC-154 will remain in the Foyer for count purposes by the Outside Patrol Officer/Sergeant.

Authorized Inmate Property

Inmates are required to wear State-issue clothing at all times for identification purposes. Inmates discovered in personal clothing may be subject to termination of the Family Visit and disciplinary action.

Inmates may only possess the following items:

- Two (2) sets of underclothing to include two (2) white T-shirts, two (2) under shorts and two (2) pairs of socks.
- One (1) set of State-issue blue denim pants
- One (1) State-issue blue chambray shirt
- One (1) set of shower thongs
- One (1) toothbrush
- One (1) coat
- One (1) belt
- Wedding ring
- Approved religious medal
- One (1) tube of toothpaste
- One (1) bar of soap
- One (1) toothbrush

Out Processing Inmates

Upon completion of a family visit the inmate will submit to an unclothed body search and a urinalysis test. This will be documented on a CDC-128B.

Facility C inmates will be processed by the Family Visiting Officer, one (1) at a time, inside the Facility C Family Visiting Unit, after which they will undergo an unclothed body search in the Facility C Visiting Room. Facility A and Facility B inmates will be processed at the Vocational Gate by the Family Visiting Officer or designee. Facility M and Antelope Camp inmates will be delivered to the unit staff for processing.

54020.33.9 URINALYSIS

All inmates participating in Family Visiting are required to submit to a urinalysis test before and after their scheduled Family Visit. Refusal to submit to a urinalysis test will result in disciplinary action, including cancellation of the visit and suspension of future visits.

54020.33.10 FAMILY MEMBER PARTICIPATION

Visitors allowed to participate in Family Visiting are limited to immediate family members only. This includes registered domestic partners. A certified copy of the Marriage Certificate or Certificate of Registered Domestic Partnership is required to visit.

54020.33.11 MINOR PARTICIPATION

Minors may not participate in a Family Visit without the presence of another adult member of the inmate's immediate family. Exceptions are made on a case-by-case basis and require approval by the Warden or his/her designee.

54020.33.13 FAMILY VISITING LENGTH AND VISITOR REPORTING REQUIREMENTS

Family visits will commence between 0800 and 1000 hours as scheduled by the Family Visiting Officer, with in-processing at the Visitor Processing Center on Tuesdays and Fridays. The visitor will present original certified documents, to verify the relationship, to the Family Visiting Officer. Family visits at CCC will normally last no longer than 72 hours. Family Visitors will be out-processed on Fridays and Mondays at 0830 hours.

Upon arrival at the institution the approved visiting family members will wait at the Gatehouse and be processed as per normal procedure prior to being transported to the Family Visiting Unit. See DOM Section 54020.11 and Section 54020.33.13 for more information. The visitor(s) will be transferred after the inmate. At the completion of the family visit the approved visiting family members will be transported back to the Gatehouse, prior to the inmate, at a predetermined time designated by the Family Visiting Officer.

Extended Family Visits

Inmates who do not routinely receive regular family visits from immediate family members may request an extended family visit if the following criteria are met:

- The inmate does not receive regular family visits from his immediate family, and has not had a family visit within the previous six (6) months.
- Immediate family members are traveling a distance which exceeds 1,200 miles one-way to participate in the family visit.
- Only one (1) extended family visit per calendar year per inmate.
- "Request for Extended Family Visit" will be written across the top of the Family Visiting Application form. The recommendation of the inmate's CCI and the approval of the Facility Captain are required.

Extended family visits will be scheduled to enter the family visiting unit on Tuesday and exit the following Monday.

54020.33.14 PROCESSING VISITORS FOR FAMILY VISITING

All visitors shall be subject to a search of their person and property. All personal articles shall be inspected. All Visitors will be processed through a metal detector.

Family Visitor Vehicles

Family visitor vehicles will only be parked in the Visitor's Parking Lot near the Friends Outside module, and their keys will be secured in the Visiting Gatehouse by the Family Visiting Officer.

Out Processing Visitors

The Family Visitors will be notified by the Family Visiting Officer as to the out-processing time (between 0730 and 0900 hours). On the last day of the family visit, the Family Visiting Officer will collect the knife bag, inventory the family visiting unit property, and inspect the unit for damage and cleanliness. The family visitors will then be transported to the Visitor Processing Center by the Family Visiting Officer.

54020.33.15 AUTHORIZED PROPERTY FOR FAMILY VISITING

Visitors are authorized to possess the following items while participating in the Family Visiting Program:

- One (1) bag of clothing per Visitor (the bag must be paper, plastic, or cloth, no suit cases allowed)
- Basic personal hygiene and cosmetic items in the amount necessary for the length of the visit. Items must be kept in clear travel size containers. No aerosol containers are permitted.
- Disposable diapers only
- Children's toys must be simple games, coloring books, crayons, or pencils.
- Locker key
- Prescribed medication in accordance with DOM Section 54020.33.17
- A maximum of ten (10) factory sealed condoms.

Unauthorized Items

No pets, except service animals, non-prescribed medication, clothing intended for the inmate, drugs, food item not purchased through the Family Visiting Program or baby food, alcoholic beverages (including beverages identified as "non alcoholic"), firearms, ammunition, or explosives. No radios, tape players, or electronic appliances of any kind are permitted. Discovery of any of the above items may result in termination of the family visit and suspension of future visits. All law violations will be referred to law enforcement officials. The inmate will not be permitted to retain these items when he returns to the institution security areas.

54020.33.16 FOOD FOR FAMILY VISITING

The inmate will be required to purchase food for himself and all participants of the family visit. These funds will be deducted from the inmates trust account. A minimum of two (2) meals per day, per person shall be the required minimum.

Family Visiting Food Menu

When the inmate request the Family Visiting Application, CDC 1046 from either the Men's Advisory Council (MAC) or their assigned CCI a copy of the most current Family Visiting

Menu will be attached. When the inmate turns in the Family Visiting Application, he must include a completed Family Visiting Menu and a signed Trust Account Withdrawal form for the amount of the food and administrative charge (5%), which will be added to the total food cost (excluding any sales tax) to cover processing and storage expenses.

When all required documents for the initial Family Visit Application have been received by the CCI, the CCI will forward the Trust Withdrawal to the Trust Office. The Trust Office will place a hold for the total amount of the food costs and return to the CCI a copy of the Trust Withdrawal stamped "Hold Placed". When the Family Visiting Application is approved by the respective CCI and Facility Captain, the approved application, menu, and a copy of the Trust Withdrawal will be forwarded to the Family Visiting Officer Coordinator. When the Family Visiting Officer schedules the inmate with a visiting date, the Trust Withdrawal and a copy of the food order will be submitted to the Trust Office. The scheduling of the visit will occur at least 14 days prior to the visit. This will allow processing of the Trust Withdrawal and time for the contractor to provide the food.

Upon receipt of the Family Visiting Food Menu a tracking number will be assigned by the Family Visiting Officer. The portion of the food menu containing the inmate's personal information will be removed prior to distribution to the vendor.

Food for infants under two (2) years of age may be provided by the visitor. All such food must be factory sealed and will be searched prior to the visit.

All previously listed Family Visiting time constraints apply to food menu orders. If the Family Visitor fails to check in, at the appropriate time the food menu order and the Family Visit will be cancelled. This is a non-refundable transaction.

This food ordering procedure is implemented at CCC and Conservation Camps that visit at CCC's family visiting units.

Medically Prescribed Diets

Visitors on medically prescribed diets may request the necessary food items to continue their diet. An original physician's statement on official letterhead is required with a description of what the diet includes and why the diet must be continued throughout the three (3) day period, must be submitted to the CCI with the Family Visiting Application.

Funds for Family Visiting Meals

If the inmate's family elects to send funds specifically for the purpose of family visiting, Administrative Bulletin (AB)

95/15 exempts these funds from restitution. Family visiting funds must be accompanied by the exemption of Family Visit/Temporary Community Leave Form, CDC 1839, Attachment F. These funds will be posted into the Trust system using Code TC D201. This transaction code will not take the 33% restitution collection. All necessary forms will be available through each CCI.

Processing of Food Order

The Family Visiting Officer will provide the food menu to the approved vendor four (4) days prior to the Family Visit. All food orders will arrive and be checked in by the approved vendor and the Family Visiting Officer 24-hours in advance to the Family Visit. After the food has been processed in it will be stored in the designated Family Visiting food storage area. This area is located in the cinderblock building between the C&PR Trailer and Tower #7. The visitor will receive a copy of their menu when they arrive for their visit. The Trust Office will provide payment to the approved vendor after the invoice has been received.

Unclaimed Food Items

In the event a family visit is cancelled and the food has been delivered, the inmate may determine the food be donated, destroyed, or picked up at the institution within 72 hours.

Approved Contract Vendor

The contracted vendor will agree to provide all conditions contained in the contract including:

- Provide competitive prices.
- Notify CCC of price increases a minimum of 60 days before the increase becomes effective.
- Substitute any out-of-stock item with a like item of equal or greater value.
- Guarantee delivery on the specified date and time.

Knife Box

A lockable locker in the Visitor's Processing Center will be used to secure eating utensils utilized by family visitors. Stored in the locker are seven (7) utility bags, each bag contains: five (5) knives, five (5) forks, five (5) spoons, and four (4) various cooking utensils.

One (1) utility bag will be issued per family unit. The Family Visiting Officer will inventory the contents of the utility bag in the presence of the head of the family prior to its issue. The head of the family will sign the inventory sheet acknowledging the contents. At the conclusion of the visit, another inventory will be conducted to ensure accuracy and the utility bag will then be re-secured in the locked locker.

54020.33.17 FAMILY VISITOR MEDICATION

All medication brought to CCC is subject to approval by the Chief Executive Officer or designee. Visitors may retain only life-sustaining, condition-stabilizing medication with the prescribing physician's written statement of its immediate need. Female visitors may also retain their birth control pills. All other medication will be distributed on a set schedule by the Outside Patrol Officer *and second officer* or the Facility C *S&B Security Patrol Officer 1 and a second officer*. This medication will remain in a portable locking device; the visitor will retain the key. This container must be labeled with the following information:

- Patient Name
- Type of Medication
- Times Needed
- Family Visiting Unit Number

If the ~~F~~family ~~V~~visit is scheduled for Main the medication will be stored at the Foyer under supervision of the Foyer Officer. If the ~~F~~family ~~V~~visit is scheduled for Facility C the medication will remain under the supervision of Central Control. When the medication is distributed the ~~O~~fficer will observe the patient consume the medication. Once this is complete the ~~O~~fficer will return the locked container to its approved storage location.

There will be no over the counter medication allowed in the Family Visiting Program. All medication must be in its original pharmacy container the prescribed patient's name, pharmacy name, medication name, prescribed dosage and the physician's name.

Diabetic Visitors

With written verification from their physician, family visitors may be permitted to bring a syringe and ~~I~~nsulin for a diabetic condition. The insulin will be stored in Central Control or Main Control's refrigerator. The syringes, with the needle cap affixed, will be stored in the locked medication box in the Foyer. When requested by the family visitor, the Family Visiting Officer or Outside Patrol will retrieve the syringe and insulin, and observe the family visitor self inject the insulin. The family visitor will then replace the needle safety cap and return it to the Family Visiting Officer or Outside Patrol Officer. Both the insulin and syringe will be labeled with the family visitor's name and family visiting unit number. The maximum number of syringes allowed is five (5).

Inmate Medication

Inmates on prescribed medication may be permitted to retain medication upon approval of the Chief Medical Executive or

designee. Medication that cannot be retained by the inmate will be issued by a Registered Nurse/Licensed Vocational Nurse (RN/LVN) in the family visiting unit. Medication requiring administration in the infirmary may require periodic transport of the inmates by the Outside Patrol to the infirmary. Facility C inmates will be issued medication in the family visiting unit only.

54020.33.18 FAMILY VISITING COUNT PROCEDURE

General Population Inmates must stand for count by presenting themselves at the door of the family visiting units at the designated times of:

0200 Positive Count
 0430 Positive Count
 1200 Positive Count (weekends and holidays)
 1600 Positive Count
 2100 Positive Count
 0030 Positive Count

Camps

A positive recognition count of the inmate temporarily housed in the family visiting unit of a conservation camp shall be conducted at random intervals no less than three (3) times during each eight (8) hour shift.

Family visiting counts shall occur within two (2) hours of the beginning and end of each shift, with no longer than a four (4) hour time frame expiring between any counts. As family visiting counts are conducted at random time frames, inmates shall not be made aware of the time frame that a count will be conducted.

All counts conducted in camp will be logged in the camp register.

Additional emergency counts may also be required, both at the institution and in camps.

54020.33.19 UNSCHEDULED INSPECTION/SEARCH OF FAMILY VISITING UNITS

Every effort shall be made to recognize the privacy of the inmate and their visitor(s). However, the safety of persons and security of the institution may require the inspection and/or search of a family visiting unit.

Each Watch Commander has the authority to order a search/inspection when the need arises. The Watch Commander and/or Visiting Lieutenant shall be responsible to ensure that the search/inspection is conducted in a courteous and professional manner.

55020.33.20 CONDITION AND CLEANLINESS OF FAMILY VISITING UNITS

Each inmate shall be responsible for the care of the family visiting quarters during the visit. Prior to the beginning, and at the end of each visit, the Family Visiting Officer and the inmate scheduled to visit shall conduct a detailed inspection of the unit to verify the condition of the unit, its cleanliness, and all equipment. The Family Visiting Officer shall complete a CDC 1069, Family Visiting Inventory.

Each inmate shall be subject to disciplinary action for any damage or willful neglect of the unit and furnishings. Inmates and/or visitors may be excluded from the family visiting program for willful neglect and/or abuse of the quarters.

Family Visiting Unit Cleaning

Family Visiting Units 1, 2, 4, 5, 6, and 7 will be cleaned by outside work crews #2 and #5. ~~In the event the outside crew supervisors are absorbed or redirected, the inmates awaiting for their families to arrive and~~ the Family Visiting Officer will supervise the porters inmates and inspect the units. All family visiting units will be cleaned on Mondays and Fridays after 0830 hours.

54020.34 APPEALS RELATING TO VISITING

Visitors who wish to discuss visiting related issues are encouraged to contact the Visiting Sergeant or the Visiting Lieutenant for resolution. Interviews shall be conducted or scheduled at the earliest opportunity. Visitors and/or inmates may register complaints/appeals regarding visiting through procedures outlined in CCR, Title 15, Section 3178.

Visiting Suggestion Form

The Visiting Suggestion Forms are to be made available at the Visiting Entrance/Gatehouse. The Visiting Lieutenant will review the suggestion form and route a copy to the Lassen Unit Facility Captain. If a response is requested, the Visiting Lieutenant will prepare the response and route the response for review through the Facility C Captain and the Chief Deputy Warden prior to mailing.

All visiting suggestion forms shall be kept on file by the Visiting Lieutenant for a period of one (1) year. The Visiting Lieutenant shall maintain a record of any visiting policy or procedure changes made as a result of a visitor suggestion.

Resource Supplements

Attachment A – Visiting Restroom Inspection Sheet (03/11)
Attachment B – CDC 106, Visiting Questionnaire
Attachment C – CDC 888, Notice of Request ~~to~~ for Search
Attachment D – CDC 1046, Family Visiting Application
Attachment E – CDC 128B, General Chrono
Attachment F – CDC 1839, *Exemption of Family Visiting/*
Temporary Community Leave *Funds from Restitution*
Fines/Orders Form

Responsibility, Review, and Approval

The Facility C Captain, under the general direction of the Associate Warden, ~~C Facility~~ *Lassen Division* is responsible for the implementation of this procedure.

The Facility C Captain is responsible for the review of this Operational Supplement annually in the month of December. This supplement requires the approval of the Warden.


R.L. GOWER
Warden

10-30-14
Date:

NAME AND NUMBER

CDC 128-B (Rev. 4/74)

☐ The above inmate is approved for Family Visits with immediate family per CCR 3177, without restrictions

Correctional Counselor I _____

Facility/Custody Captain _____

cc: Central File (original)
Inmate
Visiting Lieutenant

Institution

FAMILY VISITING

GENERAL CHRONO

DATE:
NAME AND NUMBER

CDC 128-B (Rev. 4/74)

☐ The above inmate is approved for Family Visits with immediate family per CCR 3177, without restrictions

Correctional Counselor I _____

Facility/Custody Captain _____

cc: Central File (original)
Inmate
Visiting Lieutenant

Institution

FAMILY VISITING

GENERAL CHRONO

DATE:

NAME AND NUMBER

CDC 128-B (Rev. 4/74)

☐ The above inmate is approved for Family Visits with immediate family per CCR 3177, without restrictions

Correctional Counselor I _____

Facility/Custody Captain _____

cc: Central File (original)
Inmate
Visiting Lieutenant

Institution

FAMILY VISITING

GENERAL CHRONO

DATE:

Visiting

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(Attachment A)

VISITING RESTROOM INSPECTION SHEET

INSTRUCTIONS: Check each area of concern, and initial the appropriate box. If the hours listed fall outside of your Visiting program for that day, place an "X" in the box for that hourly check.

TODAY'S DATE: _____

Areas of Concern	Check-Off Times										
	0800	0900	1000	1100	1200	1300	1400	1500	1600		
Trash Emptied											
Toilet(s) Clean											
Sink(s) Clean											
Mirrors Clean											
Floors Clean/Dry											
Soap Stocked											
Toilet Paper Stocked											
Paper Towels Stocked											
Notes:											

This form is to be kept in the facility restroom for the duration of the Visiting program. At the end of the Visiting program, this form is to be reviewed and signed by the Visiting supervisor. Reviewed inspection sheets are to be maintained at the institution for a period of 12 calendar months.

Printed Name and Signature of Staff Conducting Inspections

Printed Name and Signature of Reviewing Supervisor

REV. 3/11

Attachment B

STATE OF CALIFORNIA
VISITING QUESTIONNAIRE
CDCR 105 (REV. 09/12)

DEPARTMENT OF CORRECTIONS AND REHABILITATION

READ CAREFULLY. Please **PRINT** or **TYPE**. The information requested will be used by officials of the California Department of Corrections and Rehabilitation (CDCR) to determine whether your questionnaire will be approved or disapproved. The information provided will be maintained in a file pertaining to the inmate.

In accordance with the Privacy Act of 1974 (PL93-579), providing your Social Security number is optional. However, any omission or falsification on this questionnaire may be cause for denial of visiting. Please mail this form directly to the visiting office of the institution where the inmate is confined.

NAME OF INMATE YOU WANT TO VISIT (LAST		FIRST		MIDDLE)		INMATE'S CDC NUMBER	
2. YOUR NAME: (Print your name exactly as indicated on the photo identification you will be using)						SUFFIX (Jr., Sr., etc.)	
						()	
3. MAIDEN NAME (if applicable)		HAVE YOU EVER USED ANOTHER NAME? IF SO, PLEASE LIST				RELATIONSHIP TO INMATE (Spouse, Son/Daughter, other)	
4. DATE OF BIRTH		AGE	GENDER (Check one)	BIRTHPLACE (City		County	State
							Country)
5. ID NUMBER		ID TYPE (Check one)					
		<input type="checkbox"/> DRIVER'S LICENSE <input type="checkbox"/> STATE ID <input type="checkbox"/> MILITARY ID <input type="checkbox"/> PASSPORT					
OFFICIAL USE ONLY		ISSUED BY (County				6. SOCIAL SECURITY NUMBER	
EXPIRATION DATE:		State				Country)	
7. CURRENT RESIDENCE ADDRESS: STREET ADDRESS Apt. # (if applicable)				CITY		STATE	ZIP CODE
8. MAILING ADDRESS: (if different from Residence Address)				CITY		STATE	ZIP CODE
9. PREVIOUS ADDRESS WITHIN PAST TWO YEARS Apt. # (if applicable)				CITY		STATE	ZIP CODE
10. ACCOMPANYING MINOR(S) (if any) NAME, DOB, RELATIONSHIP TO INMATE							
1.		2.		3.			
10. Continued							
4.		5.		6.			
11. HAVE YOU EVER VISITED ANOTHER INMATE(S) IN A CALIFORNIA PRISON?							
(Check one) <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, complete Item 11A. Attach additional sheet(s) if more than two inmates.							
11A. INMATE NAME		CDC NUMBER		INSTITUTION WHERE YOU VISIT INMATE		RELATIONSHIP TO INMATE	
1.							
2.							
12. HAVE YOU EVER BEEN DETAINED, ARRESTED, OR CONVICTED OF A CRIME?				If YES, complete Item 12A. List all detentions, arrests and/or convictions. Failure to list all requested information may result in denial of visiting. Attach additional sheet(s) if necessary.			
(Check one) <input type="checkbox"/> YES <input type="checkbox"/> NO							
12A. OFFENSE		APPROX. DATE		DISPOSITION: (Dismissed, Probation, Jail, Prison)		COUNTY	STATE
13. ARE YOU ON PROBATION?		ARE YOU ON PAROLE OR CIVIL ADDICT		HAVE YOU BEEN INCARCERATED IN A STATE		14. ARE YOU CURRENTLY UNDER ANY TYPE OF COURT IMPOSED PROGRAM?	
(Check one) <input type="checkbox"/> YES <input type="checkbox"/> NO		OUTPATIENT STATUS?		ADULT/JUVENILE CORRECTIONAL FACILITY?		(Check one) <input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES, answer 13a		(Check one) <input type="checkbox"/> YES <input type="checkbox"/> NO		(Check one) <input type="checkbox"/> YES <input type="checkbox"/> NO		If YES, please explain on additional sheet and attach to this form.	
		If YES, answer 13a		If YES, answer 13b			
13A. TYPE: (Court, Formal, Informal, etc.)		SUPERVISING AGENCY		NAME, ADDRESS, AND TELEPHONE NUMBER OF YOUR PROBATION/PAROLE OFFICER		COUNTY	STATE
13B. If you were discharged from an institution or discharged from parole or outpatient status within the last twelve (12) months, you must have prior written approval of the Warden before visiting will be permitted. You will also need to provide a copy of your discharge paperwork.							
CONTINUED ON BACK PAGE							

STATE OF CALIFORNIA

DEPARTMENT OF CORRECTIONS

NOTICE OF REQUEST FOR SEARCH

CDC 888 (2/88)

NAME OF VISITOR	NAME AND NUMBER OF INMATE VISITED
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Institution staff has cause to suspect that you might be carrying some form of contraband. Consistent with the posted notice at the entrance of this facility, we request your voluntary submission to an unclothed search of your person and any minor(s)* accompanying you. The search may include your personal possessions and/or your vehicle.

This search will be conducted in private by staff members of the same sex as the adult or minor visitor. If a minor is searched, the parent or legal guardian may be present during the search. A separate form is required for each minor.

<input type="checkbox"/> I VOLUNTARILY AGREE to be searched.	Signature of Visitor
<input type="checkbox"/> I VOLUNTARILY AUTHORIZE the search of: NAME OF MINOR _____, Age: _____	Signature of Visitor *Relationship to Minor:
<input type="checkbox"/> I REFUSE to be searched.	Signature of Visitor
<input type="checkbox"/> I REFUSE TO AUTHORIZE the search of: NAME OF MINOR _____, Age: _____	Signature of Visitor *Relationship to Minor:

I SECURED ADVANCE PERMISSION FOR THIS SEARCH FROM:

NAME	DATE
TITLE	TIME

STAFF COMMENTS

WATCH COMMANDER/VISITING LIEUTENANT

Staff Member Conducting Search	NAME	POSITION
Staff Member Witnessing Search	NAME	POSITION

RESULTS OF SEARCH:

☐ POSITIVE☐ NEGATIVE

DESCRIPTION OF CONTRABAND:

VISITOR IS:

☐ PERMITTED to visit inmate.☐ NOT PERMITTED to visit inmate.

*Only the parent or legal guardian of a minor may authorize an unclothed body search. Absent positive proof of relationship (i.e., birth certificate, court order, notarized authorization by parent or legal guardian), a search of a minor will not be conducted and visiting will not be allowed.

Original: C-File (Visiting)
cc: Warden/Superintendent
Investigator's File
Visitor

STATE OF CALIFORNIA

CALIFORNIA CORRECTIONAL CENTER

FAMILY VISITING APPLICATION

INSTRUCTIONS: Inmate to complete and submit application to assigned Counselor.
Counselor to verify relationship and forward to Family Visiting Coordinator. CAMP NUMBER: _____

TO: FAMILY VISITING COORDINATOR via Correctional Counselor.		DATE: REQUEST SUBMITTED TO COUNSELOR	
FROM: (Inmate's Name)		DATE: RECEIVED BY FAMILY VISITING COORDINATOR	
CDC NUMBER	CELL, DORM, BED	EPRD / BOARD DATE	PRIVLEDGE GROUP
CUSTODY		DATE: OF LATE CDC 115	WORK PROGRAM ASSIGNMENT

I request that a Family Visit be scheduled for my Family members as listed below (limit of 4):

VISITOR'S NAME (First, Middle, Last)	AGE	RELATIONSHIP
ADDRESS (Number, Street, City, State)		TELEPHONE NUMBER ()
VISITOR'S NAME (First, Middle, Last)	AGE	RELATIONSHIP
ADDRESS (Number, Street, City, State)		TELEPHONE NUMBER ()
VISITOR'S NAME (First, Middle, Last)	AGE	RELATIONSHIP
ADDRESS (Number, Street, City, State)		TELEPHONE NUMBER ()
VISITOR'S NAME (First, Middle, Last)	AGE	RELATIONSHIP
ADDRESS (Number, Street, City, State)		TELEPHONE NUMBER ()

I understand that my Correctional Counselor will verify these relationships and that a certified proof of marriage or other relationship must be presented at the time of the visit.
I understand and agree to the following requirements for participating in the Family Visiting program.

1. That receipt of a serious rule violation during the waiting period will cancel any scheduled visit pending.
2. That falsification of any information will cause my Family Visiting privileges to be cancelled and will result in disciplinary action.
3. That it is required that I submit to an unclothed body search and I may be required to submit a urine specimen for testing at the end of my visit.
4. That my visitor's are subject to search of their person(s), property, and vehicles.
5. That my visitor's and I must abide by the rules posted in the Family Visiting Unit.
6. That I am responsible to ensure the Family Visiting Unit is left in clean condition.
7. That I am responsible for any damage to the unit and/or equipment incurred during my visit.
8. That a Family Visit may be terminated at anytime for reasons of security of the institution.

☐ I request a REGULAR FAMILY VISIT
My family is available to visit:
☐ ANYTIME ☐ WEEKDAYS ☐ WEEKENDS

☐ I request a REGULAR FAMILY VISIT
My family may require _____ hours notice.

FORGERY, FALSIFICATION OR ALTERATION OF ANY PORTION OF THIS APPLICATION MAY RESULT IN DISCIPLINARY ACTION.

INMATE'S SIGNATURE: _____ DATE: _____

THE AREA BELOW IS TO BE COMPLETED BY THE CORRECTIONAL COUNSELOR

I have verified the above, including Family relationships, privilege group, disciplinary record, and status as an approved visitor's in accordance with the institutional visiting procedures. Changes in an inmate's eligibility will be reported to the Family Visiting Coordinator prior to the visit.

DATE OF LAST VISIT
THIS VISIT IS APPROVED / DISAPPROVED
____ 106
____ POR
____ CI & I
____ RELATIONSHIP

- ☐ This visit is denied for one or more of the following reasons.
- ____ Inmate is not eligible for Family Visiting.
- ____ Records indicate inmate and proposed visitor's are not married.
- ____ The visitor(s) requested is (are) not an approved visitor.
- ____ Inmate or visitor requested is on non-contact visiting status.

Counselor's Comments: _____

COUNSELOR'S SIGNATURE: _____ DATE: _____

PROGRAM ADMINISTRATOR'S SIGNATURE: _____ DATE: _____

NAME AND NUMBER

CDC 128-B (Rev. 4/74)

☐ The above inmate is approved for Family Visits with immediate family per CCR 3177, without restrictions

Correctional Counselor I _____

Facility/Custody Captain _____

cc: Central File (original)
Inmate
Visiting Lieutenant

Institution

DATE:

FAMILY VISITING

GENERAL CHRONO

NAME AND NUMBER

CDC 128-B (Rev. 4/74)

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Correctional Counselor I _____

Facility/Custody Captain _____

cc: Central File (original)
Inmate
Visiting Lieutenant

Institution

DATE:

FAMILY VISITING

GENERAL CHRONO

NAME AND NUMBER

CDC 128-B (Rev. 4/74)

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cc: Central File (original)
Inmate
Visiting Lieutenant

Institution

DATE:

FAMILY VISITING

GENERAL CHRONO

Visiting

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December 2011

Attachment F

STATE OF CALIFORNIA

DEPARTMENT OF CORRECTIONS

EXEMPTION OF FAMILY VISIT/TEMPORARY COMMUNITY LEAVE
FUNDS FROM RESTITUTION FINES/ORDERS
CDC 1839 (Rev 5/97)

AMOUNT OF MONEY YOU HAVE ENCLOSED:

TO BE COMPLETED, IN ITS ENTIRETY, BY FAMILY MEMBER

NAME OF INMATE YOU WISH TO VISIT: (Last, First, MI) CDC NUMBER:

NAME OF FAMILY MEMBER PROVIDING FUNDS: (Last, First, MI) TELEPHONE NUMBER:

FAMILY MEMBER'S ADDRESS: (Include City State, and Zip Code) (See Privacy Statement on the back)

☐ THESE FUNDS ARE TO PAY FOR FOOD DURING A FAMILY VISIT (FV)

☐ THESE FUNDS ARE FOR A TEMPORARY COMMUNITY LEAVE (TCL)

CANCELLATIONS

IF THIS VISIT/LEAVE IS CANCELLED:

- 1) ALL FUNDS WILL REMAIN INDEFINITELY IN THE INMATE'S TRUST ACCOUNT WITH A HOLD PLACED ON THEM UNTIL USED FOR FUTURE FAMILY VISITS OR TEMPORARY COMMUNITY LEAVES.
- 2) THESE FUNDS WILL BE AVAILABLE SOLELY FOR THE PURPOSE OF FAMILY VISITS OR TEMPORARY COMMUNITY LEAVES AND CANNOT BE USED TO PURCHASE ITEMS FROM THE CANTEEN.
- 3) RESTITUTION WILL NOT BE TAKEN FROM THESE FUNDS WHILE THEY ARE BEING HELD FOR THE FAMILY VISITS OR TEMPORARY COMMUNITY LEAVES.
- 4) NO REFUNDS WILL BE MADE.

IMPORTANT:

- 1) PLEASE SEND THIS FORM WITH PAYMENT TO THE INSTITUTION'S ADDRESS, ATTENTION: CASHIER
- 2) IF THIS FORM DOES NOT HAVE COMPLETE INFORMATION, THE FUNDS WILL BE TRANSFERRED TO THE INMATE'S TRUST ACCOUNT AND SUBJECT TO RESTITUTION DEDUCTIONS.

SIGNATURE OF FAMILY MEMBER PROVIDING FUNDS	DATE SIGNED
SIGNATURE OF CDC STAFF FACILITATING FUNDS FOR EMERGENCY TCL	DATE SIGNED